



GAS-TRAK ONLINE

USER GUIDE

ADDING CYLINDERS TO STOCK

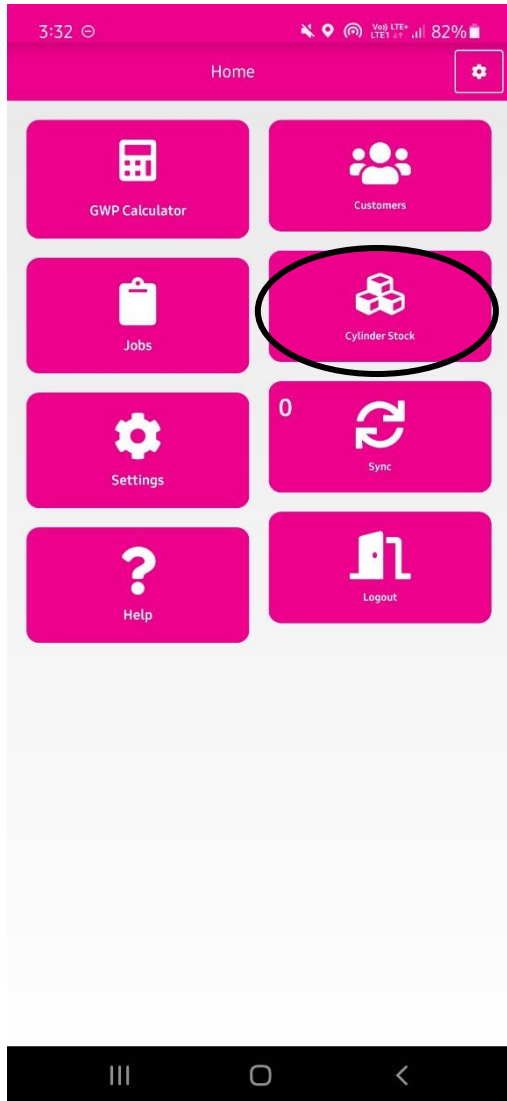


Your Cylinder Tracking, Reporting
and Stock Management Solution.

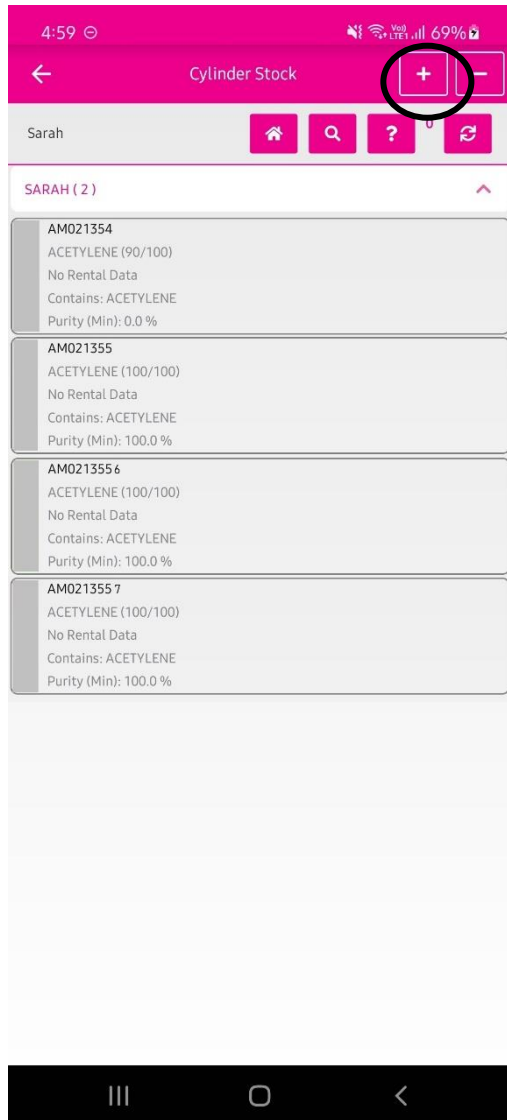


ADDING CYLINDERS TO STOCK

1. On the home page click on **Cylinder Stock**



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



3. Click on the supplier to see the list and select the supplier either by scrolling through the suppliers or click on the search box and type the supplier in then click on it.

The screenshot shows the 'Collect' screen in the GTO Gas-Trak Online app. The top bar is blue with a back arrow, the text 'Collect', and a lock icon. Below the bar, the name 'Sarah' is displayed. A navigation bar contains icons for home, search, help, and a notification bell. The main form has two tabs: 'Wholesaler' (selected) and 'Stock'. The 'Supplier' dropdown is highlighted with a black oval. Below it are fields for 'Cylinder', 'Wholesaler', 'Cylinder Type', 'Capacity' (set to 0), 'Is Full' (toggle switch), and 'Reference'.

The screenshot shows the 'Collect' screen with the 'Supplier' dropdown menu open. The dropdown list displays 'A-Gas' and 'Other', each with a star icon. The rest of the form, including the 'Cylinder', 'Wholesaler', 'Cylinder Type', 'Capacity', 'Is Full', and 'Reference' fields, remains the same as in the previous screenshot.

4. Click on the box if Scanning the cylinder barcode and scan the cylinder's bar code. Or enter the serial number manually. If you are using an A-Gas cylinder the cylinder type, product and weight will populate automatically (providing you have a connection).

The image displays two screenshots of the Gas-Trak Online mobile application interface, specifically the 'Collect' screen. Both screenshots show a user named 'Sarah' at the top. The interface includes tabs for 'Wholesaler' and 'Stock'. Below these are several input fields: 'Supplier' (set to 'A-Gas'), 'Cylinder', 'Wholesaler', 'Cylinder Type', 'Capacity' (set to '0'), 'Is Full' (a toggle switch), and 'Reference'. In the left screenshot, the 'Cylinder' field is empty, and a red circle highlights a small barcode icon to its right. In the right screenshot, the 'Cylinder' field contains the text 'BX000321', and a red circle highlights this text. The bottom of each screenshot shows the standard Android navigation bar with three icons: a square, a circle, and a triangle.

5. Manually enter the cylinder number
6. Click on done

- Click on the wholesaler and either scroll through the list of Wholesalers or click on search box and enter the wholesaler you are looking for.

4:49 69%

Collect

Sarah

Wholesaler Stock

Supplier
A-Gas

Cylinder
BX000321

Wholesaler

Cylinder Type

Capacity
0

Is Full ☒

Reference

4:49 69%

Collect

Sarah

Wholesaler Stock

Supplier
A-Gas

Cylinder
BX000321

Wholesaler

BOC

Other

Cylinder Type

Capacity
0

Is Full ☒

Reference

8. Click on cylinder type to view cylinder type options.

The screenshot shows the GTO Gas-Trak Online mobile app interface. At the top, there is a status bar with the time 4:49, signal strength, and battery level at 69%. Below the status bar is a navigation bar with a back arrow, the word 'Collect', and a lock icon. The main content area has a header with the name 'Sarah' and four icons: a home icon, a search icon, a question mark icon, and a refresh icon. Below the header, there are two tabs: 'Wholesaler' (selected) and 'Stock'. The 'Wholesaler' tab contains several input fields: 'Supplier' with the value 'A-Gas', 'Cylinder' with the value 'BX000321' and a barcode icon, 'Wholesaler' with the value 'Other', 'Cylinder Type' (highlighted with a black circle), 'Product', 'Receiver', and 'Recovery', each with a star icon to its right. Below these fields are 'Capacity' with the value '0', 'Is Full' with a toggle switch, and a 'Reference' field. The bottom of the screen shows the Android navigation bar with three icons: a square, a circle, and a triangle.

9. Click on the type of cylinder you are entering.

10. Click on product to choose your product either scroll through all the products or click on the search box type in the type of refrigerant and click on it.

The screenshot shows the GTO Gas-Trak Online mobile app interface. At the top, the status bar displays the time 4:50, signal strength, Wi-Fi, and battery level at 69%. The app's header is blue with a back arrow, the word "Collect", and a lock icon. Below the header, the user's name "Sarah" is displayed next to navigation icons for home, search, help, and a shopping cart with 0 items. The main content area has two tabs: "Wholesaler" (selected) and "Stock". Under the "Wholesaler" tab, there is a text input field containing "BX000321" and a barcode icon. Below this are three dropdown menus: "Wholesaler" with "Other" selected, "Cylinder Type" with "Product" selected, and "Cylinder Product" with "OFN" selected. A search bar labeled "Type to Search" with a magnifying glass icon is positioned above a list of products: ACETYLENE, ARGON, CARE 30, CARE 50, and Glycol. Each product name is followed by a star icon. Below the product list is a "Disposable Cylinder" toggle switch, which is currently turned off. There is a "Capacity" input field with the value "0". Below that is an "Is Full" toggle switch, which is currently turned on. At the bottom is a "Reference" input field. The app is running on an Android device, as indicated by the navigation bar at the very bottom.

11. Click on the 0 by capacity and enter the capacity.
12. Click on done

The screenshot shows the 'Collect' screen in the GTO Gas-Trak Online app. The top status bar shows the time as 4:51 and battery at 69%. The app header is red with a back arrow, the word 'Collect', and a lock icon. Below the header, the user's name 'Sarah' is displayed next to navigation icons for home, search, help, and a notification bell. The main form has two tabs: 'Wholesaler' (selected) and 'Stock'. The form contains several dropdown menus: 'Supplier' (A-Gas), 'Cylinder' (BX000321), 'Wholesaler' (Other), 'Cylinder Type' (Product), and 'Cylinder Product' (OFN). There is a 'Disposable Cylinder' toggle switch which is currently off. At the bottom, the 'Capacity' field is highlighted with a red circle and contains the number '8'. A numeric keypad is overlaid on the bottom half of the screen, with the '0' key highlighted in red. The keypad also includes a backspace key, a 'Done' button, and a decimal key.

13. Enter the collection reference from your Wholesaler. 14. Click on done

4:51 69%

Supplier
A-Gas

Cylinder
BX000321

Wholesaler
Other

Cylinder Type
Product

Cylinder Product
OFN

Disposable Cylinder ☐

Capacity
8

Is Full ☒

Reference
999999

999999

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

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

4:51

Collect

Sarah

Wholesaler Stock

Supplier
A-Gas

Cylinder
BX000321

Wholesaler
Other

Cylinder Type
Product

Cylinder Product
OFN

Disposable Cylinder

Capacity
8

Is Full

Reference
999999



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Your Cylinder Tracking, Reporting
and Stock Management Solution.

