

# How to Initiate an Audit Query

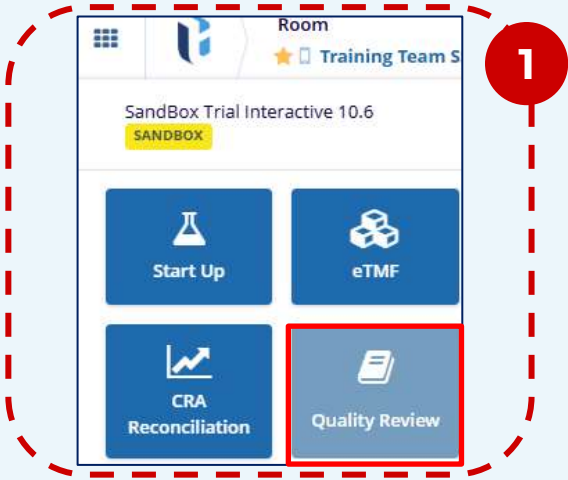
TI version 10.6

APPLICABLE TO:

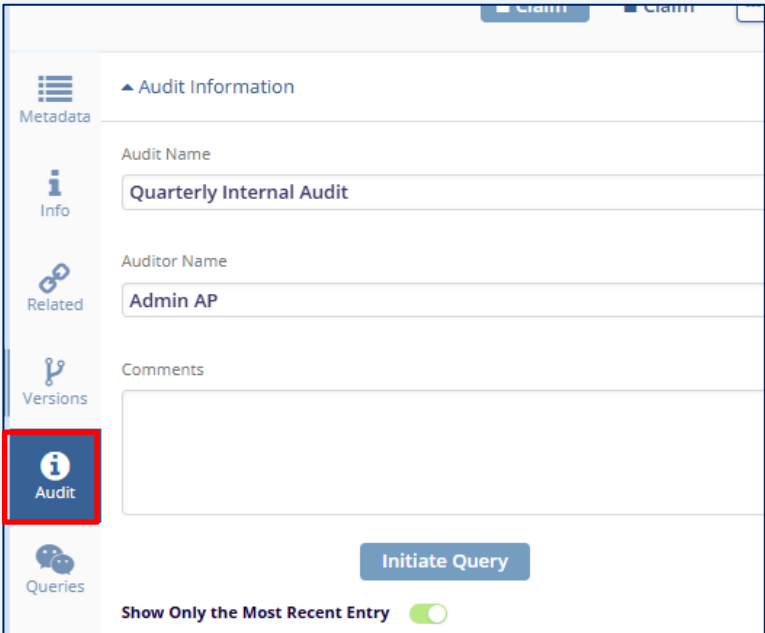
- Admin
- Manager
- Editor
- Reader
- eTMF

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.

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



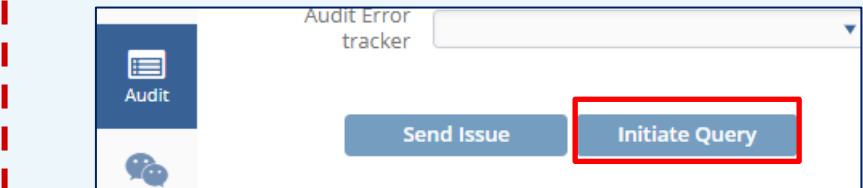
2 Select a document, then click the **Audit** icon found within the Metadata pane.



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

**Audit Responders** can launch a query via the **Audit Findings** view via the eTMF Documents Module

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

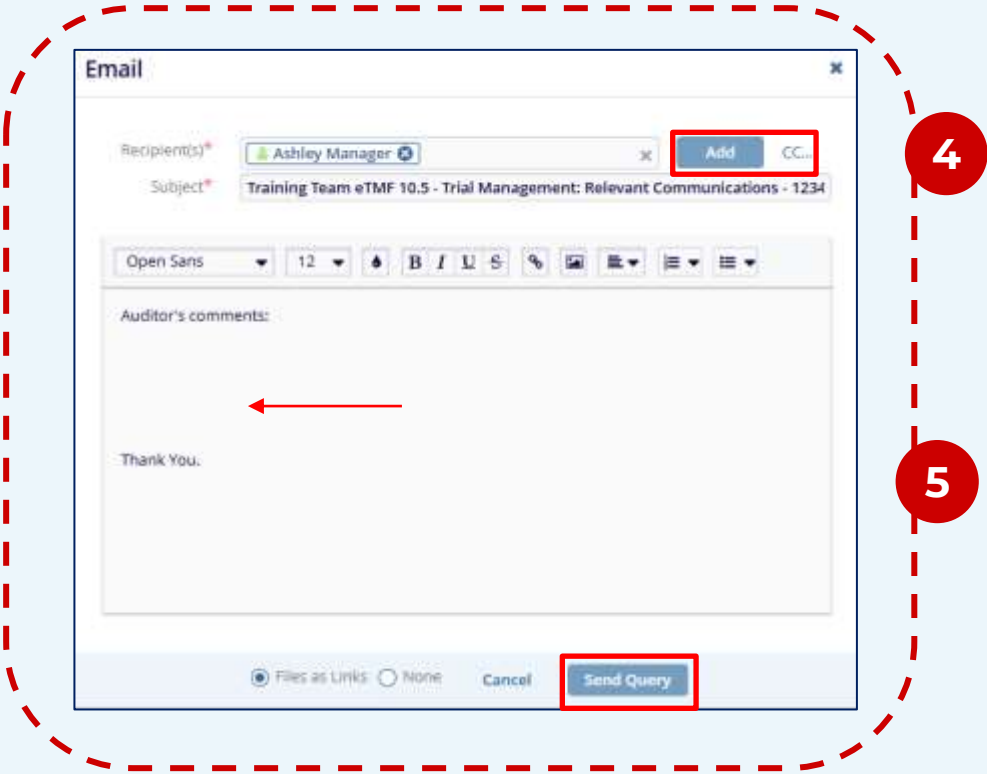


**4** Click the Add and/or CC buttons to select recipients from users or contacts in the room.

**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 to 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.