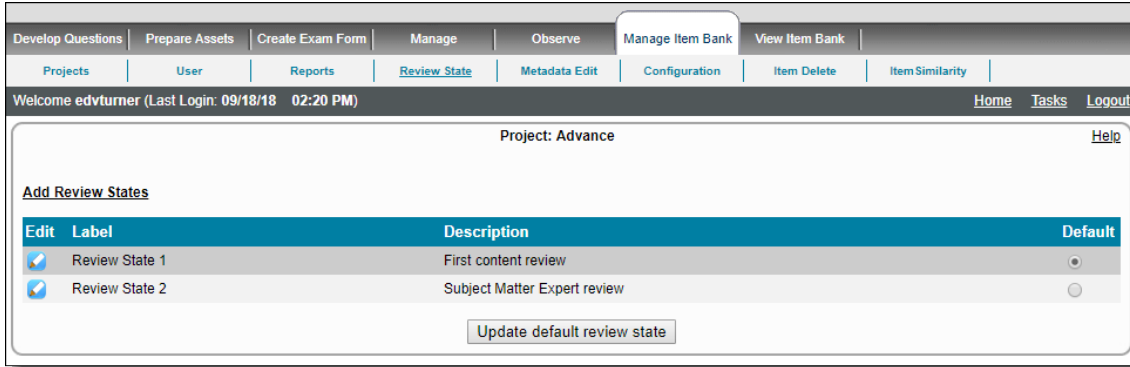


6.4 Review State

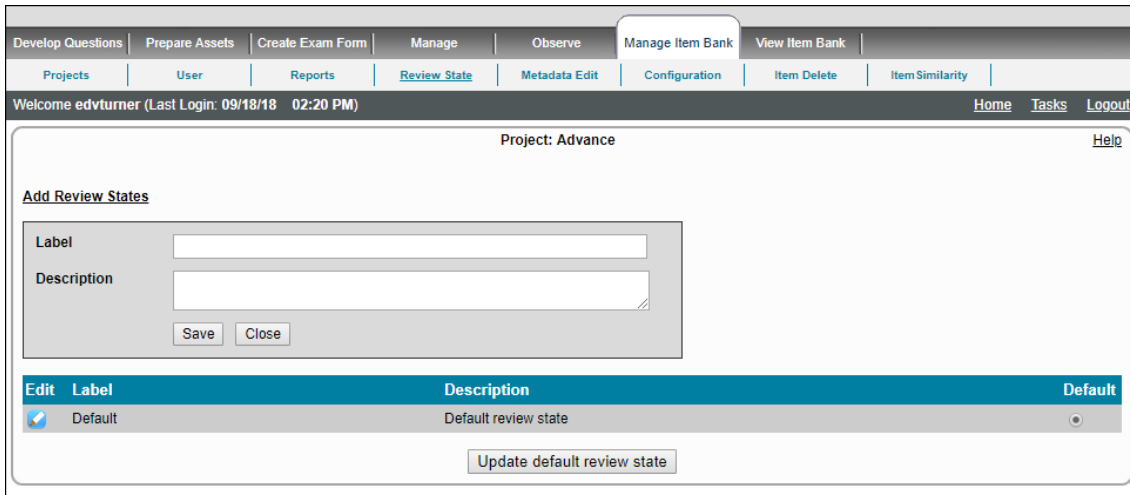
Access the Review State page

Select the **Manage Item Bank Review State** menu.




To create a new review state, click **Add Review States**.

The following screen is displayed.



1. Enter the **name** of the new review state in the **Label** field.
2. Enter detailed information about the review state in the **Description** field.
3. Click **Save**. The state you created is added to the list.
4. Click **Close** to exit the screen.

 The **Update default review state** button is used to update the default review state if edited.
The review state marked as default is selected by default for any new project created under the Item Bank.

The **Review States** page contains the following features:

| Column | Description |
|-------------------------------------------------------------------------------------|------------------------------------------|
|  | Edit the review state. |
| Label | Displays the name of review state. |
| Description | Displays details about the review state. |



Marks the default review state and updates it as the default after clicking the **Update default review state** button.