



CENTER FOR GLOBAL CLINICAL RESEARCH DATA

Quick start guide: Vivli users

Version 3.0

26 October 2020

1. Overview

Vivli is an independent, non-profit organization that has implemented a global data-sharing and analytics platform to serve all elements of the international research community.

- Our mission is to promote, coordinate, and facilitate scientific sharing and reuse of clinical research data through the creation and implementation of a sustainable global data-sharing enterprise.
- The Vivli platform consists of an in-depth search engine, an independent data repository and a secure research environment.
- The enhanced search engine is designed to index clinical trial metadata.
- Vivli Data Requestors may search for studies, request data packages from the Data Contributors using the Data Request Form, and if approval is given, analyze data sets within a secure research environment. This environment includes access to robust analytical tools. Results may then be downloaded.
- Certain studies are available for external download, depending on the data sharing policies of the Data Contributors.

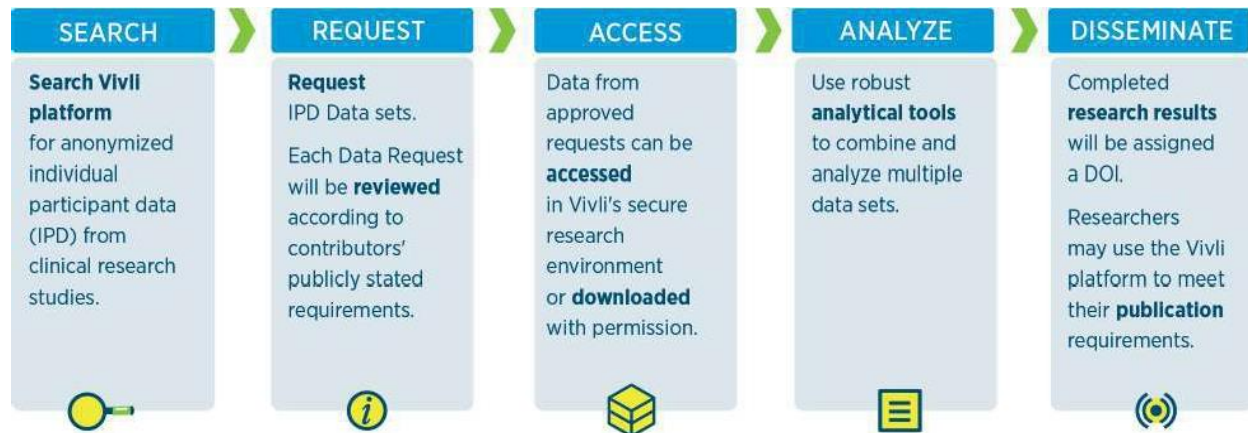


Figure 1 - Vivli Process Steps for Finding, Requesting, Analyzing and Sharing Data

2. Becoming a Vivli User

2.0 Setting up a Vivli User Account

1. From a supported browser (see section 4 below for details), go to search.vivli.org to access the platform.

2. Click on the Sign up button in the upper-right hand corner

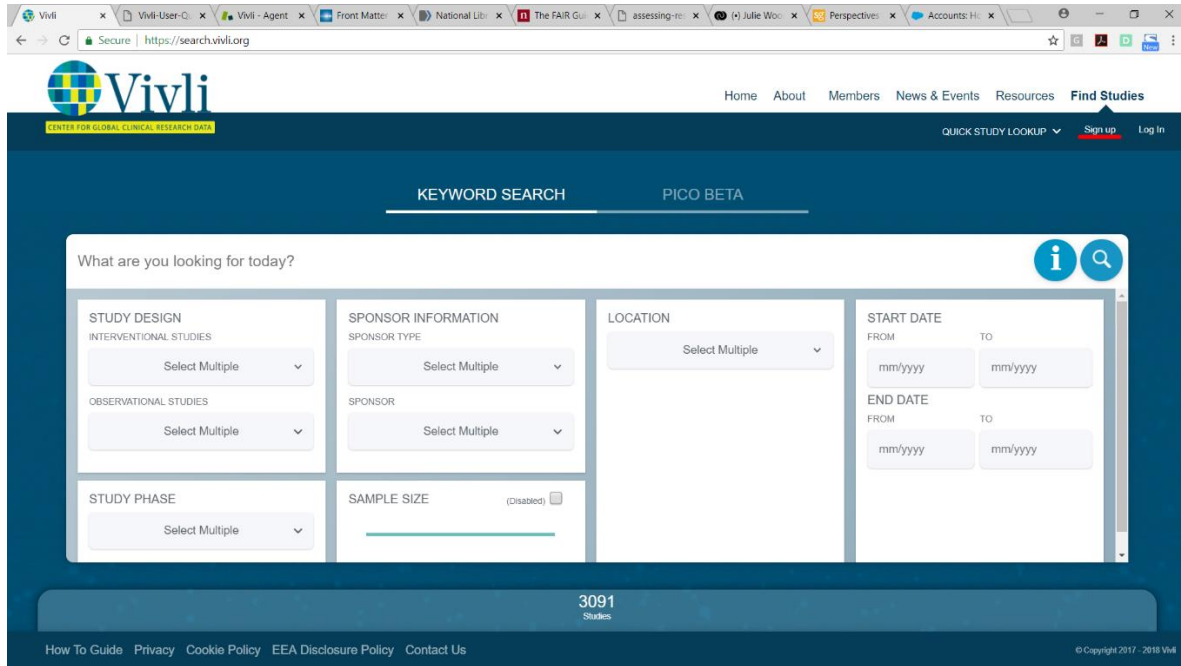


Figure 2 – Vivli Search Screen

3. A new user details window opens:

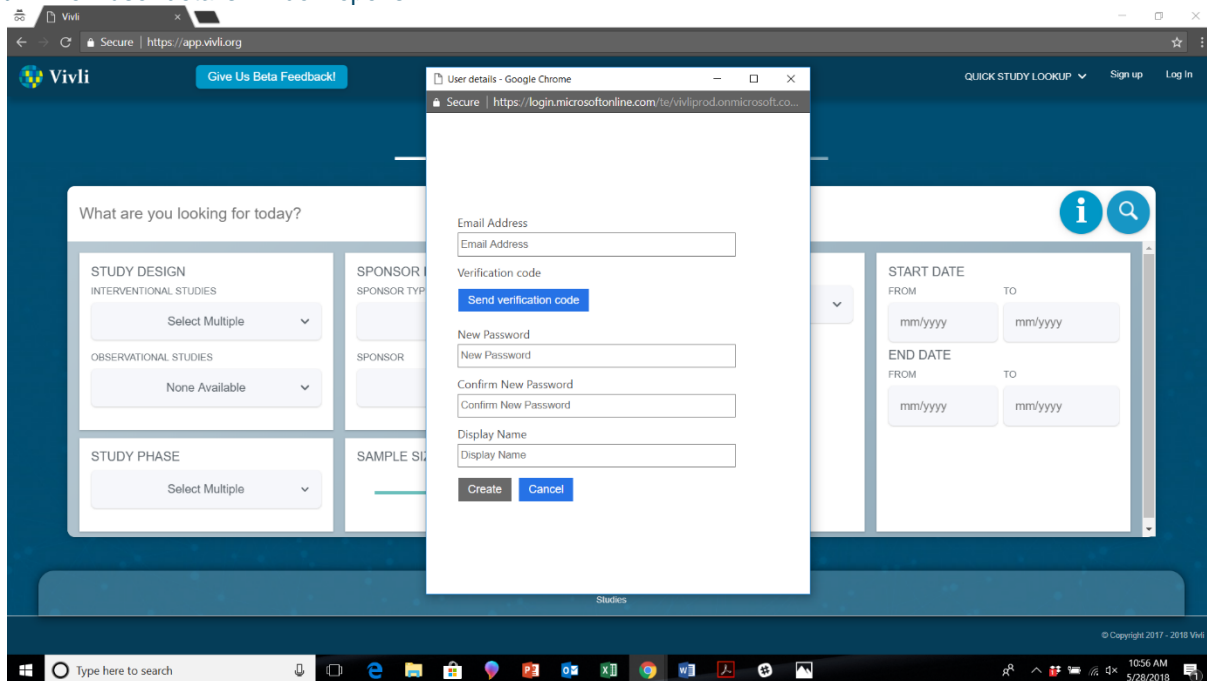


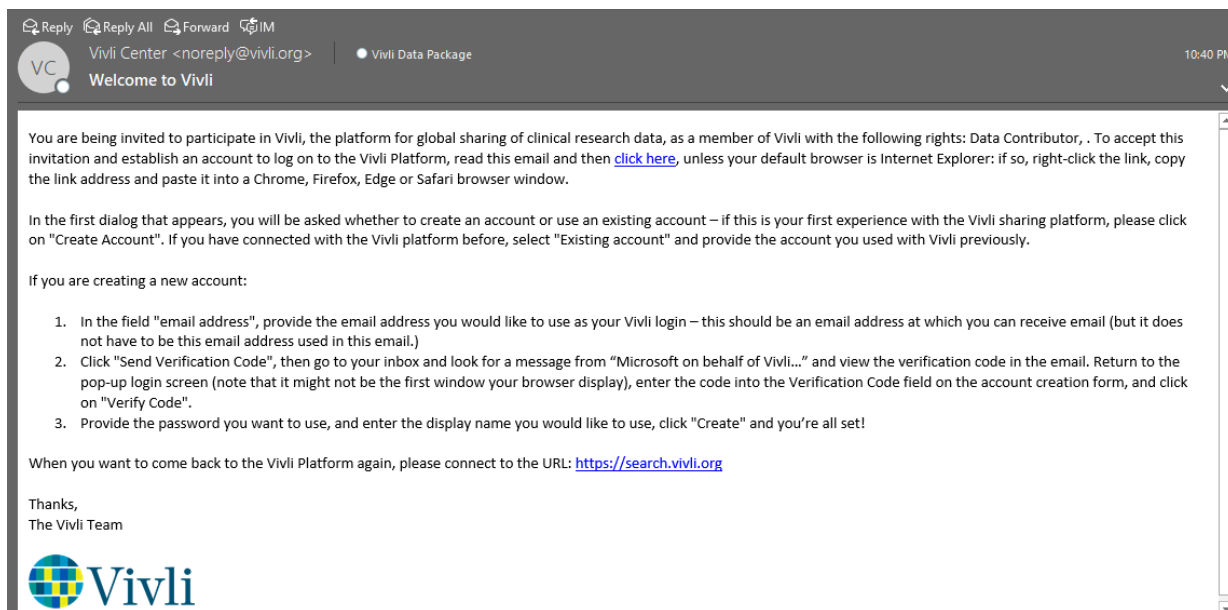
Figure 4 - New User Details Window

4. Enter your email address and click **Send Verification Code**. A verification code is sent to the email address entered. That invite will come from the address noreply@vivli.org, and the subject will be “Welcome to Vivli”. Please copy the 6-digit verification code in the email message.
5. Enter the verification code into the appropriate field and click the **Verify Code** button. Once the code is verified, proceed to the next step. [Note: If you encounter problems with verifying the code, you have the option of requesting another code.]
6. Enter a password to be used for the new account. Passwords should be 8-16 characters and contain 3 out of 4 of the following: upper and lowercase letters, numbers and special characters. Enter the same password into the second password field as a confirmation.
7. Enter a display name to be used in the Vivli platform and then click the **Create** button.
8. Your account is created, and you are now logged into the Vivli platform.
9. In some cases, you may receive a follow-up invitation email from the Vivli Center to carry out the final steps of configuring the account.

2.1 If a user receives an email invitation from Vivli Center

If you receive an email invitation from Vivli Center:

1. Click on the link labelled [Click Here](#) and follow the instructions to finalize configuration of your account. As noted in the email – if your default browser is Internet Explorer, copy the link address and use one of the supported browsers



2. When you follow the link, the following window will appear:

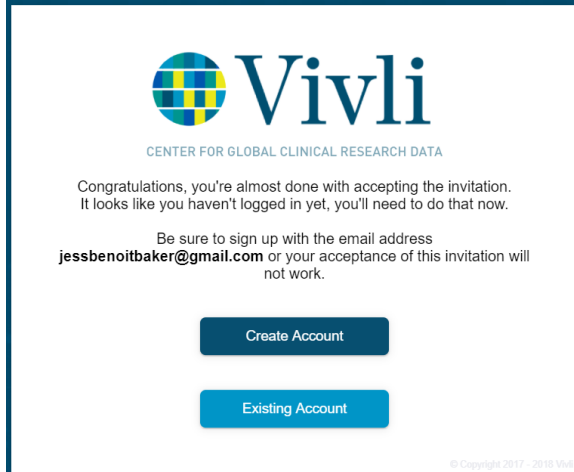
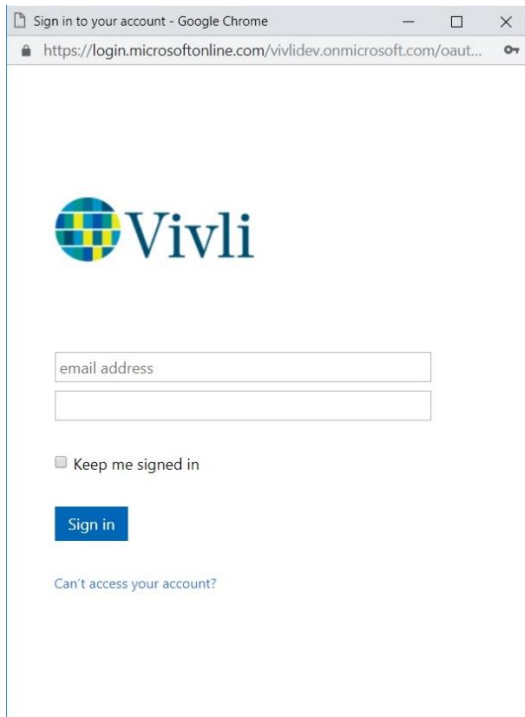


Figure 6 - Account Invitation Confirmation

3. Click on **Existing Account**.

4. The log in window opens:



5. Enter the email address and current password in the fields and click "Sign in". When the Vivli Search screen appears, your account has been fully configured.

3. Browser Compatibility & System Requirements



Browser compatibility & system requirements

Windows

Supported browser: Chrome, Firefox or Edge

Version: Use the latest version of your preferred browser

Make sure you have enabled pop-ups:

Chrome (Windows)

By default, Chrome will notify you when a pop-up is blocked and give you an option to see it. To turn off pop-up blocker, follow these instructions:

1. Click the **Customize and control Google Chrome** menu (the three horizontal bars in the upper right corner).
2. Select **Settings**.
3. Under **Privacy and Security**, click **Site Settings**.
4. Go to Content and click Pop-ups and redirects.
5. To disable the pop-up blocker slide the Blocked to Allowed.
6. To enable pop-ups on specific sites, check **Do not allow any site to show pop-ups** (recommended) and click **Exceptions** and enter the URL(s).

Firefox (Windows)

1. Click the **Firefox** menu in the left-hand corner of the window.
2. Select **Options**.
3. Click **Privacy & Security**.
4. Scroll of Permissions. To disable the pop-up blocker, uncheck the Block pop-up windows box.
5. To allow specific pop-ups, click **Exceptions** and enter the URL(s) and Save Changes.

Edge (Windows)

1. Open **Settings** by clicking on the three horizontal dots in the upper right-hand corner of the window.
2. Click **Settings**.
3. Click **Privacy and Security**.
4. Scroll down to **Security** and Switch **Block the Block Pop-ups** Toggle to Off.

Mac

Supported browser: Chrome, Firefox or Safari

Version: Use the latest version of your preferred browser

Make sure you have enabled popups:

Chrome (Macintosh)

By default, Chrome will notify you when a pop-up is blocked and give you an option to see it. To turn off pop-up blocker, follow these instructions:

1. Click the **Customize and control Google Chrome** menu (a red arrow in the upper right corner of the browser).
2. Select **Settings**.
3. Click the **Privacy and Security...** on the left panel.
4. Under **Site Settings**, click the **Pop-ups and redirects** button.
5. To disable the pop-up blocker toggle the Blocked (recommended) tab to Allow.
6. To enable pop-ups on specific sites, click Add and enter the URL(s).

Firefox (Macintosh)

1. Select **Preferences** from the **Firefox** menu.
2. Choose **Privacy and Security from the left panel**.
3. Uncheck the **Block pop-up windows** box.

Safari (Macintosh)

1. From the **Safari** menu, select **Preferences**.
2. Click **Websites** at the top of the window
3. Select Pop-up Windows from the left panel
4. Choose Allow from the When visiting other websites box.
5. To allow pop-ups on specific sites, open the site in a new browser window and return to this menu. Choose Allow from the Currently open websites.