

APPLICABLE TO:

All Users

eTMF

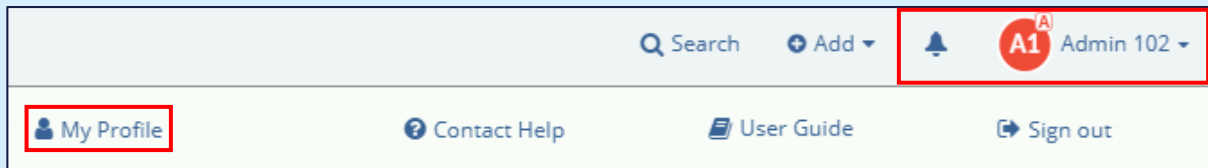
Study Start-Up

TI Docs / Collaborate

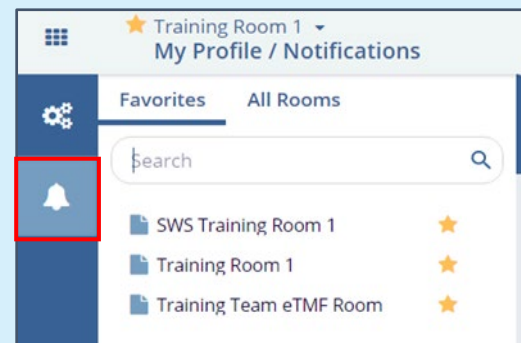
### 1. Login to Trial Interactive.

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

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

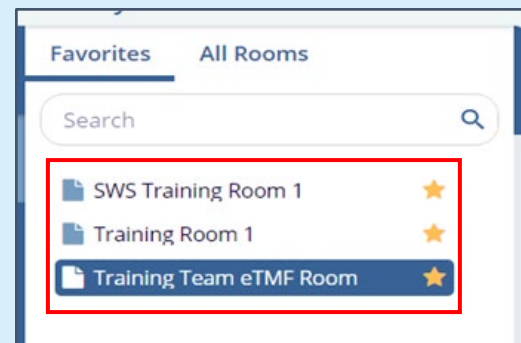
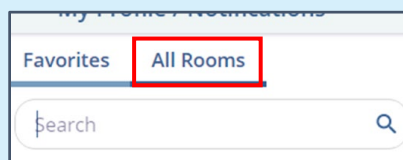


### 3. On the left side of the screen, click the **Bell Icon** to open the notifications menu.



### 4. Select a room from the list to manage your subscriptions for that room.

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



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

**Mini** notifications are issued at set intervals (e.g. every 8 hours).  
**Nightly** notifications are issued once per day.

Subscriptions for "Training Team eTMF Room"		
Group ↓	Mini	Nightly
▼ Audit Query (1 Notifications)		
Notify me whenever a new query response is submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▼ eTMF Documents (2 Notifications)		
Notify me whenever a document is updated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notify me whenever new document is added	<input type="checkbox"/>	<input type="checkbox"/>
▼ Q&A (2 Notifications)		
Notify me whenever new answer is added to a question	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me whenever new question is added	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▼ Start-Up Documents (2 Notifications)		
Notify me whenever a Study Start-Up document is updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me whenever new Study Start-Up document is added	<input type="checkbox"/>	<input type="checkbox"/>
▼ Start-Up Regulatory Review (3 Notifications)		
Notify me whenever a document is approved by regulatory reviewer	<input type="checkbox"/>	<input type="checkbox"/>
Notify me whenever a document is rejected by regulatory reviewer	<input type="checkbox"/>	<input type="checkbox"/>
Notify me whenever a new document is submitted for regulatory approval	<input type="checkbox"/>	<input type="checkbox"/>



Subscription choices differ between access roles, i.e. Reader, Editor, Manager and Admin.

Notifications are sent to users via email.

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