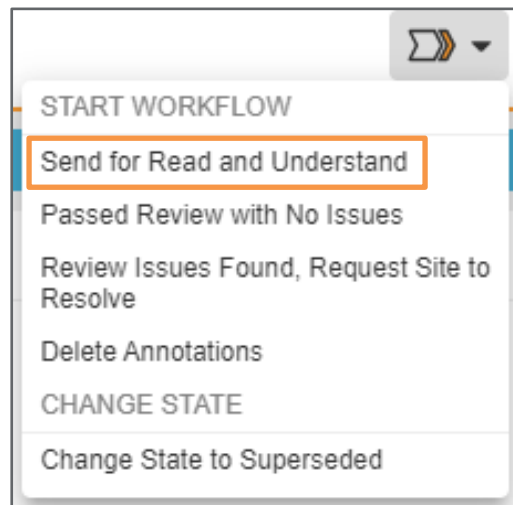# Read and Understand Review

Veeva SiteVault

SiteVault offers the capability to send documents for <u>read and understand</u> review to staff members. This review process includes an attestation that the document(s) was *Read and Understood* by the user(s) within SiteVault, to record evidence of self-training on documents or videos.

- **Only steady state documents can be sent for read and understand review**

- **Read and understand review requests are version specific** and sent directly within SiteVault

- **Staff members are notified when they have a pending read and understand review request(s)**, and the initiator is notified once all assignees have completed the read and understand review

- **Each staff member uses their own unique user account to complete a read and understand review in SiteVault**

- *Read and Understood* **attestations are time stamped**, tracked with the document and reports can be generated by document or by study

By creating a single source for review completion tracking, use of SiteVault's read and understand review eliminates review completion recording errors, the need to maintain numerous cumbersome out-of-system trackers, and time-consuming follow-up efforts to check on review status.

Common Questions

How is this process captured as an auditable record?

The system captures when a document was sent for review by the requester and when the review was completed by the assigned staff member. This information is available within the document's data history and can be easily viewed using SiteVault reporting.

Is there an accompanying signature log for the read and understand review?

The read and understand review process eliminates the need for a standalone review signature log.

When managing review logs on paper, the purpose of obtaining signatures or initials upon completion of the review is to provide attestation that individuals completed the review of the content.

In SiteVault, the attestation process is captured via completion of the read and understand review which assignees complete using their own unique SiteVault accounts. These attestations can be referenced via audit trail or through reporting.

What if there are new versions of a document?

If a document is up versioned, a new cycle of review will need to be initiated. Read and understand review is version specific and new versions will require additional review assignments.

For more information, visit our website: https://sites.veevavault.help