How To Complete a Sales Order on the Scanner:

Step 1

Header Data

Cylinder Info/Search

Cyl. Inventory Audit

New Order

Order Summary

Agg Shipping List

Login

Select 'New Order'

Step 2

Scan To Order

Sales Order

Transfer Order

Select 'Sales Order'

Step 3

Scan To Order

Cust No: _____ Search ...

Scan Barcode

Credit status

Ship-To

Code:

Name:

Address:

Location:

Postcode:

City:

Back

Press on the 3 dot icon
to bring up customer list
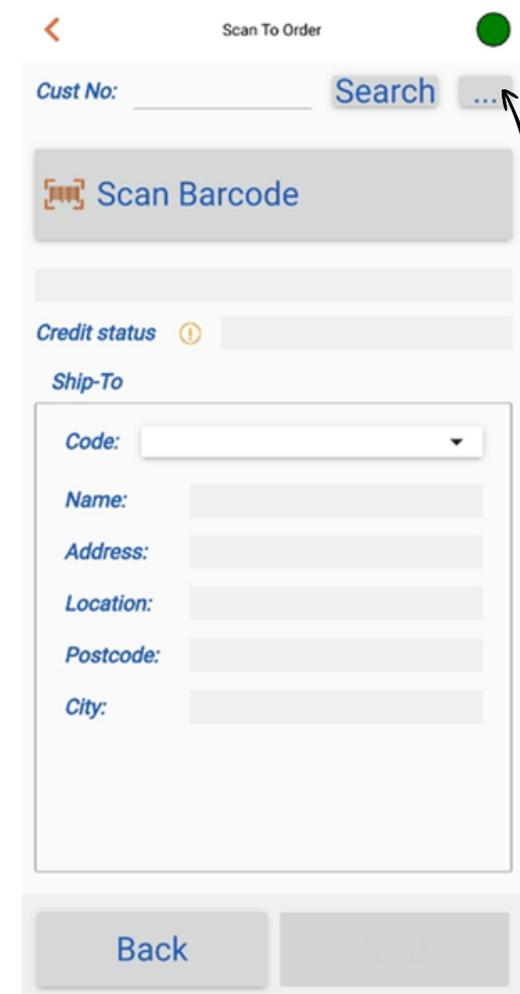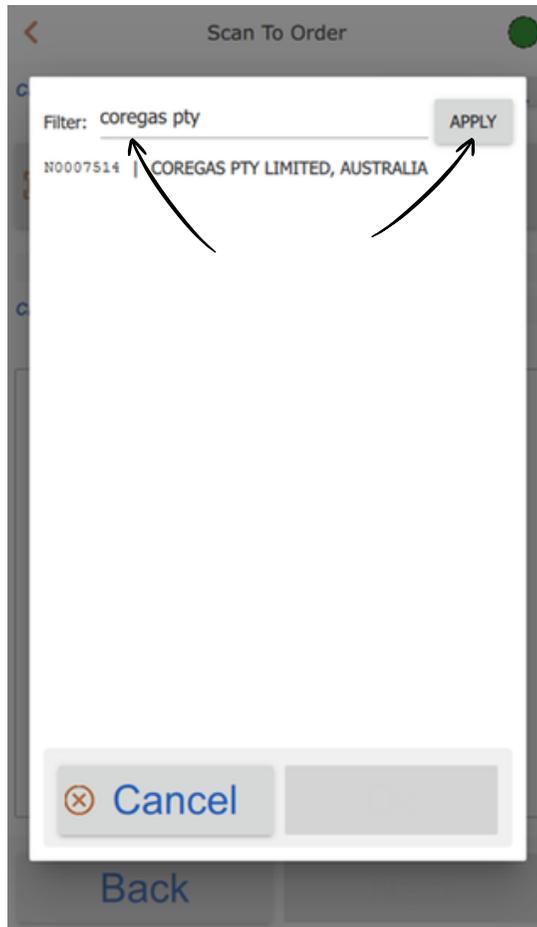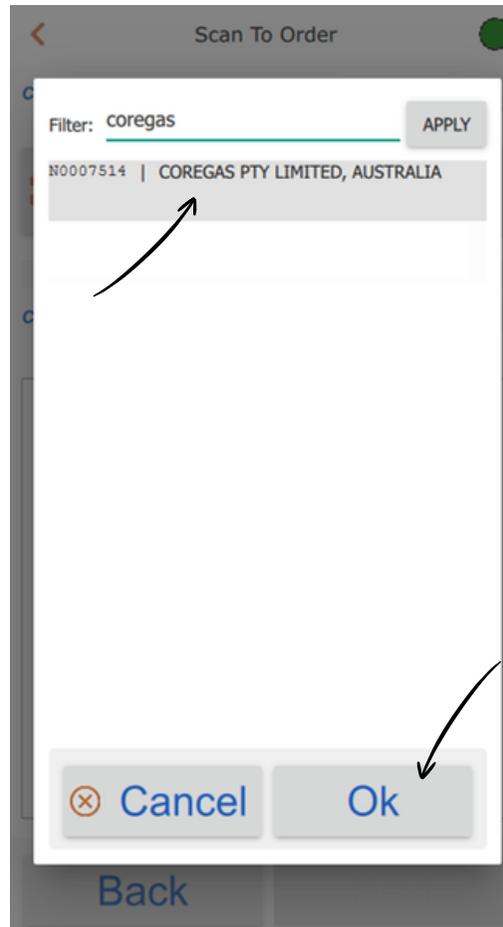
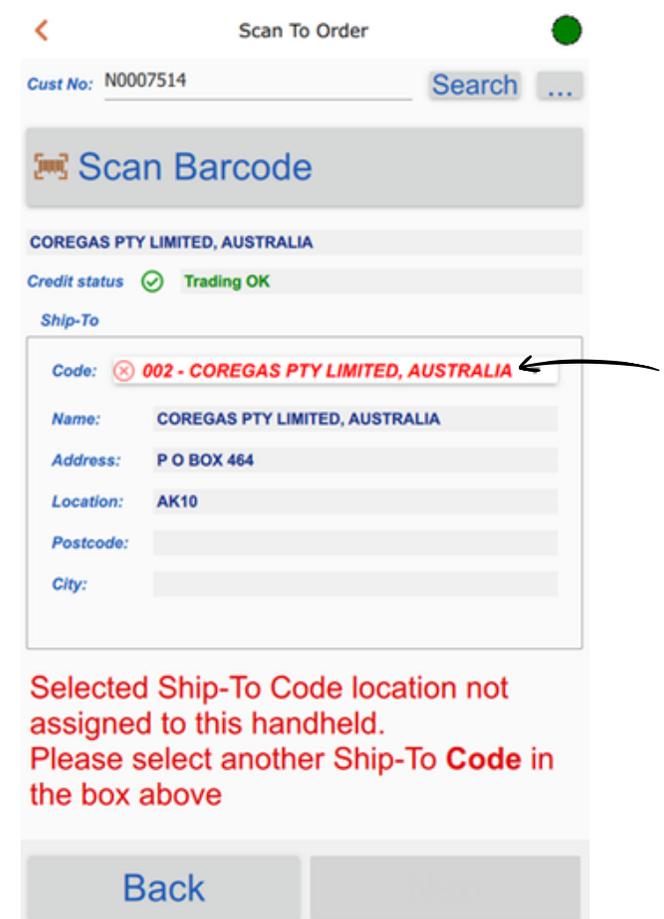# How To Complete a Sales Order on the Scanner:

Step 4

In the 'filter' box, type the customers name and press 'apply'

Step 5
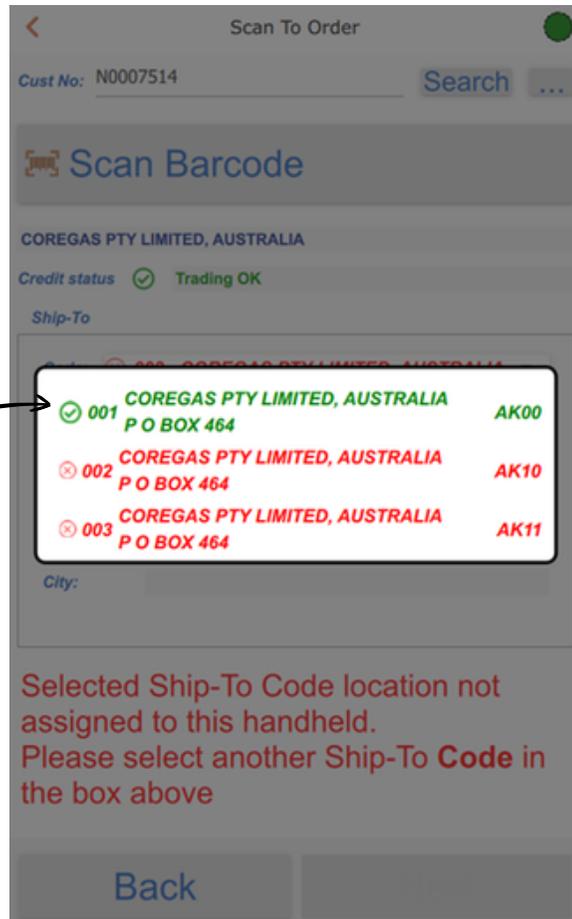
Select the correct customer and press 'ok'

Step 6

If the customer's name comes up in red, click on it to see other options

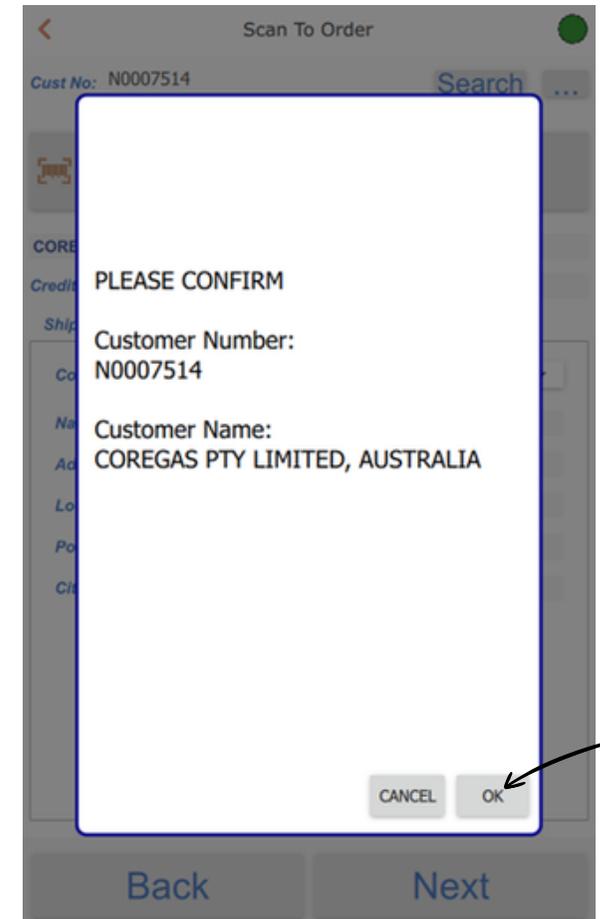# How To Complete a Sales Order on the Scanner:

Step 7

Select the Green option from the drop down menu
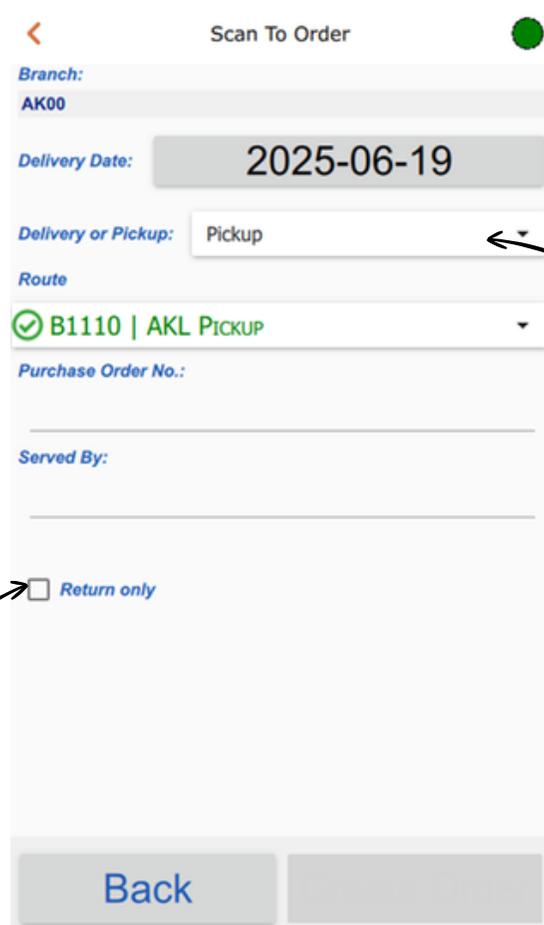
Step 8

It should now look like this, press next

Step 9

Confirm customer details and press ok to continue

How To Complete a Sales Order on the Scanner:

Step 10

Branch:
AK00

Delivery Date: 2025-06-19

Delivery or Pickup: Pickup ▼

Route
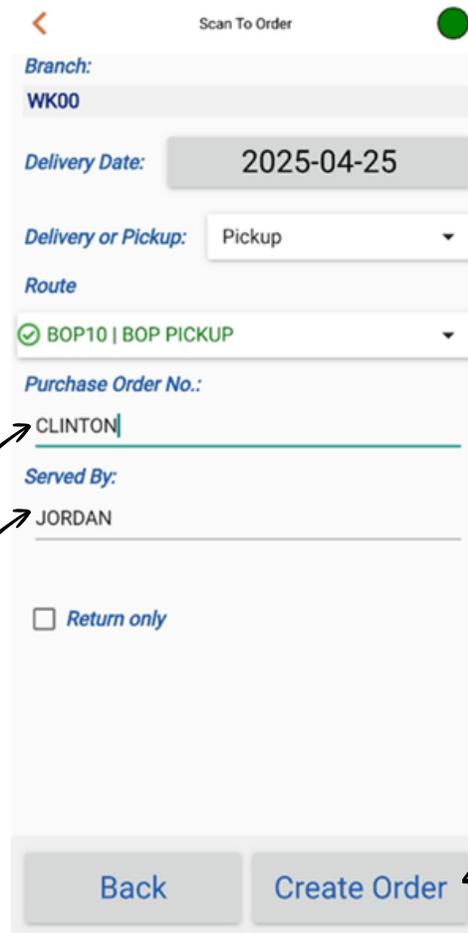⊘ B1110 | AKL Pickup ▼

Purchase Order No.:
_____

Served By:
_____

☐ Return only

Back

Select Pick Up or Delivery.
If are only returning
cylinders, select Return
only.

Step 11

Branch:
WK00

Delivery Date: 2025-04-25

Delivery or Pickup: Pickup ▼

Route
⊘ BOP10 | BOP PICKUP ▼

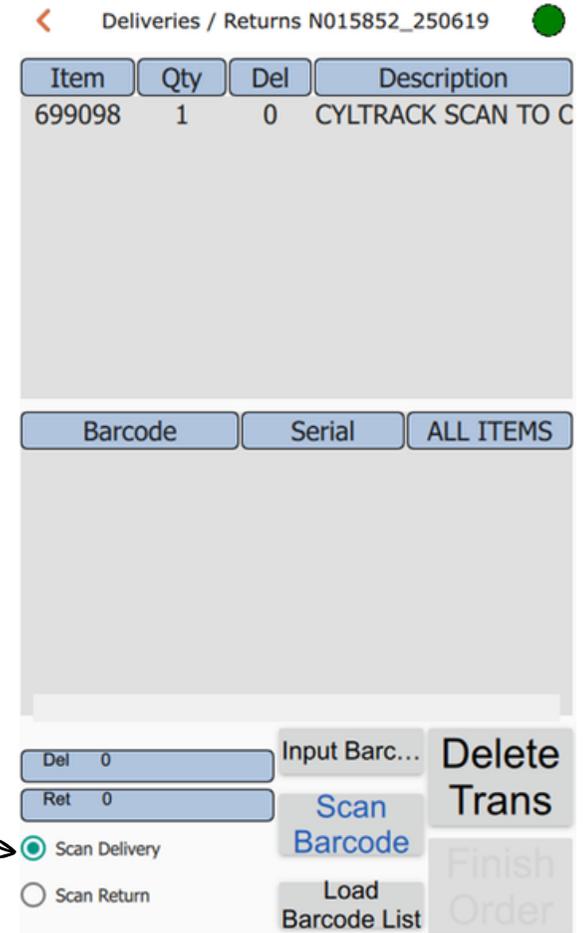**Purchase Order No.:**
CLINTON

Served By:
JORDAN

☐ Return only

Back   **Create Order**

Enter the customers PO,
and the name of the person
completing the order. Press
Create order to continue

Step 12

Deliveries / Returns N015852_250619

Item	Qty	Del	Description
699098	1	0	CYLTRACK SCAN TO C

Barcode	Serial	ALL ITEMS

Del	0
Ret	0

Input Barc...   **Delete Trans**

Scan Barcode

Load Barcode List   Finish Order

◉ Scan Delivery
○ Scan Return

You can now start
scanning the full
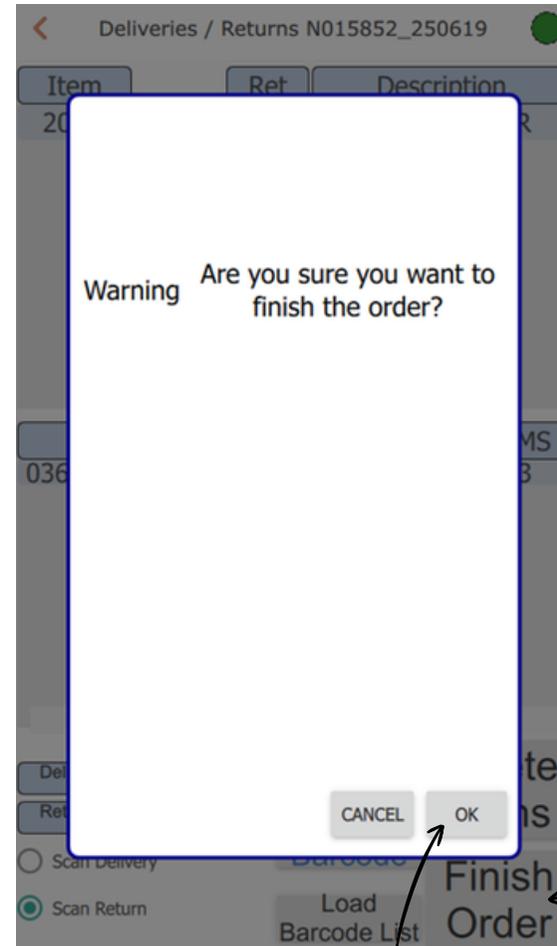cylinders being taken.

How To Complete a Sales Order on the Scanner:
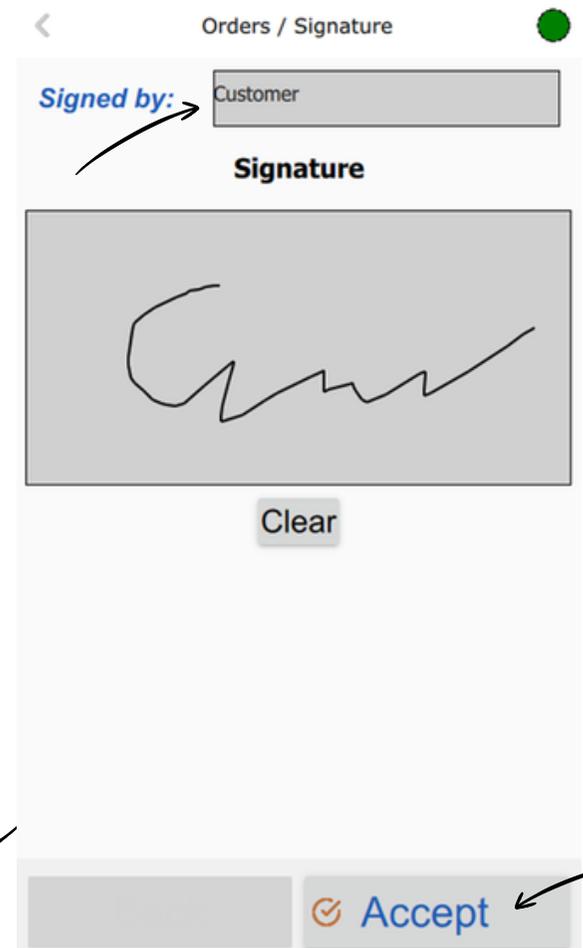
Step 13
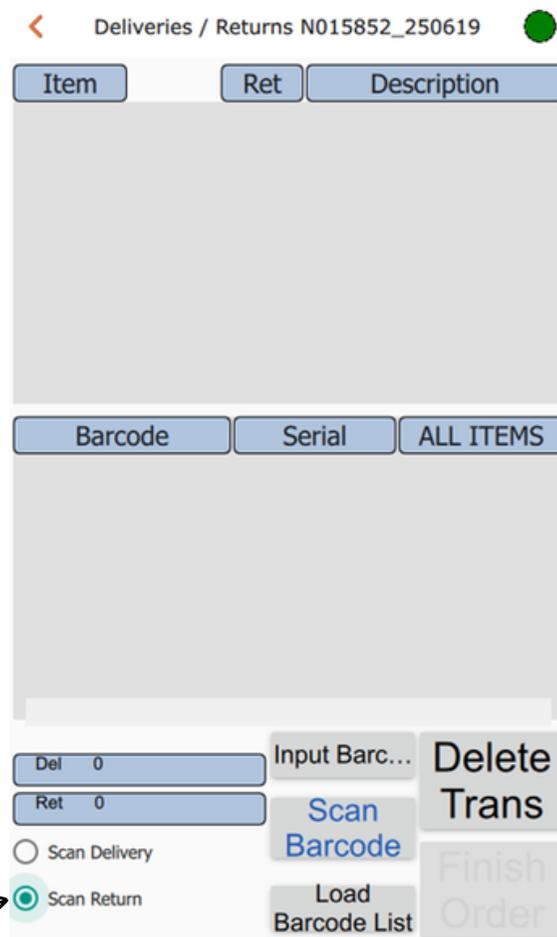
After scanning the full cylinders, you need to select scan return and scan the empties

Step 14

Once all scanning is complete, select 'Finish Order' and then 'OK'

Step 15

Get the Name and Signature of the person collecting the cylinders, then press 'Accept'.

How To Complete a Sales Order on the Scanner:

Troubleshooting:

Step 16

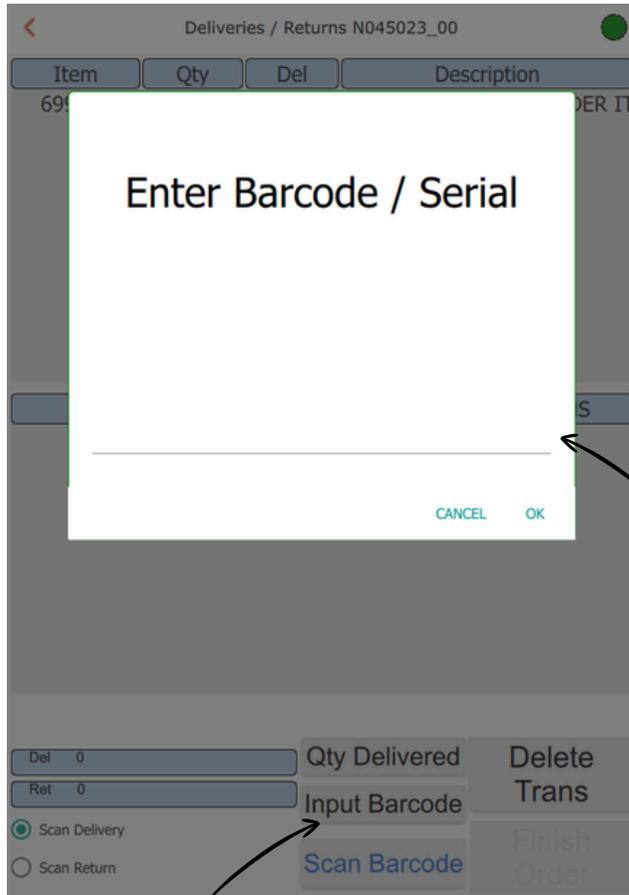
If the customer would like a copy of the docket, you can email it to them. Be sure to select 'include barcodes'.


You may see this come up when you are selecting the customer back in step 6. This means we cannot supply the customer until we have spoken with them. In this case, please call Coregas Customer Service or ask the customer to get in touch.
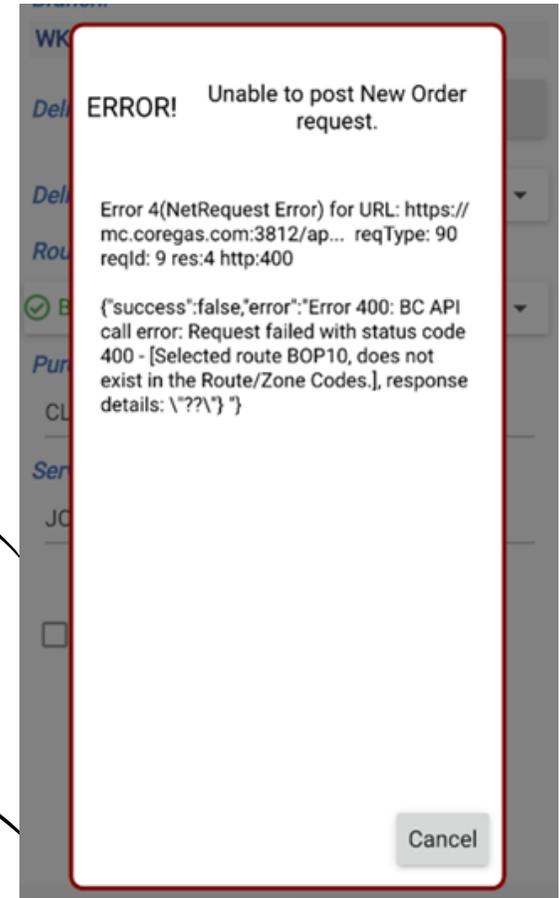
Troubleshooting:

Having trouble getting a cylinder to scan?
Select 'input barcode' here you can type in the barcode instead of scanning it.
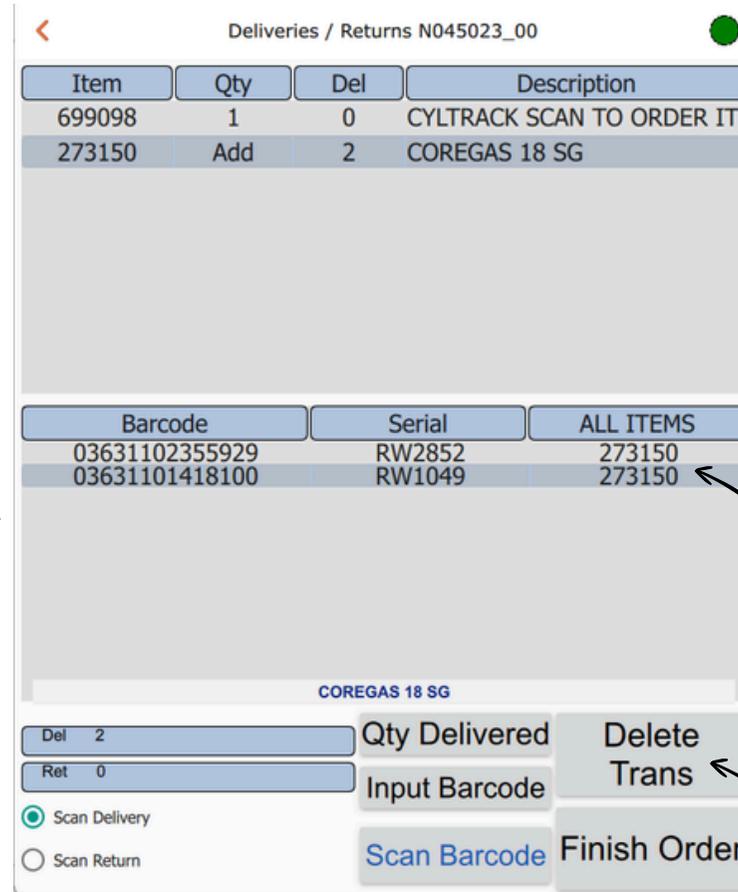
Scanned the wrong barcode or scanned full cylinders as empties? Select the line of which you want to delete so it is highlighted, and select 'Delete Trans'.

If you receive a message like the above, this could mean the system is down. Select cancel and try again. If issue persists write down the barcode numbers and contact Coregas Customer Service.