

APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

eTMF

eTMF Health Claimed & Unclaimed Expired Documents **My Queries**

Query Type: **Any** Status: **Pending** View Type: **Received**

1 - 1 of 1 (0 selected)

<input type="checkbox"/>	Submitted Name
<input type="checkbox"/>	Certificate of Liability Insurance_pdf-r

Readers can respond to queries directly from their Dashboard by using the “My Queries” Dashlet.

Users can choose to view by **Query Type**, **Status** & **View Type**.

Change the **Status** to “Pending” and the **View Type** to “Received.”

Select the query by checking the box on the left, then click “Respond to Query”

eTMF Health Claimed & Unclaimed Expired Documents **My Queries**

Query Type: **Any** Status: **Pending** View Type: **Received** Export **Respond to Query**

1 - 1 of 1 (1 selected)

<input checked="" type="checkbox"/>	Submitted Name
<input checked="" type="checkbox"/>	Certificate of Liability Insurance_pdf-r

Respond to Query

Query [509-11427] Pending

Description

PLEASE DO NOT CHANGE THE EMAIL SUBJECT. RESPOND TO THIS EMAIL WITH A DOCUMENT.

...

Following issues were found in the document, please resend it.

2 Step QC Workflow (2): QC 1

Response

Updated version attached.

Attachment

Lab Certification_Accrediation_CAP.pdf x

Add attachments

Cancel **Respond to Query**

Users can respond to the query within the system by typing their reply into the Response box.

If appropriate, users can add an attachment by clicking on the “Add Attachments” button.

Click “Respond to Query” to send the reply.