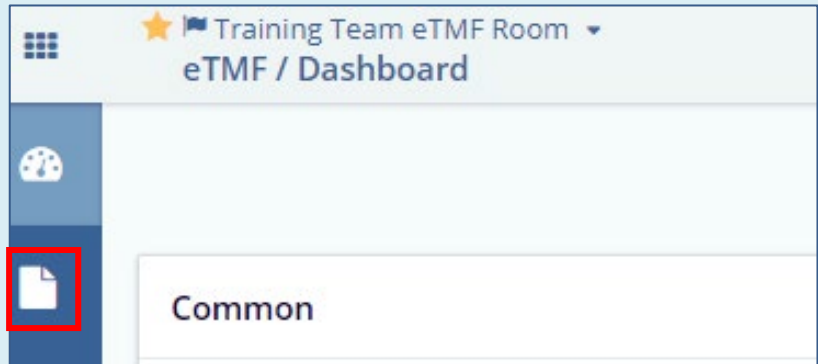


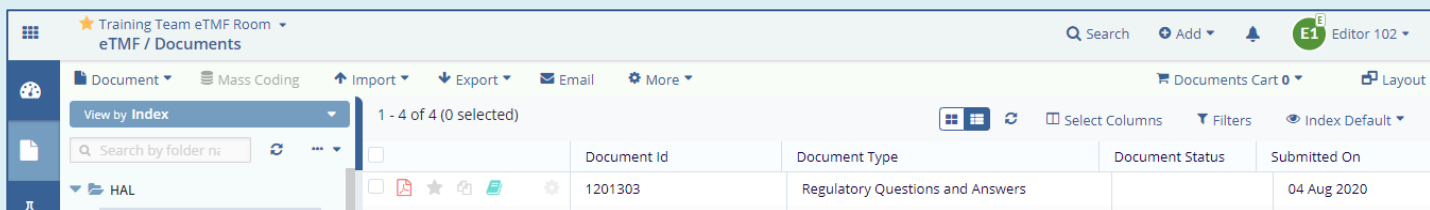
APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers

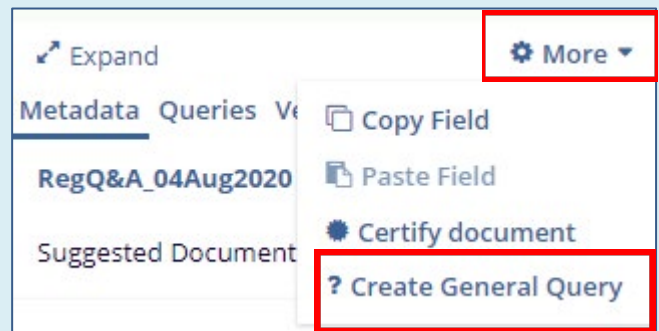
1. Log into the room and navigate to the Documents Module.



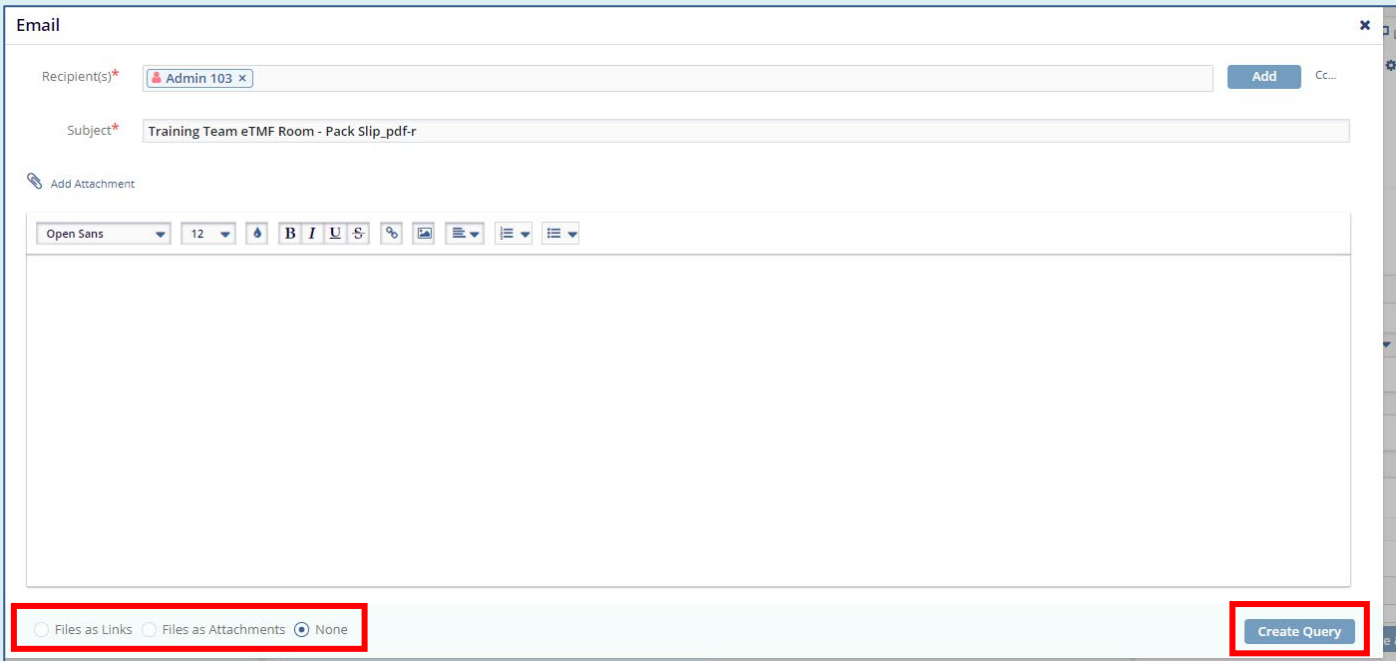
2. In the Index Pane, drill down using the folders to find a document.




3. Select the document, then click on the **More** button at the top right corner of the metadata pane and select **“Create General Query”**



4. Type your query in the email box. You may change how the recipients should receive the related document at the bottom of the box; once done, click **Create Query** to send.



 Default system behavior is to send queries to the pre-configured query responders users group. Admin-level users only may select specific recipients in the “Recipient(s)” field.

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