



Your Guide

to retrieving your Material Test

Reports from

www.LyncoFlange.com

We thank you for your interest in our online Material Test Report (MTR) database. This website allows you to retrieve your MTRs directly over the internet, print them to your printer or email them to anyone that may require a copy.

This website was created to provide you with yet another avenue to receive your Material Test Reports. Lynco will continue to send MTRs with all shipments.

We have prepared this guide to make your on-line MTR search as easy as possible. If you have any questions that are not addressed here, email them to eadministrator@lyncoflange.com

Initial Setup

To access our online MTR database you will need to follow the **Online MTRs** link on the top right section of our main website, www.LyncoFlange.com This will take you to the login page (fig. 1)

To begin using the MTR database you must first have a Username and Password. Select the **Click Here** link under **To get a Username** and fill out the form. The request will be reviewed by Document Control.

Once confirmed, an email will be sent to you at the email address you entered. Once you have your username and password you simply enter them here and select Login to begin.

Password **is** case sensitive.



Figure 1

Searching for MTRs

When you first log in you will see three tabs; EZ Trace, Clipboard, and User Preferences.

User Preferences - Allows you to set you user settings. The settings will be applied to your user ID and will be the new default each time you log in.

Clipboard - Exactly that, a clipboard. If you wish to search for MTRs from several different orders you can paste them to the clipboard and print or email them at the same time.

EZ Trace - The tab (fig. 2) that you will use most. To make things easy, we've indexed our Material Test Reports so they can be found with one or all of the possible search criteria. Customer PO#, Tag #, Heat #, Lynco Order #, Item Code, and Start and End Date. The more information you enter, the narrower the search becomes.

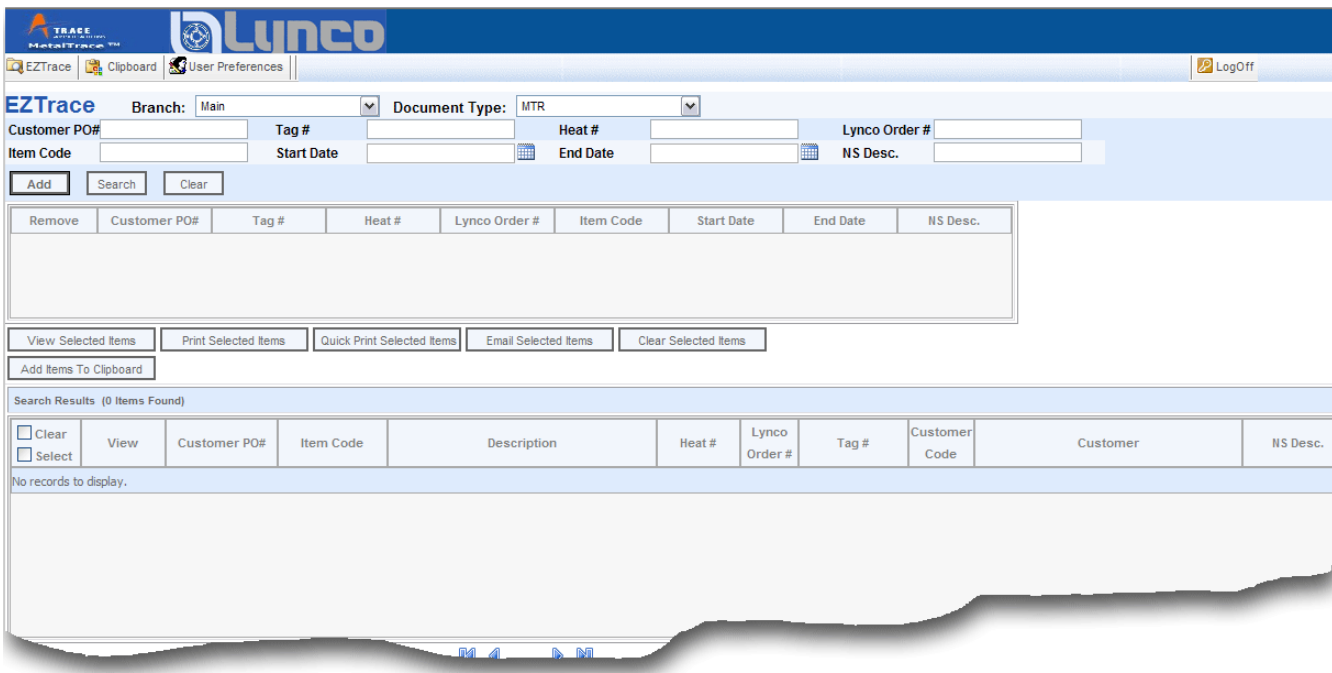


Figure 2

Example Search

Let's say your purchase order number (PO#) is 78015-EX and the Heat # is 57381. If you want to search for all items on your purchase order, enter your PO# in the Customer PO# field. (fig. 3)

1. Click **Add** - (To narrow your search, you can enter the Heat# in the Heat # field before you click Add. For the example below, we are only searching your PO#.)
2. Next click **Search**. The system will use your added search criteria to find your MTRs and list them below. (fig. 4)

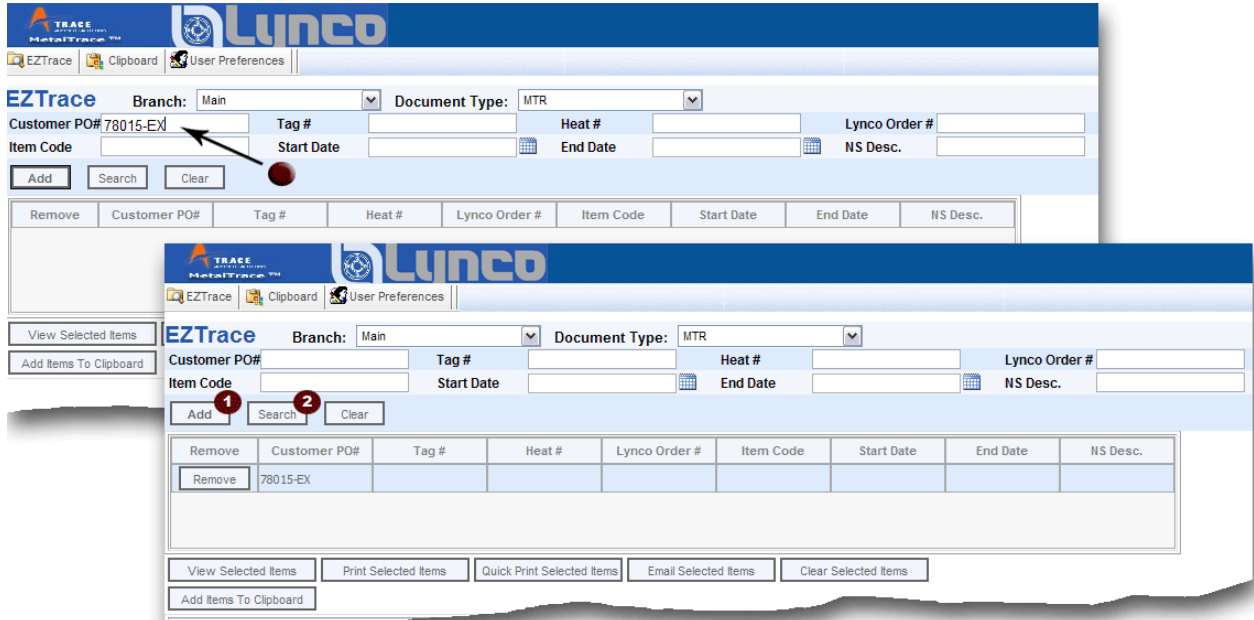


Figure 3

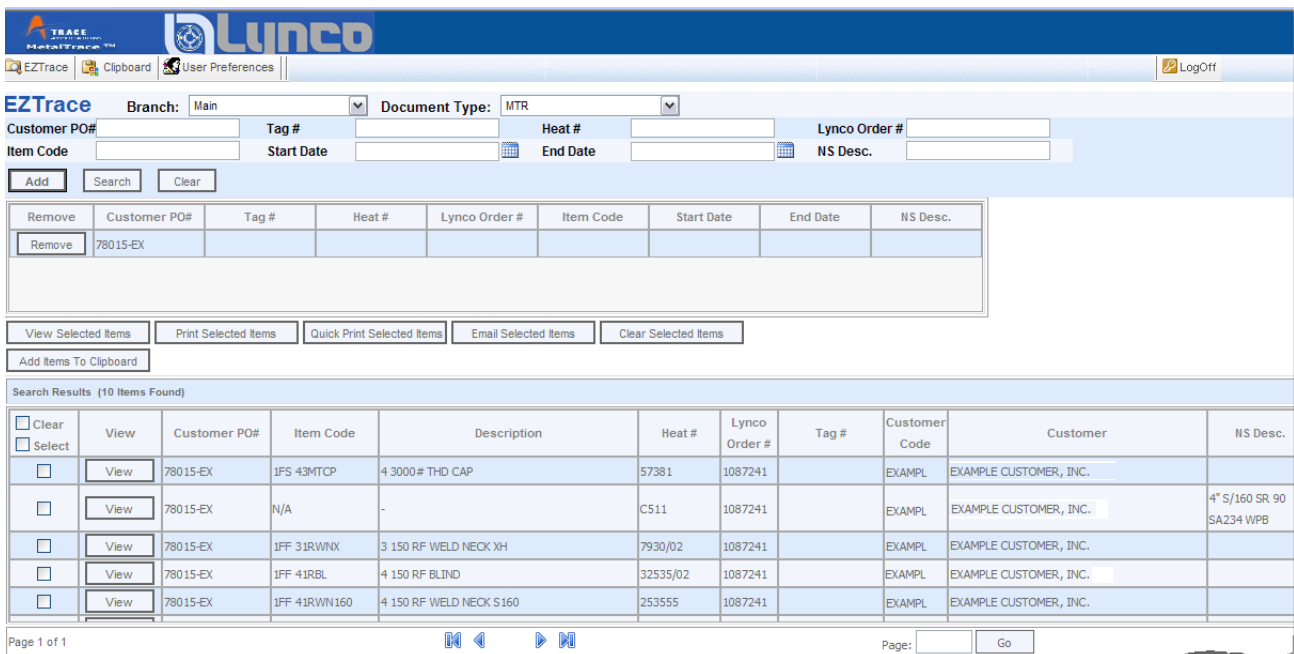


Figure 4

Searching Wildcards

An *[asterisk] can be used in place of the character you may be missing. Below are examples of wildcard searches for Heat Numbers. The search also applies to Order Numbers, PO Numbers, Item Codes, and Tag Numbers.

- 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.

Viewing, Printing, and Emailing MTRs

Your search results are displayed below a list of tabs: **View Selected Items – Print Selected Items – Quick Print Selected Items – Email Selected Items – Clear Selected Items – Add Items to Clipboard.** These are all the options available for the MTRs.

For example, select the MTRs you wish to email, view or print by checking the box to the left of the MTR or MTRs you want. ⁽¹⁾ To select all check the box at the top labeled **Select**. Next click the **Email Selected Items Tab**. ⁽²⁾

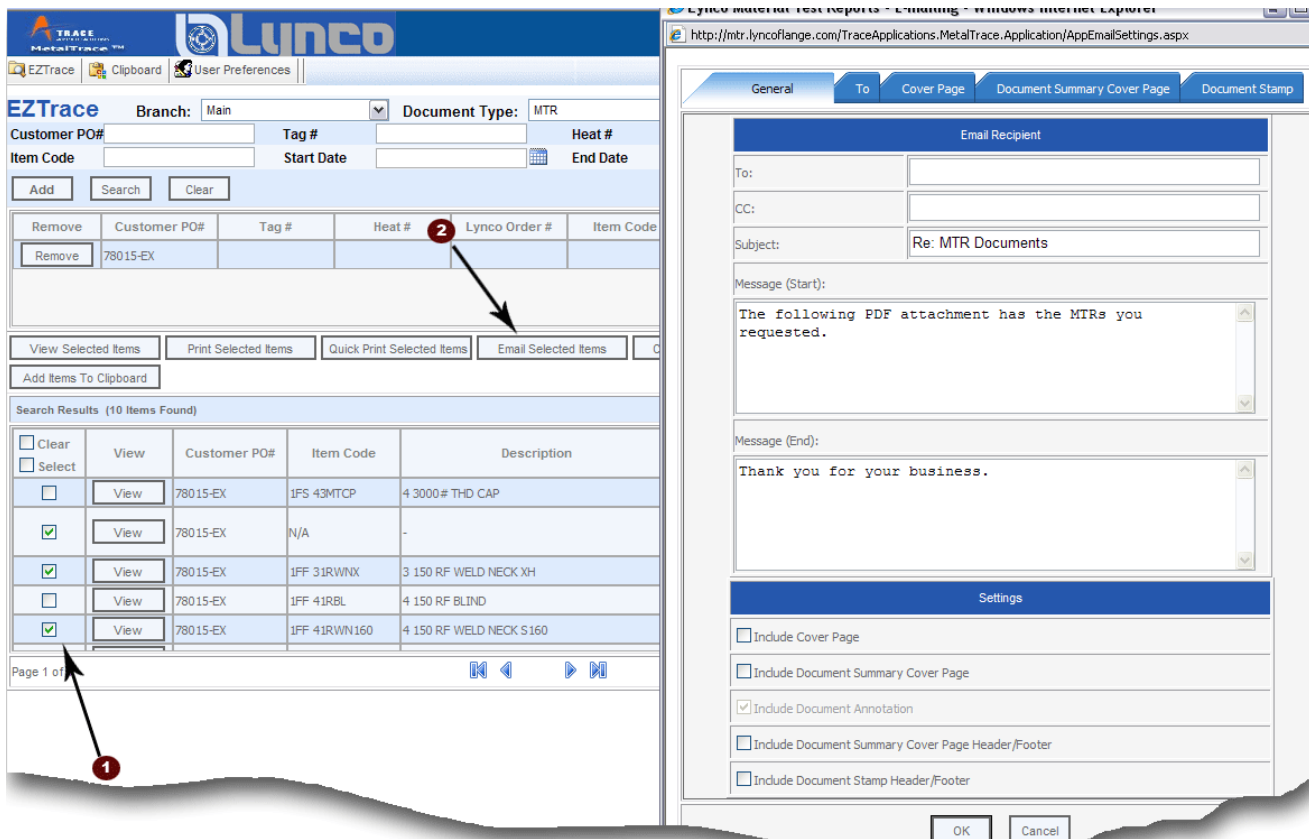


Figure 5

View Selected Items Tab – This is for viewing purposes only. A new screen will open with all the MTRs you have selected. (Fig. 6)

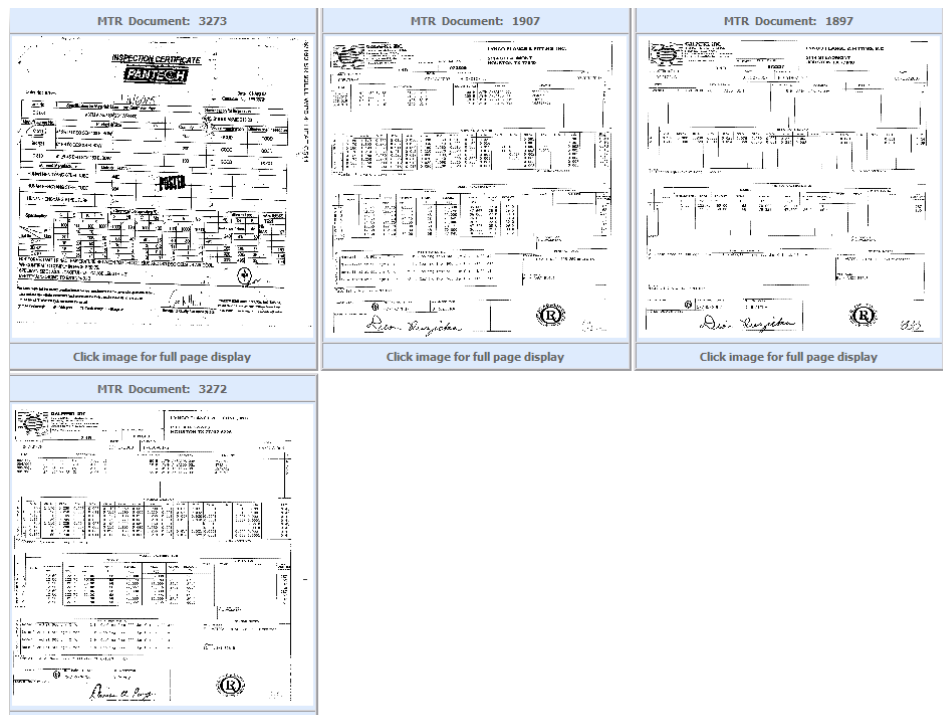


Figure 6

Print Selected Items Tab – To print the selected MTRs with additional features. Additional features include a Cover Page, Document Summary Cover Page, and a Document Stamp Header. Features are optional.

General - Includes settings where you can choose what additional items you would like to print.

To - Enter contact information of the recipient and prints on the Cover Page.

Cover Page - Enter Subject Line and any comments.

Document Stamp – This is a popular feature. It prints information related to the MTR as a header on each MTR. Adding your PO# to the top of each MTR may help that stray MTR find its way back to where it belongs. Item Codes, Heat Codes, PO Numbers, Tag Numbers, etc... The Standard template is **General**. It prints the item description, heat number, your PO#, and Lynco's order number. **None** does not print anything. When using a Document Stamp you **MUST** reduce the image size to 95% or less. Otherwise the Document Stamp may print over the Material Test Report. Example setup:

- Template - General
- Document Image Reduce To - 95 (or less – shrinks the image to give room for the header)
- Starting Layout Position - Center Left (user preference)

Quick Print Selected Items Tab – Bypasses all cover page and header options and go directly to printing.

Email Selected Items Tab – To Email the selected MTRs with additional features. The additional features are the same as when printing.

Troubleshooting Tabs that do not open – Some security feature settings your PC may prohibit one of the above mentioned tabs to open. If, for example, you click Print Selected Items and a pop-up screen such as the one on the right of (fig.5) does not open try one of the fixes mentioned below.

- A tab may appear at the top of your screen, below your browser's tabs that says pop-ups have been blocked. Click that and select to always allow pop-ups from this website. Depending on which browser you are using, you may have to close your browser and log into the Online MTR website again.
- Try to override pop-up blocks by holding down the control key on your keyboard when you click the tab you want. (CTRL key + 'Print Selected Items') This will disable any and all pop-up blockers that may be running.