

How to Set User Notifications

TI version 10.8

APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF/ Study Start-Up
- Collaborate

Users can set their own preferences in regards to what notifications they receive from TI study rooms, ensuring they get information that is both timely and relevant to their individual requirements.

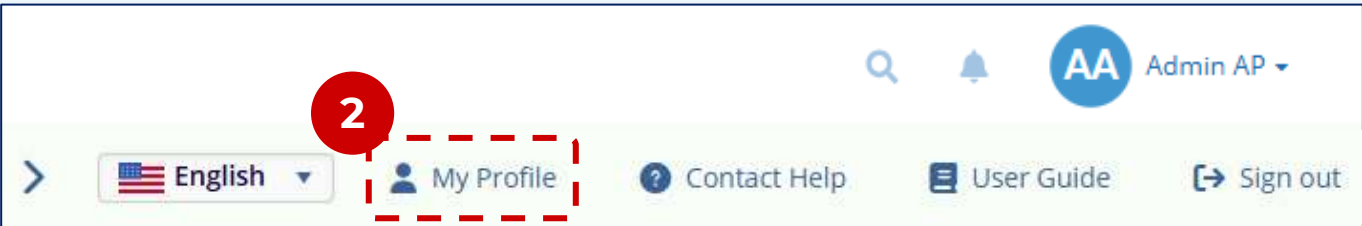
1 Login to Trial Interactive and click the **Username Menu** at the top right of the screen.



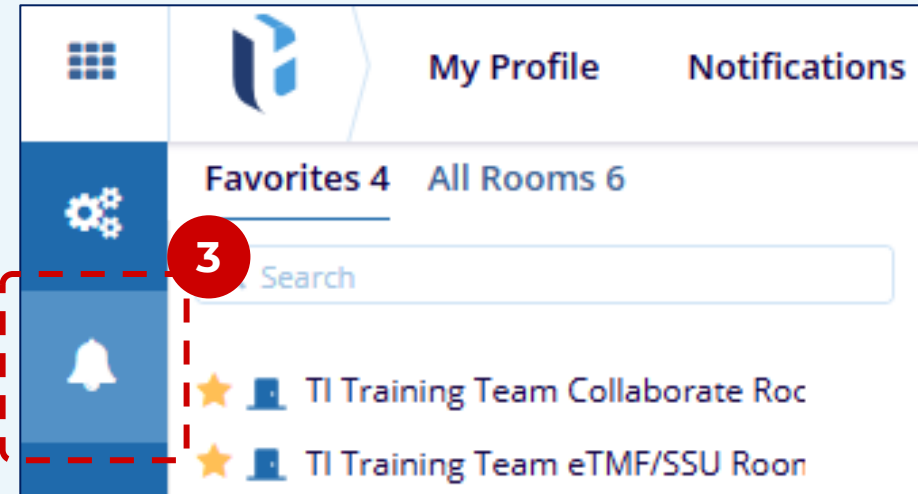
You do not have to enter a room in order to set User Notifications.



2 Click on **My Profile**.



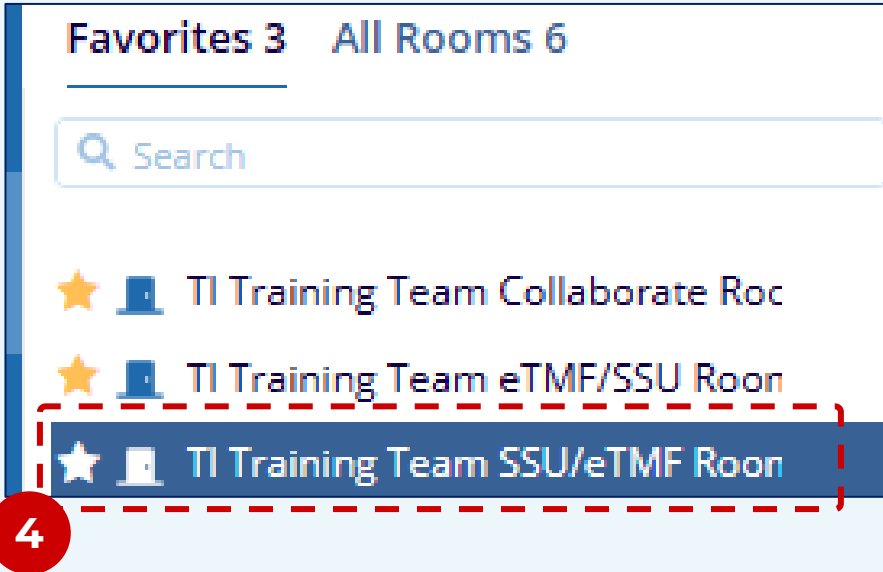
3 On the left side of the screen, click on the **Bell Icon** to open the notifications page.



4 **Select a Room** from the list to manage your notifications for that room.



Your **Favorite** rooms will be shown by default.
The search bar can be used to locate a room by its name.



5 Turn notifications on or off using the **toggle switches** on the right.

Mini Notifications are issued at set intervals which can be configured by a Room Administrator (default: 60 mins).

Nightly Notifications are issued at the end of each day.

Group ↓	Mini	Nightly
▲ Audit Query (1 Notifications)		
▼ Documents (3 Notifications)		
Notify me whenever a document is rejected	☐	☐
Notify me whenever a document is updated	☐	☒
Notify me whenever new document is added	☐	☒
▼ Q&A (2 Notifications)		
Notify me whenever new answer is added to a question	☐	☐



Notifications are sent to users via email. Some notification choices may be mandatory or ineligible.