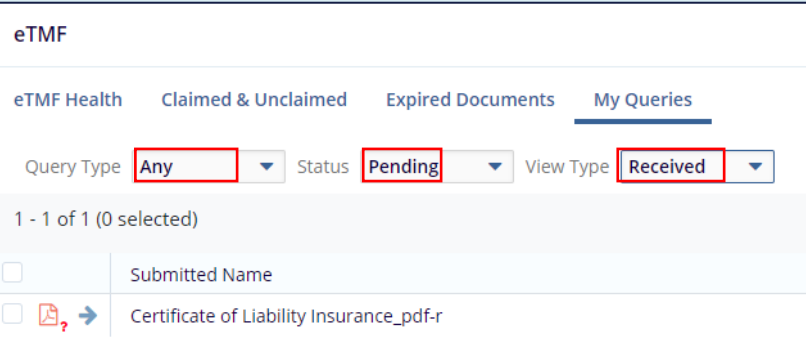


APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

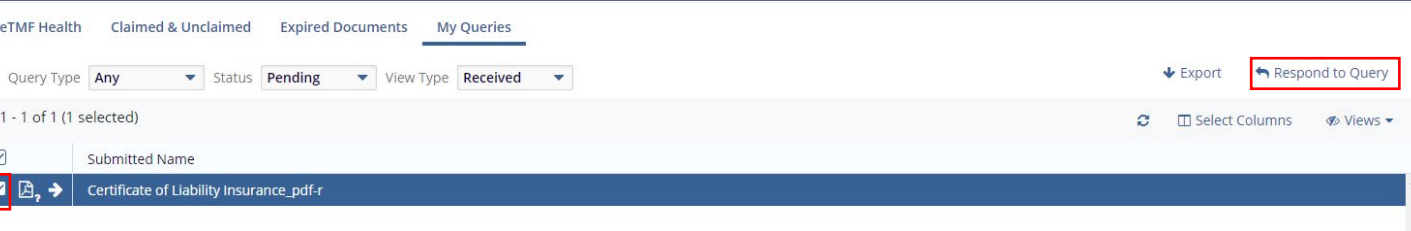


Users can respond to queries directly from their Dashboard by using the “**My Queries**” Dashlet.

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

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

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



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

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

**Note:** Click the box next to **True Copy** if you wish to certify the document.

5. Click “**Respond to Query**” to send the reply.

