GAS-TRAK ONLINE

USER GUIDE

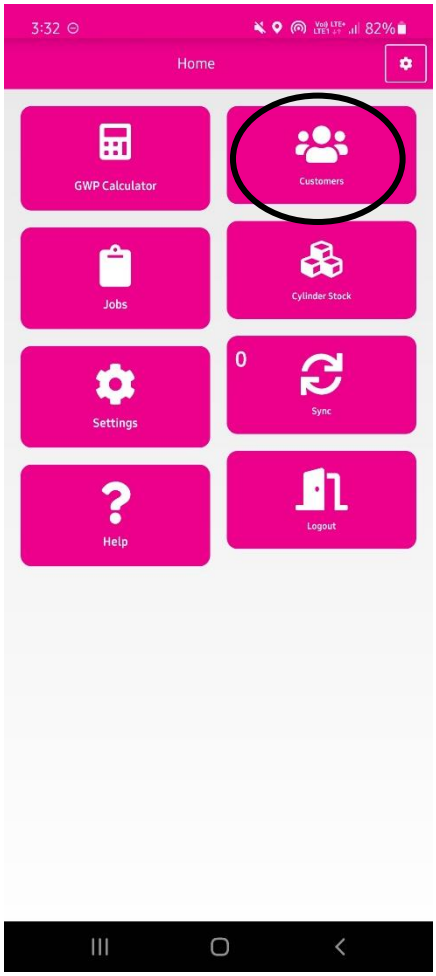
HOW TO ADD A CUSTOMER, SITE AND EQUIPMENT

Gas-Trak Online

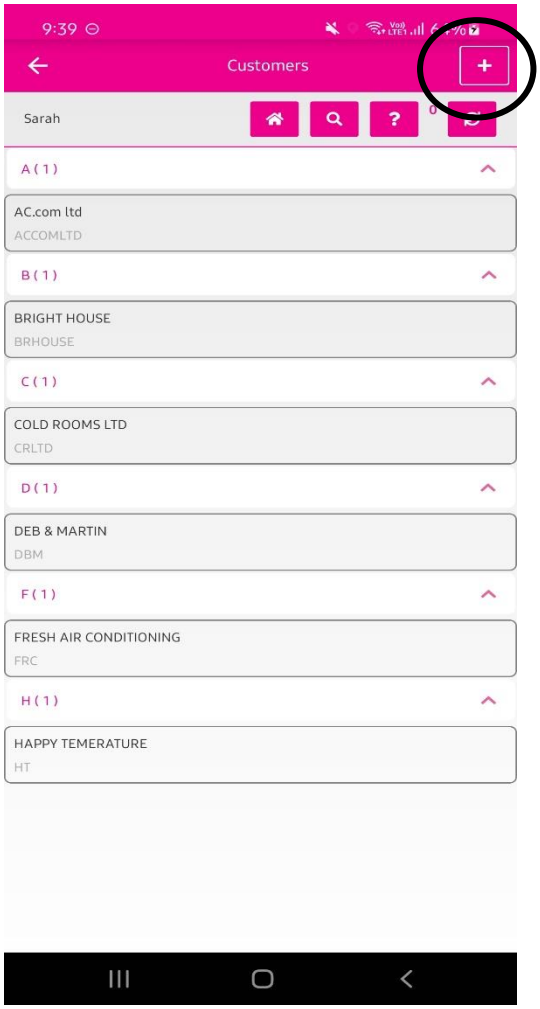
Your Cylinder Tracking, Reporting and Stock Management Solution.

How to add a Customer

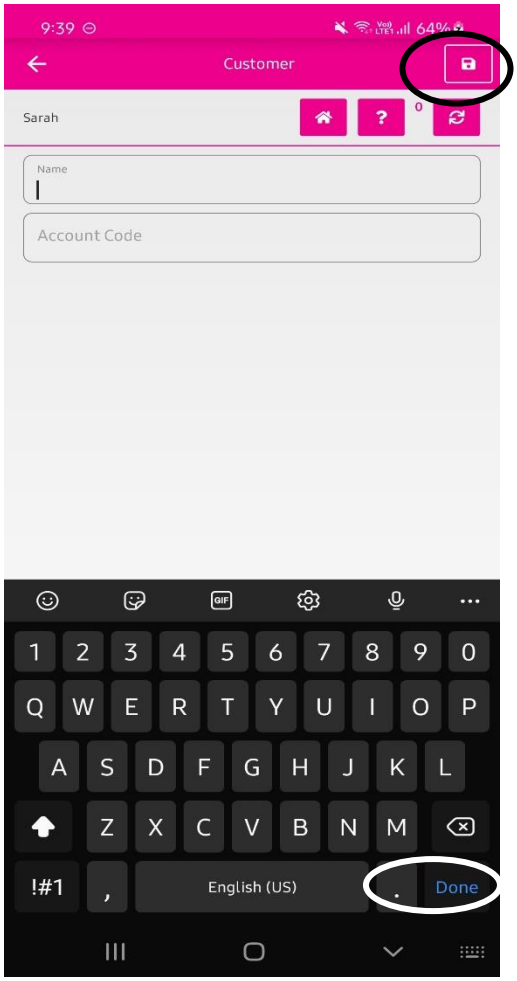
1. Click on **Customer** icon



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



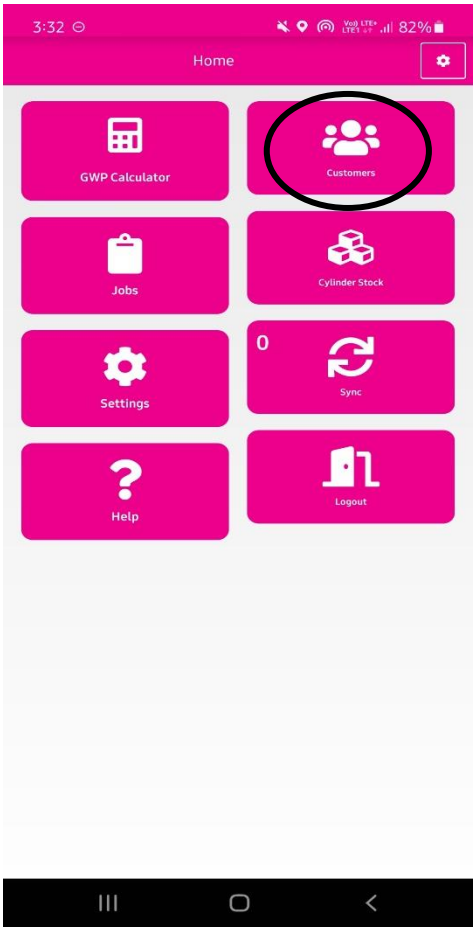
3. Type in the Customer's name in the field by **Name**
4. Click in the account code if needed for example the account number (this is an optional field).
5. Click on the **save** icon in the top right-hand corner


9:39
Customer
Sarah
Name
Account Code
English (US)
Done

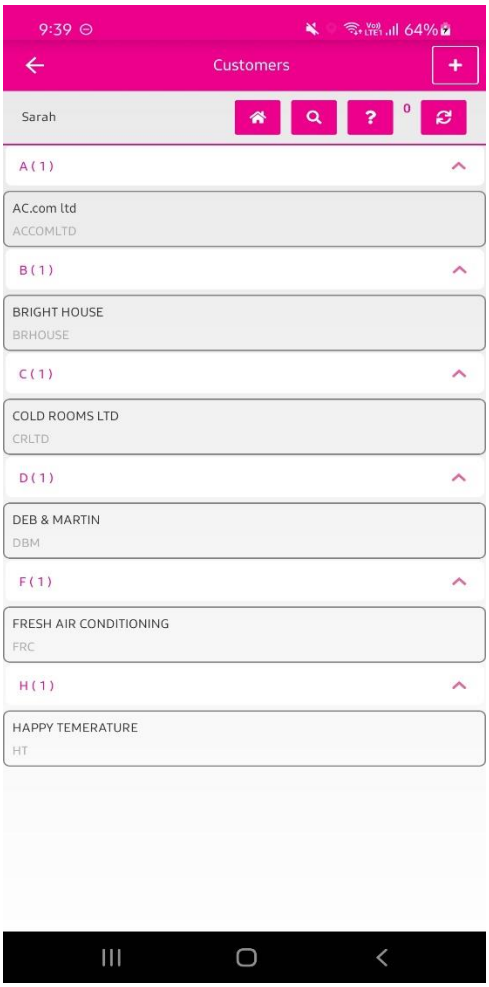
How to add a site

The only mandatory field that needs filling out is the site name

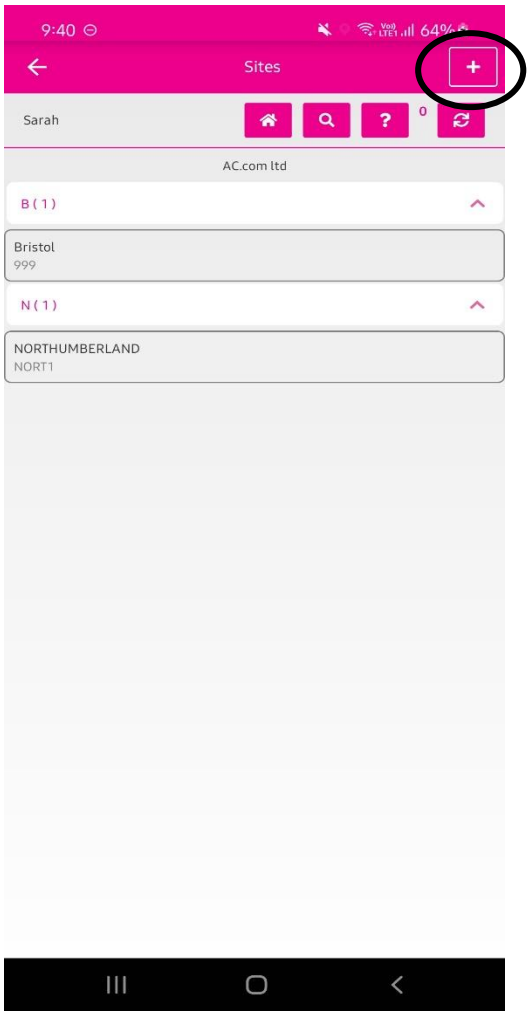
1. Click on **Customer** icon



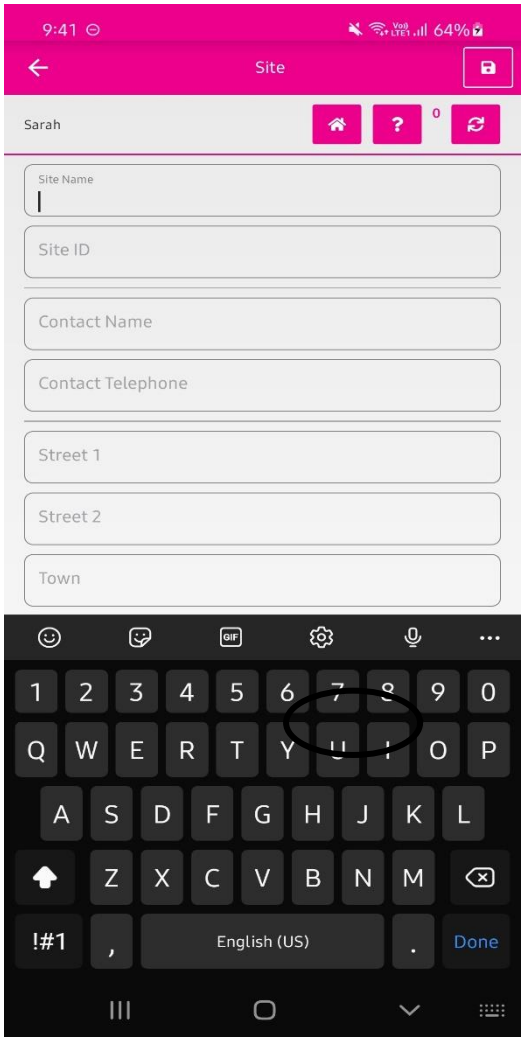
2. Click on the Customer you wish to add a site too.



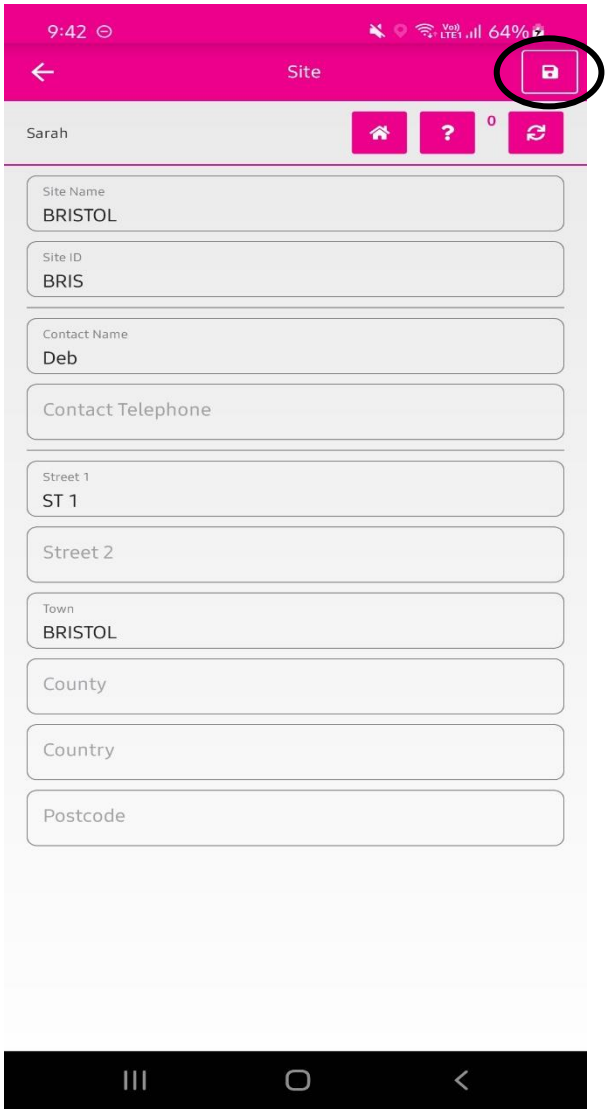
3. Click on the **+** in the top right-hand corner.



4. Click in the field by **Site** and enter the Site name 5. Click **Done**

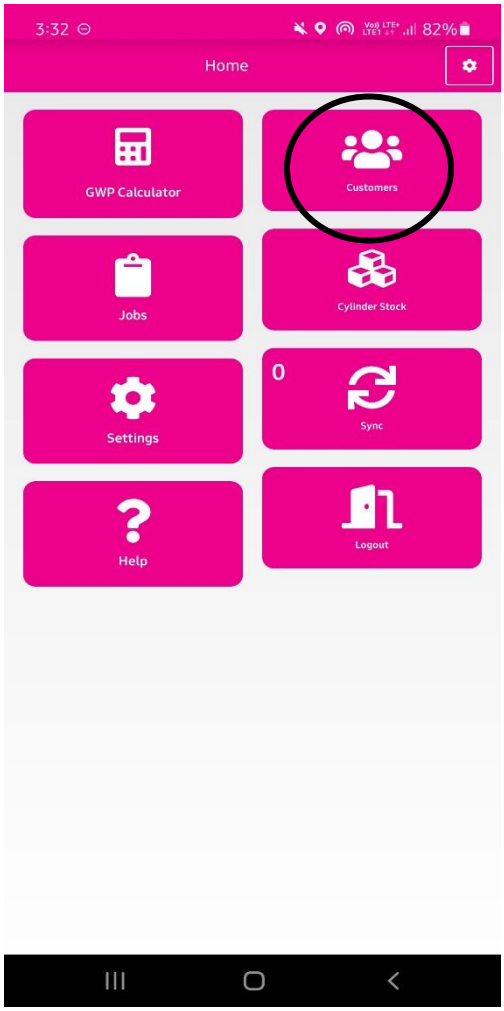


6. Click in the field by **Site id** enter details
7. Click on **contact name** and enter details
8. Click on **Contact telephone** and enter details
9. Click on **Street 1** enter details
10. Click on **street 2** enter details
11. Click on **Town** enter details
12. Click on **County** enter details
13. Click on **Postcode** enter details
14. Click on the **save** icon in the top right-hand corner

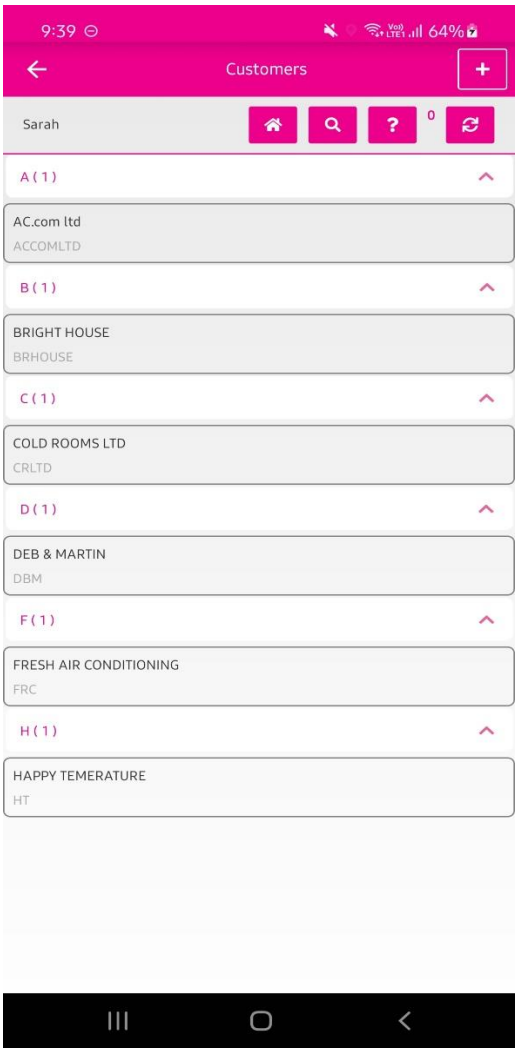

9:42
64%
Site
Sarah
0
Site Name
BRISTOL
Site ID
BRIS
Contact Name
Deb
Contact Telephone
Street 1
ST 1
Street 2
Town
BRISTOL
County
Country
Postcode

How to create equipment

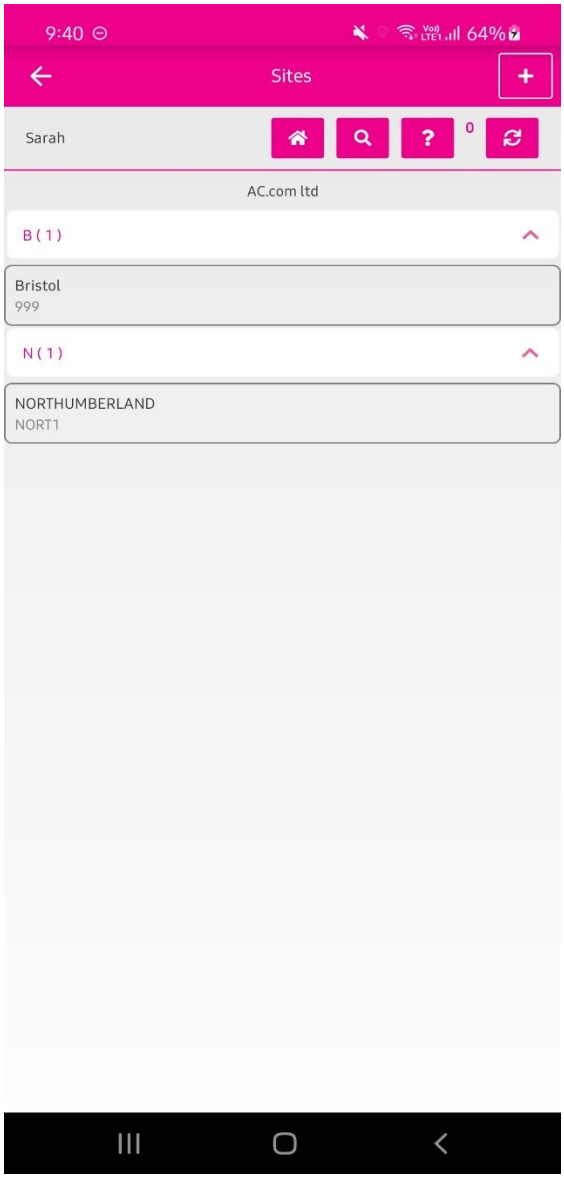
1. Click on **Customer** icon



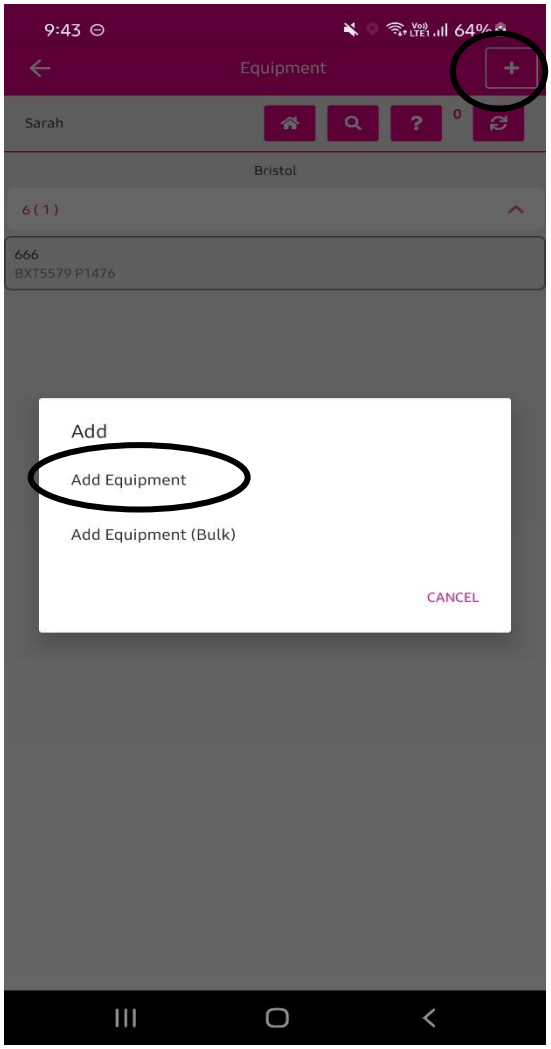
2. Click on Customer you wish to add the equipment for. (if you can't find the Customer, follow the instructions for adding a Customer)



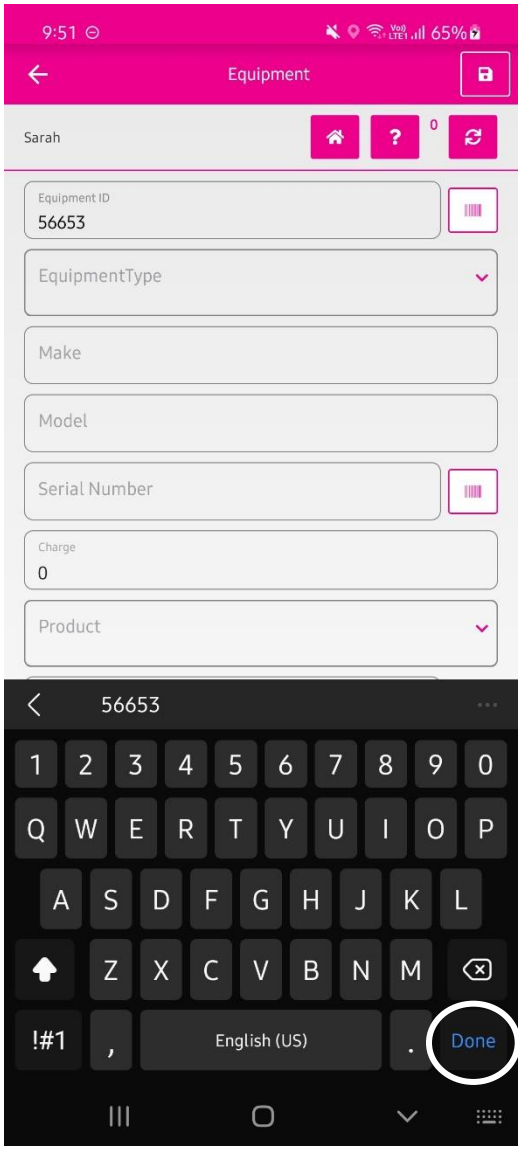
3. Click on the Site you wish to add the equipment for. (If you can't find the site, follow the instructions for adding a site)



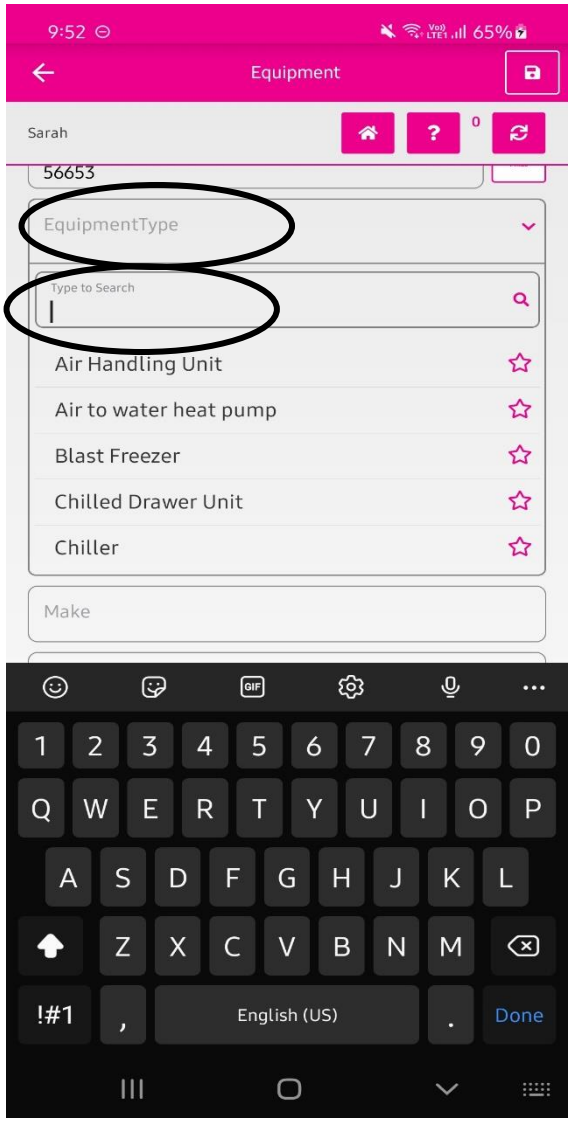
4. Click on **+** in the top right-hand corner and then click Add Equipment.



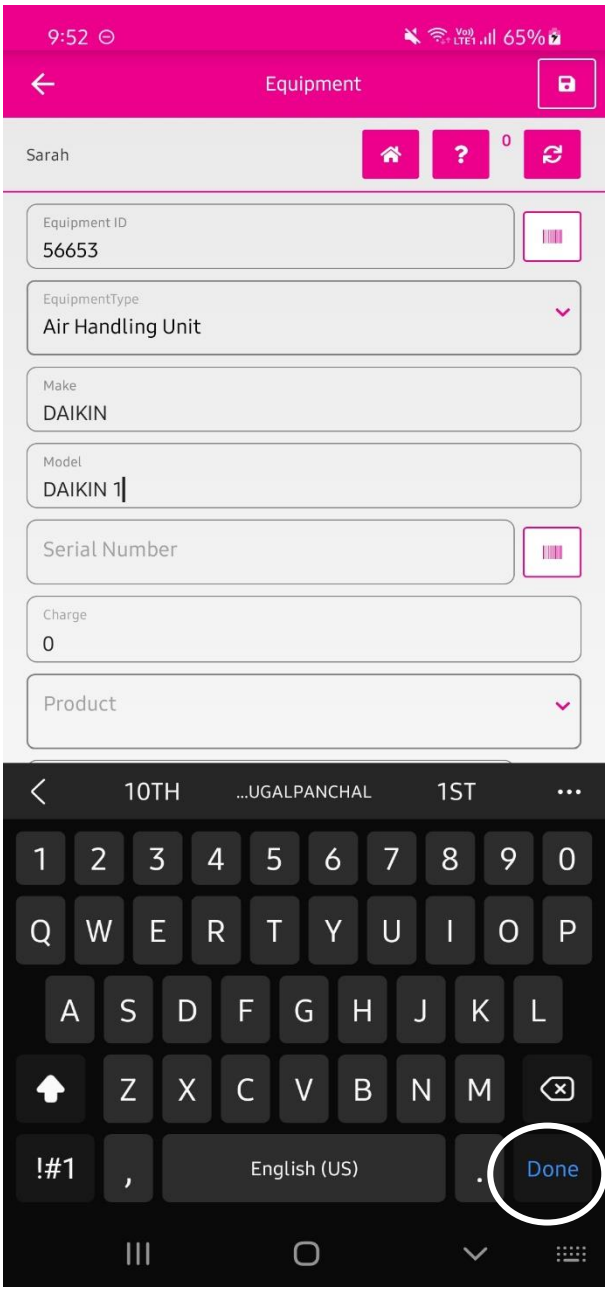
5. Click on **Equipment id** and enter this manually or click on the bar code scanner and scan the bar code.
6. If entering manually click on **Done**



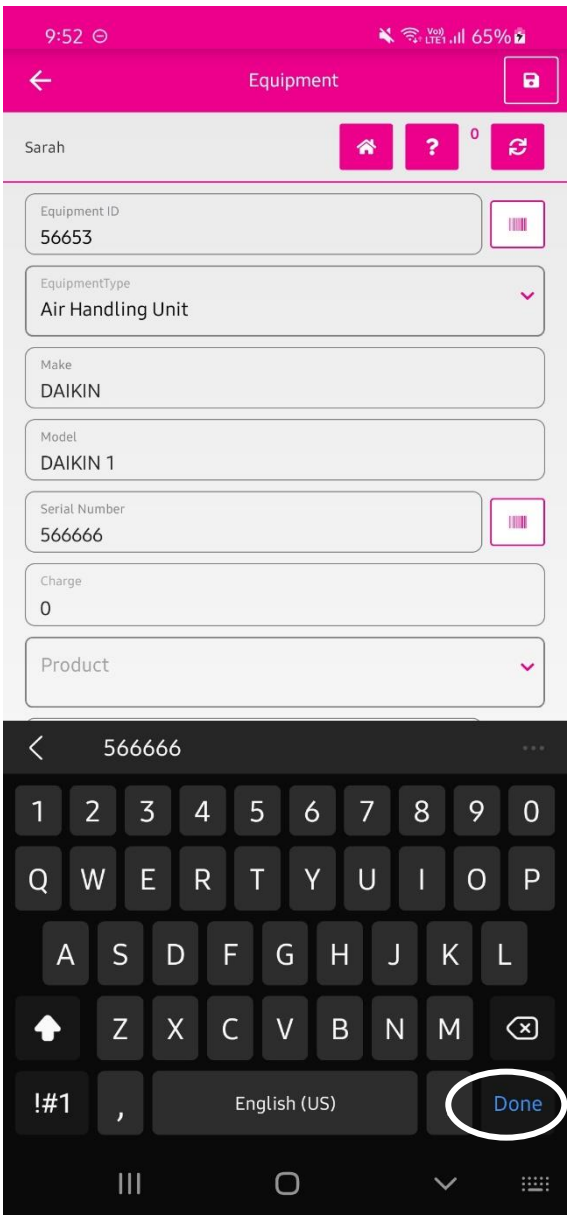
7. Click on equipment type and scroll through to pick your piece of equipment and click on it. Alternatively click on the search box and type in the piece of equipment you are looking for and click on it. (Swipe on frequently used product item and click on star icon to mark an item as favourite)



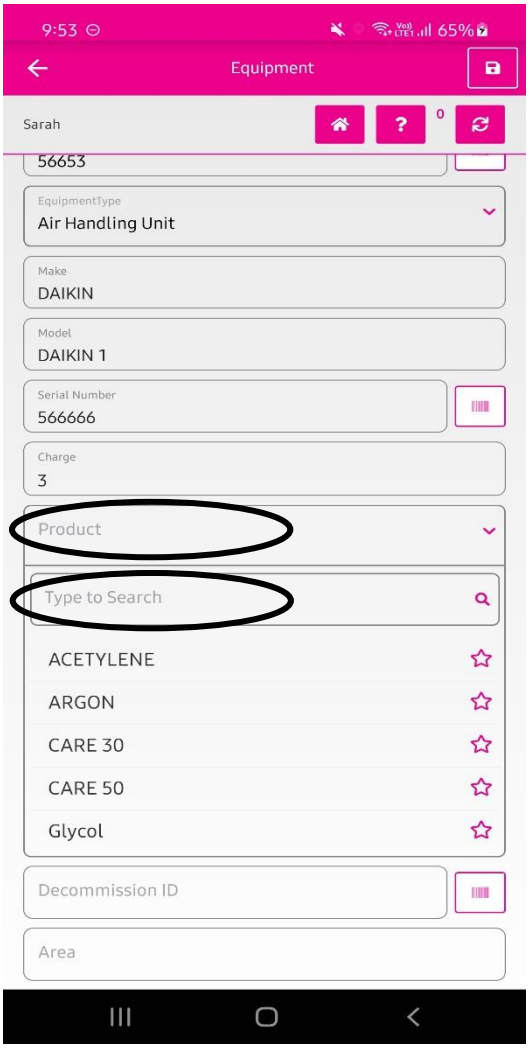
8. Click on the **Make** and enter details.
9. Click on **Model** and enter details

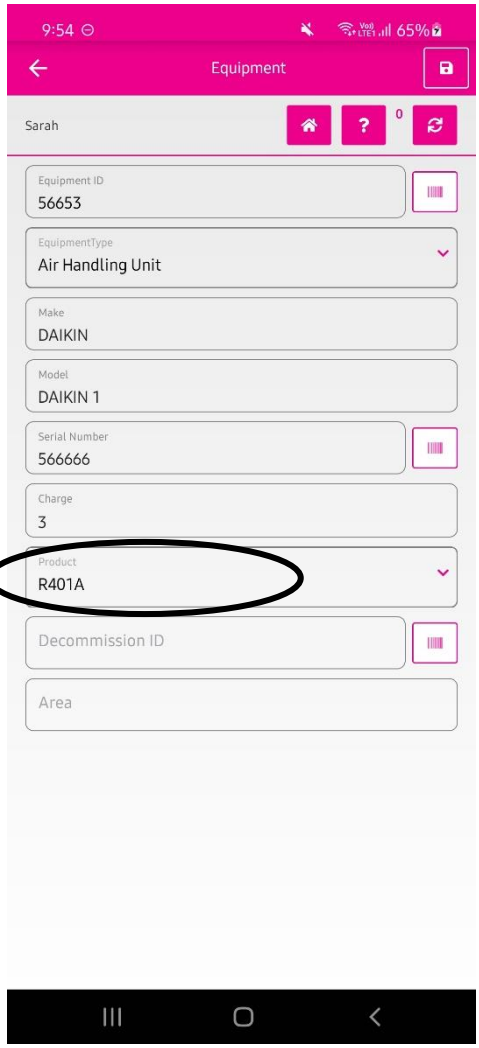


10. Click on **Serial number** and enter this manually, click **Done**. Or click on the bar code scanner and scan the bar code.

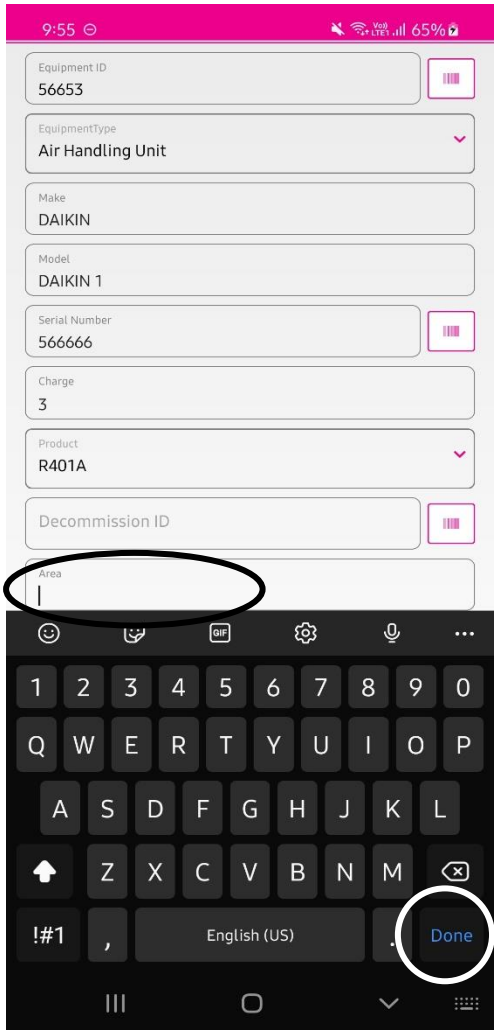


11. Click on the **0** by charge and enter it. ***The charge must be what the manufacturer has stated on the id plate.***
12. Click **Done**
13. Click on product to scroll through until you find it and click on it. Or alternatively click on the search box and type the product you are looking for and click on it.

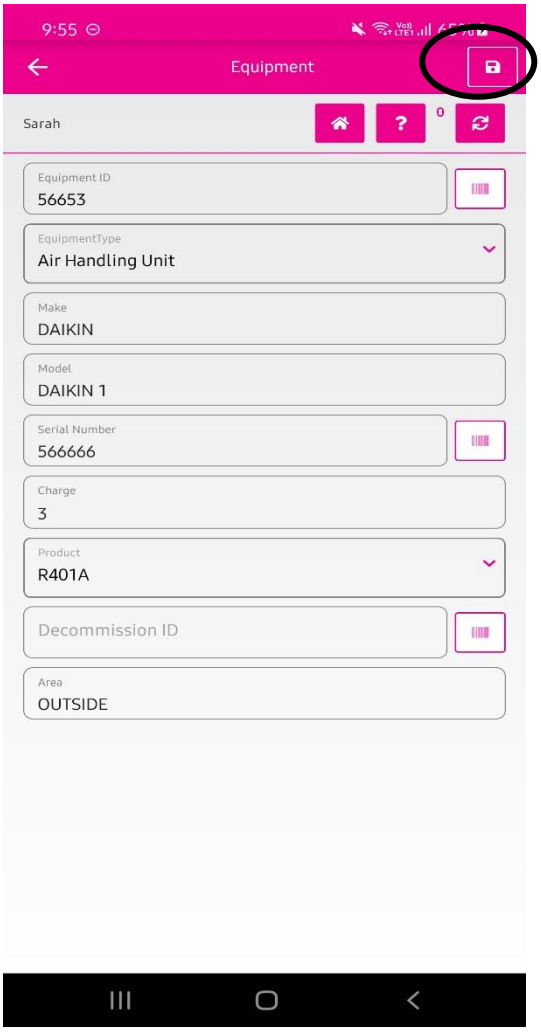




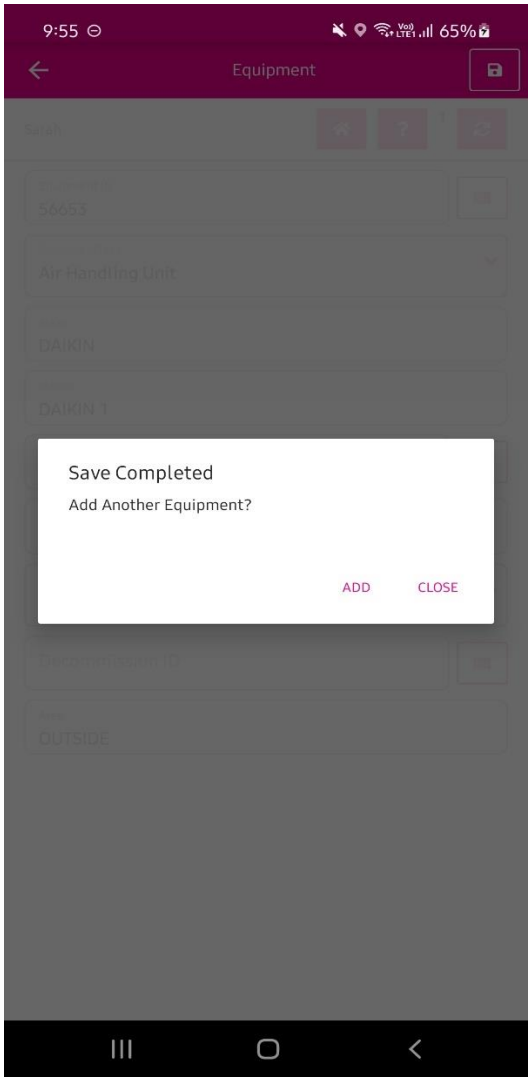
14. DECOMMISSIONED ID you do not enter anything here.
15. Click on **Area** and enter the location of the piece of equipment 18. Click **Done**



19. Click **save** in the top right-hand corner



20. Click on **close** if finished or add if you wish to add more equipment to the site.



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July 2021