How-To: Request Datasets on the Vivli-AMR Register

Vivli Release 4.1

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1.0 Requesting Datasets on the Vivli-AMR Register – Overview

- The process starts with finding the datasets you need. Go to https://amr.vivli.org and click on 'REQUEST DATASETS'. Here you can **BROWSE** the details of all the datasets available, or use the **SEARCH** to filter the datasets to identify those that contain the information you require (more details below).
- Once you have completed your search, you may request the datasets you would like to use for your analysis.
- To do this, the first step is to complete a Vivli-AMR Data Request Form.
- Once submitted, your data request will be visible to Vivli and all relevant Data Contributors.
    - To learn more about individual Vivli-AMR Members' data sharing policies, please see the Vivli-AMR Members Page.
    - For an overview of the data request process, please see the AMR Register Process at a Glance

1.1 Searching for datasets on the Vivli-AMR platform

The AMR Register allows researchers to search through available datasets using three search methods, a Keyword Search, browsing surveillance program details or dataset details.

You can combine these tools to find those datasets most relevant to your research question.

This guide shows how to use all three methods to find datasets to request on the AMR Register:

- Filtered 'keyword' Search
- BROWSE programs
- View dataset details

How to search:
Users can search for datasets using the AMR register.
Go to amr.vivli.org and click on 'REQUEST DATASETS'
You do not need to be a registered user to search for datasets, although you will need an account to complete a data request. Once you enter the AMR Register, you should see the search window:

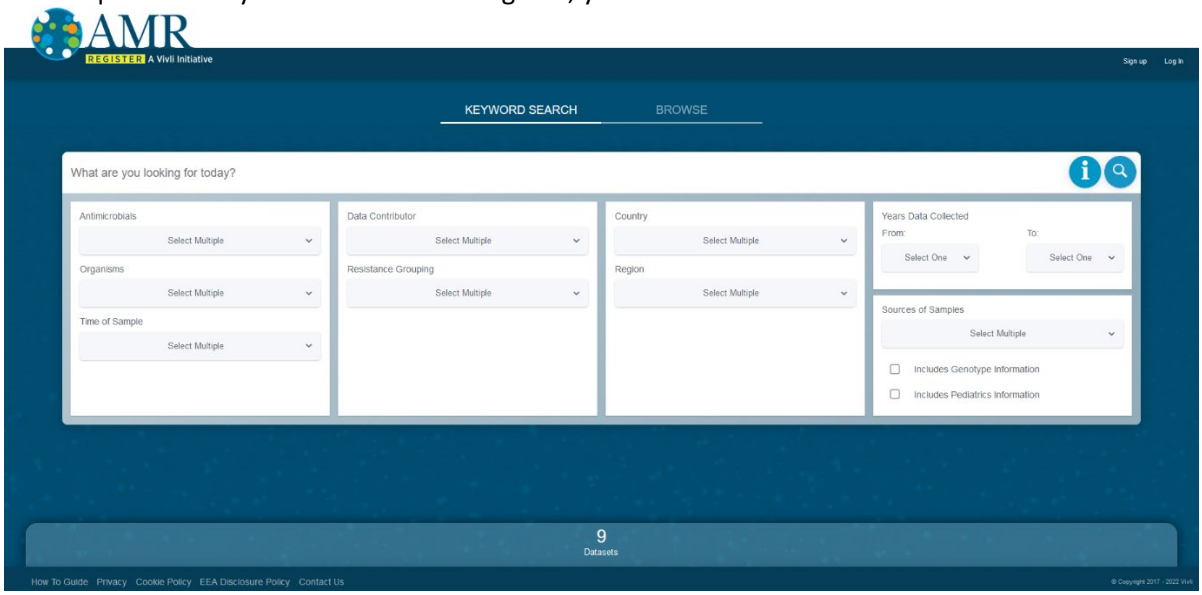


Figure 1 -Search Window (home)

FILTERED KEYWORD SEARCH:

Use this function to search listed datasets using the drop-down filters under each category, for example, Country, Antimicrobial and Organism. You can select one or more items from each list.

First, click on KEYWORD SEARCH; then select the filters required, as shown:

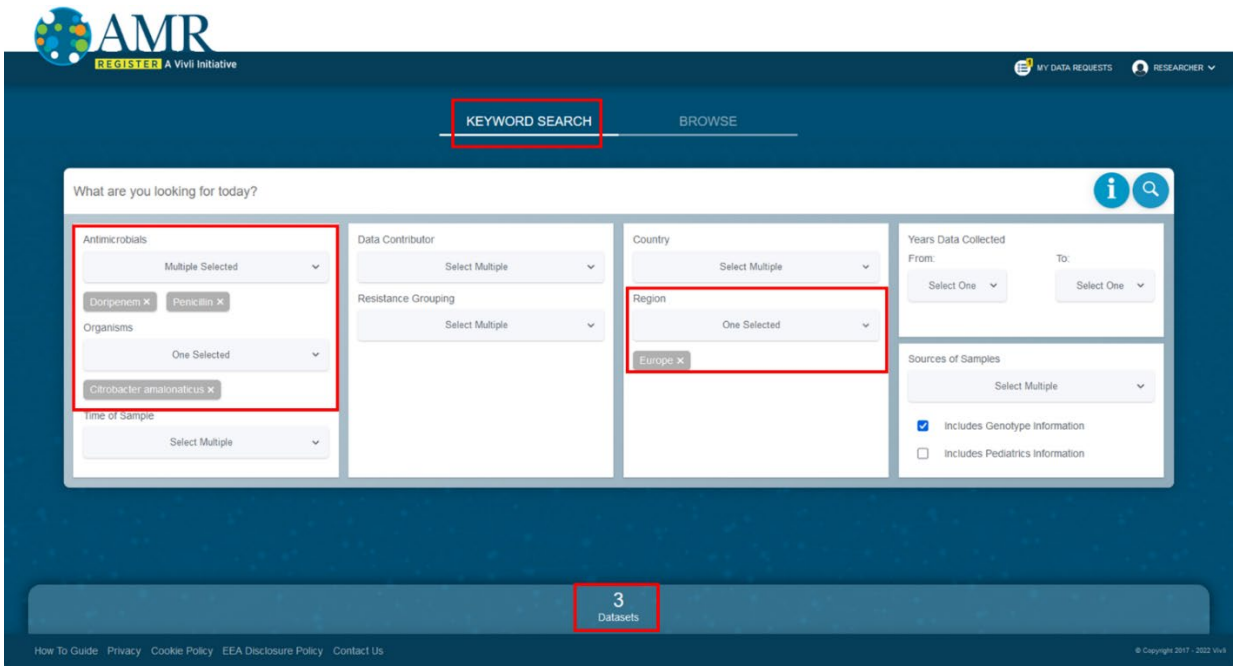


Figure 2 – Filtered Keyword Search

After you have added all the desired terms to the filters, view the results of your search by either clicking on the magnifying glass icon, clicking the number of datasets at the bottom of the screen, or simply pressing enter:

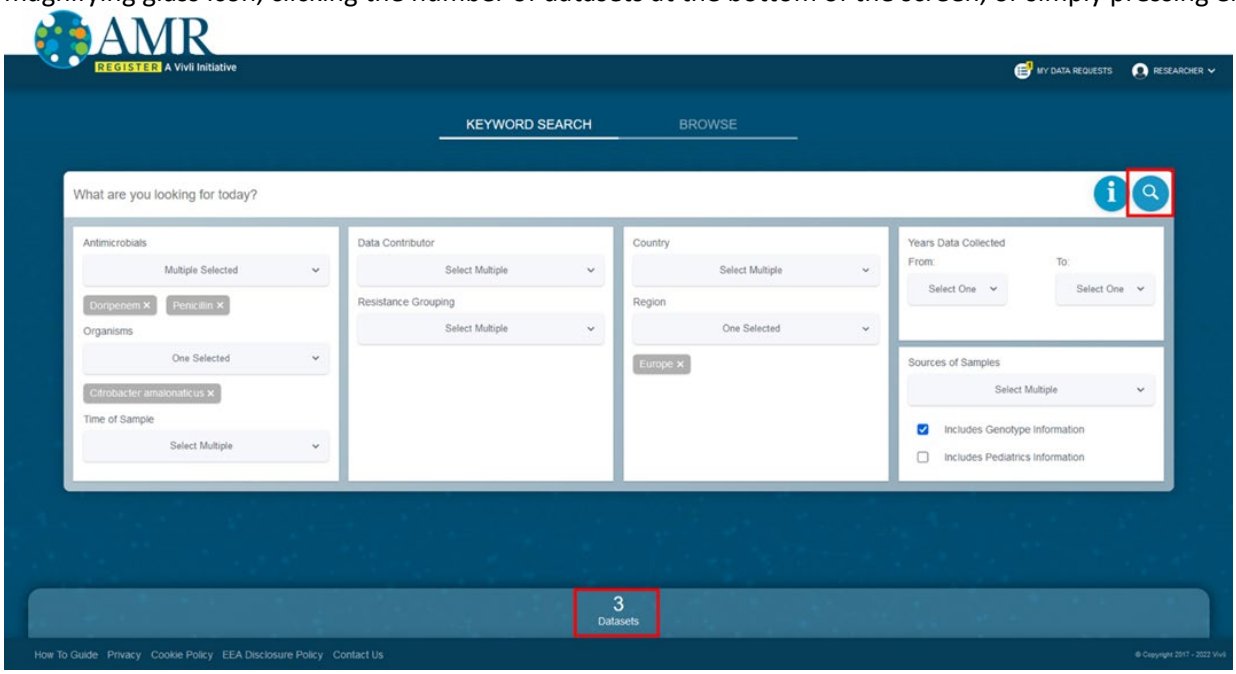


Figure 3 – Viewing search results

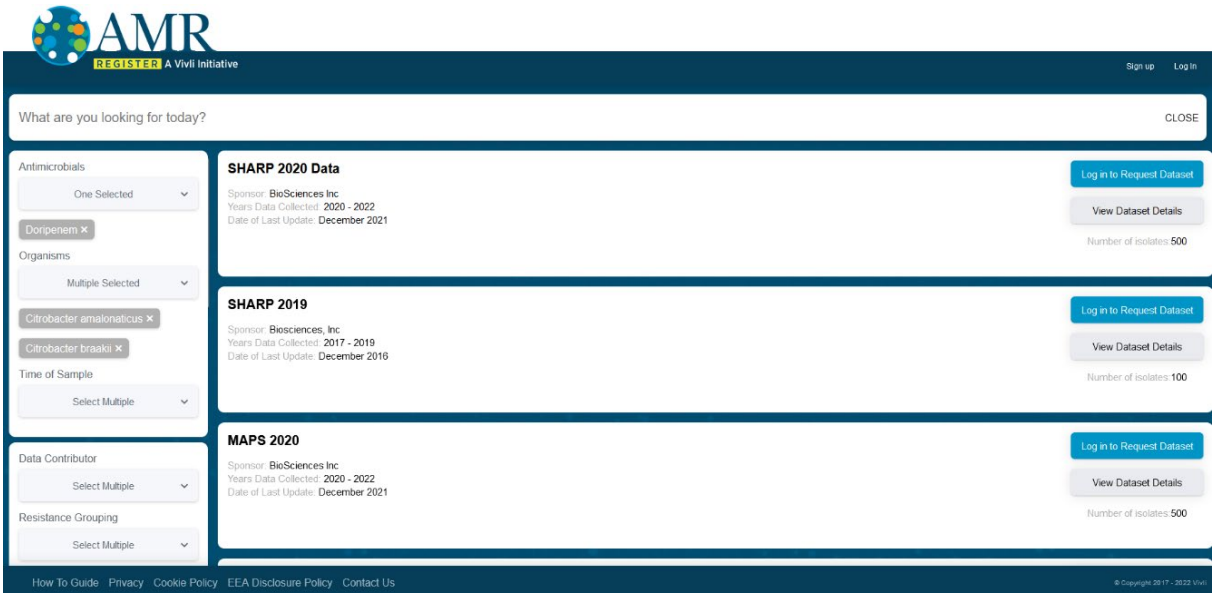


Figure 4 – Search Results

BROWSE Program details:

To BROWSE all of the available programs, click on the BROWSE button to be taken to the program pages on the AMR Register website:

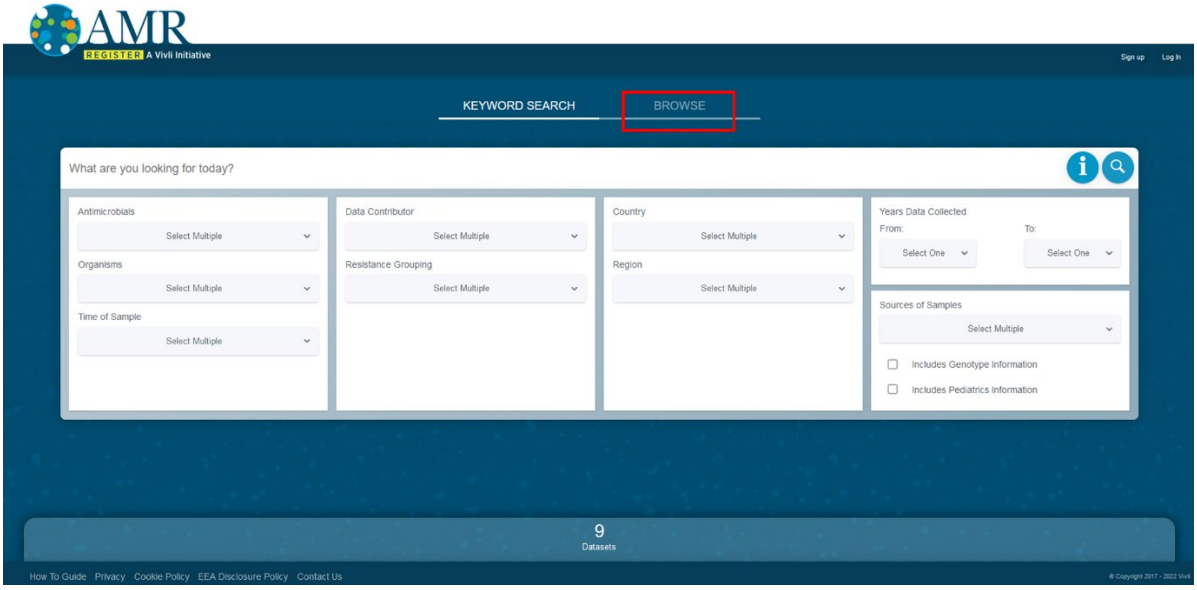


Figure 5 – How to browse all available programs

This will bring you to the research programs page on the website. Click on the '+' sign next to each program name to view the program details and decide whether they meet the needs of your research. You can also go directly to this page at https://amr.vivli.org/resources/research-programs/

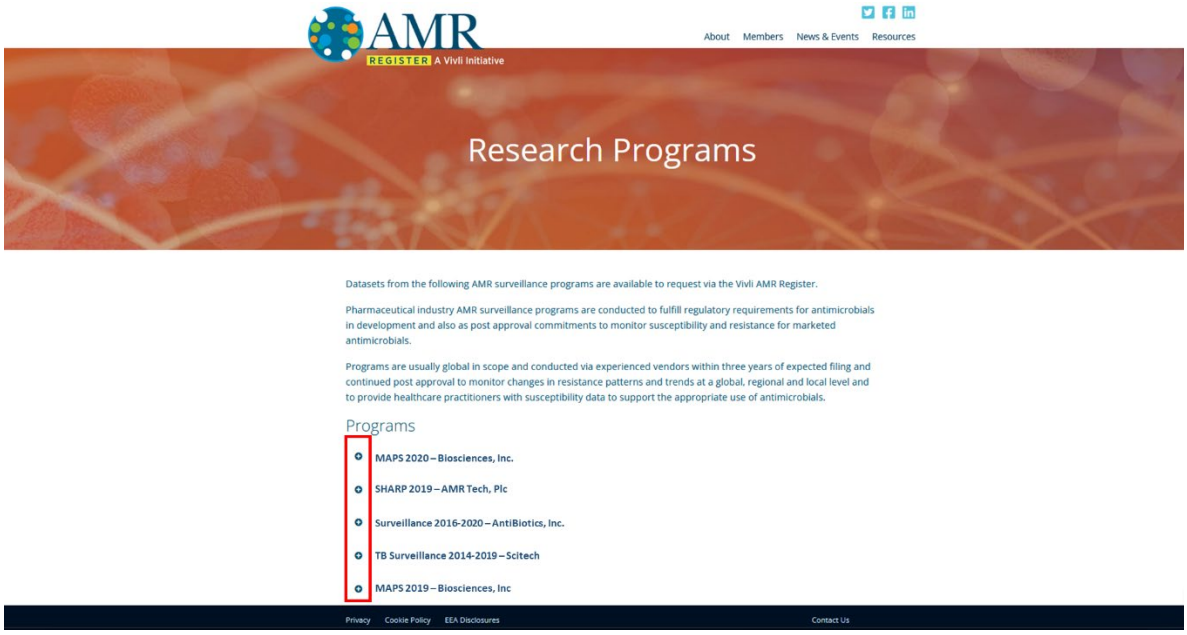


Figure 6 – Research Programs page

View Dataset details:

To view the details of all datasets, or your filtered selection, from the search screen either click on the magnifying glass icon, or click on the number of datasets at the bottom of the screen, or simply pressing enter.

This will take you to the search results screen. Click on 'View Dataset Details' for the program you are interested in to view more information about it.

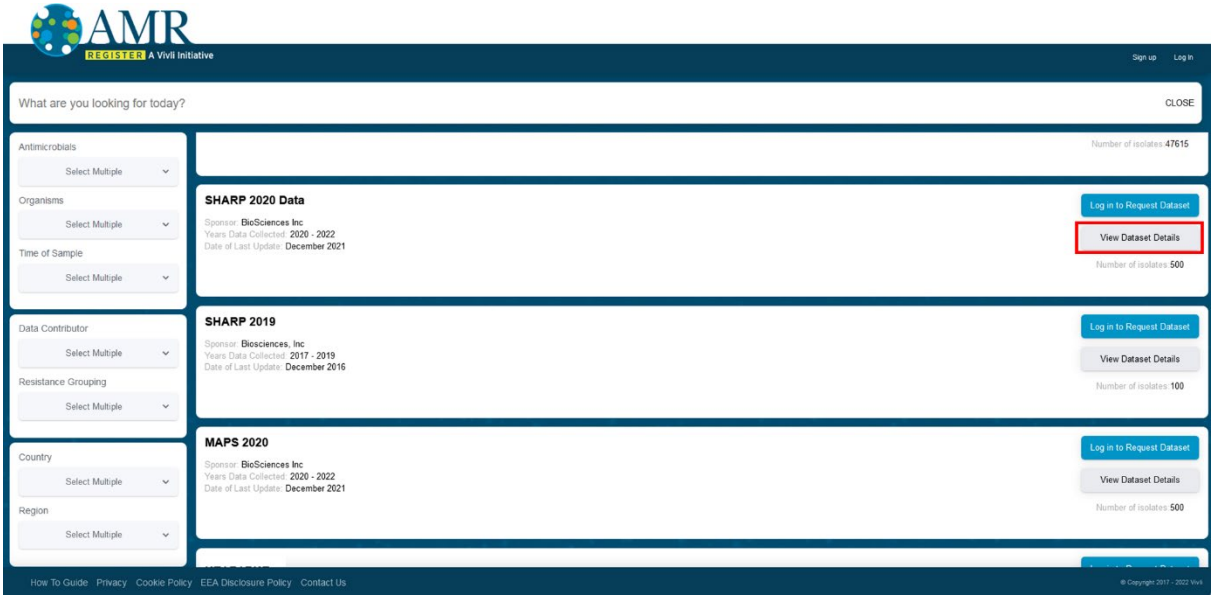


Figure 7 – Search Results – View Dataset Details

The dataset details screen contains information about the dataset:

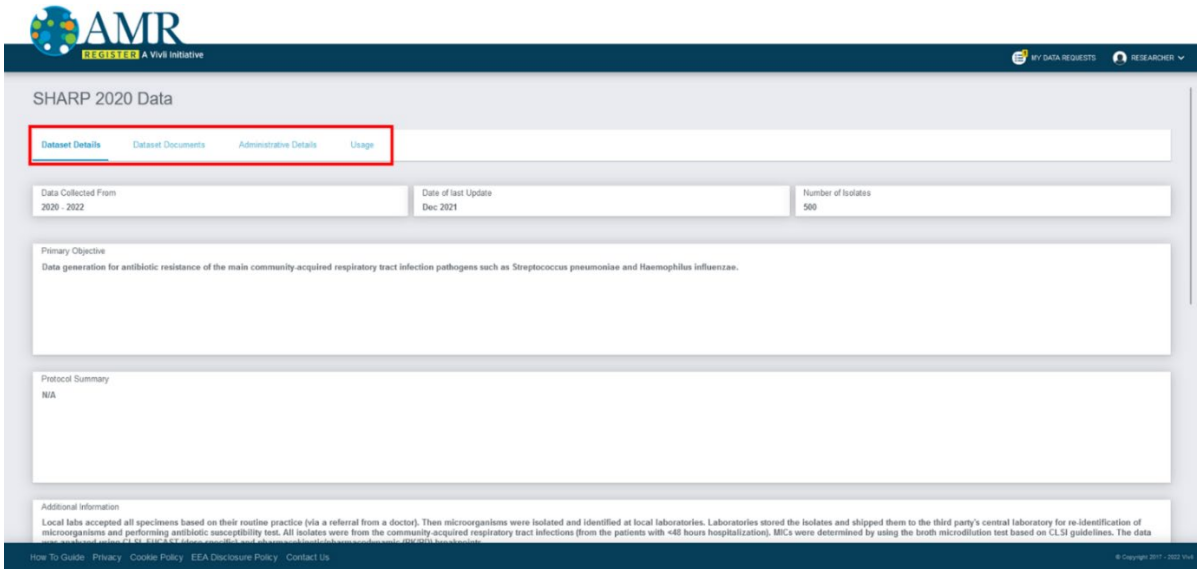


Figure 8 – Dataset Information tabs

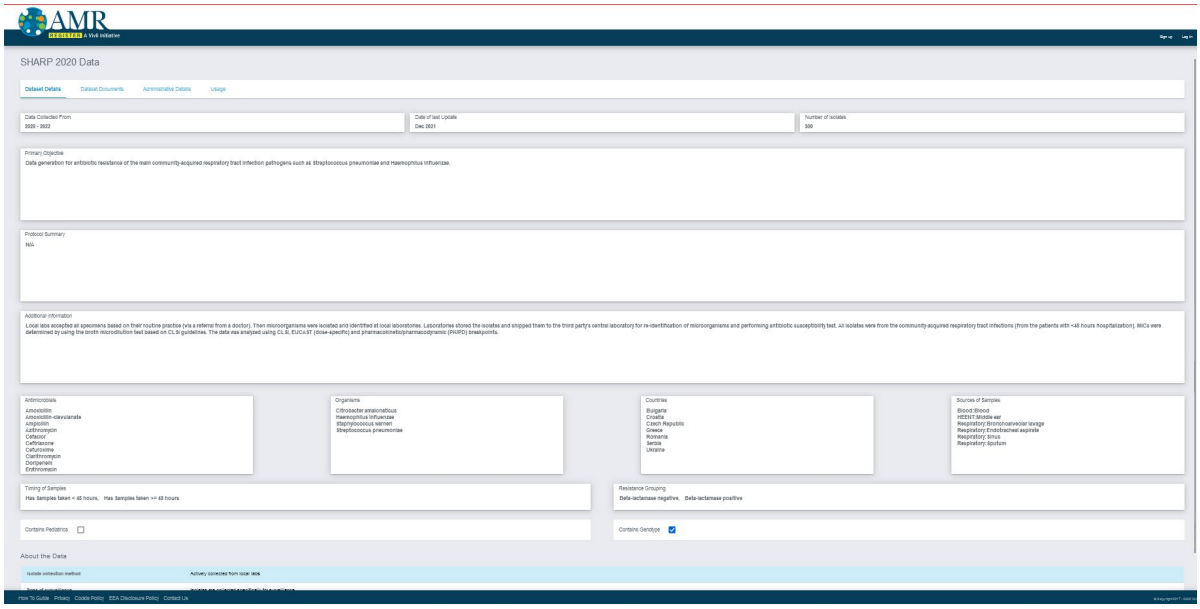


Figure 9 – Dataset Details window

If you have any questions about searching for datasets, please contact amr@vivli.org

1.2 Login/Account Setup

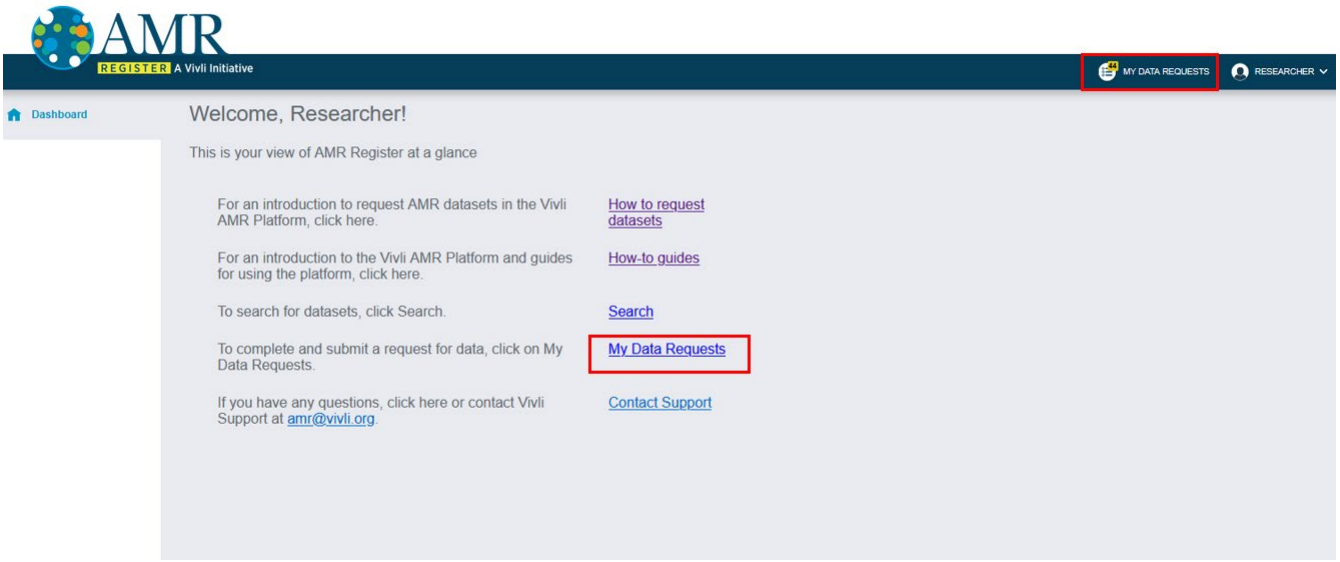
- You must be logged in as a Vivli-AMR register user to begin your data request.
- If you do not have a Vivli account, you will need to set one up before beginning a data request. To learn more about creating a Vivli account, please review our Quick Start Users Guide.

If you are not logged in, you will be prompted to do so:

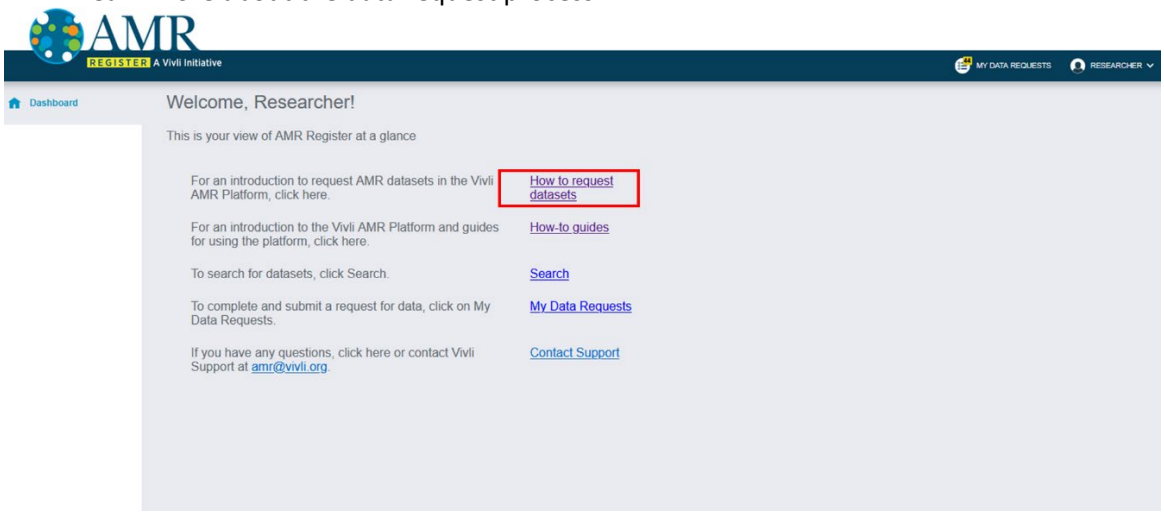
After you log in, you should be returned to the search results window. If not, select 'Search' from the drop-down menu on the top right under your name.

If you come back to the website later and log in, you will first see the following Dashboard. From here you can:

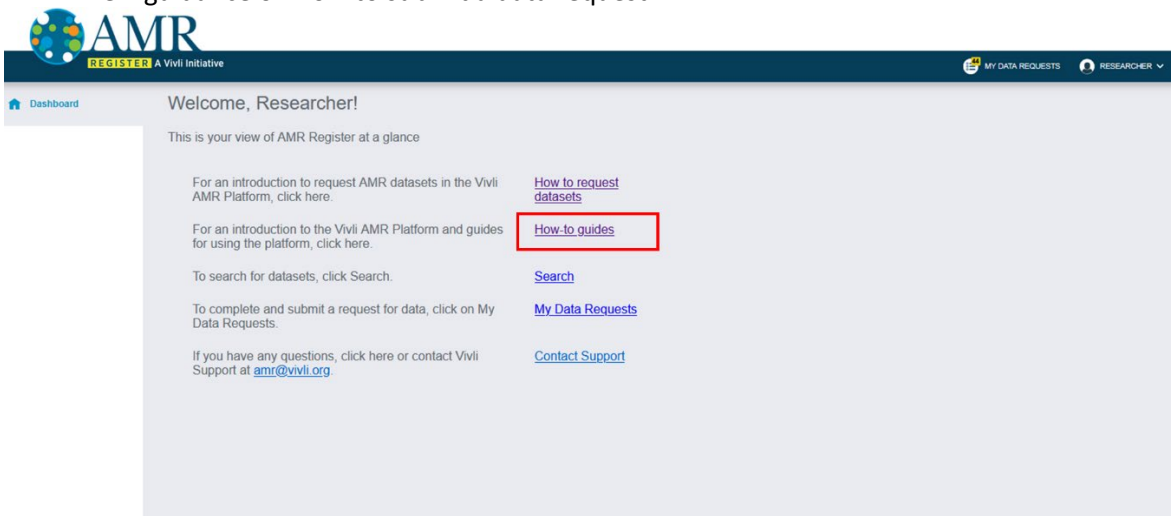
- Navigate to your data requests by selecting 'My Data Requests' in the top right corner, or the middle of the screen



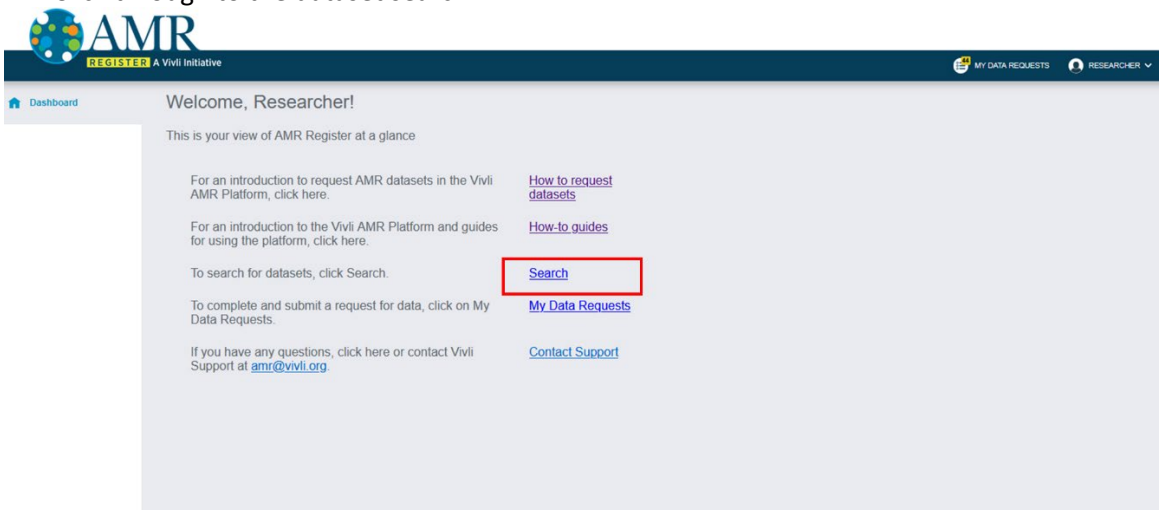
- Learn more about the data request process



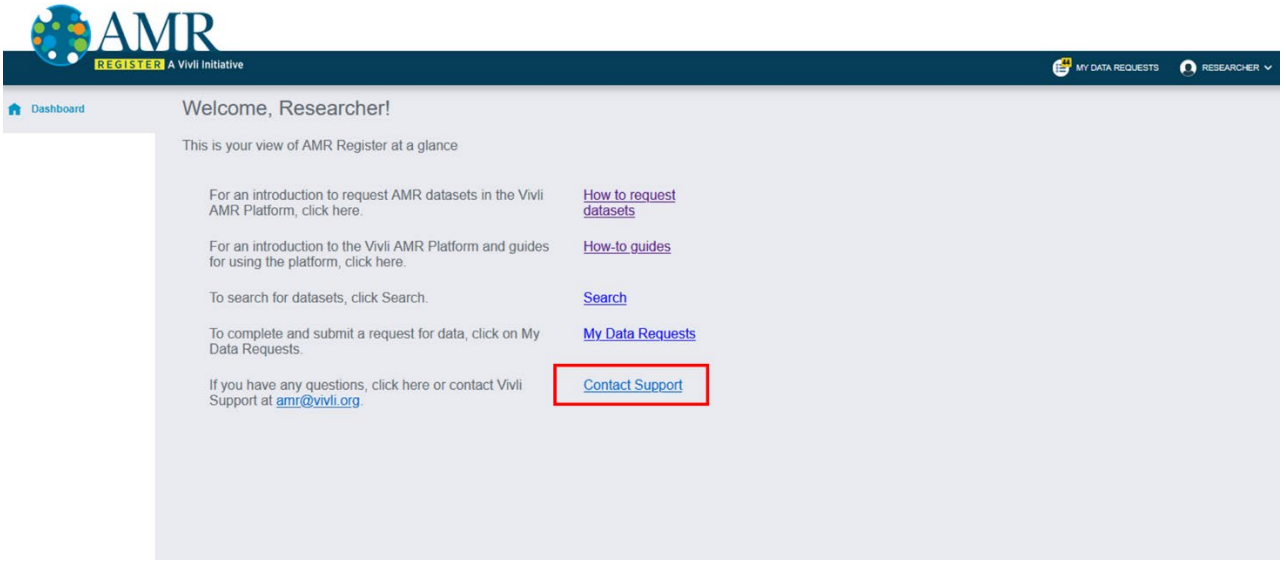
- View guidance on how to submit a data request



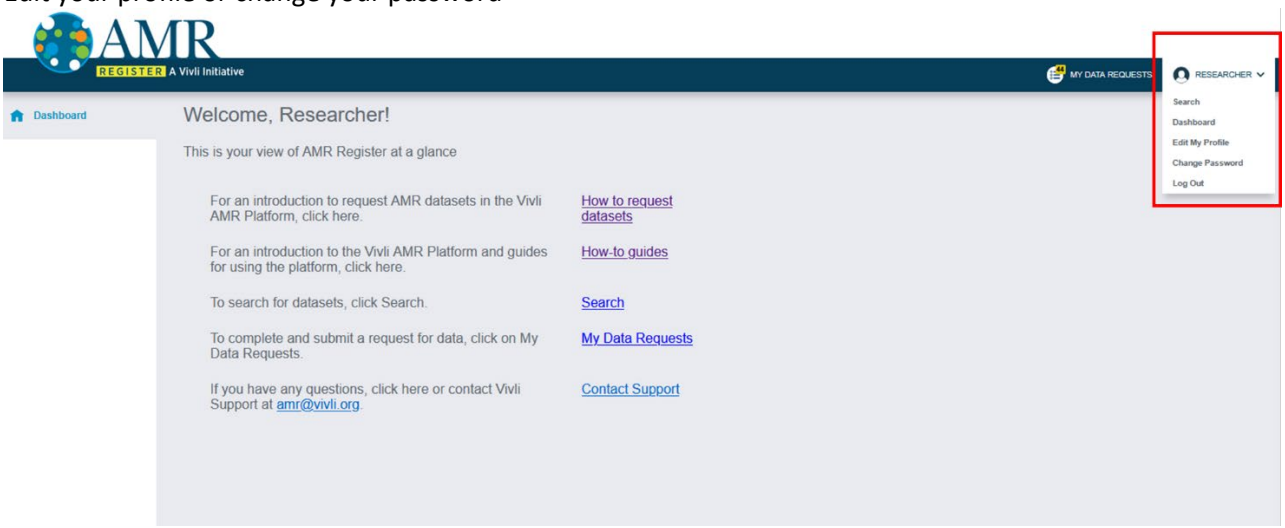
- Click through to the dataset search



- Contact the Vivli AMR Team

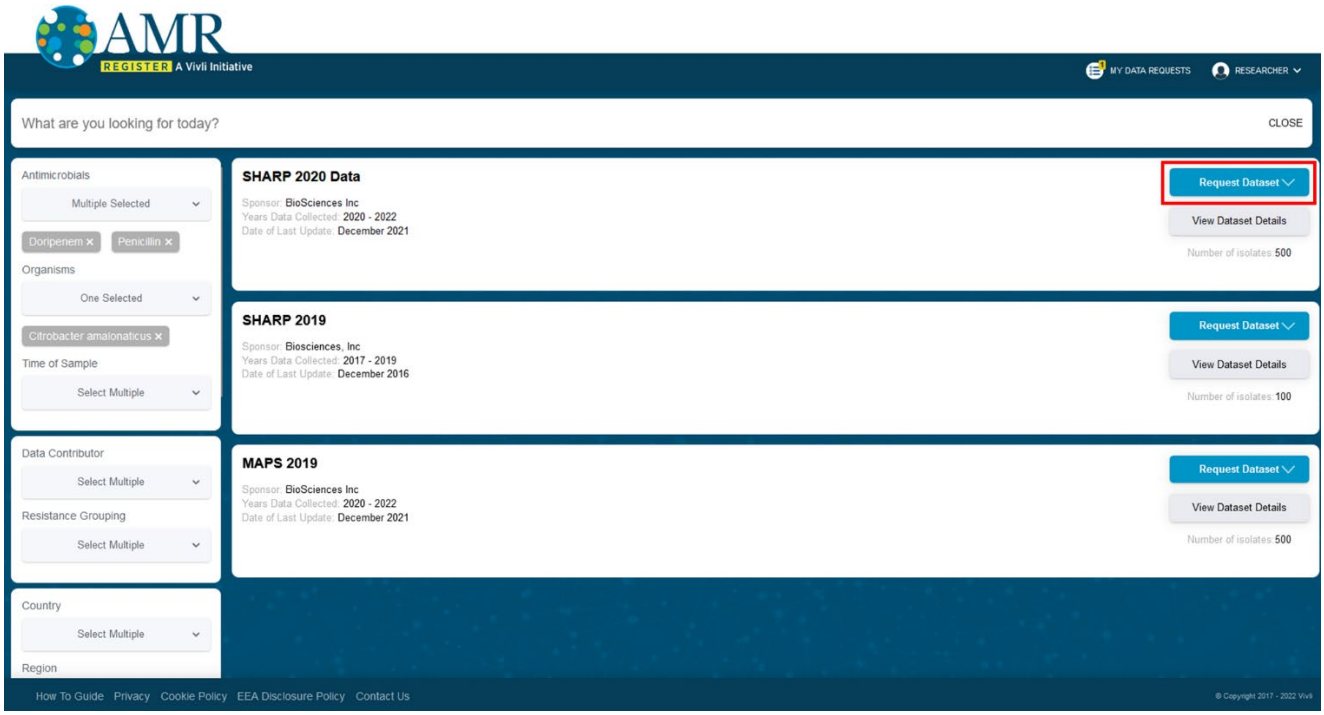


- Edit your profile or change your password

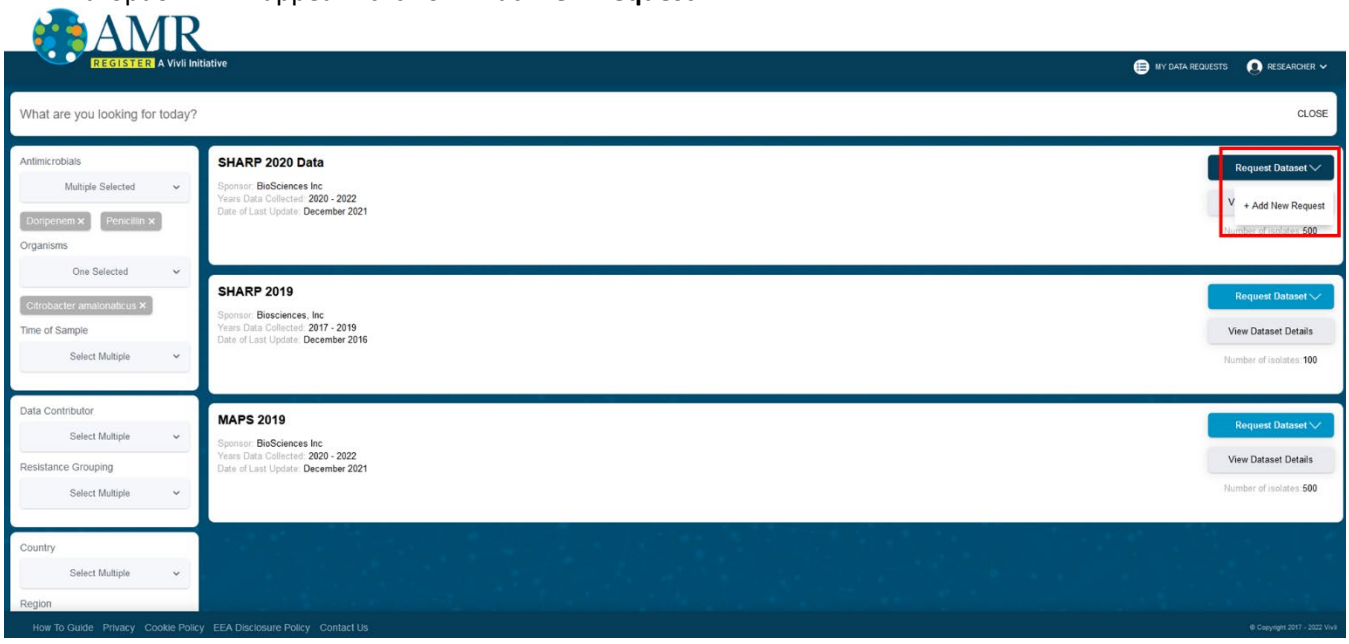


1.3 Add datasets to your data request

1. To add datasets from a search to a Data Request Form, click on **Request Dataset.**

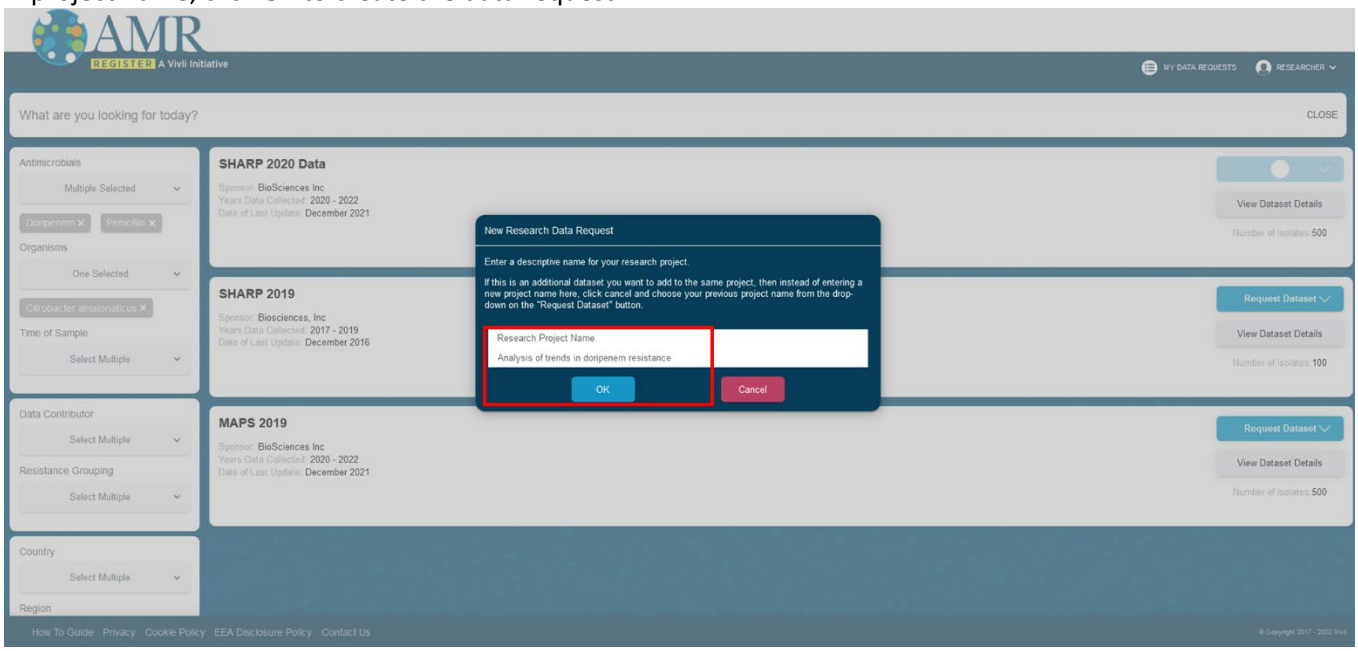


2. A dropdown will appear - click on **+Add New Request**:

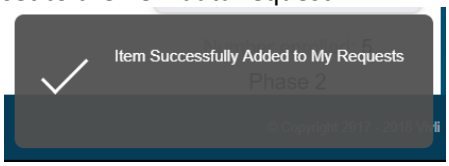


3. A dialogue box will pop up where you can provide the Project name for your research project.
Note: This can be edited before submitting the data request for review. After entering a research

project name, click **Ok** to create the data request.



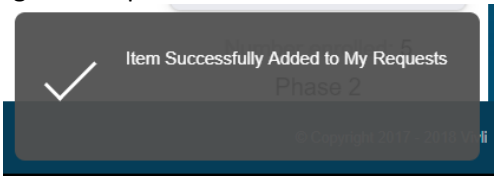
4. A pop-up will briefly appear at the bottom of the screen, indicating that you have successfully added the dataset to the new data request:



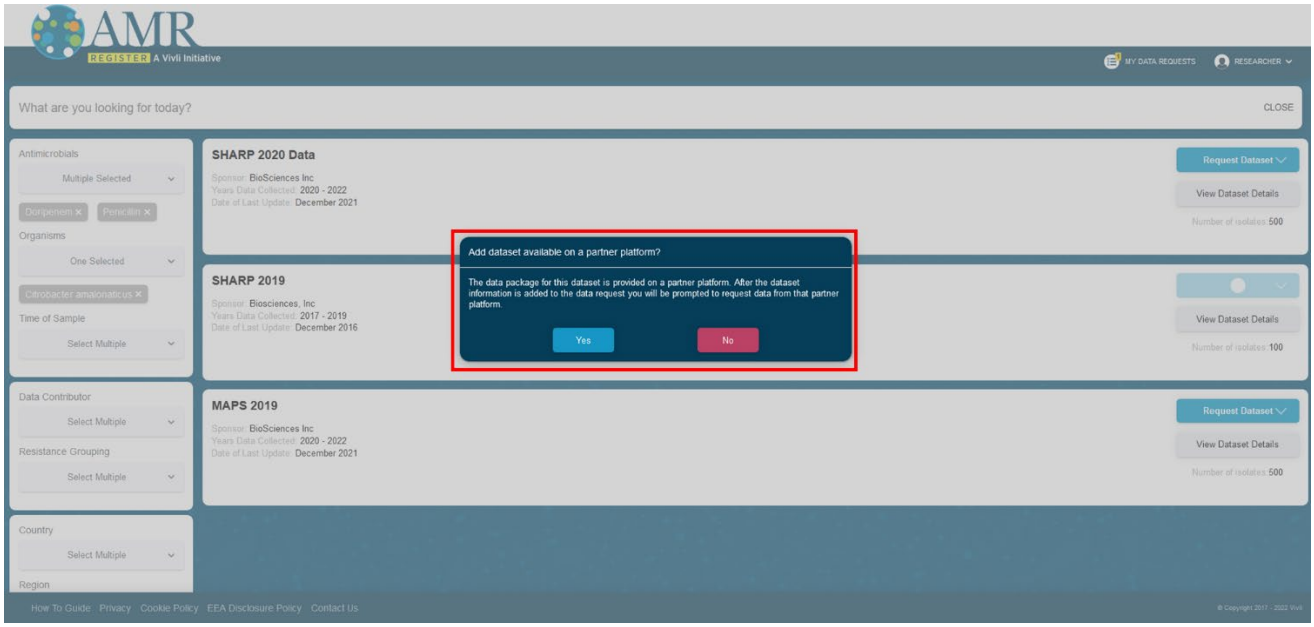
5. You will also get a notification that you may review **My Data Requests** to see the new request:

6. To add an additional dataset to an existing data request, click on **Request Dataset.** Then click on the existing data request's title from the dropdown. Note: If you have multiple datasets to add to your research project, add them to the same request by repeating this step for each dataset you want to request.

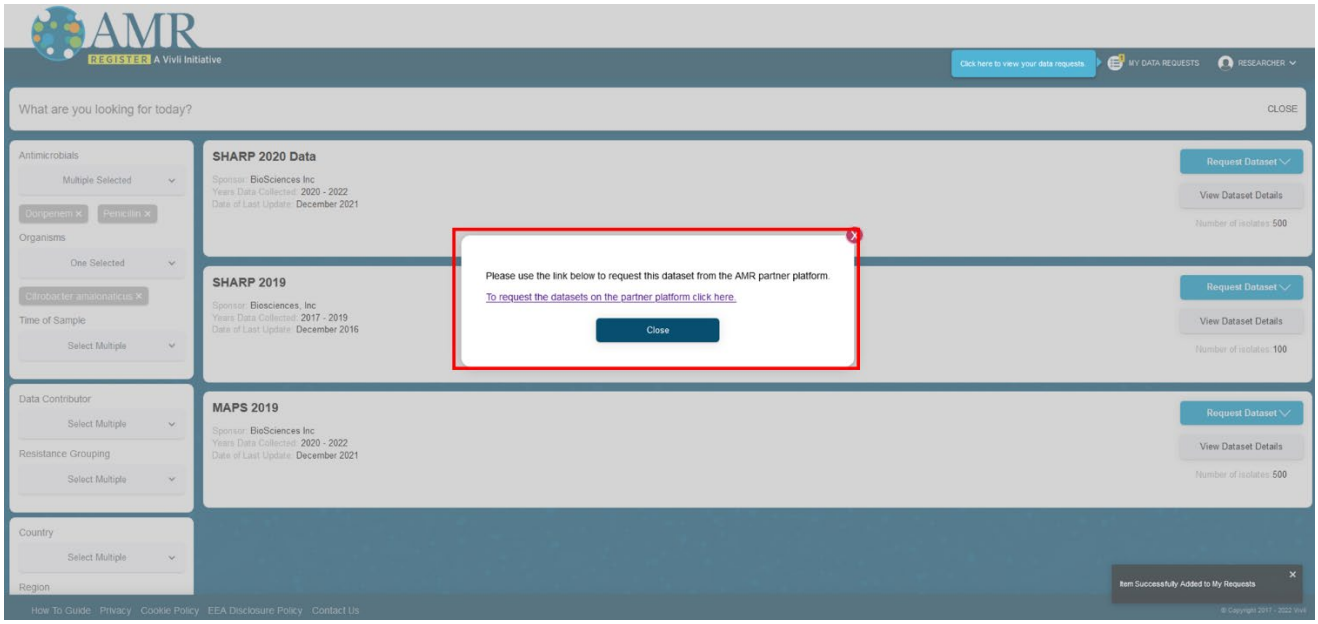
7. You will receive the same pop-up notification indicating that the dataset was added to your existing data request:



8. If you select certain datasets on the AMR Register that are not immediately downloadable, you will be redirected to a partner platform to request access to the data. A pop-up box will appear when you add the dataset to your request to advise that you will be prompted to request the dataset from a partner platform.



9. When you add the dataset to a request, a pop-up box with a link to the partner platform will appear. Follow the link to request access to that dataset. Return to the Vivli AMR Register to continue with requesting other datasets.



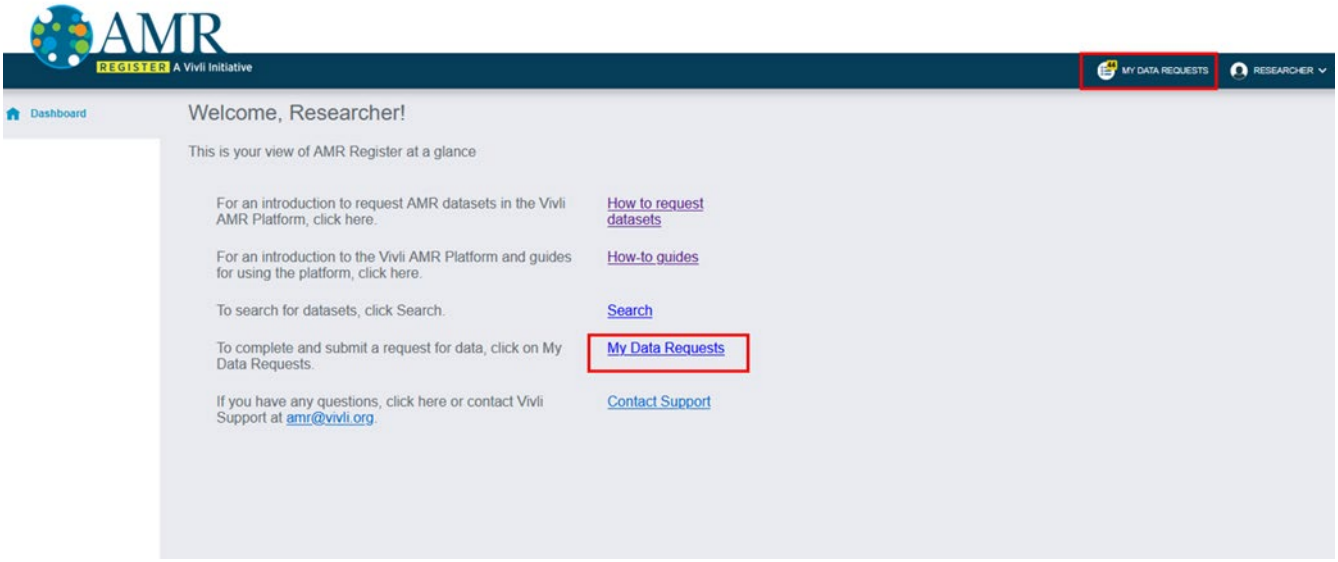
10. Once you have added all desired datasets listed on the Vivli-AMR Register you can complete the Data Request Form (See 2.0 Your Data Requests for more information).

1.4 Active Platform Accounts

1. As part of Vivli's security policy, for accounts to remain active on the platform, we need all users need to log in every six months.
2. If you have not logged in for more than six months, the Vivli team will email you asking that you go in and log in to their accounts. The Vivli team cannot accept notifications via email to keep these accounts active. It will require you to go in and log in to every six months.
3. If this is not done within 10 business days, the account will be de-activated. If you want your account re-activated, you can email us at amr@vivli.org and, we can re-activate your account at any time.

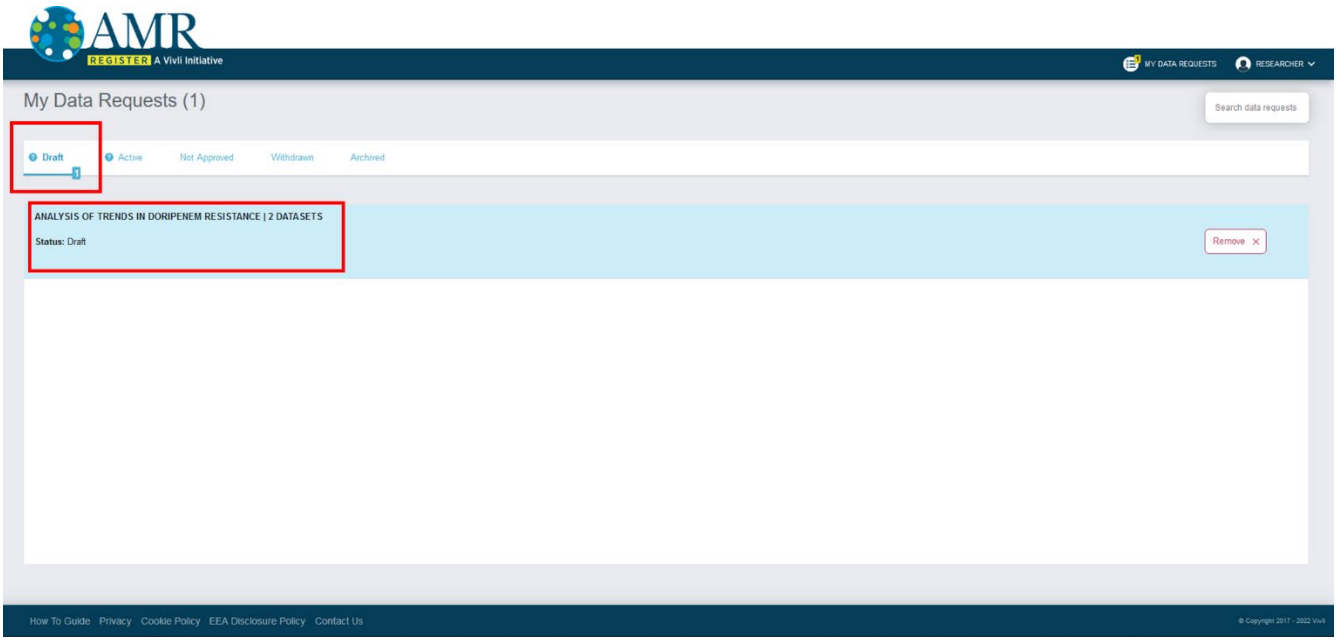
2.0 Your Data Requests

When you are logged in, to find your data requests, click on **My Data Requests** along the top right corner, or in the middle of the screen:



This will take you to your data requests page, where you can navigate to complete the Vivli-AMR Data Request Form and check the status of any previously submitted data requests. For guidance on how to fill out the data request, click on the 'How-to-guides' link, or please see Data Request Form worksheet.

Click on **Draft** to see any incomplete or new data requests:

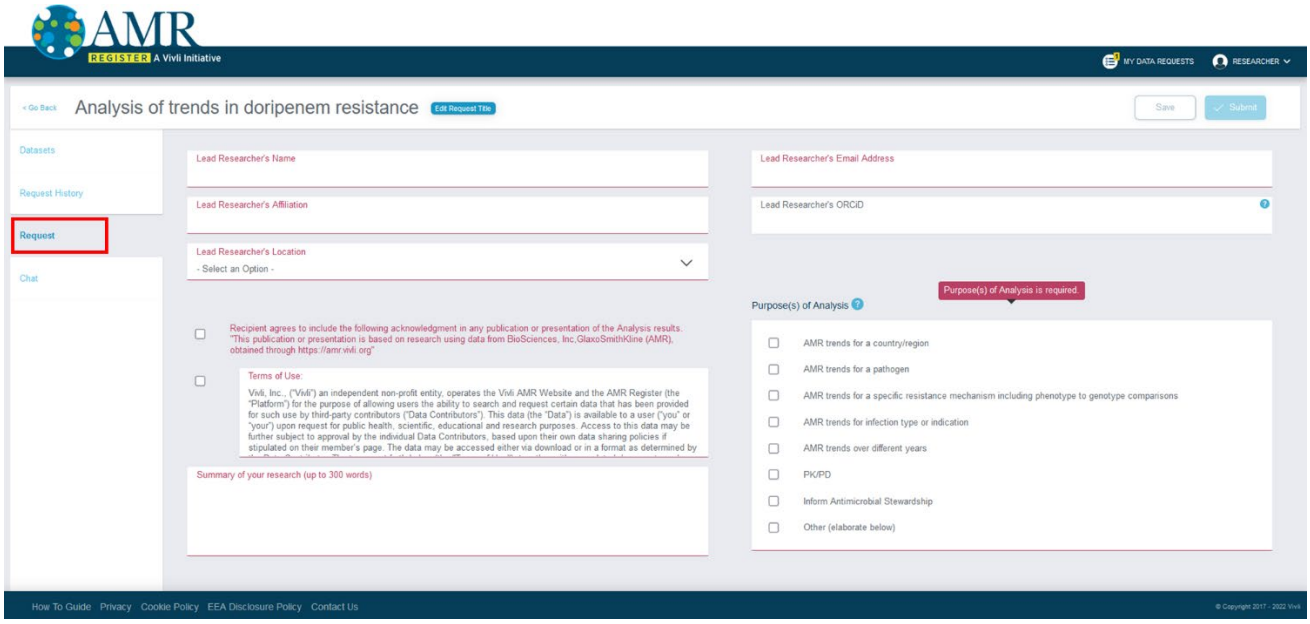


Click on the data request to open the data request

2.1 Completing a data request

To complete a data request, you must add all required information to the Data Request Form. For guidance, please see Data Request form worksheet. Please note that the data request must include:

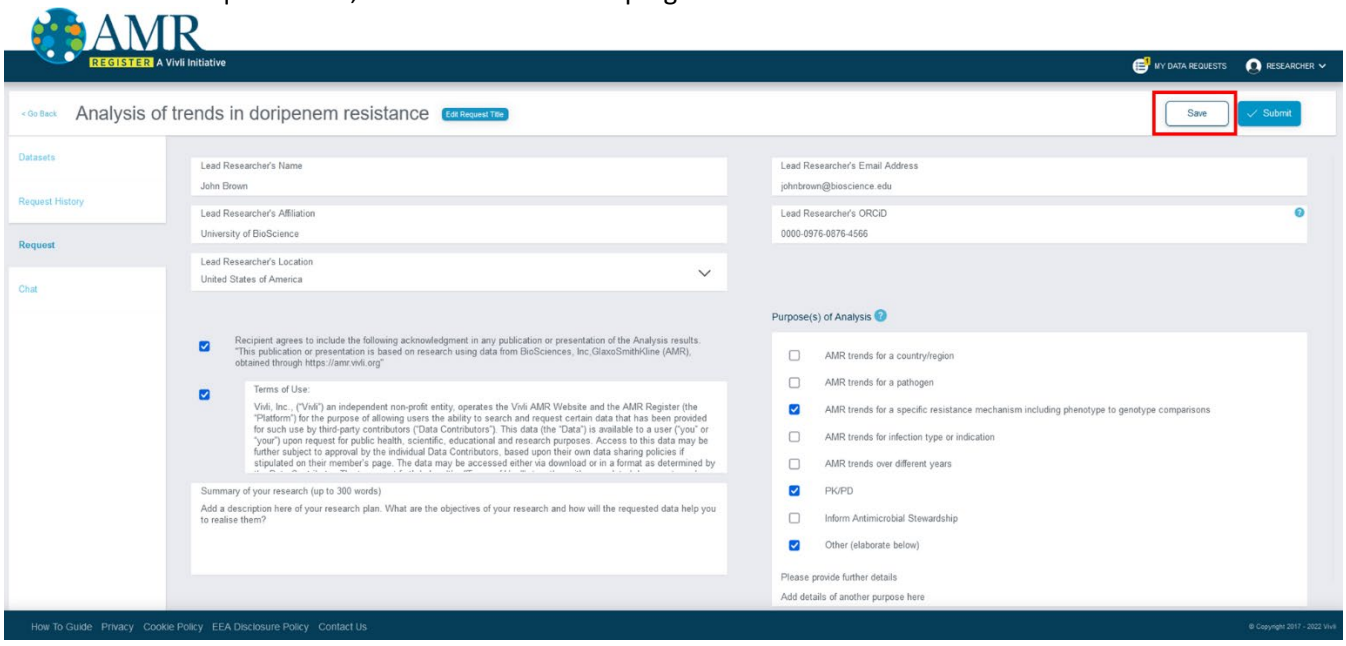
- Researcher's name, affiliation, country location, email address
- Brief summary of the research plan (up to 300 words) – this should include information on how your planned research will advance science in one or more of the following ways:
  --Help improve patient outcomes
  --Strengthen stewardship
  --Inform public health practice
  --Strengthen health systems
- Purpose(s) of analysis
- Attestation that a researcher will acknowledge data contributors and Vivli in publications or presentations
- Agreement to platform terms of use
- ORCiD is optional



2.2 Saving your data request

You do not have to complete the Data Request Form in a single session; you can save the Data Request Form as many times as needed prior to submission.

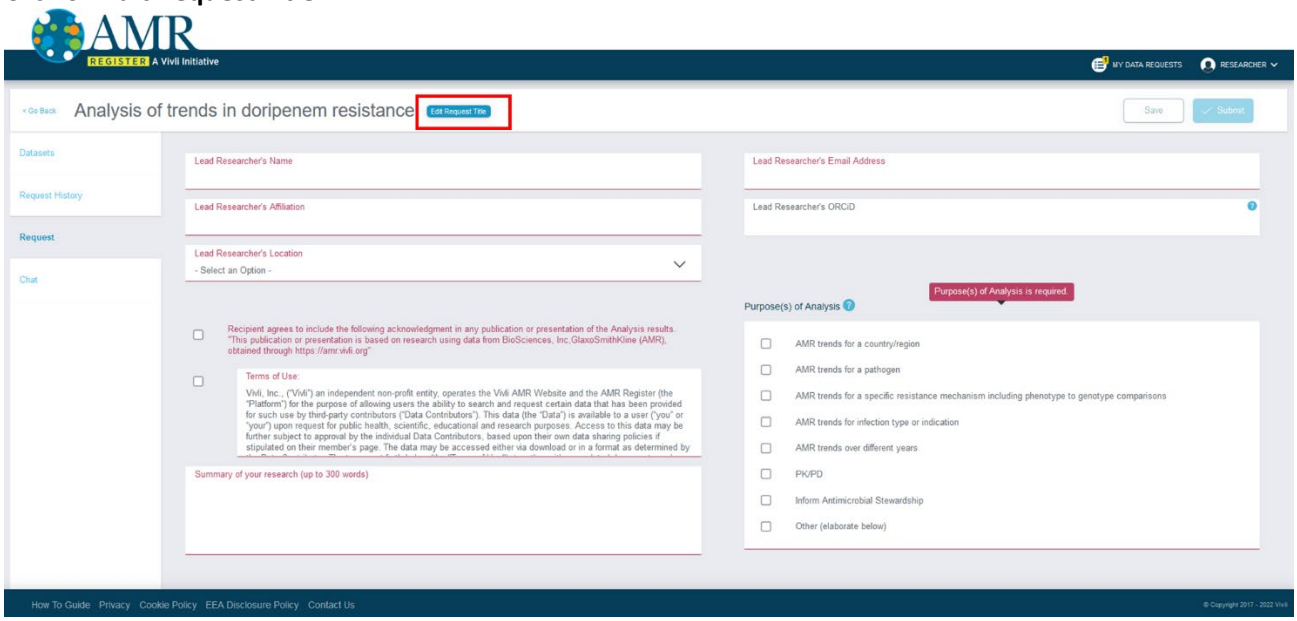
To save a Data Request Form, click on **Save** in the top right corner of the screen:



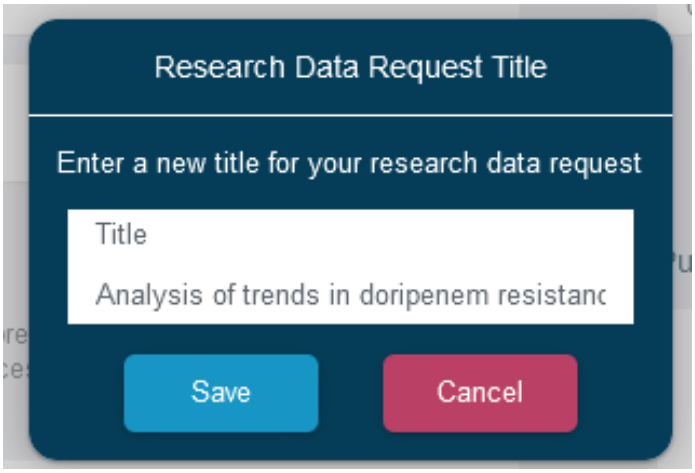
2.3 Editing a data request

Before the data request form is submitted, you may edit any part of your request, including the Title of your data request as it will appear on the Data Request Form and Vivli-AMR Dashboard.

1. Click on **Edit Request Title:**

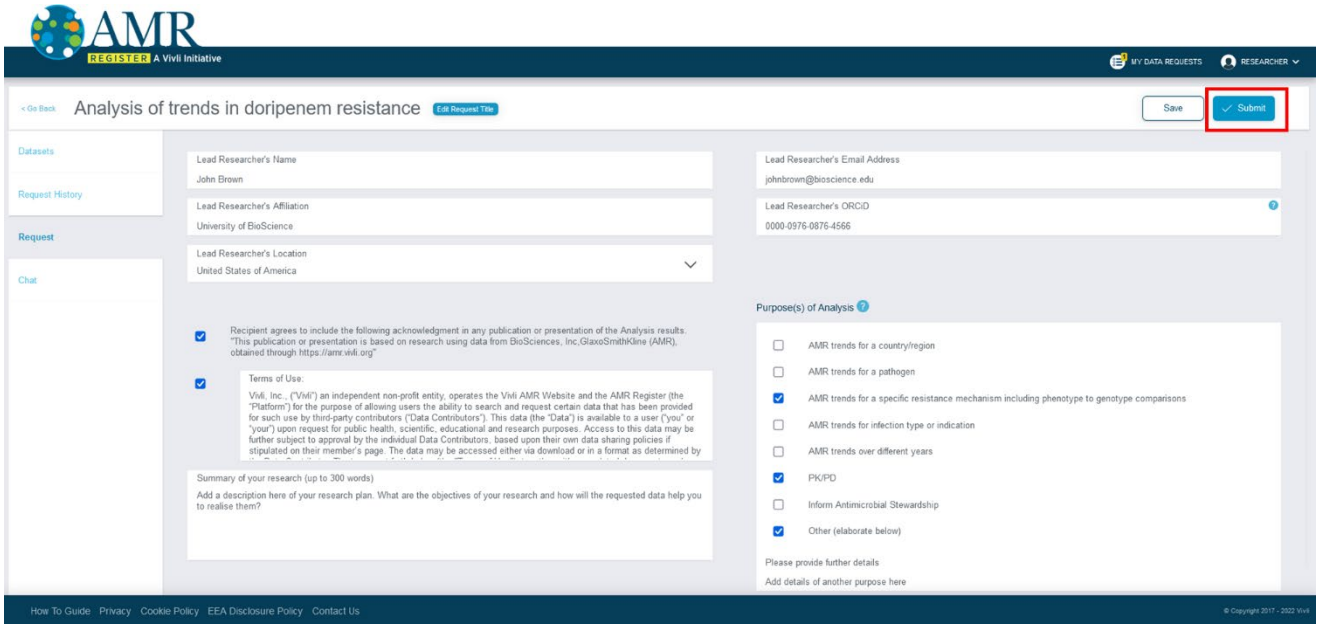


2. The following dialogue box will pop up. Add a new title and then click **'Save'**:



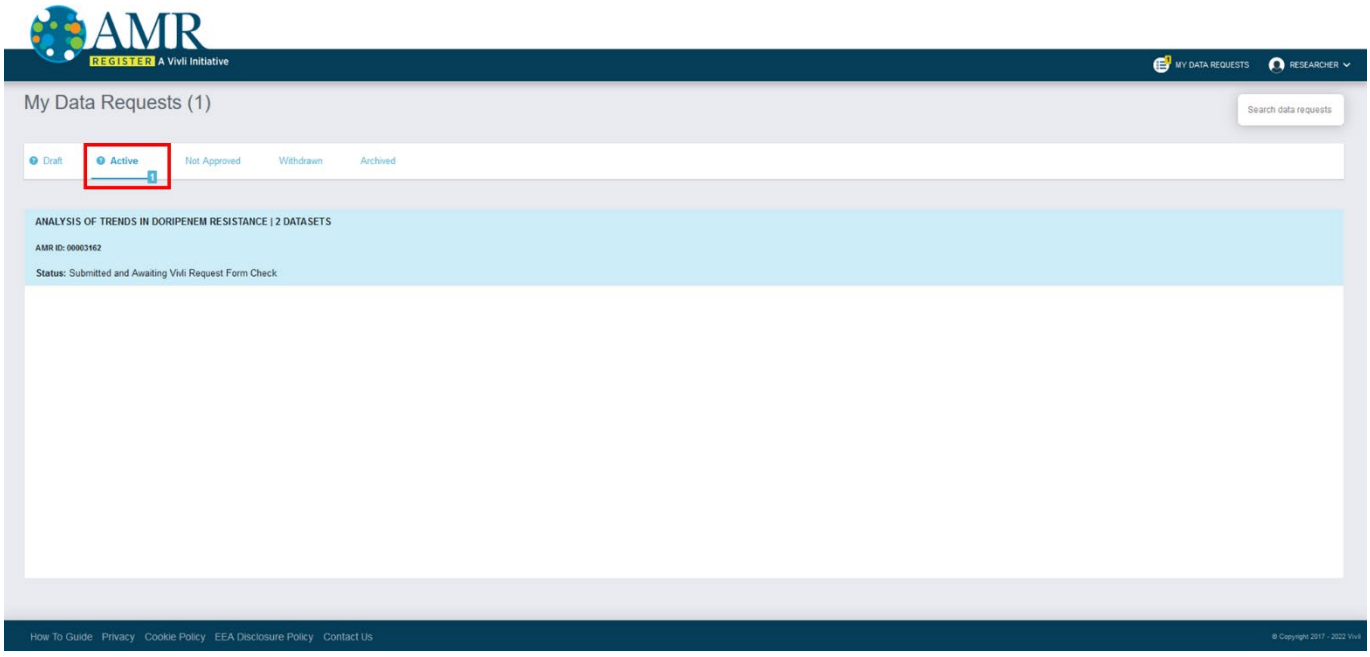
2.4 Submitting your data request

1. Once the Data Request Form is complete, you may submit it.
2. Do not submit a form before it is complete, as you will be unable to make changes once it has been submitted without contacting Vivli through the open Chat on the platform.
3. Please make sure that you have added all the desired datasets to your data request.
4. To submit a Data Request Form, simply click the blue box marked **Submit** in the top right corner of the screen:



5. If the Submit button is still light blue

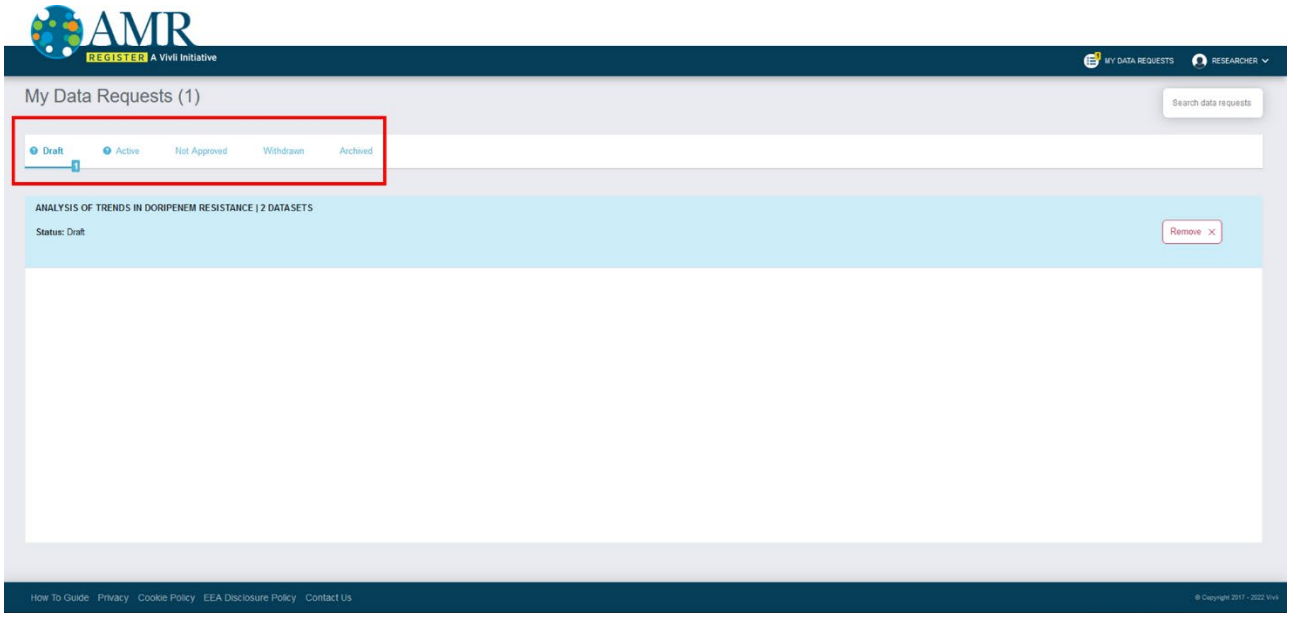
and does not respond to a click, you have a required field that is not completed. You can look for a field with red text which indicates that a required field needs to be completed.
6. Once you click submit, the data request will now appear under **Active** in your Data Request Status bar:



7. The status bar contains 5 sections:

Draft: Displays Data Requests that are being drafted but not yet submitted and hence don't have a Vivli ID.
Active: Displays Data Requests that are in progress. This includes requests in the initial Vivli form check stage, requests that were sent back to drafts, requests in the Data Contributor Review stage (if applicable), requests

where the datasets have been downloaded.
Not Approved: Displays Data Requests that are not approved. It also temporarily displays requests where revisions were requested until the Vivli Admin moves the requests to draft.
Withdrawn: Displays Data Requests that were withdrawn.
Archived: Displays Data Requests that were completed.



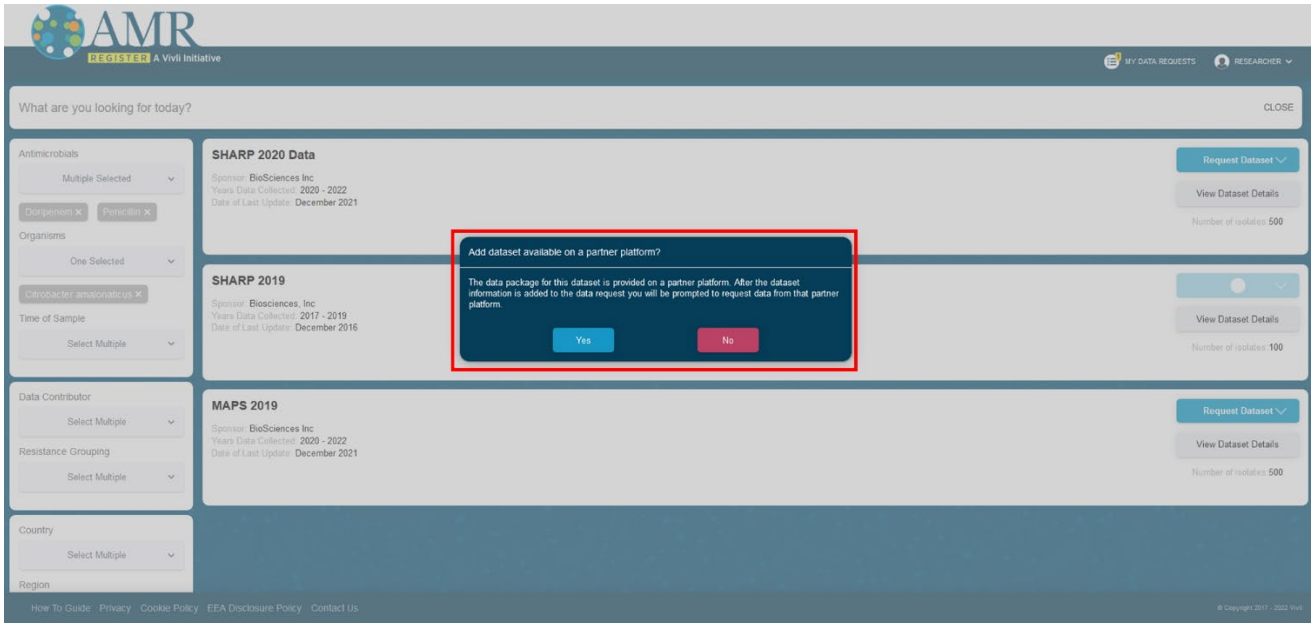
3.0 Requesting Vivli-listed datasets provisioned by external providers

3.1 Overview

- Some datasets are listed and searchable on the Vivli platform but will be requested and accessed via a Partner Platform.
- If you are requesting multiple datasets and one of them is provisioned in a partner platform, in addition to completing the Vivli-AMR request form for the Vivli-provisioned datasets, you will be redirected to request access to the non-Vivli provisioned dataset directly through the Partner Platform.
- If you are requesting only datasets provisioned in a partner platform, you will be redirected to request access to those datasets directly through the Partner Platform.

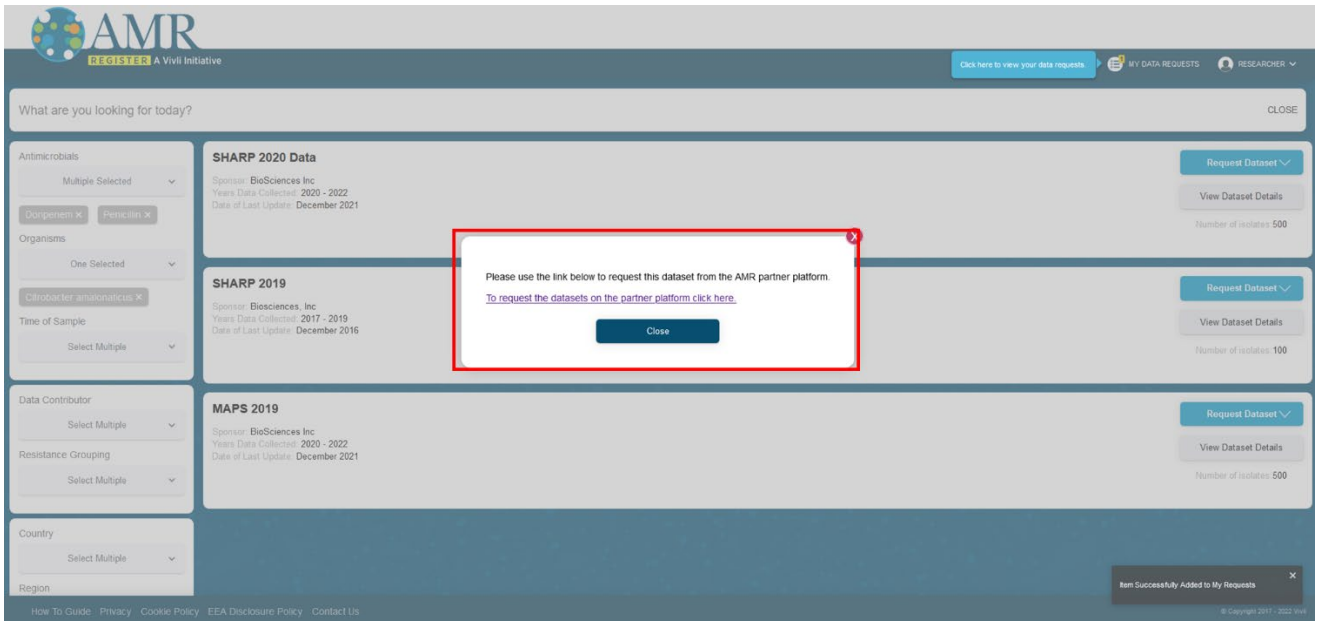
3.2 Requesting datasets provisioned by external providers

1. When attempting to add a dataset in this category to a Data Request Form, the following pop-up will appear:



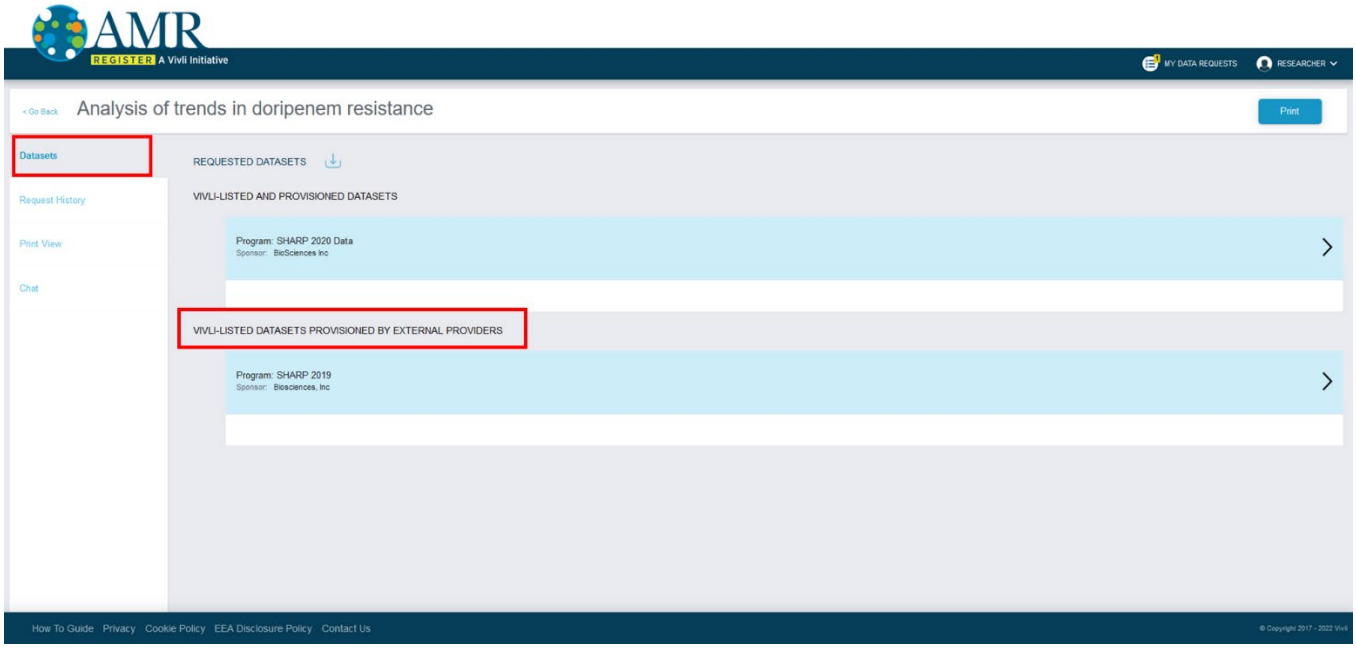
2. When you have added the dataset to a request, a pop-up box with a link to the partner platform will appear. Follow the link to request access to that dataset. Return to the Vivli AMR Register to continue with requesting other datasets.

   Note: this link will open up the Partner Platform Website in another browser tab.



3. Complete and submit the request on the Partner Platform.

4. Datasets in this category will appear in the ‘Datasets’ tab of your request under the header ‘VIVLI-LISTED DATASETS PROVISIONED BY EXTERNAL PROVIDERS’



4.0 Modifying or revising your data request

4.1 Overview

- If necessary, you may modify your data requests.
- You can make as many changes as needed before submitting your data request.

4.2 Modification after submission

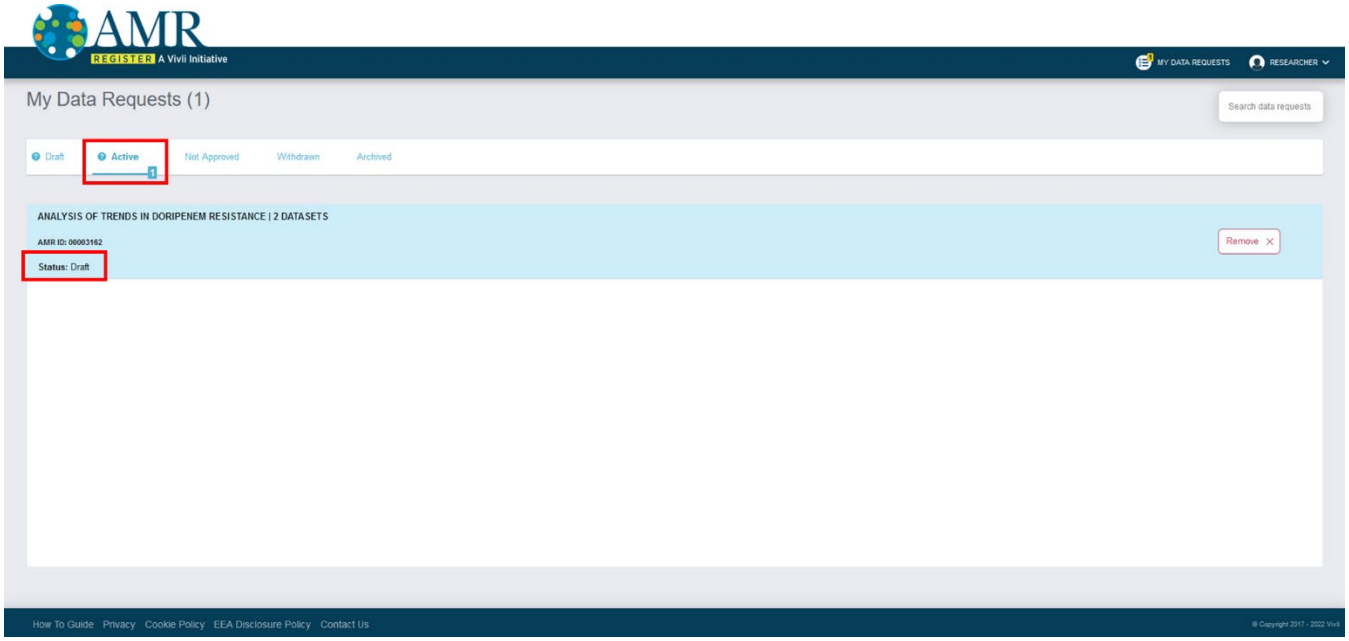
To modify your data request after you have submitted it, please contact Vivli via open chat on the platform.

4.3 Requested revisions to your data request

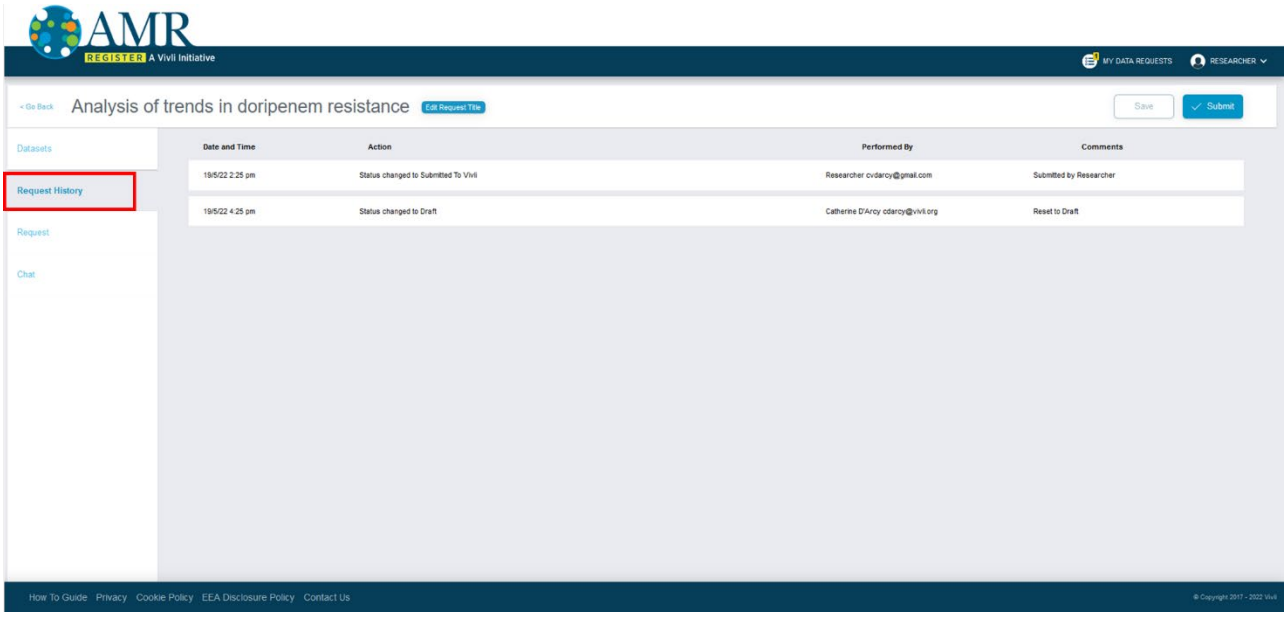
- At times, the Data Contributor or Vivli may request that you make changes to your data request.
- If this is the case, you and the Lead Researcher will be notified via email.
- The specific changes requested will be placed in the Chat window.
- If you fail to make requested changes, the data request may not be fulfilled.

4.3.1 Steps for revising request

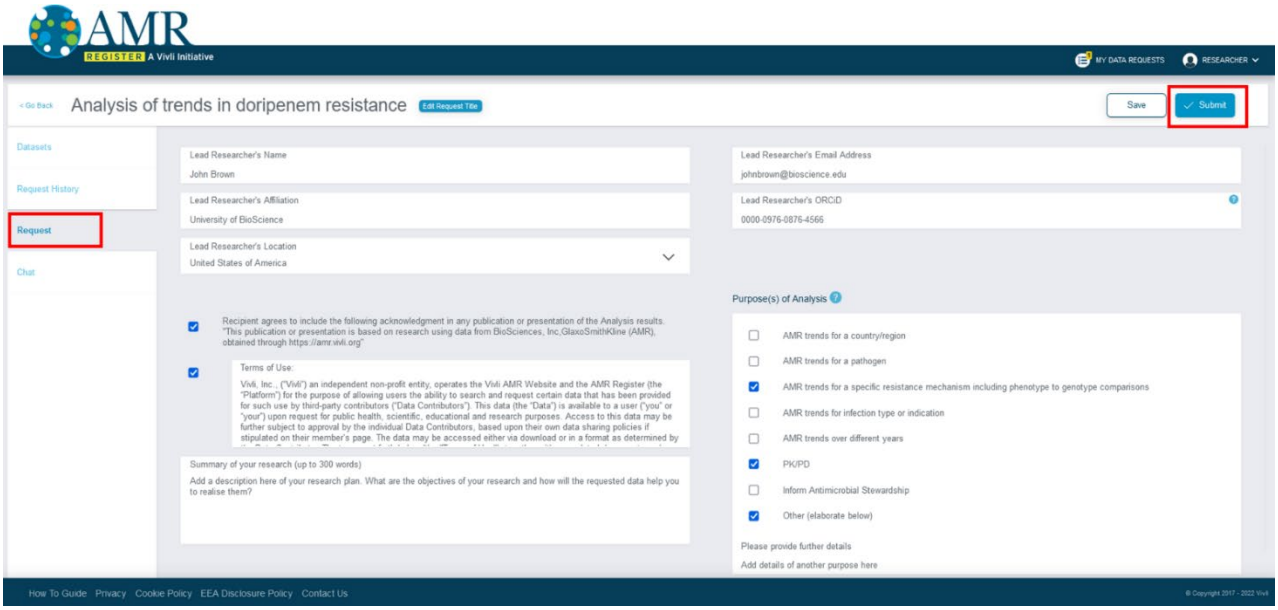
1. If any party requests revisions to the Data Request Form, the Vivli Admin will return your data request to 'Draft' status, but it will be under '**Active'** in the data request bar:



To review the request history and see any comments related to your data request, open the data request and click on the **Request History** tab. You may also review the chat associated with your request for any additional comments or use the chat to ask for any clarifications about the revision request.



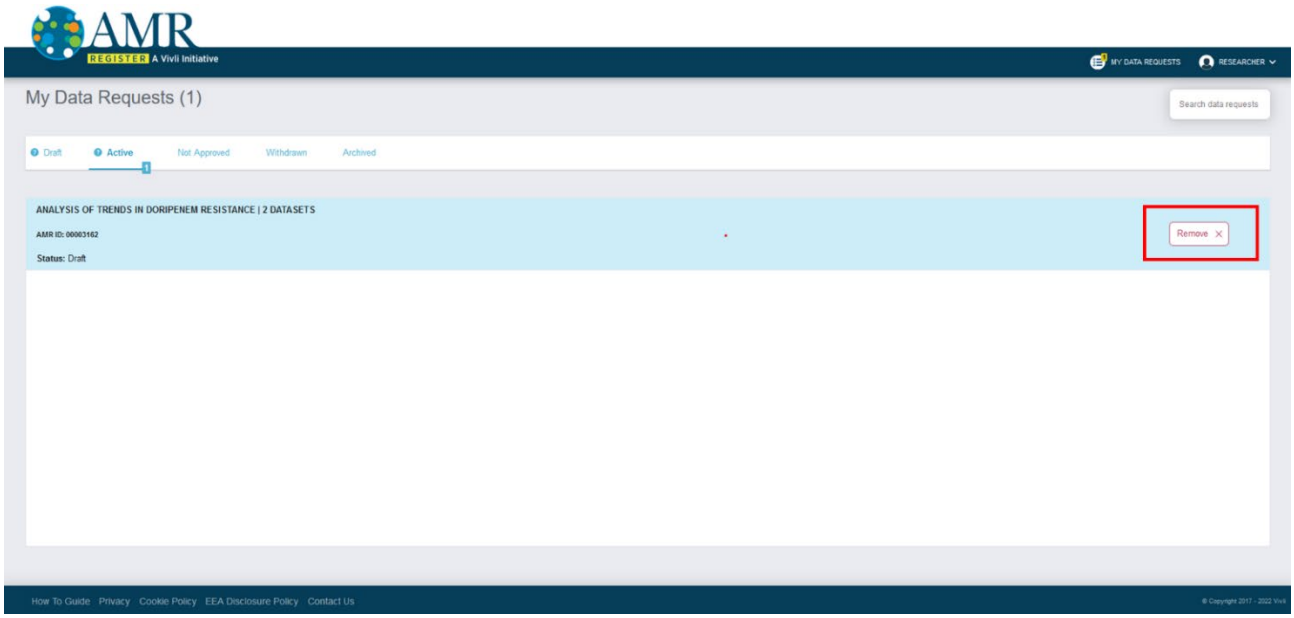
2. Go into the 'Request' tab. From there, you may revise and resubmit the Data Request Form:



4.4 Deleting Data Requests

Please note, if you delete your data request, the Vivli Administrators **will not** be able to retrieve it for you. Hence, please reach out to the Vivli team via chat or amr@vivli.org if you would like to withdraw your data request.

If you are sure you want to delete your request, you can do so using the 'Remove' button:



4.5 Withdrawal process

If you decide to withdraw your request, you can reach out to the Vivli team via chat or through amr@vivli.org and request withdrawal.

A Data Request will be considered non-responsive when it has met the following criteria:

- When the request has been submitted and returned to Drafts for revision (and)
- Has not been revised and resubmitted (and)
- No response is received from the researcher to Vivli Admin for 4 months following weekly and bi-weekly check-ins in chat.

After 4 months, the Vivli team will place a note in chat, and send via email informing you that multiple attempts to contact the researcher have been unsuccessful and your request will be considered withdrawn and moved to the Withdrawn state on the platform. If you respond to this message within 30 days, the request can continue through the process. After 30 days, the request is considered abandoned and moved to the withdrawn status. You may contact Vivli at amr@vivli.org anytime to move the request back from withdrawn to drafts. The same applies for inactive requests that are in drafts for more than 4 months.

5.0 Communications

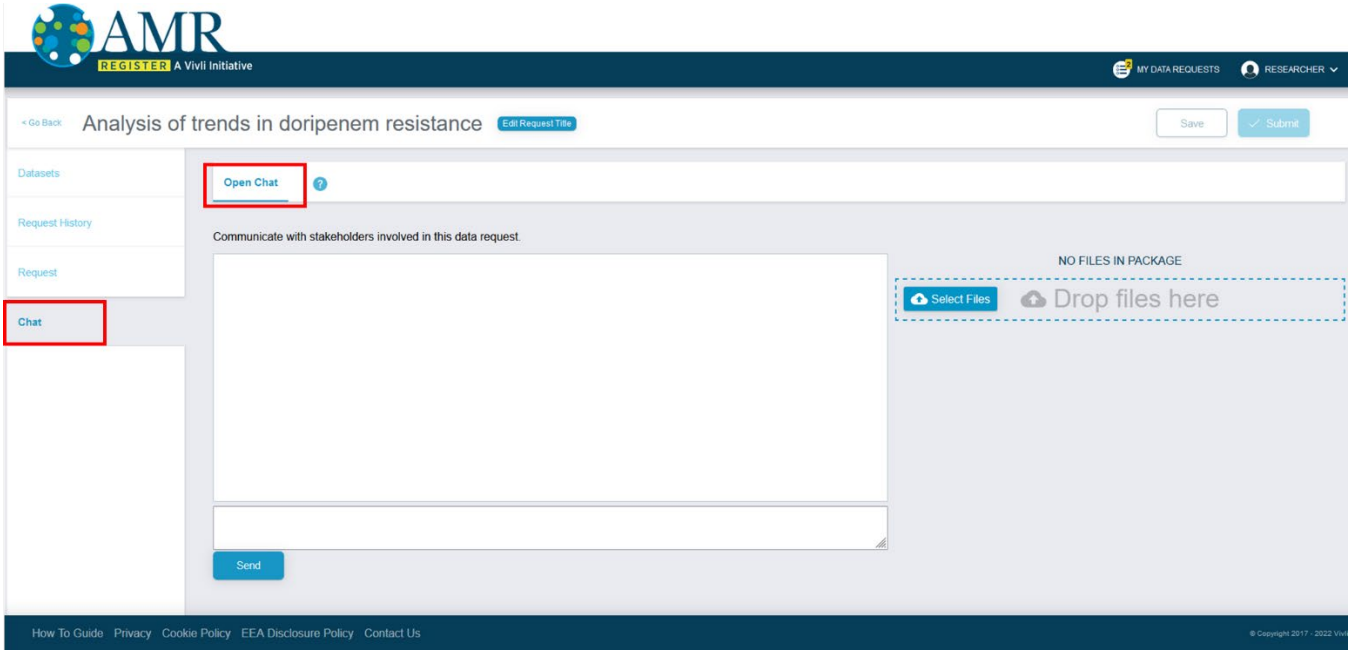
5.1 Open Chat

- You can use the open chat within the data request to communicate with the Vivli team.
- Please note that messages in chat are visible to all persons attached to a data request.
- When any other party enters a message in chat, you will receive an email notification

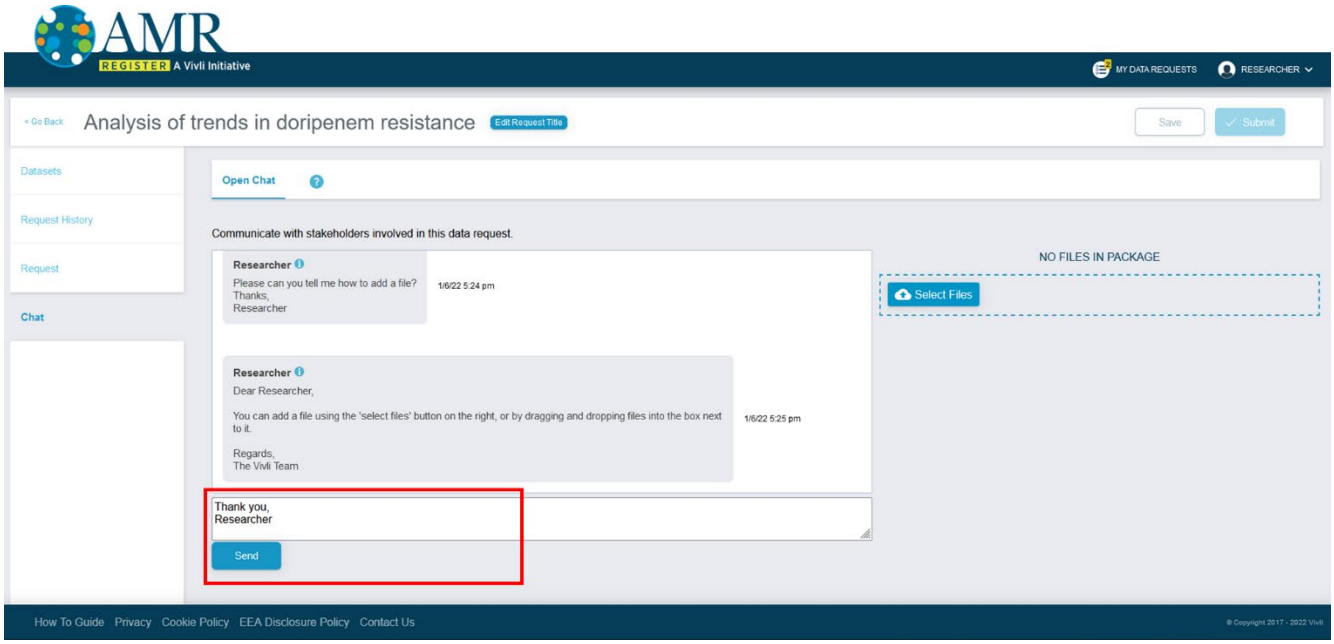
5.2 Steps, creating a chat message

1. Log on to the platform and Go to My Data Requests tab:

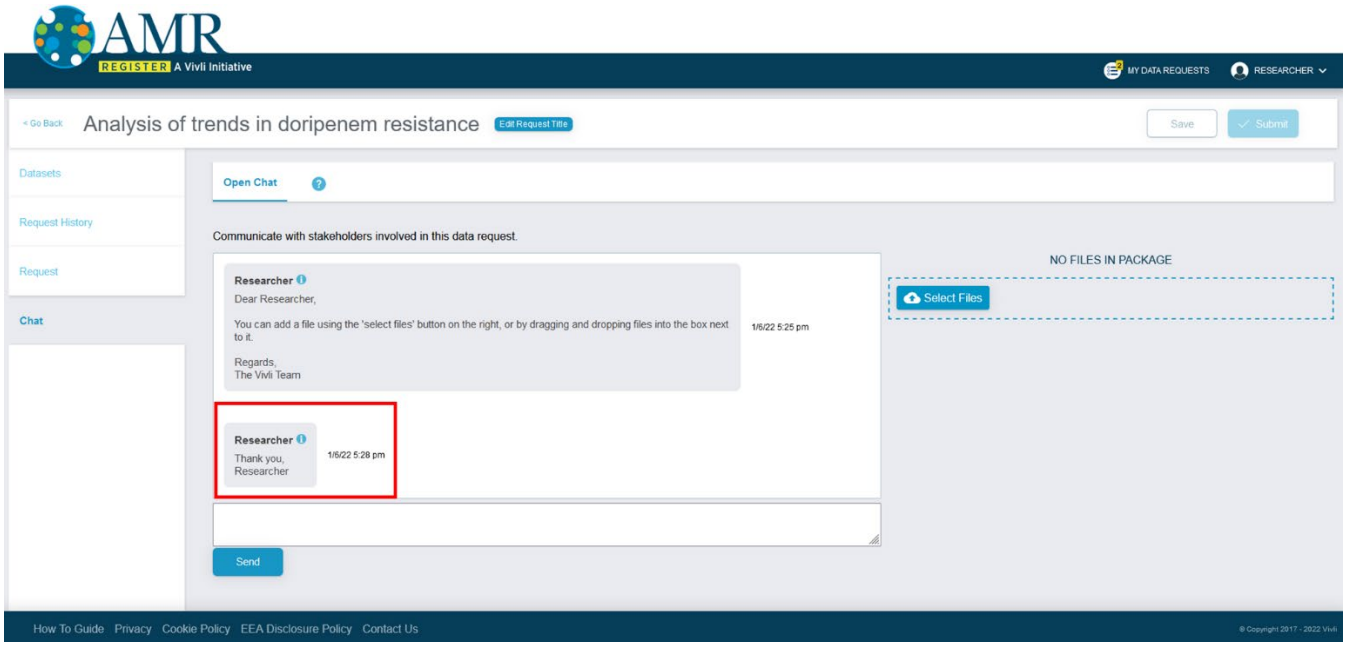
2. Open data request and click on **Chat** tab on the left-hand side of the screen and go to **Open chat**:



3. Enter your message in the chat message box and click Send:



4. The message will now appear in the Chat record for all users (to see your just-entered chat message, you may need to click Refresh on your browser), and response will also appear in the chat record:



5. You can also upload files via chat

5.3 Emails

You and the Lead Researcher will receive a number of automated emails from the Vivli platform, relating to your data request

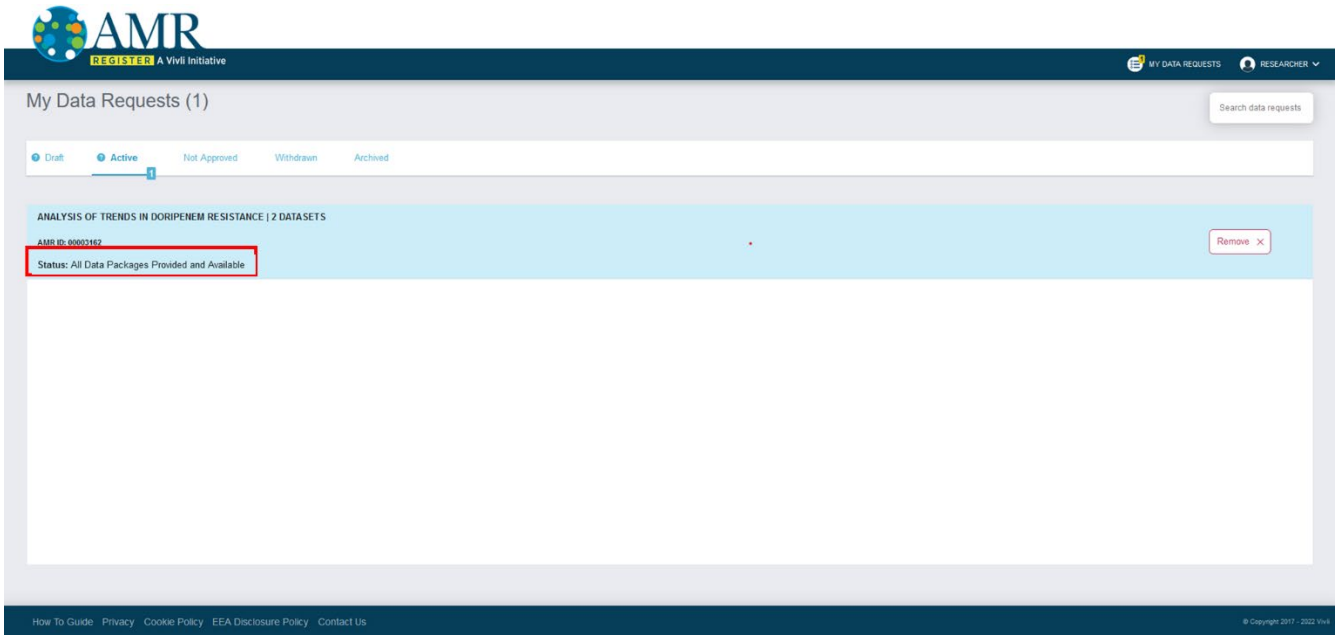
Email	When sent	Purpose
Status Change, data request	When your data request has changed status	Notify you and the Lead Researcher of any changes in status to your data requests;
Request Approved	When your data request for your datasets is approved.	Notify you and the Lead Researcher of approval
Chat	When anyone associated with a data request enters a message in chat	Notify you and facilitate communication and the data request work flow

If you have any questions about these emails, you can contact user support via the platform chat function (see Section 5.0 Communications) or via email to amr@vivli.org.

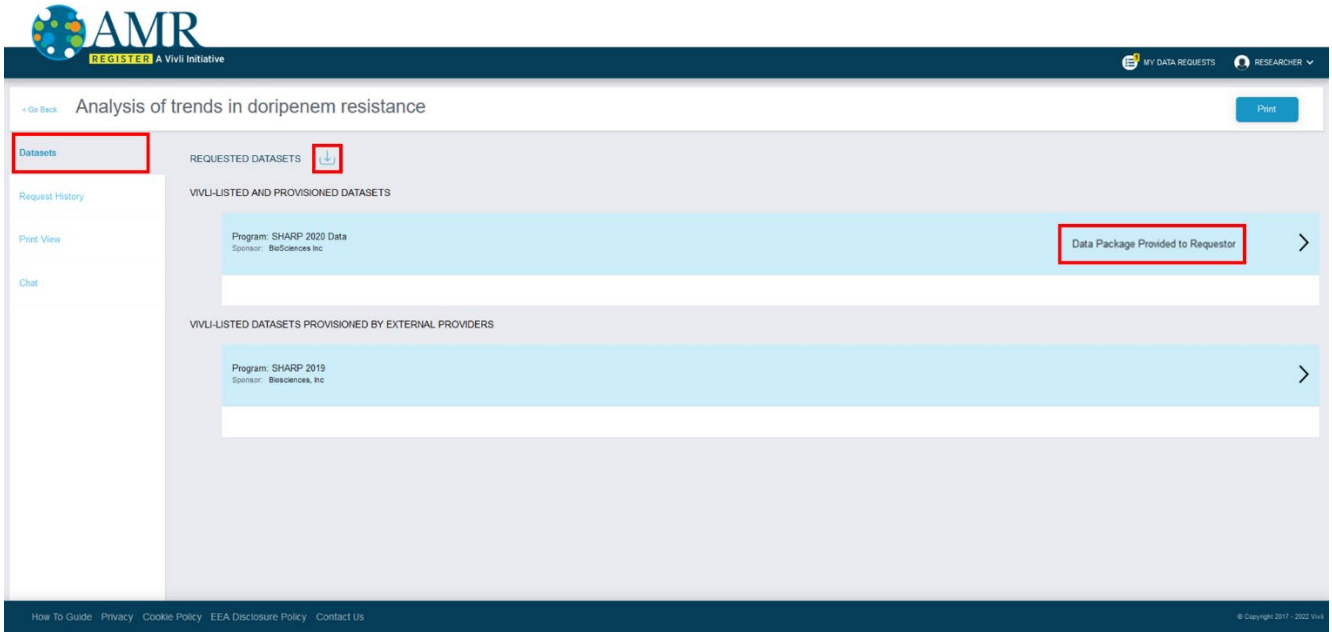
6.0 Dataset Download

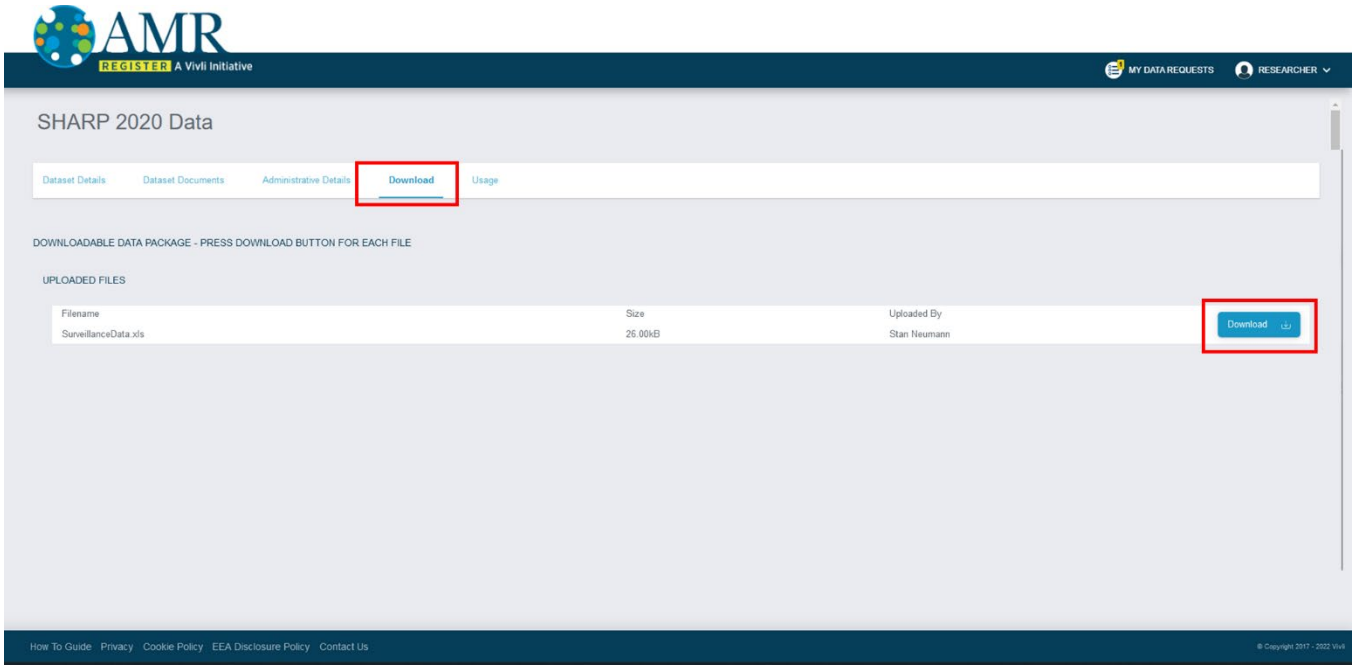
When your data request is approved, Data Contributors' anonymized, isolate-level datasets will have been uploaded into the platform for you to download.

1. Go to 'My Data Requests', under the **Active** tab and select the relevant request:



2. Within the data request, in the 'Datasets' tab, click on the download button at the top to download a zip file containing all datasets requested.



1. Alternatively, you can download individual files by clicking anywhere in the blue box representing the dataset.

2. This will open up a new tab. Then go to the Download tab. Click on the download button next to each file listed there to download it to your desktop.