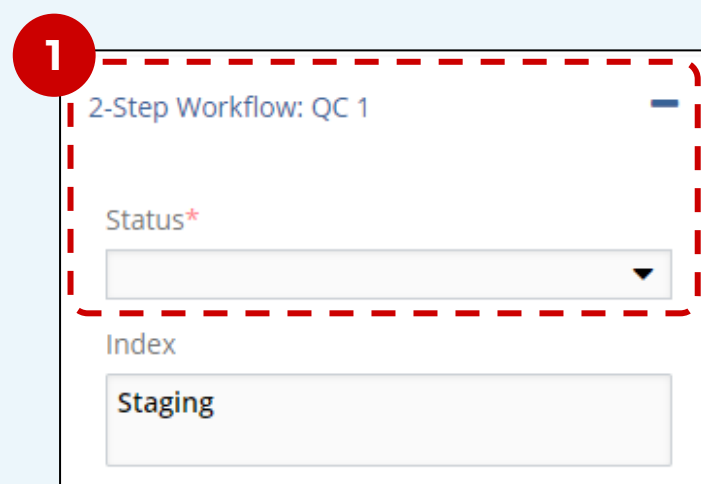


APPLICABLE TO:

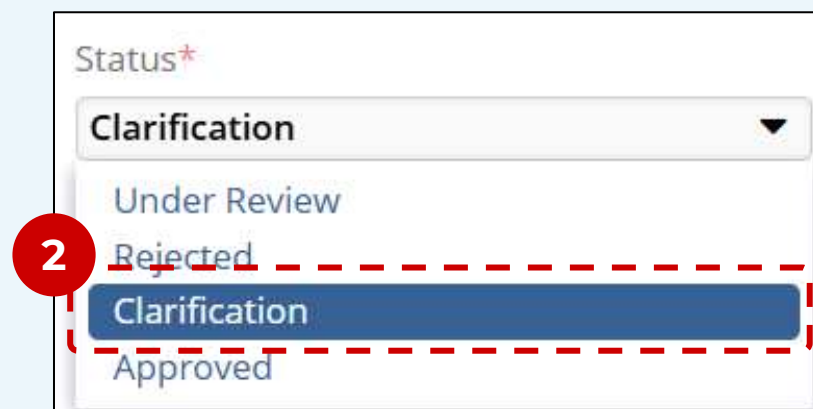
- Admin
 - Manager
 - Editor
 - Reader
- eTMF

This document details step only applicable to users assigned to QC groups and performing a review on a document. For more information see also related job aid: **How to QC a Document**.

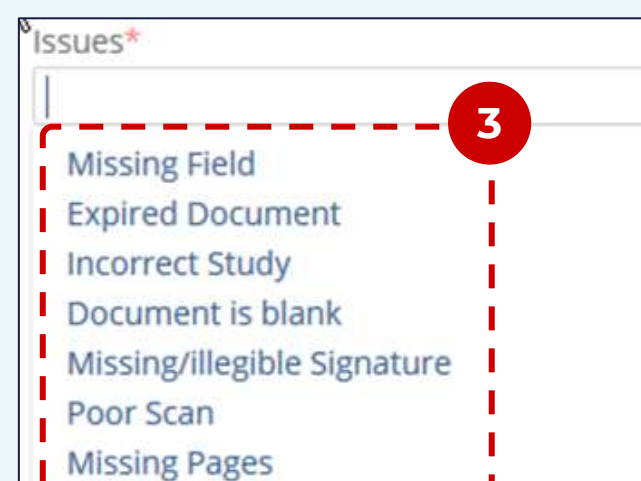
1 After performing Quality Check (QC) of a document where a need for clarification is determined, scroll down within the Metadata pane on the right until you find the **Status** field.



2 Under Status, select **Clarification**.




3 An **Issues** field appears. This is required. Select all applicable.



4 Enter any relevant **Comments**.



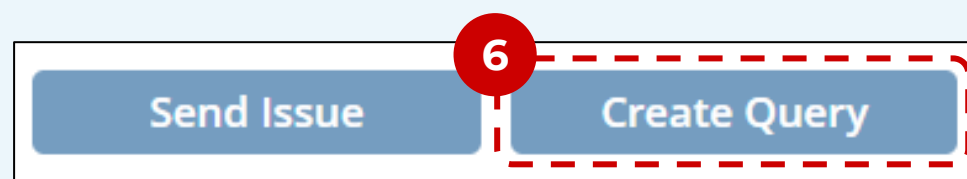
These are classified as Reviewer comments, which are workflow-specific and separate from the general *Comments* metadata field.



5 **Save** the changes made so far.



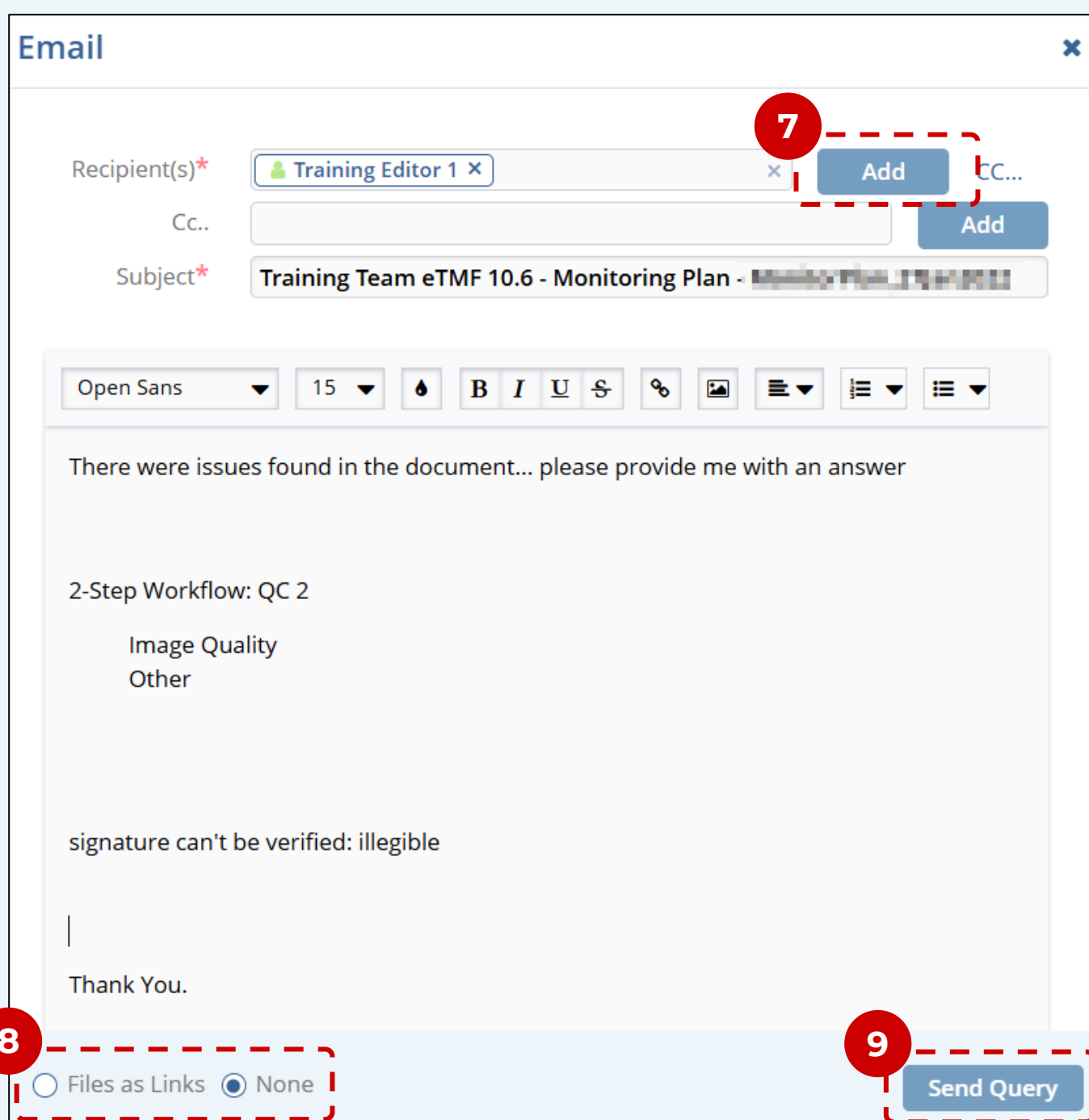
6 Click on the **Create Query** button.



7 A window opens where query text and recipient are pre-populated. Make changes as required (add recipients, rewrite text).

8 Some rooms may let you select how to deliver the document under query, if at all.

9 Click on the **Send Query** button to email your request.



10 You can review Queries issued by changing the document view to **Query by Sender**.



You can also identify any document that has an open query by looking for the “?” appearing next to the document icon.

