



# **MetalTrace® Online User Guide**

**Version 3.0**



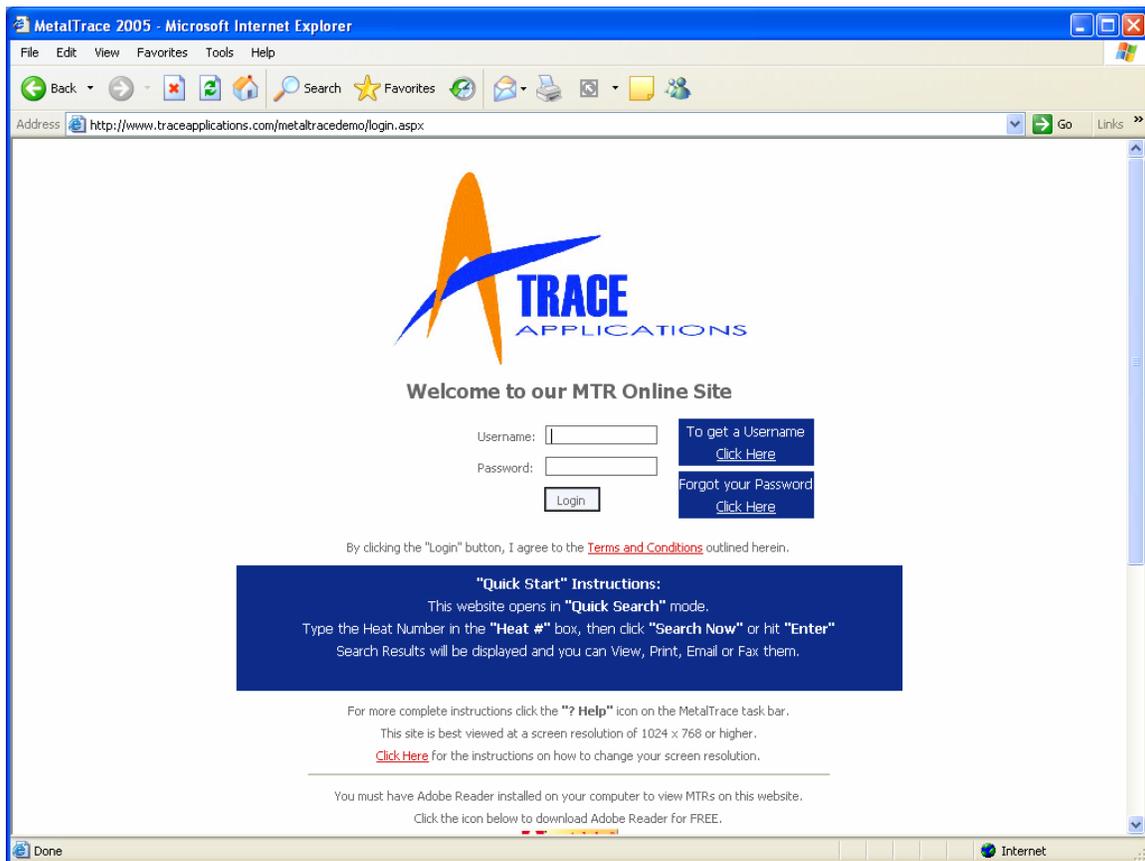
## Table of Contents

<b>1.0</b>	<b>INTRODUCTION.....</b>	<b>3</b>
1.1	DEFINITIONS AND ICON IDENTIFICATION .....	3
<b>2.0</b>	<b>METALTRACE® FEATURES.....</b>	<b>5</b>
2.1	METALTRACE® APPLICATION .....	5
2.2	MINIMUM SYSTEM REQUIREMENTS .....	5
2.2.1	<i>Changing Screen Resolution to 1024 x 768.....</i>	<i>5</i>
<b>3.0</b>	<b>SECURITY AND PRIVACY .....</b>	<b>7</b>
3.1	ASSISTANCE AND PROBLEM REPORTING .....	7
<b>4.0</b>	<b>HOW TO USE METALTRACE® ONLINE.....</b>	<b>8</b>
4.1	INSTALLATION AND SETUP.....	8
4.2	LOGGING IN .....	8
4.3	SEARCHING FOR DOCUMENTS .....	10
4.3.1	<i>Quick Search.....</i>	<i>10</i>
4.3.2	<i>EZSearch.....</i>	<i>12</i>
4.3.3	<i>EZTrace.....</i>	<i>14</i>
4.3.4	<i>Clipboard.....</i>	<i>16</i>
4.3.5	<i>Printing.....</i>	<i>17</i>
4.3.6	<i>Emailing.....</i>	<i>22</i>
4.3.7	<i>Faxing (if Fax configured on your installation).....</i>	<i>27</i>
4.3.8	<i>Help.....</i>	<i>30</i>
<b>5.0</b>	<b>CAPABILITIES.....</b>	<b>31</b>



## 1.0 Introduction

This User's Guide describes how to use the most popular features of **MetalTrace® Online**. You may also use the online help found in the program by clicking the "Help" icon at anytime you are using the program. This guide assumes you are familiar with using Windows and Internet Explorer. If you do not understand terms such as "click", "icon", "login", "drop-down list", "task bar" and other basic computer terms, please consult your system Administrator, IT support or your Windows documentation.



## 1.1 Definitions and Icon Identification

Upper Task Bar – the bar with icons at the top of the **MetalTrace®** application





**Quick Search** allows you to quickly search for one or more MTRs or other documents and is the easiest and most common search performed. Click the **Quick Search** icon on the upper task bar and the **Quick Search** screen will appear. Enter a Heat Number or

several Heat Numbers separated by commas in the "Heat Number" box . If you know the Item Number / SKU or Description you may add those if you wish to narrow the search results. Click the "Search" box and the search you requested will immediately populate the screen.



**EZSearch** allows you to search in more detail one or more MTRs or other documents. Click the "**EZSearch**" icon on the upper task bar and the **EZSearch** screen will appear. Select the branch and document type you want to search for from the drop-down box in the upper right of the search screen. Enter a search criteria and click on "Add". You may enter multiple search criterias. Click the "Search" button or hit the "Enter" key and the search you requested will immediately populate the second half of the screen.



**EZTrace** allows you to search in detail for one or more MTRs or other documents that have had TraceBack criteria applied to them. Click the **EZTrace** icon on the upper task bar and the **EZTrace** screen will appear. Enter the TraceBack criteria such as who a product was received from or sold to (Vendor or Customer), a Purchase Order or Sales Order Number, a Heat Number or several Heat Numbers separated by commas. If you know the Item Number / SKU, Description, or date range you may add those if you wish to narrow the search results. Click the "Search" button and the search you requested will immediately populate the screen.



**Clipboard** allows you to perform multiple searches and assemble them all for Printing or Emailing all at one time. To Print or Email more than one search at one time, you simply perform more than one search and after each time you do, click the "Add to Clipboard" button. That puts your search results in a temporary batch on the Clipboard. This function is similar to using the Clipboard in Microsoft Word.



**Online Help** provides complete context sensitive online help for you, the user. You may also contact the MetalTrace® IT support department.



**Log Off** enables you to log off or close your **MetalTrace®** session.



---

## 2.0 MetalTrace® Features

---

**MetalTrace®** enables user-defined document traceability including Mill Test Reports (Material Test Reports) (MTRs), Welder Certificates, Certificates of Compliance, Travel Sheets, Drawings and Correspondence and more.

**OneStepRetrieve** enables the user to simply put in the search criteria and click once to receive all the documents required.

**BatchQuery** capabilities allow the retrieval of multiple documents regardless of the number of pages, items or Heat Numbers.

**OneStepSend** provides the ability to print, fax (if fax is configured) or email an entire search query or order from any user desktop.

**Document Summary Cover Page** is an itemized document summary cover page that is produced with each output of documents. It lists all documents found and produced in the order for which they were searched.

## 2.1 MetalTrace® Application

**MetalTrace®** provides a complete environment for records and document sharing over the Internet and runs on all Windows platforms from 98 through to XP. The database platforms are the most robust available, **Microsoft SQL** and **Oracle**.

## 2.2 Minimum System Requirements

**Operating System** – Windows 98 or higher

**Computer** – Pentium II processor (233 MHz), mouse, XGA graphics card (1024 x 768 resolution – see 3.3.1 below to set your screen resolution), 64 MB RAM

**Printer** – Laser with 2 MB RAM

**Internet Connection** – Telephone line with 56K modem. ADSL or Cable is HIGHLY recommended.

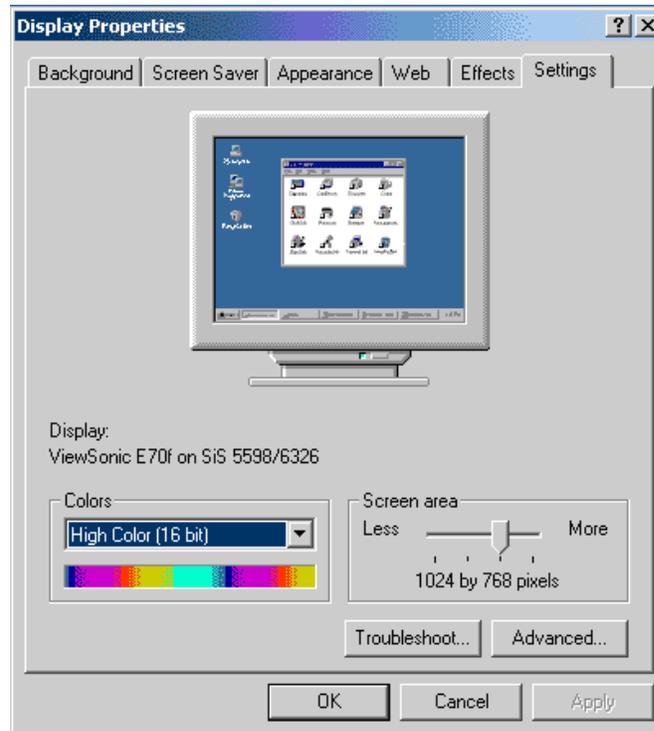
**Internet Browser** – Internet Explorer 6.0 or Netscape 6.0 (a new FREE version of Internet Explorer is available at [www.microsoft.com](http://www.microsoft.com) and a new FREE version of Netscape is available at [www.netscape.com](http://www.netscape.com) )

**Additional Software** – Adobe Reader 6.0 (a new FREE version of Adobe Reader is available at [www.adobe.com](http://www.adobe.com) )

### 2.2.1 Changing Screen Resolution to 1024 x 768

If your screen resolution is lower than 1024 x 768, the objects on the webpage will not fit properly. Follow the instructions below to allow you to get the most from **MetalTrace®**.

Click the “Start” button, then click “Settings”, then click “Control Panel”. You will see a screen with many icons on it. Double click the "Display" Icon. A “Display Properties” window will pop up like the one below. Click on the “Settings” Tab.



Towards the bottom right corner of the window you will see "Screen Area" and a sliding control beneath it.

Drag the sliding control to the right to increase the resolution to 1024 x 768.

Click "Apply" after you have the resolution adjusted.

A popup will then appear indicating that your screen may flicker while the resolution changes and that your desktop will be resized. Click "OK"

Once the screen is redrawn Windows will ask you whether you would like to keep the new settings you have just changed, or would like to return to the old settings. Click “Yes” to set the resolution to 1024 x 768.

Close the window.



---

### 3.0 Security and Privacy

---

Trace Applications Inc. (Trace), the developers of **MetalTrace®**, fully support and abide by Federal, State and Provincial Privacy Acts.

The privacy of individuals is of the utmost important to both companies.

#### **Practices**

Trace works to ensure privacy practices are upheld in respect to the collection, usage, disclosure and storage of an individual's personal information.

Please read the Terms and Conditions on the front page of the website, for specific company information concerning how information is collected and utilized by Trace.

From the point that personal information is collected and handled, the following practices and maintained:

#### **Collection**

All information is collected with the utmost respect for the individual, ensuring fair, transparent and lawful collection at all times.

#### **Use and Disclosure**

Data must always be privacy compliant and consent based wherever possible. Trace will not use or disclose data without authorization from the respective client.

#### **Data Quality**

Trace will take reasonable steps to ensure that data it uses is accurate, complete and up-to-date. Appropriate quality checks will take place before data is used.

#### **Security**

Trace uses its best efforts to ensure that personal information is stored securely.

Transmissions set by the Internet are routinely monitored for quality control and systems administration. Unfortunately, no transmission over the Internet can be guaranteed to be 100% secure. While Trace strives to protect personal information from misuse, loss or authorized access, Trace cannot guarantee the security of data transmitted or received.

All physical records of an individual's information are securely stored with restricted access to authorized individuals only.

All employees sign a Confidentiality Agreement with respect to client information.

### 3.1 Assistance and Problem Reporting

Software support is available during normal business hours at Trace IT support @1-866-429-7007.



## 4.0 How to Use MetalTrace® Online

### 4.1 Installation and Setup

**MetalTrace®** requires no installation as it is an Internet application. Ensure you have the proper Internet Browser installed (see 2.3 above) and go to the website where the MTRs are available by putting the appropriate URL into the browser address bar (such as [www.traceapplications.com/MetalTraceDemo/](http://www.traceapplications.com/MetalTraceDemo/) ).

### 4.2 Logging In

The first thing you must do to use the MetalTrace® Online is to login to the program on the front page of the website.

Username:

Password:

Type your Username and Password into the appropriate boxes and click the Login button.

To get a Username  
[Click Here](#)

Forgot your Password  
[Click Here](#)

If you do not have a Username, click the appropriate box and fill out the form that appears.

To use MetalTrace® Online, please enter the required information below.

All fields except Comments are mandatory.

\* Your first name:  \* Required

\* Your last name:  \* Required

\* Your Company name:  \* Required

\* Company address:  \* Required

\* City:  \* Required

\* Province / State:  \* Required



\* Postal Code / Zip  \* Required  
Code:

\* Telephone Number:  Ext:  \* Required

\* Fax Number:  \* Required

\* Your Email Address:  \* Required

Please enter your business email address. Do not use a free account such as Hotmail or Yahoo.

\* Choose a Username:  \* Required

Minimum of six characters. Do not use spaces or characters like & or %. Not case sensitive.

\* Choose a Password:  \* Required

Minimum of six characters. Do not use spaces or characters like & or %. Not case sensitive.

\* Re-enter your Password (confirm):  \* Required

Comments:

Your request to use MetalTrace Online will be reviewed by Trace Applications Inc. Document Control. Confirmation of your Username and Password being activated will be sent to you at the email address you entered. Please make certain all information is correct.

If you have forgotten your Password, click the proper box and follow the instructions in the form that appears.

**Help, I lost my Password**

Please enter your Email Address and our automated attendant at MTR Control will process your request and send your password to the Email address indicated.

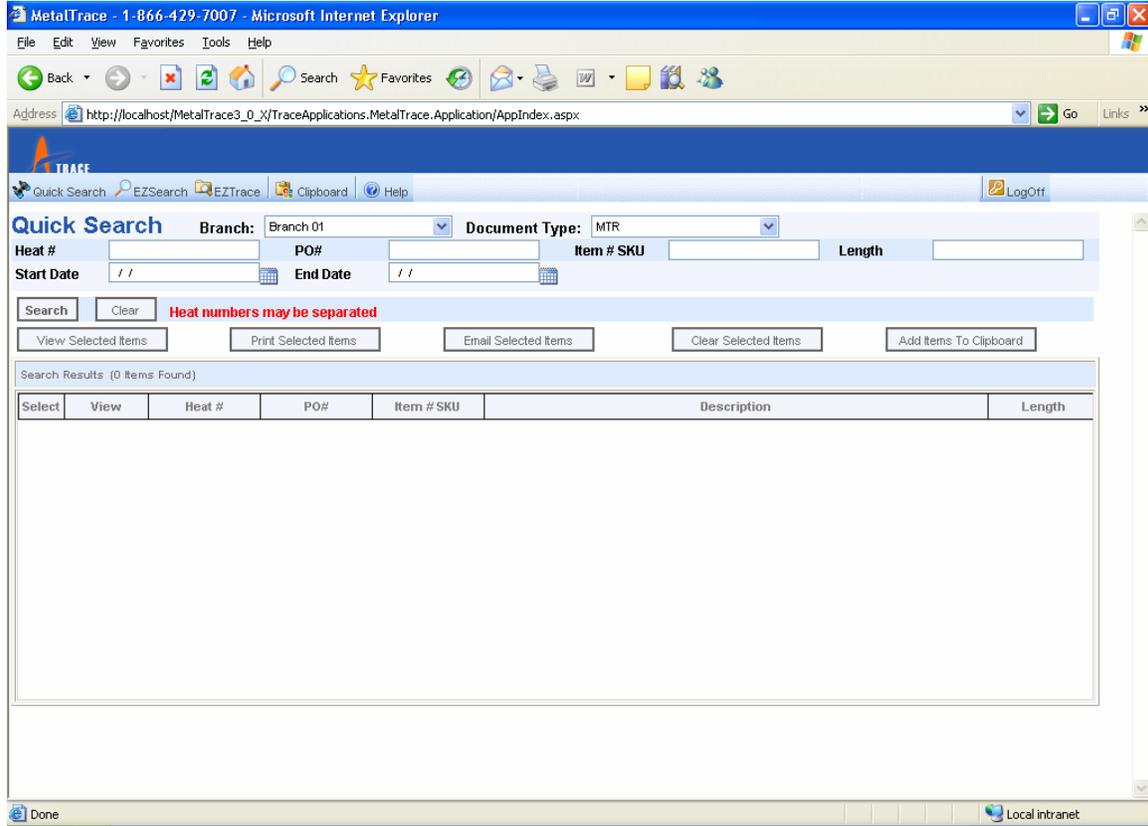
Your Email Address:

Please click the "Send Password" button.



### 4.3 Searching for Documents

#### 4.3.1 Quick Search



The website opens in **Quick Search** mode.

**Quick Search** allows you to quickly search for one or more MTRs or other documents and is the easiest and most common search performed. Select the document type you want to search for from the drop-down box in the upper right of the search screen (MTR is the default). Enter a Heat

Number or several Heat Numbers separated by commas in the **Heat#** box . If you know the Item Number / SKU or Description you may add those if you wish to narrow the search results. Click the **Search** box or hit the **Enter** key and the search you requested will immediately populate the screen.

You can view any of the documents found by clicking the **View** button. The documents will be displayed as an Adobe PDF file. You must have Adobe Reader installed on your computer to view documents in Adobe.

The search results will instantly be displayed and you can View, Print, Email, or Fax (if Fax is configured) the results by simply pushing the appropriate button (see below):



**Quick Search - detailed instructions**

1. Enter a Heat Number or (several Heat Numbers separated by commas) in the "Heat Number" box.
2. To narrow the search results that will be displayed, enter the Item Number / SKU or Description.
3. Click the "Search" button or hit the "Enter" key and the search you requested will immediately populate the lower half of the screen.
4. The number of items found during the search will be indicated in red text on the bar above the results. **Search Results (10 Items Found)**
5. The individual MTRs can be viewed as a PDF file. You can zoom the image, flip it around and manipulate it in many ways using Adobe Reader. Simply click the box marked  and the individual MTR will be displayed in Adobe (PDF) format.
6. If you want to see more than one MTR at a time, check the small box beside any of the search results (you may check as many as you want) and then click the "View all Items" button. The actual MTR will be displayed on your screen in a small format with the Heat Number you searched for above it. Click an individual MTR image and the full size MTR will be displayed. You can click on two or more MTR images at the same time to enable you to compare the images.
7. To Print or Email the MTR or MTRs, put a check mark in the check box beside each MTR you want and then click the "Print Items" or "Email Items" buttons or by clicking the "Print" or "Email" icons on the upper task bar.
8. If you make an error or you want to delete a search, click the  button.

**IMPORTANT NOTE: What do I do if I only have part of the Heat Number?**

Use the "Wildcard Search". Put an \* (asterisk) in place of the character you are missing.

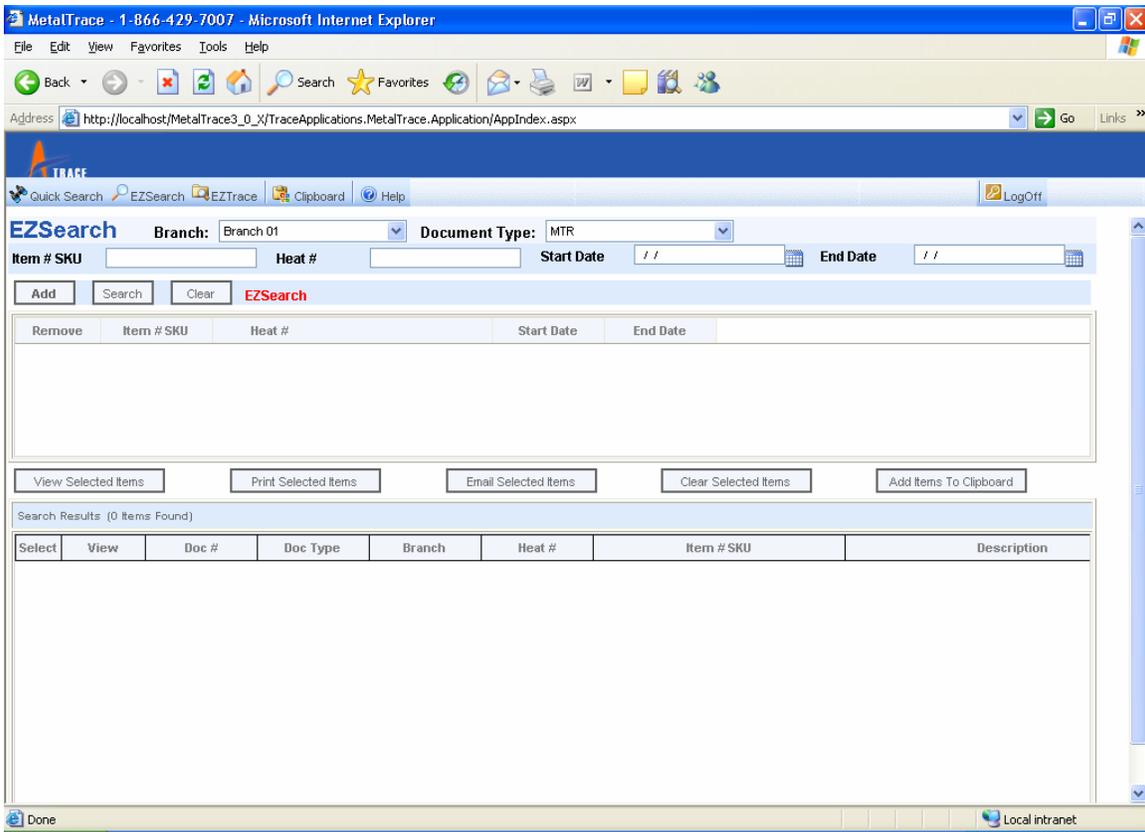
Examples:

- If you know the Heat Number ends in 123, enter \*123 and the result will display all Heat Numbers ending in 123.
- If you know the Heat Number begins with AB, enter AB\* and the result will display all Heat Numbers beginning with AB.
- If you are only missing the middle of a Heat Number enter AB\*123 and the search will display all Heat Numbers that start with AB and end in 123.
- If you know the number of characters in the Heat Number but are unsure of a specific one. If you enter AB\*123\* in the Heat Number box your results will display Heat Numbers with seven character beginning with AB that have 123 as the fourth, fifth and sixth characters.



- If you know the Item Number / SKU, simply enter the number in the Item Number / SKU box and you will be shown all the Heat Numbers that are indexed to that Item Number / SKU. Wildcard Searches can be used to search with the Item Number / SKUs.
- If you know the Description but not the SKU for the Heat Number you are searching, simply enter the item Description and you will be shown all the Heat Numbers that are indexed to that item Description. You can select the item Description from the drop-down box as it has the entire company database available for your use.

### 4.3.2 EZSearch



**EZSearch** allows you to search in more detail one or more MTRs or other documents. Click the **"EZSearch"** icon on the upper task bar and the **EZSearch** screen will appear. Select the branch and document type you want to search for from the drop-down box in the upper right of the search screen. Enter a search criteria and click on **"Add"**. You may enter multiple search criterias. Click the **"Search"** button or hit the **"Enter"** key and the search you requested will immediately populate the second half of the screen.

## EZSearch - detailed instructions

1. Select the branch and document type you want to search for.
2. Enter a search criterion and click on "Add".
3. To narrow the search results that will be displayed, enter the Item Number / SKU, Description, Manufacturer or Manufacture Date, PO# or other criteria in the boxes displayed then click the "Save" button.
4. To add to the search and look for more documents, repeat Step 2.
5. After the all the searches you want to perform are listed in the box in the center portion of the screen, click the "Search" button or hit the "Enter" key and the search you requested will immediately populate the third portion of the screen.
6. The number of items found during the search will be indicated in text on the bar above the results. **Search Results (10 Items Found)**
7. The individual MTRs can be viewed as a PDF file. You can zoom the image, flip it around and manipulate it in many ways using Adobe Reader. Simply click the box marked  and the individual MTR will be displayed in Adobe (PDF) format.
8. If you want to see more than one MTR at a time, check the small box beside any of the search results (you may check as many as you want) and then click the "View all Items" button. The actual MTR will be displayed on your screen in a small format with the Heat Number you searched for above it. Click an individual MTR image and the full size MTR will be displayed. You can click on two or more MTR images at the same time to enable you to compare the images.
9. Click any of the search results and then click the "View Selected" button and the actual MTR will be displayed on your screen in a small format with the Heat Number you searched above it. If you select more than one MTR, they will all be displayed in a small format. Click an individual MTR image and the full size MTR will be displayed. You can click on two or more MTR images at the same time to enable you to compare the images.
10. To Print or Email the MTR or MTRs, put a check mark in the check box beside each MTR you want and then click the "Print Items" or "Email Items" buttons or by clicking the "Print" or "Email" icons on the upper task bar.
11. If you make an error or you want to delete a search, click the  button.

### **IMPORTANT NOTE: What do I do if I only have part of the Heat Number?**

Use the "Wildcard Search". Put an \* (asterisk) in place of the character you are missing.

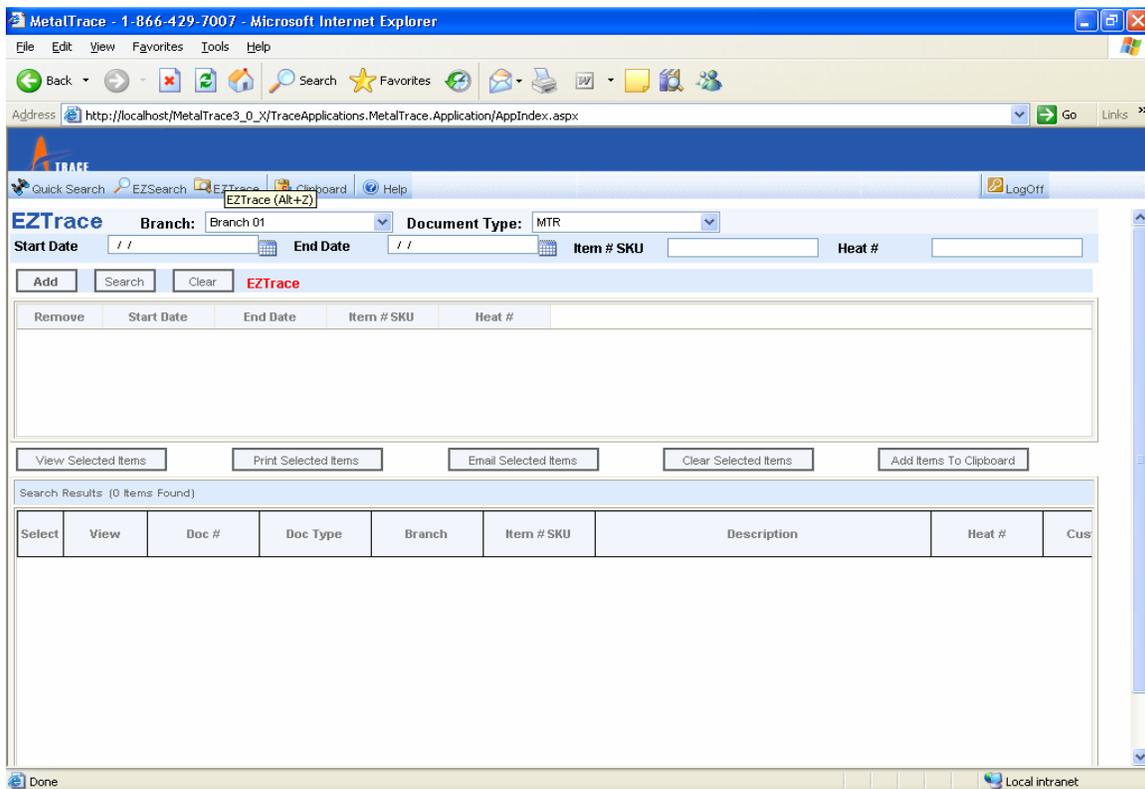
Examples:

- If you know the Heat Number ends in 123, enter \*123 and the result will display all Heat Numbers ending in 123.



- If you know the Heat Number begins with AB, enter AB\* and the result will display all Heat Numbers beginning with AB.
- If you are only missing the middle of a Heat Number enter AB\*123 the search will display all Heat Numbers that start with AB and end in 123.
- If you know the number of characters in the Heat Number but are unsure of a specific one. If you enter AB\*123\* in the Heat Number box your results will display Heat Numbers with seven character beginning with AB that have 123 as the fourth, fifth and sixth characters.
- If you know the Item Number / SKU, simply enter the number in the Item Number / SKU box and you will be shown all the Heat Numbers that are indexed to that Item Number / SKU. Wildcard Searches can be used to search with the Item Number / SKUs.
- If you know the Description but not the SKU for the Heat Number you are searching, simply enter the item Description and you will be shown all the Heat Numbers that are indexed to that item Description. You can select the item Description from the drop-down box as it has the entire company database available for your use.

### 4.3.3 EZTrace





**EZTrace** allows you to search in detail for one or more MTRs or other documents that have had TraceBack criteria applied to them. Click the **EZTrace** icon on the upper task bar and the **EZTrace** screen will appear. Enter the TraceBack criteria such as who a product was received from or sold to (Vendor or Customer), a Purchase Order or Sales Order Number, a Heat Number or several Heat Numbers separated by commas. If you know the Item Number / SKU, Description, or date range you may add those if you wish to narrow the search results. Click the "Search" button and the search you requested will immediately populate the screen.

**EZTrace** is used if you know the TraceBack criterion that was used to file the documents you are searching for.

### **EZTrace - detailed instructions**

1. Enter a Heat Number, Item Number, Customer, Sales Order Number or whatever other criteria may have been used to file the documents you require. You may even enter several Numbers separated by commas in the appropriate box.
2. To narrow the search results that will be displayed, enter the Item Number / SKU, Description, Manufacturer or Manufacture Date, PO# or other criteria in the boxes displayed then click the "Save" button.
3. To add to the search and look for more documents, repeat Step 2.
4. After the all the searches you want to perform are listed in the box in the center portion of the screen, click the "Search" button or hit the "Enter" key and the search you requested will immediately populate the third portion of the screen.
5. The number of items found during the search will be indicated in text on the bar above the results. **Search Results (10 Items Found)**
6. The individual documents can be viewed as a PDF file. You can zoom the image, flip it around and manipulate it in many ways using Adobe Reader. Simply click the box marked  and the individual MTR will be displayed in Adobe (PDF) format.
7. If you want to see more than one document at a time, check the small box beside any of the search results (you may check as many as you want) and then click the "View all Items" button. The actual MTR will be displayed on your screen in a small format with the Heat Number you searched for above it. Click an individual MTR image and the full size MTR will be displayed. You can click on two or more MTR images at the same time to enable you to compare the images.
8. Click any of the search results and then click the "View Selected" button and the actual MTR will be displayed on your screen in a small format with the Heat Number you searched above it. If you select more than one MTR, they will all be displayed in a small format. Click an individual MTR image and the full size MTR will be displayed. You can click on two or more MTR images at the same time to enable you to compare the images.



9. To Print or Email the MTR or MTRs, put a check mark in the check box beside each MTR you want and then click the “Print Items” or “Email Items” buttons or by clicking the “Print” or “Email” icons on the upper task bar.

10. If you make an error or you want to delete a search, click the  button.

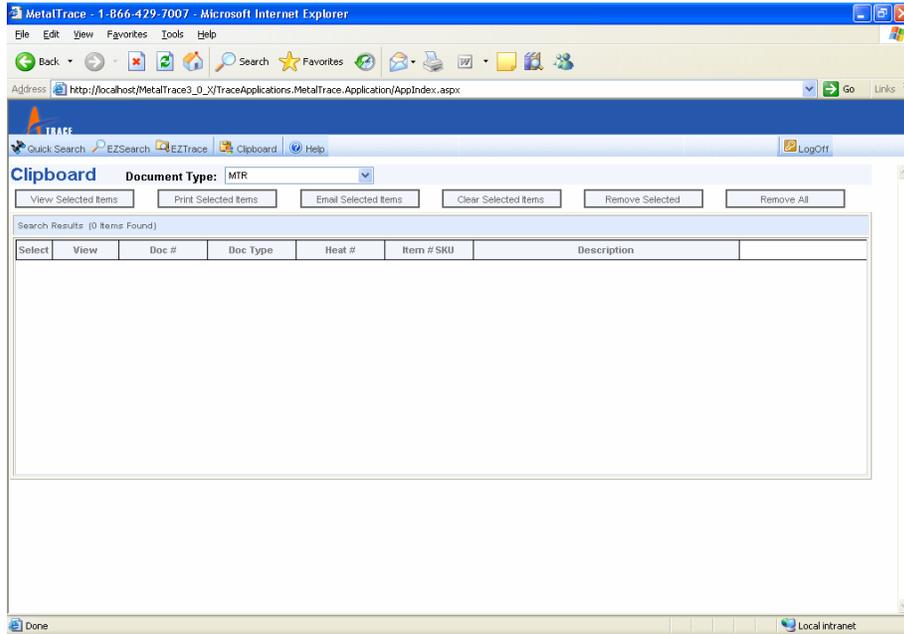
**IMPORTANT NOTE: What do I do if I only have part of a search Number?**

Use the "Wildcard Search". Put an \* (asterisk) in place of the character you are missing.

Examples:

- If you know the Heat Number ends in 123, enter \*123 and the result will display all Heat Numbers ending in 123.
- If you know the Heat Number begins with AB, enter AB\* and the result will display all Heat Numbers beginning with AB.
- If you are only missing the middle of a Heat Number enter AB\*123 the search will display all Heat Numbers that start with AB and end in 123.
- If you know the number of characters in the Heat Number but are unsure of a specific one. If you enter AB\*123\* in the Heat Number box your results will display Heat Numbers with seven character beginning with AB that have 123 as the fourth, fifth and sixth characters.
- If you know the Item Number / SKU, simply enter the number in the Item Number / SKU box and you will be shown all the Heat Numbers that are indexed to that Item Number / SKU. Wildcard Searches can be used to search with the Item Number / SKUs.
- If you know the Description but not the SKU for the Heat Number you are searching, simply enter the item Description and you will be shown all the Heat Numbers that are indexed to that item Description. You can select the item Description from the drop-down box as it has the entire company database available for your use.

#### 4.3.4 Clipboard



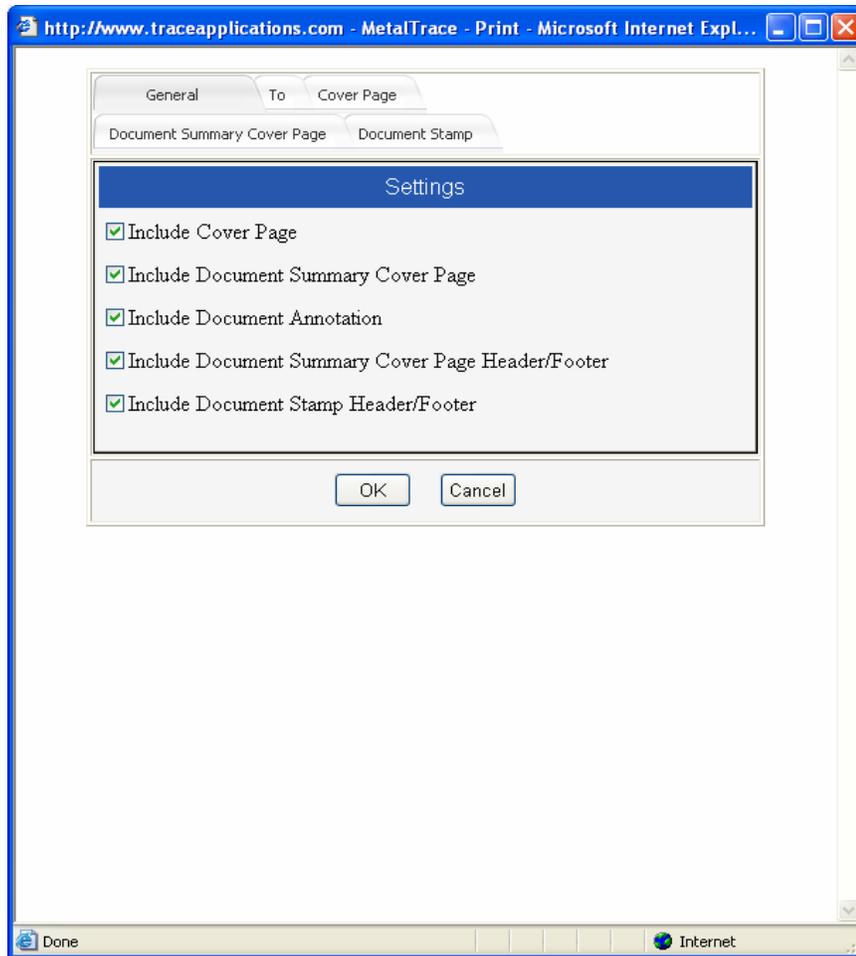
**Clipboard** allows you to perform multiple searches and assemble them all for Printing or Emailing all at one time. To Print or Email more than one search at one time, you simply perform more than one search and each time you do you click the “Add to Clipboard” button. That puts your search results in a temporary batch on the Clipboard. This function is similar to using the Clipboard in Microsoft Word.

1. Perform a search in either Quick Search, EZSearch or EZTrace and select the documents by checking the box beside each one you require. After selecting all the documents you wish, click the “Add to Clipboard” button. Continue to perform more searches and add their results to the Clipboard. The Clipboard will list all the documents you have chosen.
2. After selecting all the documents you need, click the appropriate button (Print, Fax or Email), and the Print, Fax or Email screens will be displayed. You will then print them at that time or address them to where you want them sent. Fill in the appropriate information and the job will be performed.

#### 4.3.5 Printing

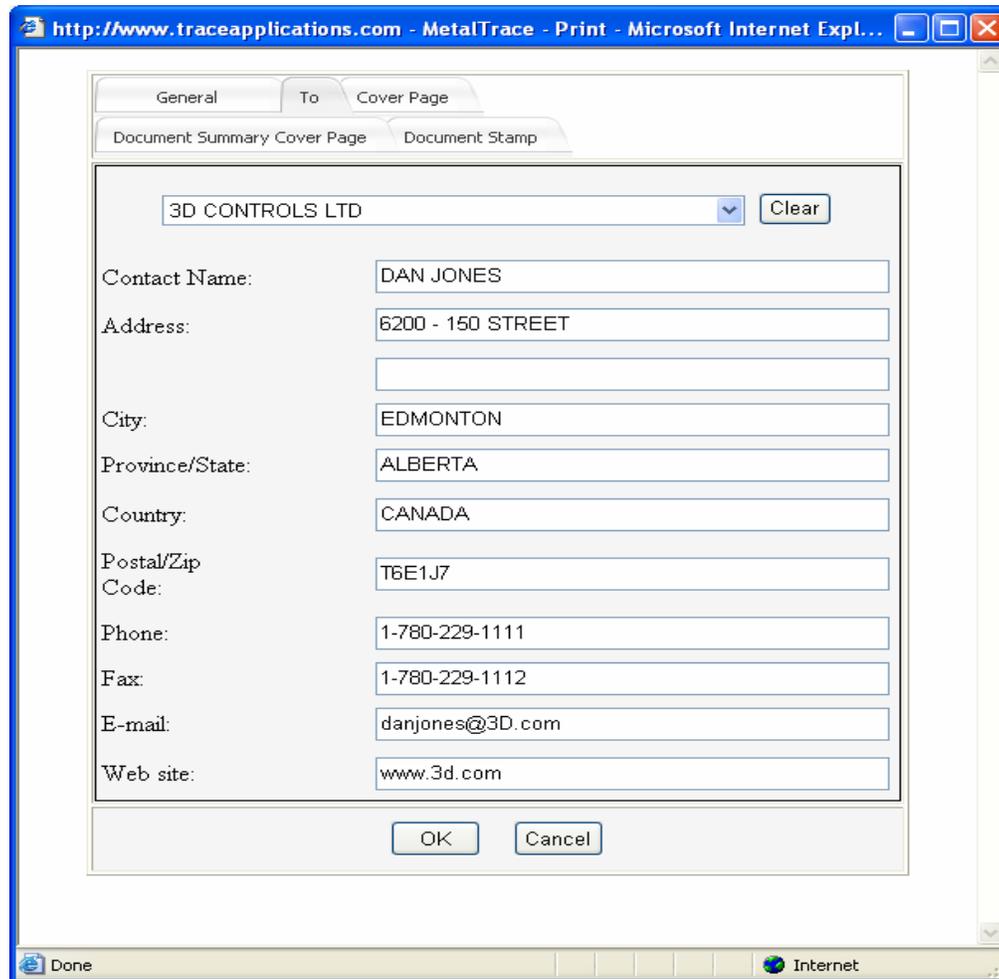
1. Once you have entered your search criteria and clicked on "Search", the results will appear below in the Search Results section. You can browse through the list of results by scrolling down the list.
2. Click any of the Search Results and then click the “View Selected” button and the actual document will be displayed on your screen in a small format. If you select more than one

- document, they will all be displayed in a small format. Click an individual image and the full size document will be displayed using Adobe Reader.
- To print more than one or more documents, please select each document you want by checking the box beside the Heat # and click “Print Selected Items”.
  - The following screen will then appear and it gives you many options for printing. You can completely configure how you want your print job to be prepared.



- The “General” tab displays five choices. You may select how you want your print job to appear, that is, with or without a Cover Page, Document Summary Cover Page, Annotation and Headers and Footers. This gives the user complete control of how the document will appear.
- The “To” tab will allow you to customize the Document Summary Cover Page specifically for customer or contact. Click the drop down arrow and select a company from the drop

down box or type the first letter of the company name. Select the company you want by clicking on the name with your mouse or using the down arrow on your keyboard and then hitting enter and the entire screen will be filled in with the information about the company that is stored in the database. If you want to make a change to or customize any of the information displayed, you may do so by typing in any of the boxes.

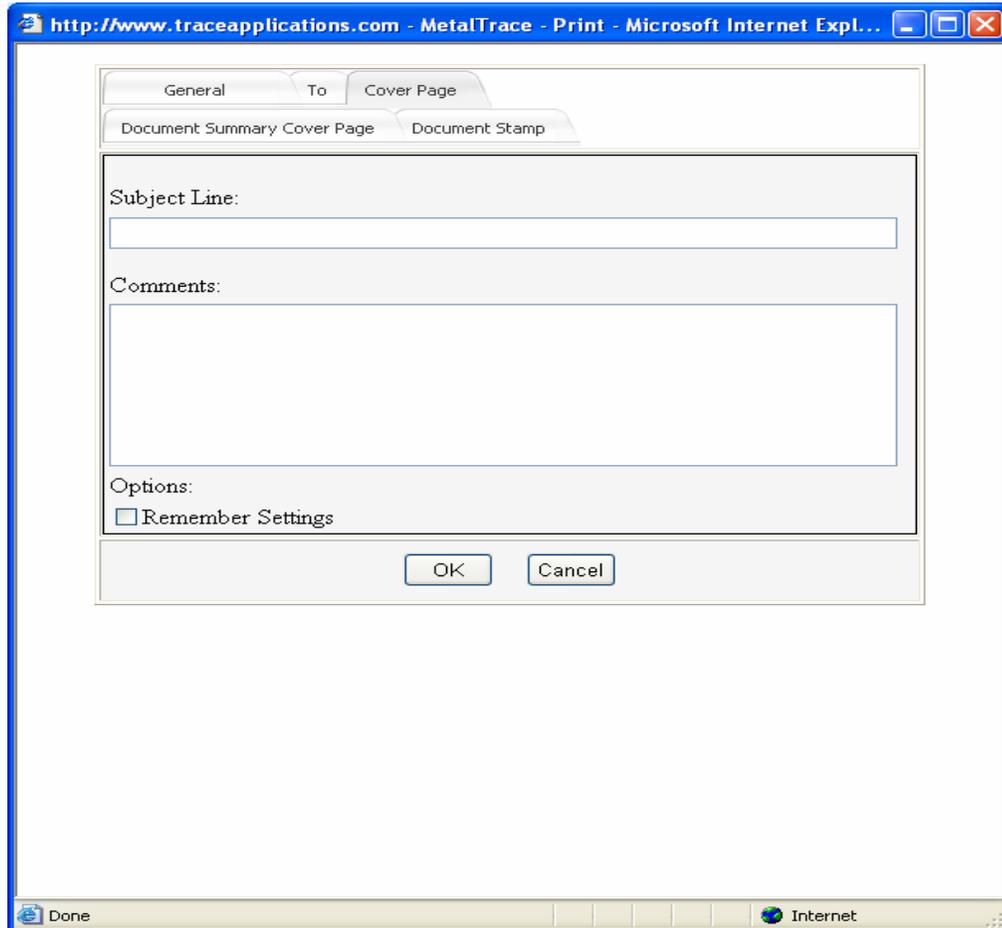


The screenshot shows a web browser window with the URL <http://www.traceapplications.com>. The page has several tabs: "General", "To", "Cover Page", "Document Summary", and "Document Stamp". The "Cover Page" tab is active. At the top of the form, there is a dropdown menu showing "3D CONTROLS LTD" and a "Clear" button. Below this are several input fields for contact information:

Contact Name:	DAN JONES
Address:	6200 - 150 STREET
City:	EDMONTON
Province/State:	ALBERTA
Country:	CANADA
Postal/Zip Code:	T6E1J7
Phone:	1-780-229-1111
Fax:	1-780-229-1112
E-mail:	danjones@3D.com
Web site:	www.3d.com

At the bottom of the form are "OK" and "Cancel" buttons. The browser's status bar at the bottom shows "Done" and "Internet".

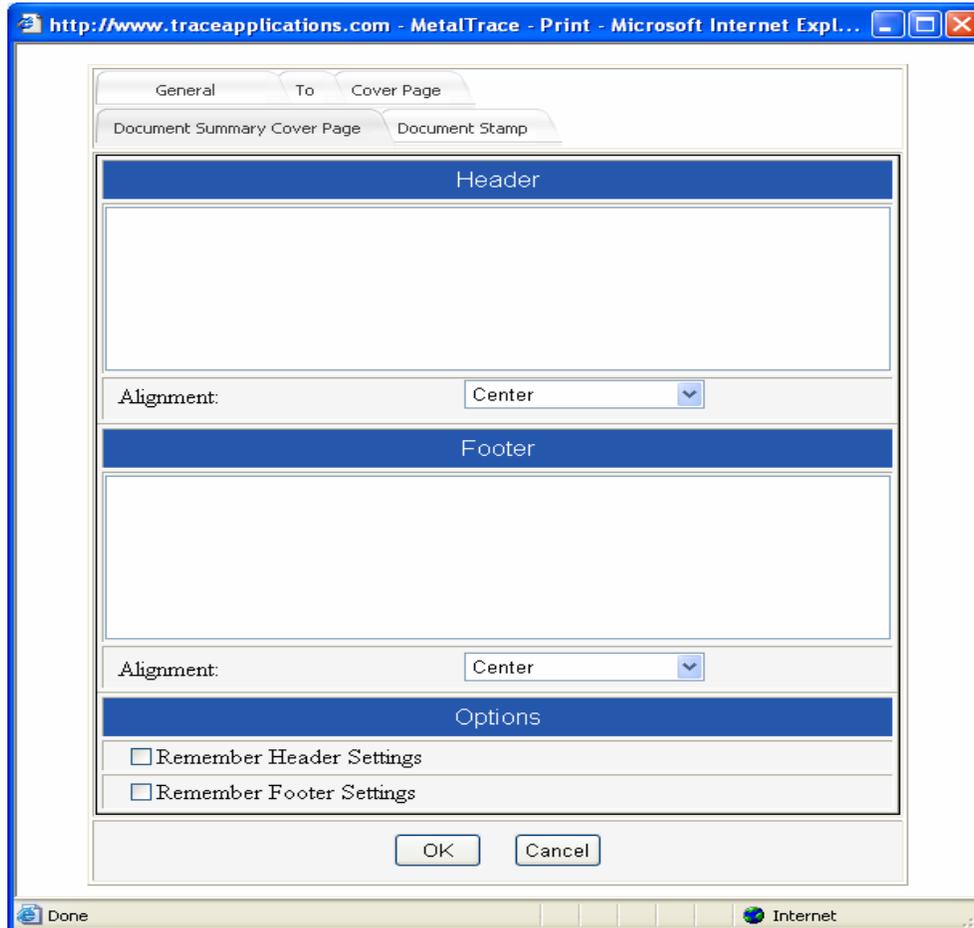
7. The "Cover Page" tab will allow you to create a customized cover page. It is on this page that you may want to say some specific things about the documents that follow. If you send the same type of document to a customer often or the text is often the same, you may click the box at the bottom "Remember Settings" and the next time the box appears it will have the same text in it. This could save you a great deal of time if you often send out similar documents.



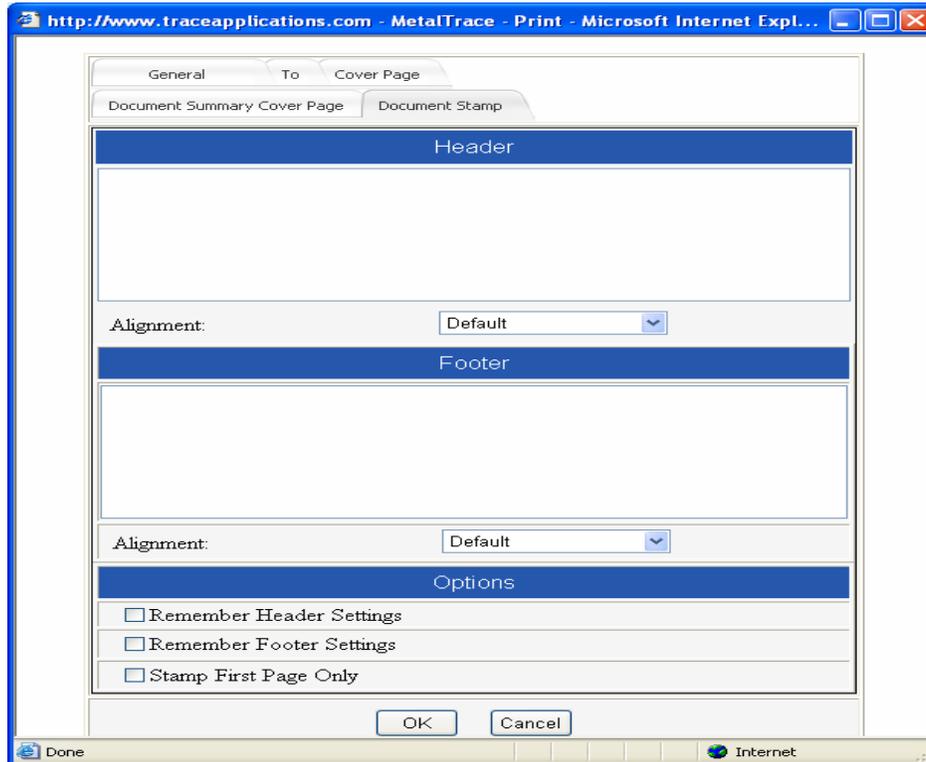
8. The “Document Summary Cover Page” tab allows the user to put a header or footer on the Document Summary Cover Page which can be centered or put on the right or left. You may click the box at the bottom “Remember Header Settings” or “Remember Footer Settings” and the next you want to create a Document Summary Cover Page it will have the same text on it and in the same place. This could save you a great deal of time if you often send out similar documents.

**IMPORTANT:**

**MetalTrace®** can create a Document Summary Cover Page listing all the documents you searched for in the order in which they were searched, and produces the documents in that order for every print job. That feature can be turned on or off by the user whenever they want.



9. The “Document Stamp” tab allows the user to put a header or footer on the documents that are being printed which can be centered or put on the right or left and if there are multiple documents, to only stamp the first page. You may click the box at the bottom “Remember Header Settings”, “Remember Footer Settings” or Stamp First Page Only” and the next you want to print documents they will have the same text on it and in the same place. This could save you a great deal of time if you often send out similar documents.

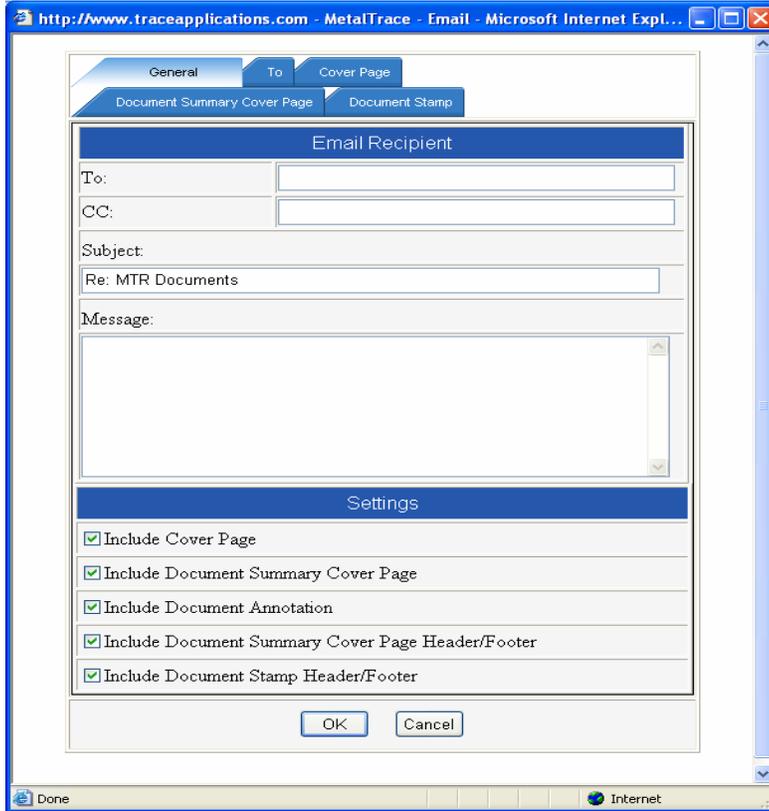


10. After you have made all your choices with regard to your print job, click "OK". Adobe Reader will display the compiled print job. Click the "printer" icon in the top left corner of the screen and send the job to the printer.

#### 4.3.6 Emailing

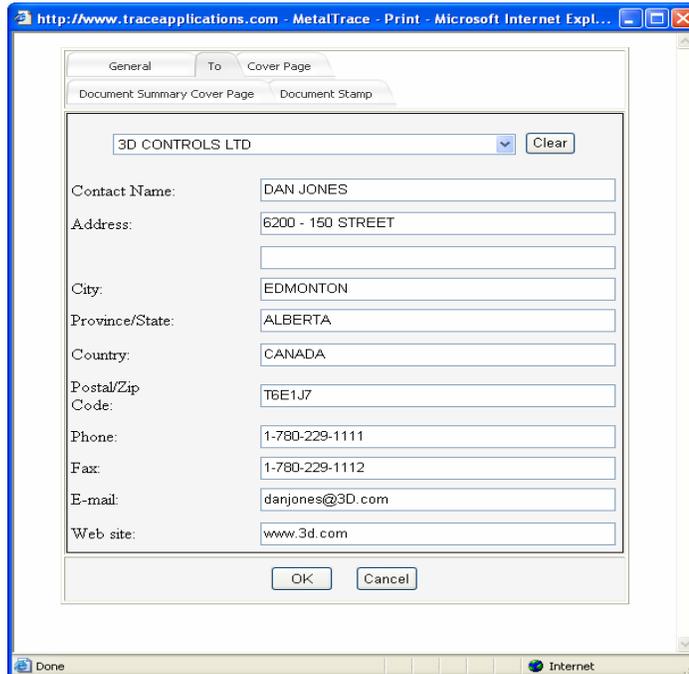
**MetalTrace®** uses a special process to send documents by email without using an email client like Microsoft Outlook or Outlook Express thereby eliminating the spread of viruses. Use **MTRMail** to send documents worry free!

1. After you have entered your search criteria and clicked on "Search", the results will appear below in the Search Results section. You can browse through the results by scrolling down the list.
2. You may Email the documents by clicking the "Email Selected Items" button or by clicking the "Email" icon on the upper task bar.
3. If you wish to Email more than one document, please select each Search Result by checking the box beside the Heat # and click "Email Selected Items".
4. The following screen will then appear and it gives you many options for Emailing. You can completely configure how you want your Email to be prepared.



The screenshot shows a web browser window with the URL <http://www.traceapplications.com>. The page has several tabs: "General", "To", "Cover Page", "Document Summary Cover Page", and "Document Stamp". The "General" tab is active, displaying an "Email Recipient" section with fields for "To:", "CC:", "Subject:", and "Re: MTR Documents". Below this is a "Message:" field. The "Settings" section contains five checked checkboxes: "Include Cover Page", "Include Document Summary Cover Page", "Include Document Annotation", "Include Document Summary Cover Page Header/Footer", and "Include Document Stamp Header/Footer". At the bottom are "OK" and "Cancel" buttons.

5. The “General” tab displays five choices. You may select how you want your print job to appear, that is, with or without a Cover Page, Document Summary Cover Page, Annotation and Headers and Footers. This gives the user complete control of how the document will appear.
6. The “To” tab will allow you to customize the Document Summary Cover Page specifically for customer or contact. Click the drop down arrow and select a company from the drop down box or type the first letter of the company name. Select the company you want by clicking on the name with your mouse or using the down arrow on your keyboard and then hitting enter and the entire screen will be filled in with the information about the company that is stored in the database. If you want to make a change to or customize any of the information displayed, you may do so by typing in any of the boxes.

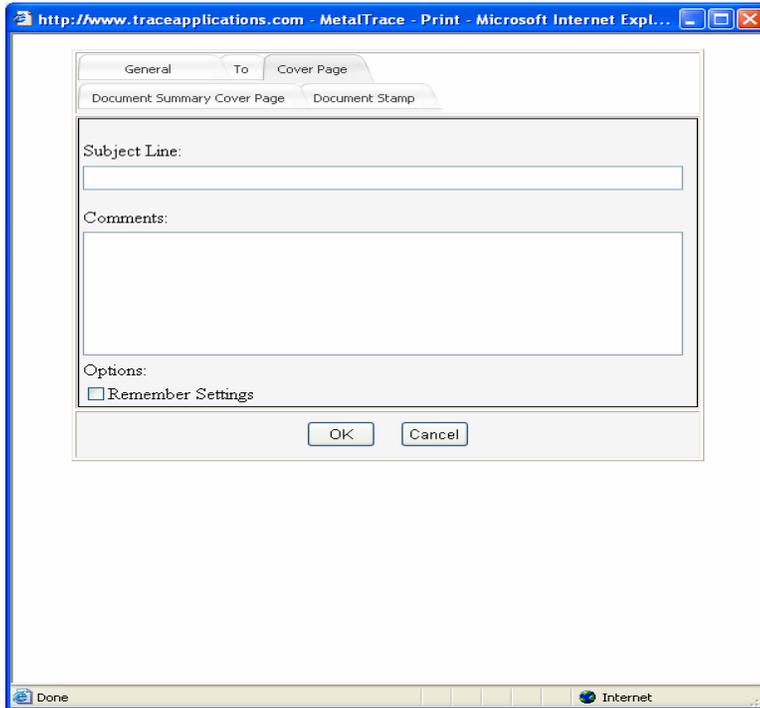


The screenshot shows a web browser window with the address bar displaying "http://www.traceapplications.com - MetalTrace - Print - Microsoft Internet Expl...". The browser window contains a form with several tabs: "General", "To", "Cover Page", "Document Summary", "Cover Page", and "Document Stamp". The "Cover Page" tab is selected. The form contains the following fields:

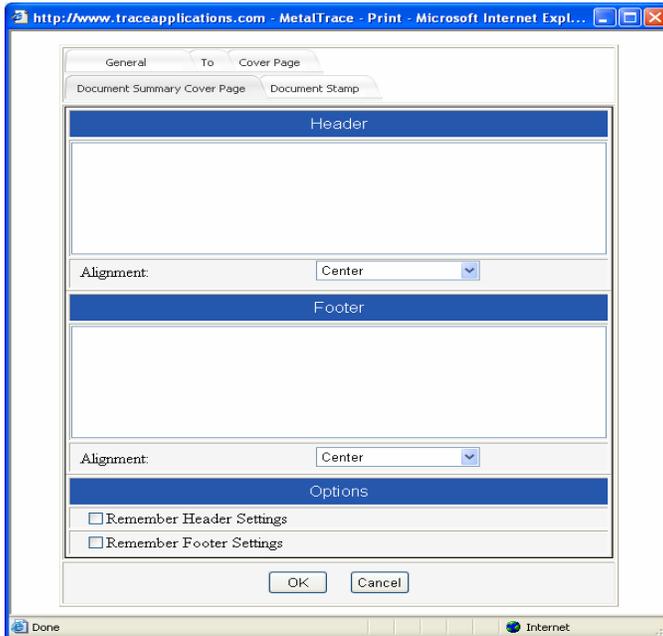
3D CONTROLS LTD		Clear
Contact Name:	DAN JONES	
Address:	6200 - 150 STREET	
City:	EDMONTON	
Province/State:	ALBERTA	
Country:	CANADA	
Postal/Zip Code:	T6E1J7	
Phone:	1-780-229-1111	
Fax:	1-780-229-1112	
E-mail:	danjones@3d.com	
Web site:	www.3d.com	

At the bottom of the form are "OK" and "Cancel" buttons.

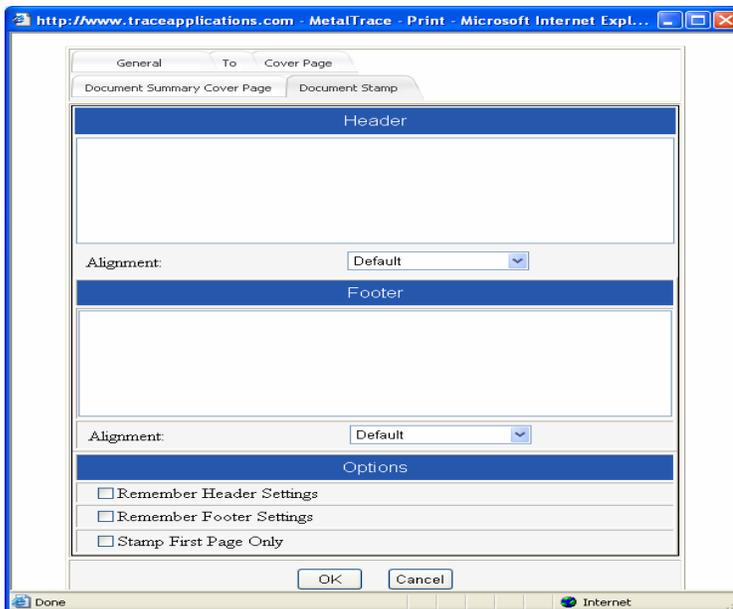
7. The "Cover Page" tab will allow you to create a customized cover page. It is on this page that you may want to say some specific things about the documents that follow. If you send the same type of document to a customer often or the text is often the same, you may click the box at the bottom "Remember Settings" and the next time the box appears it will have the same text in it. This could save you a great deal of time if you often send out similar documents.



8. The “Document Summary Cover Page” tab allows the user to put a header or footer on the Document Summary Cover Page which can be centered or put on the right or left. You may click the box at the bottom “Remember Header Settings” or “Remember Footer Settings” and the next you want to create a Document Summary Cover Page it will have the same text on it and in the same place. This could save you a great deal of time if you often send out similar documents.



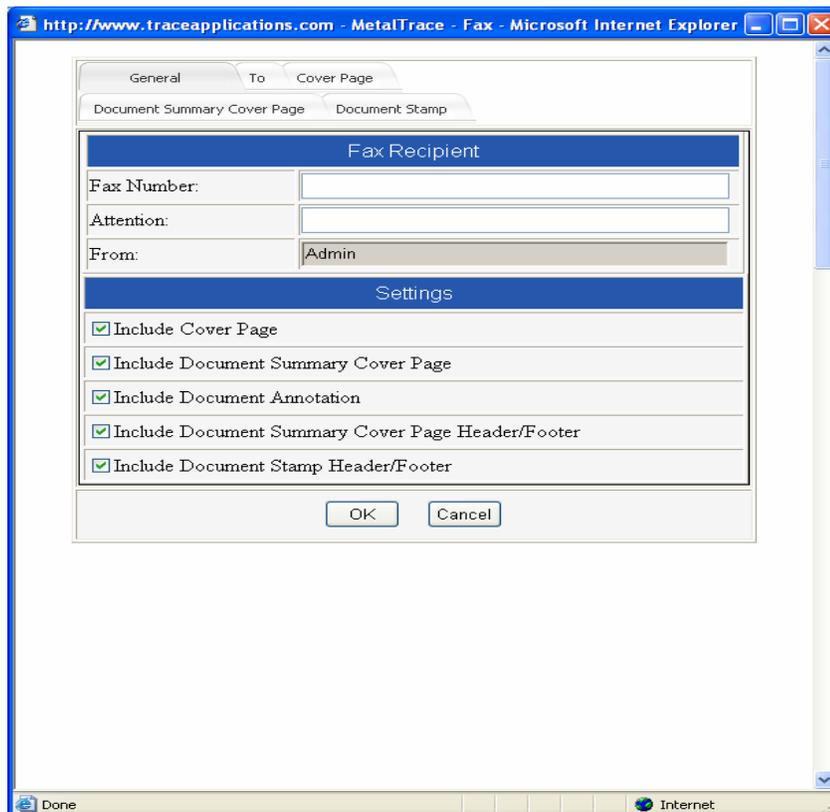
- The “Document Stamp” tab allows the user to put a header or footer on the documents that are being Emailed which can be centered or put on the right or left and if there are multiple documents, to only stamp the first page. You may click the box at the bottom “Remember Header Settings”, “Remember Footer Settings” or Stamp First Page Only” and the next you want to Email documents they will have the same text on it and in the same place. This could save you a great deal of time if you often send out similar documents.



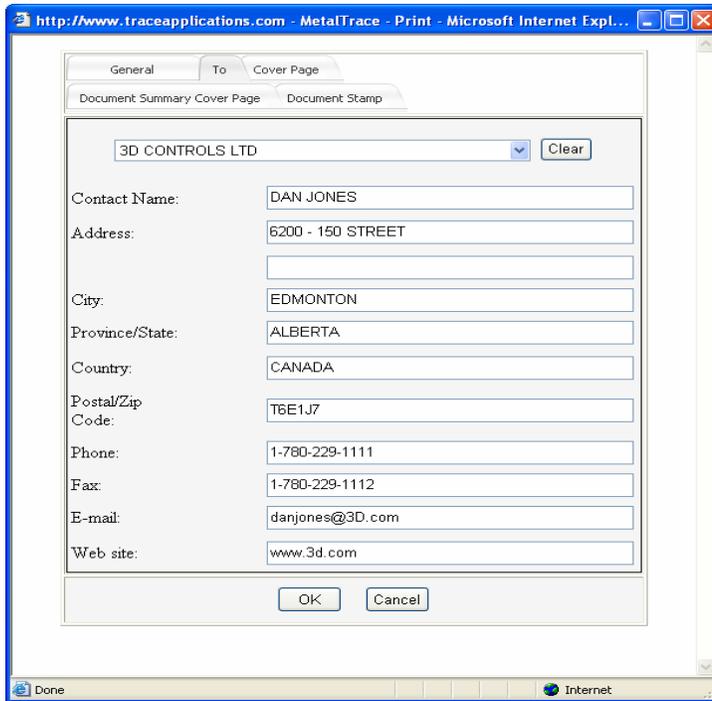
10. After you have made all your choices with regard to your Email, click “OK” and MetalTrace will send your Email.

#### 4.3.7 Faxing (if Fax configured on your installation)

1. Once you have entered your search criteria and clicked on "Search", the results will appear below in the Search Results section. You can browse through the list of results by scrolling down the list.
2. Click any of the Search Results and then click the box beside the documents you wish to Fax.
3. You may then Fax the document or documents by clicking the “Fax Selected Items” button or by clicking the “Fax” icon on the upper task bar.
4. To print more than one or more documents, please select each document you want by checking the box beside the Heat # and click “Fax Selected Items”.
5. The following screen will then appear and it gives you many options for printing. You can completely configure how you want your print job to be prepared.



6. The “General” tab displays five choices. You may select how you want your print job to appear, that is, with or without a Cover Page, Document Summary Cover Page, Annotation and Headers and Footers. This gives the user complete control of how the document will appear.
7. The “To” tab will allow you to customize the Document Summary Cover Page specifically for customer or contact. Click the drop down arrow and select a company from the drop down box or type the first letter of the company name. Select the company you want by clicking on the name with your mouse or using the down arrow on your keyboard and then hitting enter and the entire screen will be filled in with the information about the company that is stored in the database. If you want to make a change to or customize any of the information displayed, you may do so by typing in any of the boxes.

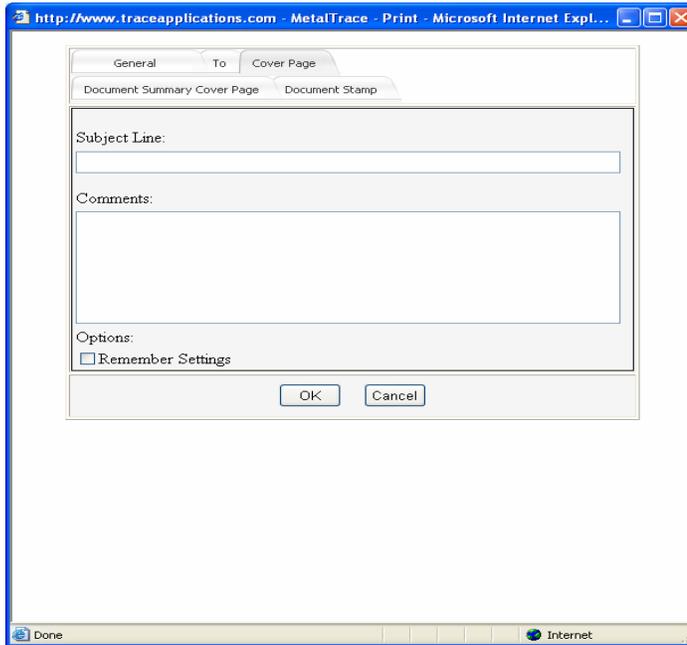


The screenshot shows a web browser window with the URL <http://www.traceapplications.com>. The page title is "MetalTrace - Print - Microsoft Internet Expl...". The application has several tabs: "General", "To", and "Cover Page". Under the "To" tab, there are sub-tabs for "Document Summary Cover Page" and "Document Stamp". A dropdown menu is set to "3D CONTROLS LTD" with a "Clear" button next to it. Below this, the following contact information is displayed in a form:

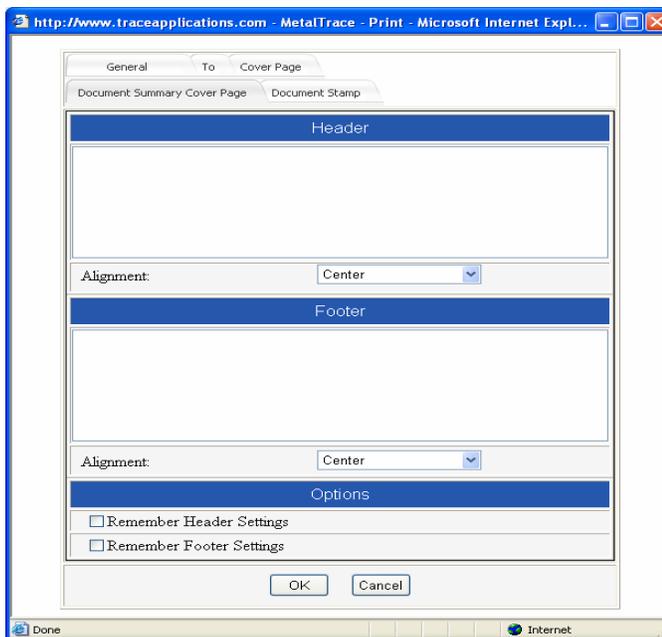
Contact Name:	DAN JONES
Address:	6200 - 150 STREET
City:	EDMONTON
Province/State:	ALBERTA
Country:	CANADA
Postal/Zip Code:	T6E1J7
Phone:	1-780-229-1111
Fax:	1-780-229-1112
E-mail:	danjones@3D.com
Web site:	www.3d.com

At the bottom of the form are "OK" and "Cancel" buttons. The browser's status bar shows "Done" and "Internet".

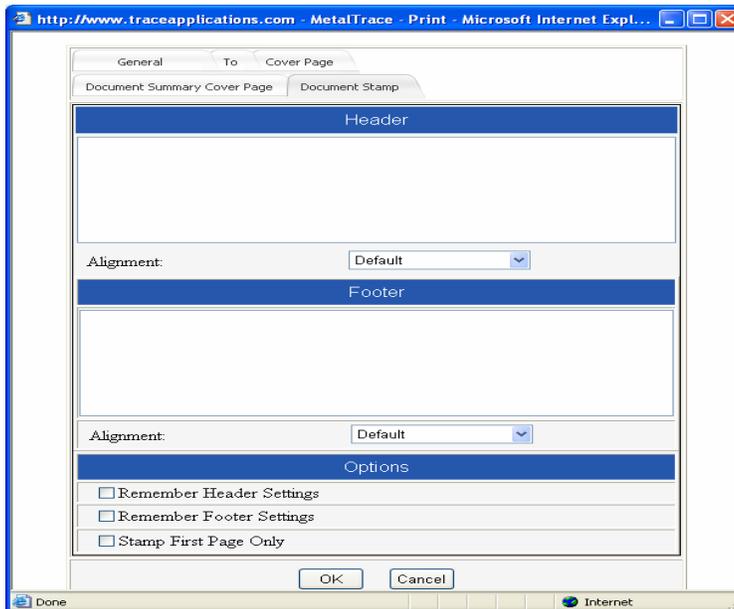
8. The “Cover Page” tab will allow you to create a customized cover page. It is on this page that you may want to say some specific things about the documents that follow. If you send the same type of document to a customer often or the text is often the same, you may click the box at the bottom “Remember Settings” and the next time the box appears it will have the same text in it. This could save you a great deal of time if you often send out similar documents.



9. The “Document Summary Cover Page” tab allows the user to put a header or footer on the Document Summary Cover Page which can be centered or put on the right or left. You may click the box at the bottom “Remember Header Settings” or “Remember Footer Settings” and the next you want to create a Document Summary Cover Page it will have the same text on it and in the same place. This could save you a great deal of time if you often send out similar documents.



10. The “Document Stamp” tab allows the user to put a header or footer on the documents that are being printed which can be centered or put on the right or left and if there are multiple documents, to only stamp the first page. You may click the box at the bottom “Remember Header Settings”, “Remember Footer Settings” or Stamp First Page Only” and the next you want to print documents they will have the same text on it and in the same place. This could save you a great deal of time if you often send out similar documents.



11. After you have made all your choices with regard to your Fax, click “OK” and the Fax will be sent by the Fax server.

#### 4.3.8 Help

**Help** is always available to you whenever and wherever you are in the program. Simply click the Help icon and the answer to your question is available to you by clicking the subject area on the left side of the screen. The right side of the screen will display the procedure to use with regard to the subject area.



---

## 5.0 Capabilities

---

The **MetalTrace® Online** is a full featured software solution that enables the user to access documents from anywhere at anytime using the Internet. The speed of the searches performed is based upon the number of items found in the corporate database for the particular search, the speed of the Internet connection and the speed of the users' computer. **MetalTrace®** uses a Microsoft SQL or Oracle database and high speed servers that are well maintained. In the event there is a perceived slowdown in performance, check your computer for viruses, connections or other physical or software problems.

**MetalTrace® Online** is the culmination of work by a group of dedicated individuals at Trace Applications who collectively have decades of experience in understanding the complicated process of Quality Assurance and Quality Control programs and documentation. On behalf of all of us to you, we wish you the very best in your use of the program and would welcome any thoughts you have to help and make it even better. Thank you for using the **MetalTrace® Online**.