APPLICABLE TO:

- ● Administrators
- ● Managers
- ● Editors
- ● Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

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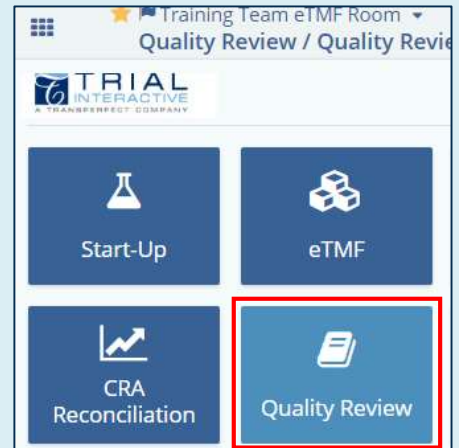
3. Click the **Initiate Query** button near the bottom. An email box will appear.
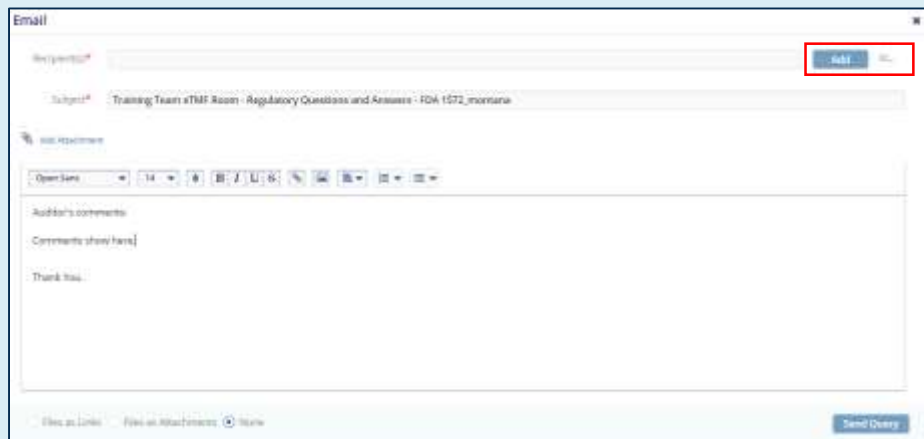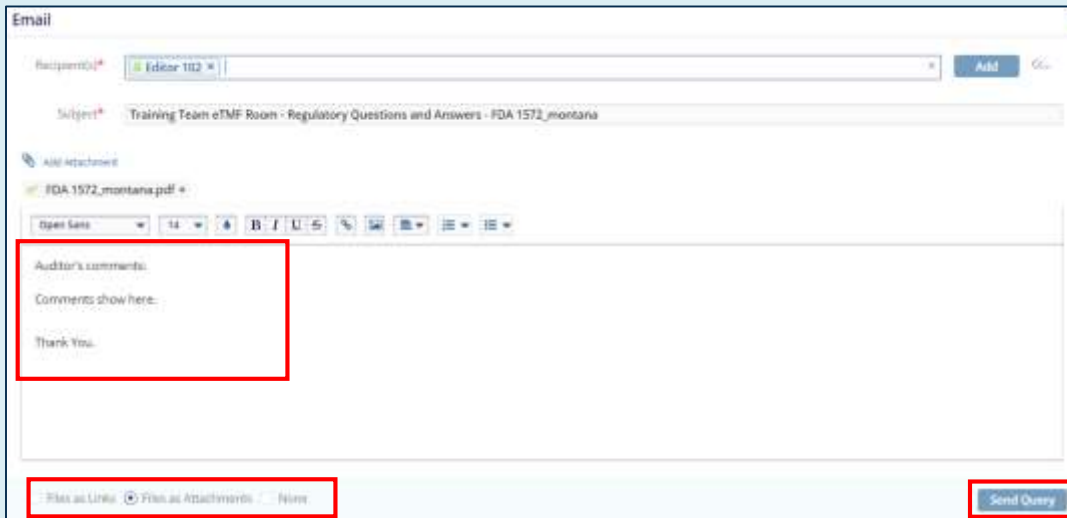

4. Click the **Add** and/or **CC** buttons to select recipients from users or contacts in the room.

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

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

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.