## How to Use the "My Queries" Dashlet to Respond to Queries



TI version 10.8

## **APPLICABLE TO:**

AdminManagerEditor

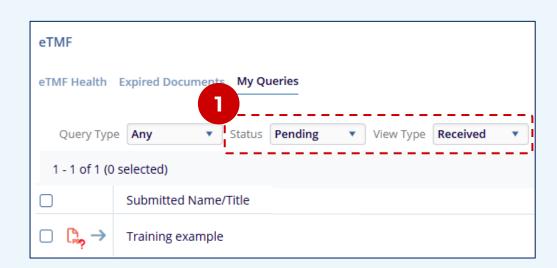
Reader

**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**.





- Write your message in the **Response** box.
- Optionally add documents by clicking on the **Add Attachments** button.
- Click on **Respond to Query** to send your

  message.

