

APPLICABLE TO:

Administrators

Editors

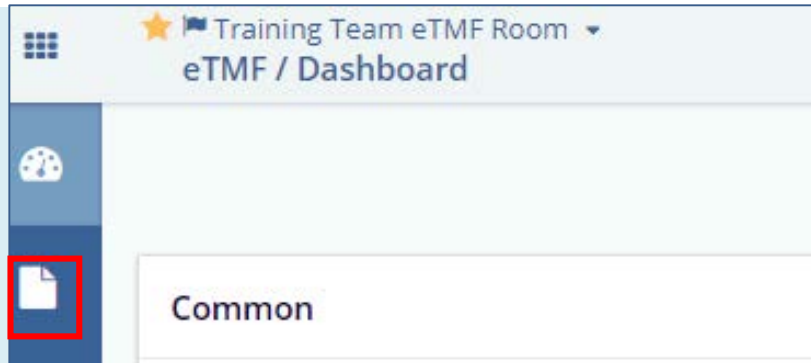
Readers

eTMF

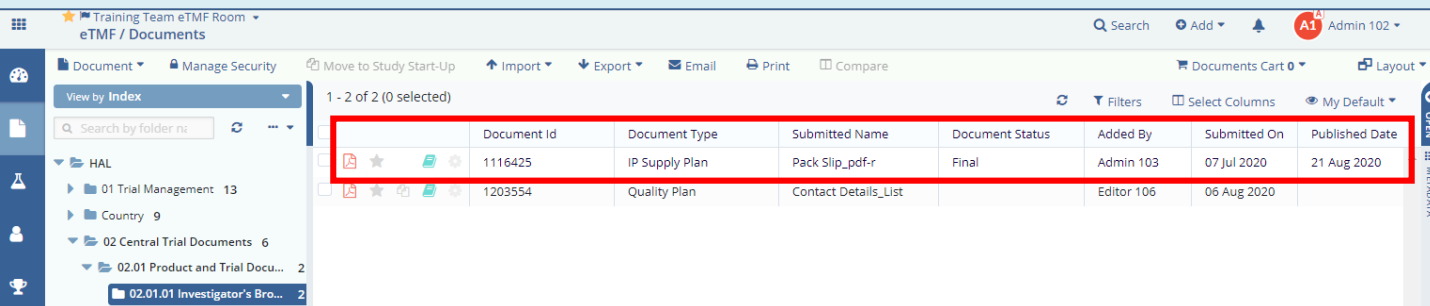
Study Start-Up

myTI

Log into the room and navigate to the Documents Module.



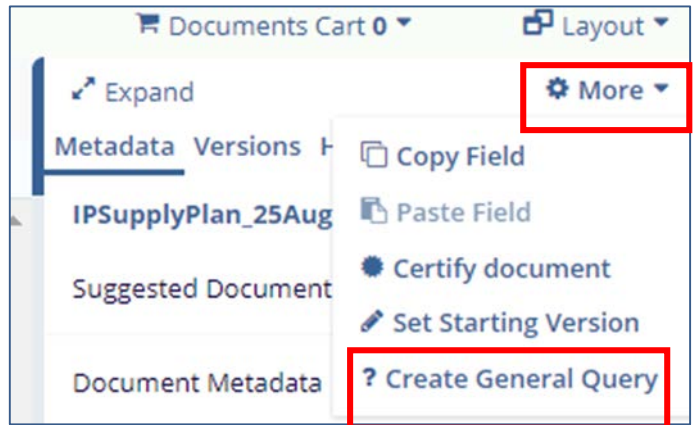
In the Index Pane, drill down using the folders to find a Final Document.



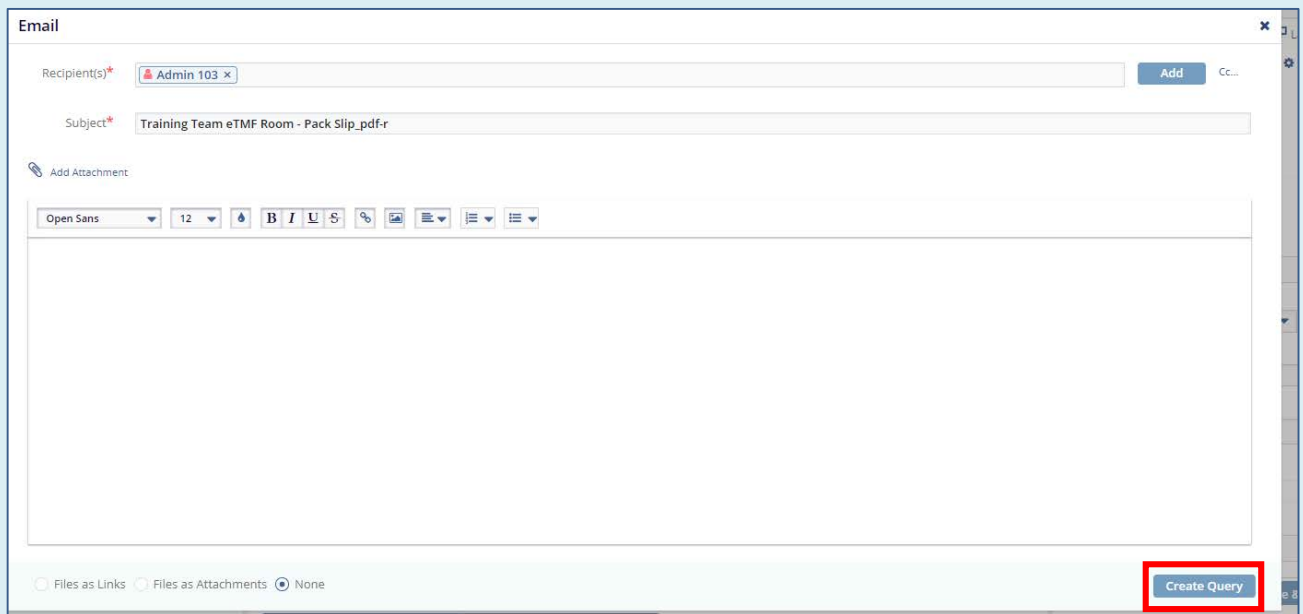
Tip: You can add “**Document Status**” to your viewable columns by clicking on

Select Columns

Click on the **More** button on the top right of the metadata pane and select **“Create General Query”**



Select your recipients, type your query in the email box, select how the user should receive the related document, and then click **Create Query** to send.



Please see the related job aids “How to Create a Workflow Query” and “How to Create an Audit Query” for additional information on creating a query in Trial Interactive