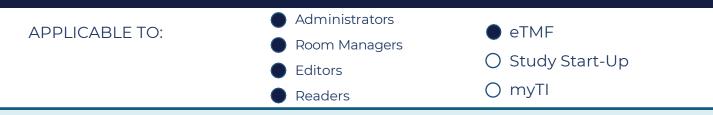
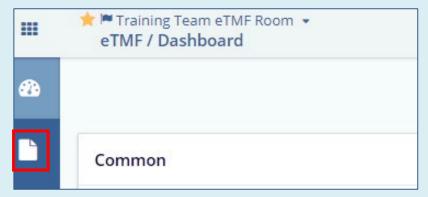
TRIAL How to Create a General Query INTERACTIVE



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



2. In the Index Pane, drill down using the folders to find a document.

	★ Training Team eTMF Room ★ eTMF / Documents			Q Se	earch 🛛 Add 🔻 🌲	E1 Editor 102 -	
-	Document ▼ 🛢 Mass Coding 🛧 Import ▼ 🔸 Export ▼ 🔤 Email 🌣 More ▼				🗮 Documents Cart 0 🔹 🗖 Layout 🕯		
_	View by Index 1 - 4 of 4 (0 selected)				□ Select Columns		
	Q Search by folder n: C ···· •		Document Id	Document Type	Document Status	Submitted On	
л	T 🍃 HAL	D 🖪 ★ 🗠 🧧 🔅	1201303	Regulatory Questions and Answers		04 Aug 2020	

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



TRANSPERFECT

TI v10.3 Feb 2022 Page 1 of 2

TRIAL How to Create a General Query INTERACTIVE

4. Type your query in the email box. You may change how the recipients should receive the related document at the bottom of the box; once done, click **Create Query** to send.

Email			×	: p (
Recipient(s)*	Admin 103 ×	Add	.c	•
Subject*	Training Team eTMF Room - Pack Slip_pdf-r			
🔇 Add Attachment				
Open Sans				
				•
O Files as Links	C Files as Attachments None	Create Qu	iery	e 8

Default system behavior is to send queries to the pre-configured query responders users group. Admin-level users only may select specific recipients in the "Recipient(s)" field.

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



TI v10.3 Feb 2022 Page 2 of 2