

## REVIEWER WEB PORTAL

Access to the Datavision™ Reviewer Website

### User ID and Password

- **MTN Users:** Your Datavision User ID and Password will be provided to you by your administrators, the MTN publications IT support group [mtnpubsupport@mtnstopshiv.org](mailto:mtnpubsupport@mtnstopshiv.org).  
If you do not have an email address in Datavision, please contact your administrators [mtnpubsupport@mtnstopshiv.org](mailto: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.



### Set-up for 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](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 select the **link** embedded in the email and log in to Datavision™. You will see the active document/publication activity list.
2. **Locate** the document and publication activity you would like to start;

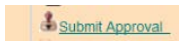
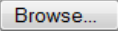



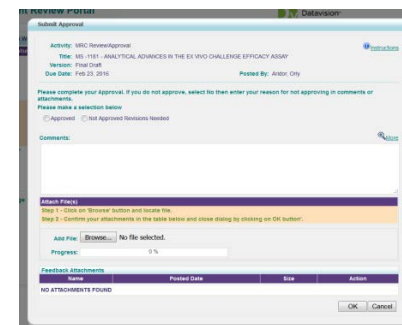
In the right-most column click on  **View Document**  
*Note: In some cases there may be multiple attachments. This is indicated by the folder icon (example:  [View 2nd Draft](#) ). Upon clicking on the icon, the Attachments window will open and you can select the document for review.*

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.






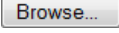

## Lead Authors

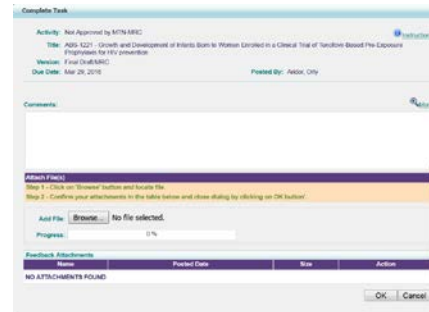
### View MRC recommendations

- 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.


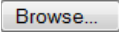



- Locate** the publication you would like to view; in the right-most column **click** on  to read the document titled **“MRC review status and comments”**. This document provides the MRC review status (**APPROVED** or **NOT APPROVED- Revisions required**) and a copy of the MRC reviewer’s comments (if 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:  [View 2nd Draft](#) ). 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 recommendation was **APPROVED**
  - Revise** the abstract based on reviewer's suggested minor comments.
  - Then **submit** your revised abstract to the target meeting/journal.
- If your publication was **NOT APPROVED- Revisions required**) by the MRC,
  - 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.

- Click "Complete Task" icon  to upload our revised document and resubmit to MRC review.
- 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.

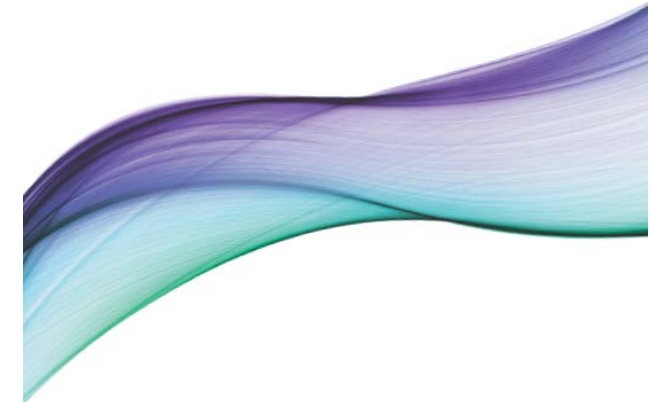


### Submit Final version of your publication for MTN Archive

- Upon submission or presentation of your publication to/at the target venue (meeting or journal) please upload a copy of the **FINAL** version.
- Return to the Datavision™ Review Website. **Locate** the relevant publication window.
- Click "Complete 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.



## Datavision™ Quick Reference Guide



Datavision User ID and Technical Support  
[mtnpubsupport@mtnstopshiv.org](mailto:mtnpubsupport@mtnstopshiv.org)