**APPLICABLE TO:**

- ● Administrators
- ● Room Managers
- ● Editors
- ● Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

This job aid is for auditors, e.g. regulatory inspectors, and audit responders who have been invited to the study room with access to the **Quality Review** application.

**1.** Navigate to the **Quality Review** application in the Navigation Grid.
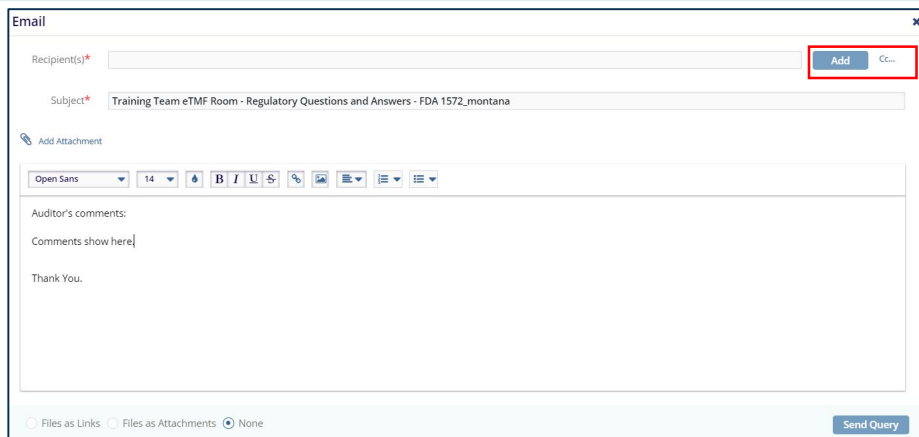


**2.** Select the document in the audit and open the Metadata pane- click on **Audit**.
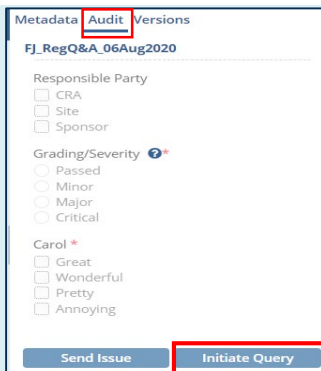


**3.** Click the **Initiate Query** button on the bottom right hand side of the **Audit** pane. An email box will appear.

**4.** Click the **Add** and **CC** buttons to choose from recipients that are users or contacts in the room.

**5. Add additional text to further explain the audit finding or issue.**

**Click Send Query when done.**

Tip: Users can choose to send a link or a document attachment with their message if desired.



**6. To view the query record, change the view to Query by Sender.**

See related job aid: How to Resolve an Audit Query in Trial Interactive