T R I INTERA	CTIVE	How to Query a Final Document TI v 10.1				
APPLICABLE TO:	Administrators	etmf				
	O Editors	O Study Start-Up				
	O Readers	O myTI				

Log into the room and navigate to the Documents Module.



In the Index Pane, drill down using the folders to find a Final Document.

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Tip: You can add **"Document** Status" to your viewable columns by clicking on

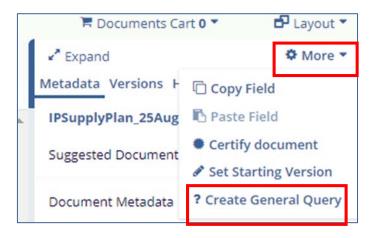
Select Columns

**TRANSPERFECT** 

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Click on the **More** button on the top right of the metadata pane and select **"Create General Query"** 



Select your recipients, type your query in the email box, select how the user should receive the related document, and then click **Create Query** to send.

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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

