Quick start guide: Vivli users
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 Signup button in the upper-right hand corner

![Vivli Search Screen](image1)

3. A new user details window opens:

![New User Details Window](image2)
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](mailto: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.

---

You are being invited to participate in Vivli, the platform for global sharing of clinical research data, as a member of Vivli with the following rights: Data Contributor. To accept this invitation and establish an account to log on to the Vivli Platform, read this email and then click here, unless your default browser is Internet Explorer: if so, right-click the link, copy the link address and paste it into a Chrome, Firefox, Edge or Safari browser window.

In the first dialog that appears, you will be asked whether to create an account or use an existing account – if this is your first experience with the Vivli sharing platform, please click on “Create Account”. If you have connected with the Vivli platform before, select “Existing account” and provide the account you used with Vivli previously.

If you are creating a new account:

1. In the field “email address”, provide the email address you would like to use as your Vivli login – this should be an email address at which you can receive email (but it does not have to be this email address used in this email.)
2. Click “Send Verification Code”, then go to your inbox and look for a message from “Microsoft on behalf of Vivli...” and view the verification code in the email. Return to the pop-up login screen (note that it might not be the first window your browser displays), enter the code into the Verification Code field on the account creation form, and click on “Verify Code”.
3. Provide the password you want to use, and enter the display name you would like to use, click “Create” and you’re all set!

When you want to come back to the Vivli Platform again, please connect to the URL: [https://search.vivli.org](https://search.vivli.org)

Thanks,
The Vivli Team
2. When you follow the link, the following window will appear:

![Vivli Center for Global Clinical Research Data](image)

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

<table>
<thead>
<tr>
<th>Windows</th>
<th>Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supported browser:</strong> Chrome, Firefox or Edge</td>
<td><strong>Supported browser:</strong> Chrome, Firefox or Safari</td>
</tr>
<tr>
<td><strong>Version:</strong> Use the latest version of your preferred browser</td>
<td><strong>Version:</strong> Use the latest version of your preferred browser</td>
</tr>
</tbody>
</table>

### 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 sites 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.**

#### 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.**