

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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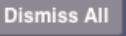


Hello SimpleTrials admins!

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     

 **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

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 **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

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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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