



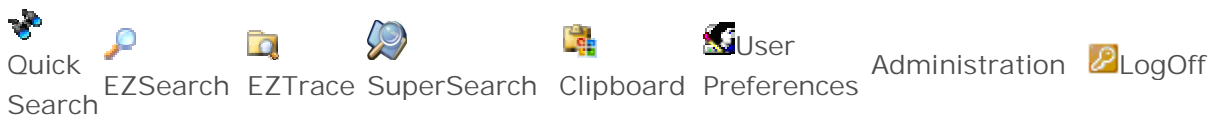
**MetalTrace® Online
Mini Manual**


MetalTrace® Home Page


From the MetalTrace® Home page, if you are a new user, then you may create a username by clicking "To get a Username" and filling in the form that appears. You will have to wait for the company to process your application and grant you access rights before your password is activated. If you are an existing user and have forgotten your Password, then you may select "Forgot your Password".


If neither applies, please can enter your Username and Password and click "Login".

Definitions and Icon identification:



 Quick Search allows you to perform a search for one or more MTRs and is the easiest and most common search used. You can search for one MTR (or multiple MTRs by putting a comma between the Heat Numbers) and clicking the "Search" button. Printing, emailing, clipboard and TraceBack™ can be performed by clicking the appropriate button after putting a check mark in the box to the left of the required documents after the search results are displayed.

 EZSearch allows you to search for multiple MTRs using various other fields to define your search and add them to the memory bank below. Put in your search parameters and then click the "Add" button to "build" a search of multiple times and then click the "Search" button to perform the search. When building up your searches, it can be in combinations of numbers as well as single searches. Printing, emailing, clipboard and TraceBack™ can all be performed here.

 EZTrace allows you to search multiple MTRs or other documents that have had TraceBack™ applied to them. EZTrace operates just like EZSearch except with TraceBack™ fields instead. The "Add" functionality is used just like EZSearch. If no TraceBack™ has been provided for the documents, then you will not be able to search for the listed documents. Printing, emailing and the clipboard can all be performed here.



SuperSearch allows a user to search across multiple document types with one search. You can build your search just like in EZSearch and retrieve your results from multiple document types at one time. For example, if three document types have PO# 999. Instead of searching for them individually, with SuperSearch you can bring up all three documents with one search by putting 999 in the PO# box. Printing, emailing and clipboard can all be performed here.



Clipboard works the same as Clipboard in other software you should be familiar with and allows you to print, email, apply TraceBack™ or open documents that you have saved to the clipboard. The clipboard is very effective when it comes to saving documents to the clipboard for easy access later in the day.



Print sends the documents to your printer and allows you to custom configure Document Summary Cover Pages and headers on documents.



Quick Print is different than Print as the documents are sent directly to the printer without any Cover Pages and only the documents are printed.



Email allows you to Email documents to clients and associates. This can be done on any of the searches listed above. When sending an email to a client you must insert the recipients email address in the appropriate box and then choose any further options you would like to have sent with the email such as a Document Summary Cover Page.

MetalTrace® is really very intuitive and if you follow the instructions above and read the names of the buttons on the screens you should have no issues using the program. However, if you do have a problem, please call 866-429-7007 and speak to a technical service representative.

Thank you for becoming a MetalTrace® user.