



GAS-TRAK ONLINE

USER GUIDE

HOW TO CREATE A JOB

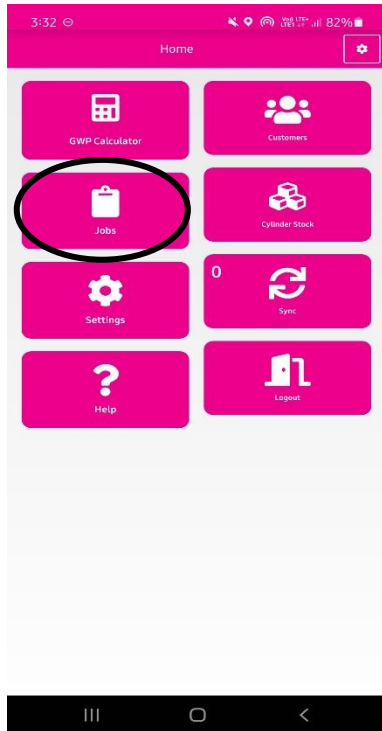


Your Cylinder Tracking, Reporting
and Stock Management Solution.

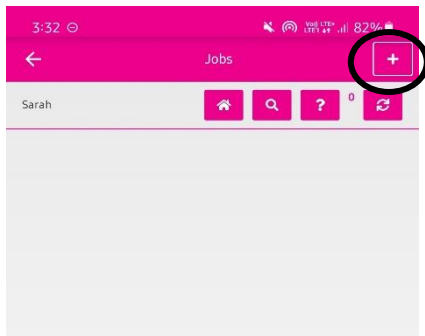


HOW TO CREATE A JOB

1. Click on the job icon



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



3. Click on **work reference** and enter detail
4. Click **done**

The screenshot shows the 'Create Job' screen in the GTO Gas-Trak Online app. The status bar at the top shows the time as 3:33, signal strength, and 82% battery. The app header is pink with a back arrow, the text 'Create Job', and a lock icon. Below the header, the user's name 'Sarah' is displayed next to three icons: a home icon, a question mark icon, and a refresh icon. The form contains five input fields: 'Work Ref' (circled in black), 'Job Type' (with a dropdown arrow), 'Description', 'Customer' (with a dropdown arrow), and 'Site' (with a dropdown arrow). At the bottom, a virtual keyboard is visible, with the 'Done' button circled in white.

5. Click on **select** by job type and scroll through then click on the one you want to choose.

The screenshot shows the 'Create Job' screen in the GTO Gas-Trak Online app. The status bar at the top shows the time as 3:33 and battery at 82%. The app header is pink with a back arrow, 'Create Job' text, and a lock icon. Below the header, the user's name 'Sarah' is displayed next to icons for home, help, and a notification bell. The form contains several input fields: 'Work Ref' with the value 'BY210919', 'Job Type' (highlighted with a black circle), 'Description', 'Customer', and 'Site'. Each of these fields has a dropdown arrow on the right. At the bottom of the screen, there are three Android navigation icons: a square, a circle, and a triangle.

This screenshot shows the 'Job Type' dropdown menu open. The menu has a search bar at the top with the placeholder text 'Type to Search' and a magnifying glass icon. Below the search bar is a list of job types, each with a star icon to its right: 'Callout', 'Decommission', 'Installation', 'Leak Test', 'Leak Test Follow Up', 'Other', 'Repair', and 'Retrofit'. At the bottom of the screen, a virtual keyboard is visible, showing the numbers 1-0, letters Q-P, A-L, Z-M, and a 'Done' button. The keyboard is set to 'English (US)'. The Android navigation bar at the very bottom shows the square, circle, and triangle icons.

6. Click on **description** and write in any notes.
7. Click on **done**

3:34 Create Job

Sarah

Work Ref
BY210919

Job Type
Repair

Description

Customer

Site

Done

8. Click on the customers to open the drop-down and scroll through the customers.
Alternatively click on search box and type the customer name in and click on it. If you can't find the Customer look at instructions to add a Customer and site.

The screenshot shows the 'Create Job' screen in the GTO Gas-Trak Online mobile app. The top status bar shows the time as 4:21 and battery at 84%. The app header is pink with a back arrow, 'Create Job' text, and a save icon. Below the header, the user's name 'Sarah' is displayed with icons for home, help, and notifications. The form contains the following fields:

- Work Ref: BY210919
- Job Type: Repair (dropdown arrow)
- Description: FAULTY VALVE
- Customer: AC.com ltd (dropdown arrow)
- Type to Search: (search icon)
- AC.com ltd (search result)
- Site: (dropdown arrow)

A standard QWERTY keyboard is visible at the bottom of the screen.

9. Click on the site and scroll through the sites click on the site. Alternatively click on the search box and type in the site name and click on it. If you can't find the site look at instructions to add a site.

4:21 ☰

Create Job

Sarah

Work Ref
BY210919

Job Type
Repair

Description
FAULTY VALUE

Customer
AC.com ltd

Site

Type to Search

Bristol [999]

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
↑ Z X C V B N M ↵
!#1 , English (US) . Done

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

4:21 ☰

← Create Job

Sarah

Work Ref
BY210919

Job Type
Repair

Description
FAULTY VALUE

Customer
AC.com ltd

Site
Bristol [999]

11. Click on the gas cylinder at the bottom of the page which links to the equipment.

4:22 ☰

Job : BY210919

Sarah

Work No
BY210919

Description
FAULTY VALVE

Customer
AC.com ltd

Site
Bristol

Job Type
Repair

Start Date
08-Jun-2021

Comments

Job Complete

Job Details Equipment Movement

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

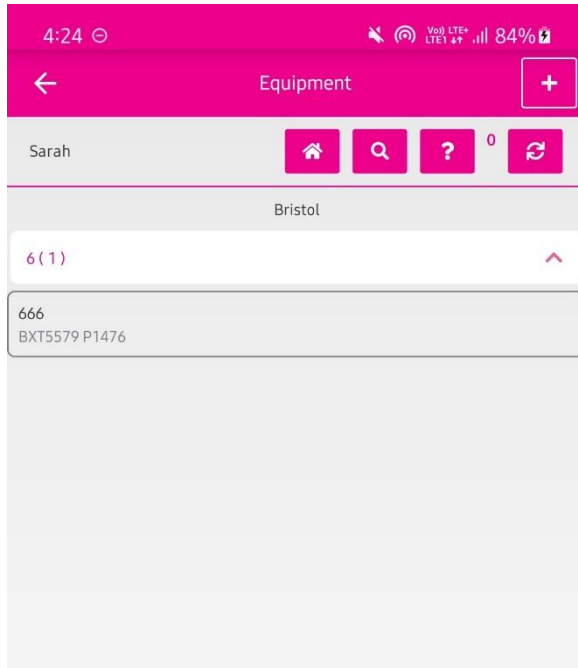
4:22 ☰

Job : BY210919

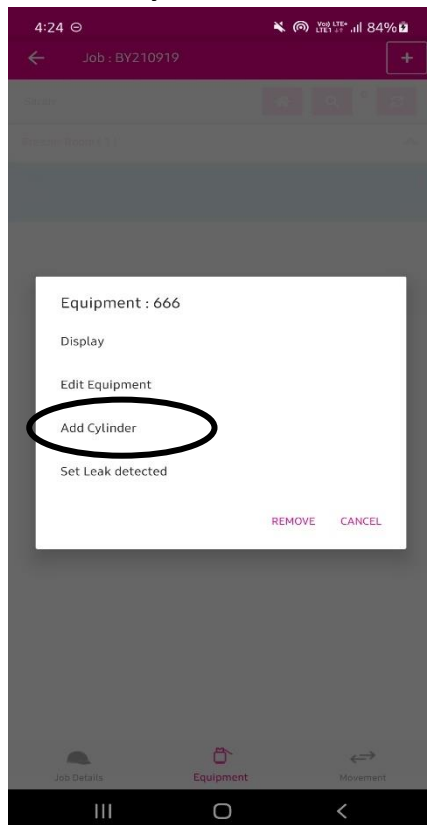
Sarah

+

13. Click on the piece of equipment you are working on, if the piece of equipment isn't there look on how to add a piece of equipment.



14. Click **add cylinder**



15. Click on the cylinder to start searching cylinder from your stock list on the same screen or click on the magnifying glass to the right of cylinder to select the cylinder from your stock list, alternatively you can click on the canning box to scan the bar code or type the bar code in manually.

The screenshot shows the 'Gas Usage' app interface. At the top, the status bar displays the time 6:57, signal strength, and battery level at 94%. The app header is pink with a back arrow, the title 'Gas Usage', and a lock icon. Below the header, the user's name 'Sarah' is displayed next to three icons: a home icon, a question mark, and a refresh icon. The main form contains several input fields: 'ID' with the value '666', 'EquipmentType' with the value 'Freezer Room', 'Cylinder' (which has a magnifying glass icon circled in red), 'Product' (a dropdown menu), and 'Recover/Charge' (a dropdown menu with a barcode icon). The 'Cylinder' field is the focus of the instruction.

This screenshot shows the same 'Gas Usage' app interface, but with the 'Type to search...' field highlighted. The 'Cylinder' field now contains the text 'Type to search...'. The magnifying glass icon next to this field is circled in red. The rest of the interface, including the status bar, header, user name, and other form fields, remains the same as in the previous screenshot.

16. If the serial number is in your stock or if it's not and it's an A-gas bottle this will then pull through the product detail. If not, you will have to enter this manually by clicking on select scroll through the products and click on the one needed and click done. 17. Click recover/charge to choose which you are doing

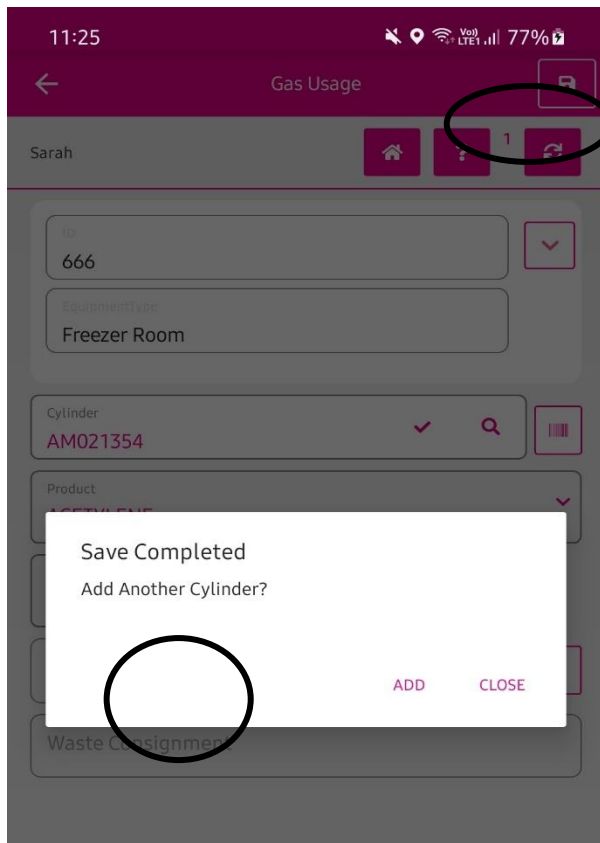
The screenshot shows the 'Gas Usage' app interface. At the top, the status bar displays the time 6:59, signal strength, LTE+ network, and 94% battery. The app header is pink with a back arrow, the title 'Gas Usage', and a lock icon. Below the header, the user's name 'Sarah' is displayed next to three icons: a home icon, a question mark icon, and a refresh icon. The main form contains several input fields: 'ID' with the value '666', 'EquipmentType' with the value 'Freezer Room', 'Cylinder' with the value 'AM021354', and 'Product' with the value 'ACETYLENE'. The 'Recover/Charge' dropdown menu is open and highlighted with a black circle. To the right of the dropdown are icons for a gas cylinder and a double-headed arrow.

This screenshot shows the same 'Gas Usage' app interface as the previous one, but with the 'Recover/Charge' dropdown menu expanded. The expanded menu shows two options: 'Charge' and 'Recover', each with a star icon to its right. The 'Recover/Charge' dropdown is now closed, and the 'Charge' and 'Recover' options are visible in a list below it. The rest of the app interface remains the same.

18. Recover from the system into a recovery cylinder or charge into the system from a product cylinder
19. You will then need to enter the weight charged or recovered
20. Click on the 0 by the Weight (kg) and enter the relevant weight 21. Click **done**

The screenshot shows the 'Gas Usage' app interface. At the top, the status bar shows 6:59, LTE+ signal, and 94% battery. The app header is pink with a back arrow, 'Gas Usage' title, and a save icon. Below the header, the user's name 'Sarah' is displayed. The form contains several fields: 'ID' with value '666', 'EquipmentType' with value 'Freezer Room', 'Cylinder' with value 'AM021354', 'Product' with value 'ACETYLENE', 'Recover/Charge' with value 'Charge', 'Weight (lb)' with value '5', and 'Waste Consignment'. The 'Weight (lb)' field is circled. Below the form is a numeric keypad with a 'Done' button circled.

22. If recovering you can also add in the waste consignment number
23. Click save in the top right-hand corner
24. Click **close**, unless you have further cylinders that you have used and if you have click on add.



25. As you have now completed the job, you will need to click onto the hard hat logo at the bottom

The screenshot displays the GTO Gas-Trak Online mobile application interface. At the top, the status bar shows the time as 9:33, along with icons for location, signal, and battery level (63%). The app header is blue and contains a back arrow, the job ID 'Job : BY210919', and a save icon. Below the header, the user's name 'Sarah' is displayed next to three icons: a home icon, a question mark icon, and a refresh icon. The main form area contains several input fields: 'BY210919' (Job ID), 'Description: FAULTY VALVE', 'Customer: AC.com ltd', 'Site: Bristol' (with an information icon), 'Job Type: Repair', 'Start Date: 08-Jun-2021' (with a calendar icon), and 'End Date: 09-Jun-2021' (with a calendar icon). A 'Comments' section is present below the start date. A 'Job Complete' toggle switch is located below the comments section. At the bottom of the form, there is a signature line with a right-pointing arrow and the text 'sign above the line'. The bottom navigation bar features three icons: a hard hat icon (labeled 'Job Details'), an equipment icon (labeled 'Equipment'), and a movement icon (labeled 'Movement'). The 'Job Details' icon is circled in red.

26. You now can complete the job in the app
27. To do this, click on the slider by Job Complete and move it to the right
28. This will turn the slider magenta and may bring up a signature box

The screenshot displays the GTO Gas-Trak Online app interface. At the top, the status bar shows the time 9:33, location, signal strength, and battery level at 63%. The app header is red with a back arrow, the job ID 'Job : BY210919', and a lock icon. Below the header, the user's name 'Sarah' is shown next to icons for home, help, notifications (0), and refresh. The main form contains the following fields: Job ID (BY210919), Description (FAULTY VALVE), Customer (AC.com ltd), Site (Bristol) with an information icon, Job Type (Repair), Start Date (08-Jun-2021) with a calendar icon, a Comments text area, Job Complete (a red slider with a red circle around it), End Date (09-Jun-2021) with a calendar icon, and a signature box with a line and the text 'sign above the line'. The bottom navigation bar has three tabs: Job Details (selected), Equipment, and Movement. The Android system bar is visible at the very bottom.

29. Sign in the box
30. Click on save in the top right-hand corner

The screenshot displays the GTO Gas-Trak Online mobile application interface. At the top, a pink header bar shows the time 9:34, signal strength, and battery level at 63%. Below the header, a navigation bar contains a back arrow, the job ID 'BY210919', and a save icon (a square with a checkmark) which is circled in red. The main form area has a light gray background and contains the following fields: 'Sarah' (name), 'BY210919' (job ID), 'Description' (FAULTY VALVE), 'Customer' (AC.com ltd), 'Site' (Bristol), 'Job Type' (Repair), 'Start Date' (08-Jun-2021), 'Comments' (empty text box), 'Job Complete' (toggle switch), 'End Date' (09-Jun-2021), and a signature box with a handwritten signature and a 'clear' button. At the bottom, a navigation bar shows three icons: 'Job Details' (selected), 'Equipment', and 'Movement'. The bottom of the screen shows the Android navigation bar with three icons: a square, a circle, and a triangle.



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Your Cylinder Tracking, Reporting
and Stock Management Solution.

