

## QUICK START FOR TRANSVAL

### Step0: Access to Transval

To enter the Transval application, click on the following fast link:

<https://www.arlenda.be/transval>

Enter the *user ID* and *password* into the adequate fields you have received and press on “**Submit**” button.

If the *User ID* and *password* are correct and accepted, the Homepage is displayed, which constitute the starting point.

### Step1: Introducing data from the example file.

Click on “**Transfer**” on the left menu to start to enter the Step1.

You can upload data from the file you have received. But you need first to save the file on your disk.

If you have not received data from us, click on the following link:

- For sender → 4 receiving labs:  
[http://www.arlenda.com/images/download/transval\\_auto\\_4receivers.xls](http://www.arlenda.com/images/download/transval_auto_4receivers.xls)
- For sender → 1 receiving lab, 3 levels to be validated:  
[http://www.arlenda.com/images/download/transval\\_auto\\_3levels.xls](http://www.arlenda.com/images/download/transval_auto_3levels.xls)

Then by clicking on “**Browse...**” you can point on the excel file (the path is indicated in the window).

Click on “**Click Here**” to upload the data.

All the data have been uploaded and the fields are now filled.

Click on “**Submit**” on the bottom of the page. The “Step 2 of 4” page is displayed.

### Step2: Accuracy Limit

Keep the signification level of the sender to 50%

For receiver,

- if the file you have used is “[transval\\_auto\\_4receivers.xls](http://www.arlenda.com/images/download/transval_auto_4receivers.xls)”, fix the Acceptance Limits to 5% and Risk at 5%,
- if the file you have used is “[transval\\_auto\\_3levels.xls](http://www.arlenda.com/images/download/transval_auto_3levels.xls)”, fix the Acceptance Limits to 15% and Risk at 10%,

Click on “**Submit**”.

### **Step3: Get your report.**

You can select “English Report” or “Rapport français”. Confirm with “OK” button if you change the default one (English).

Click on “***Click here***” in section 3 “Build your pdf report” to get the report of the transfer.

Remark: it can take up to 2 minutes to generate the report.

The first step is to visualize the report in html format where text areas are present to introduce comments.

After adding your comments, click on the top or bottom of the page on “***Get Report***”.

Finally, click “***here***” to get back your PDF file you can save on your computer.

Remark: it can again take up to 2 minutes.

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