

# Veeva Vault eTMF

## Features You Should Be Using

### TMF Homepage

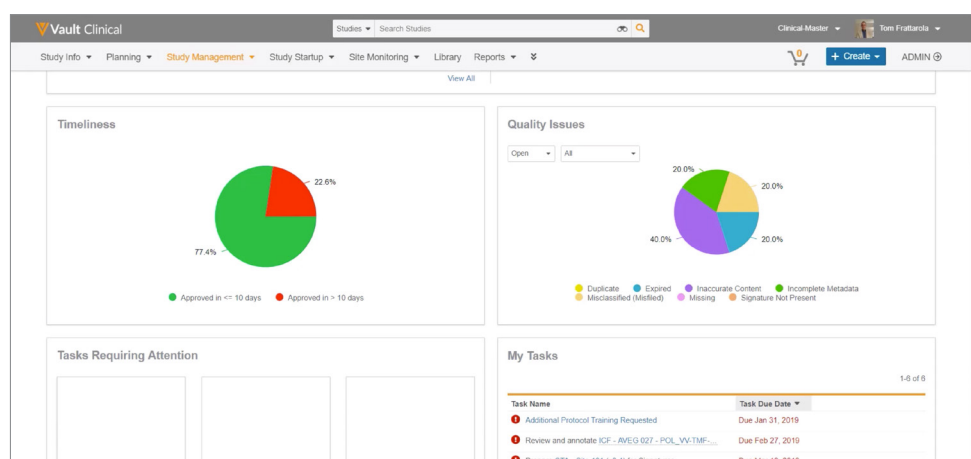
TMF owners are increasingly adopting purpose-built eTMF solutions to achieve more active trial management and oversight to ensure a constant state of inspection readiness.

We recognize this desire for ongoing TMF improvement and are focused on continuous innovation to ensure Vault eTMF supports you in streamlining processes, driving efficiencies, and improving collaboration.

In the second of our “Vault eTMF Features You Should Be Using” series, we are showcasing the TMF Homepage capability and exploring how this can help you optimize your TMF processes. Read on for more about this feature and how to enable it.

### Overview of the TMF Homepage

The TMF Homepage offers a single view of key TMF health metrics. This oversight dashboard helps users focus on the timeliness, quality, and completeness of documents and tasks for a selected study, study country, or site.



The Homepage offers high-level information around TMF milestones and completeness. A widget displays upcoming milestones for your selected context, enabling you to assess completeness alongside key dates. You can also see overall TMF completeness, including how many unapproved documents still need to be addressed as well as an overall completeness percentage based on expected documents. You can filter completeness information by milestones. Additionally, you can view the document “overcount” and those documents “pending decision.” This enables users to identify actionable information to help clean data.

## Why is the TMF Homepage important?

The TMF Homepage drives greater speed and efficiency by offering easy navigation to milestones and expected document lists, associated reports, quality issues, and tasks. This enables users to make proactive decisions during clinical trials. It also helps minimize the use of external to-do lists because of the actionable insights derived straight from this page.

## How do I enable the TMF Homepage?

The TMF Homepage is enabled by default, but an admin needs to change the status of the `etmf__v` and `document_contributor_homepage__v` tabs from inactive to active to use it.

The screenshot shows a 'Tabs' configuration window. On the left is a sidebar with a list of tabs: Home, Home, Study Info, Inspector Homepage, eTMF (expanded), eTMF Homepage (selected), Library, Quality Issues, Planning, Reports, and Global Directory. The main area is titled 'eTMF Homepage' and contains the following fields:

- Label\***: eTMF Homepage
- Name**: document\_contributor\_homepage\_\_v
- Status**: A dropdown menu with 'Active' selected and 'Inactive' as an option.
- Tab Type**: Standard

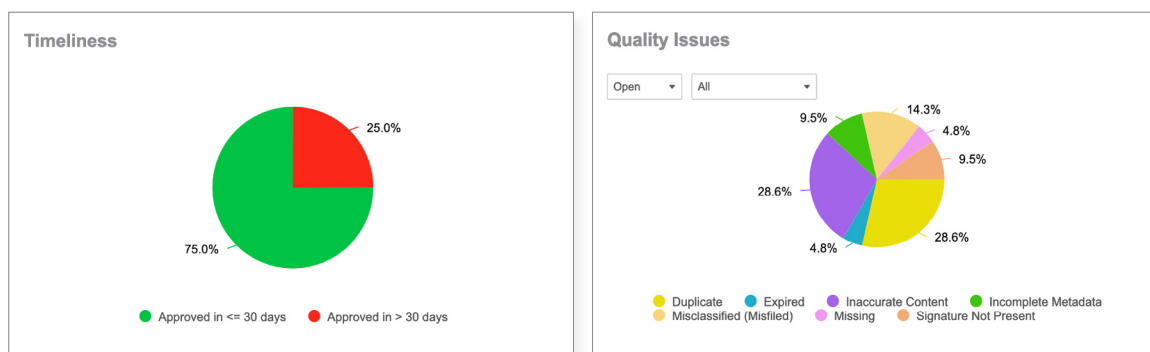
Buttons for 'Reorder', 'Create', 'Cancel', and 'Save' are visible at the top and bottom right of the configuration area.

Once these tabs are activated, follow the below two steps:

1. Enable the timeliness field in application settings so the calculation appears on the TMF Homepage. Admins must then select two dates and a threshold (number of days within which documents should be finalized to be considered timely) to be used in the calculation.

Admins should also add the shared field `timeliness__v` to the document type before its timeliness is calculated. It is recommended that you enable field-level security, so it has a “read-only” status.

2. The quality widget appears when at least one quality issue object record exists for any of your Vault studies. Add the shared field `quality_issue__v` to the document type so its quality issues appear on the widget. It is recommended that you enable field-level security, so it has a “read-only” status.



To see the TMF Homepage in action, watch this [13-minute demo](#). In our next feature focus, we will be covering the TMF Timeliness Field.