Deleting a File Review

A File Review can be deleted if the review has been postponed or is no longer valid.

Prerequisites: To delete a File Review, you must be a member of the **TMF Delete File Reviews** feature group and you must be a member of a Review Manager Group for the template on which the File Review was based. In addition, only open File Reviews can be deleted.

- Navigate to the Study Item List of the study for the File Review.
- From the Study Items Breadcrumb Menu, select "File Reviews." The File Reviews List Page is displayed.
- Locate the File Review you want to work with within the list and select the name hyperlink. The File Review Items List Page is displayed.
- Select the gear icon above the list and select "Delete File Review" from the Actions Menu.
- 5. On the confirmation message, select "Ok."