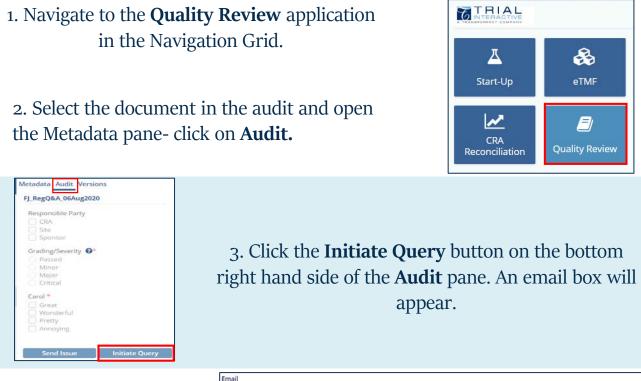


This job aid is for auditors, e.g. regulatory inspectors, who have been invited to the study room with access to the **Quality Review** application.



4. Click the **Add** and **CC** buttons to choose from recipients that are users or contacts in the room.

Email		3
Recipient(s)*		dd CC-
Subject*	Training Team eTMF Room - Regulatory Questions and Answers - FDA 1572_montana	
N Add Attachmen	ent	
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Training Team eTMF Room

Quality Review / Quality Revie



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

Click Send Query when done.

Tip: Users can choose to send a link or a document attachment with their message if desired.

6. To view the query record, change the view to **Query**by Sender.

DOCUMENTS	QUERIES	OTHERS
Index	Query By Sender	Audit Findings
Document Type	Query By Recipient	Site
Country		
Quality Review	a 2020 Bi-Annual QC #1	•
Document Status	Pending	•
By Auditor	着 Admin 103	Ψ.
	Make default Make default for all rooms	

See related job aid: How to Resolve an Audit Query in Trial Interactive

