



# iEnvision: General Instructions



Log In

## 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](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 [mtnpubsupport@mtncstopshiv.org](mailto:mtnpubsupport@mtncstopshiv.org) 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@mtncstopshiv.org](mailto:mtnpubsupport@mtncstopshiv.org).

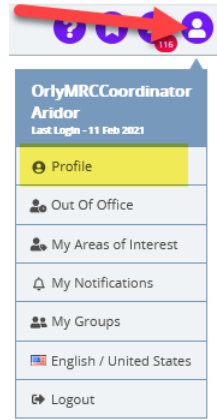


# LOGGING IN (2): VERIFY YOUR EMAIL ADDRESS

## VERIFY YOUR EMAIL ADDRESS

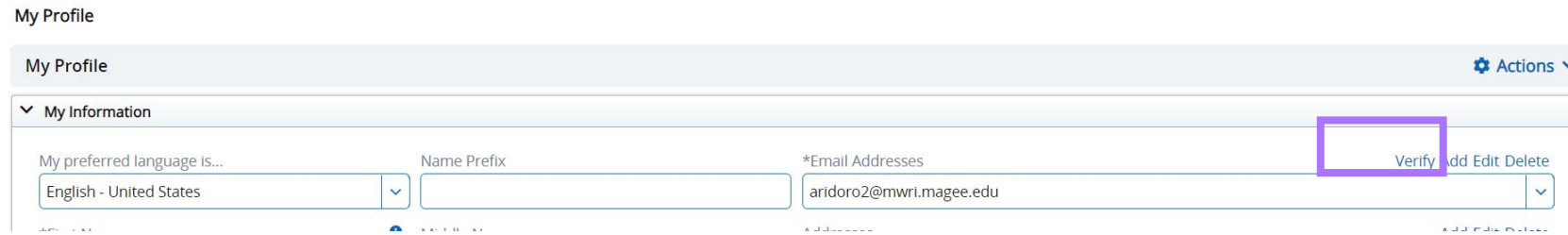
1. Navigate to the **Profile Global Tool**
2. From the My Profile screen go to the “Verify” link next to your email address
3. Click Verify
4. A pop up will appear
5. You will receive an email with a link for verification
6. Click the link within 24 hours to verify

1.

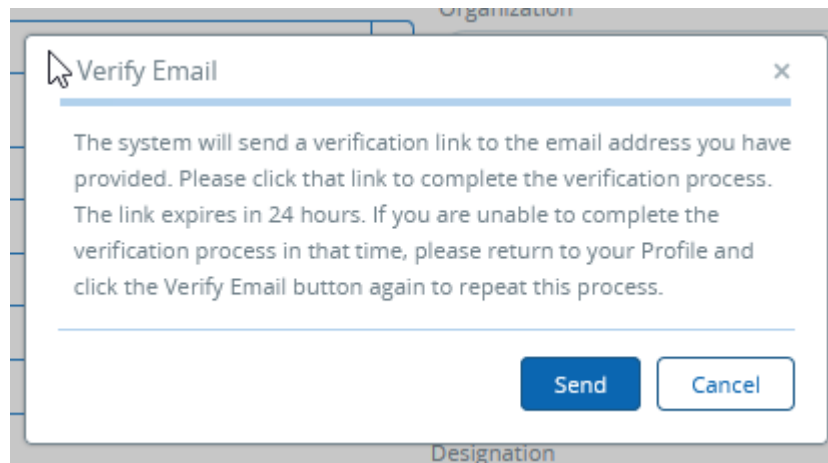


Verifying your email address helps with resetting passwords. After you do this step, the system should be able to automatically send you a new password if you forget your password.

2-3.



4.



# 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 entered 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](mailto: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](mailto:mtnpubsupport@mtnstopshiv.org); the MTN support team will send you an email notification with your **Login ID**



MTN  
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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](mailto: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 card for 'John Green' is displayed, with 'Last Login - 17 Jul 2020'. Below this is a 'Profile' button. The main content area is titled 'My Profile' and contains a 'My Information' section. A dropdown menu is open, showing options: 'Save', 'Change Password', 'Edit Security Questions', and 'Print'. The 'Change Password' option is highlighted. The page includes various input fields for personal information such as Name Prefix, First Name (Dominic), Last Name (LaCava), Country, Time Zone, Business Unit, Title, Skills, Email Addresses (dominic.lacava@epg.com), Phone Numbers, Fax Number, Addresses, User Type, Organization, Professional ID Type, Medical License Number, Specialties, and Degrees. Annotations '1', '2', 'a', 'b', and 'c' are placed on the page to correspond with the steps in the text.



iEnvision:  
How to conduct  
the MRC Review

**ACCESS A REVIEW/APPROVAL ACTIVITY**



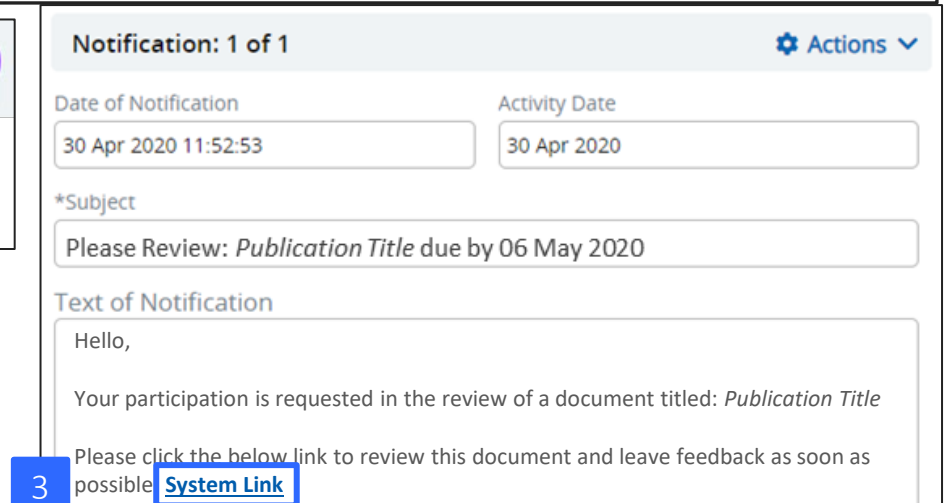
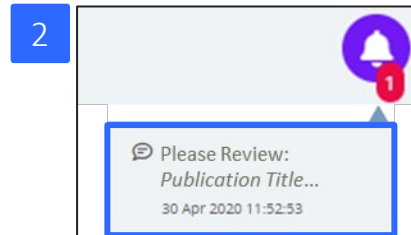
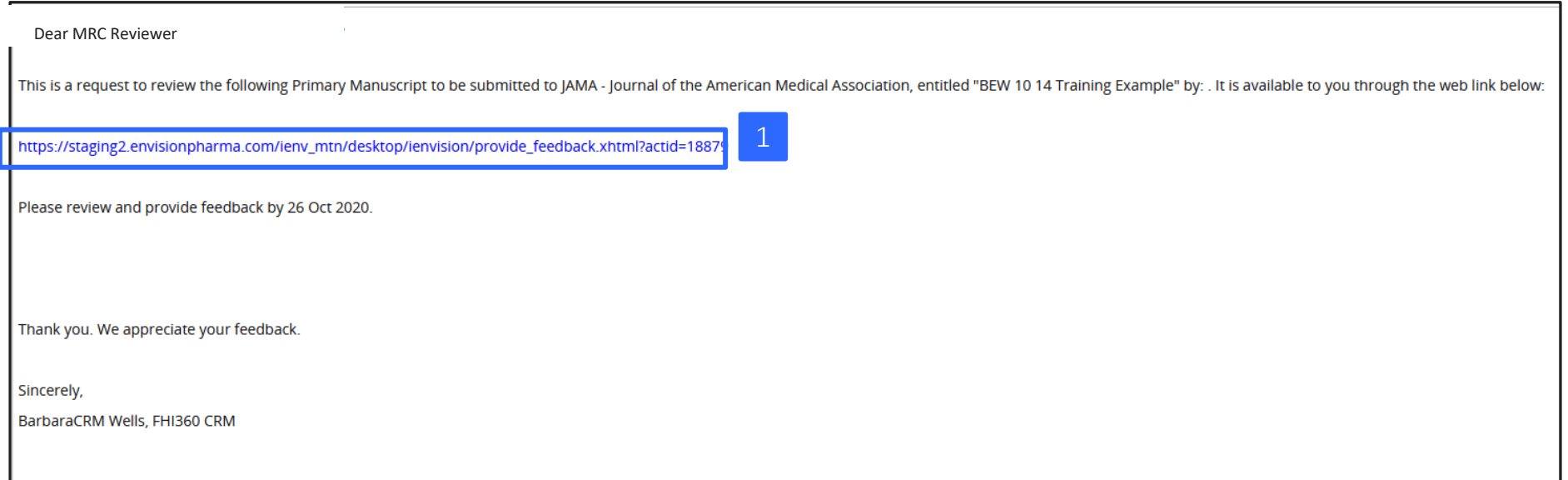
# HOW TO ACCESS THE MRC REVIEW IN IENVISION

## RECOMMENDED APPROACH

MRC Reviewers will be notified of a pending review/approval request 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** in the top right-hand-side of your screen and select the review notification
3. **Then Click the 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 MRC REVIEW IN IENVISION

## ALTERNATIVES

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

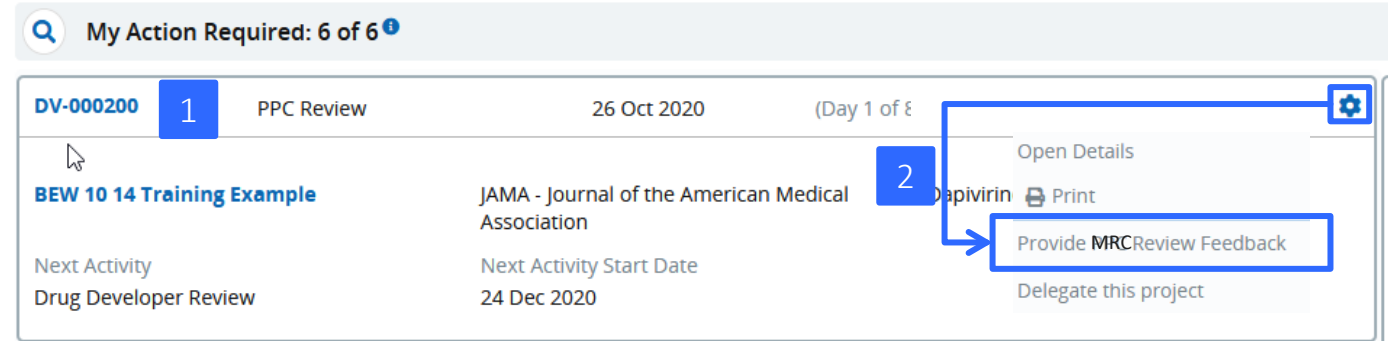
### WORKBENCH

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

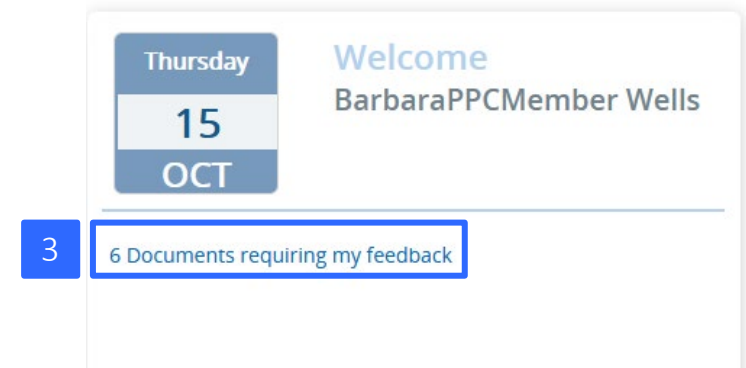
*OR*

### 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



The screenshot shows the 'My Action Required: 6 of 6' section of the IENVISION Workbench. A record for 'BEW 10 14 Training Example' is displayed, with a '1' in a blue box next to the record ID 'DV-000200'. A mouse cursor is over the record. A '2' in a blue box points to a gear icon in the top right corner of the record's detail view. A blue arrow points from the gear icon to a 'Provide MRCReview Feedback' button, which is highlighted with a blue box.

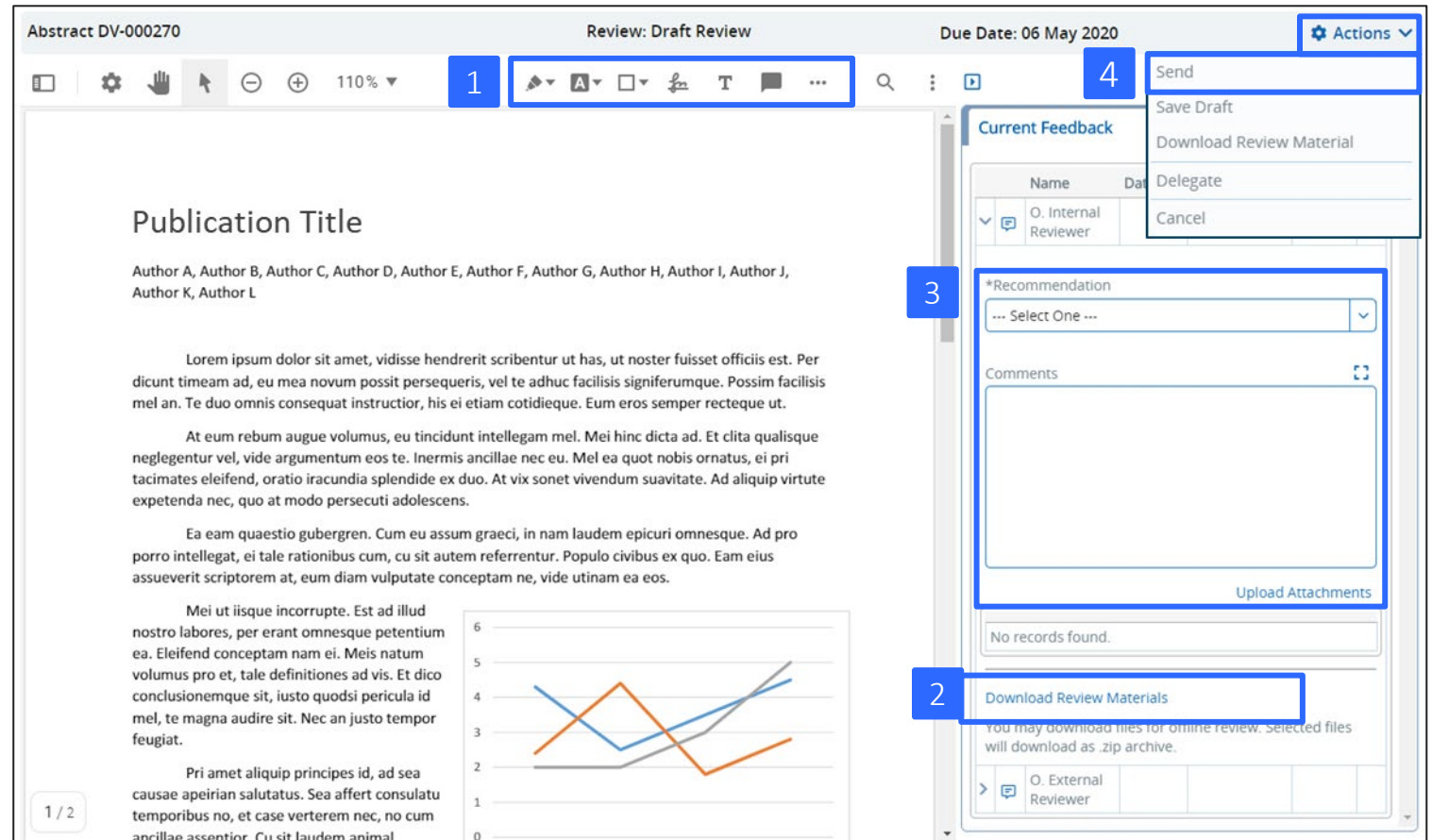


The screenshot shows the 'Welcome' widget on the IENVISION Dashboard for 'BarbaraPPCMember Wells'. The widget displays the date 'Thursday 15 OCT'. A '3' in a blue box points to a button labeled '6 Documents requiring my feedback', which is highlighted with a blue box.

**PROVIDE 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



# 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 okay 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 steal 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.

# FEEDBACK ICONS



Panel access



Thumbnail panel view



Outline panel view



Feedback panel view



View controls



Pan tool



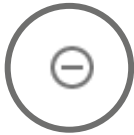
Select tool



Excel download



Attachment included



Zoom out



Zoom in



Magnification percentage



Freehand tools



Text tools



Shape tools



Signature tool



Image download



Comment included



Free-text tool



Comment tool



Additional edit tools



Callout tool



Stamp tool



Document search



Menu



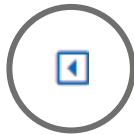
PDF download



Communication



Close feedback panel



Open feedback panel



Full screen



Show markup



Hide markup



Feedback provided by alternative user



Inline document comment



Word download