How to create and complete a job on the GTO app

To create a job for multiple assets on the GTO app

- Click on the **Jobs** icon
- Click on **Add** in the top right-hand corner

To add a job manually

- Click on **Add**
- **Select** your **Customer** from the drop-down list and click **Done**
- **Select** your **Site** from the drop-down list and click **Done**
- **Select** your **Equipment** from the drop-down list and click **Done**
- Click **Add**
- To add multiple pieces of equipment click **Add** and select the next piece of equipment and click **Done**. Repeat until you have all the desired equipment selected.
- Click **Done**
- Enter the **Work REF**.
- Select the **Job Type**
- Click next to **Description** if you want to add additional notes.
- Click **Done**
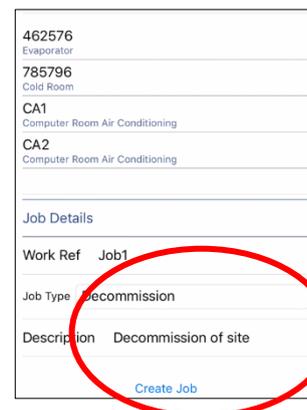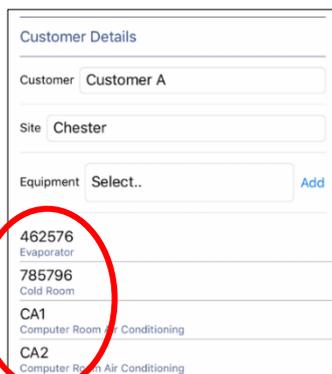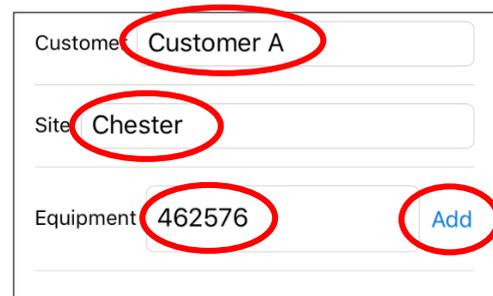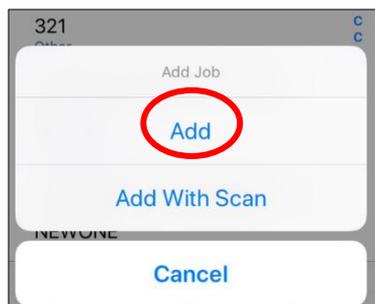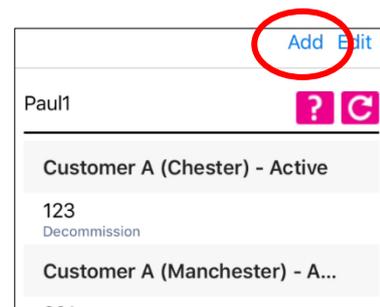
To complete a job on the GTO app

- Click on **Jobs** and click on the job you've been working on.
- Scroll and click on the piece of the **Equipment** your working on
- Click **Add Cylinder**
- Click on the barcode icon to scan or enter the **Cylinder Number** manually
- If the cylinder has already been uploaded to GTO the refrigerant field will auto populate. If not then enter manually.
- Click **Done**
- Select either **Charge** or **Recover** as your gas direction
- Enter the **Weight** of refrigerant, click **Done** and **Save**
- Repeat the process for all assets where refrigerant has been charged or removed.
- To check the equipment details and what refrigerant has been charged or removed click on the piece of equipment and click **Display**
- Once all the work has been done on all the equipment, slide the **Completed Slider** across to green.
- If necessary, the customer can sign on the **E-Signature Box** and click **Save**
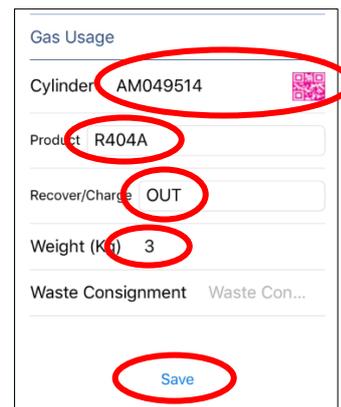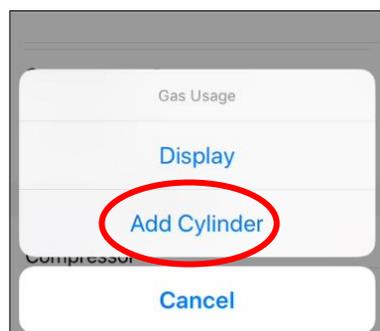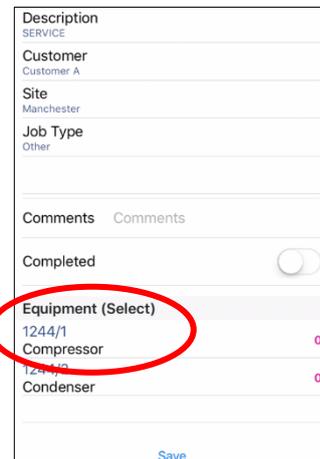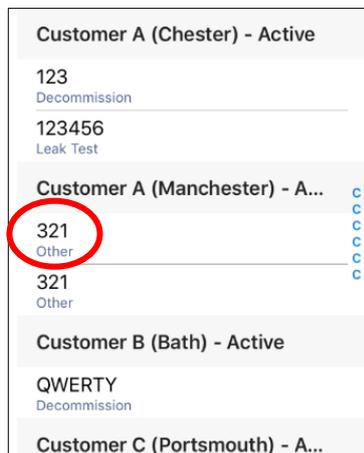
Job Type
Other

Comments   Comments

Completed   ◯

Equipment (Select)

1244/1   2
Compressor

1244/2   1
Condenser

1244/3   1
Computer Room Air Conditioning

Save

Gas Usage

Display

Add Cylinder

Equipment
1244/1

EquipmentType
Compressor

Product
R407C

Charge
30

Gas Usage

R407C (3.3) [1244/1 - Compressor]

OUT LX123456 2

IN ME123456 5.3

Job Type
Other

Comments   Comments

Completed   ⬤

Equipment (Select)

1244/1   2
Compressor

Comments   Comments

Save

Clear

X

Sign here.