

## 2.7.7 Review Items as a Project Manager



- For a general overview of reviewing items, see [Review Items](#).
- For a review on improving the quality of items, see [Improve the Quality of Items Using ExamAdvisor](#).
- As a Project Manager, you do not have to move items back to the Review state if you are making the changes. You can make changes using the **Project Bank** page.
- Project Managers can check-out items to prevent other users from modifying the item. See [Project Manager Manually Check-out an Item](#) for details.



If you have items with validation data, remember changing the state back to **Review** in order to have the items reviewed again, the validation data is removed in the state-changing process. This is because the data no longer applies to the “new and improved” version of the item. When the item arrives back in the **Validation** state (following the required number of approvals), the SMEs must validate the new version of the item.



The number of **Advances** and **Returns** for any review varies from 0 to 15. For more information, see [Configure Review of Asset](#). The **Batch Edit Assets** function can also be used to change the state of the items at any time.



**What does the "Number Questions" column mean, under Manage Users Individual User? For example, "2/3" appears in the "Number Questions" column for a particular user.**

The 2 in the 2/3 indicates how many items the given user is allowed to review. The 3 indicates how many other reviewers have also been given the same assignment.

If there were 20 items in the assignment, the value would read 20/3, or 20 Questions among 3 Reviewers.