

# GAS-TRAK ONLINE

## HOW TO CREATE A JOB



Your Cylinder Tracking, Reporting and Stock Management Solution.



#### HOW TO CREATE A JOB

1. Click on the job icon



2. Click on the + in the top right-hand corner





3. Click on add (or add with scan)



- 4. Click on work reference and enter detail
- 5. Click **done**





6. Click on **select** by job type and scroll through then click on the one you want to choose.

09:38	9 × 9	🔌 🕾 all 📋
÷	Create Job	
Sarah	*	? 8
Work Ref	<u>BY210919</u>	
Job Type	Select	>
Descriptio	n Description	1
Customer		Q
Site		Q
(i)	BY210919	
1 2	3 4 5 6 7	8 9 0
q w	ertyu	i o p
as	s d f g h j	k I
<b>†</b>	z x c v b n	m 💌
!#1	, English (UK)	. Done
I	II 0	~

	09:39 🖼 🖻 🤨	🗙 🗟 🖬 🛢
	- Create Job	8
Sa	Select	
W	Callout	
Jo	Decommission	
De	Installation	_
Cu	Leak Test	
Sit	Leak Test Follow Up	
	Other	
	Repair	
	Retrofit	
	Service Call	
	Cancel	

- 7. Click on **description** and write in any notes.
- 8. Click on **done**





9. Click on the magnifying glass and scroll through the customers and click on the one you are looking for. Alternatively click on the magnifying glass in the top right-hand corner and type the customer name in and click on it. If you can't find the Customer look at instructions to add a Customer and site.





09:4	10 🖬 🖻 😌	🗙 📚   🗎
÷	Customers	+
Sarah	~	۵ ۲ ۲
0		
Office		
R		
Refrige	eration Ltd	
S		
Snowy	ltd	
т		
Tempe	rature To Go Ltd	
Test1		
Test12 101	3	
Test12 9876	34	
The Ch	ill Factor	
Z		
Zeus R	efrigeration	

11. Click on the magnifying glass by site and scroll through the sites click on the site. Alternatively click on the magnifying glass in the top right-hand corner type in the site name and click on it. If you can't find the site look at instructions to add a site.







12. Click on save in the top right-hand corner.

09:40 🔛 🖻	۲	Ya		
← Cre	eate Job			ノ
Sarah	<b>^</b>	?	C	
Work Ref	BY210919	Ð		
Јор Туре	Repair			
Description	Faulty Va	lve		
Customer	Test1234		Q	
Site	Bristol [999]		Q	

13. Click on the gas cylinder at the bottom of the page which links to the equipment.





14. Click on the + in the top right-hand corner

09:41	8 ≤ 8		¥ S	
÷	Job : BY	210919		+ )
Sarah		6	٩	ខ
	Equipme	ent ←	>	
	111	0	<	

15. Click on the piece of equipment you are working on, if the piece of equipment isn't there look on how to add a piece of equipment



09:41 🔛 🖻	÷ 😌	🗙 🗟 al 🛢
← Eq	uipment	+ 🗹
Sarah	*	Q ? S
	Bristol	
6		
666 Freezer Room	Toshiba BXT5579 P1	476

#### 16. Click add cylinder



17. Click on the magnifying glass to the right of cylinder to select the cylinder from your stock list, alternatively you can click on the canning box to scan the bar code or type the bar code in manually.



09:44 🖬 🖻 🤅	)	🗙 🗟 📶 🛢
← Gas	Usage	
Sarah	*	? 2
Cylinder	Cylinder	
Product	Select	Q
Recover/Charge	Select	: ⇒
		Ĺ

- 18. If the serial number is in your stock or if it's not and it's an A-gas bottle this will then pull through the product detail. If not, you will have to enter this manually by clicking on select scroll through the products and click on the one needed and click done.
- 19. Click on select next to recover/charge to choose which you are doing





(	09:48	⊑ Þ Ø		<b>¥</b> 🗊	all 💼
₹		Gas Usage			B
Sar	ah		*	?	3
Cyl	inder	AM021354			Q
Pro	duct	HF01233	ZD		Q
Re	Sel	ect			• <b>1</b>
We	Rec	cover			-
	Cha	arge			
		Cancel			

- 20. Recover from the system into a recovery cylinder or charge into the system from a product cylinder
- 21. You will then need to enter the weight charged or recovered
- 22. Click on the 0 by the Weight (kg) and enter the relevant weight
- 23. Click done





- 24. If recovering you can also add in the waste consignment number
- 25. Click save in the top right-hand corner
- 26. Click **close**, unless you have further cylinders that you have used and if you have click on add.

09:50 🖬 📂 👽	🗙 🚌 🚛 🛔
← Gas Usage	
Sarah	? 2
Cylinder AM021354	
Product HF01233ZD	
Recover/Charge Charge We Save Completed	<b>∩ → #</b>
w: Add Cylinder?	
Close Add	

27. As you have now completed the job, you will need to click onto the hard hat logo at the bottom





- 28. You now can complete the job in the app
- 29. To do this, click on the slider by Job Complete and move it to the right
- 30. This will turn the slider magenta and may bring up a signature box





#### 31. Sign in the box

32. Click on save in the top right-hand corner

09:53 🖬 🖻 🕅	X Rote
← Job : BY210	0919
Customer	Test1234
Site	Bristol
Job Type	Repair
Start Date	20-Sep-2019
	Comments
Job Complete	-
End Date	20-Sep-2019
	clear
. M	lu
sign abov	e the line
Job Details	



### YOUR GAS-TRAK ONLINE SUPPORT TEAM:

Phone: +44 (0) 1275 376600 Email: support@gastrakonline.com Web: www.gastrakonline.com



Your Cylinder Tracking, Reporting and Stock Management Solution.

