



CENTER FOR GLOBAL CLINICAL RESEARCH DATA

Quick start guide: Vivli users

Version 1.0

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Contents

- 1.0 Overview 3
- 2.0 Becoming a User..... 3
 - 2.1 Overview.....3
 - 2.2 Setting up Your Vivli User Account..... 4
 - 2.3 Joining Vivli as a Member of an Organization 6
- 3.0 Vivli Dashboard..... 8
 - 3.1 Contact Information..... 8
- 4.0 Browser Compatibility & System Requirements 9

1.0 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.

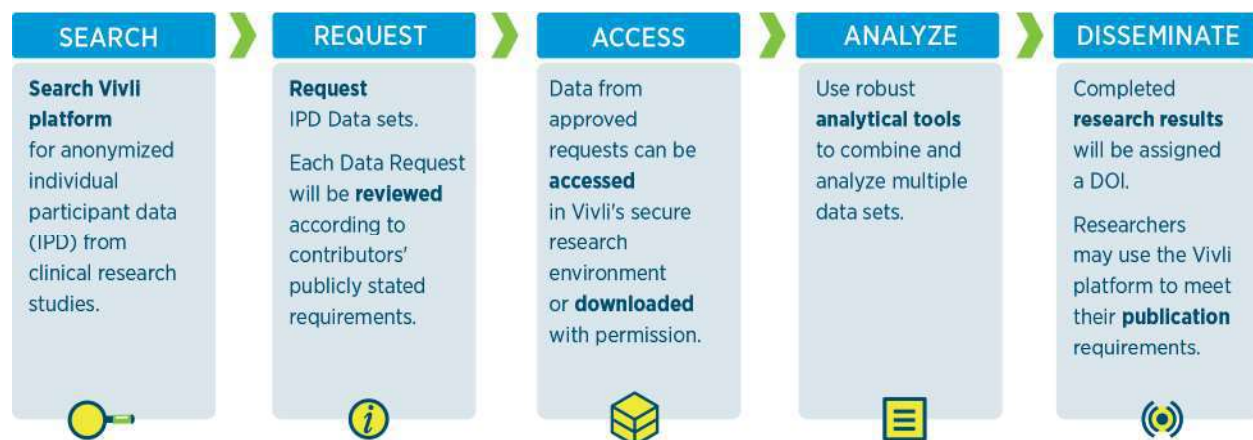


Figure 1 - Vivli Process Steps for Finding, Requesting, Analyzing and Sharing Data

2.0 Becoming a User

2.1 Overview

- The Vivli search is open to all users without the need to open an account to find studies that are available.
- To learn more about searching for studies, please review our How-To Guide for Searching for Studies.
- To request a study data package, users need to create an account to verify their identity and to facilitate communication between the Vivli Administrator, data requestors and others involved in the data request review process as well as to track the progress of data requests.
- You may also be invited to join the platform as a member of an organization.
- For more information about data contribution, please review our Data Contributor Quick Start Guide.

2.2 Setting up Your Vivli User Account

Follow these steps to become a verified user of the Vivli platform. Once a user can log in with their own username and password, they can request studies. Users need to access the platform through a supported browser. Please see Section [4.0 System Requirements Browser Compatibility & System Requirements](#) for more information.

1. From a supported browser, go to search.vivli.org to access the platform.

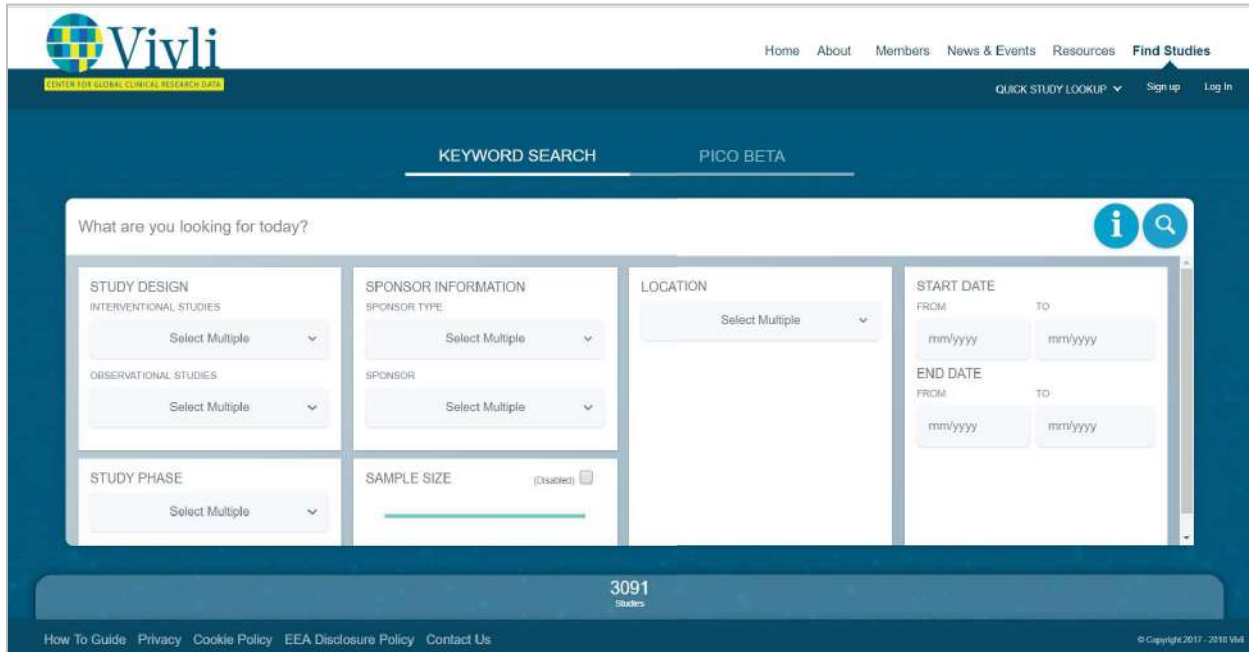


Figure 2 - Vivli Platform Search Screen

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

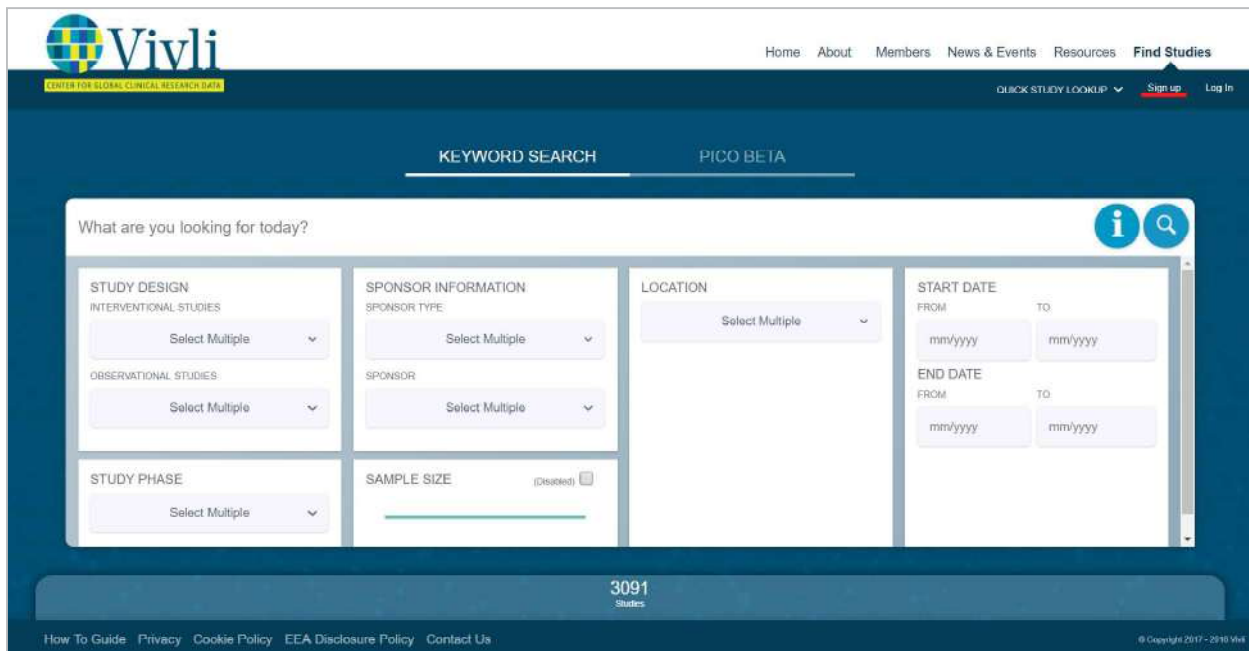


Figure 3 - Sign Up Screen

3. A new User details window opens:

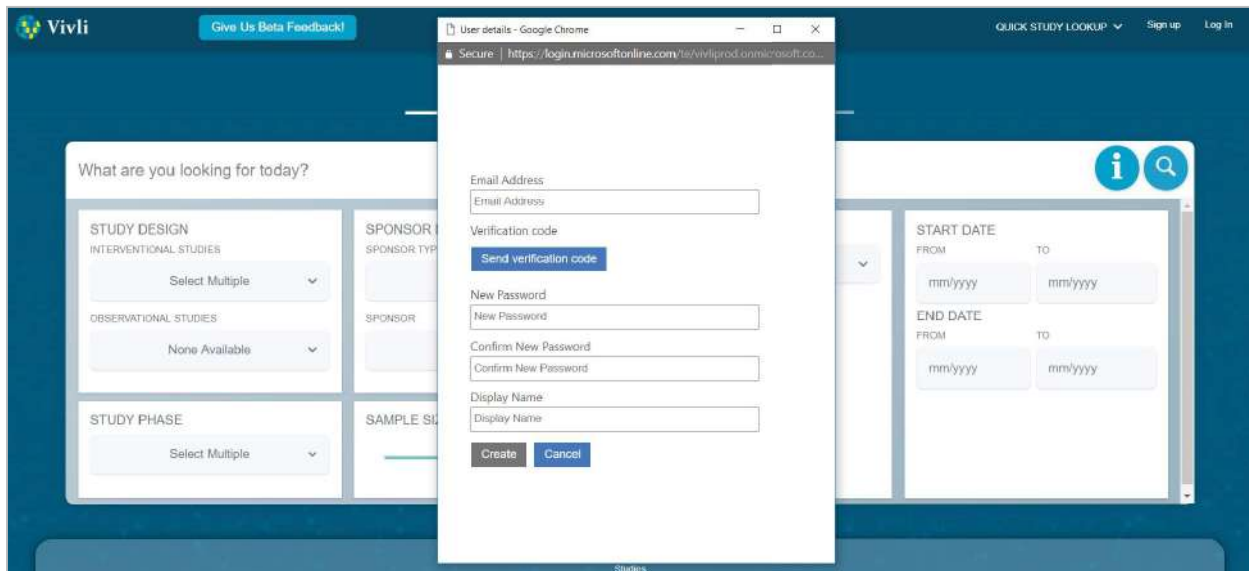


Figure 4 - New User Details Window

4. Users enter their email address and click **Send Verification Code**. A verification code is sent to the email address entered. The user then checks the email account for an email from “Microsoft on behalf of Vivli” and copies the 6 digit verification code in the email message.
5. User then enters the verification code into the appropriate field and clicks the **Verify Code** button. Once the code is verified, the user enters a new password. [Note: If the user encounters problems with verifying the code, they have the option of requesting another code.]
6. The user enters a password to be used for their 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. The user then confirms their new password in the appropriate box.
7. The user enters a display name to be used in the Vivli platform and then clicks the **Create** button.
8. The user’s new account is created, and they are now logged into the Vivli platform.

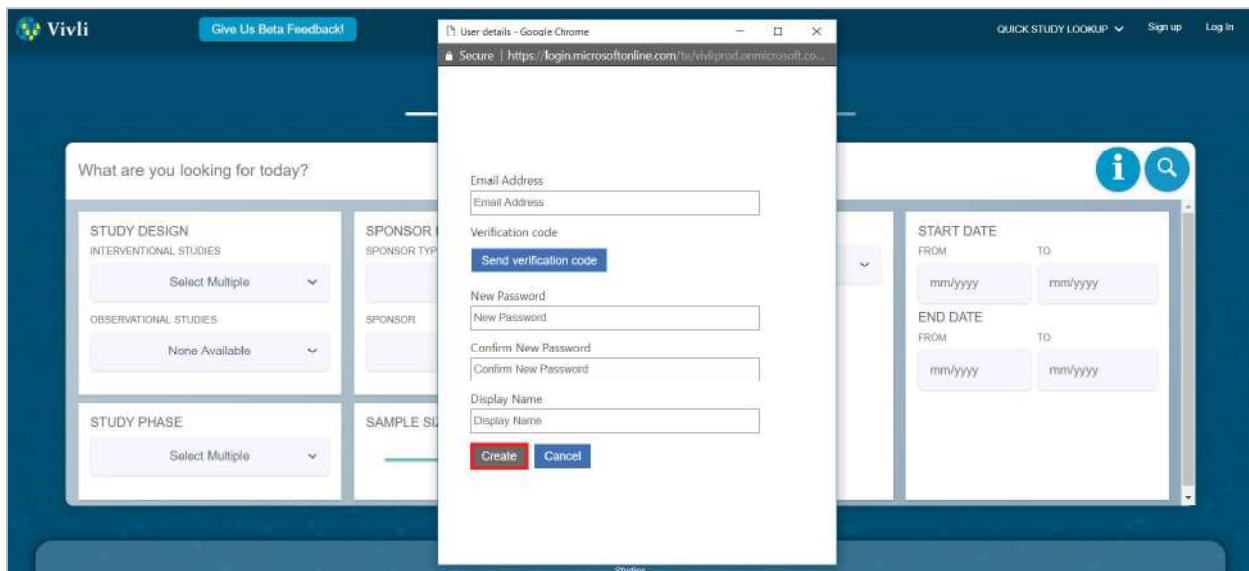


Figure 5 - New User Completed Fields

2.3 Joining Vivli as a Member of an Organization

Persons also become a user by email invitation, from another Vivli user asking you to join their Organization. If a user is invited to the platform, they will receive an email with a link to the platform.

1. User clicks on the link and follow the instructions to enable their account.
2. When they do so, the following window will appear:



Figure 6 - Account Invitation Confirmation

3. User clicks on **Create Account** to join your organization.
4. A new User details window opens:

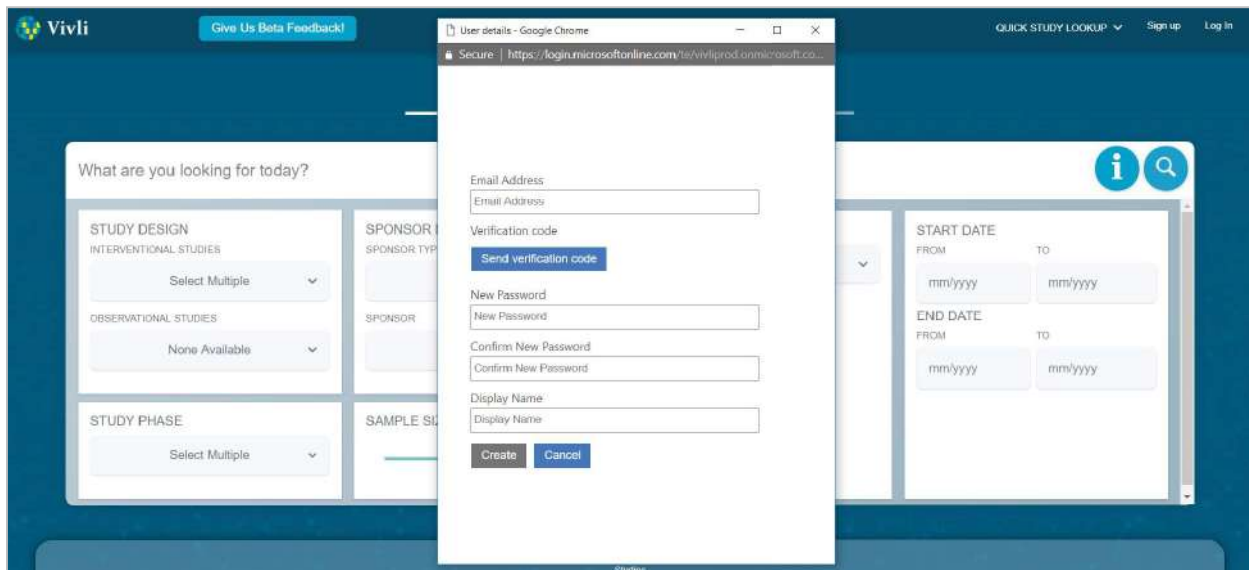
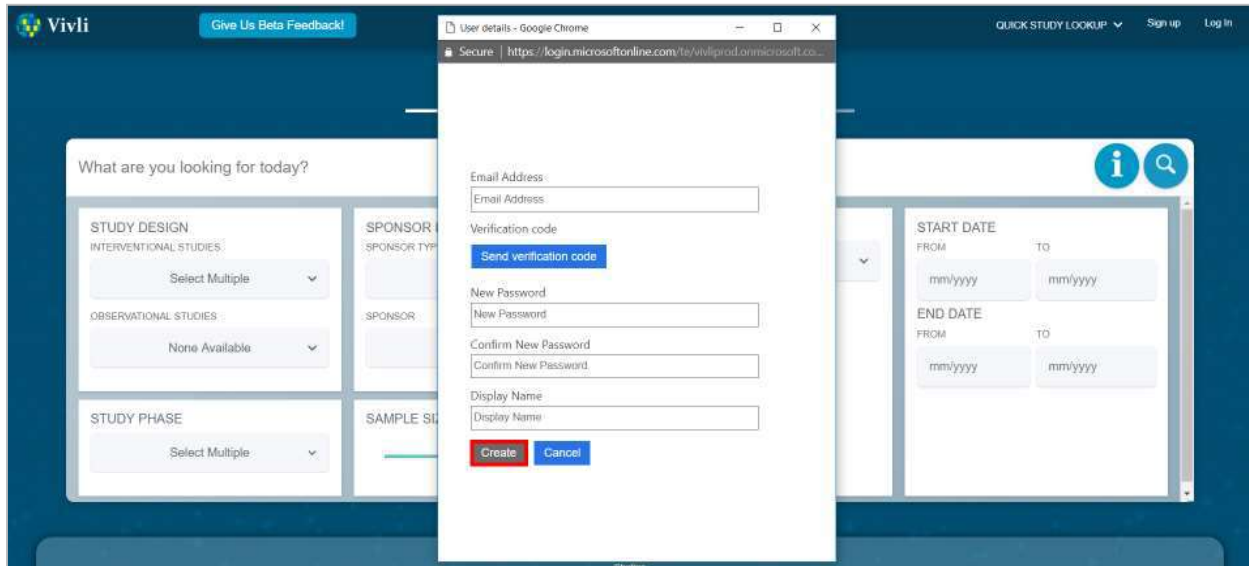


Figure 7 - New User Details Pop-up

5. Users enter their email address and click **Send Verification Code**. A verification code is sent to the email address entered. The user then checks the email account for an email from "Microsoft on behalf of Vivli" and copies the 6 digit verification code in the email message.
6. User then enters the verification code into the appropriate field and clicks the **Verify Code** button. Once the code is verified, the user enters a new password. [Note: If the user encounters problems with verifying the code, they have the option of requesting another code.]

7. The user enters a password to be used for their 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. The user then confirms their new password in the appropriate box.
8. The user enters a display name to be used in the Vivli platform and then clicks the **Create** button.
9. The user's new account is created, and they are now logged into the Vivli platform.



3.0 Vivli Dashboard

Once a user has created their account and logged in, they will be taken to their unique Vivli Dashboard.

- Users can use the Dashboard to complete and track their Data Requests.
- This is their view of Vivli at a glance.

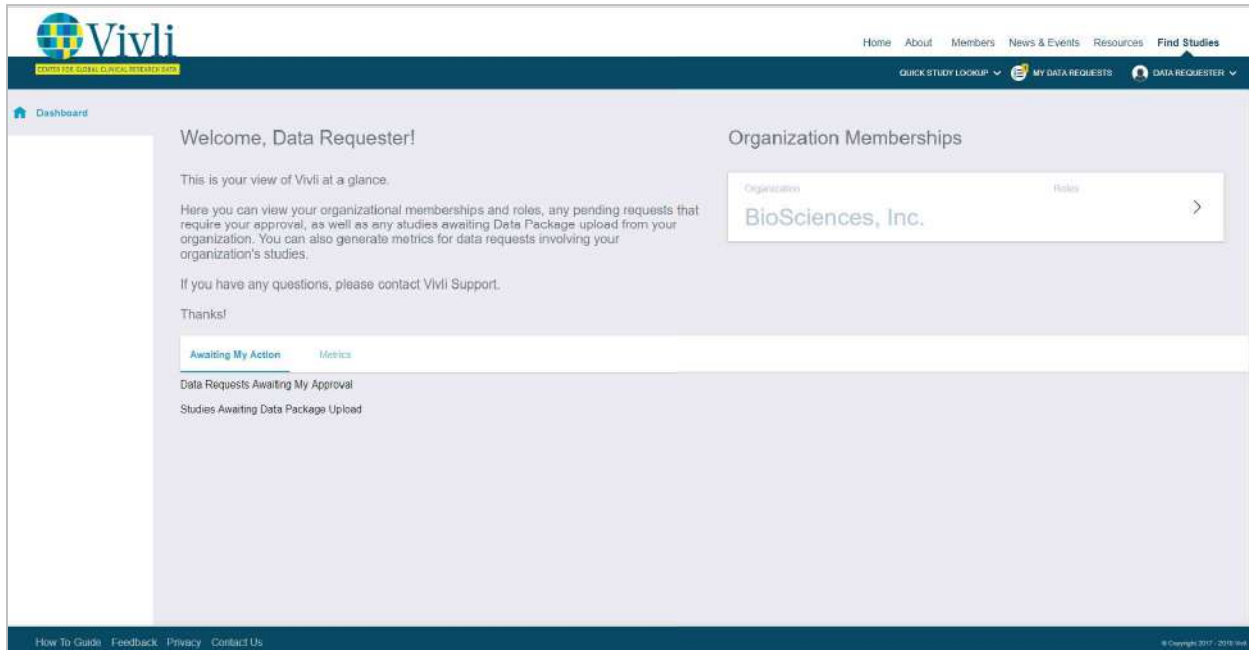


Figure 8 - Data Requestor Dashboard

Here users can review their account activity, including the status of any data requests they have submitted.

3.1 Contact Information

For any questions about this Guide or the Vivli Platform, please [contact us](#).

4.0 Browser Compatibility & System Requirements

In order to access the Vivli Platform, you must use a supported browser with pop-ups enabled.

Please follow the instructions below:

Windows	Mac
Supported browser: Chrome, Firefox or Edge	Supported browser: Chrome, Firefox or Safari
Version: Use the latest version of your preferred browser	Version: Use the latest version of your preferred browser
Make sure you have enabled pop-ups:	Make sure you have enabled popups:
<p>Chrome (Windows)</p> <p>By default, Chrome will notify you when a pop-up is blocks and give you an option to see it. To turn off pop-up blocker, follow these instructions:</p> <ol style="list-style-type: none">1. Click the Customize and control Google Chrome menu (the three horizontal bars in the upper right corner).2. Select Settings.3. Click the Show advanced settings...at the bottom.4. Under Privacy, click the Content Settings button.5. To disable the pop-up blocker check the Allow all sites to show pop-ups box.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). <p>Firefox (Windows)</p> <ol style="list-style-type: none">1. Click the Firefox menu in the left hand corner of the window.2. Select Options.3. Click Content.4. 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).6. Close the window. <p>Edge (Windows)</p> <ol style="list-style-type: none">1. Open Settings by clicking on the three horizontal dots in the upper right hand corner of the window.2. Click on View Advanced Settings3. Switch Block pop-up windows to OFF.	<p>Chrome (Macintosh)</p> <p>By default, Chrome will notify you when a pop-up is blocks and give you an option to see it. To turn off pop-up blocker, follow these instructions:</p> <ol style="list-style-type: none">1. Click the Customize and control Google Chrome menu (the three horizontal bars in the upper right corner).2. Select Settings.3. Click the Show advanced settings...at the bottom.4. Under Privacy, click the Content Settings button.5. To disable the pop-up blocker check the Allow all sites to show pop-ups box.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). <p>Firefox (Macintosh)</p> <ol style="list-style-type: none">1. Select Preferences from the Firefox menu.2. Choose the Content button.3. Uncheck the Block pop-up windows box. <p>Safari (Macintosh)</p> <ol style="list-style-type: none">1. From the Safari menu, select Preferences.2. Click Security at the top of the window3. Uncheck the Block pop-up windows box.