How to send a Study Correspondence in INSPIR

Study Correspondence is used to send an email correspondence about a specific study or submission within INSPIR. These communications will be saved as part of the correspondence history in the study for future reference.
Login into INSPIR and from your Home page, click on “My Studies” to list all the studies that you have access to.
You can use the filter or the “Find by …” feature to locate the study or draft. Or you can just scroll down.

Once you locate the study or draft, click on “Open”.
Locate the study, and click on the “Open” icon.
Click on "Study Correspondence"
Click on "Add a New Correspondence" button
1) Type in the subject and the content of the correspondence

2) Click on "Recipients"
1) Check the small box next to each recipient who will be receiving this correspondence. Only check the ones with actual names next to them (e.g. don’t check “Expedited” since it is not a real user in the system).

2) When you’re done selecting all recipients click on the “Save Changes” button.
Option 1 - If you don’t have any additional recipients and no files to attach, double check that all info in this correspondence is accurate and then click on the “Save & Send Correspondence” to save the correspondence and at the same time send it as an email... And you’re done.

Option 2 - If you want to send this to someone that is not on the study or is not in INSPIR, click on “Additional Recipients” and move to the next page.

The recipients names would show up here.
Adding Additional Recipients

Click on the “Add a new Contact” button.

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail Address</th>
</tr>
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<tbody>
<tr>
<td></td>
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No Additional Recipients have been added.
2) Click on the “Save and Return” button.

1) Type in the name and email address of the recipient.
Option 1 - If you don’t have any files to attach, double check that all info in this correspondence is accurate and then click on the “Save & Send Correspondence” to save the correspondence and at the same time send it as an email… And you’re done.

The additional recipient names would show up here.

Option 2 - If you want to attach a document to this correspondence before sending it, click on the ”Add Attachment” button and move to the next page.
2) Click on the “Upload” button.

1) Type in a title for the attachment.

Adding a file attachment to the correspondence
Adding a file attachment to the correspondence

1) Click on “Browse” to look for the document and select it.
2) Once a document is selected, click on the “Save selected file” button.
Adding a file attachment to the correspondence

The saved attachment would show up here.

Click on “Save And Return”.

The saved attachment would show up here.
Double check that all info in this correspondence is accurate. When ready, click on the “Save & Send Correspondence” to save the correspondence and at the same time send it as an email. And you’re done.