

KBA: QUICK START – VALIDATE YOUR FIRST MTR

Vericord MTR Validation • Production Release • Vericord Portal

1. PURPOSE

Validate your first mill test report in MTR Validation, from upload to a saved, locked record. Allow about 10 minutes.

WARNING: MTR Validation is a decision-support tool. You must independently verify every result against the source MTR, the applicable code, and your contract requirements before any acceptance, compliance, or safety decision.

2. PREREQUISITES

- A Vericord account with the User or Organization Admin role
- Credit in your organization's wallet. A scan costs \$25 for the first three pages plus \$2 for each additional page.
- A base-metal MTR in PDF format, up to 10 MB

3. PROCEDURE

Step 1: Sign In

1. Go to <https://iwb.revcord.com> and sign in.
2. If prompted, accept the Terms and Conditions and complete two-factor enrollment.

Step 2: Start a New Document

3. In the sidebar, go to **MTR Validation › Documents**.
4. Click **+ Add New Document**.

Step 3: Upload and Run

5. Drag your PDF into the **Upload Document** zone.
6. Enter a **Name**, for example the heat number.
7. Leave **MTR Type** set to **Base Metals**.
8. Click **Run Vericord MTR Validation**. Processing takes about 30 seconds to 3 minutes.

CAUTION: Running the scan is billable. Confirm you have the right file first.

Step 4: Confirm Codes and Heats

9. On **Code Select**, keep the code sections you want validated.
10. On **Heat / Lot No**, check each heat number against the PDF and keep the ones you want.

These steps are skipped when only one code section or one heat is found.

Step 5: Review the Results

11. On **Status Summary**, click any non-compliant indicator to see the value found, the code-required value, and the result.
12. Compare flagged and low-confidence values with the PDF on the left.
13. If a value was read incorrectly, correct it in place. The system re-validates it immediately and logs the change.

Step 6: Check Exceptions and Save

14. On **MTR Overview**, review the header and the validation data.
15. If an **Exception Report** appears, manually verify each listed requirement against the MTR and the code.
16. Save the record.

WARNING: Requirements in the Exception Report were not validated by the system. You must verify each one yourself. The system does not stop you from saving without doing so.

Step 7: Open the Report

17. On the **Documents** list, find your record and click **View** to open the Final Validation Report with the original MTR attached.

4. VERIFICATION

- The record shows a Unique ID in the format **IWB-MTR-YYYYMMDD-NNNN**.
- The **Compliance** badge shows the result. Hover over it to see the count of non-compliant fields.
- **Edit** changes only the name and description. Results are locked.

5. TROUBLESHOOTING

Problem	What to do
Run Vericord MTR Validation is unavailable	Upload a file and enter a Name
Scans are blocked by a banner	The wallet balance is too low. Ask your Admin to buy credits.
A scan never finished saving	Click Resume on the amber banner. You are not charged again.
A value or result looks wrong	Correct the extracted value, or click Report Issue so a Vericord engineer can review it
The file is rejected	Use a PDF of 10 MB or less