



GAS-TRAK ONLINE

# USER GUIDE

**DROPPING OFF OR  
PICKING UP CYLINDERS  
FROM CUSTOMER SITES**



Your Cylinder Tracking, Reporting  
and Stock Management Solution.

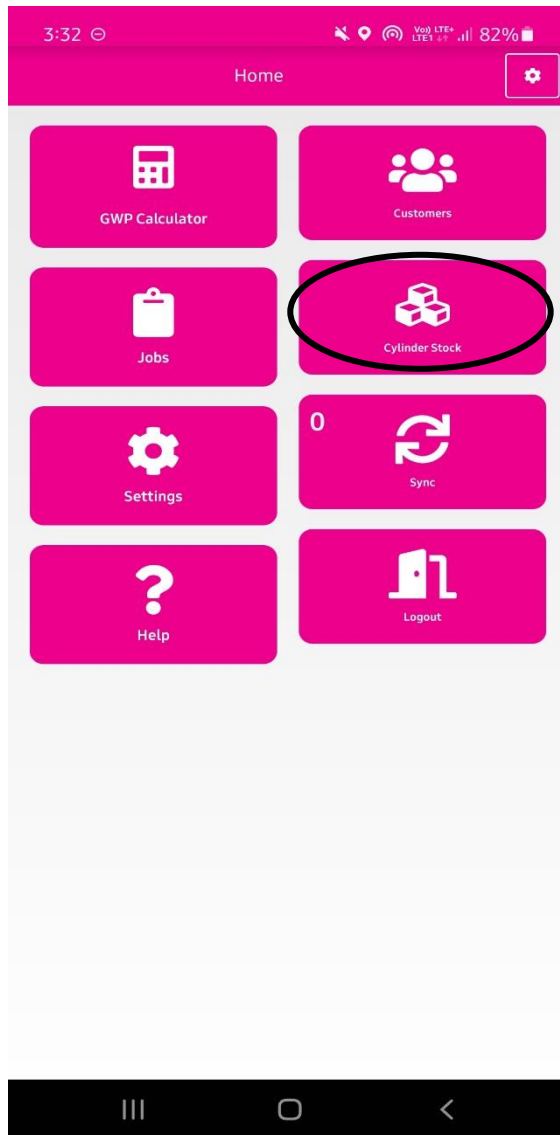


***DROPPING OFF OR PICKING UP CYLINDERS FROM CUSTOMERS SITES***

Note: Engineers can also drop off or pickup cylinders from a company cylinder store location

**To drop off a cylinder at a customer site**

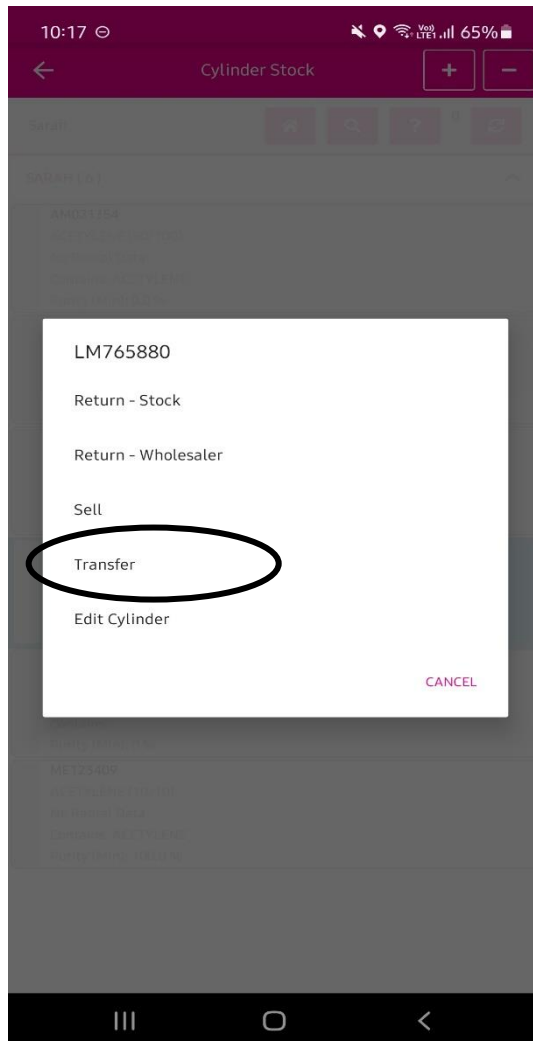
1. Click on **Cylinder Stock**



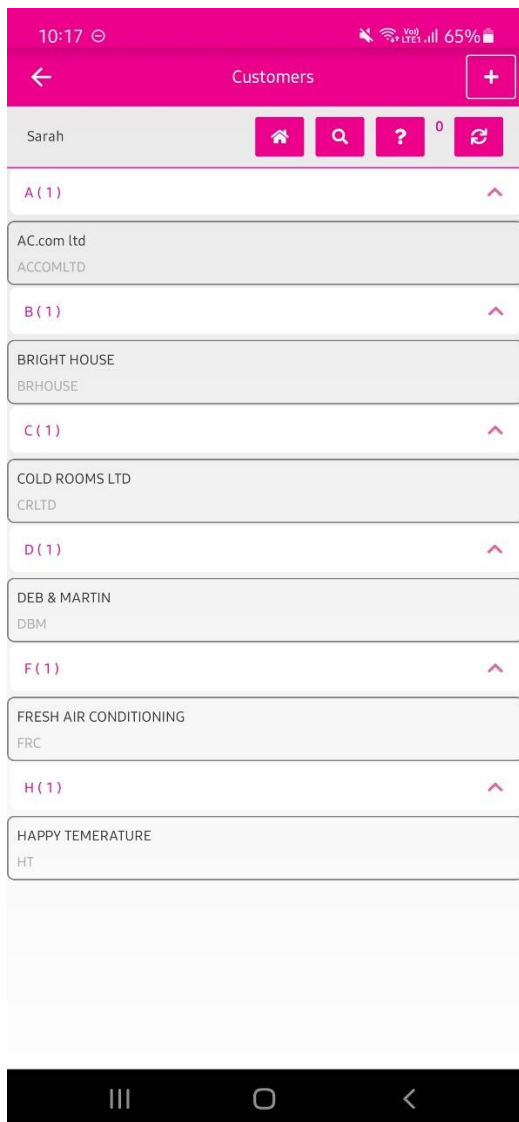
2. Click on the relevant cylinder



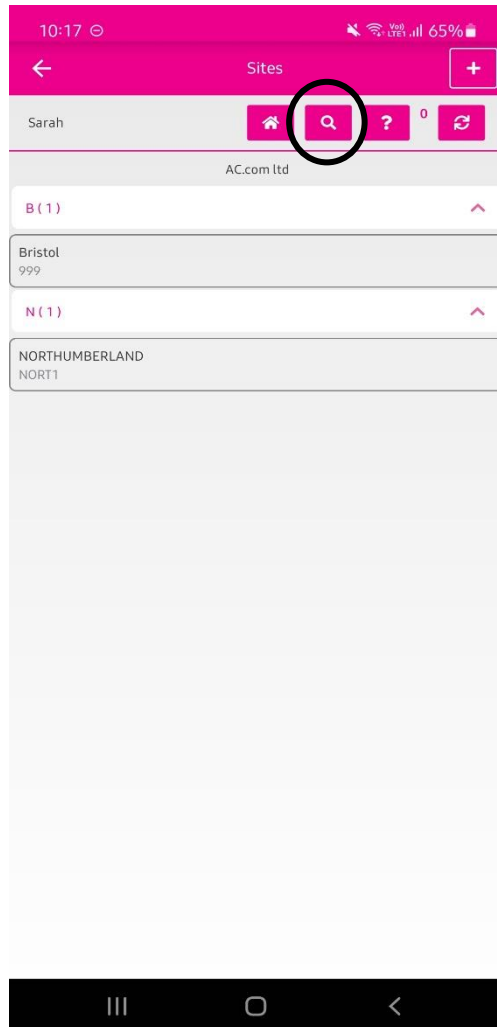
3. Click **Transfer**



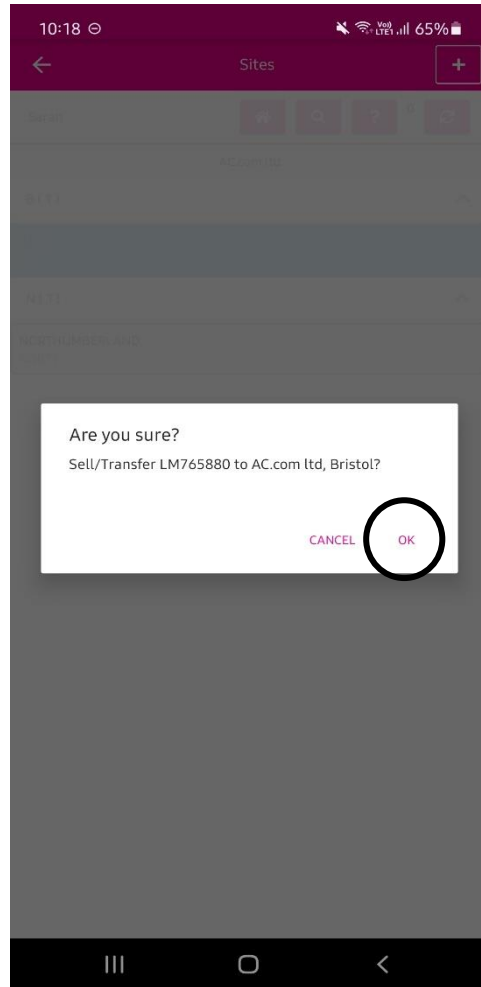
4. Select the **Customer**



5. Select the **Site** your leaving it at by using the looking up glass in the right hand corner and type in the site name or scroll through the sites.

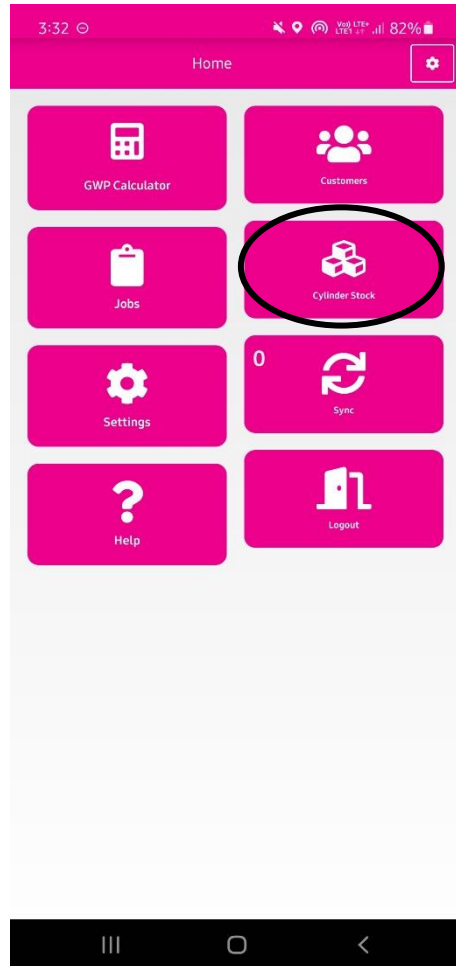


6. Click **Ok** to confirm



To pick up a cylinder from a customer site (or cylinder store)

1. Click on **Cylinder Stock** Icon

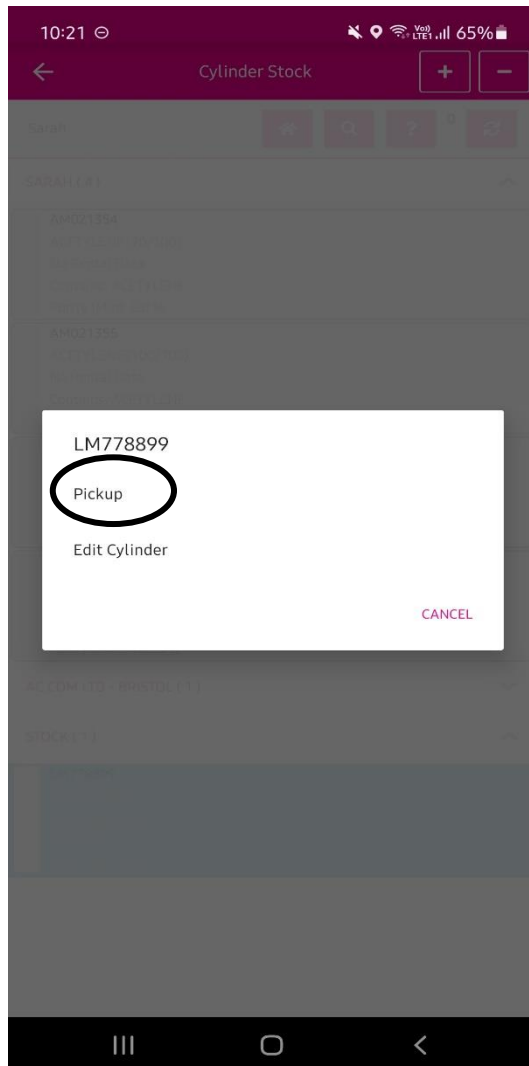




- Click on the cylinder you want to pick up from site by scrolling through the cylinders or use the magnifying glass in the top right-hand corner if you know the serial number.



3. Click **Pick up**





## YOUR GAS-TRAK ONLINE SUPPORT TEAM:

*Phone: +44 (0) 1275 376600*

*Email: [support@gastrakonline.com](mailto:support@gastrakonline.com)*

*Web: [www.gastrakonline.com](http://www.gastrakonline.com)*



Your Cylinder Tracking, Reporting  
and Stock Management Solution.

