

How to Use the “My Queries” Dashlet to Respond to Queries

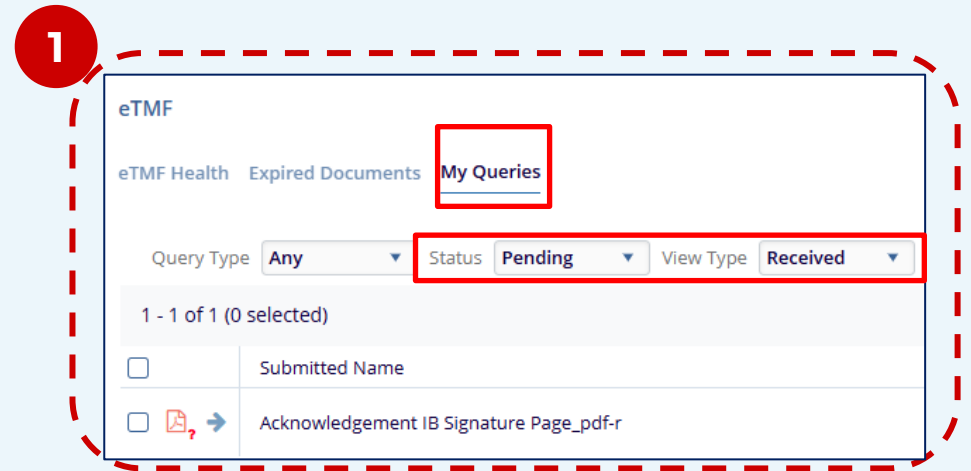
TI version 10.7

APPLICABLE TO:

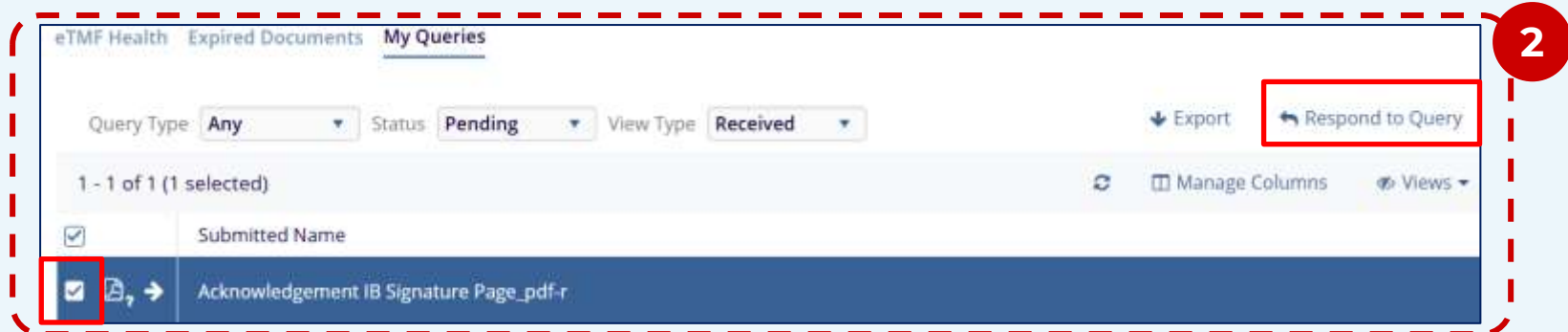
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

Users can respond to queries directly from their Dashboard by using the “My Queries” Dashlet.

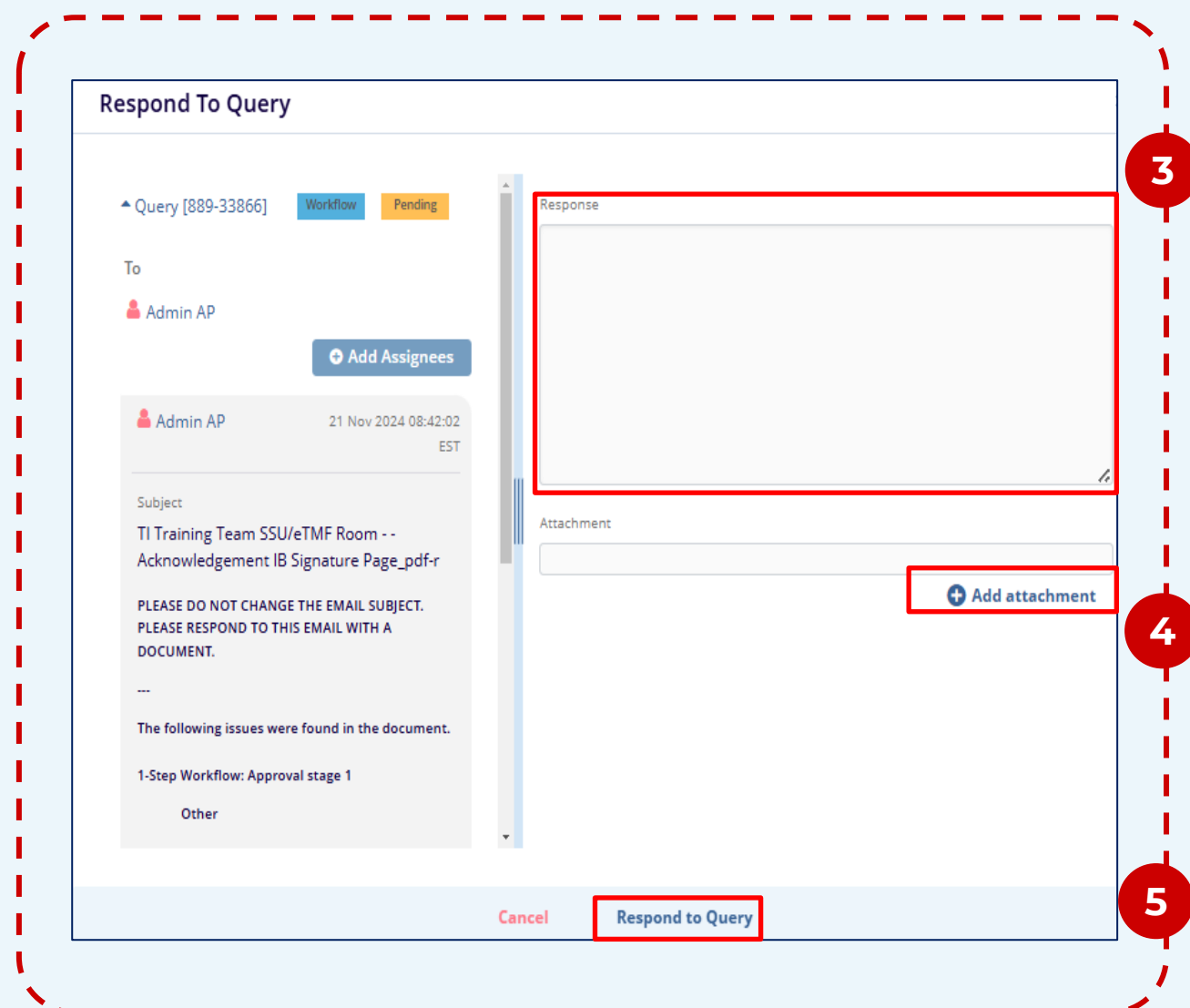
1 Change the Status to “**Pending**” and the View Type to “**Received**.”



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



3 Enter your response in the text box



4 Optionally add attachments by clicking on the **Add Attachments** button.

Note: Check the box next to True Copy if you wish to certify the document (feature must be enabled in your room).

5 Click **Respond to Query** to send your response