

gas-trak online **USER GUIDE**

ADDING CYLINDERS TO STOCK



Your Cylinder Tracking, Reporting and Stock Management Solution.





ADDING CYLINDERS TO STOCK

1. On the home page click on Cylinder Stock



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





3. Click on the Magnifying glass and search for the supplier either by scrolling through the suppliers or click on the magnifying glass in the top right-hand corner and type the supplier in then click on it.

09:00 🖪		🔌 🗟 il 🗎	
← Collec	ot		
Sarah	<u>ଜ</u> ପ	? 3	
Wholesaler		Stock	
Supplier	Select		
Cylinder	Cylinder		
Wholesaler	Select	Q	
Cylinder Type	Select		
Disposable Cylinde	er 🌑		
Product	Select	Q	
Full Weight	0		
Reference	Referer	nce	

09:00 🔛	🗙 🗟 il 🛢		
← Supplier			
Sarah	R Q3		
А			
A-Gas			
В			
BOC			
E			
Energas			
Н			
HARP			
I			
IDS (Climalife)			

4. Click on the box if Scanning the cylinder barcode and scan the cylinder's bar code. Or enter the serial number manually. If you are using an A-Gas cylinder the cylinder type, product and weight



will populate automatically (providing you have a connection). If you have another suppliers cylinder, please move to step 8.

09:01 🖬 🛙	a ollect		* @	
Sarah	ñ	٩	? 6	3
Q				
Whol	esaler	1	Stock	
Supplier	A-0	Gas		٩
Cylinder	Cyli	nder	(
Wholesaler	Se	lect		٩
(t) 🕑	9	F V	\$	*
1 2 3	3 4 5	6 7	89	0
q w e	ert	y u	i o	р
a s	d f g	j h j	k	1
↑ z	x c v	b r	n m	×
!#1 ,	English	ו (UK)		Done
ш	C)	\sim	

09:01 🖪 🖸		🗙 🖘 🗐 🔒		
← Colle	ect			
Sarah	â	Q ? i	C	
0				
Wholesa	ler	Stock		
Supplier	A-Gas		Q	
Cylinder	BX000321			
Wholesaler	Wolseley		Q	
Cylinder Type	Pr	oduct		
Disposable Cylin	der 🌑			
Product	OFN		Q	
Full Weight	2.40	00001		
Reference	Refe	rence	ł	

5. Enter the collection reference from your Wholesaler.



6. Click Done



7. Click on **save** in the top right-hand corner.



8. Manually enter the cylinder number



9. Click on done



10. Click on the magnifying glass by the wholesaler either scroll through the list of Wholesalers or click on magnifying glass in the right top hand corner and enter the wholesaler you are looking for.

09:03 🖾 🧧	🗙 🗟 al 🛢		
← Collec	t		
Sarah	<u>ଜ</u> ୁ ପ	?	C
Wholesaler		Stock	
Supplier	BOC		Q
Cylinder	Xy123456		
Wholesaler	Select		Q
Cylinder Type	Selec	ct	
Disposable Cylinder			
Product	Select		Q
Full Weight	0		
Reference	Referen	ice	

11. Click on select by cylinder type.





12. Click on the type of cylinder you are entering.

09:04 🖾 🖸		¥ 🕾 💷 🛢
← Collect		B
Sarah	<u>ନ</u> ପ୍	? 2
Wholesaler		Stock
Supplier	BOC	Q
Cy Select		
Product		
Di: Receiver		
Pr Recovery		
	Cancel	-
Reference	Kererence	

13. Click on select by product. To choose your product either click on select and scroll through all the products and click done or click on the magnifying glass again you can scroll through the list of products or you can click on the magnifying glass in the top right-hand corner and type in the type of refrigerant and click on it.





- 14. Click on the 0 by product weight and enter the Product weight.
- 15. Click on done





- 16. Enter the collection reference from your Wholesaler.
- 17. Click on done



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



	¥ 3	
ଳ ପ୍ 1	2 2	
St	ock	
BOC	Q	
Xy123456		
Dean & Wood	Q	
Product		
••		
R508B	Q	
8		L
99999		
		Image: Constraint of the sector of the se



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.

