

Applicable to:

● All Users

● eTMF/SSU

● Collaborate

● eISF



You need to be registered for TI access to perform all the steps in this guide. If you have not received a registration email, check with your project lead or TI contact for instructions.

1. Using any current browser, go to www.trialinteractive.com and click on **Client Login**.



Pro Tip: You can bookmark the Client Login link to save time on subsequent accesses.

2. Enter the Username created during registration and click **Next**.



3. Enter the Password created during registration and click on the **Login** button.

4. TI by default will open the **Home** screen, click on the name of the room to enter.



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4. By default, TI will open to your **Home** screen.
Just click on the name of the room you wish to enter.

The screenshot shows the 'Home' screen of the SandBox Trial Interactive interface. It features a search bar, a user profile icon (E1), and a list of rooms. The first room, 'Training Team eTMF Room', is highlighted with a red box. Below it are two other rooms: 'Training Team eTMF Room' and 'Study ABC-123 eISF'. Each room card displays key statistics such as Countries, Pending Sites, Active Sites, and Total documents.

Room Name	Room Id	Sponsor	Created	Last Visit	Project Code	Countries	Pending Sites	Active Sites	Total
Training Team eTMF Room	104	Test	23 Apr 2021	8 Nov 2022	456	11	2	6	1,786
Training Team eTMF Room	44	Test	21 Jul 2020	8 Nov 2022	-	33	22	6	1,406
Study ABC-123 eISF	96	Sandbox	8 Apr 2021	-	-	-	-	-	49

5. You will be brought into the chosen room at your designated default location (for most users, this is *eTMF/Dashboard*)

The screenshot shows the 'eTMF Room' dashboard for the 'Training Team eTMF Room'. The 'eTMF / Dashboard' link is highlighted with a red box. The dashboard includes a search bar, an 'Add' button, and a notification bell. Below these are several key performance indicators (KPIs) for the room, such as Total Document, Countries, Pending Sites, Active Sites, Collected Document, Missing Document, Final Document, Expired Document, and Expiring Document. There is also a section for 'Common' and 'About this Room'.

Metric	Value
Total Document	951
Countries	27
Pending Sites	20
Active Sites	8
Collected Document	52
Missing Document	347
Final Document	141
Expired Document	28
Expiring Document	0