

Subject: Did you Know about Alerts & Notifications?

Date: Tuesday, November 25, 2025 at 3:12:30 PM Eastern Standard Time

From: Trial By Fire Solutions

To: Marissa Moore

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Hello SimpleTrials admins!

Did you know that SimpleTrials has the option for Alerts & Notifications to be sent to team members for critical events and due dates? Alert settings can be configured in SimpleTrials by navigating to Study Profile Tab 8 - Alerts & Notifications. The three categories of alert options are General Study notifications, Document notifications, and QC notifications.

Alerts & Notifications Setup

- You can configure each alert to send to different study team members, and alerts/notifications are received via email from SimpleTrials and in the Alerts/Notifications area on the Home/Study Chooser page.
- Study team members can also be designated as eVR approvers or document QC reviewers by navigating to the Study Teams & Contacts tab and editing the study specific details area for each user.

Alerts & Notifications

Dismiss All

Document Expired

MEM-1234 Document alert created on: Tue Oct 21 2025 02:02:12 GMT-0400 (Eastern Daylight Time)

Document Filename: 01.01.02_Trial Management Plan Final.docx, Study: MEM-1234, Folder: MEM-1234/01 Trial Management/01.01 Trial Oversight/01.01.01 Trial Master File Plan, Expiry Summary: Expiring Soon - 15 Oct 2025

View Document and remove this alert

Document Uploaded to Documents / eTMF

MEM-1234 Document notification created on: Mon Oct 20 2025 14:37:10 GMT-0400 (Eastern Daylight Time)

Document Filename: Note to File Template(001).docx, Common Name: NTF - Trial Management, Study: MEM-1234, Site: 001 : Marissa Test Site : USA, Folder: MEM-1234/BY SITE/001 : Marissa Test Site : USA/01 Trial Management/01.05 General/01.05.04 Filenote

View Document and remove this alert

Have Questions or Feedback? We're here to help!

- **Product-Specific Inquiries:** Reach out to our Customer Success mailbox at customersuccess@simpletrials.com. We'd love to hear about how we can continue maximizing the product for your specific use cases.
- **Technical Support:** For any technical issues, our support desk is always available at support@simpletrials.com.
- **Premium Plus Coaching:** If you're a Premium Plus subscriber, don't forget to schedule your monthly custom training sessions to address any team questions or optimize system usage.
- **Custom Training Session:** If you're a standard or premium client, please go to Subscription & Settings to purchase a custom training session to review any questions or features in SimpleTrials.

Thank you for choosing SimpleTrials and we look forward to continuing to support your CTMS and eTMF needs!

Sincerely,

The SimpleTrials Team

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