

GAS-TRAK ONLINE

RETURNING CYLINDERS



Your Cylinder Tracking, Reporting and Stock Management Solution.



RETURNING CYLINDERS

1. Click on Cylinder stock icon



2. Click on the cylinder you are returning





3. Click on **return – wholesaler**



- 4. Enter your return reference (provided by the wholesaler)
- 5. Click ok





Return multiple cylinders to wholesale

1. Click on the **cylinder stock** icon



2. Click on the minus symbol in the top right had corner





- 3. Click in the box of the cylinders you wish to return
- 4. Click on the **save** icon in the top right-hand corner



5. This will then bring up a reference box



6. Enter your return reference (provided by the wholesaler)

7. Click ok



Returning to stock

1. Click on **cylinder stock** icon



2. Click on the cylinder you wish to return to stock



3. Click on Return-Stock



Returning multiple cylinders to stock

1. Click on cylinder stock icon





2. Click on the **minus** in the top right-hand corner



- 3. Click on stock in the headings this will highlight the box in magenta
- 4. Click in each box of the cylinders you wish to return



5. Click on the save icon in the top right-hand corner



6. Enter a reference number if needed

7. Click ok





YOUR GAS-TRAK ONLINE SUPPORT TEAM:

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



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