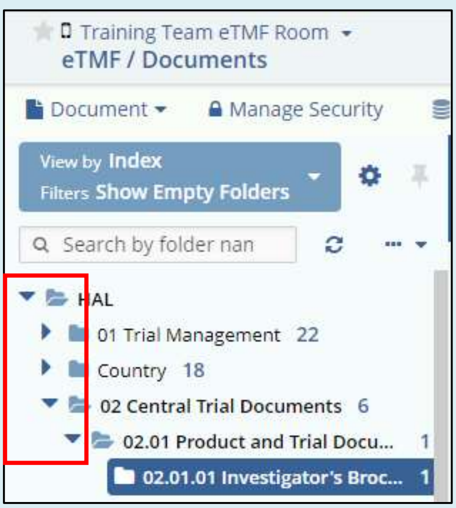
APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

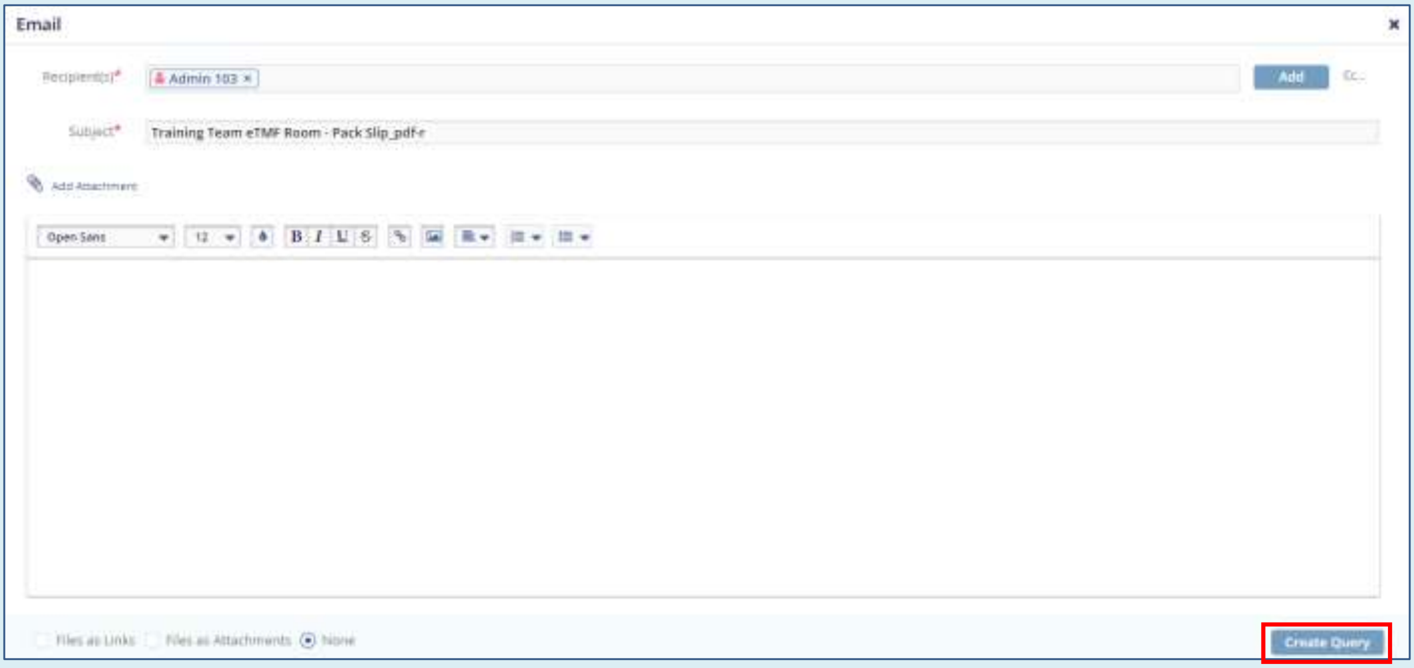
1. Log into a room and navigate to the Documents Module.



2. In the Index Pane, drill down through the folders in order to select one containing the desired document or placeholder.

3. Select the document or placeholder, then click on the **More** button (3 dots) at the top-right corner of the metadata pane and select "**Create General Query**".

4. Treat the query creation box as a standard email.
Add or remove intended recipients (one will be selected by default), optionally change the subject line, then type your query in the text box below.
Use the radio buttons at the bottom to select how the query responder should receive a copy of the queried document –as attachment, link, or nor at all-, and then click **Create Query** to send your message.



General queries can also be created for documents displayed in dashlets, and in the CRA Reconciliation and Queries modules.

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