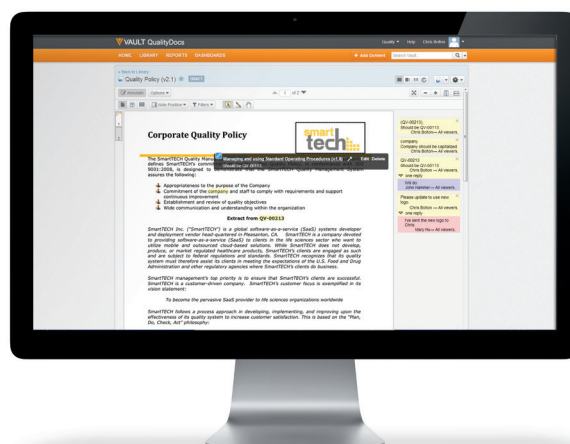# Veeva Vault
QualityManager

Serious Quality Management.
Seriously Easy to Use.

Quality involves many people, which makes the interface design an important part of your quality management and documentation system. Veeva Vault QualityManager's ease-of-use and cloud access assure high adoption of the solution—even for occasional users—across departments, locations, and partners, reducing overall risk of bad practices.

Vault QualityManager provides a single, secure application for employees and partners to author, collaboratively review, and approve documents and information related to proper standard operating procedures (SOPs) and good practice quality guidelines (GxP). The cloud model makes it easy and cost-effective to provide all parties with direct access to a single source of truth, eliminating compliance risks associated with other means of distributing copies, such as email or FTP.

Vault also provides greater visibility and control. Predefined lifecycles and workflows enable efficient document control processes, and help everyone stay on task with approval, training, release, review, and withdrawal processes. Compliance managers can monitor status and collect metrics using reports and dashboards to identify risks, bottlenecks, and promote continuous improvement.

Key Business Benefits

- Easy access anywhere, anytime, and from any device enables a single system of record

- Cloud application provide partners secure and easy access

- Quickly establish GxP to meet internal or authority compliance requirements

- Reporting and metrics identify state of control, risk, and drive continuous improvement

- Ease-of-use increases user adoption, minimizing uncontrolled copies

> **Get rid of paper, assure compliance and quality, and embrace a future that is more reliable, more productive, and unites your global organization.**

Always Current, Never Stuck

With modern cloud Software-as-a-Service (SaaS), you are always current; you won't get stuck with an inflexible application that is heavily customized and quickly out-of-date. Veeva is constantly innovating and validating new releases, so no one gets stuck on a version that's three years old. Veeva customers are always on the most current release.

Read and Understood

Training documents and videos can be delivered easily and cost-effectively for every employee in an organization. The functionality includes both traceability and reporting on all "read and understood" actions, such as when users view content, sign off on training tasks, or are overdue on their activities.

Watermarking and Overlays

Define and apply dynamic overlays and watermarks on a document's header, footer, or across each page to see the current status or effective date on an SOP. Overlay relevant document, user, or access information onto printed versions of controlled documents so everyone inside or outside of Vault sees the important information.
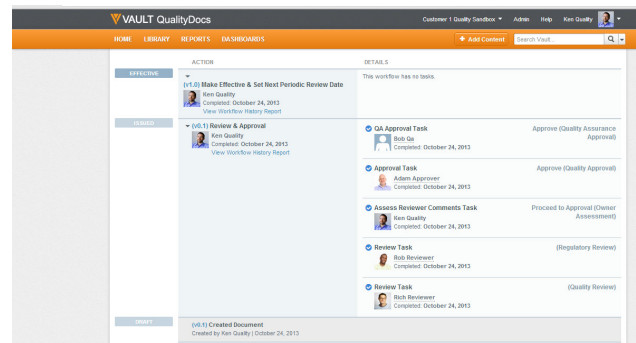
Document Change Control

Users can easily request, review and approve, or reject changes to controlled documents. This flexible feature with pre-defined workflows and reports tracks and traces all changes through version-aware relationships.

Periodic Review

Quality managers can easily ensure that reviews are started and completed in a timely fashion. The periodic review feature automatically triggers review reminders for documents based on predefined rules, and reports can be generated on the status of review tasks across the organization.

Flexible Workflows

Best practice workflows and lifecycles improve the authoring, reviewing, approving, issuing, superseding, and obsoleting of quality-focused content. Manage workflow changes with ease: add recipients, delegate tasks, and cancel activities even for in-progress workflows.

Reports and Dashboards

Time-based reporting lets customers leverage best practice reports, including documents set to expire, documents with upcoming periodic reviews, and more. Users and administrators can quickly create their own reports, then copy and share them with other team members, providing a comprehensive view of all content-related activities.

Controlled Copies

Get complete control over document copies. Control who can create document copies and take them outside of Vault; track individual document copies' statuses in the field or during/after recall.

Signature Manifestation

With Vault's configurable signature page, organizations choose when and how to display the signatory's name, date, and reason for sign-off, eliminating the need for wet signatures on hard copy documents.

Application Integration

The open, published Vault API easily integrates with complementary systems, such as LIMS and LMS systems.