



Valtoroq Quick Start Guide

A practical, step-by-step path from first login to project handover

Version 1.1 • October 2026

Operational delivery software for projects, systems, testing, acceptance and handover.



What this guide covers

This guide is for new Valtoroq users who want to complete a normal delivery workflow without first reading the full User Manual. The modules visible to you depend on your workspace role and subscription.

Recommended approach

Use one real or training project and follow the workflow in order. Valtoroq is designed to keep the customer, project, site, system, equipment, testing, issues, acceptance and handover records connected.

Customer → Project → Site → System → Equipment → Plan → Testing → Issues → Approval → Acceptance → Handover → Reports

1. Sign in and orient yourself

1. Sign in

Open the Valtoroq application and sign in with the account provided by your workspace administrator.

2. Complete two-factor authentication when required

If 2FA is enabled, enter the current verification code from your authenticator app. If this is your first login, follow the setup prompt before continuing.

3. Open Dashboard

Use Dashboard as the starting point for active delivery work, counts, recent projects and items that need attention.

4. Check My Actions

Use My Actions as your personal queue for assigned, overdue, due-today and approval work.

The screenshot displays the Valtoroq Dashboard interface. The top navigation bar includes the Valtoroq logo, the text 'From deployment to sign-off.', and a user profile for Alex Morgan (Owner). The main content area is titled 'Deployment overview' and provides a real-time workspace data summary. It features four key metrics: 1 Customer organization, 1 Deployment project, 1 Deployment location, and 2 Technical systems. Below these, a 'Recent projects' table lists the 'Aurora Regional Communications Upgrade' project, which is currently in the 'Planning' phase and 'Open' status. The dashboard also includes a 'Platform progress' section showing 'Live' status for Customers, Projects, and Sites & systems. At the bottom, there are sections for 'Next operational module' (Equipment Registry) and 'Approvals' (0 pending approvals).

PROJECT	CUSTOMER	CODE	STATUS	OPEN
Aurora Regional Communications Upgrade	Aurora System	ARC-AR-001	Planning	Open

Dashboard gives you a workspace-level view of customers, projects, sites, systems and current work.



If a module is missing

The feature may not be included in the workspace subscription or your role may not have permission to use it.

2. Create the customer and project

1. Create or select the customer

Open Customers. Add the organization receiving the delivery if it does not already exist.

2. Create the project

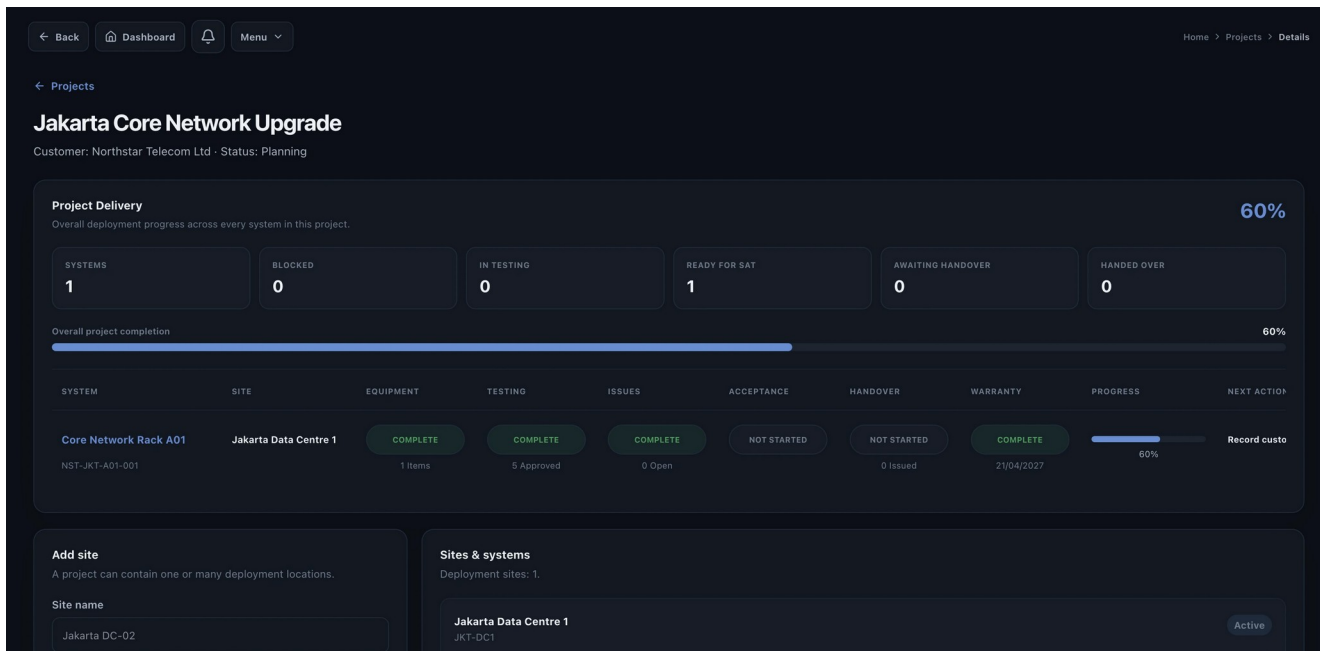
Open Projects and select New Project. Enter the project details and associate it with the correct customer.

3. Open the project workspace

Use the project page as the operational hub. From here you can move into sites, systems, planning, testing, issues, approvals, acceptance, handover and reporting.

4. Confirm the project context

Before entering operational data, verify the project name, customer and status so downstream records are created in the correct place.



A project page keeps delivery work grouped in the correct project context.

Bulk setup for larger deployments

Use the project CSV import when you need to create a larger customer/project/site/system/equipment hierarchy. Use the application-provided template and review the import result before working from the new records.

3. Add sites, systems and equipment

1. Add the site



Create each physical or logical delivery location required by the project.

2. Add the system

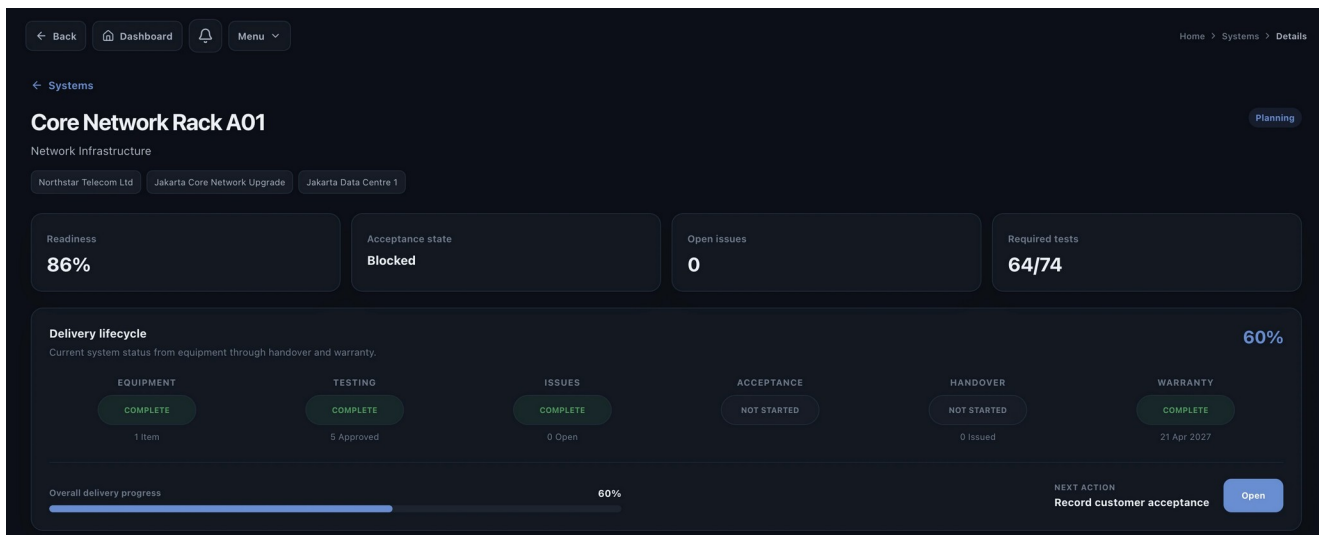
Create each deliverable system under the correct site. The system becomes the main technical workbench.

3. Record equipment

Add serialized or tracked components with manufacturer, model, serial or asset tag, location and warranty information as appropriate.

4. Work from the system whenever possible

Open Equipment, Testing, Issues, Acceptance or Handover from the System so Valtoroq carries the correct context automatically.



The System workbench keeps equipment, testing, issues, acceptance and handover linked to the same deliverable.

4. Plan the work

If Project Planning is enabled, create the delivery schedule before execution begins. The plan should be the schedule source of truth rather than duplicating milestone dates in notes or spreadsheets.

1. Create milestones and tasks

Represent the work that must happen, such as FAT, shipment, installation, commissioning, SAT, ATP, remediation, acceptance and handover.

2. Set planned dates

Add start or due dates so the project can surface overdue or at-risk work.

3. Assign responsible users

Assign engineers or other responsible users to the work they need to complete.

4. Review project health

Use plan progress and overdue work to identify whether the project is on track, at risk, behind or not started.

5. Create or choose the test template

1. Open Testing

Open Testing globally or from the relevant System.

2. Use an existing template when available

Choose the reusable FAT, SAT, ATP, commissioning, maintenance or custom structure that matches the work.

3. For large procedures, import the template from CSV

Use Upload test template CSV rather than creating dozens or hundreds of test items one by one. One CSV file creates one reusable template; each row becomes one test item.

4. Review the template before use

Check sections, test names, instructions, expected results and required items before starting the run.

Testing & Commissioning
Build reusable test procedures, execute them against deployed systems and preserve the results for acceptance and handover.

Starter templates
Install a vendor-neutral FAT, SAT and commissioning library that you can edit for a specific customer, site or product.
Includes 30 templates and 377 individual test items.
[Install starter templates](#)
Existing templates are left unchanged. Running this again will not create duplicate starter templates.

New test template
Define a reusable commissioning procedure.
Template name:
Default test stage:
Category:

Test templates
Reusable test procedures for this workspace.

TEMPLATE	TEST STAGE / TYPE	CATEGORY	ITEMS	STATUS	RUN TEST
FAT - Copper Cabling	FAT — Factory Acceptance Test	Cabling	10	Active	Run Test
FAT - Fiber Link	FAT — Factory Acceptance Test	Fiber	10	Active	Run Test
FAT - Firewall	FAT — Factory Acceptance Test	Security / Network	13	Active	Run Test
FAT - Integrated System	FAT — Factory Acceptance Test	Integrated System	14	Active	Run Test
FAT - Network Switch	FAT — Factory Acceptance Test	Network	13	Active	Run Test

Testing provides reusable templates and test-run access.

CSV test-template rule

Use one template name and one template type throughout each CSV. Keep the provided column headings unchanged and use a separate row for every test item.

6. Run the test

1. Confirm the correct system

Start from the System when possible so the target system is already selected.

2. Start the correct test

Choose the required test type/template and create the run.

3. Record each result



Enter pass/fail results and supporting information. Add notes or evidence where the procedure requires it.

4. Do not skip failed work

If a test fails, create or link an Issue and complete remediation before treating the workflow as complete.

5. Submit or approve when required

Use the workflow controls available for your role and subscription once the run is genuinely complete.

The screenshot displays the Valtoroq testing interface for a 'FAT - UPS' test run. The header includes navigation links (Back, Dashboard, Menu) and a breadcrumb trail (Home > Testing > Test Runs > Details). The test title 'FAT - UPS' is followed by the location 'Northstar Telecom Ltd / Jakarta Core Network Upgrade / Jakarta Data Centre 1 / Core Network Rack A01'. Below this, a summary bar shows 'FAT — Factory Acceptance Test' with report number 'FAT-2026-0002' and action buttons for 'Print Report', 'Save & Close', and 'Submit FAT'. A progress section indicates 'Testing readiness' at 9%, 'Required satisfied' at 1/11, 'Failed required' at 0, and a status of 'In Progress'. The 'Test results' section notes that required items must be Pass or N/A for approval. The first test item, '1. Equipment identity', requires verifying manufacturer, model, serial number, power rating, and battery configuration. It shows an expected match with approved records and a result selection area with buttons for 'Pass', 'Fail', 'N/A', and 'Pending'. A 'Measured value' field is also present.

Record results in the test run and keep supporting information attached to the same execution record.

7. Manage failures and issues

The intended remediation path is: Testing → Issue → Resolution → Retest → Approval.

1. Open or create the linked issue

Keep the issue associated with the affected system and test run.

2. Describe the fault clearly

Record what failed, the observed condition and any information needed by the person assigned to resolve it.

3. Assign ownership and a due date

Make responsibility and timing clear for time-sensitive remediation.

4. Record the resolution

Document what was corrected and any replacement, configuration or repair work performed.

5. Retest the originating requirement

Return to the original test and verify that the corrected condition now meets the acceptance criteria.



The Issues module provides QA and project-management oversight of defects and remediation.

8. Approve and record customer acceptance

1. Complete required approvals

Use Approvals as the inbox for work waiting for an authorized user to approve.

2. Confirm testing readiness

Required SAT/ATP or other acceptance-stage tests should be complete before acceptance.

3. Review open issues

Resolve blocking issues. If an exception is allowed, make sure it is documented and accepted through the agreed process.

4. Record customer acceptance

Use Accepted or Accepted with Exceptions as appropriate. Acceptance should reflect the real customer sign-off status.



[← Back](#) [Dashboard](#) [Menu](#)

Home > Acceptance > Details

← Acceptance

Core Network Rack A01

Northstar Telecom Ltd / Jakarta Core Network Upgrade / Jakarta Data Centre 1

Readiness
100%

SAT test suites
3

Failed
0

Pending
0

Open issues
0

SAT acceptance readiness

Normal customer acceptance requires approved SAT testing and no unresolved issues.

Readiness is based on SAT test runs only. FAT and commissioning runs remain part of the technical record but do not by themselves make a system ready for customer acceptance.

REQUIRED SATISFIED 23/23	LATEST SAT TESTS APPROVED No
CUSTOMER Northstar Telecom Ltd	SYSTEM SERIAL NST-JKT-A01-001

The system is not currently eligible for normal acceptance. An authorized user may still record Accepted with exceptions, but the exceptions must be documented and the override is audit-logged.

Record SAT sign-off

Record the customer's formal acceptance decision.

Outcome
Accepted

Acceptance date
mm / dd / yyyy

Customer signatory

Signatory title

Customer organization
Northstar Telecom Ltd

Current SAT record

Acceptance is the formal customer sign-off stage before handover.

Important

Do not use Acceptance simply to clear a workflow item. It is the controlled customer sign-off milestone.

9. Prepare handover and final reporting

1. Prepare the handover pack

After acceptance, create or refresh the handover package for the accepted system.

2. Review the pack

Confirm the package reflects the final system, acceptance status and supporting delivery records.

3. Issue the handover pack

Issue only when the documentation represents the final delivered state.

4. Review Reports

Use Reports for the final project and system roll-up rather than day-to-day execution.



Commissioning and acceptance test results				
FAT · Factory Acceptance Test				
#	TEST	EXPECTED	MEASURED	RESULT
1	Visual inspection	No damage	No damage	Pass
2	Power-on test	Pass	Pass	Pass
3	Network connectivity	Reachable	Reachable	Pass
4	Configuration verification	Approved baseline	Approved baseline	Pass
5	Burn-in verification	24	24	Pass
SAT · Site Acceptance Test				
#	TEST	EXPECTED	MEASURED	RESULT
1	Installation inspection	Pass	Pass	Pass
2	Power verification	230	230	Pass
3	Network connectivity	Pass	Pass	Pass
4	Functional operation	Pass	Pass	Pass
5	Customer witness test	Accepted	Accepted	Pass

Handover packages are prepared after acceptance and issued when delivery documentation is final.

10. End-of-project check

- ☐ **Project structure complete** — Customer, project, sites and systems are correct.
- ☐ **Equipment complete** — Serialized or tracked components are recorded and allocated.
- ☐ **Testing complete** — Required FAT, SAT, ATP, commissioning or other tests are complete.
- ☐ **Issues controlled** — Blocking issues are resolved and permitted exceptions are formally documented.
- ☐ **Approvals complete** — Required approval items are cleared.
- ☐ **Acceptance recorded** — Customer acceptance status reflects the delivered state.
- ☐ **Handover issued** — Final handover package is issued where required.
- ☐ **Reporting reviewed** — Final reporting accurately reflects the delivered project.

Where to go next

Use the full Valtoroq User Manual for detailed role guidance, administration, CSV import, report templates, security, financial milestones and troubleshooting.

Document control: Valtoroq Quick Start Guide • Version 1.1 • October 2026 • Product: Valtoroq • Company: Valtoroq LLC