


APPLICABLE TO:

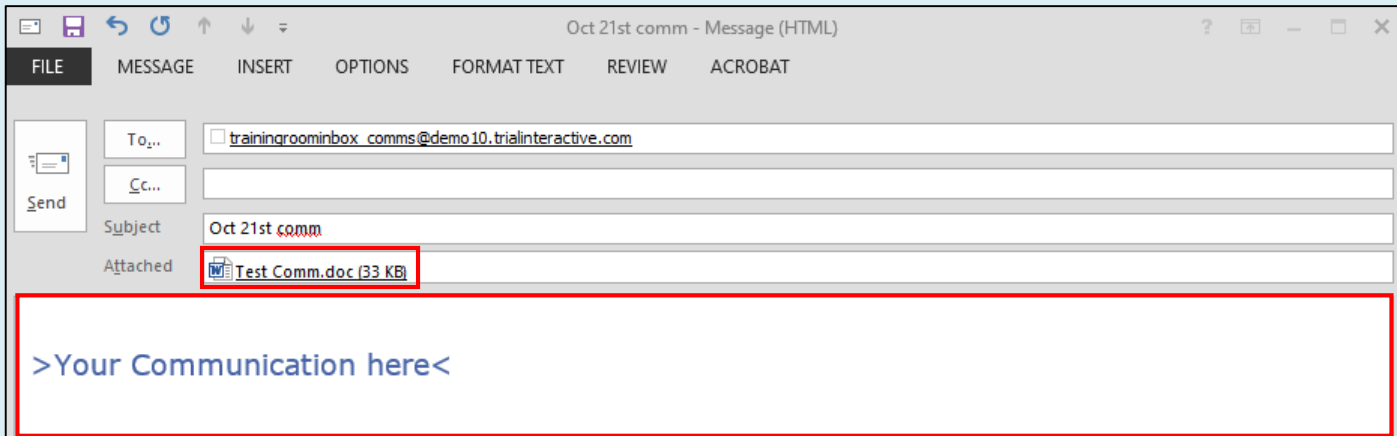
- Administrators
- eTMF
- Managers
- Study Start-Up
- Editors
- myTI
- Readers

 **Note:** Prior to sending documents to the Trial Correspondence Inbox, the Communication module must be enabled by Service Desk. Subsequently, **Administrators** must configure the inbox for use.

To do so, access **Settings** from the Navigation Grid and look for “Communications Inbox”. Set the inbox as needed.



1. Study staff (e.g. Sponsor, CRO, Manager, etc.) can send study emails to the Trial Correspondence Inbox, with or without attachments.



2. The email sender will receive a confirmation email from the TI room upon receipt of their emailed communication.

From: TI Inbox <noreply@mail.trialinteractive.net>  
 To: [Redacted]  
 Cc: [Redacted]  
 Subject: Demo-157-app - Inbox Email Receipt for "Investigative Site\_OPT002\_04112018"

Hello [Redacted]@transperfect.com,

The submission status for the email listed below

Email Subject: Investigative Site\_OPT002\_04112018  
 Sent: 12:30 PM ET  
 Sent By: [Redacted]@transperfect.com  
 Study: Demo-157-app  
 Site ID: 157

| Document           | Submission Status | Document ID | Error |
|--------------------|-------------------|-------------|-------|
| Email Message body | Uploaded          | 0           |       |
| Book1.xls          | Uploaded          | 0           |       |
| TestDoc.pdf        | Uploaded          | 0           |       |
| TestDoc.docx       | Uploaded          | 0           |       |

If you need any further assistance, please forward this receipt email along with your queries to [help@trialinteractive.com](mailto:help@trialinteractive.com)

Thanks,  
 Trial Interactive team



See related job aid: **How to Mark Communications as Relevant or Non-Relevant** for information on archiving communications within your eTMF.