

Veeva SiteVault

# Essential SiteVault Tips

Hi,

Ready to enhance your use of SiteVault? Welcome to our SiteVault newsletter delivering essential insights on making the most out of your eISF! We will periodically spotlight common issues reported by users like you, along with key features and resources.

These are the most common topics we talk about with our customers. Be sure to send these tips to your team members!

## 1. Why can't my monitor see my study documents?

The most common question we get from sites is "Why can't my monitor see my documents?" Ensure your monitor is [added to the appropriate study](#) and that all of your [study documents are finalized](#) ahead of your monitoring visit.

## 2. How do I create a new user?

Sites often ask how to create users in SiteVault, not realizing **only the Site Admin can add people to SiteVault!** Other times they are looking for help on how to set up new staff and give them the right permissions, this [step-by-step guide](#) covers everything you need to know.

## 3. How do I create a document?

Sometimes people miss the **Upload button** in the eBinder to create documents for their site. You can use the Upload button to manage your study regulatory documents by [uploading one or more of them to the Study eBinder](#) or [bulk uploading staff and organization documents to the Site eBinder](#) - you only need to upload one of these per person or organization.

Have any questions or suggestions about any of these topics? We're all ears! Reach out and schedule some time with the SiteVault Success Team at [sitesuccess@veeva.com](mailto:sitesuccess@veeva.com).

If you would no longer like to receive these emails, please opt-out [here](#).

Thank you,

Veeva Site Solutions Team