

REFRIGERANT ASSET SYSTEM



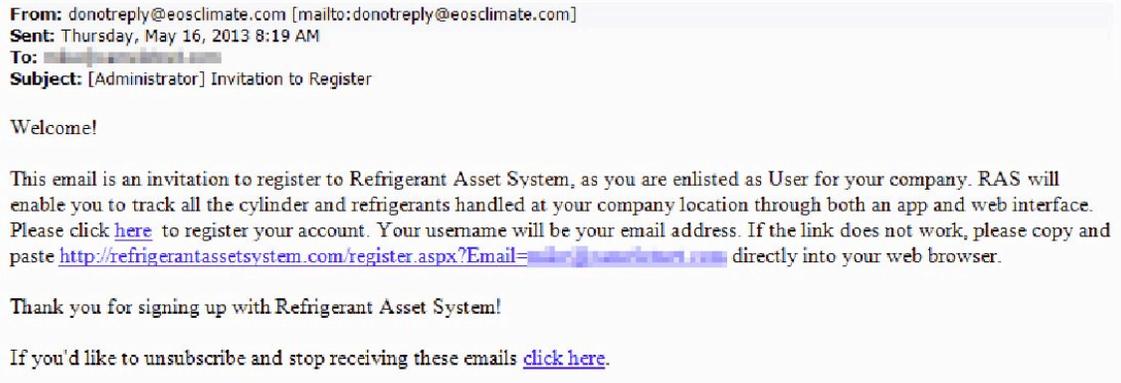
REFRIGERANT™  
ASSET SYSTEM

USER'S MANUAL v2.6



# ACCOUNT CREATION

The Refrigerant Asset System enrollment process is by invitation only, initiated by EOS Climate. Invitees will receive an email notification of the enrollment offer, as shown:



**NOTE:** The Verification link provided in the email *must* be followed to confirm the enrollment process. Simply receiving the email does not constitute a successful RAS enrollment, or generate a username and account.

Following the link will navigate the user to the Administrator account creation interface.

By default, the user name is configured to match the user's contact email. Enter and confirm a secure password in the fields provided. Additionally, a security question and answer should be configured, which will appear as a prompt for verification if the user indicated they have forgotten their password. Enter the security question and answer in the indicated fields.



**NOTE:** Users that are invited by EOS Climate are automatically administrator-level accounts. Admin-level accounts can create new users for their company, and must assign appropriate levels of access for all new user accounts.

Sign Up for Your New Account

User Name:	<input type="text" value="username@domain.com"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
E-mail:	<input type="text" value="username@domain.com"/>
Security Question:	<input type="text"/>
Security Answer:	<input type="text"/>

# LOGGING IN

To log in to the Refrigerant Asset System website, located at [refrigerantassetsystem.com](http://refrigerantassetsystem.com), enter your verified username and password in the fields provided, and click the "Log In" button. This verified username and password will also grant access to the RAS mobile application.





[refrigerantassetsystem.com](http://refrigerantassetsystem.com)

# RAS™ WEBSITE OVERVIEW

## THE HOME SCREEN

After a successful login, the user will be presented with the home screen, with columns dividing modules into four categories.

Any modules unavailable to the current user's access level will appear as grayed-out titles, and will not be activated. Only system administrators can grant or modify user access privileges.

Clicking on the RAS logo in the upper-left corner anywhere in the site will return the user to this home screen.



### DASHBOARD

The “Dashboard” functions are presentations of summary data collected by RAS. These include the graphic **Dashboard** display, the **Reports** generation interface, and grid views of **Banked Gas**. (See page 7.)



### INVENTORY

The “Inventory” functions display current and historical transaction data related to the assets tracked by RAS. Assets that can be viewed include your enterprise’s **Cylinders**, **Gas**, and **Equipment**. (See page 10.)



### ACTIVITY

The “Activity” functions represent the core of RAS. Use these functions to **Add** assets or systems, **Pick Up** or **Drop Off** assets, **Transfer** gas between owners, **Decommission** equipment, **Reclaim** gas, **Demanufacture** units, or **Batch Upload** activity data. **System Alerts** are also displayed here. (See page 13.)



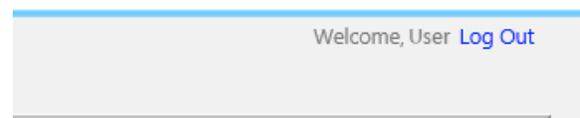
### ADMIN

The “Admin” column is for Administrator use, and includes the modules for **Company Management**, **Locations Management**, **Regions Management**, and the **User Manager**. The administrator’s own profile can be configured in the **User Profile** page, while the **Constants** module houses the system-wide constants that determine cylinder weights, pricing-per-pound, and more. (See page 17.)

The “Help” link is located to the left of the Refrigerant Asset System logo, and is accessible throughout the site. This link will display a list of tutorial videos for all modules available for the current user’s login privileges, as well as company contact information in the event additional assistance is necessary.



When a user has completed their session, it can be terminated by clicking on the “log out” link located in the upper right-hand corner of the screen. This ensures that all data manipulation takes place in a secure, accountable environment.



# DASHBOARD

The Dashboard is a graphical representation of the assets being tracked by your enterprise, displayed as bar graphs and/or pie charts.

By default, the graphs will display the inventory by type for each category of asset and system tracked by RAS. The data displayed in these charts can be configured by contacting your system administrator.

- 1 The ranges of data presented in each graph can be filtered using the drop-down menus immediately below the graph. Select the data filters you wish to apply, and click the **Refresh** button to update.
- 2 The color legend for each graph also allows the user to hide or show a particular value by clicking on the color of the value in the legend. The graph will automatically refresh to update to the user's selection.
- 3 If a value in a pie chart is an aggregated summary, such as container types, clicking on that value will "drill down" to display another graph with a breakdown of the aggregated data.
- 4

The screenshot shows the REFRIGERANT ASSET SYSTEM dashboard. At the top, it says 'HOME > DASHBOARD' and 'Welcome, Dev Global Admin Log Out'. The main section is titled 'Total Refrigerant Inventory (lbs)' and features a large pie chart. To the right of the pie chart is a legend with 15 items, each with a colored square and a label: R114, R508b, R507, R407a, R438a (MO99), Mixed, R402b, R422d, R13, R134a, R410a, R407c, R409a, and R123. Below the pie chart are four filter menus: Refrigerant Type (All), Refrigerant Status (All), Storage Type (All), and Company (All). A 'Refresh' button is located to the right of these filters. Below the main chart are two smaller charts: 'Active Containers (#)' which is a bar chart with two bars labeled '1000F' and '30F', and 'Refrigerant Inventory (lbs)' which is a pie chart with a legend of 12 items. At the bottom, there are more filter menus for Cylinder Type, Refrigerant Type, Refrigerant Status, and Company, along with Start Date (8/28/2014) and End Date (9/3/2014) fields. Below these are two more charts: 'Bank Inventory (lbs)' which is a pie chart with a legend of 12 items, and 'Activity Log (#)' which is a bar chart with five bars labeled 'Add', 'Drop-off', 'Pick-up', 'Transfer', and 'Bank'. At the very bottom, there are more filter menus for Date Range, Company Type, and Location, along with a 'Refresh' button.

This close-up shows the 'Total Refrigerant Inventory (lbs)' pie chart. A red circle with the number '3' highlights a small slice in the pie chart. Below the pie chart is a legend with 15 items, each with a colored square and a label: R23, R402a, R422b, R508, R11, R404a, R404b, and R12. Below the legend are four filter menus: Refrigerant Type (All), Refrigerant Status (All), Storage Type (All), and Company (All). A 'Refresh' button is located to the right of these filters.

This close-up shows the 'Bank Inventory (lbs)' bar chart. The chart has a y-axis labeled 'Bk' ranging from 0 to 100. The x-axis lists several categories: System Owner, Demo 1 (1), Whole Foods, Trader Kafe (Demo 1, B), Distributor, Mechanical Contractor, Super Data, Towner Park, and JACO Dev. A legend at the bottom indicates three categories: Bank (orange), Cylinder (red), and Equipment (blue). The 'System Owner' bar is the tallest, reaching approximately 90 on the y-axis. A red circle with the number '4' highlights the top of the 'System Owner' bar.

## REPORTS

The Reports interface allows the user to select a report from the drop-down list.

To generate a report, click on the arrow at the far-right end of the drop-down box, which will display the list of report types. Click on the type of report you wish to generate. RAS will then generate a presentation from the live system data.

**Print**

The "Print" button will generate a printer-friendly version of the graph data displayed, removing graphic elements and organizing the text in a clean, simple format.

**Export to Excel**

The "Export to Excel" button will generate a Microsoft Excel spreadsheet document containing the data generated for the report.

## HOME > REPORTS

Reports **Cylinders By Type Summary** ▼

- Activity Report
- Assets By Customer
- Cylinders By Type Detail
- Cylinders By Type Summary
- Equipment By Gas Type
- Equipment Refrigerant History
- Gas By Type Detail
- Gas By Type Summary
- Master Data File
- Reclamation Detail
- Technician Activity
- User Cylinder History
- User Drop Off / Pick Up History
- User Equipment History
- User Log
- User Transfer History

**REFRIGERANT™ ASSET SYSTEM** [Help](#) Welcome, EOS [Log Out](#)

**HOME > REPORTS**

Reports **Assets By Customer** ▼ **Print** **Export to Excel**

Company	# Cylinders	# Cylinders 0 - 30	# Equipment	# Equipment 0 - 30
ACCO	3	0	0	0
BARSCO	47	6	3	1
Brookshire Grocery Company	1	0	32	0
Carrier Corporation	3	2	3	0
EOS Climate	48	16	19	3
Hudson Technologies, Inc.	5	2	0	0
Jaco	11	2	2	0

## BANKED GAS

The total amount of banked gas owned by the current username will be displayed under Banked Gas. Bar graphs display the amount of gas (in pounds) by gas type.



To redeem banked gas, users can click the "Redeem" button in the summary section to generate an order in the system to allow the owner to pull the gas for delivery.

The Deposits list displays recent transactions in which a quantity of gas was banked.

The Withdrawals list displays recent withdrawal of gas from the bank.



The "Export to Excel" button will generate a Microsoft Excel spreadsheet document containing a summary of the data displayed in each respective grid.



# CYLINDER

The Cylinders category displays the individual gas cylinders tracked by RAS.

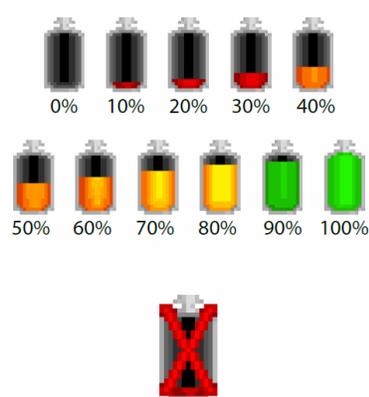
The results displayed can be filtered using the "Show Only" bar above the grid. Select a category from the drop-down menu box to define the search results.

HOME > CYLINDER  
Select a cylinder from the list below to edit its information

Show Advanced Search

Show Only **Filled Recovery Cylinders**  Include decommissioned cylinders

Barcode	Size	Gas Type	Gas Status	Weight	Pressure	User Name
 1112	30	R12	Recovered	10	High	
 200080	0	R410a	Recovered	200	High	
 200473	50	R22	Recovered	17	High	
 456recov	50	Mixed	Recovered	33	High	
 5555	30	R13	Recovered	17	High	
 cy200002	30	R22	Recovered	30	High	
 cy200003	30	R22	Recovered	24	High	
 cy200005	30	Mixed	Recovered	8	High	
 cy200091	30	R22	Recovered	20	High	



The cylinder icons to the far-left of the grid rows are a quick reference to the volume of gas contained in the cylinder specified.

Click on the cylinder icon to display the transaction history for that cylinder.

If you check the box marked "Include decommissioned cylinders," the results will include cylinders that have been decommissioned. They will be displayed with a red "X" over their icon.

HOME > CYLINDER > CYLINDER DETAILS

### Cylinder Information

Asset Type **Cylinder Disposable**

Barcode **200473**

Serial Number

Size (lbs.) **50#**

Pressure Rating **High**

Gas Type **R22**

Weight **17**

Location **Johnson Supply (Houston, TX 77007)**

### Transaction Information

Company	PO #	Work Order	Function	Ship To	Gas Type	Gas	Transaction Date	Username
 Johnson Supply			Transfer From	200473 / 200474	R22	8	2013-07-22 18:21:45	sales@camelotnet.com
Johnson Supply			Transfer To	200474 / 200473	R22	25	2013-07-22 17:38:17	sales@camelotnet.com

**Export to Excel**

Clicking on the cylinder icon will display detail information about the cylinder, including a grid display of any transaction history.

The "Export to Excel" button, located at the bottom of the list displayed, will generate a Microsoft Excel spreadsheet document containing the current results displayed. To export a more specific range of data, filter the search results first.

# GAS

HOME > GAS

Select a gas from the list below to edit its information

Hide Search

Look In	Gas Type	For	<input type="text"/>	<b>Search</b>
Gas Type	In Cylinder	In Equipment		
 Mixed	414	6		
 MO99	1680	4000		
 R11	110	4090		
 R114	500	0		
 R12	29437	118722		
 R13	50	130		
 R134a	70	702		

The Gas category displays the gases being tracked by RAS, displaying both the amount being held in cylinders, and the amount circulating within a cooling system.



Click on the magnifying glass icon to display the containers and systems associated with the gas type specified.

The results displayed can be filtered using the "Search" bar above the grid. Enter your search term in the "For" box to define the search results.

**Export to Excel**

The "Export to Excel" button, located at the bottom of the list displayed, will generate a Microsoft Excel spreadsheet document containing the current results displayed. To export a more specific range of data, filter the search results first.

# EQUIPMENT

## HOME > EQUIPMENT

Select a equipment from the list below to edit its information

Hide Search

Barcode	Serial Nbr	Size	Gas Type	Equipment Owner	Location
 0000007092	1	5000	R22	Distributor #1	Distributor #1
 1100	1100	1000	R22	MC #1	MC #1
 1101	1101	500	R22	MC #1	MC #1
 1102	1102	500	R22	MC #1	MC #1
 200001	Split System 49lbs and under	500	R22	TD Industries	TD Industries
 200002	Package unit 49lbs and under	500	R22	TD Industries	TD Industries
 200005	991200901001	47	R22	TD Industries	TD Industries

The Equipment category displays the equipment in use being tracked by RAS.

The results displayed can be filtered using the “Search” bar above the grid. Select a category from the “Look In” drop-down menu box, and either select one of the options presented in the “For” drop-down menu box, or enter your search term to define the search results.



Click on the magnifying glass icon to display detailed equipment information, including barcode and serial number, its gas weight capacity and type, and the equipment owner.

The equipment’s transaction history is also displayed below in grid format, if applicable.

**Export to Excel**

The “Export to Excel” button, located at the bottom of the list displayed, will generate a Microsoft Excel spreadsheet document containing the current results displayed. To export a more specific range of data, filter the search results first.

## ADD

The Add function allows users with appropriate access to add new cylinders and equipment.

### Add

\* Asset Type

\* Gas Status

\* Barcode

Serial Number

\* Size (lbs.)

\* Pressure Rating

\* Gas Type

Weight

\* Location

\* denotes a required field

### Add

\* Asset Type

\* Barcode

Serial Number

\* Full Charge (lbs.)   Estimate

\* Gas Type

\* Equipment Owner

\* denotes a required field

**Asset Type:** Select the asset type being created from the drop-down menu box. Options include “Cylinder Disposable” for one-time-use gas cylinders, “Cylinder Reusable” for reusable gas cylinders, and “Equipment” for equipment assets.

**Gas Status** (*Cylinder only*): Select one of the statuses from the drop-down menu box.

**Barcode:** Enter the barcode that will be used to identify the new asset.

**Serial Number:** Enter the unique serial number that identifies the asset.

**Size** (*Cylinder only*): Select one of the standard sizes from the drop-down menu box.

**Pressure Rating** (*Cylinder only*): Select “high” or “low” from the drop-down menu box.

**Gas Type:** Select the gas type in the cylinder or system from the drop-down menu box.

**Weight** (*Cylinder only*): Enter the weight, in lbs, of the volume of gas in the cylinder.

**Location** (*Cylinder only*): Select the cylinder’s location from the drop-down menu box.

**Full Charge** (*Equipment only*): Enter the weight of gas in the equipment at full charge. If the weight is being estimated, check the “Estimate” box.

**Equipment Owner** (*Equipment only*): Select an owner from the drop-down menu box

Fields marked with a red asterisk are required fields.

### **RULES:**

***A new barcode must be entered to be added - existing barcodes will be rejected.***

***The weight of the gas cannot be greater than the size of the asset being added.***

***Valid numbers, greater than zero, must be used for weights and initial charges.***

***Disposable cylinders cannot be added with a “zero” weight of gas.***

After all information has been entered into the fields, click the “Submit” button to save the entry in the system.

## DROP OFF

The Drop Off function modifies an asset's transaction history to reflect a delivery to a specified location, transferring custody liability to that location.

### HOME > DROP OFF

Enter the cylinder information below and click Submit

#### Drop Off

To

\* Barcode

Purchase Order #

\* denotes a required field



Select the drop-off location from the "To" drop-down menu box, and enter the asset's barcode ID into the "Barcode" box. If a purchase order number exists for the drop-off, enter it into the "Purchase Order #" box.

After all info has been entered into the fields, click the "Submit" button to save the entry in the system.

#### **RULES:**

**The barcode must exist in RAS, and must be an active cylinder barcode.**

## PICK UP

The Pick Up function modifies an asset's transaction history to reflect the asset being retrieved by the owner of the asset, transferring custody liability back to them.

### HOME > PICK UP

Enter the cylinder information below and click Submit

#### Pick Up

\* Barcode

Purchase Order #

\* denotes a required field



Enter the asset's barcode ID into the "Barcode" box. If a purchase order number exists for the pick-up, enter it into the "Purchase Order #" box.

Click the "Submit" button to save the entry in the system.

#### **RULES:**

**The barcode must exist in RAS, and must be an active cylinder barcode.**

## TRANSFER

The Transfer function adds a quantity of gas from one asset to the quantity of gas in another asset - either from cylinder to cylinder, or from equipment to a cylinder and vice versa.

**HOME > TRANSFER**

*Enter the cylinder information below and click Submit*

**Transfer**

From

To

Weight

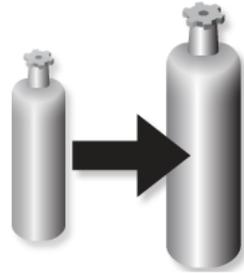
Work Order #

Choose A Reason

Leak Location

Comments

**Submit**



Enter the cylinder barcode the gas is being transferred from in the “From” box.

Enter the cylinder barcode the gas is being transferred to in the “To” box.

Enter the amount of gas being transferred, in pounds, in the “Weight” box.

If a work order number is associated with the gas transfer, enter the number into the “Work Order #” box.

Select the reason for the transfer from the “Choose A Reason” drop-down menu box.

If “Replace leaked gas” is selected as the reason for the transfer, select the location of the leak from the “Leak Location” drop-down menu box.

Additional comments can be appended to the transfer entry in the “Comments” text box.

After all information has been entered into the fields, click the “Submit” button to save the entry in the system.

***RULES:***

***Both barcodes must exist in RAS, and must be active asset barcodes.***

***The weight of the gas transferred cannot be greater than the capacity of the asset the gas is being transferred to.***

***A volume of gas greater than what is in the cylinder or equipment cannot be transferred.***

## **DECOMMISSION**

The Decommission function removes a system from the RAS tracking system.

**HOME > DECOMMISSION**

Enter the system barcode below and click Submit

**Decommission**

Barcode

**Submit**



Enter the system's barcode ID into the "Barcode" box, and click the "Submit" button to mark the equipment as inactive in RAS.

**RULES:**

**The barcode must exist in RAS, and must be an active system barcode.**

**RECLAIM**

The Reclaim function tracks gas that has been purified.

**HOME > RECLAIM**

Enter the cylinder information below and click Submit

**Reclaim**

Barcode

Gross Weight

Net Weight

Purity

**Save** | **Save & New**



Enter the barcode of the cylinder being reclaimed in the "Barcode" box.  
Enter the weight of gas before being purified into the "Gross Weight" box.  
Enter the weight of successfully purified gas into the "Net Weight" box.  
Enter the final gas purity into the "Purity" box.

All fields are required and must be filled before the entry can be saved.

**NOTE: Gas that is 99.5% pure can be banked. A lesser percentage will be simply reclaimed.**

After all information has been entered into the fields, click the "Save" button to save the entry in the system, or "Save & New" to save the entry and immediately create a new Reclaim entry.

**DEMANUFACTURE**

The Demanufacture function is active only for appliance recyclers.

**HOME > DEMANUFACTURE**

Enter the demanufactured information below and click Submit

**Demanufacture**

Start Date

End Date

Refrigerant Type

Number of Units Processed

Number of Dead Units

Number of Live Units

Receiving Cylinder Barcode

Cylinder Gross Weight

Refrigerant Gross Weight

Upload A File  No file selected.



Comments

Specify the range of time the demanufacturings took place using the “Start Date” and “End Date” calendar boxes.

Select the type of refrigerant from the “Refrigerant Type” drop-down box.

Enter the total number of units processed during the date range specified in step 1.

Enter the number of dead units processed.

The number of live units processed will be automatically generated based on the two previous entries.

Select the barcode of the receiving cylinder from the drop-down menu box.

Enter the receiving cylinder’s gross weight into the text box.

The refrigerant’s gross weight will be automatically generated based on the previous entry.

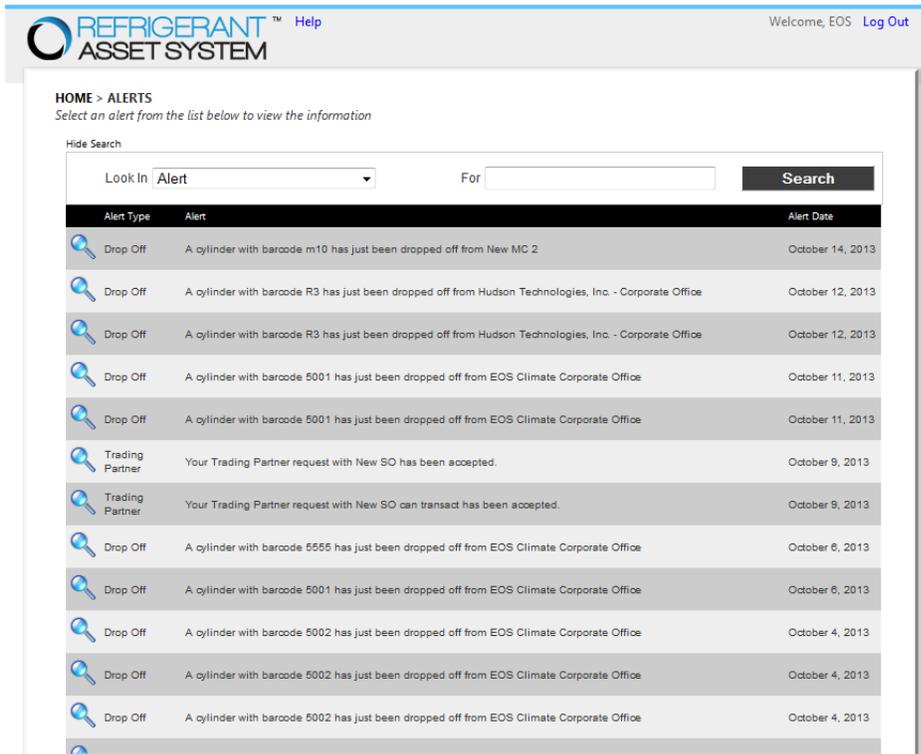
Any necessary paperwork that should be filed with the demanufacturing entry can be uploaded and attached by clicking the “Browse” button. The selected file will be attached after the “Submit” button is clicked at the end of the entry.

Additional comments can be entered in the “Comments” text box.

After all information has been entered into the fields, click the “Submit” button to save the entry in the system.

**ALERTS**

The Alerts menu displays the alerts that have occurred during the usage of RAS.



REFRIGERANT™ Help  
ASSET SYSTEM

Welcome, EOS Log Out

HOME > ALERTS  
Select an alert from the list below to view the information

Hide Search

Look In: Alert For: Search

Alert Type	Alert	Alert Date
Drop Off	A cylinder with barcode m10 has just been dropped off from New MC 2	October 14, 2013
Drop Off	A cylinder with barcode R3 has just been dropped off from Hudson Technologies, Inc. - Corporate Office	October 12, 2013
Drop Off	A cylinder with barcode R3 has just been dropped off from Hudson Technologies, Inc. - Corporate Office	October 12, 2013
Drop Off	A cylinder with barcode 5001 has just been dropped off from EOS Climate Corporate Office	October 11, 2013
Drop Off	A cylinder with barcode 5001 has just been dropped off from EOS Climate Corporate Office	October 11, 2013
Trading Partner	Your Trading Partner request with New SO has been accepted.	October 9, 2013
Trading Partner	Your Trading Partner request with New SO can transact has been accepted.	October 9, 2013
Drop Off	A cylinder with barcode 5555 has just been dropped off from EOS Climate Corporate Office	October 8, 2013
Drop Off	A cylinder with barcode 5001 has just been dropped off from EOS Climate Corporate Office	October 6, 2013
Drop Off	A cylinder with barcode 5002 has just been dropped off from EOS Climate Corporate Office	October 4, 2013
Drop Off	A cylinder with barcode 5002 has just been dropped off from EOS Climate Corporate Office	October 4, 2013
Drop Off	A cylinder with barcode 5002 has just been dropped off from EOS Climate Corporate Office	October 4, 2013



Click on the magnifying glass icon to view the information about the alert.

HOME > ALERTS > ALERT DETAILS

### Alert Information

Alert Date: 10/14/2013 11:22:17 AM

Alert: A cylinder with barcode m10 has just been dropped off from New MC 2

OK Delete Pick Up

After you have viewed the alert, you can choose to simply acknowledge the alert by clicking the “OK” button, delete the alert by clicking the “Delete” button, or execute a context-sensitive action by clicking on the third button in the list, which will vary in relation to the alert.

## COMPANY LOCATIONS



# COMPANY LOCATIONS (continued)

HOME > COMPANY LOCATIONS > COMPANY LOCATION DETAILS

Enter the location information below and click Save

## Company Location

Location Name

Address

Leak Rate

**Save** | **Save & New**

Enter the name of the location as you wish it to be referenced throughout the system in the "Location Name" box, and the location's physical address in the "Address" box.

Choose the leak rate formula used by the company from the "Leak Rate" drop-down box.

After all information has been entered into the fields, click the "Save" button to save the entry in the system, or "Save & New" to save the entry and immediately create a new Company Location entry.

# COMPANY SERVICES

## HOME > COMPANY SERVICES

Select a service from the list below to edit its information

Hide Search Add Service

Look In  For  Search

Service
 Mechanical Contractor
 Technician

Export to Excel

The Company Services category displays the services that your company performs at your location, referenced throughout RAS. The results displayed can be filtered using the “Search” bar above the grid. Enter your search term in the “For” box to define the search results.



Click on the magnifying glass icon to modify an existing service reference at your location.

Add Service

To add a new Service, click the “Add Service” button.

## HOME > COMPANY SERVICES

Select a service performed at this location and click Save

### Company Services

Service  ▼

- Distributor
- Guardian
- Mechanical Contractor
- Reclaimer
- System Owner
- Technician

Save Save & New

Select a service from the drop-down menu box, then click the “Save” button to save the entry in the system, or “Save & New” to save the entry and immediately associate a new Service to your location.

# TRADING PARTNERS

HOME > TRADING PARTNERS

Select a company from the list below to edit its information

Hide Search

Add Trading Partner

Name	Bank	Transaction	Status	Connected
 [Name]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Request	<a href="#">Connect</a>
 [Name]	<input type="checkbox"/>	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
 [Name]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Member	<input checked="" type="checkbox"/>
 [Name]	<input type="checkbox"/>	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
 [Name]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
 [Name]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
 [Name]	<input type="checkbox"/>	<input type="checkbox"/>	Non-Member	

1 2

Export to Excel

The Trading Partners category displays information about companies who have become trading partners with you. Trading Partners are connect by invitation only, and you can request of them to allow you to perform transactions such as adding systems, cylinders, and more.

**Name:** The name of your trading partner

**Bank:** If checked, you have rights to view this partner's banked gas

**Transaction:** If checked, you have rights to perform actions from the "Activity" category

**Status:** Displays the status of the relationship between you and your partner

*Request* - You have a pending connection request with this partner

*Member* - This RAS user has accepted the parameters of your contact request

*Non-Member* - This partner is not an RAS user

**Connected:** Partners who have accepted your connect request will appear as checked.



Potential partners who have initiated a connect request will appear with a "Connect" button in this column. Click the button to accept their request.



Click on the magnifying glass icon to view the information about an existing Trading Partner.

Add Trading Partner

To add a new Trading Partner, click the "Add Trading Partner" button.

## TRADING PARTNERS (continued)

### HOME > TRADING PARTNERS > MEMBER DETAILS

Search for trading partners by name, address, city, state or zip code. If the trading partner is not found click Not Found at the bottom to enter their information

### Trading Partner Search

Search For  **Search**

Use the Trading Partner search box to enter in the name of your potential trading partner, and click the "Search" button.

Search For eos **Search**

Search Results EOS Climate

Rights Grant

Bank No

Transactions No

**Add Member**

**Not Found**

If the partner you searched for is an RAS user, their name will appear in the Search Results box. Select the Rights level from the "Rights" drop-down menu box, and "Yes" or "No" from the Bank and Transactions permissions drop-down boxes. Click the "Add Member" button to submit the Trading Partner request.

Search For central **Search**

There are no trading partners that match this criteria. Click [here](#) to add a Non-Member Trading Partner.

If your search either brings up no results or brings up incorrect results, follow the link displayed to create a Non-Member Trading Partner entry.

### HOME > TRADING PARTNERS > NON-MEMBER DETAILS

Enter the non-member information below and click Save

### Non-Member Information

Name

Address

Leak Rate Annualizing Formula

**Add Non-Member**

# USER MANAGER

## HOME > USER MANAGER

Select a user from the list below to edit its information

Hide Search Add User

Look In  For  Search

User	Company	Location	Security Role	Invited
 arogers@JSRefrig.com	J&S REFRIGERATION	J&S REFRIGERATION	Manager	Yes
 avin.hanson@coraldam.org	Coraldam Enterprises	Coraldam Enterprises - Main Office	Global Admin	
 cfischer@JSRefrig.com	J&S REFRIGERATION	J&S REFRIGERATION	Manager	
 grodriguez@JSRefrig.com	J&S REFRIGERATION	J&S REFRIGERATION	Admin	
 hqallen@LCS.com	Lower Central Systems	Lower Central Systems	Admin	
 lauren.chase@coraldam.org	Coraldam Enterprises	Coraldam Enterprises - Main Office	Admin	
 mmofferdal@LCS.com	Lower Central Systems	Lower Central Systems	Admin	

1 2 3 4 5

Export to Excel

The User Manager category displays the users with login access privileges to your company's RAS account, with their security roles and locations.

The results displayed can be filtered using the "Search" bar above the grid. Select "Company," "Role," "Security Role," or "User" from the "Look In" drop-down menu box, then enter your search term in the "For" box to define the search results.

### Export to Excel

The "Export to Excel" button will generate a Microsoft Excel spreadsheet document containing the current results displayed. To export a more specific range of data, filter the search results first.



Click on the magnifying glass icon to modify an existing username entry.

## USER MANAGER (continued)

**Add User**

To invite a new User, click the “Add User” button.

**HOME > USER MANAGER > USER DETAILS**  
*Enter the user information below and click Save*

### User Information

Email	<input type="text"/>
Security Role	<input type="text" value="Accountant"/>
Location	<input type="text" value="Non-Member(Non-Member)"/>

**Invite**

Enter the user’s email address into the “Email” box, and select their security role from the “Security Role” drop-down menu box. Select their default location from the “Location” drop down menu box.

Click the “Invite” button to send an email invitation to the email specified. Users must accept the invitation by following the link embedded in the email before they can begin using RAS.

Security Role levels are as follows:

- |                    |  |
|--------------------|--|
| <b>ADMIN:</b>      | Can add new users, sees company-wide alert notifications |
| <b>ACCOUNTANT:</b> | Manages trading partner relations                        |
| <b>MANAGER:</b>    | Sees all location-wide alert notifications               |
| <b>USER:</b>       | Access to non-administrative functions                   |

# USER PROFILE

HOME > USER PROFILE



Chart	
<input checked="" type="checkbox"/>	Banked Gas By Customer
<input checked="" type="checkbox"/>	Banked Gas By Type
<input checked="" type="checkbox"/>	Cylinder Inventory By Type
<input checked="" type="checkbox"/>	Gas Inventory By Type

**Save**

The User Profile category displays and allows for the modification of the current user's access privileges, as well as the modification of the user's login email and password.

To change the user's email, click the "Change email address" button.

HOME > USER PROFILE > CHANGE EMAIL

Email

**Save**

Enter the user's new email address, and click the "Save" button. An email will be sent to that address for the user to confirm the change.

HOME > USER PROFILE > CHANGE PASSWORD

Change Your Password

Password:

New Password:

Confirm New Password:

**Change Password** **Cancel**

To change the user password, enter the user's original password in the "Password" box, and the new password in the "New Password" box. Repeat the new password in the "Confirm New Password" box, and click the "Change Password" button to save the changes.

## CONSTANTS

## HOME > CONSTANTS

Select a constant type from the list below to edit its information

Constant	
	Cylinder Tare Weights
	Expected Pounds Per Appliance
	Purity Bands
	Refrigerant Pricing Per Pound

**Export to Excel**

The Constants category displays and allows for the modification of the constants referenced throughout the site's algorithms.



Click on the magnifying glass icon to drill down into the constant, which will display a list of any items in which information defined in the constant is applicable.



Click on the magnifying glass icon of the specific item to display an interface window allowing you to edit its constant information.

### Refrigerant Pricing Per Pound Information

Purity Band

Refrigerant Type

**Save**

**Delete**



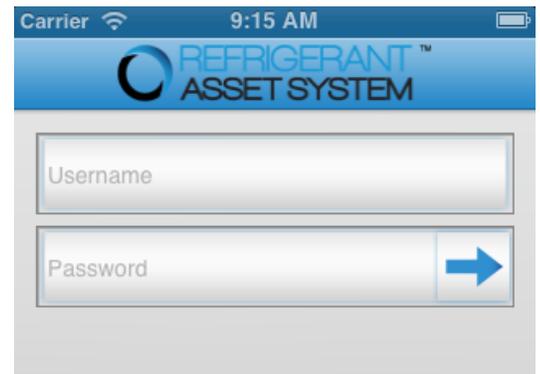
**RAS™ MOBILE**

# REFRIGERANT ASSET SYSTEM

## LOGGING IN

After opening the application by tapping its icon, the login interface will appear.

Enter your username into the “Username” box, and your password into the “Password” box, then tap the blue arrow to submit your information and log in.



## MAIN SCREEN

Upon successful login, the RAS™ application will display the six core functions, as well as the “Logout” button. To navigate to the function’s interface window, tap its icon.

### PICK UP

The Pick Up function modifies an asset’s transaction history to reflect the asset being picked up by the owner. (See page 30)

### DROP OFF

The Drop Off function modifies an asset’s transaction history to reflect a delivery to a selected location, transferring custody liability to that location. (See page 31)

### ADD

The Add function allows a new refrigerant system to be added to the RAS system to be tracked. (See page 32)

### TRANSFER

The Transfer function adds a quantity of gas from one cylinder to the quantity of gas in another cylinder

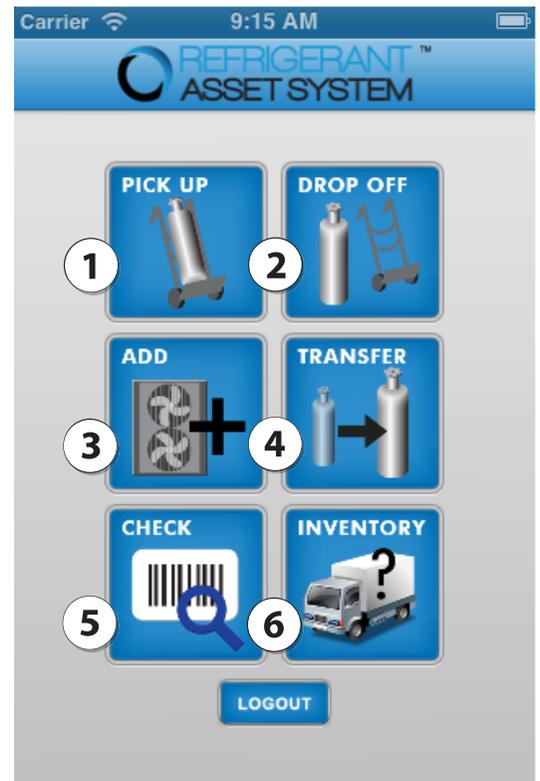
NOTE: For a transaction to be successful, the gas types must match, and the transferred quantity of gas cannot be greater than the volume of space available in the receiving cylinder. (See page 33)

### CHECK STATUS

The Check function allows for the display of the recent transaction history of a cylinder or equipment. (See page 34)

### INVENTORY

The Inventory function displays the current inventory of gas cylinders, for both virgin and recovered gas, as well as their identity information. (See page 35)





## PICK UP

The Pick Up function modifies an asset's transaction history to reflect the asset being picked up by your location, taking custody of the asset.

To mark an asset as having been "picked up," begin by tapping the "Barcode" box (1) then tapping the "Camera" button (2) to open the capture interface.

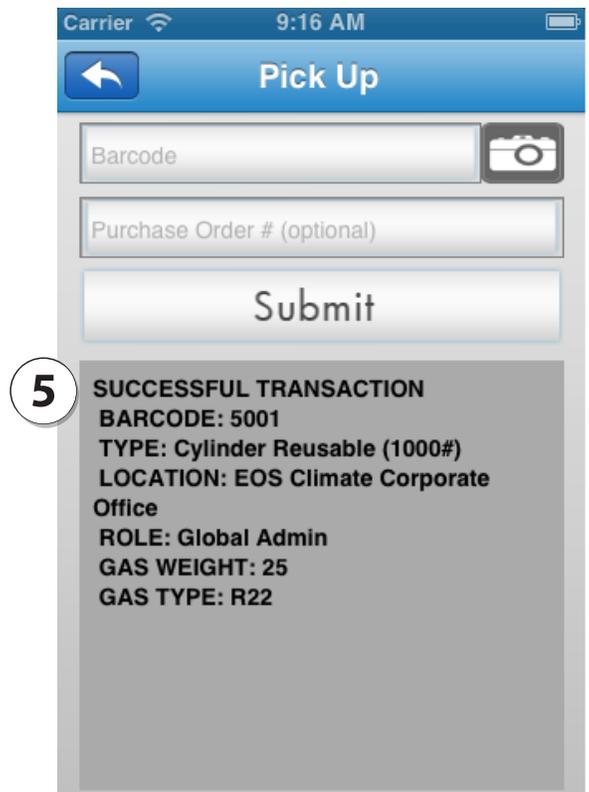
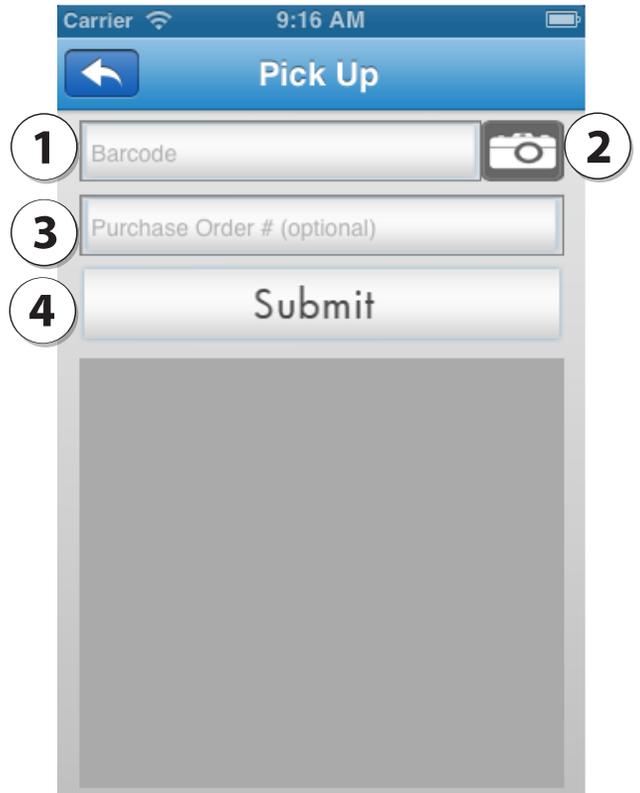
To scan the barcode of the asset being picked up, position the red line across the width of the barcode, and press the button on your device used to capture photographs.

The barcode should be automatically displayed the "Barcode" box.

If a purchase order number exists for the pick-up, it can be manually entered into the "Purchase Order #" box. (3) This step is optional.

After all information has been input, tap the "Submit" button (4) to mark the cylinder as picked up.

A message will appear below the entry interface (5), either confirming the successful status update, or displaying an error message detailing discrepancies preventing the successful transaction.





## DROP OFF

The Drop Off function modifies an asset's transaction history to reflect a delivery to a selected location, transferring custody liability to that location.

To mark an asset as having been dropped off, begin by tapping the "Select a Location" drop-down menu box (1). A list of location will be displayed (2). Select your drop-off location from the list.

To capture the barcode of the asset being dropped off, tap the "Barcode" box (3) to select it, then tap the "Camera" button (4) to open the barcode capture interface.

To scan the barcode of the asset being dropped off, position the red line across the width of the barcode, and press the button on your device used to capture photographs.

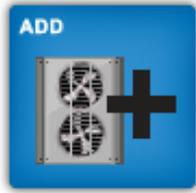


The barcode should be automatically displayed the "Barcode" box.

If a purchase order number exists for the drop-off, it can be manually entered into the "Purchase Order #" box. (5) This step is optional.

After all information has been input, tap the "Submit" button (6) to mark the cylinder as dropped off.

A message will appear below the entry interface (7), either confirming the successful status update, or displaying an error message detailing discrepancies preventing the successful transaction.



## ADD

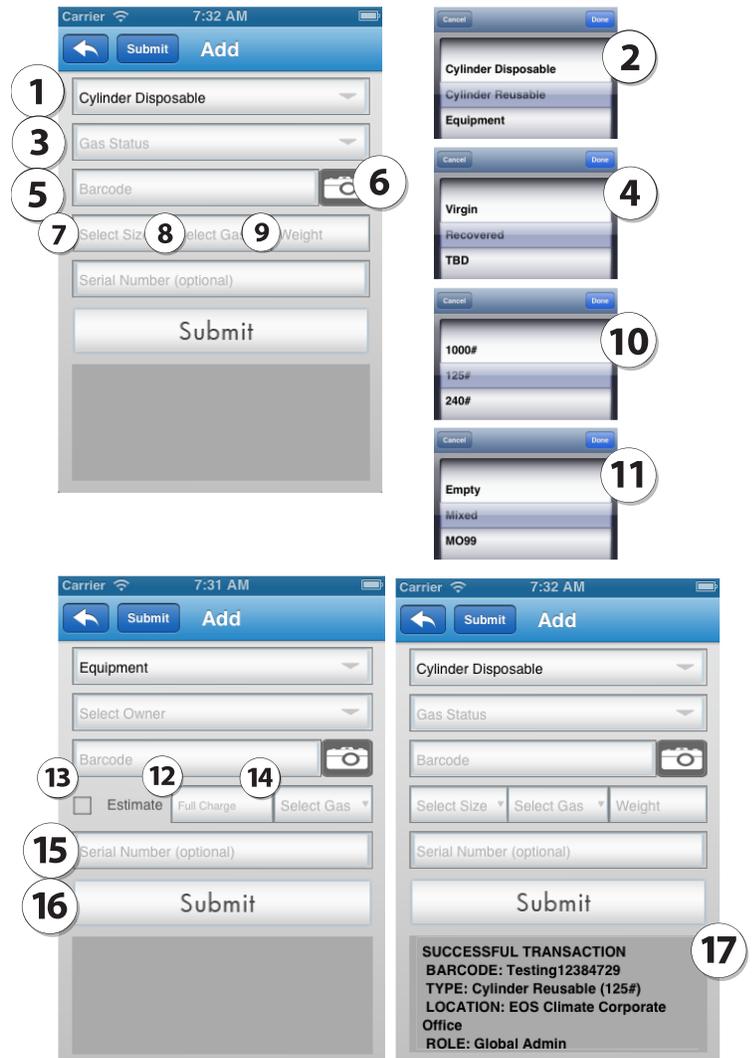
The Add function allows a new refrigerant system to be added to the RAS system to be tracked.

To add an asset to RAS, begin by tapping the “Select Type” drop-down menu box (1). A list of asset options will be displayed (2). Select the asset type you’re adding from the list.

When adding a cylinder, tap the “Gas Status” drop-down menu box (3). A list of statuses will be displayed (4). Select the status of the gas you’re adding from the list. When adding equipment, it will be “Select Owner,” and the drop-down menu will display owners to select.

To capture the barcode of the asset being added, tap the “Barcode” box (5) to select it, then tap the “Camera” button (6) to open the barcode capture interface. To scan the barcode of the asset, position the red line across the width of the barcode, and press the button on your device used to capture photographs.

The barcode should be automatically displayed in the “Barcode” box.



### WHEN ADDING EITHER A DISPOSABLE OR REUSABLE CYLINDER:

The next three boxes are used to define a cylinder’s size (7), gas content (8), and weight (9). Select the cylinder size from the drop-down menu (10), the gas from the drop-down menu (11), and manually enter the weight in lbs into the weight box. The weight box is an optional field.

### WHEN ADDING EQUIPMENT:

Manually enter the weight in lbs that the equipment can hold at full charge (12), and if this value is only an estimated value, check the “Estimate” box (13). Define the gas content of the equipment using the drop-down menu box (14).

A serial number can be manually entered into the “Serial Number” box. (15) This step is optional.

After all information has been input, tap the “Submit” button (16) to add the cylinder to RAS.

A message will appear below the entry interface (17), either confirming the successful add, or displaying an error message detailing discrepancies preventing the successful transaction.



## TRANSFER

The Transfer function adds a quantity of gas from one cylinder to the quantity of gas in another cylinder.

Begin capturing the barcode of the cylinder or equipment the gas is being transferred FROM. Tap the “From Barcode” box (1) to select it, then tap its “Camera” button (2) to open the barcode capture interface.

After the FROM barcode is entered, capture the barcode of the cylinder or equipment the gas is being transferred TO. Tap the “To Barcode” box (3) to select it, then tap its “Camera” button (4).

To scan the barcodes, position the red line across the width of the barcode, and press the button on your device used to capture photographs.

The barcodes should be automatically displayed their respective “Barcode” boxes.

Enter the weight of the gas being transferred in pounds (5), and if a work order number exists for the transfer, it can be manually entered into the “Work Order #” box. (6) This step is optional.

Use the “Select a Reason” box (7) to select the reason for the transfer from the drop-down menu (8).

NOTE: If the reason you select is “Replace Leaked Gas,” (9), you must then selected the location on the cylinder from which the gas is leaking in the “Leak Location” drop-down menu. (10)

Additional notes about the transfer can be entered into the “Notes” text entry box (11). This step is optional.

After all information has been input, tap the “Submit” button (12).

A pop-up will appear to allow you to review the information you’ve just entered (13). If it is all correct, tap the “Confirm” button to finalize the transfer record.

After confirming the details, a pop-up message will appear (14), either confirming the successful record of the transfer, or displaying an error message detailing discrepancies preventing the successful transaction.





## CHECK STATUS

The Check function allows for the display of the recent transaction history of a cylinder or equipment.

To check the status of a cylinder or equipment asset, begin by capturing the barcode.

Tap the “Barcode” box (1) to select it, then tap the “Camera” button (2) to open the barcode capture interface.

To scan the barcode of the asset being dropped off, position the red line across the width of the barcode, and press the button on your device used to capture photographs.

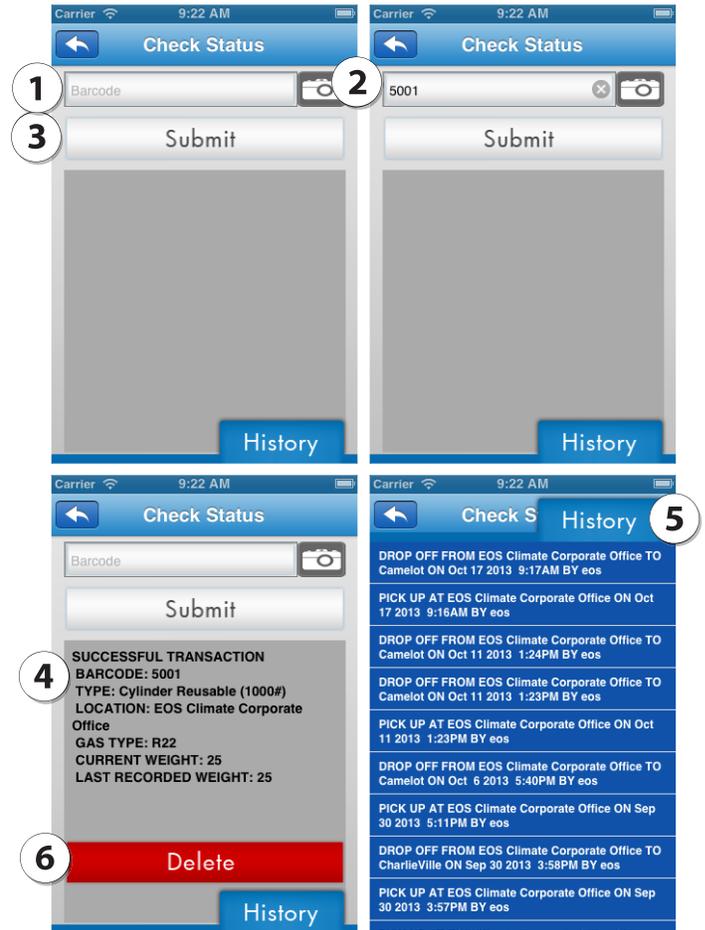
The barcode should be automatically displayed the “Barcode” box.

Tap the “Submit” button (3). The current status of the asset will be displayed below the entry interface. (4)

The History tab (5) can be dragged up from the bottom of the screen to display a historical list of the asset’s status changes.

**NOTE:** An asset can be deleted from within this function ONLY IF no transaction history exists for the asset. To delete the asset you have scanned, tap the “Delete” button (6).

An asset with transaction history cannot be deleted from within the mobile application.





## INVENTORY

The Inventory function displays the current inventory of gas cylinders, for both virgin and recovered gas, as well as their identity information.

The current inventory of both virgin gas cylinders and recovered gas cylinders is displayed (1).

Drag the "Inventory" tab (2) up to display identity information about the gas cylinders in inventory (3).

