



GAS-TRAK ONLINE

USER GUIDE

**DROPPING OFF OR
PICKING UP CYLINDERS
FROM CUSTOMER SITES**



Your Cylinder Tracking, Reporting
and Stock Management Solution.



DROPPING OFF OR PICKING UP CYLINDERS FROM CUSTOMERS SITES

Note: Engineers can also drop off or pickup cylinders from a company cylinder store location

To drop off a cylinder at a customer site

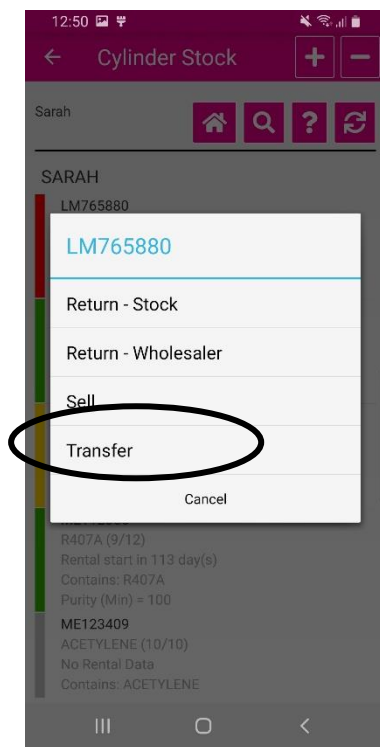
1. Click on **Cylinder Stock**



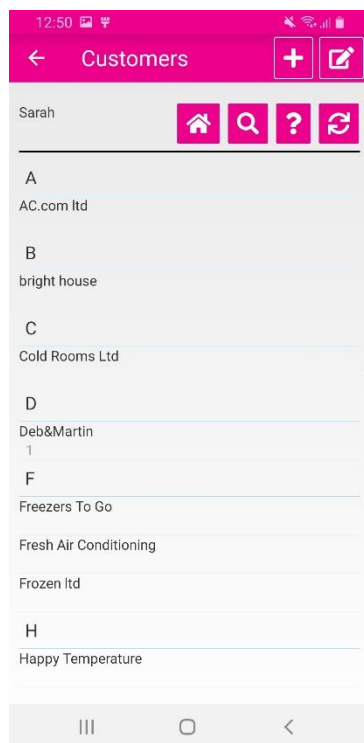
2. Click on the relevant cylinder



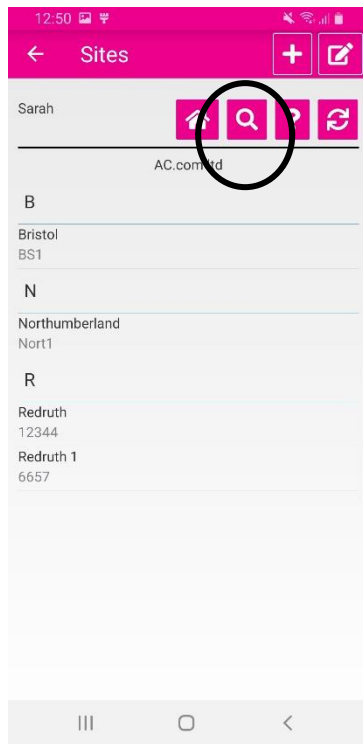
3. Click **Transfer**



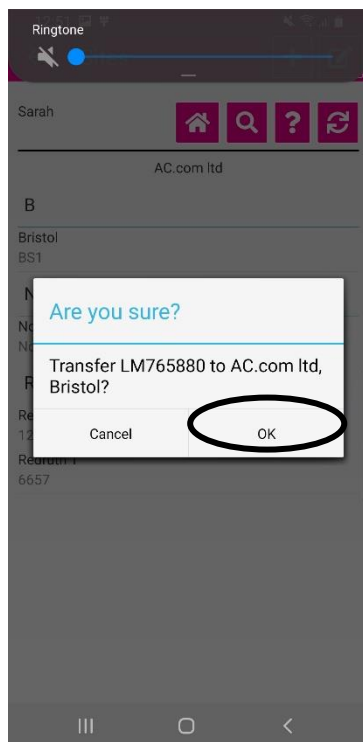
4. Select the **Customer**



5. Select the **Site** your leaving it at by using the looking up glass in the right hand corner and type in the site name or scroll through the sites.



6. Click **Ok** to confirm

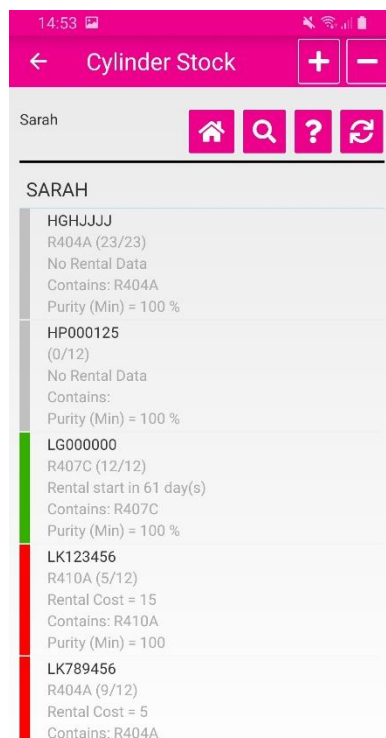


To pick up a cylinder from a customer site (or cylinder store)

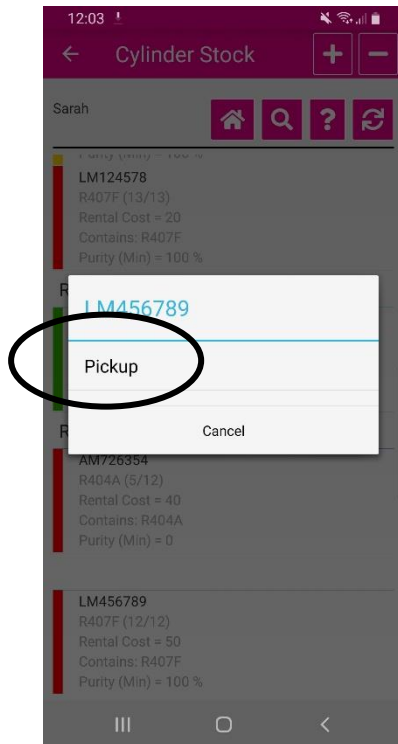
1. Click on **Cylinder Stock** Icon



2. Click on the cylinder you want to pick up from site by scrolling through the cylinders or use the magnifying glass in the top right-hand corner if you know the serial number.



3. Click **Pick up**





YOUR GAS-TRAK ONLINE SUPPORT TEAM:

Phone: +44 (0) 1275 376600

Email: support@gastrakonline.com

Web: www.gastrakonline.com



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