Image shows a screenshot demonstrating how to add an ancillary review activity in VIRBs

Steps progress from left to right in the screenshot.

1. Create a new study in VIRBs
2. Select the activity named “Manage Ancillary Reviews”
3. It will pop-up with a new window, where you press the “+ Add” button.
4. The add button will direct to an “Add Ancillary Review” window.
	1. Request review by a Person.
	2. Select Review Type as Department.
	3. Check that a response IS required.
	4. Enter comments to communicate review requests to the person identified.
	5. Click OK to submit.