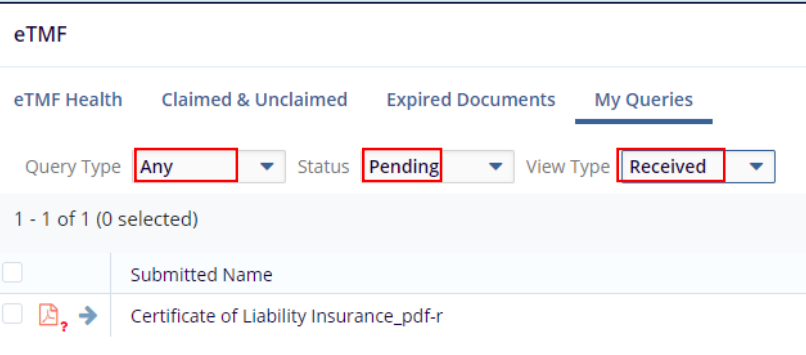


APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

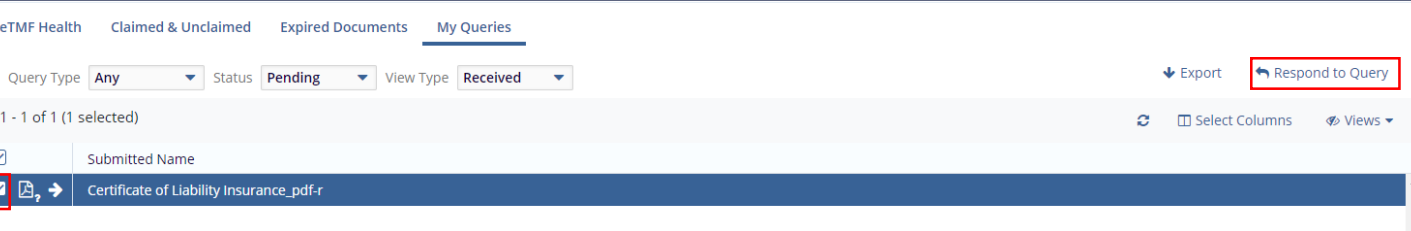


Users can respond to queries directly from their Dashboard by using the “My Queries” Dashlet.

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.

