TRIAL INTERACTIVE

APPLICABLE TO: ● All Users   ● eTMF
                                             ● Study Start-Up
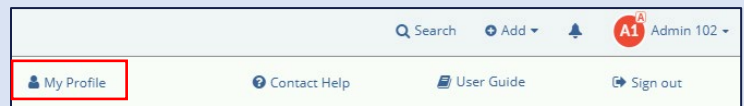   ● Content Management
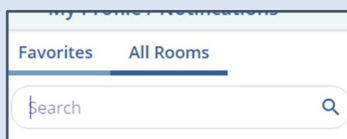

1.   Login to Trial Interactive

(Note: you do not have to enter a room in order to set the **User Notifications**)

2. Click the Username Menu on the right and open **My Profile.**

3. On the left side of the screen, select the **Bell Icon** to open the notifications menu.

4. Select a room from the list of rooms to which you have been granted access to manage your subscriptions for that room.

The system will default to showing rooms marked as **Favorites**. Select **All Rooms** to view complete room list. The search bar can be used to locate a room quickly.

TRANSPERFECT

5. Select from the available notifications.
Subscription choices differ between access roles, i.e. Reader, Editor, Admin.

Subscriptions for "Training Team eTMF Room"

Group ↓		Mini	Nightly
Audit Query (1 Notifications)			
	Notify me whenever a new query response is submitted	⬤	○
eTMF Documents (2 Notifications)			
	Notify me whenever a document is updated	⬤	○
	Notify me whenever new document is added	○	○
Q&A (2 Notifications)			
	Notify me whenever new answer is added to a question	○	⬤
	Notify me whenever new question is added	○	⬤
Start-Up Documents (2 Notifications)			
	Notify me whenever a Study Start-Up document is updated	○	⬤
	Notify me whenever new Study Start-Up document is added	○	○
Start-Up Regulatory Review (3 Notifications)			
	Notify me whenever a document is approved by regulatory reviewer	○	○
	Notify me whenever a document is rejected by regulatory reviewer	○	○
	Notify me whenever a new document is submitted for regulatory approval	○	○

📒 Notifications are sent via email to the user

📒 Some notifications may be set as mandatory or disabled by the room Admins.