

CONNECTION TO THE ONLINE FORMS

STEP BY STEP INSTRUCTIONS

1

LOG INTO YOUR MEMBER AREA

When you receive your samples, log into your member area <https://extranet.bipea.org> using your LABORATORY CODE and your INPUT or VALIDATION PASSWORD (sent by email to the PT manager).

2

ACCESS TO THE RESULTS FORM

Click on MY FORMS button to download the results' form and perform the requested analyses.

3

INPUT YOUR RESULTS

Enter your results and SAVE.

4

VALIDATION & SUBMISSION OF YOUR RESULTS

Check your results and click on TRANSMIT TO BIPEA.
A transmission number will appear => YOUR FORM IS WELL SUBMITTED

5

PUBLICATION OF THE REPORTS

A GLOBAL & an INDIVIDUAL REPORT are sent by email to the PT manager. To identify your results in the global report, use your EDITION CODE (available in MY ACCOUNT section)

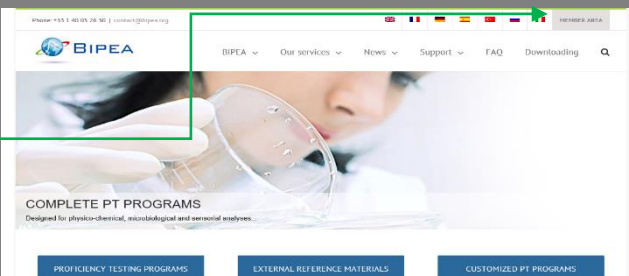
CONNECTION TO THE ONLINE FORMS

DETAILED PROCEDURE AND ADVICE

STEP N°1 : LOG INTO YOUR MEMBER AREA

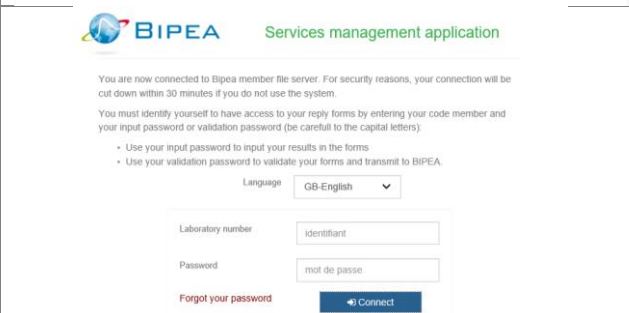
To access to BIPEA member area, you can:

- Connect to BIPEA website www.bipea.org and click on MEMBER AREA:
- OR
- Use the direct web address of the MEMBER AREA: <https://extranet.bipea.org>



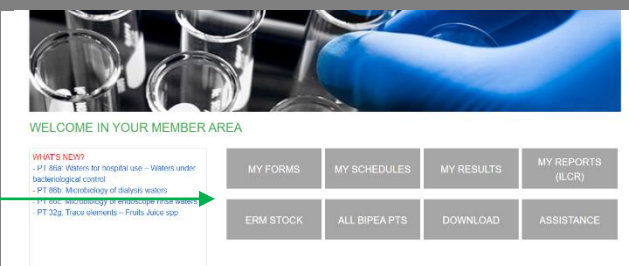
ENTER YOUR LOGIN ID:

- Laboratory number : XXXXX (5 digits)
- INPUT password (IN CAPITAL LETTERS)
Please respect the capital letters
- Connect



STEP N°2 : ACCESS TO MY FORMS SECTION

To access to the forms list, click on MY FORMS button.



LIST OF AVAILABLE FORMS:

- Information about the PT program (name, matrix, deadline...)
- To open the form, click on ACCESS TO THE FORM
- Status of the forms
 - FREE: no result saved
 - IN PROGRESS: results saved but not transmitted to Bipea
 - TRANSMITTED: results well transmitted to Bipea

BIPEA LABORATORY									
PT Scheme		Test		Sample			Form		
PT Scheme #	PT Scheme name	Test #	Month Year	Code	Product	Answer before	Status	Access to the form	
01	Common wheat	505	4 / 2019	89-0101	Common wheat	30/04/2019	In progress	>	
02	Flour: physico-chemical analyses and alveograph	507	4 / 2019	142-0102	Flour	30/04/2019	In progress	>	
06	Durum wheat	505	4 / 2019	152-0106	Durum wheat	30/04/2019	In progress	>	
09	Moisture determination in grains	505	4 / 2019	107-0109	Common wheat	30/04/2019	Transmitted	>	

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STEP N°3 : INPUT AND VALIDATION OF YOUR RESULTS

1. INPUT YOUR RESULTS
2. Then 2 options:
Click on **SAVE MY RESULTS OR SAVE AND TRANSMIT MY RESULTS TO BIPEA**

SAVE MY RESULTS (for further transfer)

A single backup enables you to save your results without transfer to BIPEA



OR

SAVE AND TRANSMIT MY RESULTS TO BIPEA

After a backup, you have to validate your results in order to transfer your data to BIPEA

3. Enter the **VALIDATION PASSWORD**
4. A transmission number appears at the top of the page
5. An email including a pdf with your results, is sent to the PT manager

ADVICE FOR THE INPUT OF YOUR RESULTS IN THE FORM

SAMPLE NUMBER	Only the last four digits.
SAMPLE ARRIVED ON :	BE CAREFUL of the format: 2004/05/20 - yyyy/mm/dd Other formats give an error message.
ANALYSIS METHOD	If several methods are available for one criterion, you must choose one. If your method is not listed, you will find the field "other methods" (z). If it is not, the application will send you back an error message when saving.
 COMMA OR DECIMAL POINT	BE CAREFUL: The comma (or decimal point) must be entered if your result includes one.  : The square case does not replace the comma. The square case only states the required number of significant figures after the comma for the criteria. Enter the rounded result, otherwise the result is truncated.
FULL NAME (for bipea)	Don't forget to enter your name as a VALIDATION OPERATOR .
CERTIFICATE OF TRANSMISSION	A transaction number will appear at the top of the form. This is a proof of a good transmission of your forms.