

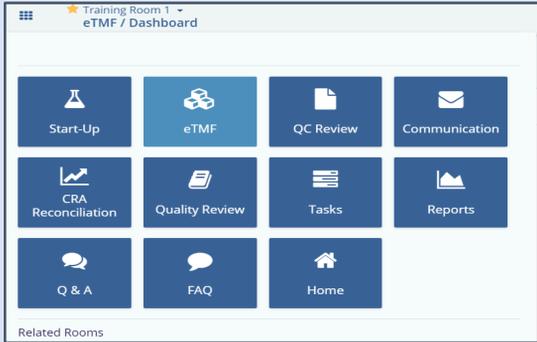
APPLICABLE TO:

All Users

eTMF

Study Start-Up

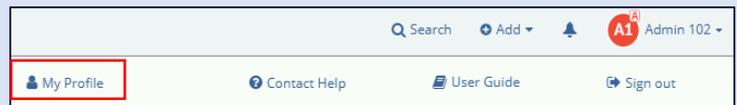
Content Management



### 1. Login to Trial Interactive

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

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



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

### 4. Select a room from the list of rooms to which you have been granted access to manage your subscriptions for that room.



The system will default to showing rooms marked as **Favorites**. Select **All Rooms** to view complete room list. The search bar can be used to locate a room quickly.

**5. Select from the available notifications.**  
**Subscription choices differ between access roles, i.e. Reader, Editor, Manager and Admin.**

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"/>



Notifications are sent via email to the user



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