APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● Editors
- ● Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

Users can respond to queries directly from their Dashboard by using the "My Queries" Dashlet.

Users can filter to view by Query Type, Status & View Type.

1. Change the **Status** to "Pending" and the **View Type** to "Received."

2. Select a query by checking the box on the left, then click "**Respond to Query**"

3. Enter your response in the text box.

4. Optionally add attachments by clicking on the "**Add Attachments**" button.

Note: Check the box next to **True Copy** if you wish to certify the document (feature may be disabled in your room).

5. Click "**Respond to Query**" to send your response.