



GAS-TRAK ONLINE

USER GUIDE

HOW TO ADD A CUSTOMER, SITE AND EQUIPMENT



Your Cylinder Tracking, Reporting
and Stock Management Solution.



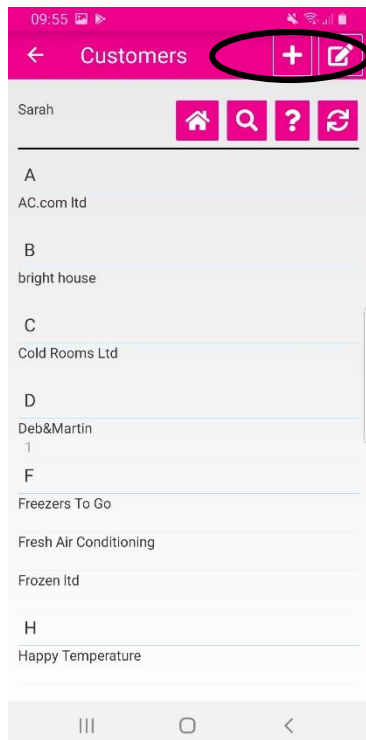
HOW TO ADD A CUSTOMER, SITE AND EQUIPMENT

How to add a Customer

1. Click on **Customer** icon

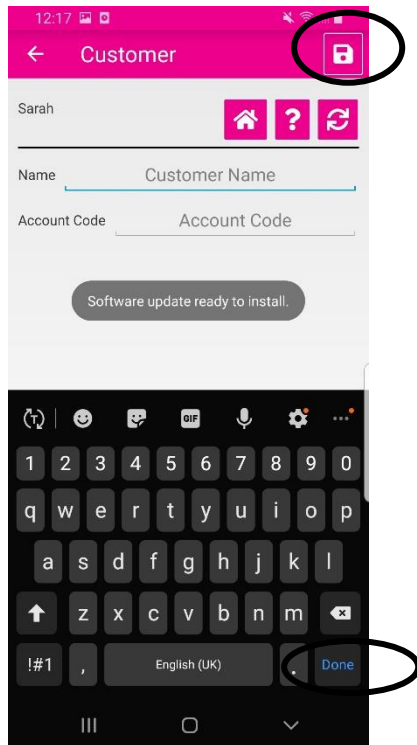


2. Click on + in the top right-hand corner



3. Type in the Customer's name in the field by **Name**

4. Click in the account code if needed for example the account number (this is an optional field).
5. Click on the **save** icon in the top right-hand corner



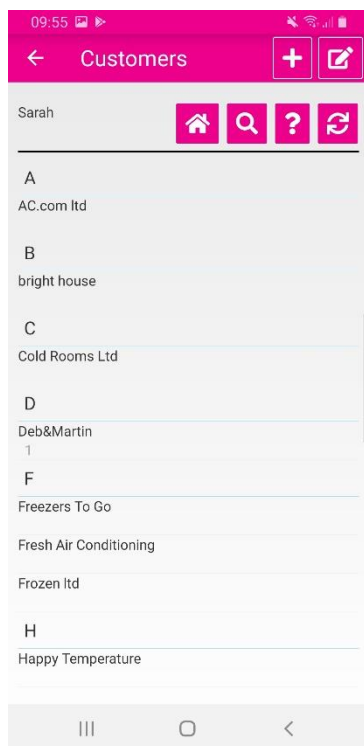
How to add a site

The only mandatory field that needs filling out is the site name

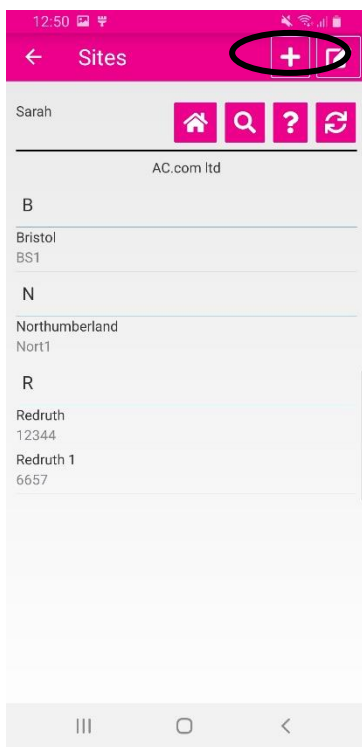
1. Click on **Customer** icon



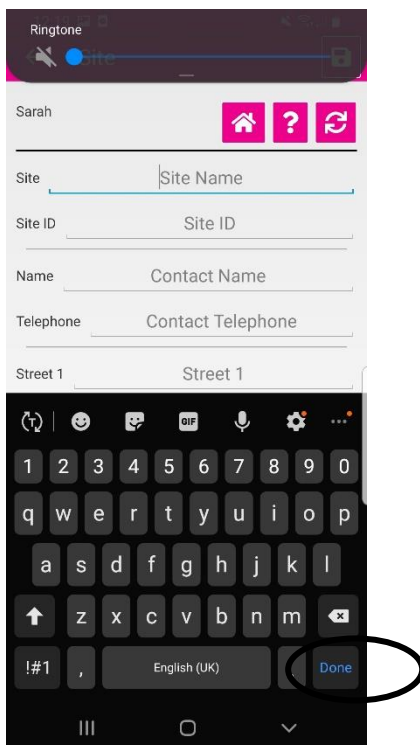
2. Click on the Customer you wish to add a site too.



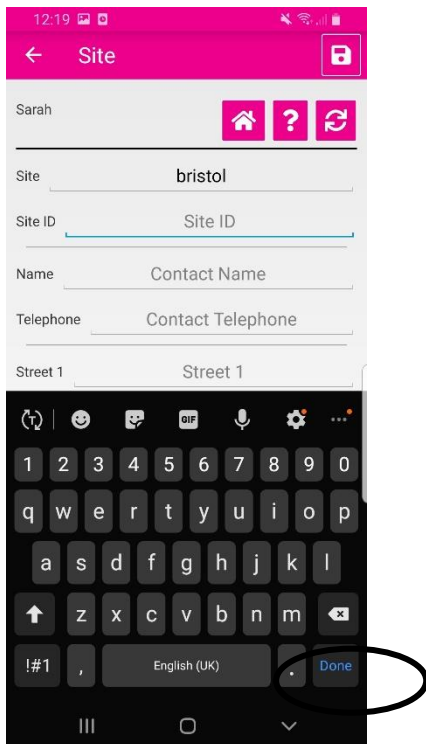
3. Click on the + in the top right-hand corner.



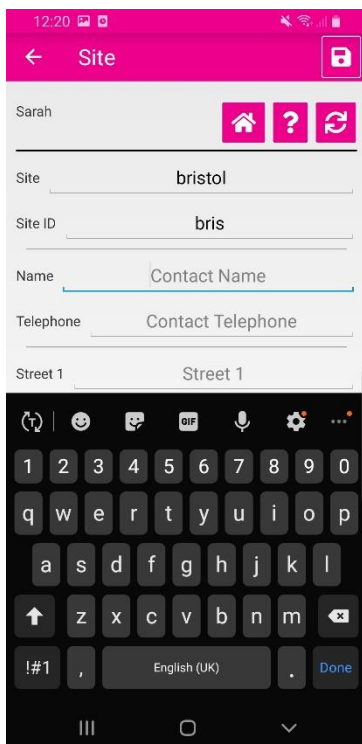
4. Click in the field by **Site** and enter the Site name
5. Click **Done**



6. Click in the field by **Site id** enter details
7. Click on **Done**

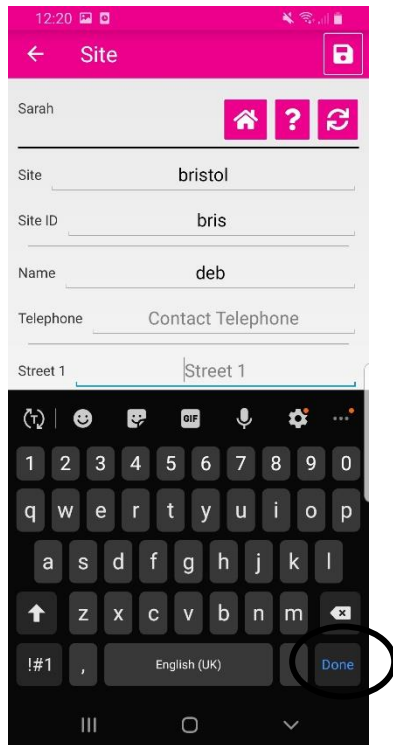


8. Click on **contact name** and enter details
9. Click **Done**



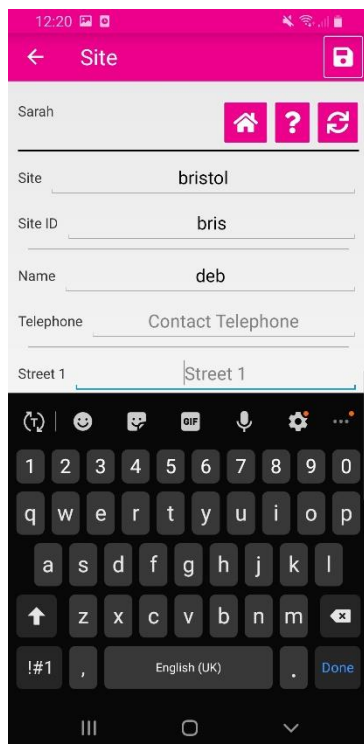
10. Click on **Contact telephone** and enter details

11. Click **Done**



12. Click on **Street 1** enter details

13. Click **Done**



14. Click on **street 2** enter details

15. Click **Done**

12:20

Site

Site ID

Name

Telephone

Street 1

Street 2

Town

Done

16. Click on **Town** enter details

17. Click **Done**

12:20

Site

Site ID

Name

Telephone

Street 1

Street 2

Town

Done

18. Click on **County** enter details

19. Click **Done**

Ringtone deb

Telephone Contact Telephone

Street 1 st 1

Street 2 Street 2

Town bristol

County County

Country Country

Postcode Postcode

Done

20. Click on **Postcode** enter details
21. Click **Done**
22. Click on the **save** icon in the top right-hand corner

10:01

← Site save icon

Sarah home icon help icon refresh icon

Site Bristol

Site ID bris

Name deb

Telephone Contact Telephone

Street 1 st 1

Street 2 Street 2

Town bristol

County County

Country Country

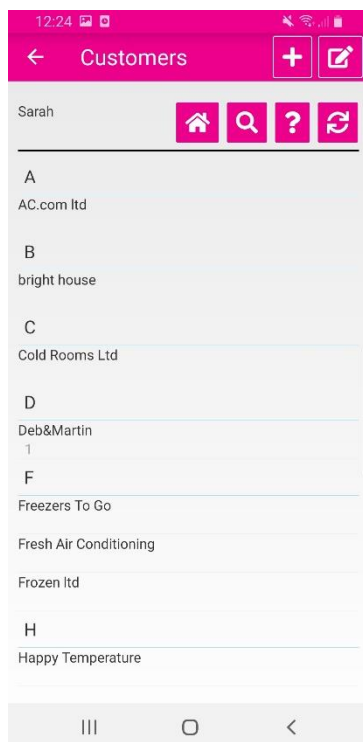
Postcode Postcode

How to create equipment

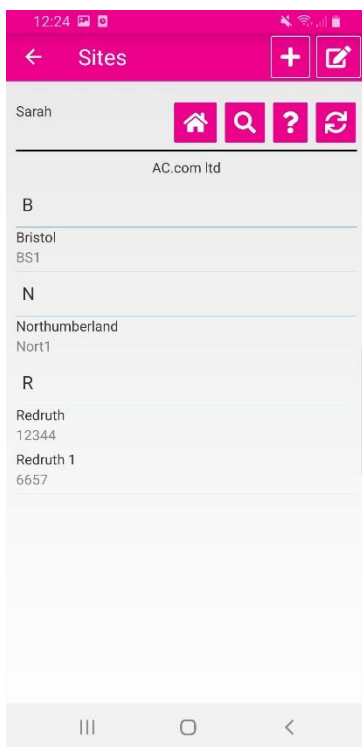
1. Click on **Customer** icon



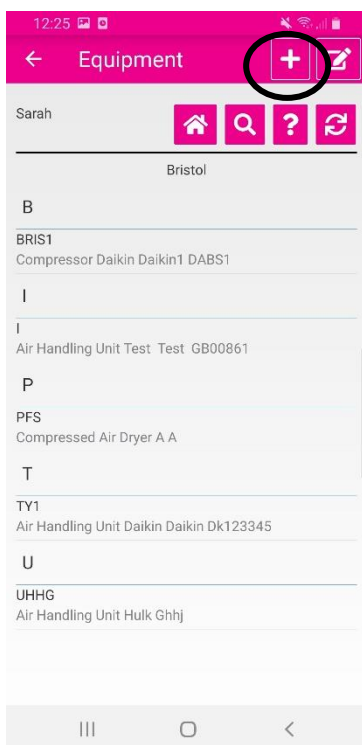
2. Click on Customer you wish to add the equipment for. (if you can't find the Customer, follow the instructions for adding a Customer)



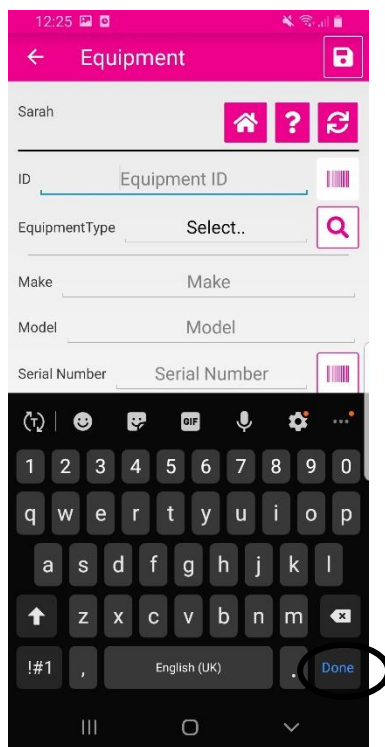
3. Click on the Site you wish to add the equipment for. (If you can't find the site, follow the instructions for adding a site)



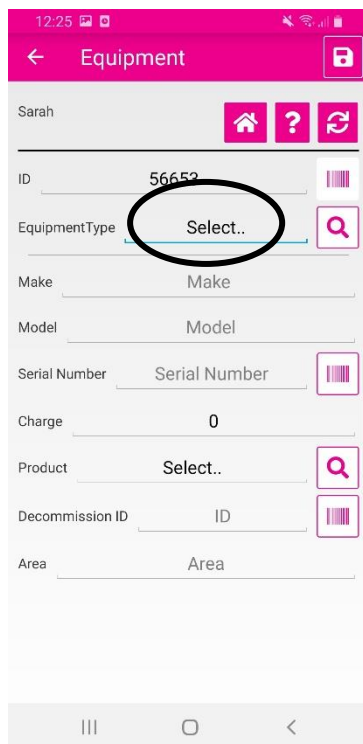
4. Click on + in the top right-hand corner

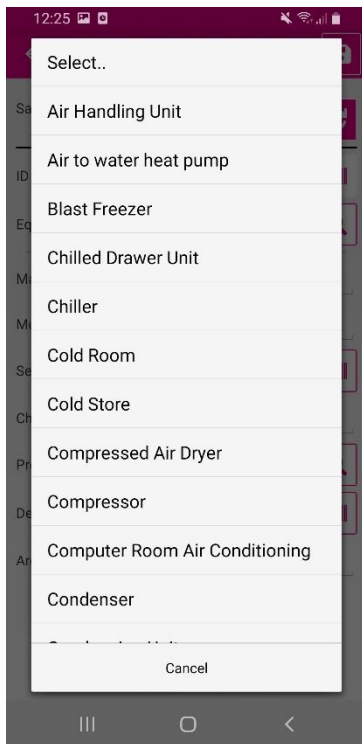


5. Click on **Equipment id** and enter this manually or click on the bar code scanner and scan the bar code.
6. If entering manually click on **Done**

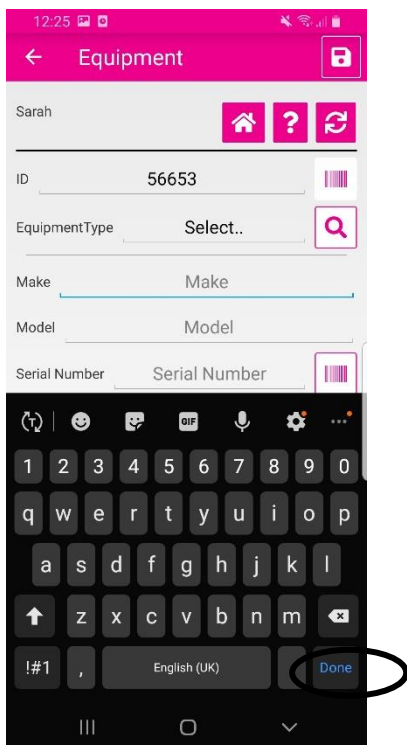


7. Click on **select** by the equipment type and scroll through to pick your piece of equipment and click on it. Alternatively click on the magnifying glass in the top right-hand corner and type in the piece of equipment you are looking for and click on it.





8. Click on the **Make** and enter details
9. Click **Done**



10. Click on **Model** and enter details
11. Click **Done**

08:56

← Equipment

Sarah

ID 5563

EquipmentType Air Handling Unit

Make daikin 1

Model Model

Serial Number Serial Number

Done

12. Click on **Serial number** and enter this manually, click **Done**. Or click on the bar code scanner and scan the bar code.

12:26

← Equipment

Sarah

ID 56653

EquipmentType Select..

Make daikin

Model daikin 1

Serial Number Serial Number

Done

13. Click on the **0** by charge and enter it. **The charge must be what the manufacturer has stated on the id plate.**
14. Click **Done**

Ringtone

Sarah

ID 56653

EquipmentType Select..

Make daikin

Model daikin 1

Serial Number 566666

Charge 0

1 2 3

4 5 6 Done

7 8 9

0

15. Click on **select** by product scroll through until you find it and click on it. Or alternatively click on the magnifying glass by the side of it then the magnifying glass in the top right-hand corner and type the product you are looking for and click on it.

12:26

← Equipment

Sarah

ID 56653

EquipmentType Select..

Make daikin

Model daikin 1

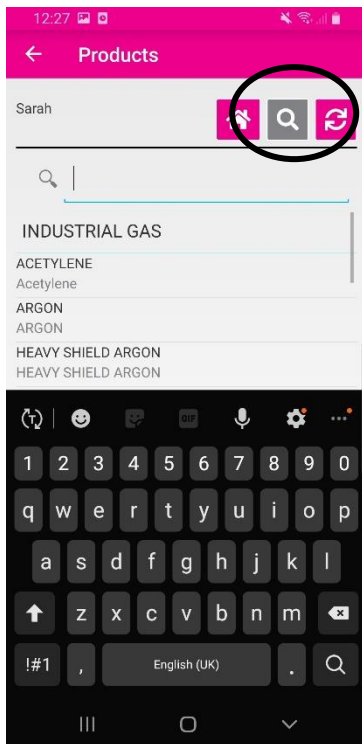
Serial Number 566666

Charge 3

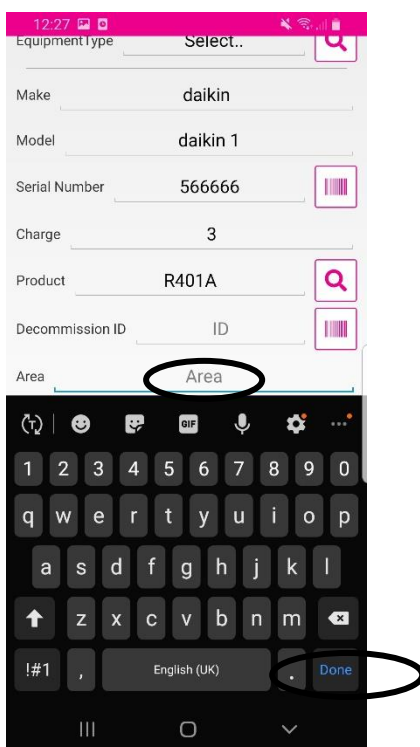
Product Select..

Decommission ID ID

Area Area



16. DECOMMISSIONED ID you do not enter anything here.
17. Click on **Area** and enter the location of the piece of equipment
18. Click **Done**



19. Click **save** in the top right-hand corner

12:27

← Equipment

Sarah

ID 56653

EquipmentType Select..

Make daikin

Model daikin 1

Serial Number 566666

Charge 3

Product R401A

Decommission ID ID

Area outside

20. Click on **close** if finished or **add** if you wish to add more equipment to the site.

09:08

← Equipment

Sarah

ID 5563

EquipmentType Air Handling Unit

Save Completed

Add Equipment?

Close Add



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Your Cylinder Tracking, Reporting
and Stock Management Solution.

