How to Use the "My Queries" Dashlet TRIAL INTERACTIVE to Respond to Queries TI version 10.6 **Admin APPLICABLE TO:** eTMF Manager **Editor** Reader Users can respond to queries directly from their Dashboard by using the "My Queries" Dashlet. Change the Status to "Pending" eTMF and the View Type to "Received." I eTMF Health Expired Documents My Queries Status Pending Query Type Any View Type Received I 1 - 1 of 1 (0 selected) I Submitted Name Select a query by checking the 2 🗆 🖪 🔶 Acknowledgement IB Signature Page_pdf-r box on the left, then click **Respond to Query** eTMF Health Expired Documents My Queries 2 Respond to Query Query Type Any ▼ View Type Received Status Pending • Manage Columns Views -1 - 1 of 1 (1 selected) C Submitted Name V Acknowledgement IB Signature Page_pdf-r **Respond To Query** Enter your response in the text 3 box Auery [889-33866] То 着 Admin AP Add Assignees Optionally add attachments by 着 Admin AP 21 Nov 2024 08:42:02 EST clicking on the Add Attachments Subject button. Attachment TI Training Team SSU/eTMF Room - -Acknowledgement IB Signature Page_pdf-r

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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