

How to Initiate an Audit Query

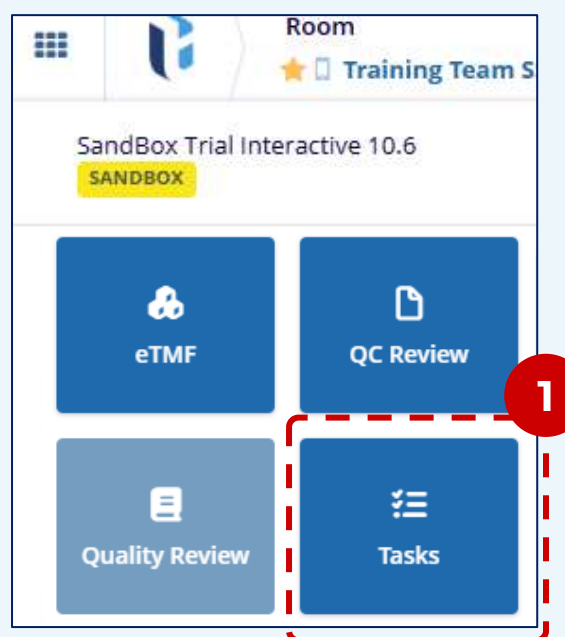
TI version 10.6

APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

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 module. Whenever a doubt arises about a document under review, these users will have the option to launch a query to request additional info or clarification.

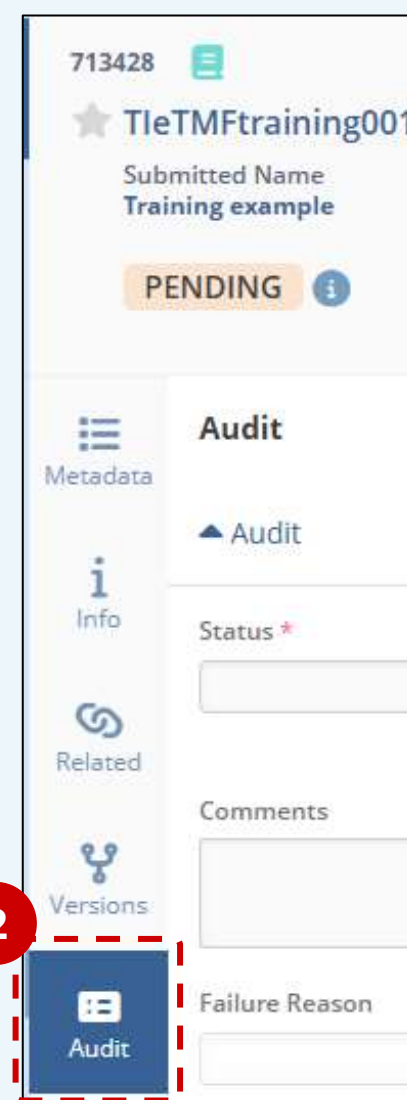
1 Navigate to the **Quality Review Module** in the Navigation Grid.



2 Select a document, then click the **Audit** icon found within the Metadata pane.

Audit queries can only be launched on documents via the Quality Review module if you have been assigned the role of **Auditor**.

Audit Responders can launch a query via the **Audit Findings** view within the eTMF/Documents module.

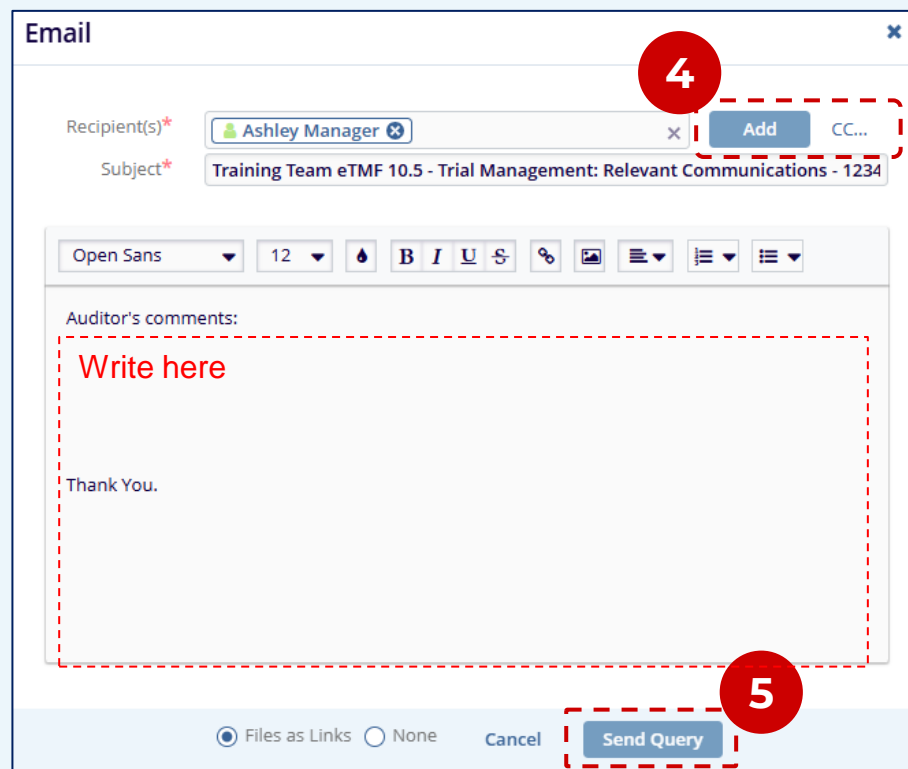


3 Click the **Initiate Query** button near the bottom. An email box will appear.




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

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



Users can choose to send a copy of the audited document as an attachment, or as a link giving 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.

