How to Set User Notifications
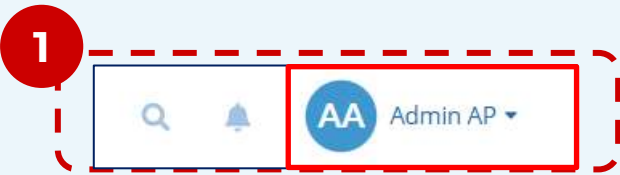
TI version 10.7

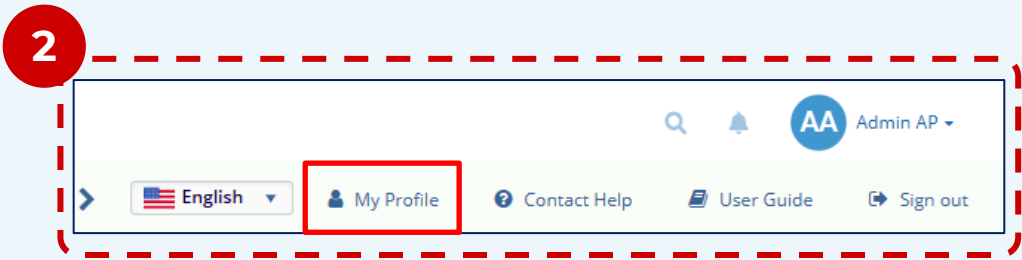**TRIAL INTERACTIVE**

APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader

- eTMF/ Study Start-Up
- Collaborate

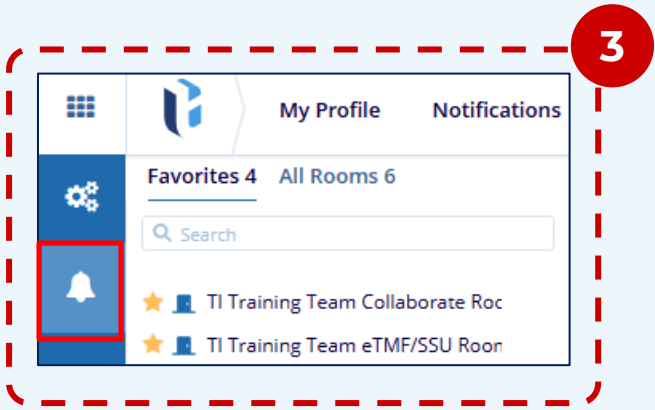**1** Login to Trial Interactive and click the **Username Menu** at the top right of the screen.

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

1

> Q 🔔 (AA) Admin AP ▾
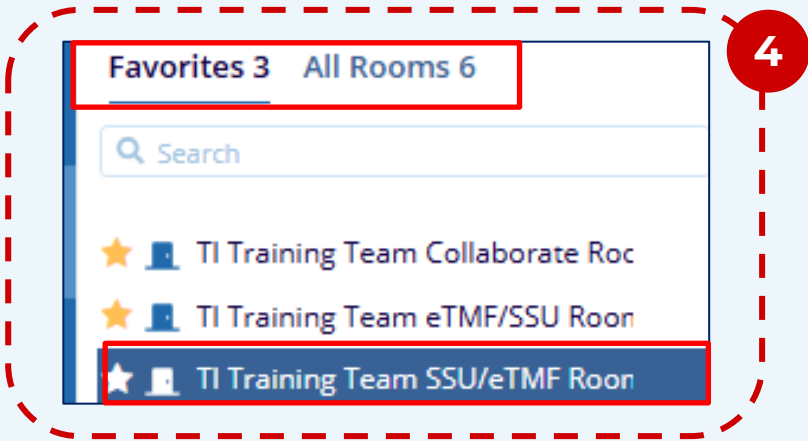
2 Open **My Profile**

2

> Q 🔔 (AA) Admin AP ▾
> 🇺🇸 English ▾   👤 My Profile   ❓ Contact Help   📖 User Guide   ↪ Sign out

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

3

> My Profile   Notifications
> Favorites 4   All Rooms 6
> Q Search
> ⭐ 📖 TI Training Team Collaborate Roc
> ⭐ 📖 TI Training Team eTMF/SSU Roon

**4** Select a Room from the list to manage your notifications for that room.

The system will show rooms you marked as **Favorites** by default. Select **All Rooms** to view the complete room list. The search bar can be used to locate a room by name.

4

> Favorites 3   All Rooms 6
> Q Search
> ⭐ 📖 TI Training Team Collaborate Roc
> ⭐ 📖 TI Training Team eTMF/SSU Roon
> ★ 📖 TI Training Team SSU/eTMF Roon

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5 Turn notifications on or off with the switches on the right

Mini Notifications are issued at set intervals which can be configured by a Room Administrator

Nightly Notifications are issued at the end of each night.
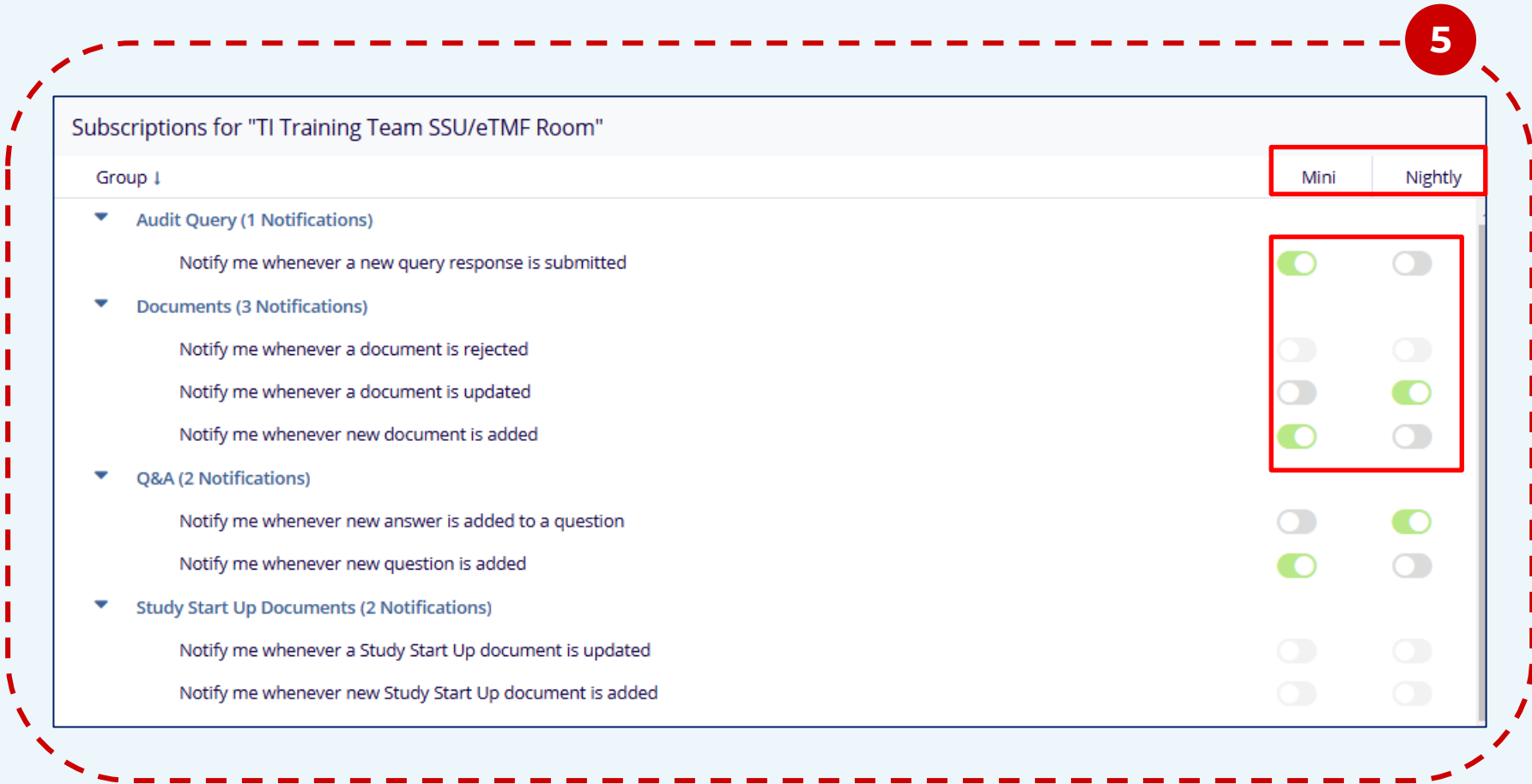
Subscription choices differ between access roles (Reader, Editor, Manager and Admin)
Notifications are sent to users via email.
Some notifications may be set as mandatory or disabled by room Administrators.