

APPLICABLE TO:

- Administrators
- Editors
- Readers

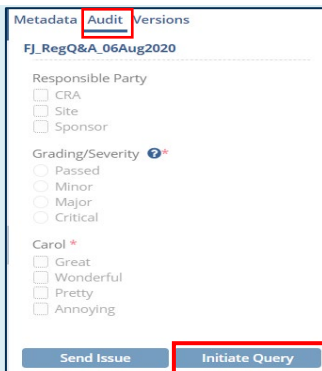
- eTMF
- Study Start-Up
- myTI

This job aid is for auditors who have been invited to the study room with access to the **Quality Review** application.

1. Navigate to the **Quality Review** application in the Navigation Grid.

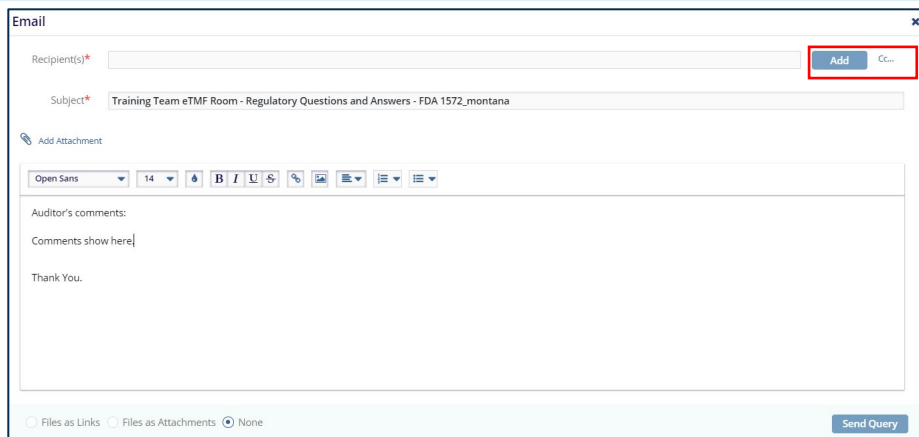


2. Select the document in the audit and open the Metadata pane- click on **Audit**.



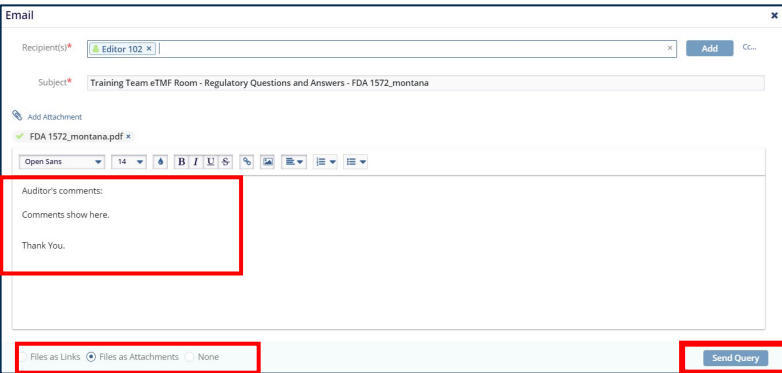
3. Click the **Initiate Query** button on the bottom right-hand side of the **Audit** pane. An email box will appear.

4. Click the **Add** and **CC** buttons to choose from recipients that are users or contacts in the room.



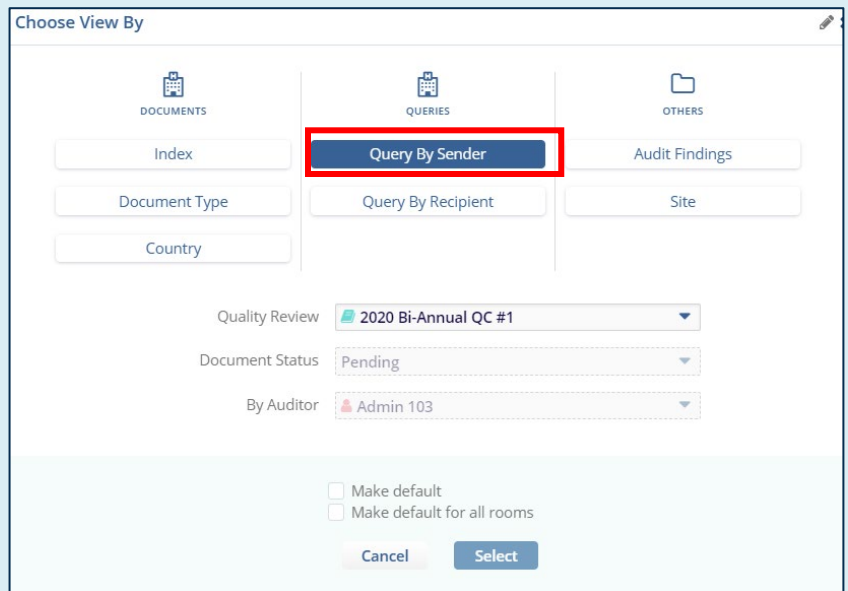
5. Add additional text to further explain the audit finding or issue.

Click **Send Query** when done.



Tip: Users can choose to send a link or a document attachment with their message if desired.

6. To view the query record, change the view to **Query by Sender**.



See related job aid: [How to Resolve an Audit Query in Trial Interactive](#)