How to Use the "My Queries" Dashlet to Respond to Queries
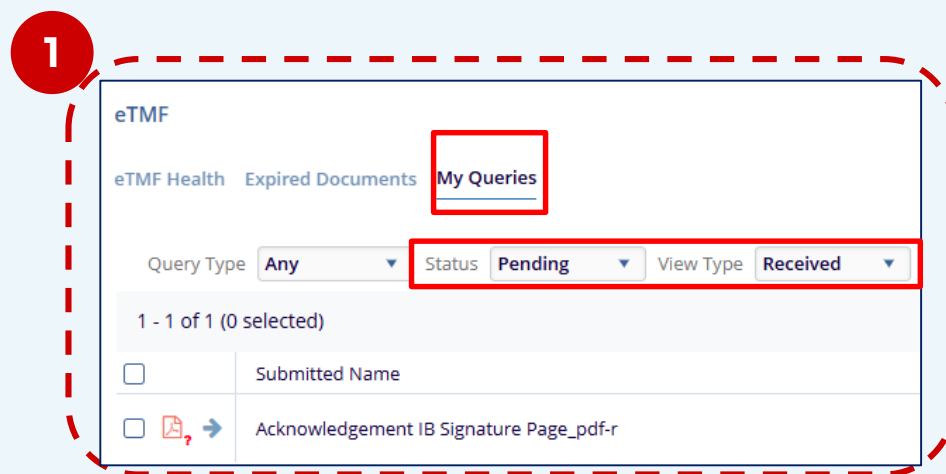
TRIAL INTERACTIVE

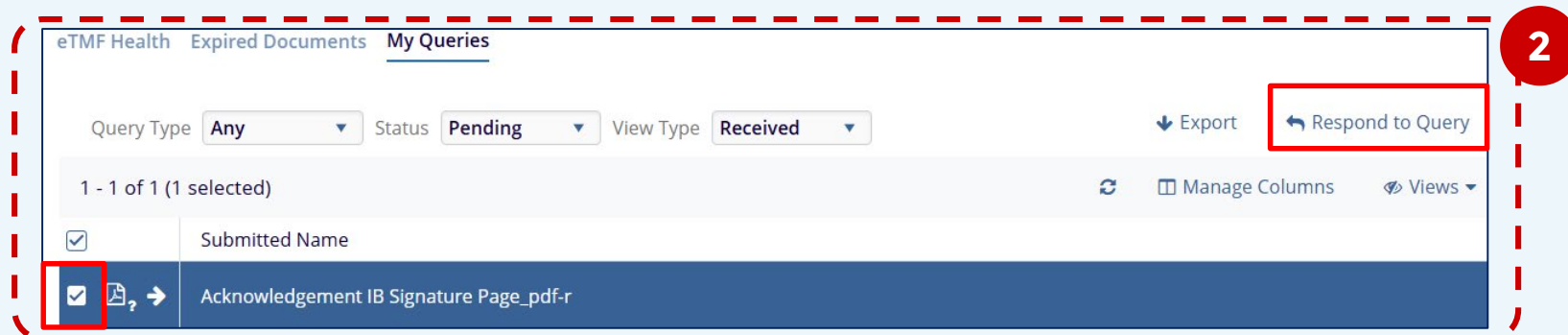**TI version 10.6**

APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader

- eTMF

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

1 Change the Status to "**Pending**" and the View Type to "**Received.**"

2 Select a query by checking the box on the left, then click **Respond to Query**

3 Enter your response in the text box

4 Optionally add attachments by clicking on the **Add Attachments** button.

Note: Check the box next to True Copy if you wish to certify the document
(feature must be enabled in your room).

5 Click **Respond to Query** to send your response

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