

EXPRESS GUIDE TO USE MVTL WEBSERVER

1. Go to the MVTL Data Web Server by clicking on the Online Data Access button on MVTL's website <http://www.mvtl.com/>.
2. Enter your user ID and Password.
3. You can choose how many Data Packages/page you want to view or leave it at the default of Unlimited to see all.
4. To actually see what Data Packages are available, choose List All Data Packages.
5. If you have many data packages and only want to view some, and you know what Descriptions you want to filter by, choose the List only Data Packages where after entering the Description 1,2 or 3 filters. Initially, you may want to talk to your MVTL representative to set this up for you.
6. The Format to edit/create area is used to create a custom format of certain data fields you want to see in View mode. You can enter any name you want and choose Edit. Some data fields may not be available for certain sample types.
7. List all Formats will list any custom formats that have been created.
8. Use Change your Password if you want to change your password.
9. Once you click on List All Data Packages or List only data Packages where, you can choose what data download format you to view your data with. If you created a custom one, that will be available. If you want to see all the possible data fields, choose all fields. For some samples, many fields may be empty or will not apply.
10. You may want to sort your data packages in different ways. Click on Data Package if you want it sort by the most recent to oldest data packages. Choose Date Reported if you want to sort by report date, etc.
11. The View button will present the data according to the data download format you chose. This view is useful for quickly seeing all the results for all the samples for how many will fit on your screen.
12. The CSV and Excel buttons behave very similar. Choosing either will give you the option of Opening or Saving the file. If you have Excel on your computer and choose Open, it will open either with Excel. You can print it out if you want or just view it. If you choose Save, you can save it to your computer for future review. If you do not have Excel on your computer, use the CSV button only. The download file will contain the data you chose in the data download format.
13. The PDF button displays the data in the familiar MVTL report that you can save or print if you want. This could eliminate the need to get reports in the mail if you desire.
14. For some customers, there may be an EDD button. That is used to save EDD files they used to get via email. This button is only present if the data package contains an EDD(Electronic Data Deliverable).
15. To go back and forth between data packages after using the View button, use the Back button. If you close the X in the upper right corner, it is the same as closing your Web Browser (Internet Explorer) and you will need to log back on to the Web Server.