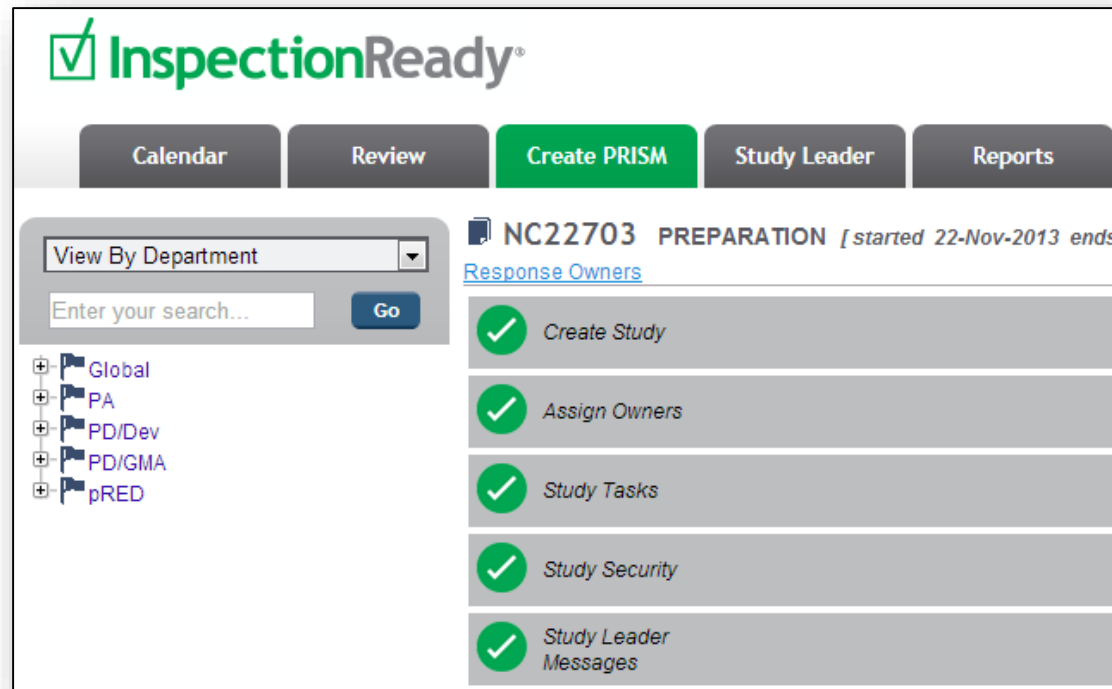


Create PRISM Tab

Study Leader Messages Color Bar

This reference guide is an overview of the **Study Leader Messages** color bar within the **Create PRISM** tab. The following process steps are covered within this document:

- ✓ Turn on study leader messages
- ✓ Enable message override
- ✓ Change message frequency

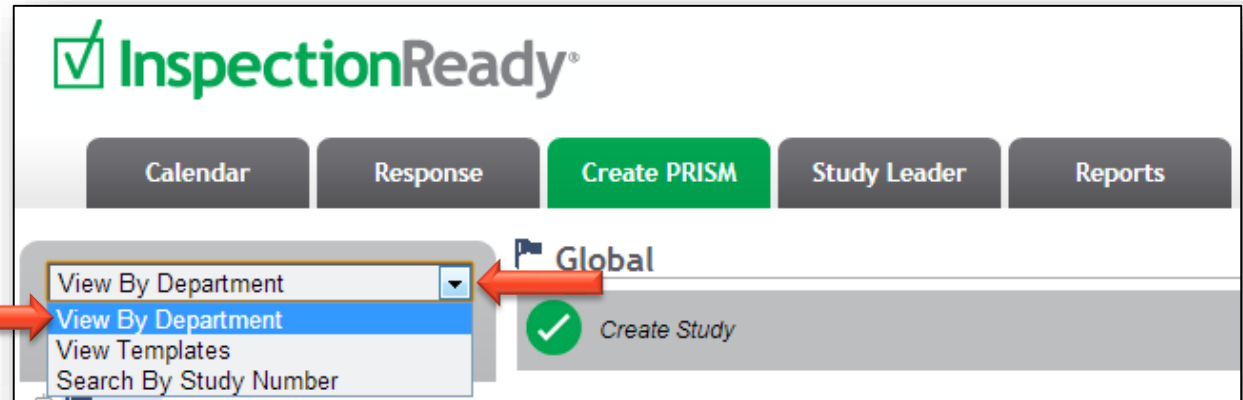


The screenshot displays the InspectionReady web application interface. At the top, the logo is followed by a navigation bar with buttons for 'Calendar', 'Review', 'Create PRISM' (highlighted in green), 'Study Leader', and 'Reports'. Below the navigation bar, there is a search section with a 'View By Department' dropdown menu, a search input field, and a 'Go' button. A department list is visible on the left, including 'Global', 'PA', 'PD/Dev', 'PD/GMA', and 'pRED'. The main content area shows a study titled 'NC22703 PREPARATION' with a status of '[started 22-Nov-2013 ends ...]' and a link for 'Response Owners'. A checklist of tasks is displayed on the right, each with a green checkmark icon: 'Create Study', 'Assign Owners', 'Study Tasks', 'Study Security', and 'Study Leader Messages'.

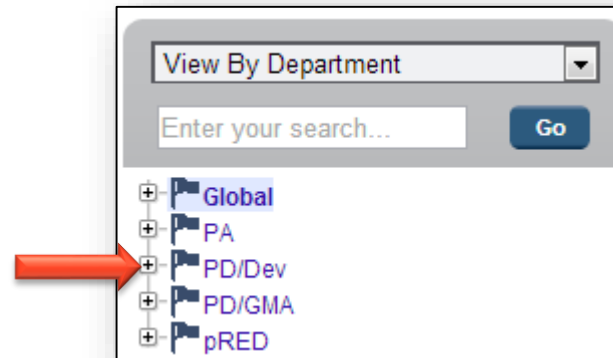
Turn On Study Leader Messages

Turn On Study Leader Messages

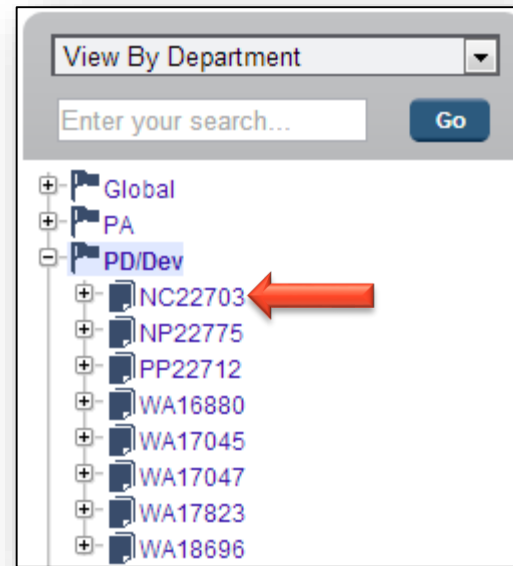
1. Select **View By Department**.



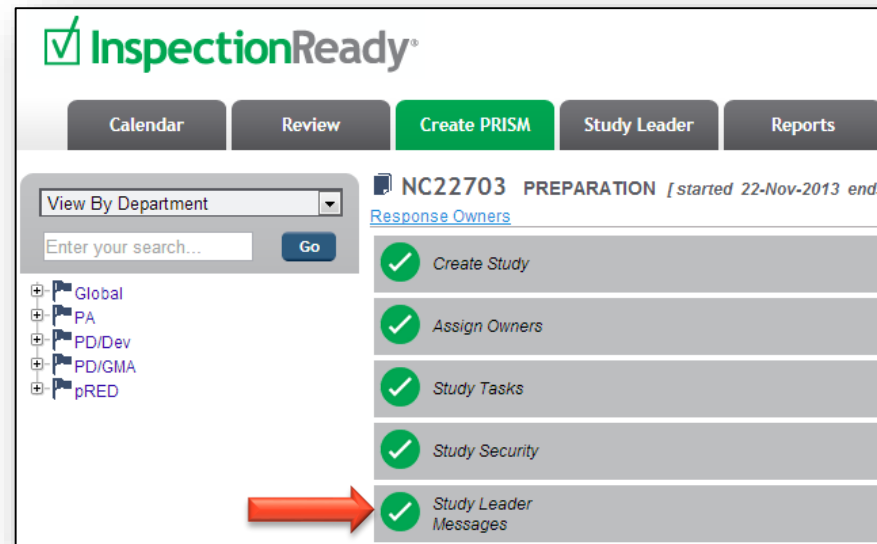
2. Select the **+** icon to list studies within a department.



3. Select the **study** to turn on study leader messages.



4. Click **Study Leader Messages**.



5. Select the **Study Leader Messages** side tab menu.

6. Click [Turn On All](#) to turn on all messages.

7. Click [Turn On](#) to turn on a specific message.

No study leader messages have been set.

[hide] Study Leader Messages

Feedback | Help | Audit

Study Messages | Response Messages | Vulnerability Messages

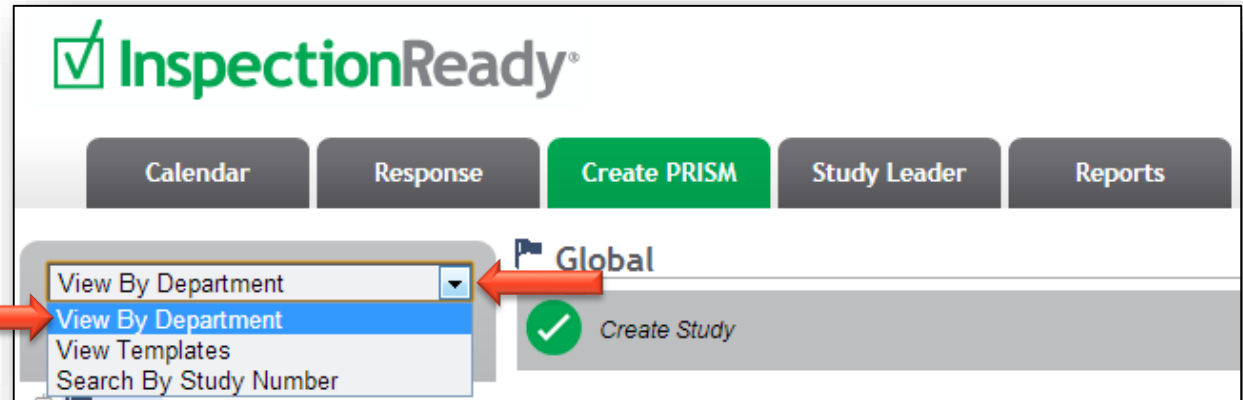
MESSAGES

Send message when...	Send	Status	
Study set to Preparation	Never	Off	Turn On
Study set to Review Window	Never	Off	Turn On
Study set to Extension	Never	Off	Turn On
Study set to Ready	Never	Off	Turn On

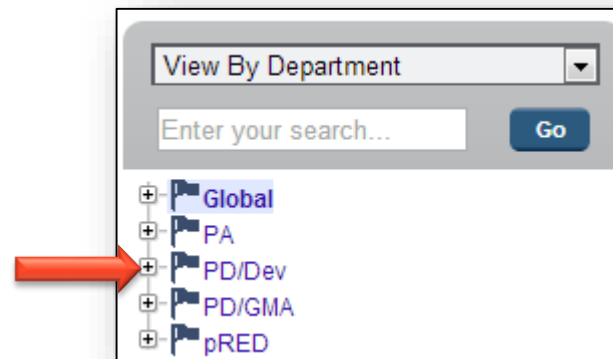
Enable Message Override

Enable Message Override

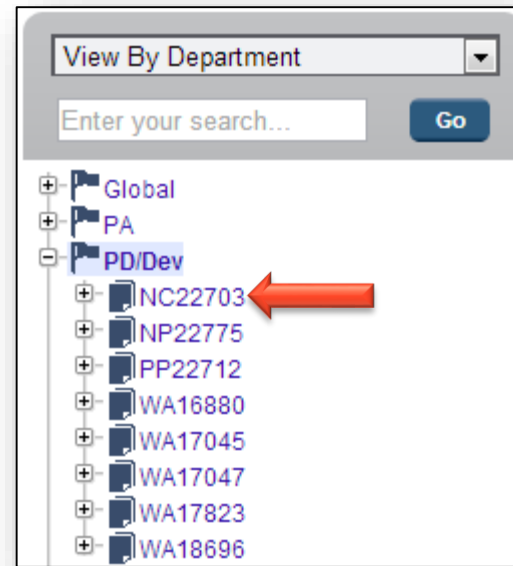
1. Select **View By Department**.



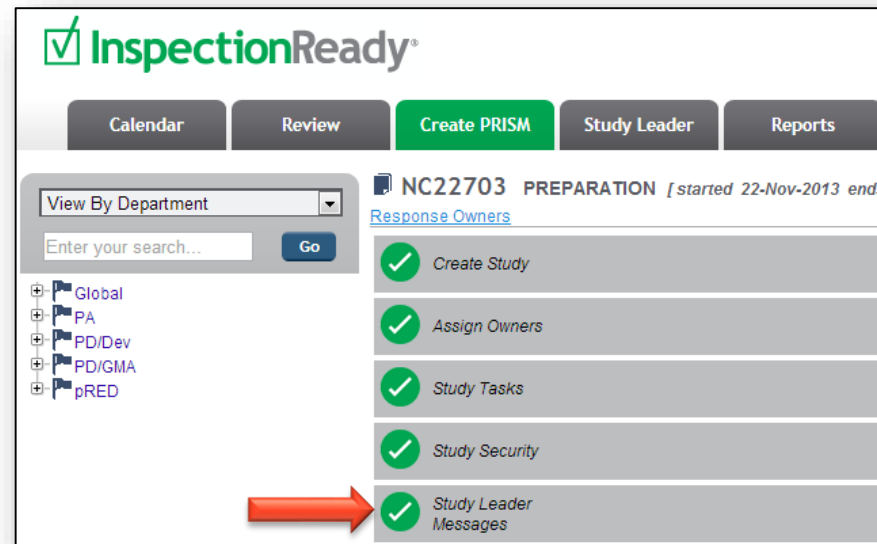
2. Select the **+** icon to list studies within a department.



3. Select the **study** to enable message override.



4. Click **Study Leader Messages**.



5. Click [Make Override](#) to enable message override.

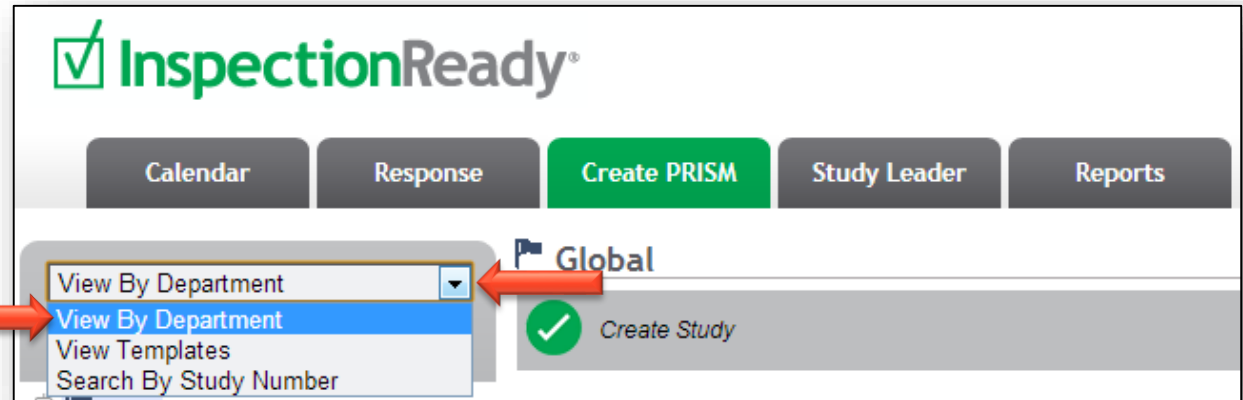
Note: This will override individual employee email preferences setup within the employee settings menu.

Send message when...	Send	Status	Turn On All
Study set to Preparation	Once	✓ On	Make Override
Study set to Review Window	Never	✗ Off	Turn On
Study set to Extension	Never	✗ Off	Turn On
Study set to Ready	Never	✗ Off	Turn On

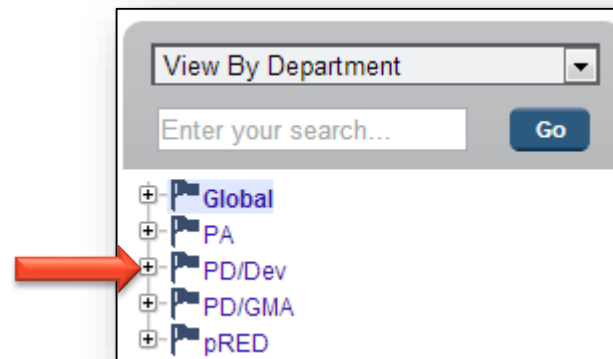
Change Message Frequency

Change Message Frequency

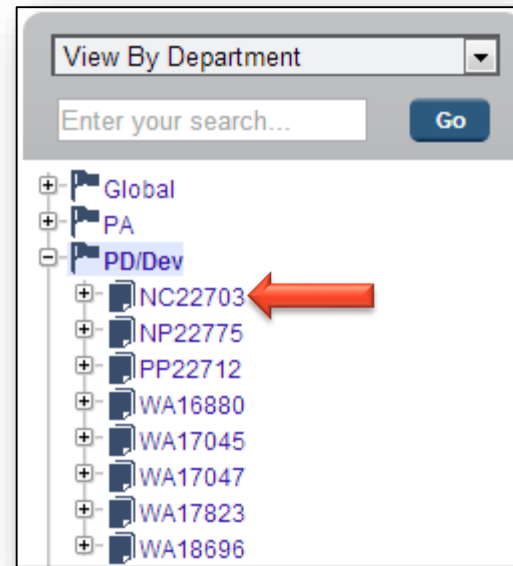
1. Select **View By Department**.



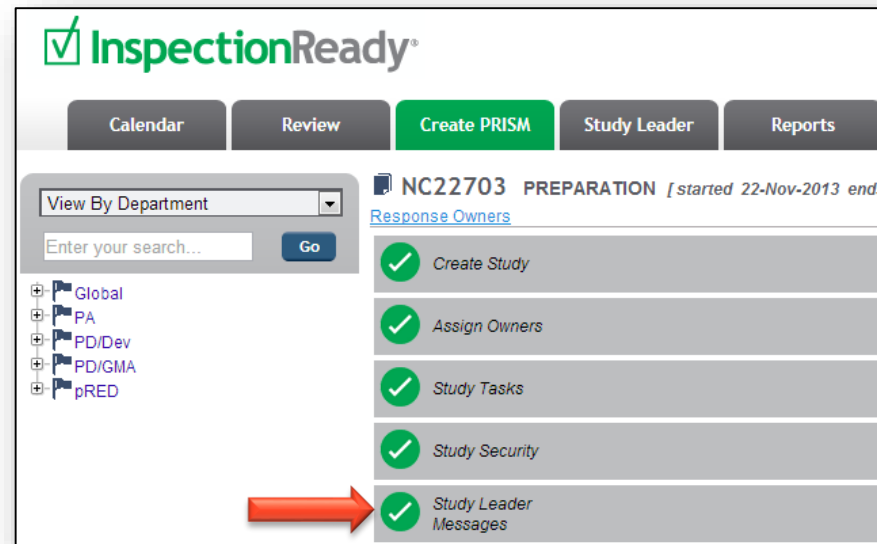
2. Select the **+** icon to list studies within a department.



3. Select the **study** to change message frequency.



4. Click **Study Leader Messages**.



5. Click [Once](#).

Send message when...	Send	Status	Turn On All
Study set to Preparation	Once	On	Make Override
Study set to Review Window	Never	Off	Turn On
Study set to Extension	Never	Off	Turn On
Study set to Ready	Never	Off	Turn On

6. Select the **Send Message** menu.

EDIT HOW OFTEN A MESSAGE IS SENT

Send Message

- Once
- Every Day
- Every Week
- Every 2 Weeks
- Every 3 Weeks
- Every 4 Weeks

7. Click **Save Changes**.

EDIT HOW OFTEN A MESSAGE IS SENT

Send Message
Every Week ▼

Save Changes ←

