



CENTER FOR GLOBAL CLINICAL RESEARCH DATA

Quick start guide: Vivli users

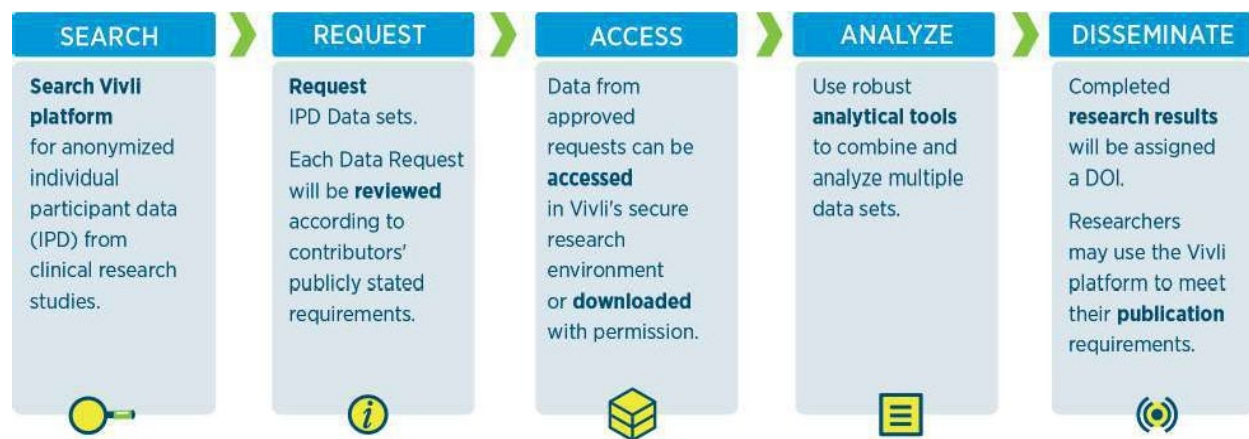
Version 3.0

14 January 2022

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.

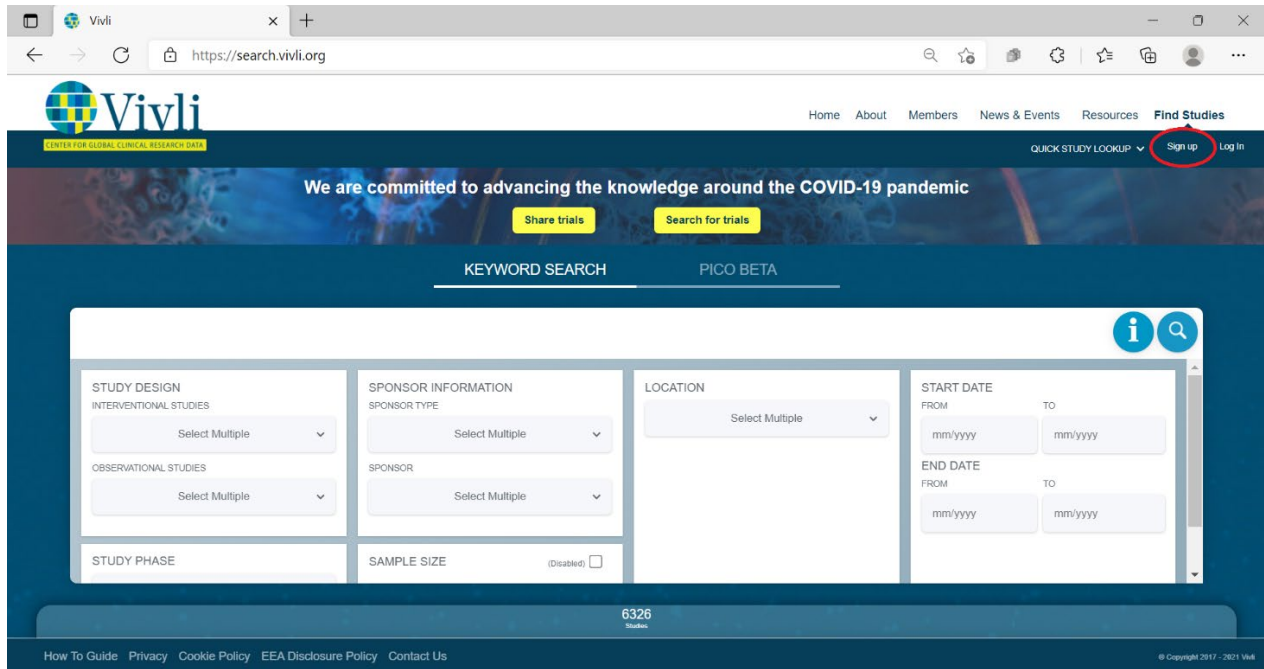
- Our mission is to promote, coordinate, and facilitate scientific sharing and reuse of clinical research data through the creation and implementation of a sustainable global data-sharing enterprise.
- The Vivli platform consists of an in-depth search engine, an independent data repository and a secure 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.



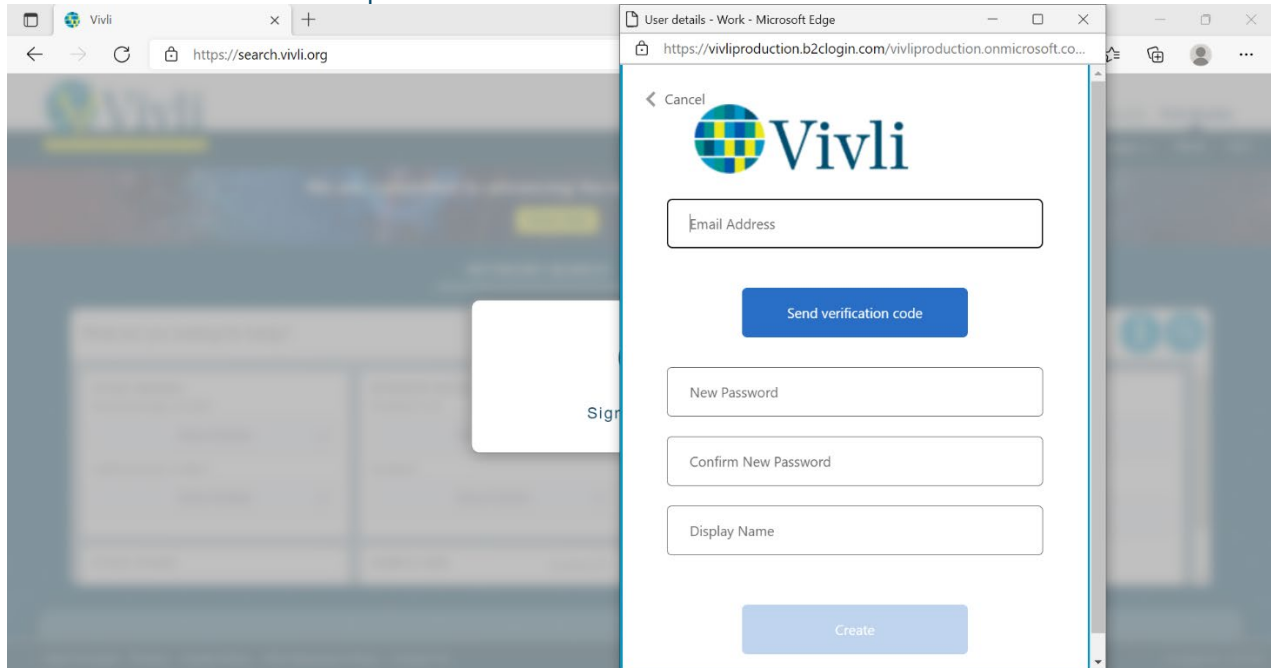
2. Becoming a Vivli User

2.0 Setting up a Vivli User Account

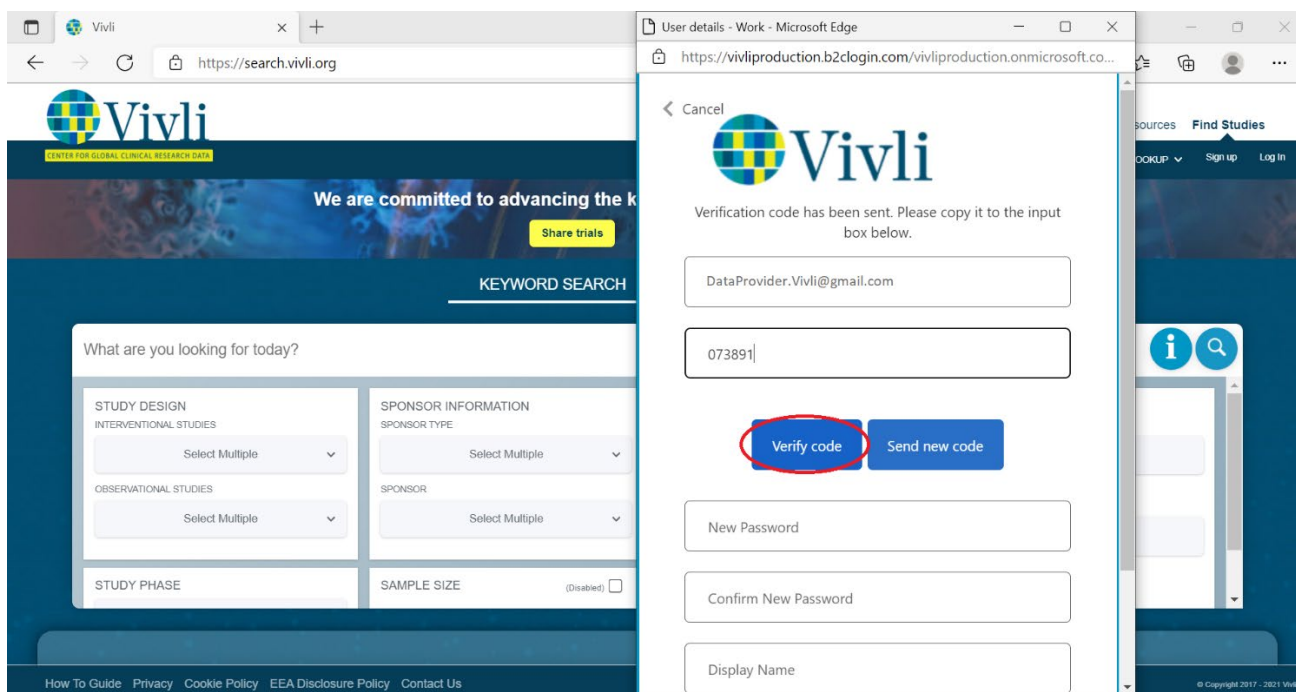
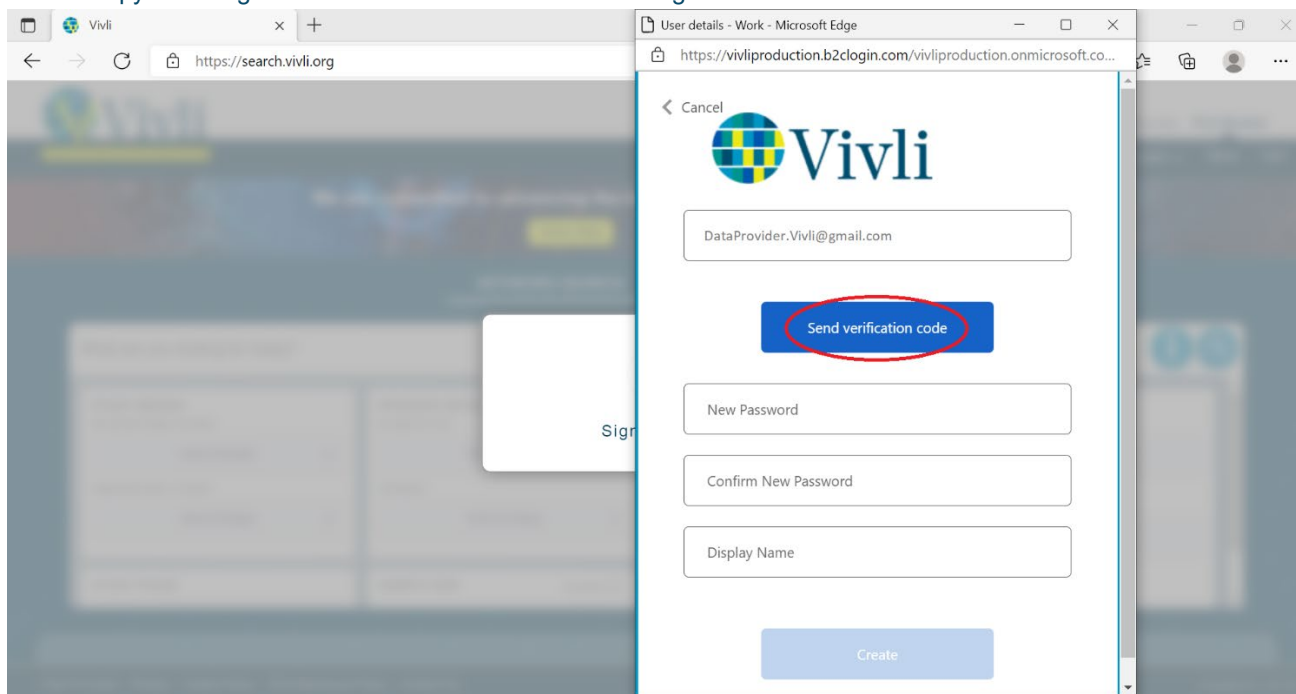
1. From a supported browser (see section 4 below for details), go to search.vivli.org to access the platform.
2. Click on the Signup button in the upper-right hand corner



3. A new user details window opens:



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.



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.

The image shows two browser windows. The left window is the Vivli homepage at <https://search.vivli.org>. It features the Vivli logo, a tagline 'We are committed to advancing the k...', and a 'KEYWORD SEARCH' section with filters for 'STUDY DESIGN' (INTERVENTIONAL STUDIES, OBSERVATIONAL STUDIES) and 'SPONSOR INFORMATION' (SPONSOR TYPE, SPONSOR). The right window is a 'User details' form at <https://vivliproduction.b2clogin.com/vivliproduction.onmicroso...>. It displays the Vivli logo and the message 'The code has been verified. You can now continue.' The form includes fields for 'Email' (DataProvider.Vivli@gmail.com), 'Password' (masked with dots), and 'Display Name' (Vivli New User). A blue 'Create' button is at the bottom, highlighted with a red circle.

The image shows the Vivli user dashboard at <https://search.vivli.org/admin/dashboard/>. The page has a dark blue header with the Vivli logo and navigation links: Home, About, Members, News & Events, Resources, and Find Studies. Below the header, there's a 'Dashboard' section with a 'Welcome, Vivli New User!' message. The message states: 'This is your view of Vivli at a glance. Here you can view your organizational memberships and roles, any pending requests that require your approval, as well as any studies awaiting Data Package upload from your organization. You can also generate metrics for data requests involving your organization's studies. If you have any questions, please contact Vivli Support. Thanks!'. Below this, there are two sections: 'Data Requests Awaiting My Approval' (No Data Requests Awaiting Approval) and 'Studies Awaiting Data Package Upload' (Only data contributors are authorized to upload IPD data). On the right, there's an 'Organization Memberships' section stating 'You are currently not a member of any organizations'. The footer contains links: How To Guide, Privacy, Cookie Policy, EEA Disclosure Policy, and Contact Us.

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

Welcome to Vivli

Vivli Center <noreply@vivli.org>
To: info@vivli.org

Tue, Nov 16, 2021 at 12:09 PM

You are being invited to participate in Vivli, the platform for global sharing of clinical research data, as a member of Gabby Testing - Adding Unlisted Studies with the following rights: Access Research Virtual Machine. 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 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:

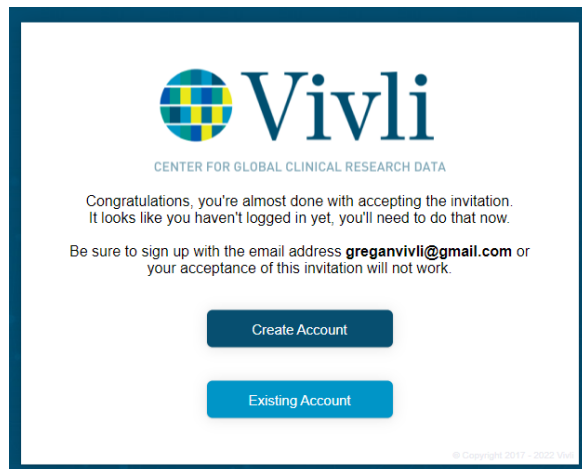
1. In the field "email address", provide the email address you would like to use as your Vivli login – this should be an email address at which you can receive email (but it does not have to be this email address used in this email.)
2. Click "Send Verification Code", then go to your inbox and look for 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:



3. Click on **Existing Account**.

4. The log in window opens:

The image shows a login window for Vivli. It has a blue header and footer. The main content area is white. At the top left is the Vivli logo, which consists of a blue and yellow checkered circle followed by the word "Vivli" in a blue serif font. Below the logo is the text "Sign in with your email address" in a blue sans-serif font. There are two input fields: the first is labeled "Email Address" and the second is labeled "Password". Below the password field is a link that says "Forgot your password?". At the bottom is a blue button with the text "Sign in" in white.

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

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 blocked and give you an option to see it. To turn off pop-up blocker, follow these instructions: <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. 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) <ol style="list-style-type: none">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) <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 Settings.3. Click Privacy and Security.4. Scroll down to Security and Switch Block the Block Pop-ups Toggle to Off.	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: <ol style="list-style-type: none">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) <ol style="list-style-type: none">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) <ol style="list-style-type: none">1. From the Safari menu, select Preferences.2. Click Websites at the top of the window3. Select Pop-up Windows from the left panel4. 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.