How to Use the "My Queries" T R I A L INTERACTIVE Dashlet to Respond to Queries TI v 10.3 Administrators **APPLICABLE TO:** eTMF **Room Managers** Study Start-Up Editors O myTl Readers eTMF Users can respond to gueries directly from their Dashboard by eTMF Health **Claimed & Unclaimed Expired Documents** My Queries using the "My Queries" Dashlet. Query Type Any Status Pending View Type Received Users can choose to view by 1 - 1 of 1 (0 selected) Query Type, Status & View Type. Submitted Name

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

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

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- 3. Users can respond to the query within the system by typing their reply into the Response box.
 - 4. If necessary, users can add an attachment by clicking on the **"Add Attachments"** button.
- Note: Click the box next to True Copy if you wish to certify the document.
- 5. Click **"Respond to Query"** to send the reply.



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