

- APPLICABLE TO:
- Admin

Manager

Editor

Reader

eTMF

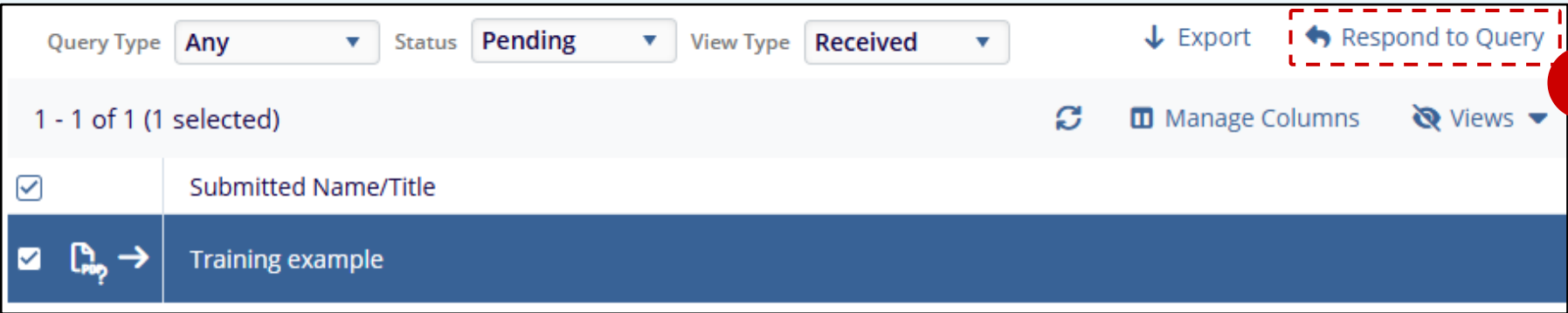
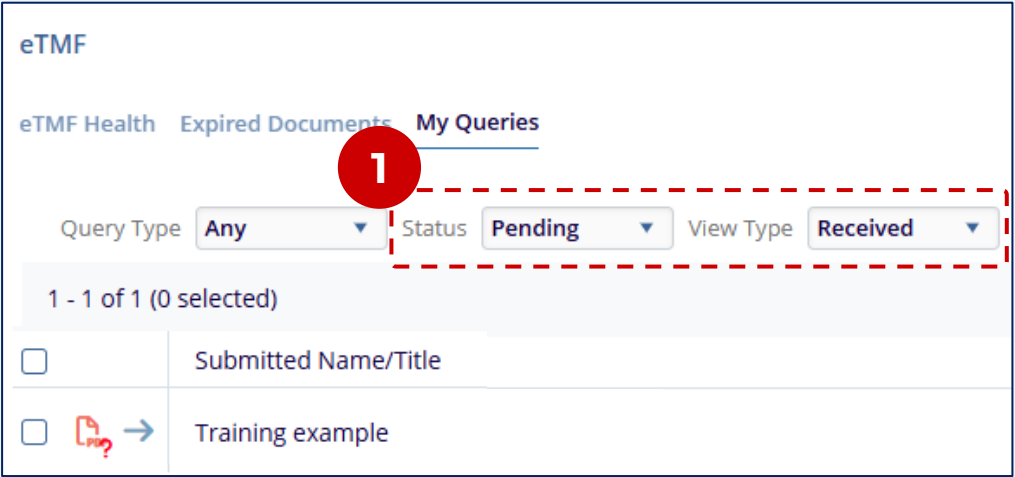
Collaborate

Users can conveniently respond to queries using the “My Queries” Dashlet, which lists only queries that the user is personally involved with.

- 1

Change the Status to “**Pending**” and the View Type to “**Received**”.
- 2

Select a query by checking the box on the left, then click **Respond to Query**.



- 3

Write your message in the **Response** box.
- 4

Optionally add documents by clicking on the **Add Attachments** button.
- 5

Click on **Respond to Query** to send your message.

