



GAS-TRAK ONLINE

# USER GUIDE



## HOW TO EDIT CYLINDER WEIGHTS IN CYLINDER TRACKING



Your Cylinder Tracking, Reporting and Stock Management Solution.

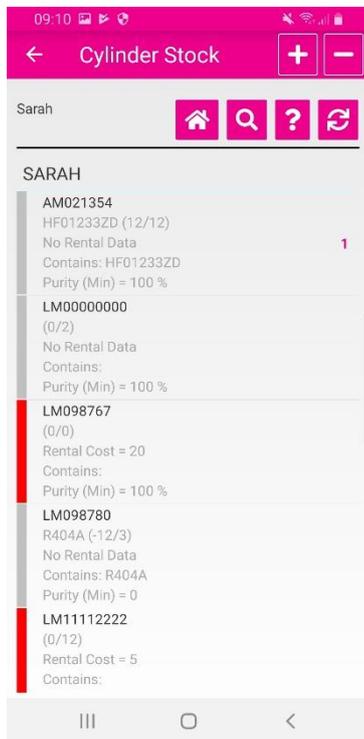
**HOW TO EDIT CYLINDERS WEIGHT IN CYLINDER TRACKING**

**How to edit cylinder's weight.**

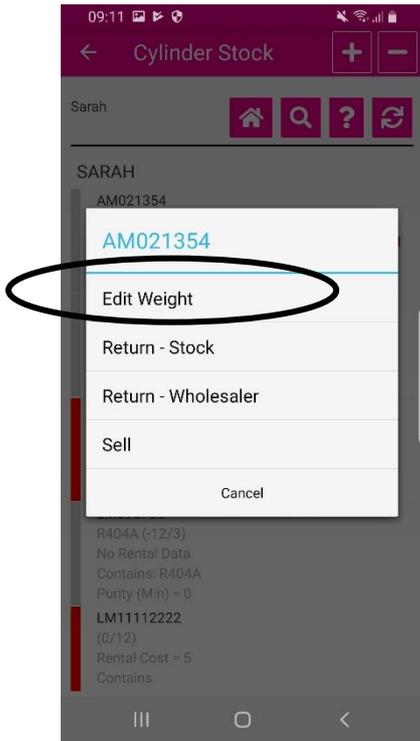
1. How to edit a refrigerant cylinder's weight.
2. Click on **Cylinder Stock**.



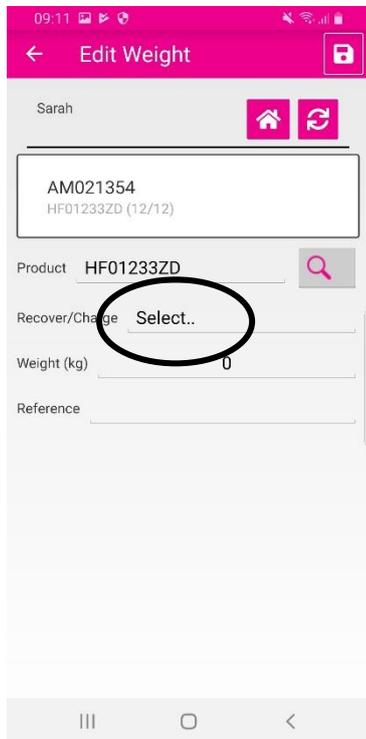
3. Click on the cylinder you wish to edit.



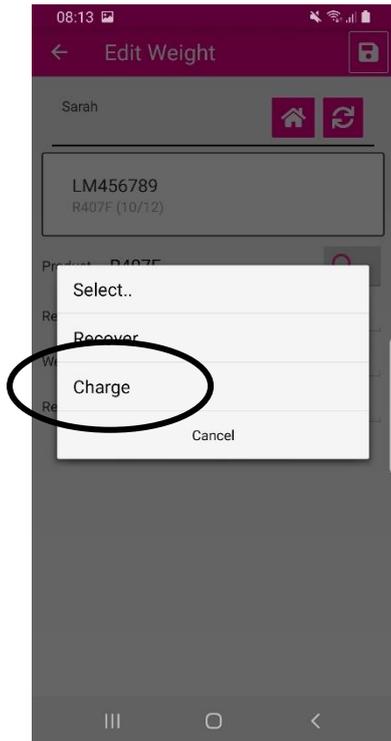
4. Click on **Edit weight**.



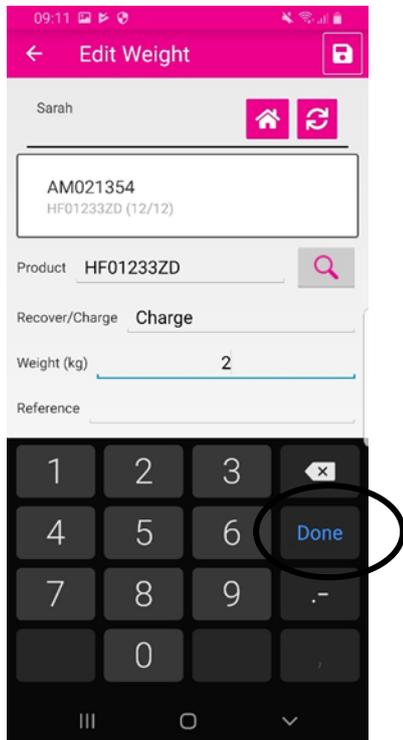
5. Click on **select**.



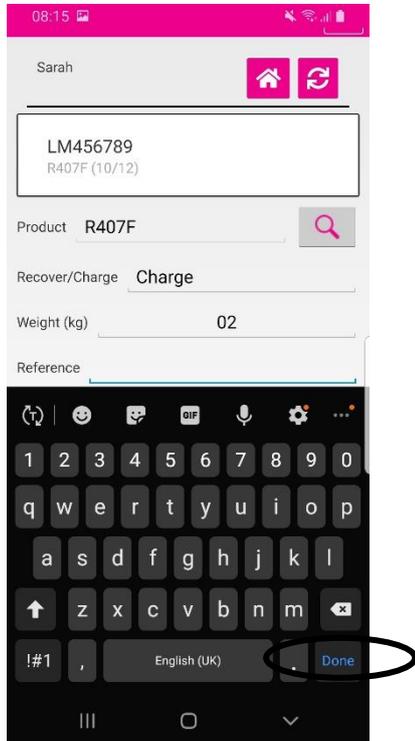
6. Click on **charge**.



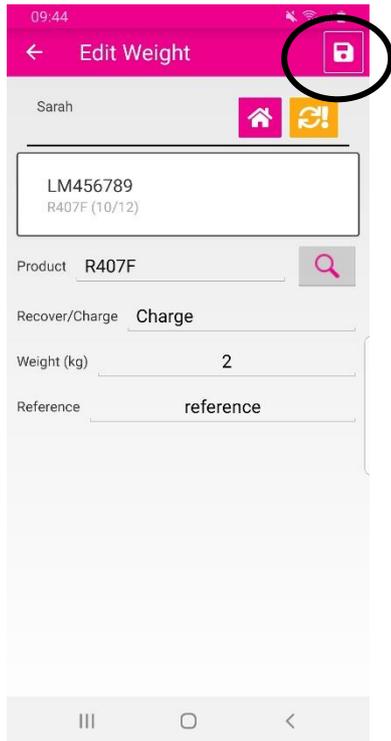
7. Enter how many kilos you have taken out of the cylinder.
8. Click **Done**.



9. Click on reference and write in any relevant details
10. Click on **Done**.



11. Click **Save**.

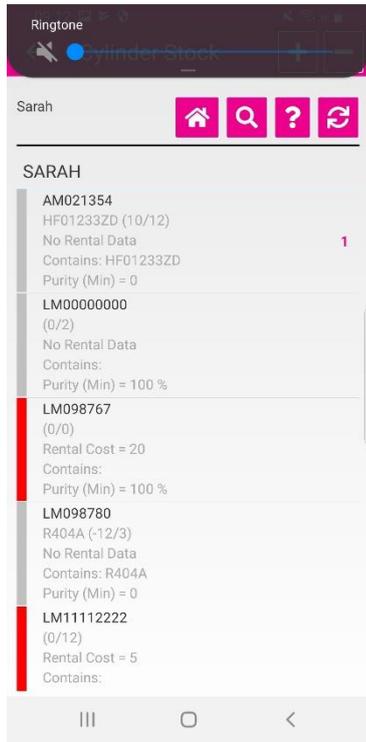


**How to edit a recovery or receiver cylinder's weight.**

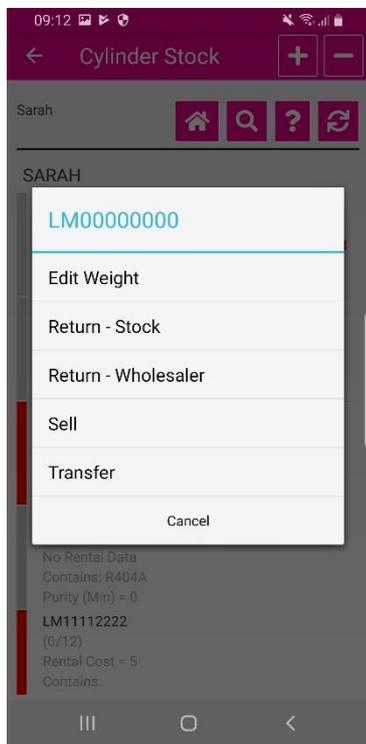
1. Click on **Cylinder Stock**.



2. Click on the cylinder you wish to edit

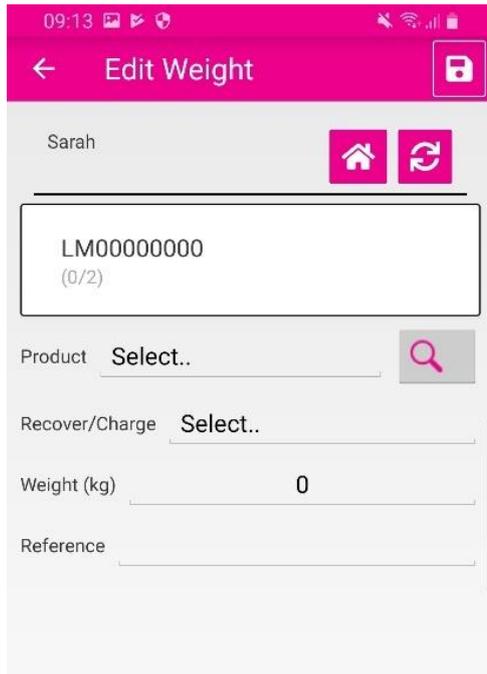


3. Click on **Edit weight**.

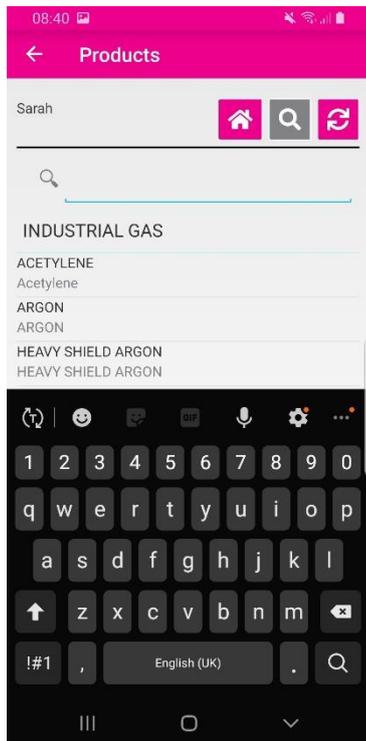


4. Click on the looking up glass by product.

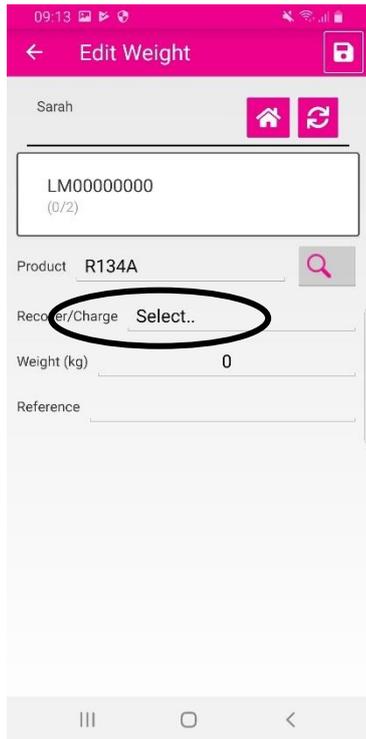
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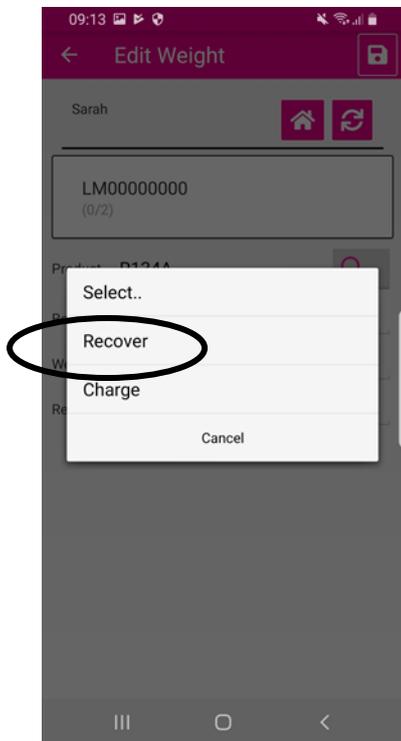
5. Click on the magnifying glass in the top right-hand corner and type in the type of product and click on it.



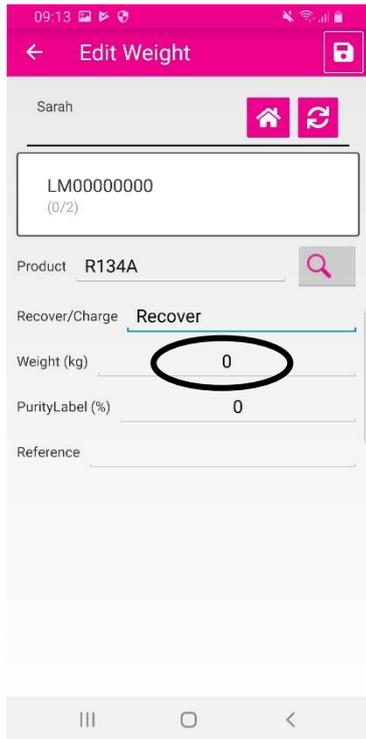
6. Click on **Select**



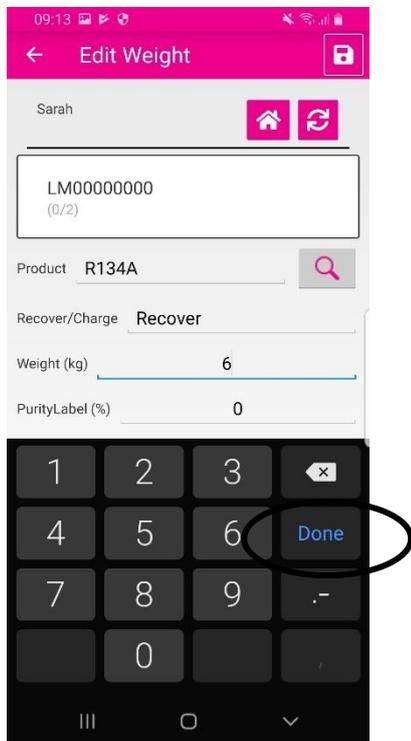
7. Click on **Recover**



8. Click on the 0 and enter the weight of the product you have put into the recovery bottle.

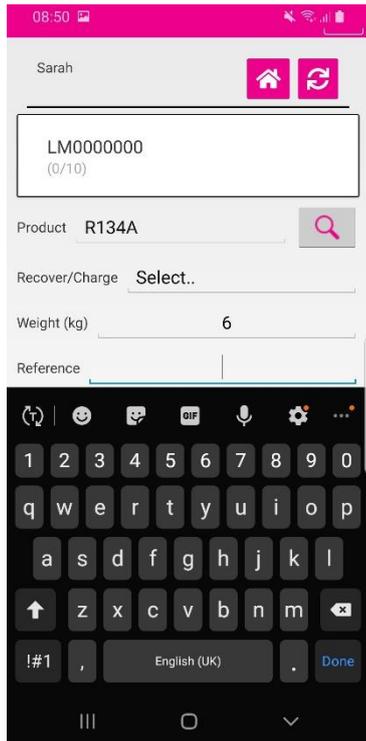


9. Click on done

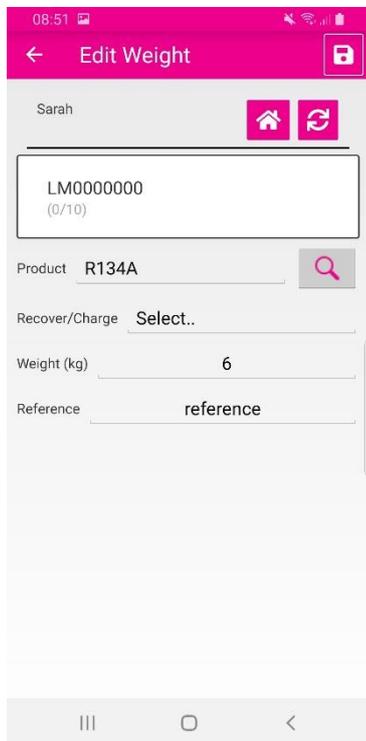


10. Click on reference and write in any relevant details.

11. Click on **Done**.



12. Click on **Save**.





## YOUR GAS-TRAK ONLINE SUPPORT TEAM:

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