Vivli

CENTER FOR GLOBAL CLINICAL RESEARCH DATA

Quick start guide: Vivli users

Version 2.0

14 March 2019

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 tool s. Results may then be downloaded.

• Certain studies are available for external download, depending on the data sharing policies of the Data Contributor s.

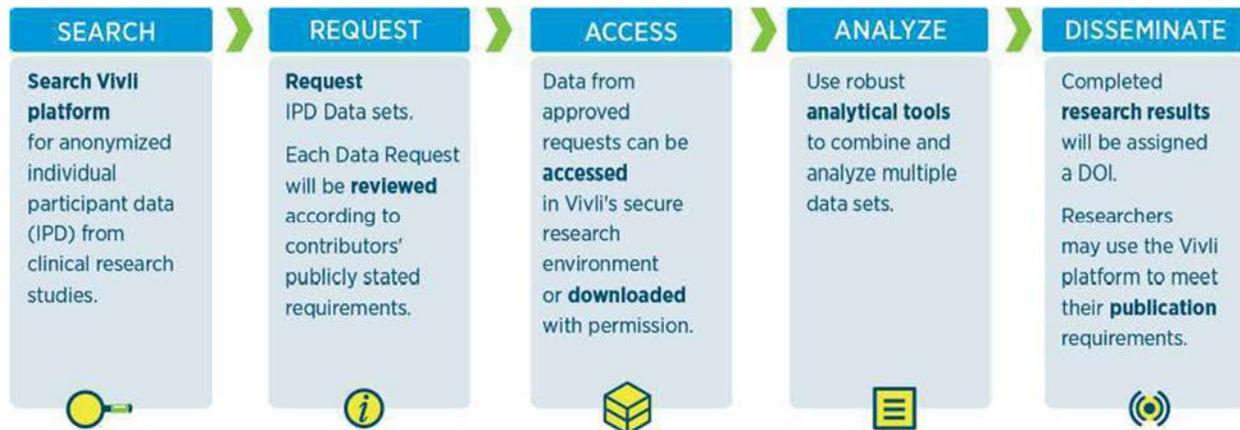| SEARCH	REQUEST	ACCESS	ANALYZE	DISSEMINATE
Search Vivli platform for anonymized individual participant data (IPD) from clinical research studies.	**Request** IPD Data sets. Each Data Request will be **reviewed** according to contributors' publicly stated requirements.	Data from approved requests can be **accessed** in Vivli's secure research environment or **downloaded** with permission.	Use robust **analytical tools** to combine and analyze multiple data sets.	Completed **research results** will be assigned a DOI. Researchers may use the Vivli platform to meet their **publication** requirements.

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

2   Becoming a 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.

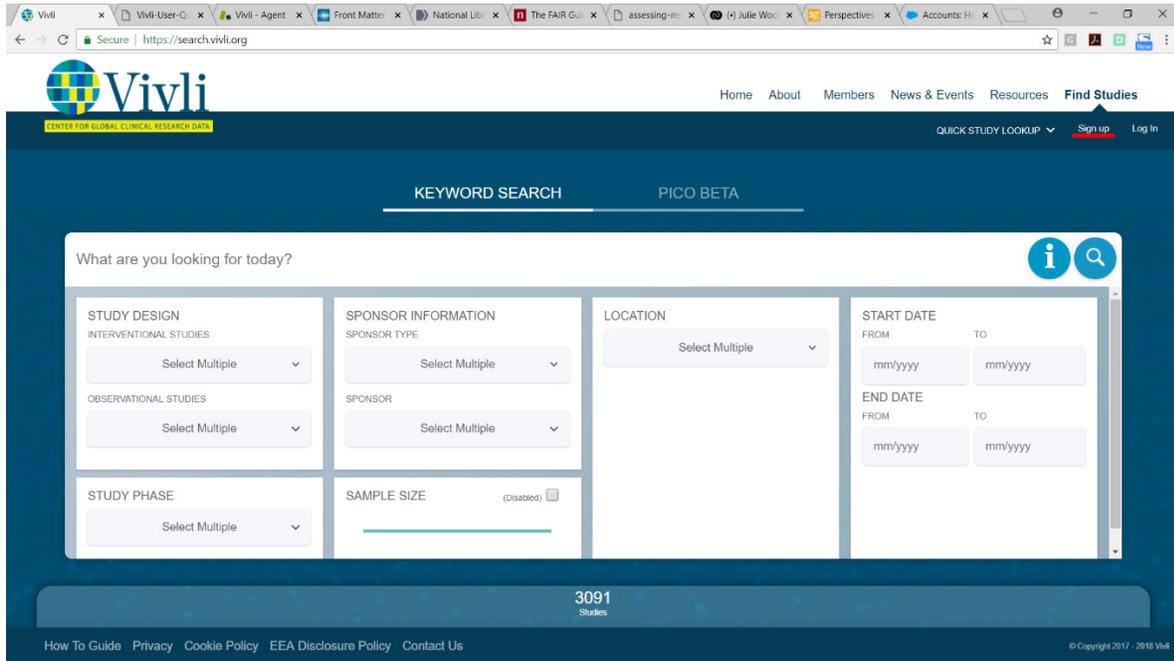2. Click on the Signup button in the upper-right hand corner

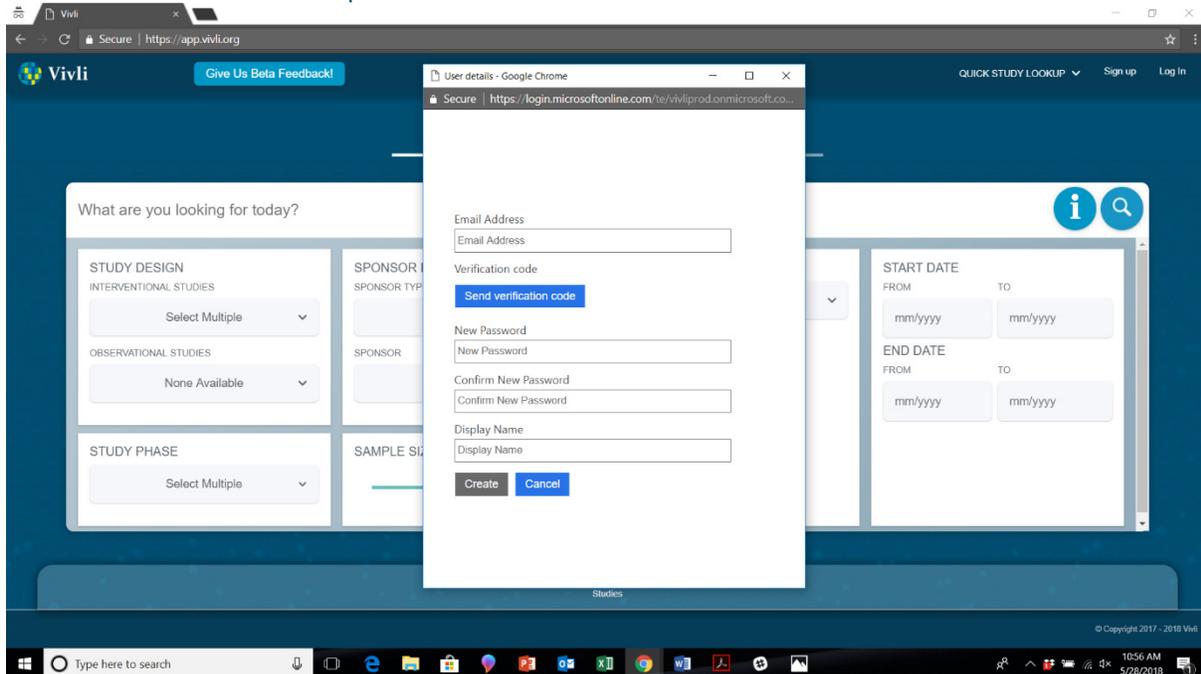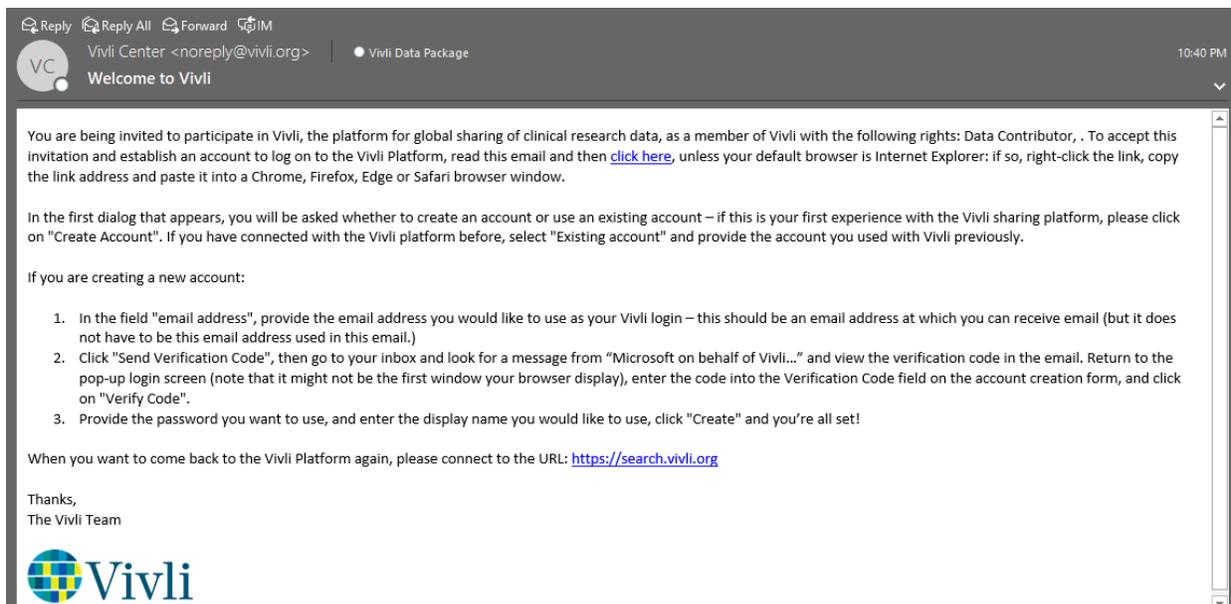Figure 2 – Vivli Search Screen

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. Check your email account for an email from "Microsoft on behalf of Vivli" and 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 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. 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 your 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

Reply · Reply All · Forward · IM

Vivli Center <noreply@vivli.org>　　　　● Vivli Data Package　　　　　　　　10:40 PM

Welcome to Vivli

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 display), 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
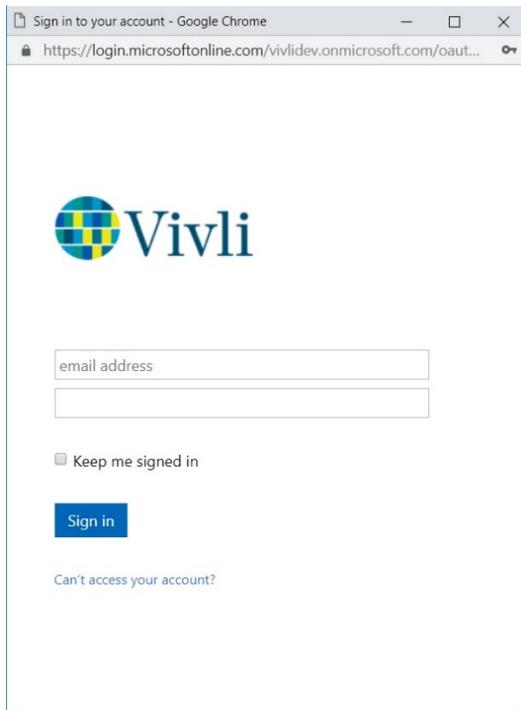
Thanks,
The Vivli Team

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.

2   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:

Chrome (Windows)
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:

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 **Donot 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 **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.

Edge (Windows)
1. Open **Settings** by clicking on the three horizontal dots in the upper right hand corner of the window .
2. Click on **View Advanced Settings**
3. Switch **Block pop-up windows** to OFF.

Make sure you have enabled popups:

Chrome (Macintosh)
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:

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 **Donot allow any site to show pop-ups** (recommended) and click **Exceptions** and enter the URL(s).

Firefox (Macintosh)
1. Select **Preferences** from the **Firefox** menu.
2. Choose the **Content** button.
3. Uncheck the **Block pop-up windows** box.

Safari (Macintosh)
1. From the **Safari** menu, select **Preferences.**
2. Click **Security** at the top of the window
3. Uncheck the **Block pop-up windows** box.