



GAS-TRAK ONLINE

# USER GUIDE

## RETURNING CYLINDERS



Your Cylinder Tracking, Reporting and Stock Management Solution.



**RETURNING CYLINDERS**

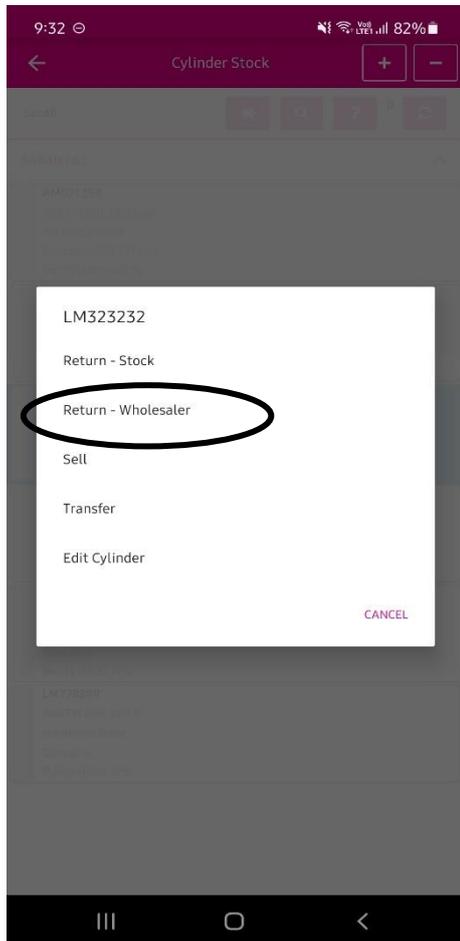
1. Click on **Cylinder stock** icon



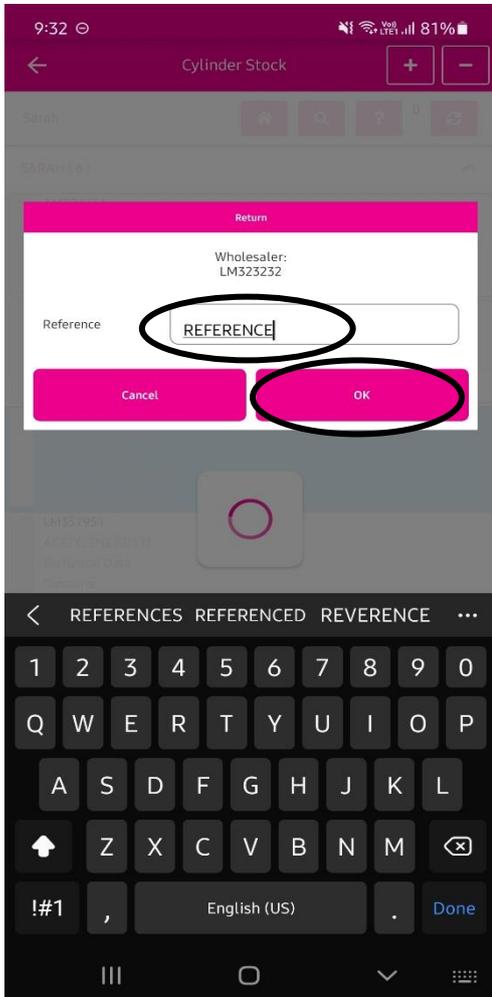
2. Click on the cylinder you are returning



3. Click on **return – wholesaler**

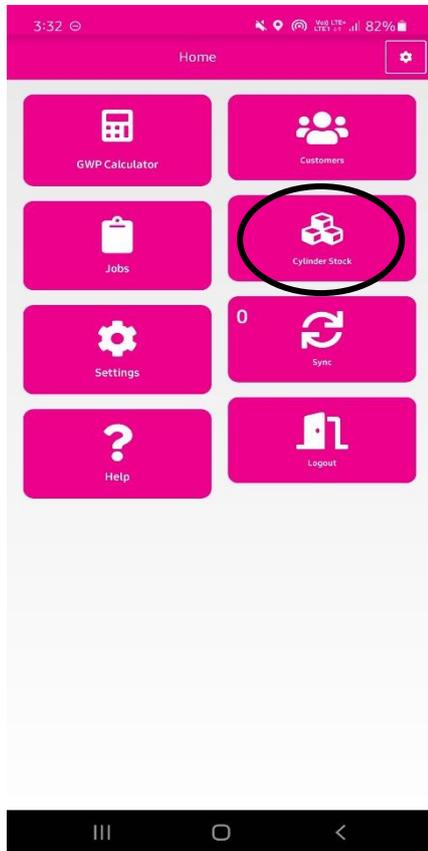


4. Enter your return reference (provided by the wholesaler)
5. Click **ok**



**Return multiple cylinders to wholesale**

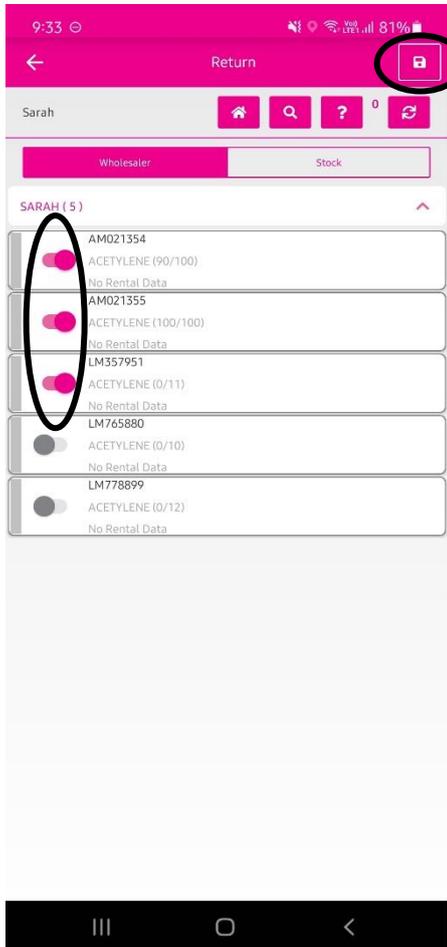
1. Click on the **cylinder stock** icon



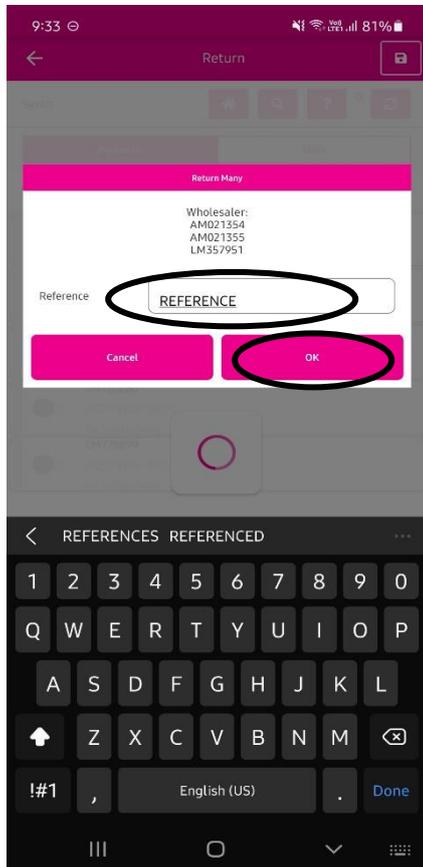
2. Click on the **minus** symbol in the top right had corner



3. Click in the box of the cylinders you wish to return
4. Click on the **save** icon in the top right-hand corner



5. This will then bring up a reference box
6. Enter your return reference (provided by the wholesaler)
7. Click **ok**

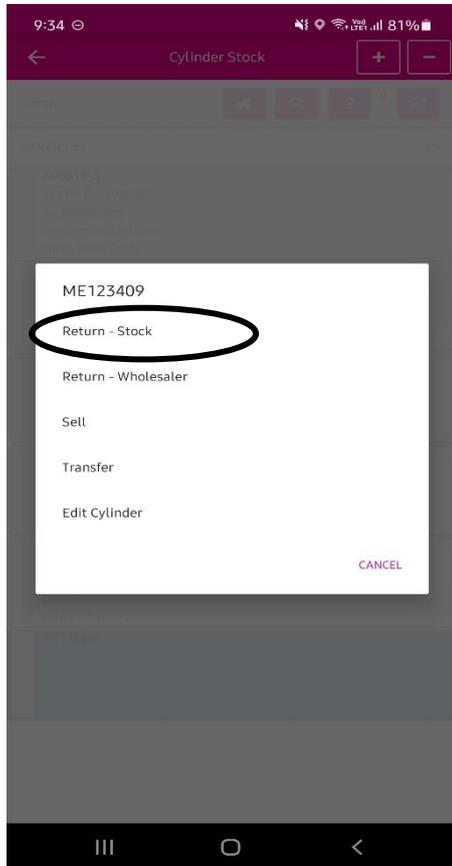


**Returning to stock**

1. Click on **cylinder stock** icon

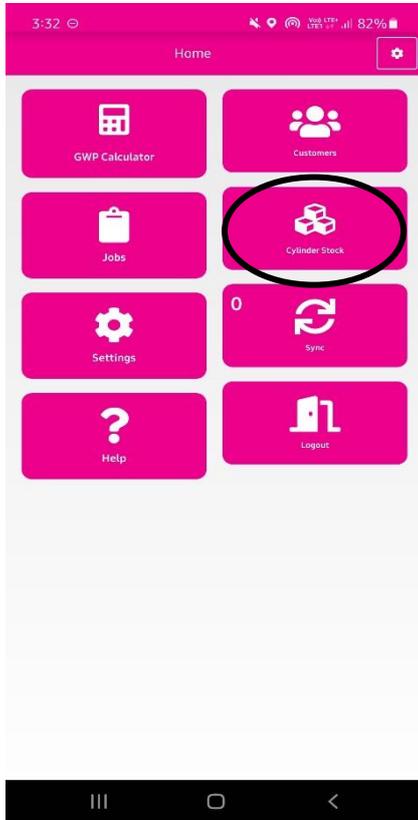


2. Click on the cylinder you wish to return to stock
3. Click on **Return-Stock**



**Returning multiple cylinders to stock**

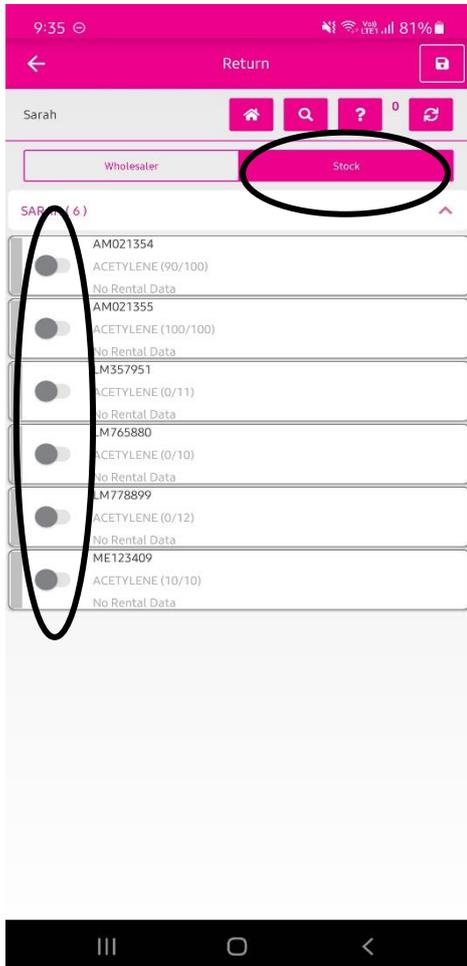
1. Click on **cylinder stock icon**



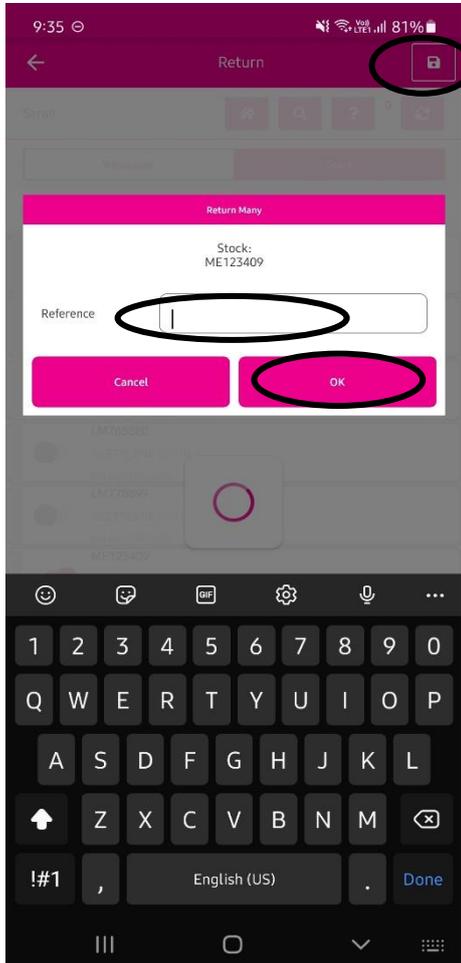
2. Click on the **minus** in the top right-hand corner



3. Click on **stock** in the headings this will highlight the box in magenta 4.  
Click in each box of the cylinders you wish to return



5. Click on the **save** icon in the top right-hand corner
6. Enter a reference number if needed
7. Click **ok**





## YOUR GAS-TRAK ONLINE SUPPORT TEAM:

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