**TRIAL INTERACTIVE**

APPLICABLE TO:

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

- ● eTMF
- ○ Study Start-Up
- ○ myTI

This job aid is directed to auditors, e.g. regulatory inspectors, as well as audit responders, who have been invited to a study room with access to the **Quality Review** application.
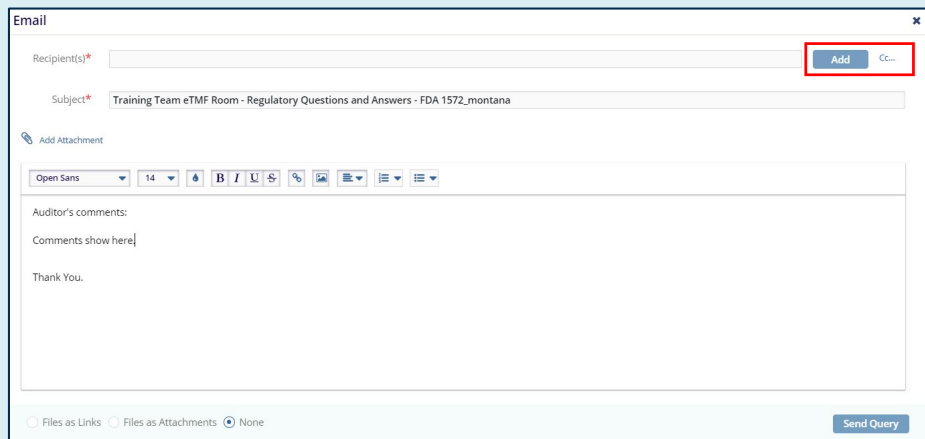
1. Navigate to the Quality Review application in the Navigation Grid.

2. Select a document and in the Metadata pane (located on the right), click Audit.
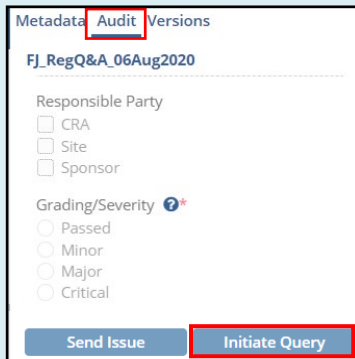
3. Click the Initiate Query button near the bottom. An email box will appear.

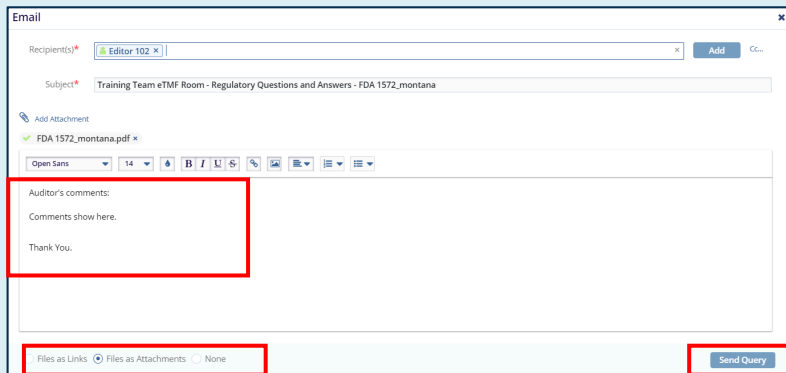Email

Recipient(s)*

Subject* Training Team eTMF Room - Regulatory Questions and Answers - FDA 1572_montana

Add Attachment

Auditor's comments:

Comments show here

Thank You.

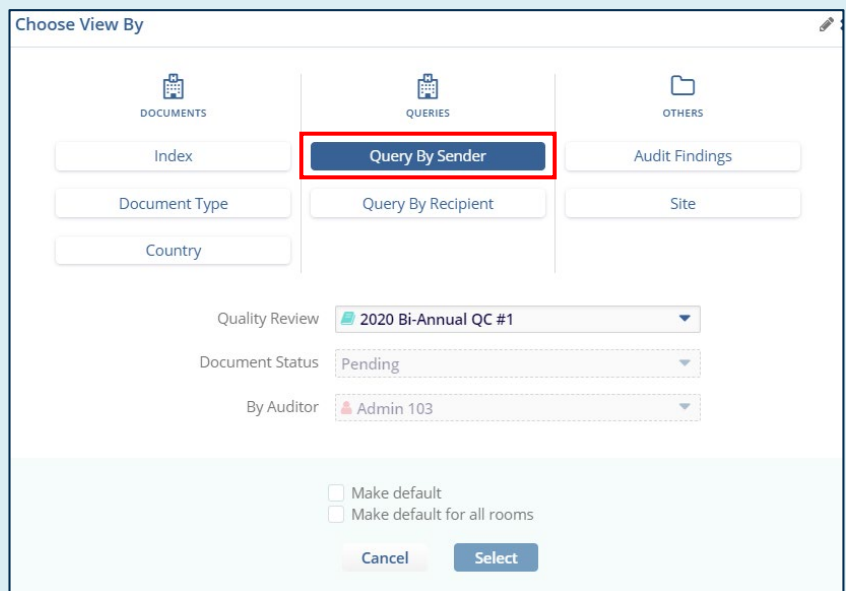Files as Links   Files as Attachments   ● None   Send Query

4. Click the Add and/or CC buttons to select recipients from users or contacts in the room.

📝 By default, the recipient for this message is the document submitter.

TRANSPERFECT

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

Click Send Query when done.

📝 Tip: Users can choose to send a copy of the audited document as an attachment or as a link to its eTMF location.

6. To review the query record, change your view type to Query by Sender.

📝 Also see related job aid: **How to Resolve an Audit Query** in the Trial Interactive User Guide.