



Datavision™ : Quick Reference Guide

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Access to the Datavision™ Reviewer Website

User ID and Password

- **MTN Users:** Your Datavision User ID and Password will be provided to you by the MTN Scientific Communications and Publications Manager, Orly Aridor, or by the MTN publications IT support group mtnpubsupport@mtnstopshiv.org.
If you do not have an email address in Datavision, please contact MTN publications IT mtnpubsupport@mtnstopshiv.org.
- If you forgot your Datavision User ID, click on the **Forgot User ID?** link in the log in screen and your User ID will be emailed.
- If you forgot your Datavision password, click on the **Forgot Password?** link in the log in screen and a temporary password will be emailed. You will need to reset your password once logged in.
- To change your password in the reviewer web portal, go to the menu (located on left side of screen) and select **“Change Password”** and enter your current and then your new password.

The screenshot shows the Datavision™ Document Review Portal login interface. At the top left is the MTN logo with the tagline 'microbiology for life network'. The page title is 'Document Review Portal'. At the top right is the Datavision™ logo. The main content area is titled 'Please Log In' and contains a login form with fields for 'User ID:' and 'Password:'. Below the password field are links for 'Forgot Password?' and 'Forgot Userid?'. A 'Login' button is positioned below these links. To the right of the login form is the Datavision™ logo and the text 'POWERED BY ENVISION PHARMA GROUP' with a row of five colored dots (purple, green, pink, orange, blue). On the left side of the page, there is a vertical menu with the following items: 'Please Log In', 'Trouble logging in?', 'Forgot your password?' (with subtext: 'If you've forgotten your password, click link above.'), 'Need Support?' (with subtext: 'For further assistance, please contact the MTN publications support team at mtnpubsupport@mtnstopshiv.org.'), and 'Envision Pharma Home' (with subtext: 'Contact Us' and 'Privacy Policy').

Set-up for MRC Reviewers and Lead authors

Tips for easy access to the **Datavision™ Reviewer Website:**

- Bookmark or Save as a Favorite the following website for the Datavision™ Reviewer Website: https://mtn.envisionpharma.com/dv_mtn
- We recommend setting up a folder on your computer called Datavision™ Reviews. This folder will be used as a location to manage the documents you will be downloading from the site for your publication reviews.

MRC Reviewer

Perform a MRC Review/Approval via the Website


Reviewing the publication via the Website

1. Upon receiving an **email notification** with a **request for a MRC review/approval** of an abstract or a manuscript, please select **the link** embedded in the email (https://mtn.envisionpharma.com/dv_mtn) and log in to Datavision™.
2. You will see the active document/publication activity list.
Locate the document activity **MRC Review/Approval** for the document title you would like to review (use the Document title indicated in the email notification).

The screenshot displays the 'Document Review Portal' interface. At the top, there are logos for MTN and Datavision. Below the header, a 'My Workbench' section is visible, featuring a table with columns for Status, Priority, Task, Date, and Actions. The table contains one task entry with the following details: Activity: MRC Review/Approval, Title: MS -1122 - test new MRC step, Drug: Training/Test, Doc Type: Manuscript, Version: Final Draft, Activity Type: Approval, Start: Jan 14, 2016, and Due: Jun 17, 2016. The Actions column for this task includes links for View Document, Submit Approval, View Feedback, and Communicate. A 'Filter: Approvals Only' and 'Sort: By Priority' dropdown menu is located at the top right of the table.

In the right-most column click on




Note: In some cases there may be multiple attachments. This is indicated by the folder icon (example:  [View Documents](#)). Upon clicking on the icon, the Attachments window will open and you can select the document for review.

Any supporting materials to assist you with your review may be provided and are indicated by Supp Materials immediately prior to the document name.

3. **Save** the document to your Datavision Reviews folder that you created on your computer.
4. **Open** the document. Ensure track changes is enabled and add **your comments** to the document. When you have finished reviewing the document, save it to your Datavision Reviews folder.

Providing a recommendation via the Website

1. **Return to the Datavision™ Review Website** by selecting the link embedded in the email or selecting the link in your Favorites and log in.
2. **Locate** the document/publication activity to which you wish to provide your recommendation and click on  [Submit Approval](#).
3. In the Submit Approval Window:
 - A. Provide your recommendation: **Approved** or **Not Approved Revision Needed**.

- B. You can either enter general **Comments** about the document in the Comments box and/or **upload your saved revised document** file (click on to locate your saved revised document file; Confirm your attachments in the table).
- C. Click to **upload** the **revised** document file and submit your recommendation and comments.

Notes:

- An end date is defined for each activity. When the end date occurs, you no longer have the opportunity to provide feedback. The system removes the activity from your list in the Web portal.
- Upon submission of your recommendation a green check mark will appear in the status column for the Document/activity.

	<p>Activity: MRC Coordinator Review and Assign MRC reviewer Instructions</p> <p>Title: 1175 - Analytical advances in the ex vivo challenge efficacy assay</p> <p>Drug: Microbicide Pubs</p> <p>Target: AIDS Research and Human Retroviruses</p> <p>Doc Type: Manuscript Version: Final Draft Activity Type: Review</p>	<p>Start: Mar 1, 2016</p> <p>Due: Mar 2, 2016</p> <p>Posted: Feb 19, 2016</p>
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Lead Authors


Submission to MRC review

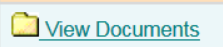
Please send a copy of the publication version ready to MRC review to the FHI CRM (via e-mail). The FHI CRM will then upload your publication into the Datavision system. Then the MTN MRC coordinator will assign a MTN reviewer to your publication and will submit it to reviewer via the Datavision system.

View MRC reviewer recommendations


- Upon receiving an **email notification** of a complete MRC review/approval, please **select the link** embedded in the email and log in to Datavision™. You will see the active document list.
- **Locate** the publication **title** (*i.e., title of your publication*) and **activity** (*i.e., Approved by MTN-MRC or Not-Approved by MTN-MRC*) you would like to view:

Activity: Approved by MTN-MRC Instructions Title: ABS-1124 - test with new MRC review approval Drug: Training/Test Target: International AIDS Society - 9th Conference on HIV Pathogenesis, Treatment & Prevention Doc Type: Abstract Version: Final Draft/MRC Activity Type: General	Start: Jan 19, 2016 Due: Jan 22, 2016 Posted: Feb 11, 2016	View Document Modify Task View Feedback
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In the right-most column click on  to read the document titled “**MRC review status and comments**”. This document provides the MRC review status (**APPROVED** or **NOT APPROVED- Revisions required**) and a copy of the MRC reviewer’s comments (if provided).

Note: there may be multiple attachments, if the reviewer also attached a copy of the revised document. This is indicated by a folder icon (example: ). Upon clicking on the icon, the Attachments window will open and you can select the documents for view.

- **Save** the documents to a folder that you created on your computer.
- If the MTN-MRC recommendation was **APPROVED**:
 - If **Approved** with *minor* comments:
Revise the publication based on reviewer's suggested minor comments (if the reviewer provides comments). **No** need to resubmit the publication to the MTN-MRC again. Then **Submit** your revised publication to the target meeting/journal.
 - If **Approved** with *no* comments: **Submit** your revised publication to the target meeting/journal.
- If the MTN-MRC recommendation was **NOT APPROVED- Revisions required**:
 - **Revise** the abstract based on reviewer's suggested comments.
 - Then **resubmit** the publication **for an additional MRC review**.
Return to the Datavision™ Review Website. **Locate** the relevant publication window.


- A. Click "Complete Task" icon  [Complete Task](#) to upload your revised document and resubmit to an additional MRC review.
- B. In the complete task window click on to locate your saved revised document file. Confirm your attachment/s in the table and click to **upload** the **revised** document file for MRC resubmission.

Provide the submitted version of your publication for MTN Archive

Upon submission or presentation of your publication to/at the target venue (meeting or journal) please upload a copy of the FINAL version.

1. Return to the Datavision™ Review Website. **Locate** the relevant publication window.

Activity: Approved by MTN-MRC Instructions Title: ABS-1124 - test with new MRC review approval Drug: Training/Test Target: International AIDS Society - 9th Conference on HIV Pathogenesis, Treatment & Prevention Doc Type: Abstract Version: Final Draft/MRC Activity Type: General	Start: Jan 19, 2016 Due: Jan 22, 2016 Posted: Feb 11, 2016	View Document Modify Task View Feedback
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2. Click "Complete Task" icon  [Complete Task](#) (or "Modify Task" icon) to upload a copy of the **FINAL submitted version** of the publication for the MTN archives.
 In the complete task window click on to locate your file. Confirm your attachment/s in the table and click to upload the file.

Provide the Final version of your publication/presentation to MTN Archives

Upon acceptance of your publication or presentation to/at the target venue (meeting or journal) please upload a copy of the FINAL version to the MTN archives.

1. Return to the Datavision™ Review Website. **Locate** the relevant publication window.

Activity: Approved by MTN-MRC Instructions Title: ABS-1124 - test with new MRC review approval Drug: Training/Test Target: International AIDS Society - 9th Conference on HIV Pathogenesis, Treatment & Prevention Doc Type: Abstract Version: Final Draft/MRC Activity Type: General	Start: Jan 19, 2016 Due: Jan 22, 2016 Posted: Feb 11, 2016	View Document Modify Task View Feedback
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2. Click "Complete Task" icon  [Complete Task](#) (or "Modify Task" icon) to upload a copy of the **FINAL accepted version** of the publication for the MTN archives.
 In the complete task window click on to locate your file. Confirm your attachment/s in the table and click to upload the file.

Modify Task

Activity: Approved by MTN-MRC

 [Instructions](#)

Title: ABS-1124 - test with new MRC review approval

Version: Final Draft/MRC

Due Date: Jan 22, 2016

Posted: Apr 1, 2016

Posted By: Aridor, Orly

Comments:

 [More](#)

Attach File(s)

Step 1 - Click on 'Browse' button and locate file.

Step 2 - Confirm your attachments in the table below and close dialog by clicking on OK button'.

Add File: No file selected.

Progress:

Feedback Attachments

Name	Posted Date	Size	Action
NO ATTACHMENTS FOUND			