

APPLICABLE TO:

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

eTMF

eTMF Health Claimed & Unclaimed Expired Documents My Queries

Query Type **Any** Status **Pending** View Type **Received**

1 - 1 of 1 (0 selected)

<input type="checkbox"/>	Submitted Name
<input checked="" type="checkbox"/>	Certificate of Liability Insurance_pdf-r

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”

My Queries

Query Type **Any** Status **Pending** View Type **Received** Export **Respond to Query**

1 - 5 of 6 (1 selected)

<input type="checkbox"/>	Submitted Name	Document Id
<input checked="" type="checkbox"/>	Confidentiality Agreement_pdf-r	1116393
<input type="checkbox"/>	IP Accountability Record	1116414
<input type="checkbox"/>	IP Destruction Plan	1116415

3. Enter your response in the text box.

Respond to Query

Query [206-496] Workflow Pending

Description

PLEASE DO NOT CHANGE THE EMAIL SUBJECT AND RESPOND TO THIS EMAIL WITH A DOCUMENT

...

Following issues were found in the document, please resend it.

2 step QC - revised: Approval stage 1

Missing Field
Expired Document

Incorrect date

Thank You.

Response

Attachment

Add attachment

Respond to Query Cancel

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.