Step by Step Configuration Guide

Ahead of the 20R2 release of Vault PromoMats, confirm your Document Lifecycle states are set for the below states for your Document Types that go through MLR:

- Steady State
- In Review State
    - The state selected should be the first state that a material is in when it is sent to the MLR reviewers e.g. 'In Review'

Please see a step by step guide below to update your Document Lifecycle States:

1. Log into Veeva Vault PromoMats
2. Go to **Admin>Configuration>Document Lifecycles**
3. For each Document Lifecycle under **'Details'**, ensure the Document Lifecycle states are set for each of the required states - *Steady State & In Review State.*

Example:

If a customer has an 'Initial in Review' state & a 'Revise & Resubmit' in review state, the Lifecycle state should be set to the 'Initial in Review' state.

By setting this one single state you get the full value of Vault PromoMats Standard Metrics data.

If you don't set the 'In Review' system state, then 4 of the 6 auto generated fields will be blank and you won't be able to pull reports on this information and benefit from the benchmarking information.