
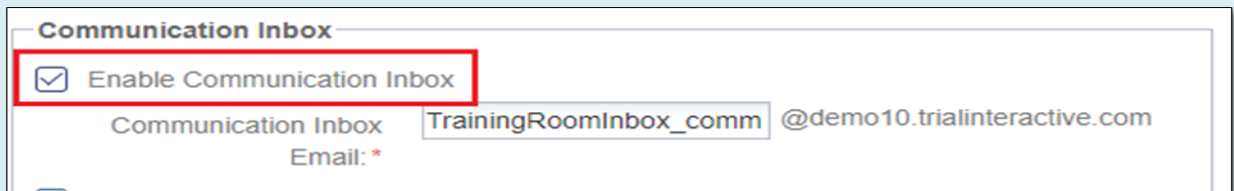


APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

 Note: Prior to sending documents to the Trial Correspondence Inbox, the Communication module must be enabled. Also, the Communications Inbox must be configured by the room Administrators in the **Settings** menu.



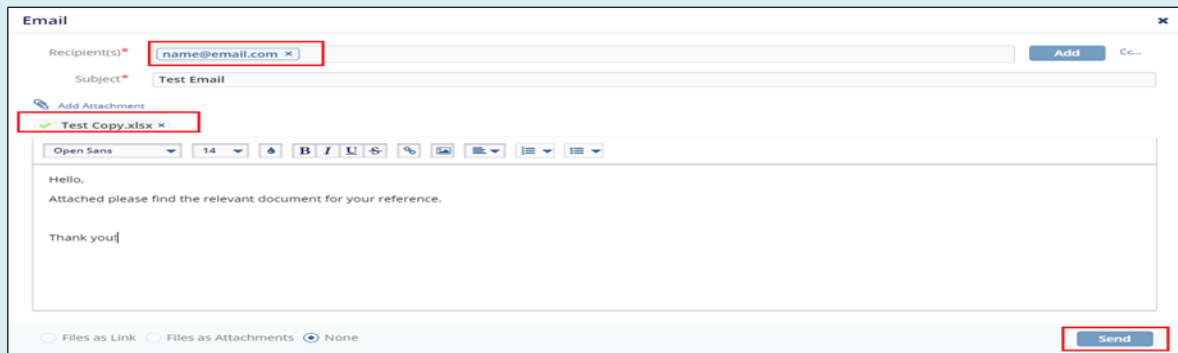
Communication Inbox

Enable Communication Inbox

Communication Inbox TrainingRoomInbox_comm @demo10.trialinteractive.com

Email: *

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



Email

Recipient(s)* [name@email.com x]

Subject* Test Email

Add Attachment

Test Copy.xlsx x

Open Sans 14 [Rich Text Editor Icons]

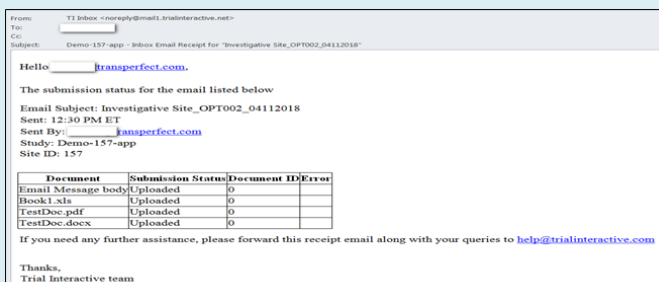
Hello,
Attached please find the relevant document for your reference.

Thank you!

Files as Link Files as Attachments None

Send

2. The email sender will receive a confirmation email from the room upon receipt of the email.



From: 72 Inbox - careqly@gmail.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

Thanks,
Trial Interactive team

See related job aid:
How to Mark Communication as Relevant or Non-Relevant