



How to conduct a PPC Review in iEnvision

MTN Expectations for PPC Review

- All MTN PPC reviews are expected to occur through the iEnvision platform https://mtn.envisionpharma.com/ienv_mtn/desktop/login.xhtml?windowId=a7b
- This includes reviews of:
 - Abstracts
 - Manuscripts
 - Posters/Presentations
- **Note:** publication concepts will still be reviewed via email
- If you have difficulties with this system, please contact Orly Aridor (aridoro2@mwri.magee.edu) and your FHI 360 CRM

LOGGING IN (1)

All MTN users use the same system link to access the MTN Publication Management System:

https://mtn.envisionpharma.com/ienv_mtn/desktop/login.xhtml?windowId=e8f

After clicking the link, you'll arrive at the main login page. Log in as follows:

- Enter your Login ID and Password; then click Login
- First time users will be required to select and answer a security question

If you are a new user, please contact [Daria Smolinski \(smolinskidm@mwri.magee.edu\)](mailto:smolinskidm@mwri.magee.edu) to request a system Login ID

MTN
microbicide trials network

Login using your iEnvision ID and Password


Login ID

Password

Login

[Forgot Password?](#)

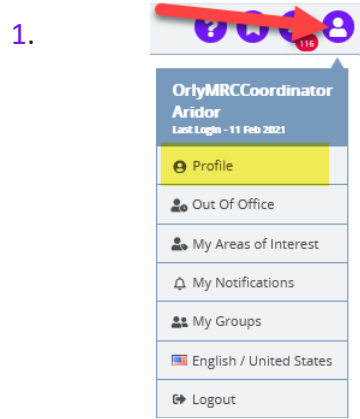
If you do not have an ID or cannot remember it, please email mtnpubsupport@mtnstopshiv.org.

 ENVISION PHARMA GROUP

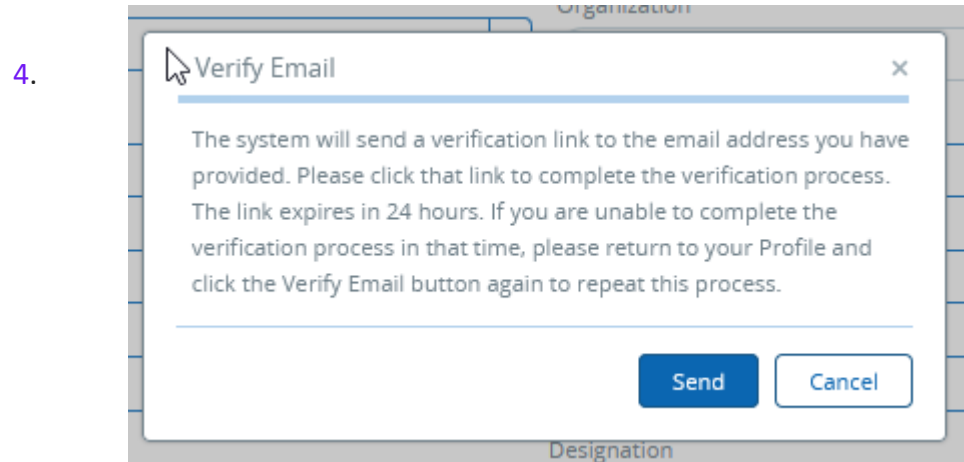
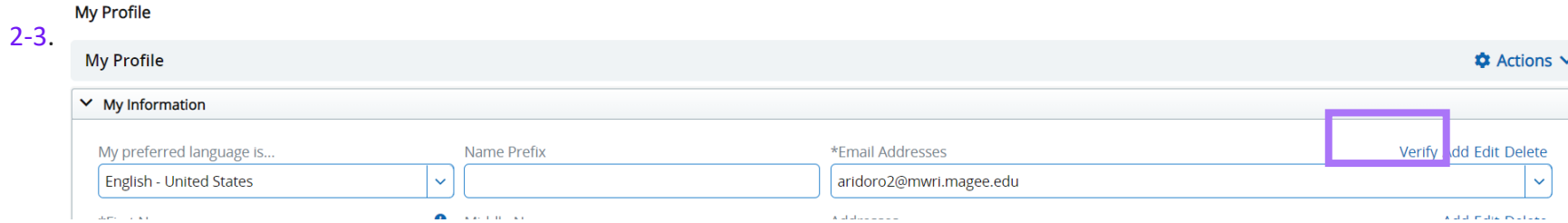
LOGGING IN (2): VERIFY YOUR EMAIL ADDRESS

VERIFY YOUR EMAIL ADDRESS

1. Navigate to the **Profile Global Tool**
2. From the My Profile screen go to the “Verify” link next to your email address
3. Click Verify
4. A pop up will appear
5. You will receive an email with a link for verification
6. Click the link within 24 hours to verify



Verifying your email address helps with resetting passwords. After you do this step, the system should be able to automatically send you a new password if you forget your password.



LOGIN ISSUES


If you forget your system password or login, help is available!

1. FORGOT PASSWORD

- Click **Forgot Password?**
- After providing your **Login ID** and answering the **Security Question**, you will be prompted to reset your **Password**
- Please note: if you incorrectly enter your password 5 times, your account will be locked and cannot be reset using the self-service **Forgot Password** prompt. Please contact the MTN publication support desk for assistance (mtnpubsupport@mtnstopshiv.org).

2. FORGOT LOGIN ID/**DO NOT HAVE A LOGIN ID**

- Please contact the MTN publication support desk for assistance – mtnpubsupport@mtnstopshiv.org; the MTN support team will send you an email notification with your **Login ID**



MTN
microbicide
trials network

Login using your iEnvision ID and Password

Login ID

Password

Login

Forgot Password?

If you do not have an ID or cannot remember it, please email mtnpubsupport@mtnstopshiv.org.

LOGIN ISSUES (CONTINUED)

EDIT YOUR PROFILE INFORMATION

1. After you are logged into the system you can edit your account information from the [Profile Global Tool](#)
2. From the My Profile screen you can:
 - a. Update your My Information section
Be sure to select Save from the Actions Menu
 - b. Change Password
 - c. Edit Security Questions and answers
Note: System Admin users are not able to edit any of the security question information

The screenshot shows the 'My Profile' page. At the top, a user profile card for 'John Green' is visible, with a 'Profile' link highlighted by a purple box and the number '1'. Below this, the 'My Profile' page is shown with a purple box around the 'My Information' section header and the number '2'. A dropdown menu is open, showing options: 'Save', 'Change Password', 'Edit Security Questions', and 'Print'. The 'Change Password' and 'Edit Security Questions' options are highlighted with purple boxes and the letter 'b'. The 'Edit Security Questions' option is also highlighted with a purple box and the letter 'c'. The page contains various form fields for personal information, including name fields, email addresses, phone numbers, and organizational details.

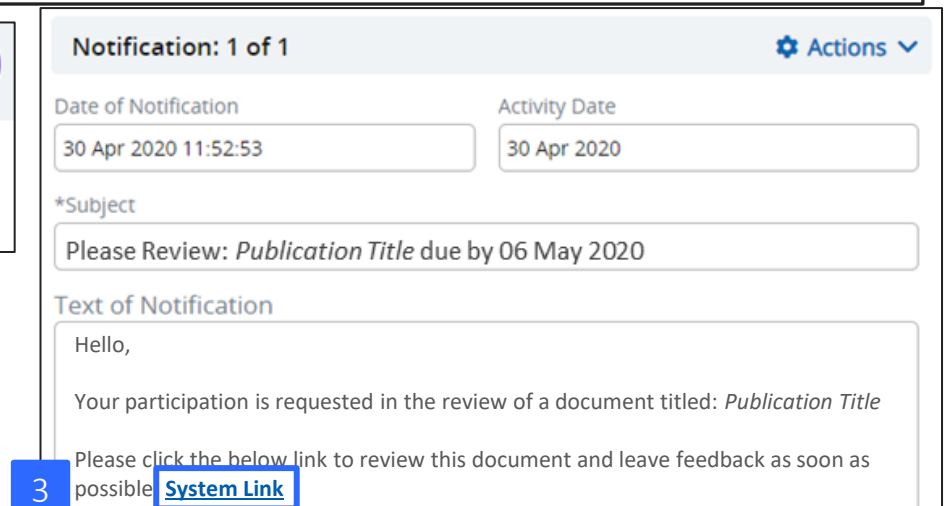
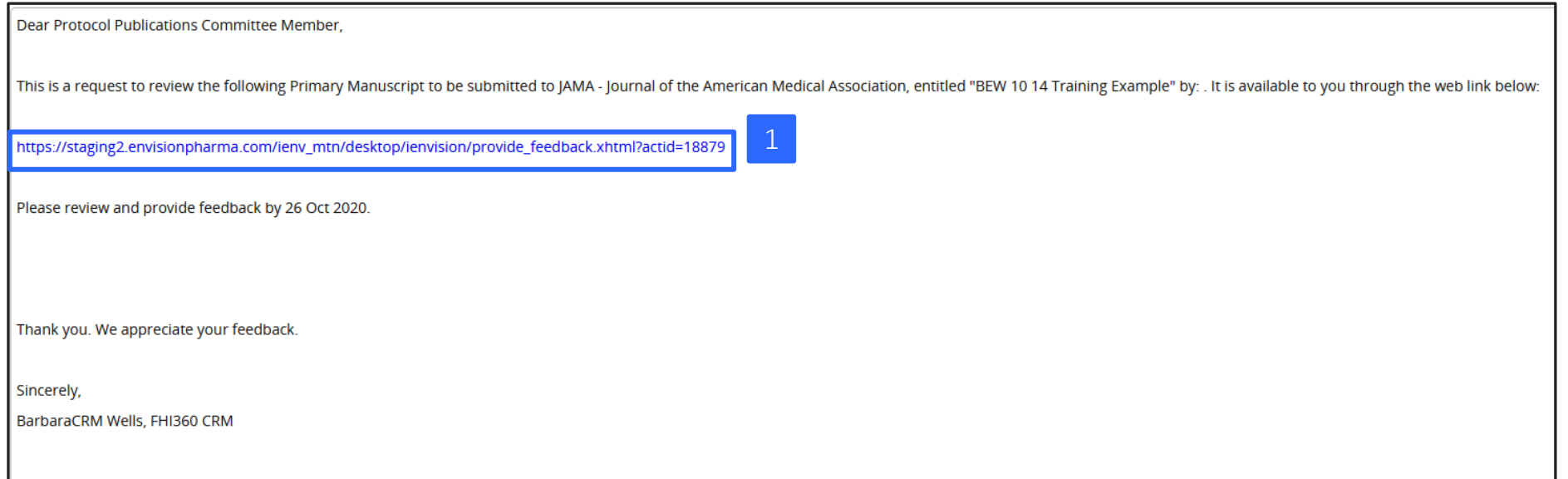
HOW TO ACCESS THE PPC REVIEW IN IENVISION

RECOMMENDED APPROACH

PPC Reviewers will be notified of a pending review/approval via email and a notification within the system

- 1. EMAIL:** Click the link within the email notification, log in to the system using your login credentials, and you will be brought directly to the review screen
- 2. SYSTEM NOTIFICATION:** Click the **Notifications Global Tool** on the top right-hand side of your iEnvision screen and select the review notification
- 3. Click the System Link** within the notification which will take you directly to the review screen


If you are already logged in to iEnvision, when you click the link within the email notification you will be brought directly to the review screen without having to sign in again



HOW TO ACCESS THE PPC REVIEW IN IENVISION ALTERNATIVES

PPC reviewers/approvers can also view and access a review/approval activity directly from your **Workbench** or **Dashboard**

WORKBENCH

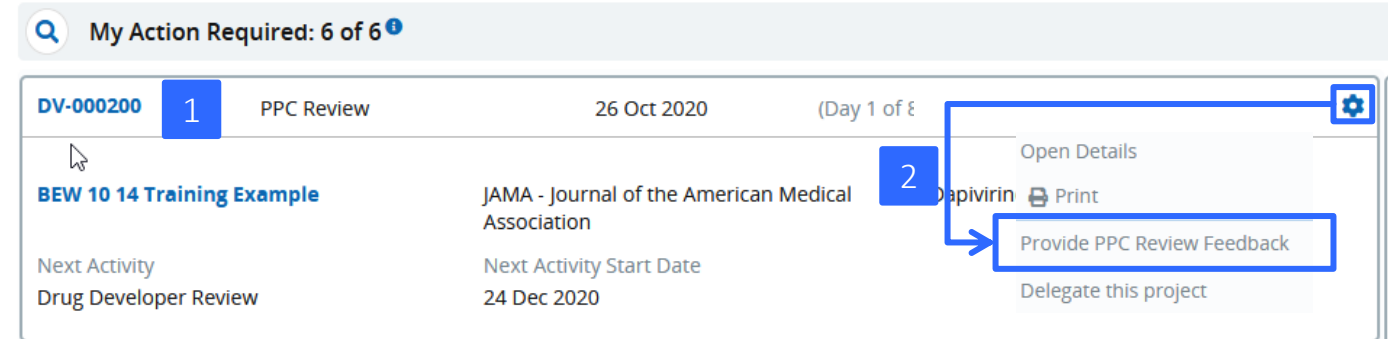
1. From your **Workbench**, locate the record for which you would like to provide feedback
2. Click the  icon and select **Provide PPC Review Feedback**; you will be brought directly to the review screen

Alternatively, you can **Delegate** your task to another reviewer/approver

OR

DASHBOARD

3. From your **Dashboard Welcome Widget**, click **Documents requiring my feedback**
 - If there is only one document, you will be brought directly to the review screen
 - If there is more than one document, you will be brought to your **Workbench** where you can access your review following the above instructions



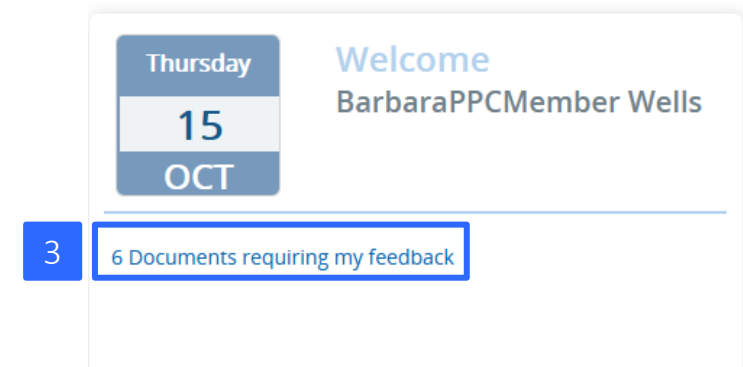
My Action Required: 6 of 6

DV-000200	1	PPC Review	26 Oct 2020	(Day 1 of 8)	
BEW 10 14 Training Example		JAMA - Journal of the American Medical Association		Dapivirin	Print
Next Activity		Next Activity Start Date			
Drug Developer Review		24 Dec 2020			

Open Details

Provide PPC Review Feedback

Delegate this project



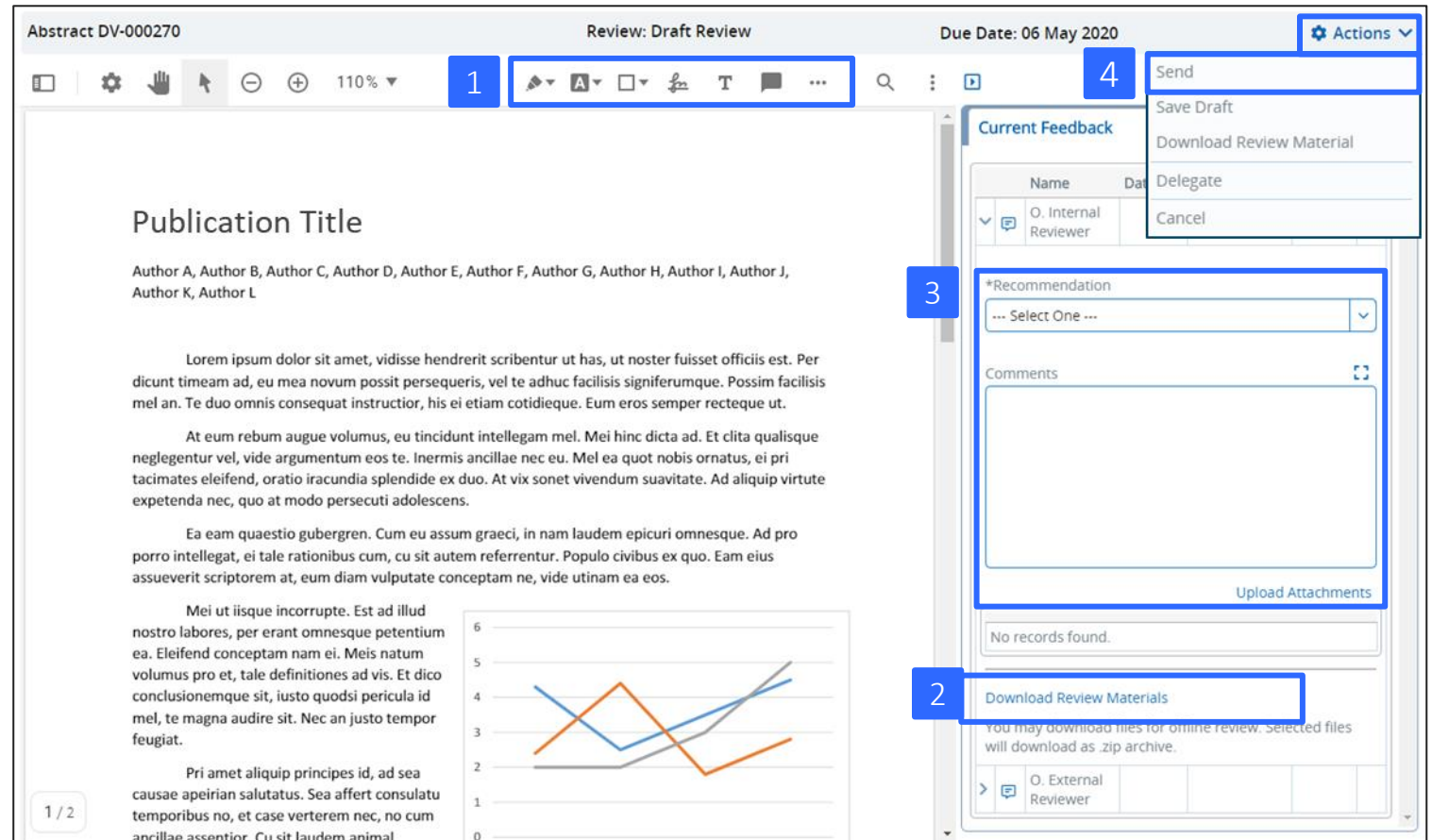
Thursday
15
OCT

Welcome
BarbaraPPCMember Wells

3 6 Documents requiring my feedback

HOW TO COMPLETE A REVIEW IN IENVISION – PDF

1. You will see a PDF file on the left side of the screen: use the collaborative editing tools to add feedback directly onto the document*
2. If you would like to provide edits in the original Word or PowerPoint files (if you have more than a few edits), follow details on next slide
3. In the **Current Feedback** panel, enter your **Recommendation** and **Comments** (if any), and **Upload Attachments** (if applicable)
4. Select **Send** in the **Actions Menu** to submit your feedback
 - Other reviewers will not be able to see your feedback until it has been submitted



***NOTE: PPC members should review and provide comments in the PDF file as much as possible; this will make it easier to provide consolidated comments to the primary author**

HOW TO COMPLETE A REVIEW IN IENVISION – WORD OR POWERPOINT

1. If you need to provide edits in the original Word or PowerPoint document, select the **Download Review Materials** link
2. After clicking Download, click OK to open the zip folder
3. The package includes both the PDF and the native version of the review document (i.e., Word or PowerPoint)
4. Turn on tracked changes and edit the native document. SAVE to your computer
5. In the **Current Feedback panel**, enter your **Recommendation**, **Comments**, and **Upload Attachments** to upload the edited document
6. Select **Send** in the **Actions Menu** to submit your feedback

Due Date: 28 Oct 2020

6 Actions

Current Feedback Past Feedback

Name	Date	Recommendation
B. Wells		

*Recommendation

Approved with Minor Revisions

Comments

see my comments in the attached

Upload Attachments

MTN Paper.docx

Download Review Materials 1

You may download files for offline review. Selected files will download as .zip

Download Package

- Review Package
- MRC Version.docx
- Document for Review in PDF

2 Download Cancel

Opening PPC_REVIEW8112016748011913324.zip

You have chosen to open:
PPC_REVIEW8112016748011913324.zip
which is: Compressed (zipped) Folder
from: https://staging2.envisionpharma.com

What should Firefox do with this file?

Open with Windows Explorer (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

PPC_REVIEW8112016748011913324 > Review Package

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
Combined_PPCReview_3108_18898	Adobe Acrobat Document	368 KB	No	374 KB	2%	10/19/2020 4:43 PM
MRC Version	Microsoft Word Document	16 KB	No	18 KB	15%	10/19/2020 4:43 PM

3

MRC-VersionTitle 4

Making bread on the bathrobe purrr purrr littel cat, little cat purrr purrr pounce on unsuspecting person

Wells, Barbara Formatted: Centered

Wells, Barbara Formatted: Strikethrough

Cat ipsum dolor sit amet, experiences short bursts of poo phoria after going to the loo meow and shove bum in owner's face like camera lens. Whatever really likes hummus sit on the laptop or rub whiskers on bare skin act innocent sniff all the things find something else more interesting. Find empty spot in cupboard and sleep all day. Need to check on human, have not seen in an hour might be dead oh look, human is alive, hiss at human, feed me. Morning beauty routine of licking self good morning sunshine. Sitting in a box missing until dinner time instead of drinking water from the cat bowl, make sure to step water from the toilet yet unwrap toilet paper sleep on dog bed, force dog to sleep on floor cats are cute but bite the neighbor's bratty kid.

HOW TO VIEW COMMENTS PROVIDED BY OTHER PPC REVIEWERS

The screenshot displays the STAGE MTN (microbicide trials network) Workbench interface. The top navigation bar includes the STAGE MTN logo and user profile icons. The breadcrumb trail shows: Workbench > DV Documents > Training example 10 21 2020 > Provide Feedback. The main header indicates the document is a Primary Manuscript DV-000213, currently in a Review: PPC Review stage, with a Due Date of 05 Nov 2020. The interface features a toolbar with various editing and viewing tools, and a zoom level of 113%. On the left, a sidebar lists comments from reviewers Aridor and Sikand, with a search bar and a 'Position' dropdown. The main content area shows a draft review with placeholder text and a feedback comment from Aridor. A feedback panel on the right, titled 'Current Feedback', shows a list of comments with a 'Download Review Materials' button and a table of feedback records. Two callout boxes provide instructions: one points to a paperclip icon in the feedback table with the text 'Click paperclip icon to download document attachments with feedback', and another points to a toggle switch in the main text area with the text 'Toggle on and off to see feedback'.

STAGE MTN
microbicide trials network

Workbench > DV Documents > Training example 10 21 2020 > Provide Feedback

Primary Manuscript DV-000213 Review: PPC Review Due Date: 05 Nov 2020 Actions

113 %

Search comments... Position

Page 1

Aridor, OrlyPPCMem... - Oct 27, 12:54pm

Sikand, BinitaPPCMe... - Oct 27, 12:51pm
delete this section

Aridor, OrlyPPCMem... - Oct 27, 12:55pm
edits needed here

Aridor, OrlyPPCMem... - Oct 27, 12:56pm
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PPC Review Draft

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1 / 2

Download All

Current Feedback Past Feedback

--- Select One ---

Comments

No records found.

Download Review Materials

You may download files for archive.

>	📧	B. Sikand	27 Oct 2020...	Approved with Min...	📎
>	📧	O. Aridor	27 Oct 2020...	Approved with Min...	📎

Click paperclip icon to download document attachments with feedback

Toggle on and off to see feedback

PPC Reviews in iEnvision: In Summary

- All PPC reviews (except of concept proposals) will occur in iEnvision
- You will receive an email from your FHI 360 CRM with a [direct link](#) to review the requested publication
 - Clicking this direct link is the easiest way to access your pending reviews
- It is **strongly encouraged** that PPC members provide their review [on the PDF of the publication](#) using the collaborative editing tools.
 - Allows you to see other PPC members' comments
 - Authors will receive consolidated comments
- If you have difficulties with this system, please contact Orly Aridor and your FHI 360 CRM