Advanced Search

You want to use several search criteria at once or use ranges, choose the **Advanced Search**. When you click on the Advanced search icon a new windows opens.

Available features
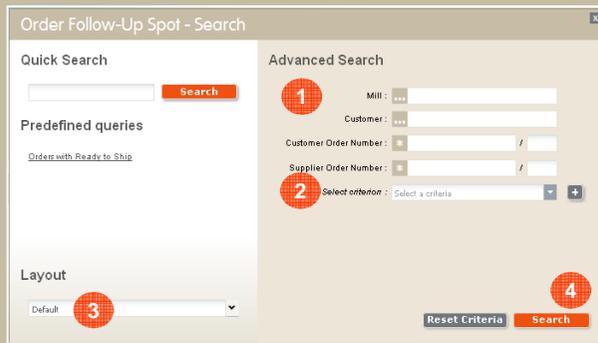
1 The Advanced Search provides a number of selection criteria.

2 You can add other search criteria by selecting them in the drop down list and clicking on ⊞

3 In case you want to display your result not with the default layout, you can change it before launching the query. The layout can also be changed later in the result table.

4 Launch the query by clicking on "Search".

Tips and Tricks

At any time, do not use the "Back" button of your browser. It would eject you from SteelUser.

⭐ This icon indicates in your search result the default value for the number of result lines and layouts. If you want to change your default value, click on the icon of the value you want to chose in the drop down list.

Looking up available criteria SteelUser provides some help functions:

Type at least three characters of the value you are looking for. SteelUser provides you a list of available values amongst which you can pick your choice.

You can use wildcards (∗) for the values you are looking for. If you don't use a wildcard, SteelUser will look for exactly the value you provide.

A newly created favourite is shown on your homepage after a refresh. Close and open the portlet once - it will show and be ready for use immediately.

SteelUser keeps "in mind" if a portlet was open or closed for your next visit.

A (∗) after a layout's or favourite's name indicates that it has not yet been saved.

Your contacts

For more detailed information your regular contact at ArcelorMittal will be happy to support you.

The eServices Helpdesk is also at your disposal by email:
helpdesk.eservices@arcelormittal.com

ArcelorMittal

SteelUser Pocket Guide

SteelUser has changed. This Pocket Guide focuses on what is the most important for you to start quickly and smoothly with the new version of SteelUser.

The SteelUser Team

Get started: www.steeluser.com

Use your identification and password. They do not change on the new SteelUser.

Homepage

Logging on to SteelUser shows the homepage:
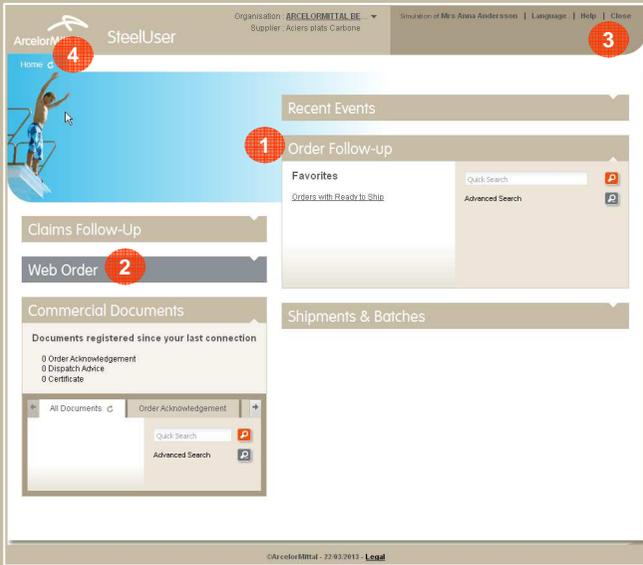
The different services are open **1** or can be opened by a simple click on the title. **2**
There are other general functionalities available on the homepage **3** like the change of the language, access to the help documents or the logout.
One can always get back to the homepage by clicking on the "Home" tab. **4**

Quick Search
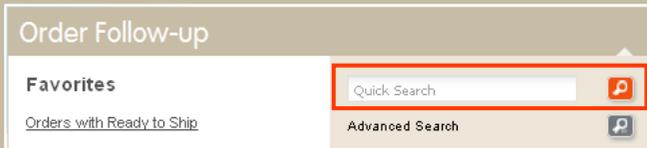
If you have just a single search criterion (e.g. order or coil number), use the **Quick Search**. Type your search value (complete or partial) and click on 🔍

Attention: Depending on the service different criteria are applicable for the search.

Result Table

The result of a search is displayed in a result table which provides several functionalities.

Back to your search criteria

Start a new search

Export your results to Excel or PDF

Keep your result as favourite **1**

Manage layouts **2**

Select an other layout

Change the number of displayed result lines

Sort and filter in result

Open a document

Display additional information

Underlined = hyperlink towards detailed information

Detailed information

1 Favourites

If you want to consult the same search later again, you can save your search criteria and the applied layout as a favourite.

Chose "Save query as" from the menu, name it and confirm. The favourite can be re-used from this very moment on.

2 Layouts
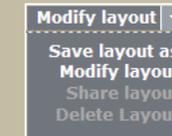
Layouts allow to define the columns displayed in a result.

1. Chose "Modify layout" from the menu
2. Select columns and define their order (*)
3. Define the sorting order and confirm the changes.

To keep the changes, save your new layout.
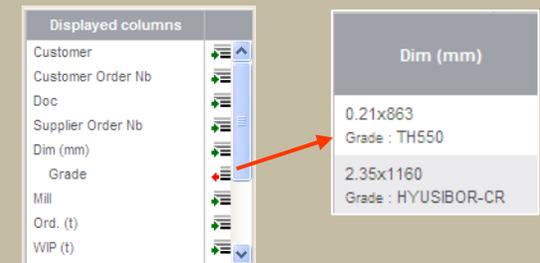
(*) A click on the green arrow unites several information in one cell.