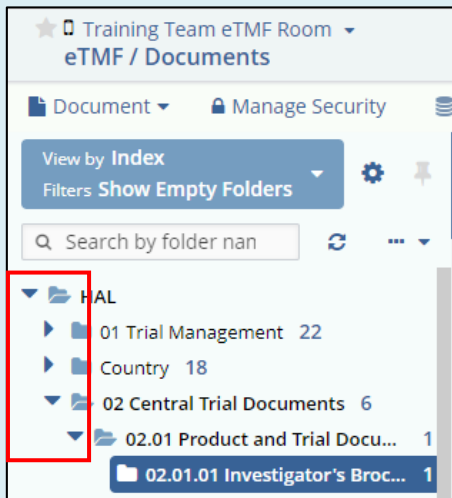
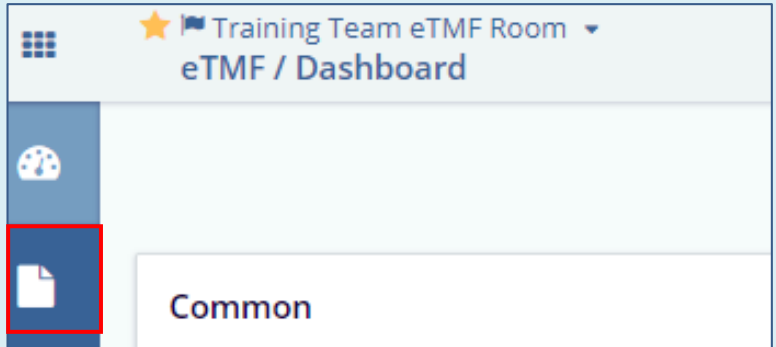


APPLICABLE TO:

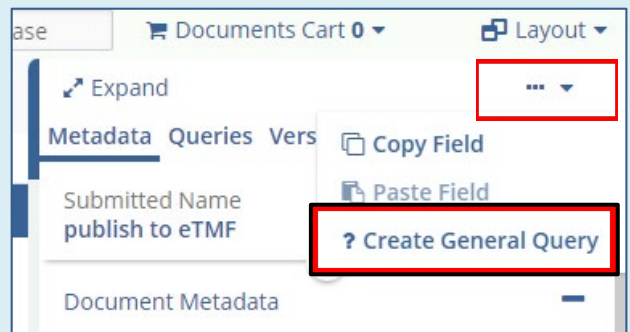
- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers

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

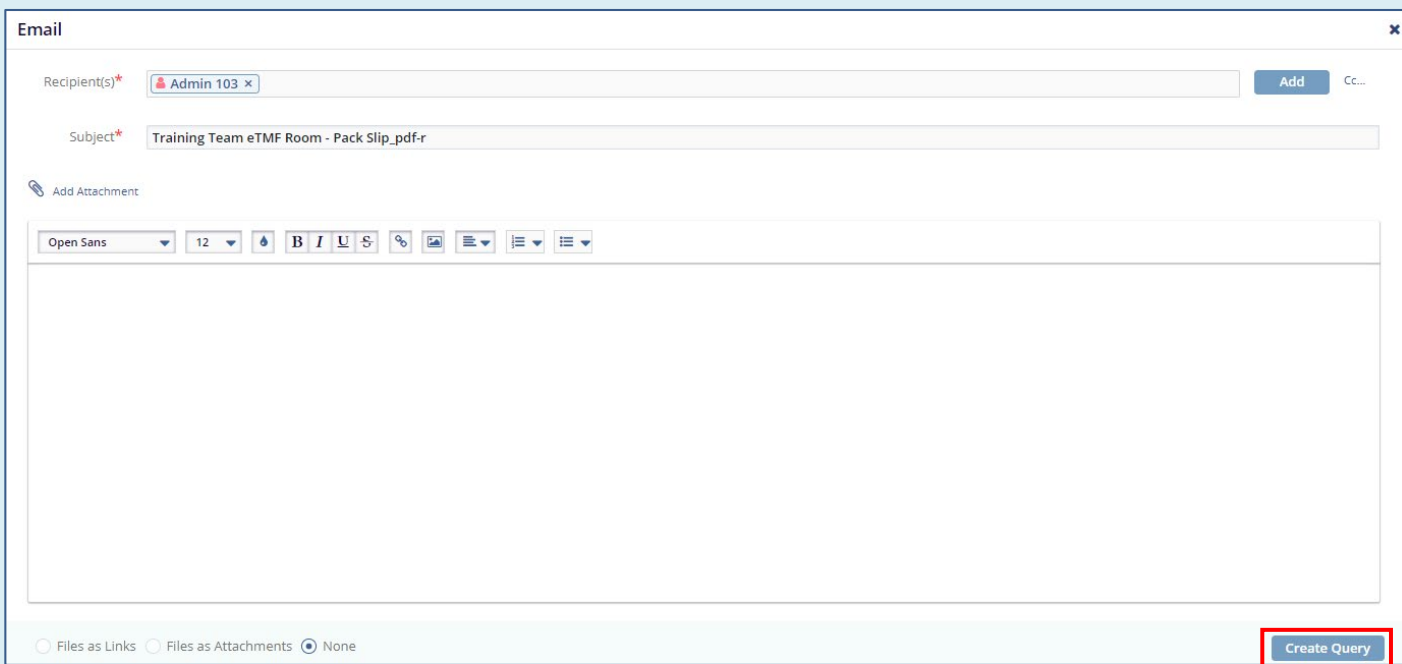


2. In the Index Pane, drill down through the folders in order to select one containing the desired document or placeholder.

3. Select the document or placeholder, then click on the **More button (3 dots) at the top-right corner of the metadata pane and select **“Create General Query”****



4. Treat the query creation box as a standard email. Add or remove intended recipients (one will be selected by default), optionally change the subject line, then type your query in the text box below. Use the radio buttons at the bottom to select how the query responder should receive a copy of the queried document – as attachment, link, or not at all-, and then click **Create Query** to send your message.



Email [Close]

Recipient(s)* Admin 103 x Add Cc...

Subject* Training Team eTMF Room - Pack Slip_pdf-r

Add Attachment

Open Sans 12 [Font Color] [Bold] [Italic] [Underline] [Link] [Image] [List] [Text Color] [Text Background Color]

Files as Links
 Files as Attachments
 None
 Create Query



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