



# Features You Should Be Using

## TMF Timeliness Field

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 Veeva eTMF supports you in streamlining processes, driving efficiencies, and improving collaboration.

In the third of our “Veeva eTMF Features You Should Be Using” series, we are focusing on the TMF Timeliness Field to show 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 Timeliness Field

The TMF Timeliness Field measures how long it takes to approve a document and file it in your eTMF. For example, this field can be configured to calculate the difference between two dates, such as “document date” to “approval date” or “created date” to “approval date” – whichever is most meaningful for your organization. It can be used in reports and dashboards and on the TMF Homepage.

### Why is the TMF Timeliness Field important?

Timeliness is a core metric for inspection readiness and overall TMF health. The Timeliness Field shows how quickly departments and partners are getting documents into your TMF. It also enables you to review and act on areas of concern.

### How do I enable the TMF Timeliness Field?

Follow the below five steps to enable the TMF Timeliness Field:

1. Check “Enable Timeliness Document Field Calculation” from Admin>Settings>Application Settings>eTMF Features
2. Set a Timeliness Start Date field
3. Set a Timeliness End Date field
4. Set a threshold
5. Add the shared field `timeliness__v` to the appropriate document type

To see the TMF Timeliness Field in action, watch this [8-minute demo](#).