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) to request a system Login ID
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**.
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
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
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.
HOW TO VIEW COMMENTS PROVIDED BY OTHER PPC REVIEWERS

1. Toggle on and off to see feedback.
2. Click paperclip icon to download document attachments with 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