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VIVA! Communications – Veeva Vault Training

Uploading the document

1. Login to Veeva Vault with your username/email and password, these will be in the master password list.
2. Upload the document, in **PDF** form.

The screenshot shows the Veeva Vault PromoMats interface. The top navigation bar includes 'Vault PromoMats', a search bar, and user icons. The main menu has 'Tasks', 'Library' (selected), 'Seqirus Materials', 'Seqirus References', 'Seqirus Labelling', and 'Admin Tools'. The left sidebar shows 'VIEWS' with 'All Library' selected, and 'FILTERS'. The main content area displays 'All Library' with a 'Save View As' button and a list of documents. A 'Create' dropdown menu is open on the right, showing options: '+ Document', 'RECENT', and 'Upload'. Below the menu, there are 'Approved for Distribution' buttons.

Upload Files (Step 1)

Drag and drop files to upload here
or select files to upload:

Choose a source file for the document

Files over 4 GB must be uploaded via Vault File Manager. Files over 4 GB and Audio/Video files over 100 GB will not be rendered. [Learn more.](#)

☐ Classify documents later ?

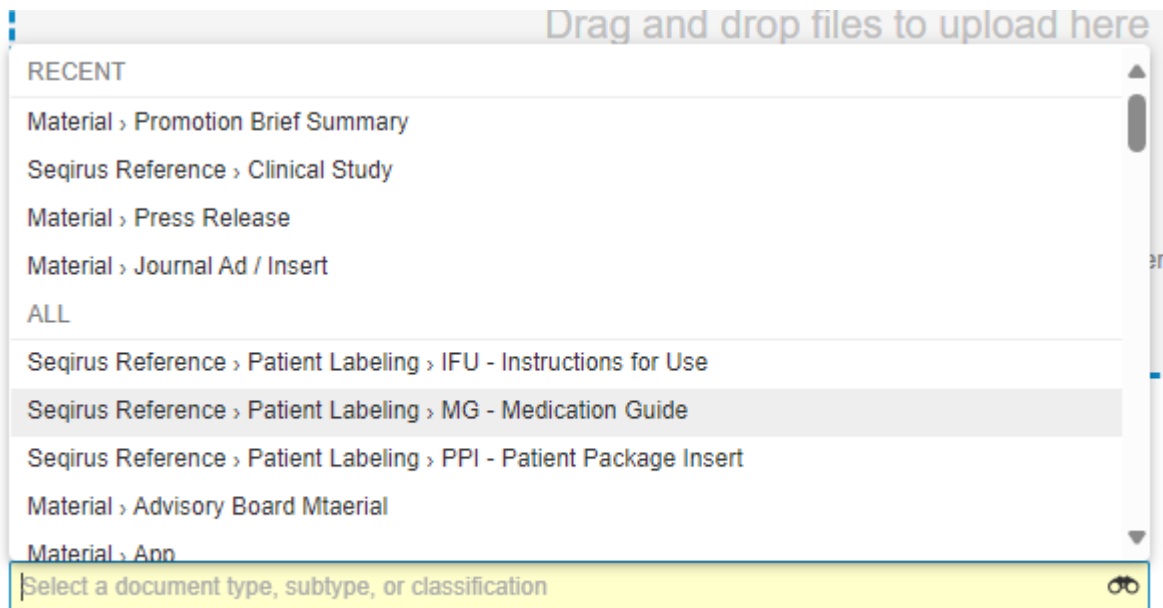
☒ Classify documents now

Choose document type


Select a document type, subtype, or classification

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3. Choose the document type – Scroll down until you find a relevant type of document



4. Importantly, when you have uploaded the document, the job number which is needed on the bottom of each document is here...

INFORMATION 

▼ General

Country [Australia](#)

Name Cationorm and Ikervis 150-word combined summary for INSIGHT_08SEPT23

Product [Cationorm](#)
[Ikervis](#)

Version 0.2

Type Material

Subtype Promotion Brief Summary
[Reclassify](#)

Language English

Description

Document Number AU-Cati-24-0006

Tagging and linking the references

1. Add annotations using the 'link' function

The screenshot shows the Seqirus web editor interface. At the top, there are tabs for 'Tasks', 'Library', 'Seqirus Materials', 'Seqirus References', 'Seqirus Labelling', and 'Admin Tools'. Below these is a progress bar with 'Draft', 'Review', and 'Approval' stages. The main content area displays a draft document titled 'FINAL EDITOR' and 'Cationorm® Insight Oct'. A context menu is open over the text 'Cationorm® (cationic nanoemulsion)', showing options: 'Select', 'Comment', 'Line', 'Link', and 'Anchor'. The 'Link' option is highlighted. To the right, there is a sidebar with a search bar and a list of references, including 'Therapeutic Goods Administration. Aust...' and 'Craig 2017 DEWS II Executive Summar...'. Below the references, there is a section titled 'Cationorm® (cationic)' with a link to 'Craig 2017 DEWS II Executive Summar...'.

2. Highlight a small portion of text, ideally a portion of text that will not be removed or that will move.

The screenshot shows the Seqirus web editor interface with a text highlight. The text 'Cationorm® (cationic nanoemulsion)' is highlighted in blue. The text is part of a paragraph that reads: 'The CSL Seqirus eyecare portfolio includes Cationorm® (cationic nanoemulsion) and Ikervis® (ciclosporin 0.1% ophthalmic emulsion). 86% of Australians live with mixed and evaporative dry eye disease (DED)^{1,2} Cationorm® is a preservative-free, hydrating, and lubricating emulsion targeting all layers of the tear film.³ Compatible with all types of contact lenses, Cationorm is designed to be long-lasting, creating a barrier to lock in moisture, giving the eyes the time they need to heal.^{4,5,6} Ikervis® is a once-daily ciclosporin delivered in a cationic emulsion,^{7,8} designed for long-term treatment.⁹ Ikervis is indicated for the treatment of severe keratitis in adults with DED that has not improved with artificial tears.⁷

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3. Type in the main authors name and the year.

4. Find and check the reference, with the title of the reference

5. Highlight the portion of text that resembles the document you submitted

1. Introduction

Dry eye disease (DED) affects hundreds of millions of people throughout the world and is one of the most frequent causes of patient visits to eye care practitioners. It is a symptomatic disease, characterized by a vicious cycle of tear film instability and hyperosmolarity, which leads to increased ocular surface inflammation, damage and neurosensory abnormalities. Moderate to severe DED is associated with significant pain, limitations in performing daily

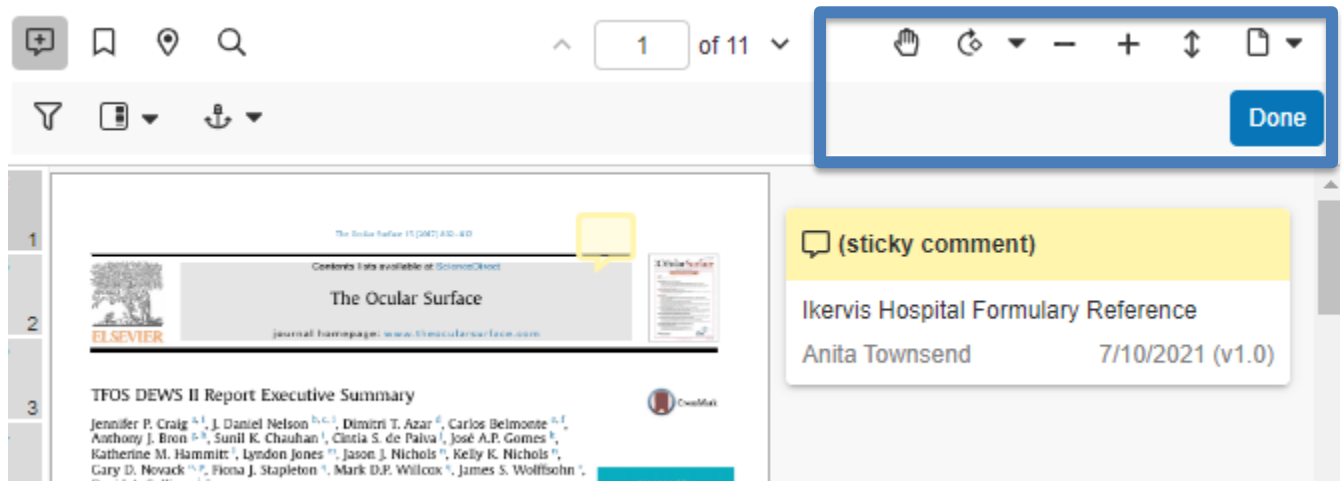
activities, reduced vitality, poor general health, and often depression.

To increase our understanding of DED, the Tear Film & Ocular Surface Society (TFOS), a non-profit organization, launched the TFOS Dry Eye Workshop II (TFOS DEWS II) in March 2015 [1]. This initiative reflected the TFOS mission, which is to advance the research, literacy, and educational aspects of the scientific field of the tear film and ocular surface. The goal of the TFOS DEWS II was to achieve a global consensus concerning multiple aspects of DED. More specifically, TFOS DEWS II sought to: 1) Update the definition and classification of DED; 2) Evaluate critically the epidemiology,

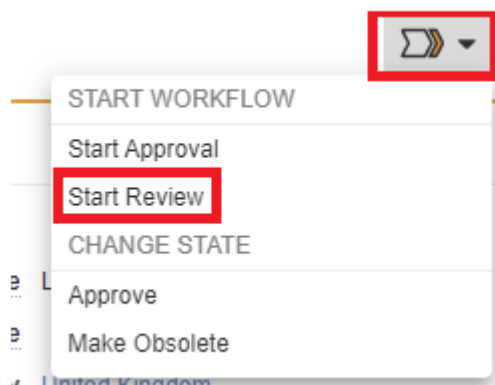
TIPS: Add a description, that matches the section of text in your document, like the sentence you are supporting. **It is okay if other people have added links to this document.**

Also, if the section of text is already linked, you can press the '+' button to link it to your document.

- After linking press done and add the remaining links to your document for the rest of the references.



- After you have completed linking all your references, you will need to submit for medical review:

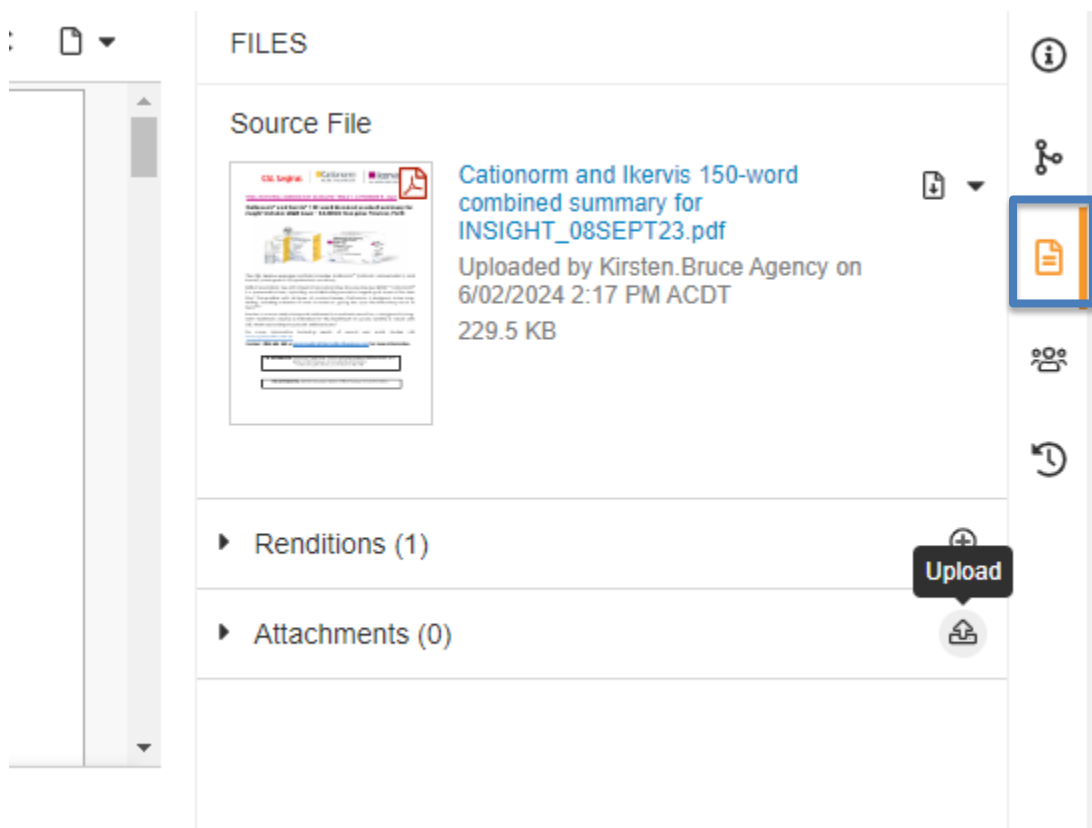


- You will need to know who the **medical reviewers** are for the account and if there is a **marketing reviewer** or any other type of reviewer to add their names to the review process. When you start typing their name, it will appear.
- You will need to also give them a date that you need the review completed by, a week is a good amount of time, but it depends on how big the document you are trying to get approved is.

Sometimes, you will need to add supporting information to the veeva review process, to aid the review process, like the word document form, or supporting images. See below to see how to add supporting documents.

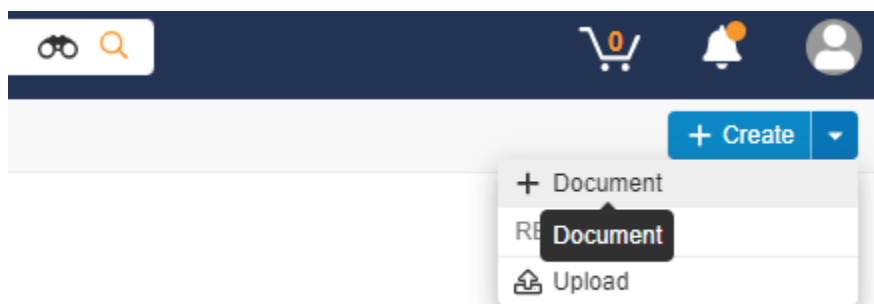
- Click on the 'document' tab and go to 'upload' in the attachment section.

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Can't find a reference?

1. If you cant find a reference within the veeva vault, this will need to be uploaded as below:

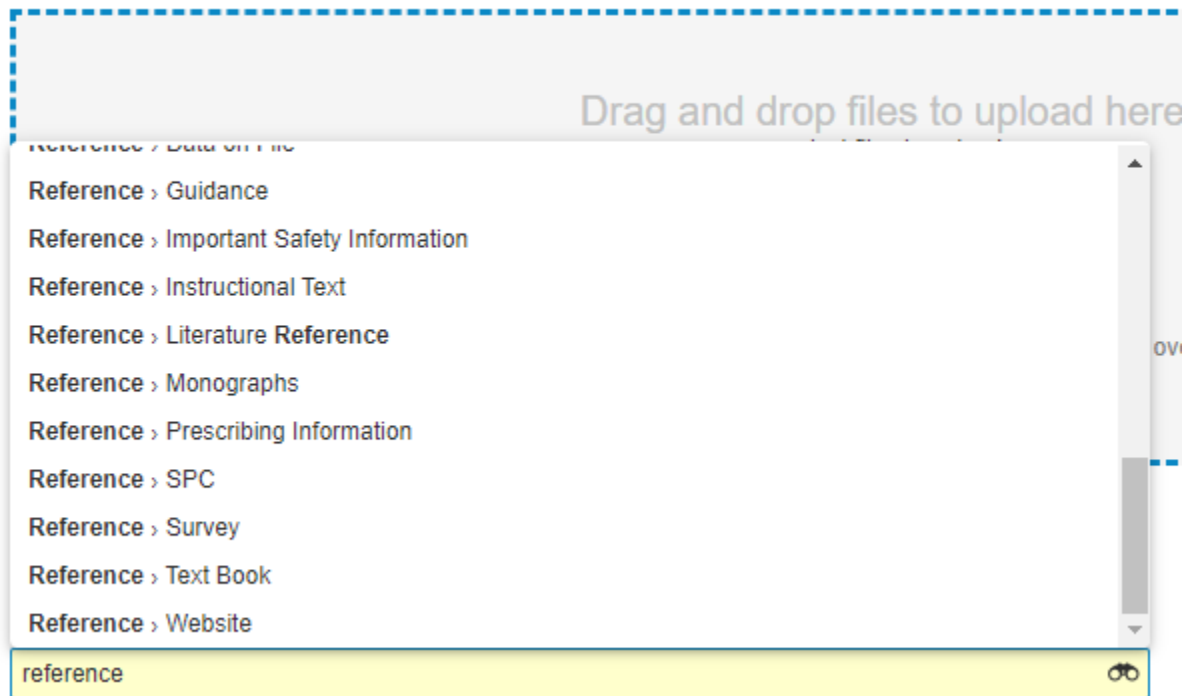


2. Like before, as you did with uploading a document. You will need to find 'reference' under document type, as below:

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You can do this by searching 'reference' all of the types will appear in a drop down menu

Upload Files (Step 1)



3. Ensure when you are adding a reference, that is named appropriately so you can find it when you are linking to your document. As below:

