



# ViiV ISS Portal Software Update (4.4.1)

## Summary of Changes

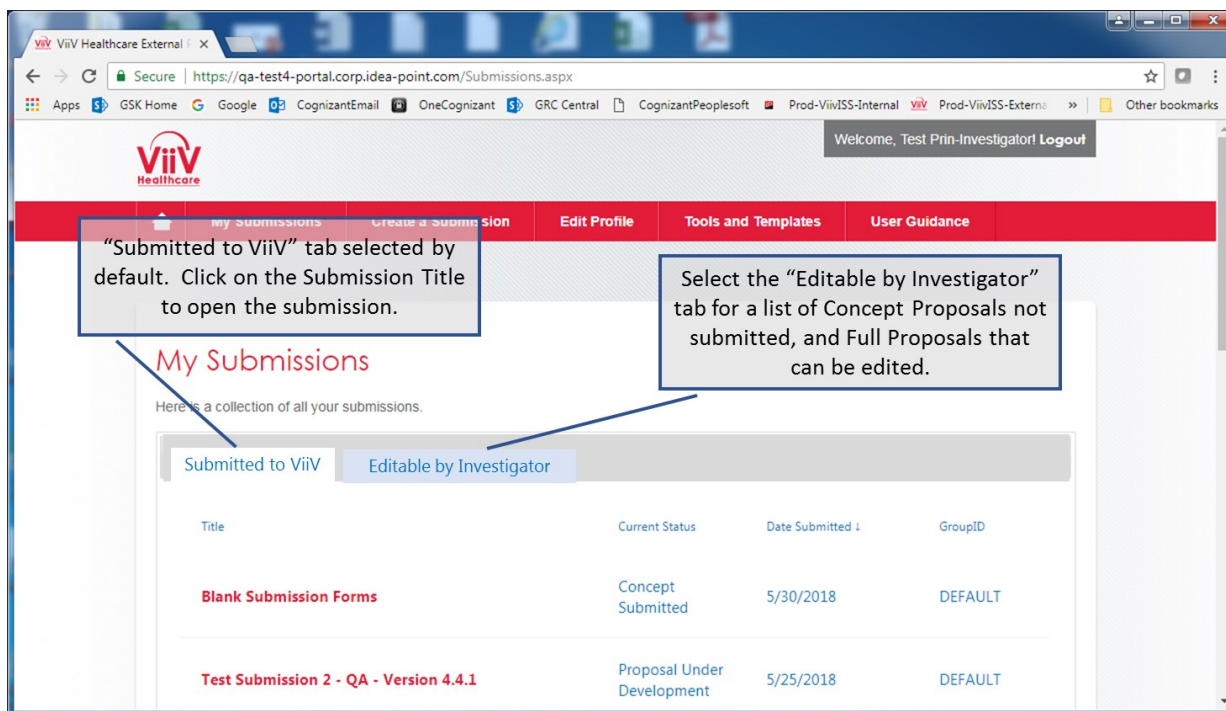
The software product which delivers the ViiV ISS Portal is being upgraded to the latest version. This upgrade will cause a few changes in the behavior of the application and will also deliver some bug fixes and new capabilities which will be utilized in coming updates to the application. This update will NOT change the overall function and use of the ViiV ISS Portal. The changes which will be most noticeable are:

- Once you log in and navigate to the “My Submissions” page you will notice that the layout of the page has changed. The page will include your studies on 2 tabs. The first tab, titled “Submitted to ViiV”, will include Studies for which Concept and Proposal forms have been entered and are no longer available for editing. The second tab, titled “Editable by Investigator”, will include studies for which Concept and Proposal forms are currently available for editing. See the section [My Submissions Page](#) for more information.
- The display of study proposal (concept and full proposal) forms has been updated. The system will display a message “Thank you! This request has been submitted” for all studies after the Concept Proposal has been submitted. This message will be removed once the status has changed and subsequent process steps are in progress. There are some additional changes in the layout which are summarized in the [Submission Display section](#) below.
- The notification messages that are displayed when a Concept or Proposal form are Saved or Submitted have been updated. These messages will be displayed at the top of the page when the Save or Submit button is selected. The message will only be displayed for a brief period and will then disappear.

The changes are minor but we want to make you aware of the changes and help avoid issues with accessing the ViiV ISS Portal. As a reminder, this update will NOT change user ids, passwords, or change any information access capability. If you have questions please contact your normal ViiV Contact or send mail to [ops.visions@viivhealthcare.com](mailto:ops.visions@viivhealthcare.com).

## My Submission Page

When you select the My Submissions option from the main menu the system will display your list Submissions (Proposal Forms) split over two tabs rather than a list on a single page. (See the screen shot below.) The first tab labeled “Submitted to ViiV” is a list of submissions where the proposal forms (Concept or Full Proposal) have been submitted by the investigator and are now readable (read only) from the portal. The “Submitted to ViiV” tab will include: The Title of the Submission which is also a link to the submission information; the Current Status of the submission; the Date Submitted; and the portal group. (At this point the portal group will always be “DEFAULT”). The change is that the proposal forms for the submissions listed on this page will be Read Only.



The second tab titled “Editable by Investigator” is a list of Concept proposals that have been started and not submitted or full proposal forms that are currently editable by the Investigator. Please remember the full proposal form is only available after the Concept Proposal has been accepted. When this tab is selected (See the example below) the following information will be displayed. The Title of the submission, which is the link that is used to open the current proposal form for entry. In addition, the following information will be displayed: The Current Status, which will be blank for Concept proposals not yet submitted; The Date Submitted, which will be empty for a Concept proposal under development; The Editable Until Date, which will be empty for a Concept proposal under development and will indicate the expiration date for edit access to complete the full proposal if the Concept proposal has been accepted.

Another new feature of this release is that the Investigator may delete a Concept proposal that has been started but will not be completed. When a concept proposal has been started and not submitted this display will include a red delete icon (✖). Clicking on this icon (✖) will delete the unsubmitted Concept proposal.

**My Submissions**

Here is a collection of all your submissions.

Submitted to ViiV | Editable by Investigator

Title	Current Status	Date Submitted	Editable Until	GroupID
New Concept Submitted (Test 4.4.1)	Proposal Under Development	6/01/2018	6/30/2018	DEFAULT
TEST - Checking about submission errors				DEFAULT

Callout 1: This concept has been submitted and is now available for editing to complete the full proposal

Callout 2: This concept has not been submitted but has been saved and can be updated till it is submitted.

## Submission Display

The submission display has been updated and will include some additional information on the display when compared to the current version. (see Screen shot below) Notice that the “Request has been Submitted” message will be present once the concept has been submitted and remain until the status of the Submission has been modified. Other than minor layout changes the information and editing functions have not changed.

**ViiV Healthcare**

Welcome, Test Prin-Investigator! Logout

**TEST- Checking about submission errors**

External Status: **Concept Submitted**  
 Submitted Date: 1/11/2018  
 Submission ID: 1769  
 Group: DEFAULT

✓ Thank you! This Request has been submitted.

Submission Form | Files | Study Management

**Form**

Fill out the form below then Click Save or Submit to save your progress.