

## How to Use the "My Queries" Dashlet to Respond to Queries

TI v 10.2

**APPLICABLE TO:** 

eTMF Health

Query Type Any

Missing Pages

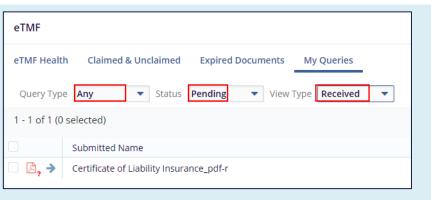
Is this document missing a page? Please confirm.

Claimed & Unclaimed

▼ Status Pending

Administrators eTMF **Editors** Study Start-Up

Readers O myTl



▼ View Type Received

Dr. A-CV.pdf ×

Respond to Query

True copy

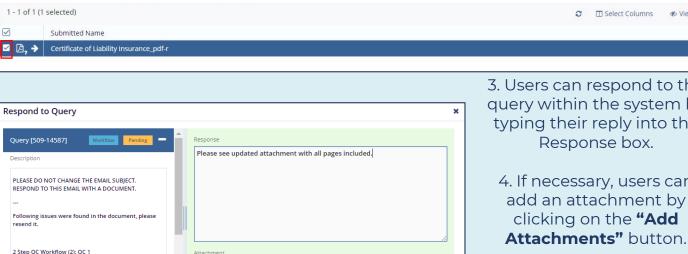
**Expired Documents** 

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

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

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

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



Replace attachment

3. Users can respond to the guery within the system by typing their reply into the

◆ Export

Respond to Query

Views

4. If necessary, users can add an attachment by clicking on the "Add

Note: Click the box next to True Copy if you wish to certify the document.

5. Click "Respond to Query" to send the reply.