

This job aid is directed to auditors, e.g. regulatory inspectors, as well as audit responders, who have been invited to a study room with access to the **Quality Review** application.

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

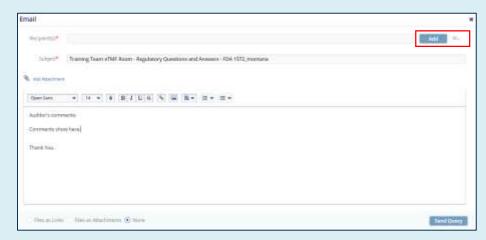
2. Select a document and in the Metadata pane (located on the right), click **Audit.** 





4. Click the **Add** and/or **CC** buttons to select recipients from users or contacts in the room.

3. Click the **Initiate Query** button near the bottom. An email box will appear.





By default, the recipient for this message is the document submitter.





## How to Initiate an Audit Query TI v 10.5

5. Add text to further explain the audit finding or issue. Click **Send Query** when done.

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Tip: Users can choose to send a copy of the audited document as an attachment, or as a link to access its eTMF location.

## 6. To review the query record, change your view type to **Query by** Sender.



Also see related job aid: **How to Resolve an Audit Query** in the Trial Interactive User Guide.

DOCUMENTS	quinies	OTHERS
Index	Query By Sender	Audit Finding
Document Type	Query By Recipient	Site
Country		
Quality Review	2020 Bi-Annual QC #1	
Document Status	Pending	*
By Auditor	& Admin 103	Ţ
	Make default Make default for all rooms	



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