



eTMF Vault Emails Guidance

eTMF users have the ability to send email communications and documents directly to their eTMF vault by sending an email. This is available to anyone who has an eTMF account. This will not work for anyone who doesn't have an active account however an eTMF user can forward communications from an outside person (ex: another participating site) to the vault. This is an alternative to downloading each document or email then manually uploading to the vault. There are three different emails available to use.

1. Send documents to vault:

SendDoc@vcu-clinical.veevavault.com

This email will create individual documents from any attachments on the email. It will not save any content that is in the body of the email.

The user will get an email notification when the action is complete and it is available in the document inbox.

2. Send study communications to vault:

studycommunications@vcu-clinical.veevavault.com

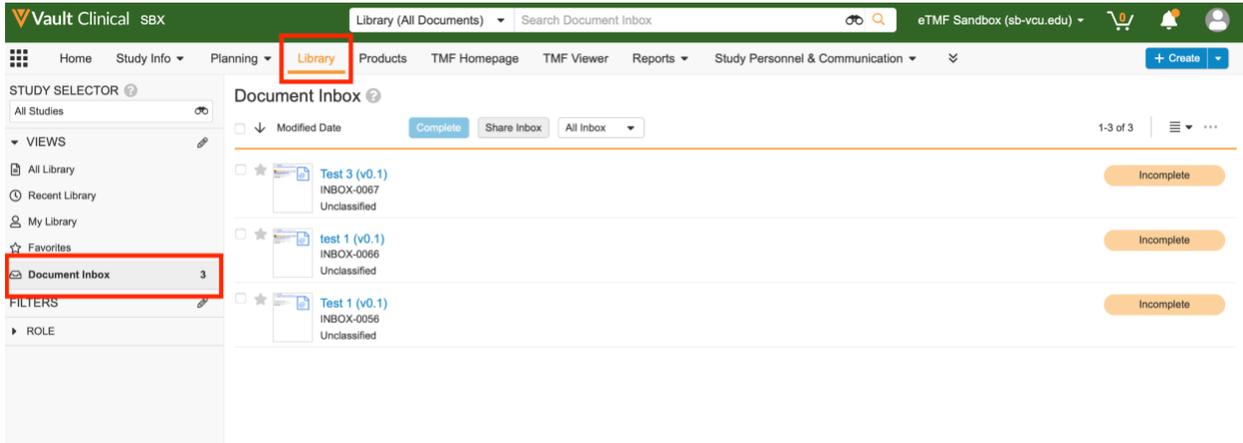
This email will create a document of the email being sent to vault. It will include a study communication tag. The user will not get an email notification when the action is complete and it is available in the document inbox; it will just appear in the inbox when ready.

3. Create a document from an email:

CreateLibraryDocument@vcu-clinical.veevavault.com

This email will create a document of the email being sent to vault. It will not include any attachments within the email. The user will get an email notification when the action is complete and it is available in the document inbox.

All three emails will send the email/attachment to the document inbox in eTMF. Each user's document inbox is located under the library tab within the vault. Once the document in the inbox has been completed, it will disappear from the inbox.



Once it appears in the inbox, the user will need to characterize the document by study and document type in order for it to be finalized. Only the user who sent the email to the vault will be able to see the draft in their inbox.

An user has the ability to automatically classify the email being sent to a specific study. In order to add the study to the doc you would simply add “+studyname” right in front of the domain name. This works for any of the three different emails available to use. An example would be SendDoc+Studyname@vcu-clinical.veevavault.com. The user will still be required to go in and finalize the document.

Contact

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Document History

Version	Version Date	Brief Description of Change
1.0	12/11/2023	Initial