



1.1 Requesting A Username

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

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

The request will be sent to the ScanStation™ administrator for the company and will approve or deny the request by email.

To use the Trace Applications Inc. MetalTrace Online website please enter the required information below.

Each user must apply for their own username/password. Multiple users on one login will cause problems. Account expiry notices are sent to the registered email address below. Please keep us informed of any changes.

* Your first name:

* Your last name:

* Your Company name:

* Company Address:

* City:

* Province/State:

* Postal/Zip Code:

* Country:

* Telephone Number: Ext:

Fax Area Code/Number:

* Your Email Address:

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

* Choose a Username:

6 - 20 characters, please only use letters and numbers.

* Choose a Password:

6 - 20 characters, please only use letters and numbers.

* Re-enter your Password (confirm):

* Primary Trace Applications Inc. Branch I do business with:

Comments:

Your request to use the Trace Applications Inc. MetalTrace Online website 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.

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

Welcome to our MetalTrace® Online Site

Username:

Password:

By clicking the "Login" button, I agree to the [Terms of Use and Copyright Statement](#) outlined herein.

2.1 Quick Search

The website opens in **Quick Search** mode. **Quick Search** allows you to quickly search for one MTR (or other documents) and is the easiest and most common search performed.

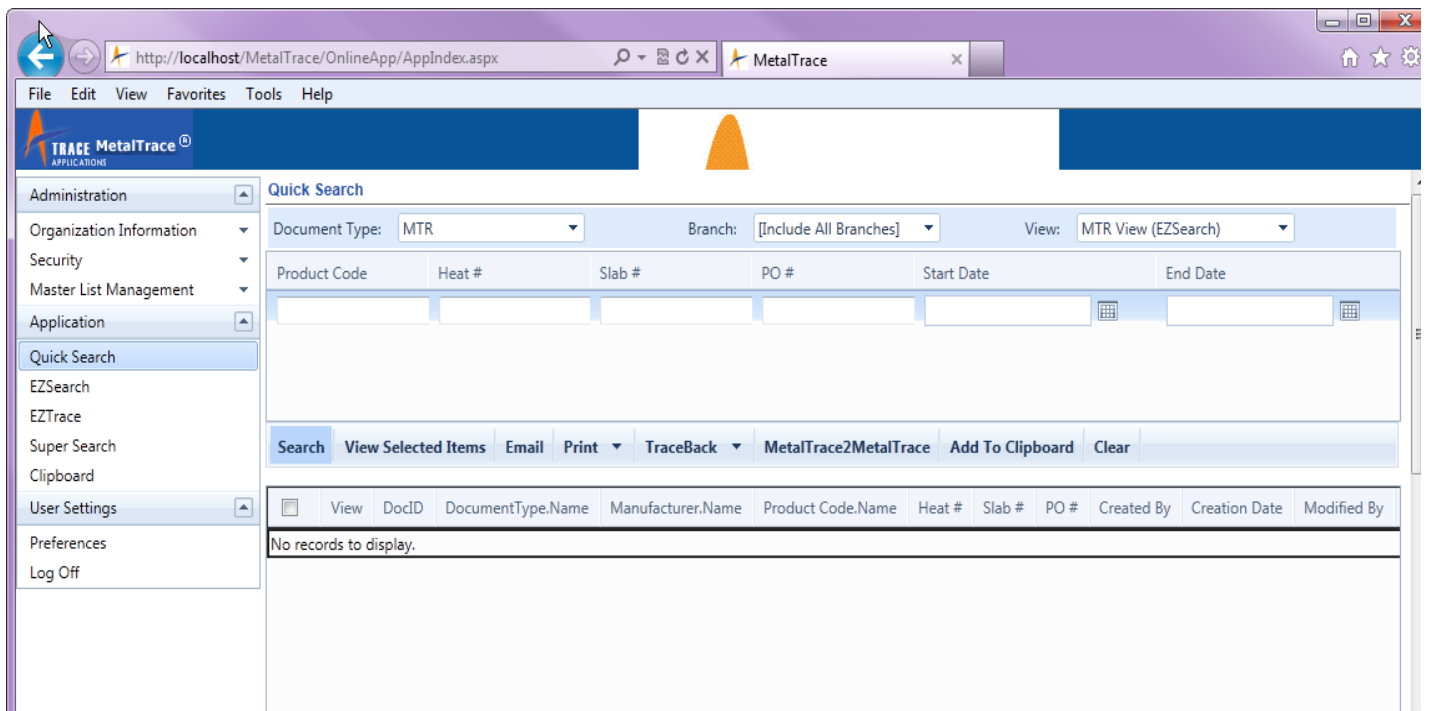
1. Select the document type you want to search for from the drop-down box in the upper right of the search screen (MTR is the default).
2. Enter a Heat Number in the **Heat#** box. If you know the Item Number / SKU or Description you may add those if you wish to narrow the search results. Click the **Search** box or hit the **Enter** key and the search you requested will immediately populate the screen.

IMPORTANT NOTE:



What do I do if I only have part of the Heat Number or other data?

*Use the "Wildcard Search". Put an * (asterisk) in place of the character you are missing. If you know the Heat Number begins with AB, enter AB* and the result will display all Heat Numbers beginning with AB.*



The screenshot shows the MetalTrace web application interface. The browser address bar displays `http://localhost/MetalTrace/OnlineApp/AppIndex.aspx`. The application header includes the TRACE MetalTrace logo and a navigation menu on the left with options like Administration, Organization Information, Security, Master List Management, Application, Quick Search, EZSearch, EZTrace, Super Search, Clipboard, User Settings, Preferences, and Log Off. The main content area is titled "Quick Search" and features a search form with the following fields: Document Type (set to MTR), Branch (set to [Include All Branches]), and View (set to MTR View (EZSearch)). Below these are input fields for Product Code, Heat #, Slab #, PO #, Start Date, and End Date. A search button is present, along with other actions: View Selected Items, Email, Print, TraceBack, MetalTrace2MetalTrace, Add To Clipboard, and Clear. A table header is visible with columns: View, DocID, DocumentType.Name, Manufacturer.Name, Product Code.Name, Heat #, Slab #, PO #, Created By, Creation Date, and Modified By. The table content area currently displays "No records to display."

2.2 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

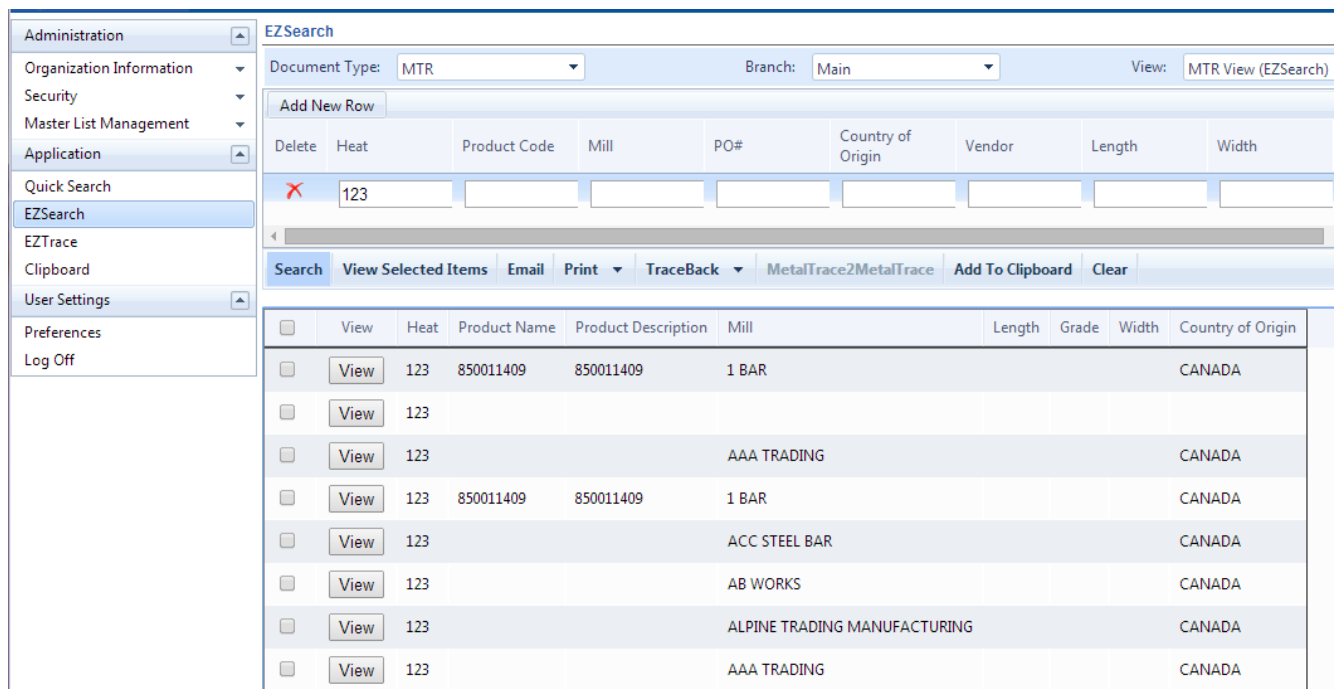
1. Select the branch and document type you want to search for from the drop-down box in the upper right of the search screen.
2. Enter a Heat Number in the **Heat#** box. If you know the Item Number / SKU or Description you may add those if you wish to narrow the search results. Click the **Search** box or hit the **Enter** key and the search you requested will immediately populate the screen. Click on "Add New Row". You may enter multiple search criteria's.

IMPORTANT NOTE:



What do I do if I only have part of the Heat Number or other data?

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



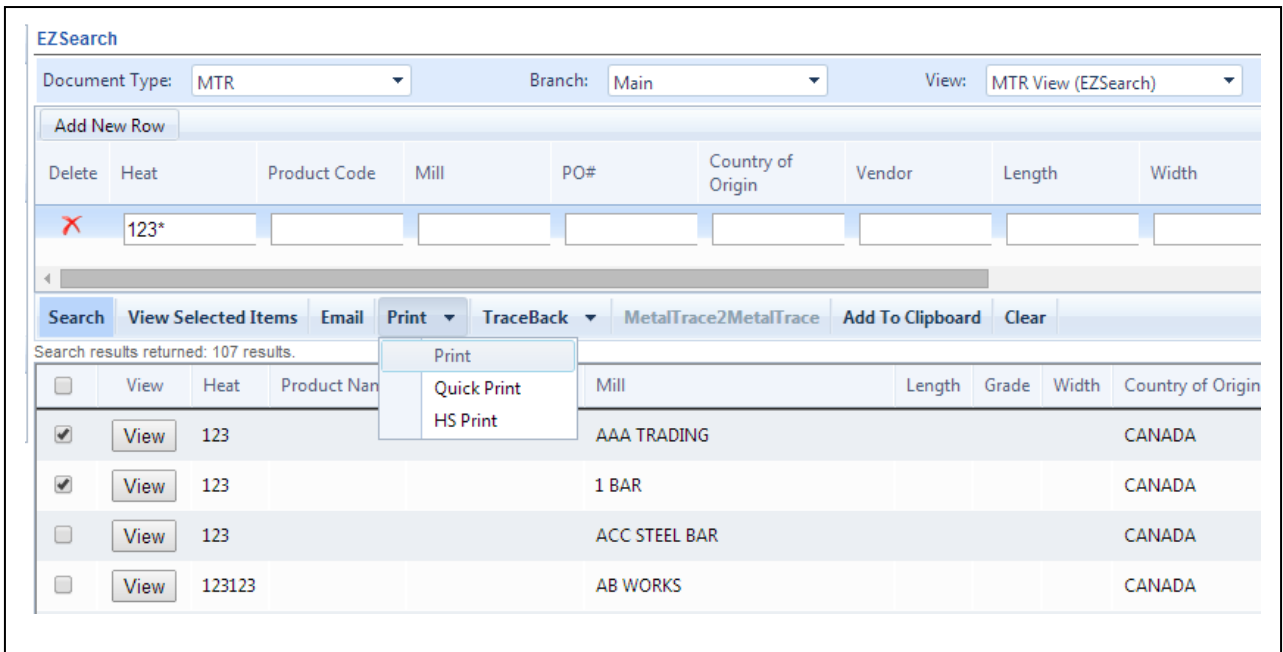
The screenshot shows the EZSearch interface with the following details:

- Document Type:** MTR
- Branch:** Main
- View:** MTR View (EZSearch)
- Search Criteria:** Heat# 123
- Search Results Table:**

View	Heat	Product Name	Product Description	Mill	Length	Grade	Width	Country of Origin
<input type="checkbox"/>	View	123	850011409	850011409	1 BAR			CANADA
<input type="checkbox"/>	View	123						
<input type="checkbox"/>	View	123		AAA TRADING				CANADA
<input type="checkbox"/>	View	123	850011409	850011409	1 BAR			CANADA
<input type="checkbox"/>	View	123		ACC STEEL BAR				CANADA
<input type="checkbox"/>	View	123		AB WORKS				CANADA
<input type="checkbox"/>	View	123		ALPINE TRADING MANUFACTURING				CANADA
<input type="checkbox"/>	View	123		AAA TRADING				CANADA

2.3 Printing & Viewing an MTR

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 Items**" 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.
3. 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 screenshot shows the EZSearch interface with the following details:

- Document Type: MTR
- Branch: Main
- View: MTR View (EZSearch)
- Search criteria: 123*
- Search results returned: 107 results.
- Search results table:

View	Heat	Product Name	Mill	Length	Grade	Width	Country of Origin
<input checked="" type="checkbox"/>	123		AAA TRADING				CANADA
<input checked="" type="checkbox"/>	123		1 BAR				CANADA
<input type="checkbox"/>	123		ACC STEEL BAR				CANADA
<input type="checkbox"/>	123123		AB WORKS				CANADA

The 'Print' dropdown menu is open, showing options: Print, Quick Print, and HS Print.

3.1 Help & Troubleshooting

When the user encounters an error message in MetalTrace™ Online, the most important thing is that the error is recorded right away so the technical support department can identify the problem. If the error is reported in the correct manner, it will be easier to solve the problem.

- You can also paste it into an email and send it to technical support so that they can have a better idea of what you are speaking to them about.
- Software support is available during normal business hours at @1-866-429-7007 as well as by email support@traceapps.com

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