

GAS-TRAK ONLINE

HOW TO ADD A CUSTOMER, SITE AND EQUIPMENT



Your Cylinder Tracking, Reporting and Stock Management Solution.



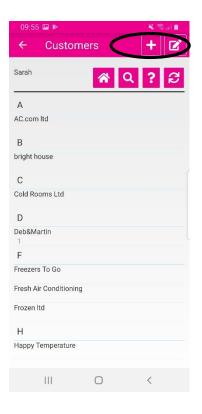
HOW TO ADD A CUSTOMER, SITE AND EQUIPMENT

How to add a Customer

1. Click on **Customer** icon



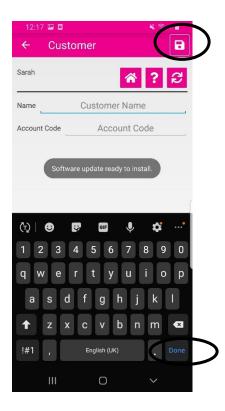
2. Click on + in the top right-hand corner



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.

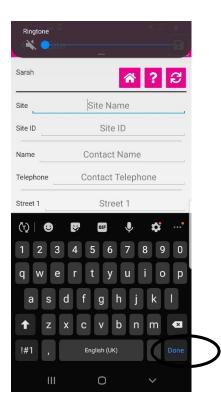
09:55 🔛 🕨		× (5	Gall 🛢 👘
← Custome	rs	+	
Sarah	Â	Q ?	S
A			
AC.com Itd			
В			
bright house			
С			
Cold Rooms Ltd			
D			
Deb&Martin			
F			
Freezers To Go			
Fresh Air Conditioning			
Frozen Itd			
н			
Happy Temperature			
111	Ο	<	

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



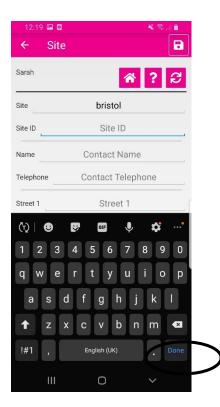
12:50) 🔛 🛱		🗶 📚 📶 🛢
÷	Sites		
Sarah		斧	Q ? B
		AC.com ltd	
В			
Bristol BS1			
Ν			
Northun Nort1	nberland		
R			
Redruth 12344			
Redruth 6657	1		
		0	<

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



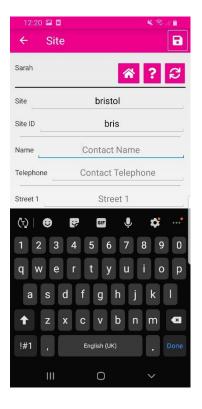
- 6. Click in the field by Site id enter details
- 7. Click on **Done**





8. Click on contact name and enter details

9. Click **Done**



10. Click on Contact telephone and enter details



11. Click Done

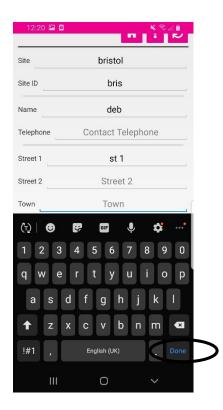


- 12. Click on Street 1 enter details
- 13. Click Done



14. Click on street 2 enter details
 15. Click Done



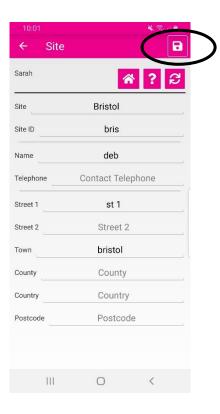


- 16. Click on **Town** enter details17. Click **Done**
 - 12:20 🖾 🖸 - 1 - 1 bristol Site Site ID bris deb Name Contact Telephone Telephone st 1 Street 1 Street 2 Street 2 Town Town (নু) | 🙂 Ŷ \$ ÷ GIF 1 2 3 6 7 9 0 5 q w е t р f g j t m × !#1
- 18. Click on **County** enter details
 19. Click **Done**



Ringtone	deb	
Telephone	Contact Teleph	none
Street 1	st 1	
Street 2	Street 2	
Town	bristol	
County	County	1
Country	Country	
Postcode	Postcode	
(t) 🙂	Ç. 🔤 👌	\$ **
1 2 3	4 5 6 7	8 9 0
q w e	r t y u	i o p
a s c	lfghj	k I
↑ z >	c v b n	m 💌
!#1 ,	English (UK)	Done
Ш	0	~

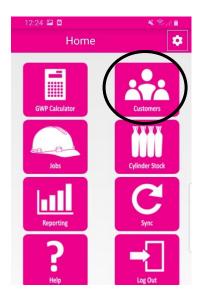
- 20. Click on Postcode enter details
- 21. Click Done
- 22. Click on the save icon in the top right-hand corner





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)

12:2	4 🖬 🖸		🗙 🗟 al	
÷	Custon	ners	+ (Z
Sarah		ŵ	Q ? (3
А				
AC.com	n Itd			
B bright h	ouse			
C				
Cold Ro	ooms Ltd			
D				
Deb&M 1	artin			
F				
Freezer	s To Go			
Fresh A	ir Conditionin	g		
Frozen	ltd			
н				
Нарру	Temperature			
	Ш	Ο	<	

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)



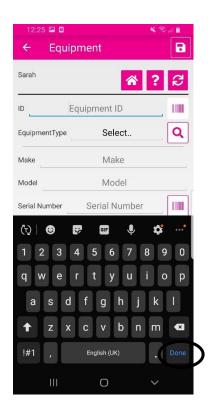
12:24 🖬 🕻	3	*	R. 11
← Sit	es		- 🗹
Sarah	â	<u>م</u>	e
-	AC.com	ltd	
В			
Bristol BS1			
Ν			
Northumberla Nort1	nd		
R			
Redruth 12344			
Redruth 1 6657			
	0	<	

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

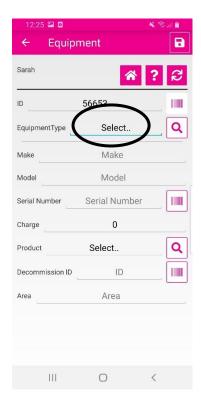


- 5. Click on **Equipment id** and enter this manually or click on the bar code scanner and scan the bar code.
- 6. If entering manually click on Done





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 and then the magnifying glass in the top right-hand corner and type in the piece of equipment you are looking for and click on it.





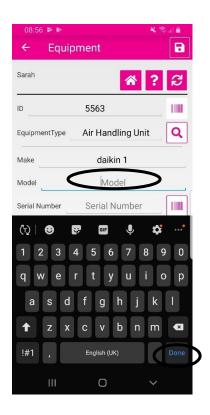
	12:25 🖬 🖸 🛛 🔌 국내 💼
*	Select
Sa	Air Handling Unit
ID	Air to water heat pump
Eq	Blast Freezer
M	Chilled Drawer Unit
M	Chiller
Se	Cold Room
Ch	Cold Store
Pr	Compressed Air Dryer
De	Compressor
An	Computer Room Air Conditioning
I	Condenser
	Cancel
	III O <

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



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



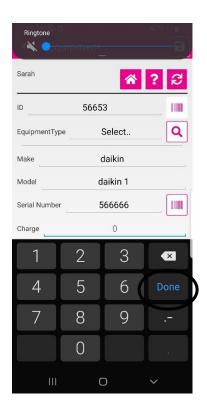


12. Click on **Serial number** and enter this manually, click **Done**. Or click on the bar code scanner and scan the bar code.



- **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





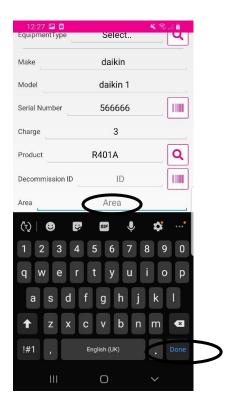
15. Click on **select** by product scroll through until you find it and click on it. Or alternatively click on the magnifying glass by the side of it then the magnifying glass in the top right-hand corner and type the product you are looking for and click on it.

12:26 🖭 🧧		🕷 🗟 al 🗎
← Equip	ment	6
Sarah	~	? 8
ID	56653	
EquipmentType	Select	Q
Make	daikin	
Model	daikin 1	
Serial Number	566666	
Charge	3	
Product	Select	
Decommission ID	ID	
Area	Area	
	_	
111	0	<



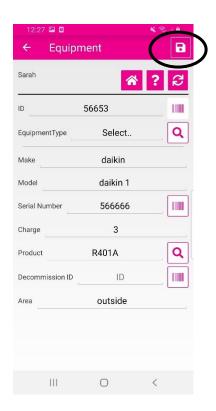
12:27 🖬 🖸 🛛 🔻 ବ୍ରଣା 🕯
← Products
Sarah 🔇 🔍 🔁
٩
INDUSTRIAL GAS
ACETYLENE Acetylene
ARGON ARGON
HEAVY SHIELD ARGON HEAVY SHIELD ARGON
(ኪ) 😅 📴 💷 🌻 😅 …*
1 2 3 4 5 6 7 8 9 0
qwertyuiop
asdfghjkl
★ z x c v b n m
!#1 , English (UK) . Q
III O Y

- 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





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

09:0	8 🖬 🎽 🕨			R
÷	Equip			6
Sarah			*	2 2
		5563		
Equipm	entType	Air Hanc	lling Unit	Q
MC Si	ave Cor	npleted		
_{Se} Ao	dd Equipr	nent?		
Ch	Close		Add	-
Product		R401A	(Q
Decom	mission ID			
Area		outsi	ide	
		Ο		



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.

