

Veeva Vault PromoMats Training

COURSE CONTENT

GET IN TOUCH



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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

Veeva Vault PromoMats Training by Multisoft Systems is designed to help professionals gain comprehensive knowledge of promotional content management and compliance processes used in the pharmaceutical, biotech, and life sciences industries. This industry-oriented training program focuses on managing regulated content, streamlining review and approval workflows, and maintaining compliance with global healthcare regulations using Veeva Vault PromoMats.

Module 1: Introduction to Veeva Vault PromoMats

- ✓ Overview of Veeva Vault Platform
- ✓ Introduction to PromoMats
- ✓ Role of PromoMats in Life Sciences
- ✓ Commercial Content Management
- ✓ Regulatory Compliance Requirements
- ✓ Overview of MLR Review Process
- ✓ PromoMats Architecture Overview
- ✓ Cloud-based Content Management Concepts

Module 2: Veeva Vault Navigation and User Interface

- ✓ Logging into Vault
- ✓ Understanding the Dashboard
- ✓ Vault Home Page Overview
- ✓ Navigation Menus and Tabs
- ✓ Document Library Navigation
- ✓ Search and Filter Functions
- ✓ My Tasks and Notifications
- ✓ Personalized User Settings

Module 3: Document and Content Management

- ✓ Creating and Uploading Documents
- ✓ Managing Promotional Materials
- ✓ Supported File Formats
- ✓ Document Metadata Management
- ✓ Document Classification
- ✓ Version Control Concepts
- ✓ Check-in and Check-out Process
- ✓ Document Relationships and Crosslinks

- ✓ Content Lifecycle Management

Module 4: Digital Asset Management (DAM)

- ✓ Introduction to Digital Asset Management
- ✓ Managing Images, Videos, PDFs, and Marketing Assets
- ✓ Asset Organization Techniques
- ✓ Metadata and Taxonomy
- ✓ AI-powered Search Features
- ✓ Content Reusability
- ✓ Asset Distribution Concepts
- ✓ Brand Consistency Management

Module 5: Medical, Legal, and Regulatory (MLR) Review Process

- ✓ MLR Review Workflow Overview
- ✓ Review and Approval Lifecycle
- ✓ Routing Documents for Approval
- ✓ Reviewer Roles and Responsibilities
- ✓ Approval Status Tracking
- ✓ Collaborative Review Process
- ✓ Comments and Feedback Management
- ✓ Escalation and Rework Process
- ✓ Final Approval and Distribution

Module 6: Annotations and Collaboration Tools

- ✓ Creating Annotations
- ✓ Commenting on Documents
- ✓ Discussion Threads
- ✓ Collaborative Review Features

- ✓ Comparing Document Versions
- ✓ Audit-ready Collaboration
- ✓ Managing Reviewer Feedback
- ✓ Shared Review Cycles

Module 7: Claims and References Management

- ✓ Introduction to Claims Management
- ✓ Linking Claims to References
- ✓ Managing Reference Documents
- ✓ Reusable Claims Concepts
- ✓ Compliance Validation
- ✓ Reference Approval Workflows
- ✓ Traceability and Audit Trails
- ✓ Medical and Regulatory Documentation

Module 8: Workflow and Lifecycle Configuration

- ✓ Workflow Fundamentals
- ✓ Document Lifecycles
- ✓ State Transitions
- ✓ Automated Workflow Rules
- ✓ Task Assignment and Notifications
- ✓ Approval Workflows
- ✓ Expiry and Withdrawal Workflows
- ✓ Workflow Troubleshooting

Module 9: User Roles, Security, and Access Management

- ✓ Role-based Access Control
- ✓ User and Group Management
- ✓ Security Profiles
- ✓ Permission Sets

- ✓ Sharing Settings
- ✓ Authentication Methods
- ✓ Audit Trail and Compliance Tracking
- ✓ 21 CFR Part 11 Compliance Concepts

Module 10: Reporting and Dashboards

- ✓ Standard Reports in PromoMats
- ✓ Custom Report Generation
- ✓ Dashboard Creation
- ✓ Workflow Tracking Reports
- ✓ Content Usage Monitoring
- ✓ Compliance Reporting
- ✓ Approval Metrics
- ✓ Audit Reporting

Module 11: Integration with Other Systems

- ✓ Integration with Veeva CRM
- ✓ CLM Integration Concepts
- ✓ Integration with Other Vault Applications
- ✓ API Overview
- ✓ Content Distribution Across Channels
- ✓ Third-party System Integration
- ✓ Data Synchronization Concepts

Module 12: Administration and Configuration

- ✓ PromoMats Administration Overview
- ✓ Object Configuration Basics
- ✓ Metadata Configuration
- ✓ Lifecycle Configuration
- ✓ Workflow Configuration

- ✓ User Provisioning
- ✓ Troubleshooting Common Issues
- ✓ System Maintenance Best Practices

Module 13: Compliance and Regulatory Standards

- ✓ FDA Compliance Overview
- ✓ EMA Compliance Concepts
- ✓ Promotional Material Regulations
- ✓ Audit Readiness
- ✓ Electronic Records Compliance
- ✓ Data Integrity Concepts
- ✓ Risk Mitigation Strategies

Module 14: Real-Time Use Cases and Industry Scenarios

- ✓ Pharma Promotional Content Workflow
- ✓ Product Launch Campaign Management
- ✓ Global Content Approval Process
- ✓ Multichannel Content Distribution
- ✓ Medical Affairs Collaboration