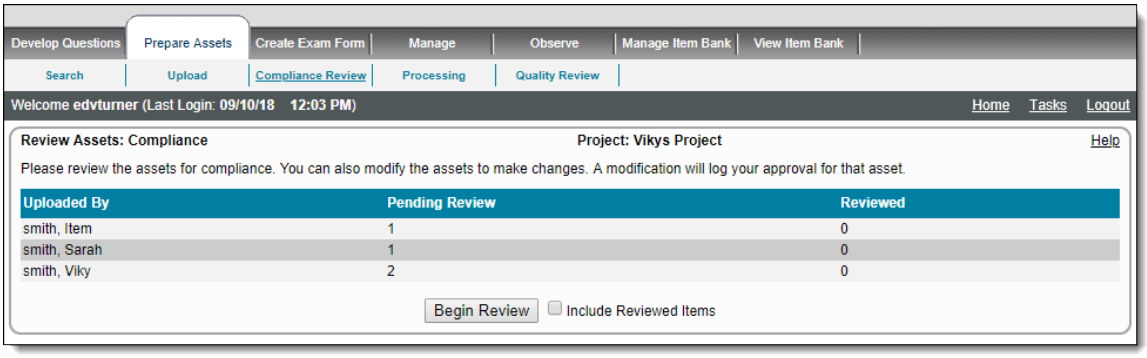
3.3.2.1 Compliance Review an Asset

Depending on your project's configuration and the permissions assigned to you by the Project Manager, the state of Draft assets is updated to the Compliance state and they are sent for Compliance Review.

Select the **Prepare Assets Compliance Review** menu. The Review Assets: Compliance page is displayed listing the number of assets to be reviewed in the Pending Review column.



Users with Compliance Review permissions may vote towards its approval or rejection. The number of votes required is set on the **Ass ets** tab of the project configuration.

If set to **0**, assets skip this state entirely.

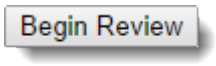
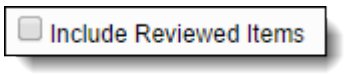
If set to more than **1**, say **2**, the **Review Summary** page displays a value for **Reviewed** as the number of assets reviewed and **Still waiting for the next votes to move forward** is displayed. The **Include Reviewed Items** are enabled.

The users can also modify an asset to change its metadata or replace the file. All modifications are tracked as versions of the asset. The new version of the asset does not carry any previous votes, but does add an Approved vote.

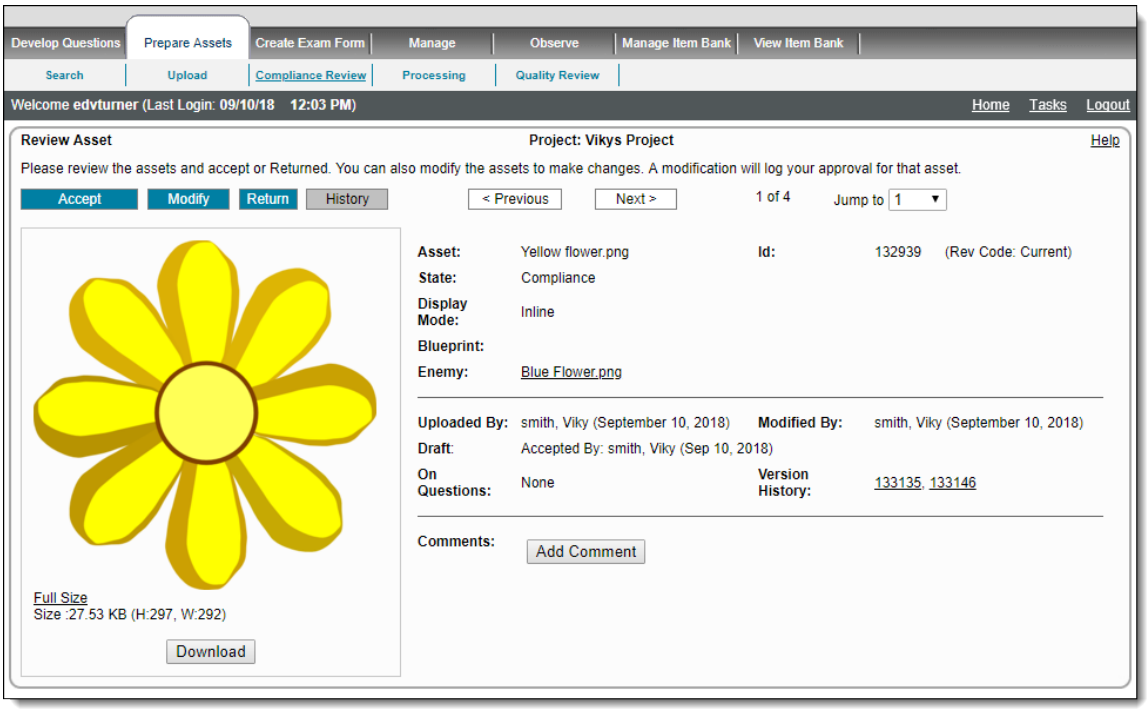
Reviewing of assets are *not* made by assignment. Any user with *Review Assets* permission may review any asset in this state.

Assets cannot be used on items or cases if they do not yet have mandatory metadata attached.

The **Review Assets: Compliance** page includes the following features:

Column	Description
Uploaded By	Name of the user who uploaded the asset.
Pending Review	Number of assets yet to be reviewed.
Reviewed	Numbers of assets already reviewed, and still in a Compliance state for other users to approve.
	Click the **Begin Review** button to start reviewing the assets in queue.
	Select the **Include Reviewed Items** check box to include the reviewed assets that are still in a Compliance state.

1. Click the **Begin Review** button to review the assets in queue for the Compliance Review.
2. The **Review Asset** page is displayed with the asset details similar to the **Modify Asset** page, but the buttons for review are different.



The "Return" button text, "Return" text for button description in the review process explanation paragraph near the top of the page, text of title of the Reject Question Comment box, "Returned", when viewing an already returned asset: State text, Return Comment title text, and "Returned By" text in User details on the **Review Asset** page may appear with different wording, depending on the text provided in the **Return Button** and **Return State Text settings** of the Item Bank's configuration.

In ExamDeveloper versions prior to 1809, these buttons were labeled as **Reject** and **Rejected**. For existing projects after 1809, these buttons retain whatever you named the Custom Label. If you had Reject and Rejected, that remains as Reject and Rejected.