

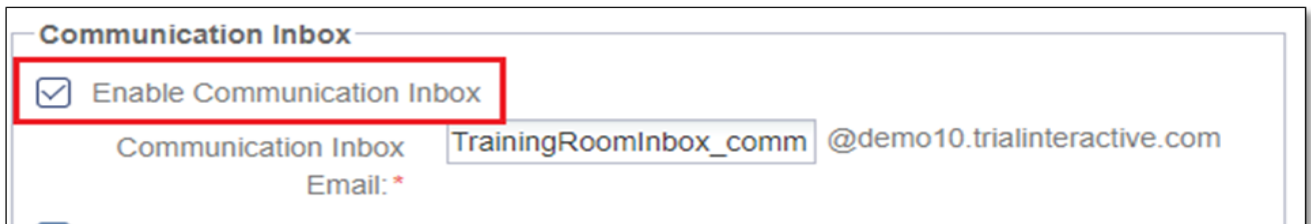
APPLICABLE TO:

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

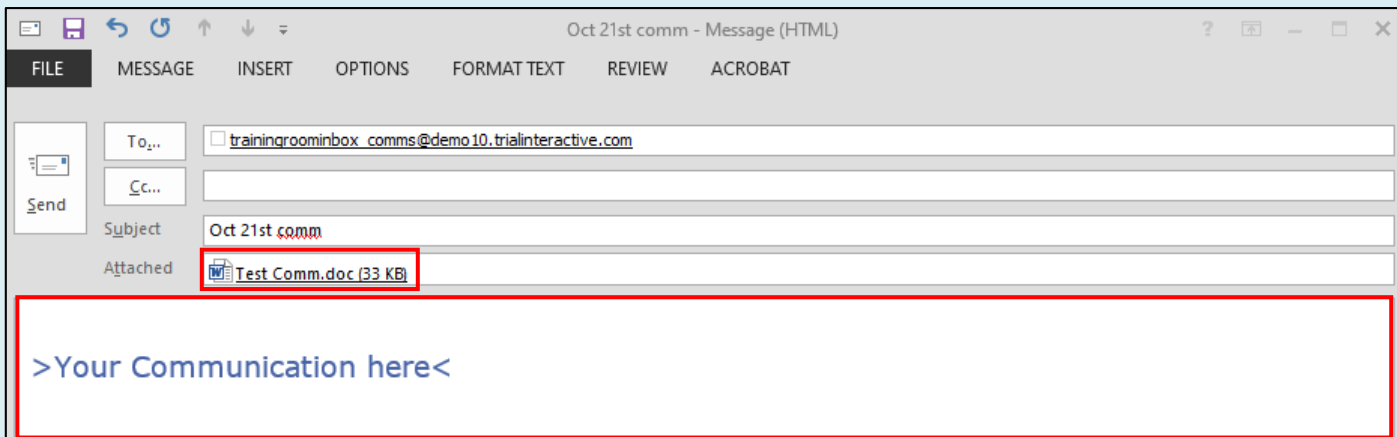


Note: Prior to sending documents to the Trial Correspondence Inbox, the Communication module must be enabled by Service Desk. Subsequently, **Administrators** must configure the inbox for use.

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@mail1.trialinteractive.net>
 To: [Redacted]
 Cc:
 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 Communications as Relevant or Non-Relevant** for information on archiving communications within your eTMF.