



GAS-TRAK ONLINE

USER GUIDE

HOW TO CREATE A JOB



Your Cylinder Tracking, Reporting and Stock Management Solution.

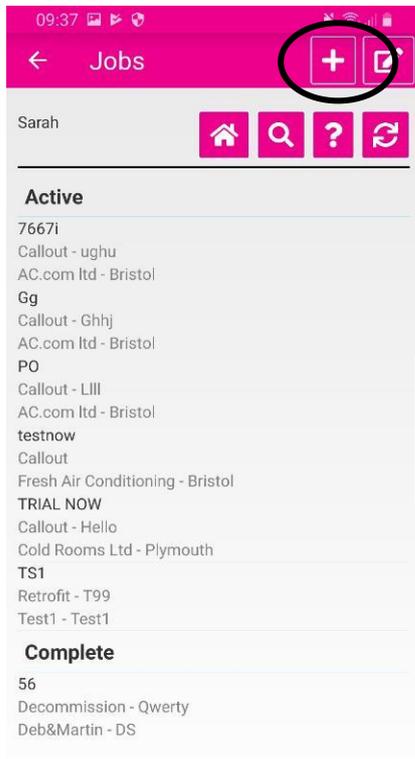


HOW TO CREATE A JOB

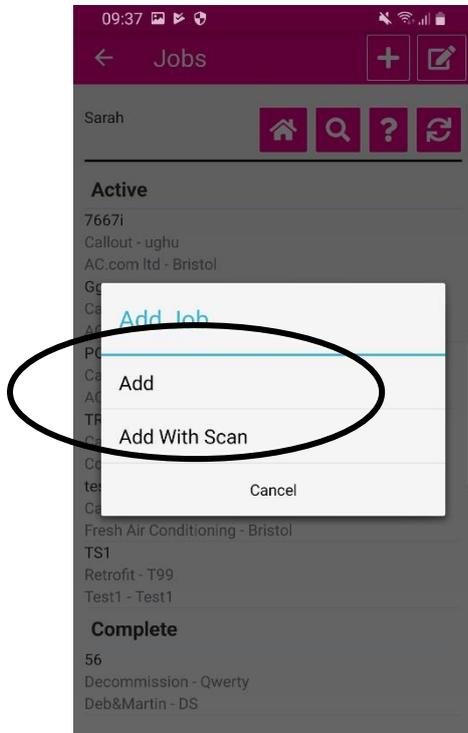
1. Click on the job icon



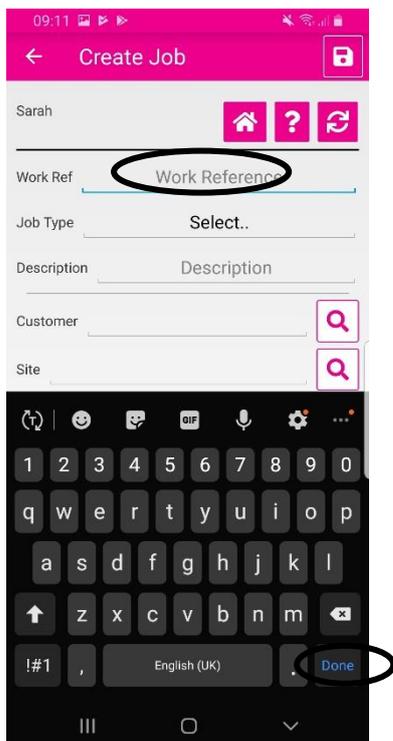
2. Click on the + in the top right-hand corner



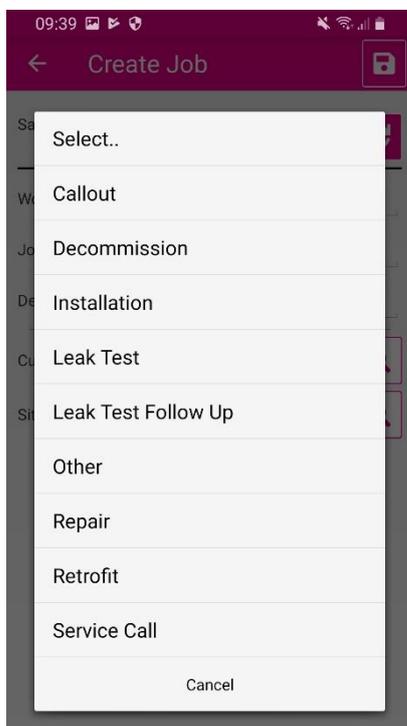
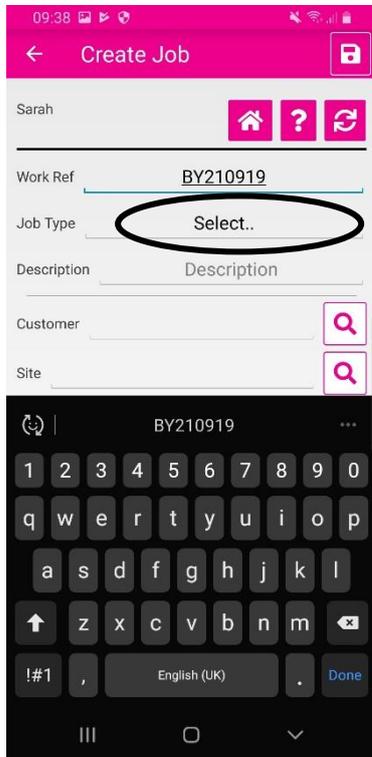
3. Click on **add (or add with scan)**



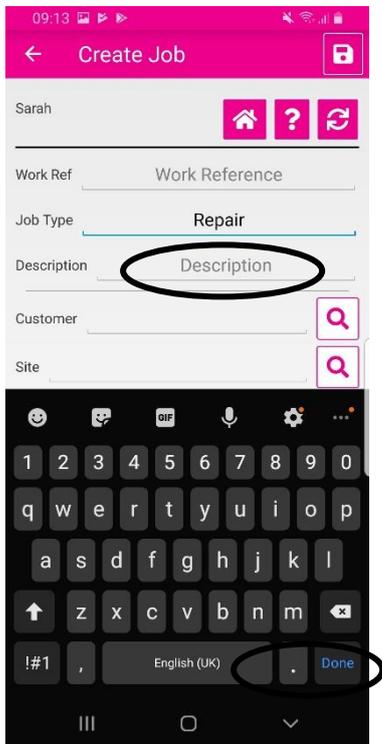
4. Click on **work reference** and enter detail
5. Click **done**



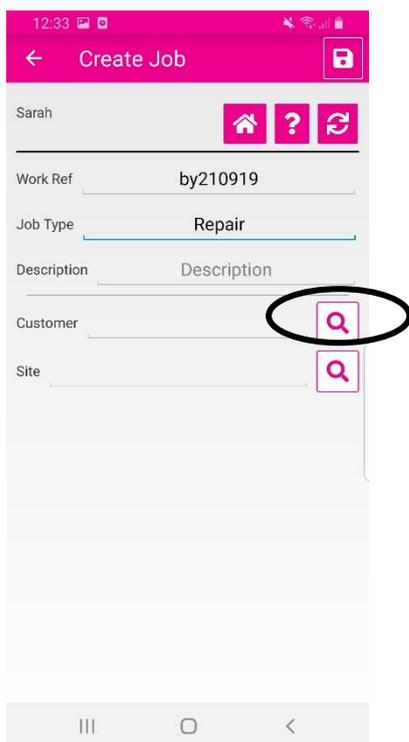
6. Click on **select** by job type and scroll through then click on the one you want to choose.



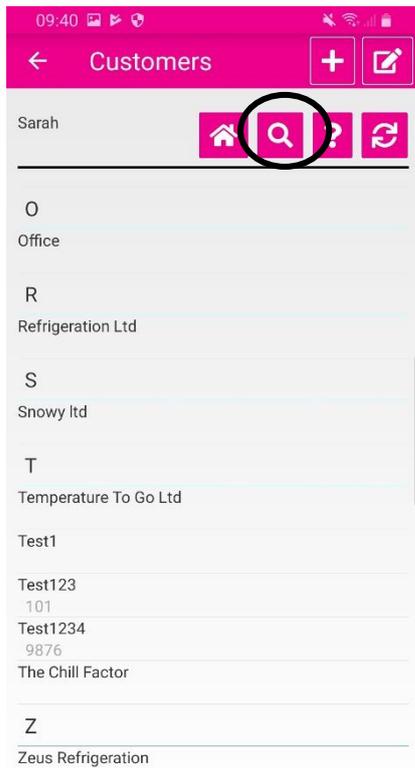
7. Click on **description** and write in any notes.
8. Click on **done**



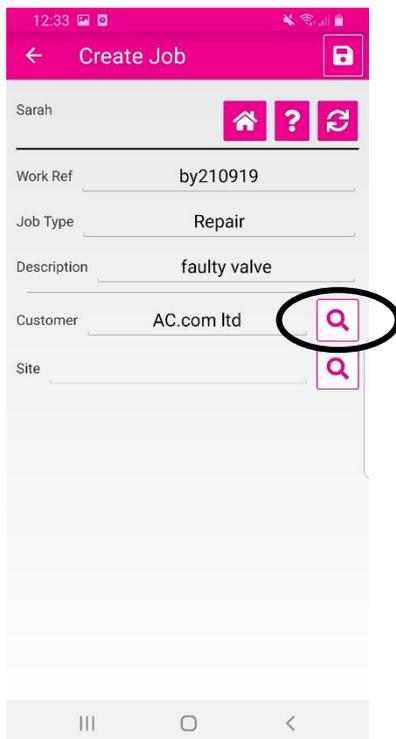
9. Click on the magnifying glass and scroll through the customers and click on the one you are looking for. Alternatively click on the magnifying glass in the top right-hand corner and type the customer name in and click on it. If you can't find the Customer look at instructions to add a Customer and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

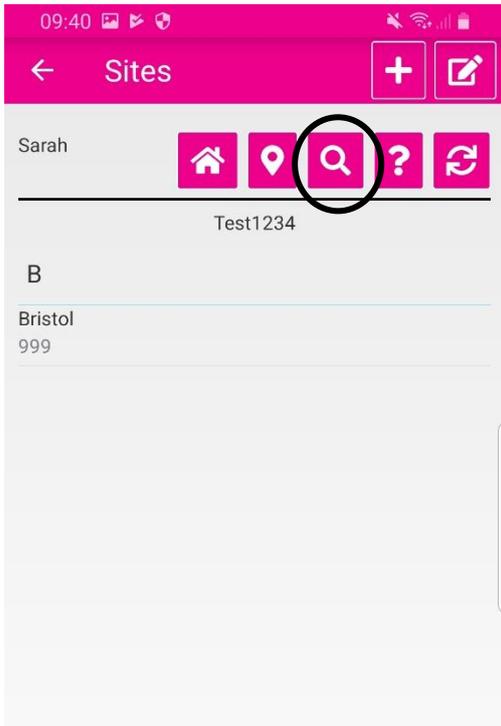


- 10.

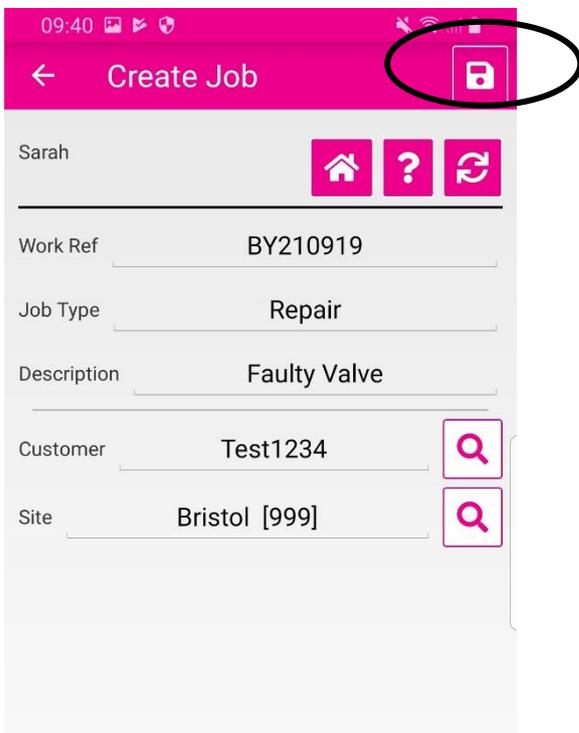


11. Click on the magnifying glass by site and scroll through the sites click on the site. Alternatively click on the magnifying glass in the top right-hand corner type in the site name and click on it. If you can't find the site look at instructions to add a site.

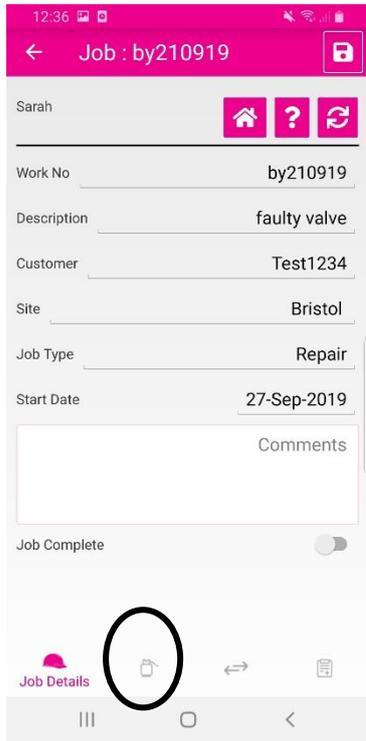




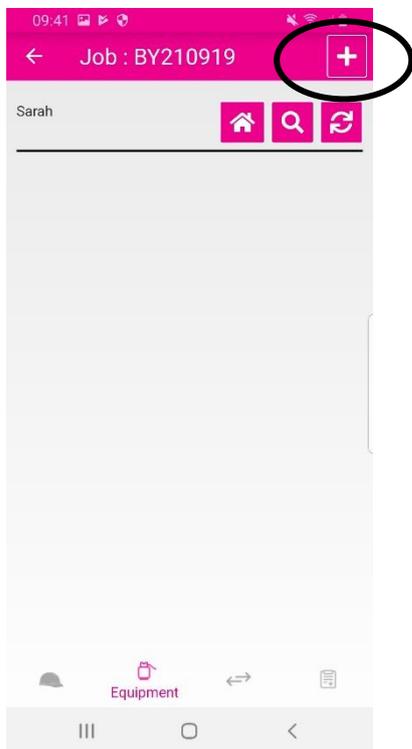
12. Click on save in the top right-hand corner.



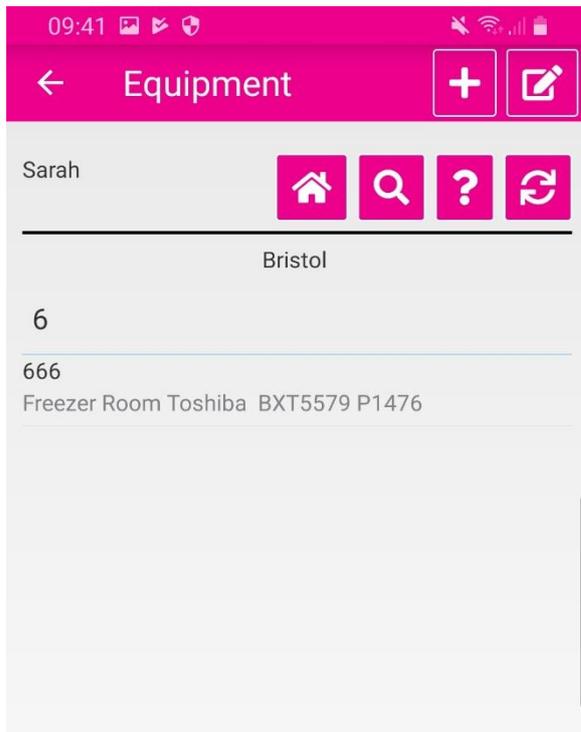
13. Click on the gas cylinder at the bottom of the page which links to the equipment.



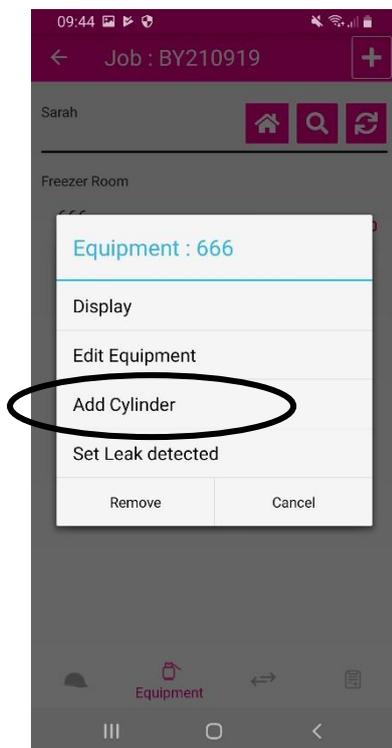
14. Click on the + in the top right-hand corner



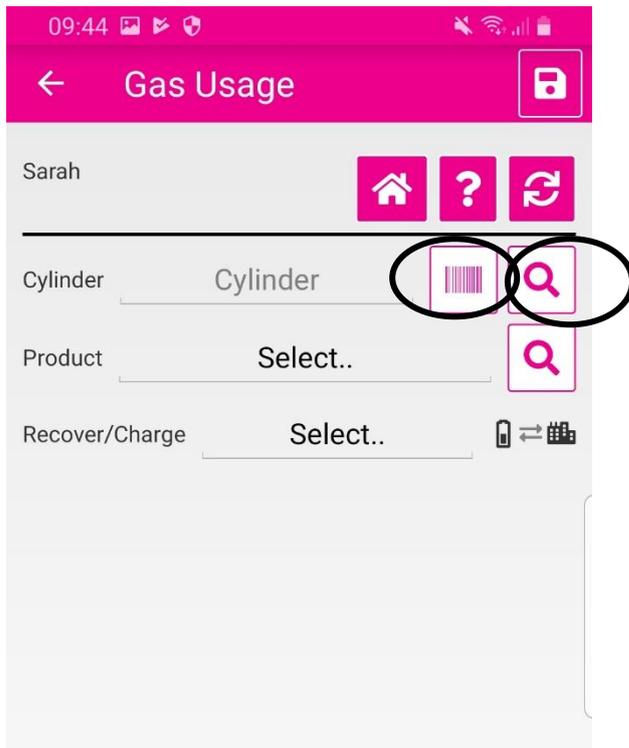
15. Click on the piece of equipment you are working on, if the piece of equipment isn't there look on how to add a piece of equipment



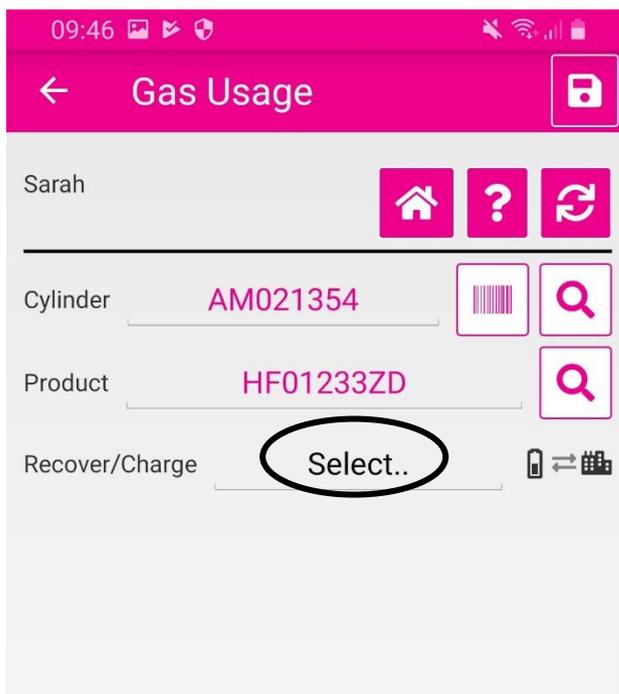
16. Click **add cylinder**

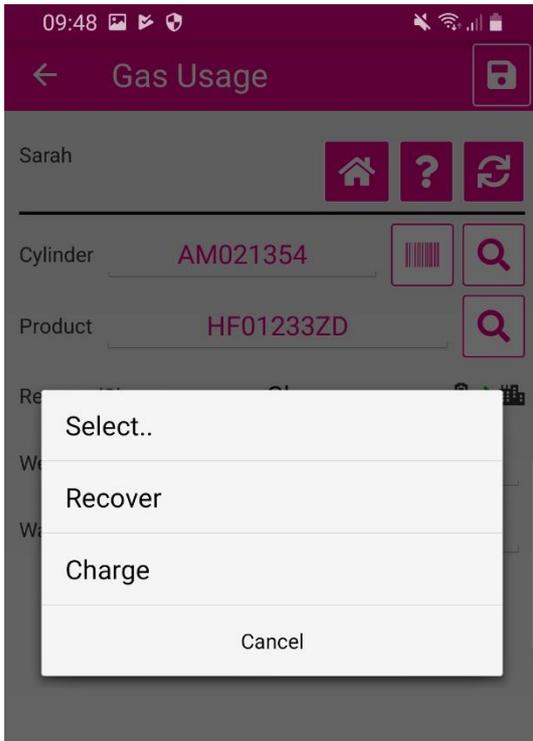


17. Click on the magnifying glass to the right of cylinder to select the cylinder from your stock list, alternatively you can click on the canning box to scan the bar code or type the bar code in manually.

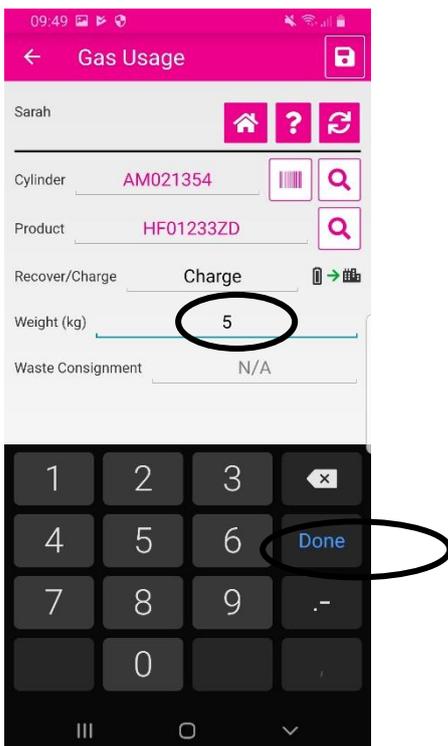


18. If the serial number is in your stock or if it's not and it's an A-gas bottle this will then pull through the product detail. If not, you will have to enter this manually by clicking on select scroll through the products and click on the one needed and click done.
19. Click on **select** next to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

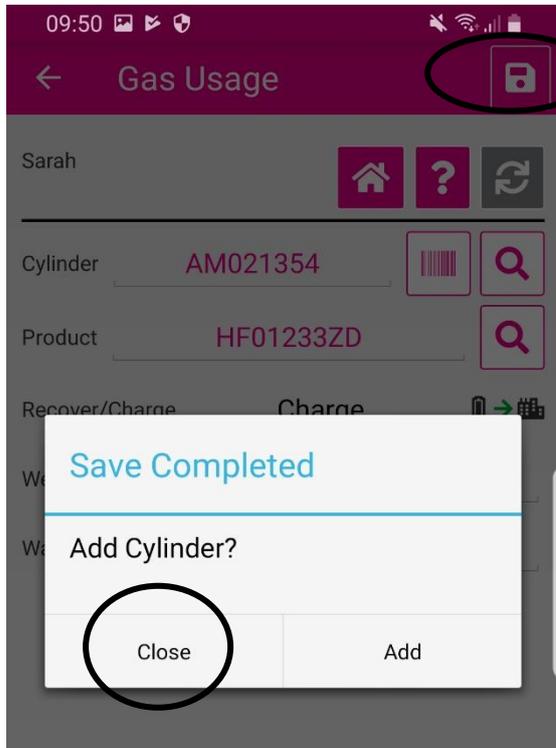




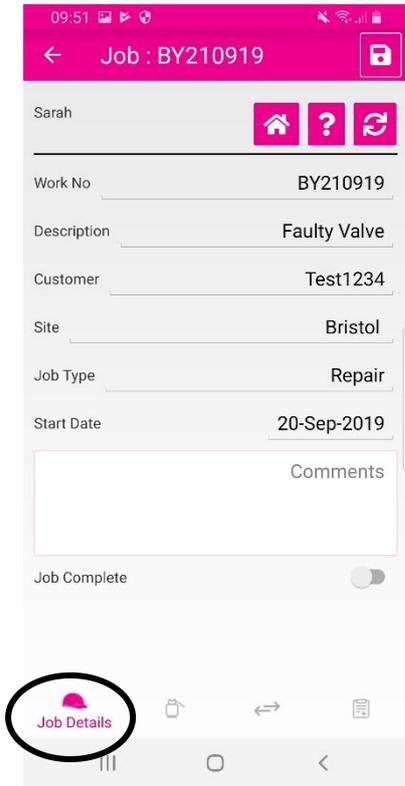
20. Recover from the system into a recovery cylinder or charge into the system from a product cylinder
21. You will then need to enter the weight charged or recovered
22. Click on the 0 by the Weight (kg) and enter the relevant weight
23. Click **done**



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.



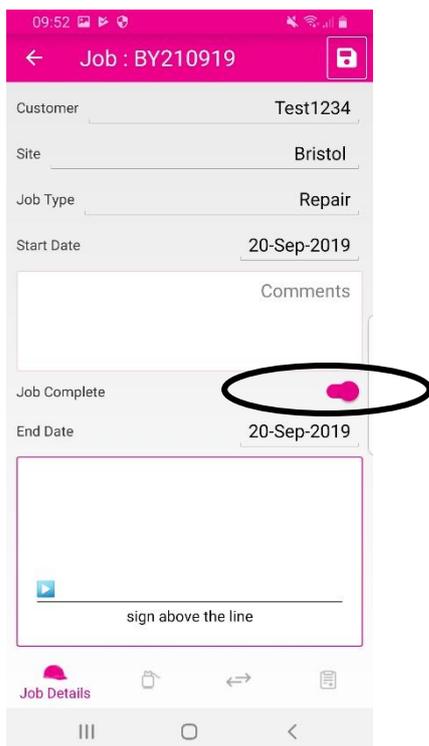
27. As you have now completed the job, you will need to click onto the hard hat logo at the bottom



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

← Job : BY210919 

Customer Test1234

Site Bristol

Job Type Repair

Start Date 20-Sep-2019

Comments

Job Complete

End Date 20-Sep-2019

 clear

sign above the line

Job Details



YOUR GAS-TRAK ONLINE SUPPORT TEAM:

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Email: support@gastrakonline.com

Web: www.gastrakonline.com



Your Cylinder Tracking, Reporting and Stock Management Solution.

