

USER GUIDE

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REPORTS

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CONTACT US....

ChemtrackAzure@wtlireland.com

+353 21 4965600

(1.0) LOGGING ON FOR THE FIRST TIME

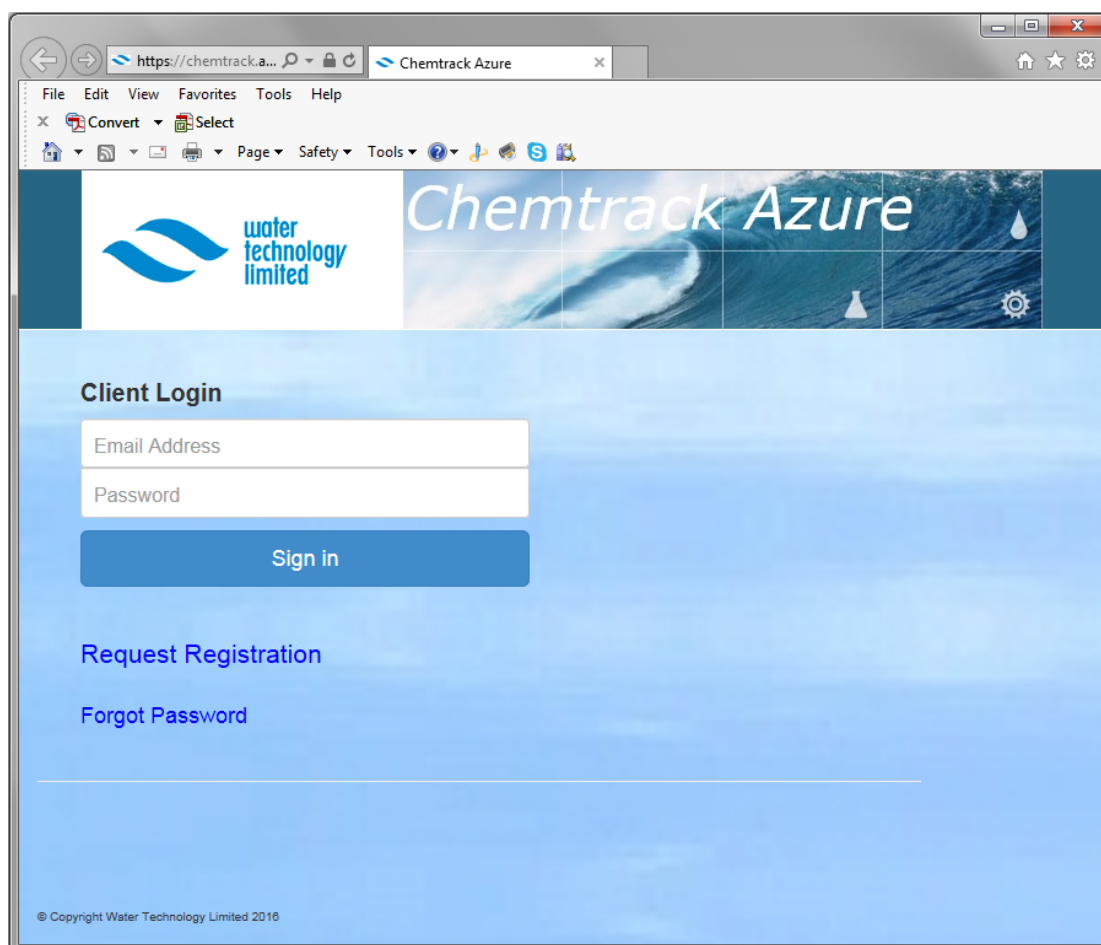
As part of the registration process, you will have received a welcome email allowing you to set a password.

Click on the following link <https://chemtrack.azurewebsites.net/>

Input your E-Mail Address and Password

Click Sign In

If you would prefer to avoid having to enter your password each time you log on, click Yes when you are asked if want this device to remember your password.



Client Login

Email Address

Password

Sign in

[Request Registration](#)

[Forgot Password](#)

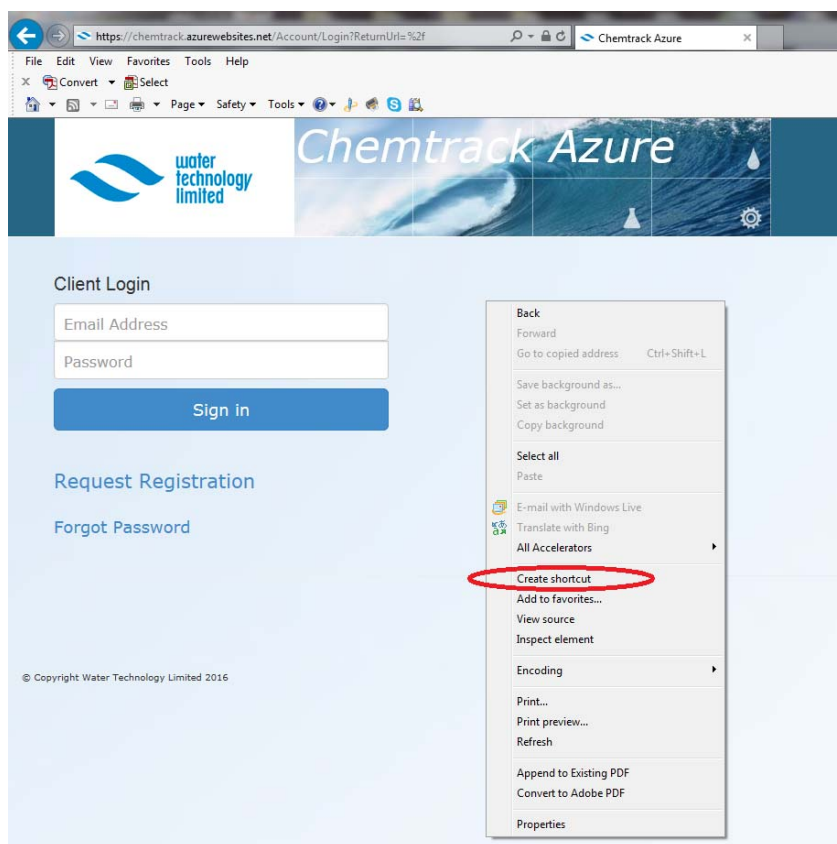
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(2.0) CREATING A SHORTCUT

A shortcut can be created on a number of devices:

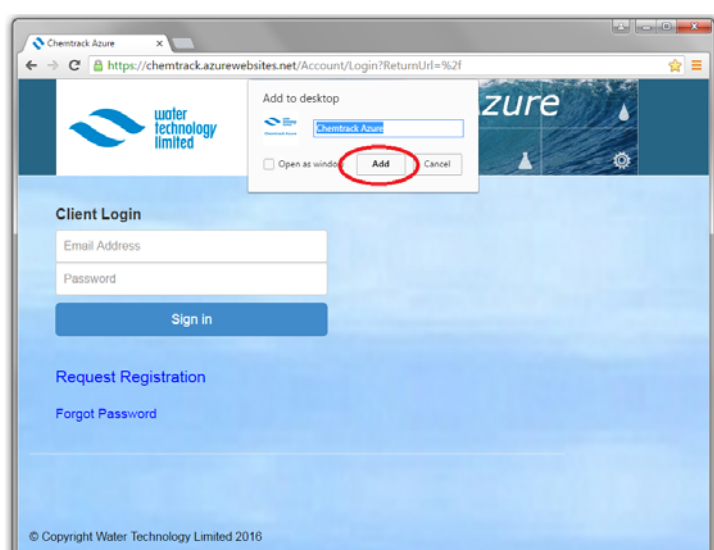
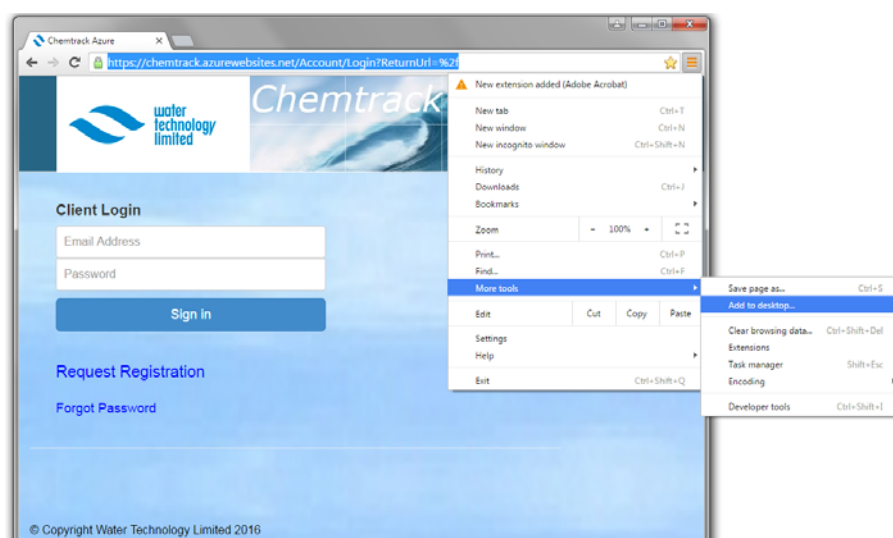
(2.1) WINDOWS PC / INTERNET EXPLORER

- Click on <https://chemtrack.azurewebsites.net/> (Homepage)
- Right click in any blank space on the web page
- A context menu will pop up, select **"Create shortcut"**
- You will get a request: **"Do you want to put a shortcut to this website on your desktop?"**
- Click **Yes**



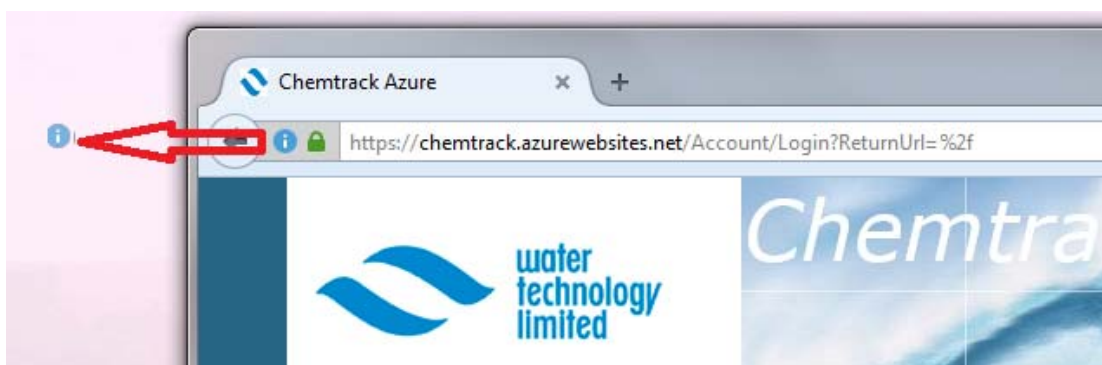
(2.2) WINDOWS PC / CHROME

- Click on <https://chemtrack.azurewebsites.net/> (Homepage)
- Click the customise button at the top right of the screen
- A context menu will pop up, select **"More tools"** and then select **"Add to desktop ..."**
- Click **Add** on the "Add to Desktop" screen that pops up afterwards



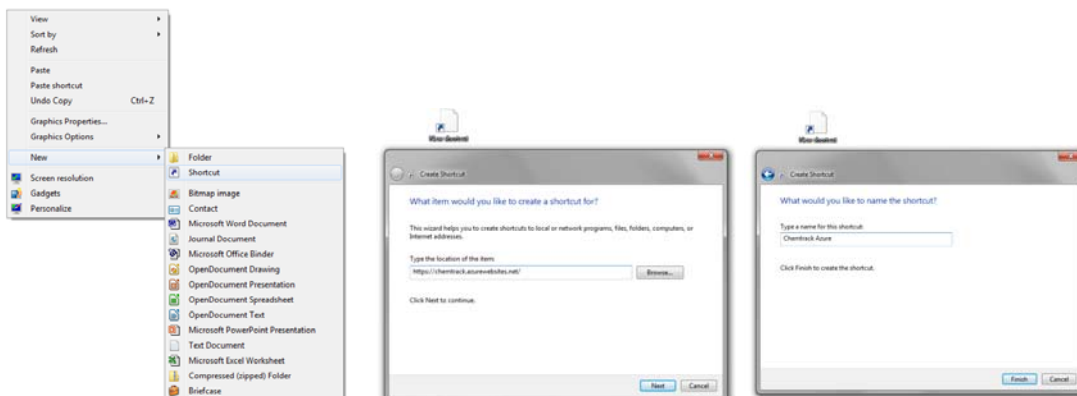
(2.3) WINDOWS PC / FIREFOX

- Click on <https://chemtrack.azurewebsites.net/> (Homepage)
- Resize the Firefox window so you can see both your computer's desktop and the Firefox window on the same screen.
- Click the icon on the left of the address bar (where the URL is shown)
- While still holding the mouse button down, move the pointer to the desktop, then release the mouse button



(2.4) WINDOWS PC / ANY OTHER BROWSER

- Right click in any blank space on your Windows desktop
- A menu will pop up, select **"New"** and then **"Shortcut"**
- Type <https://chemtrack.azurewebsites.net/> into the box that appears and click **"Next"**
- Type **"Chemtrack Azure"** into the next box that appears and click **"Finish"**



(2.5) IPHONE / IPAD

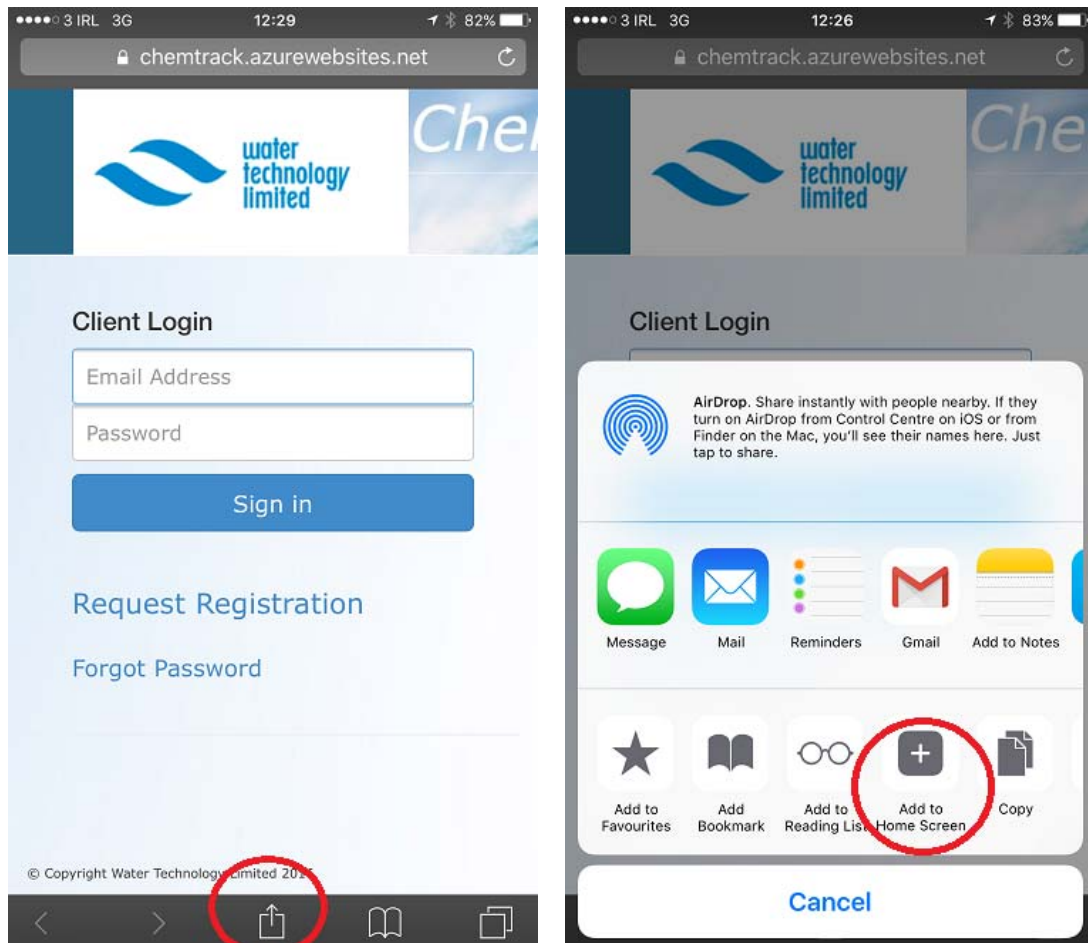
- Click on <https://chemtrack.azurewebsites.net/> (Homepage)

- Tap the **SHARE** button on the menu bar

(If your device is in landscape mode it will be on the top right-hand corner of the screen - in portrait mode it will be in the middle of the bottom of the screen).

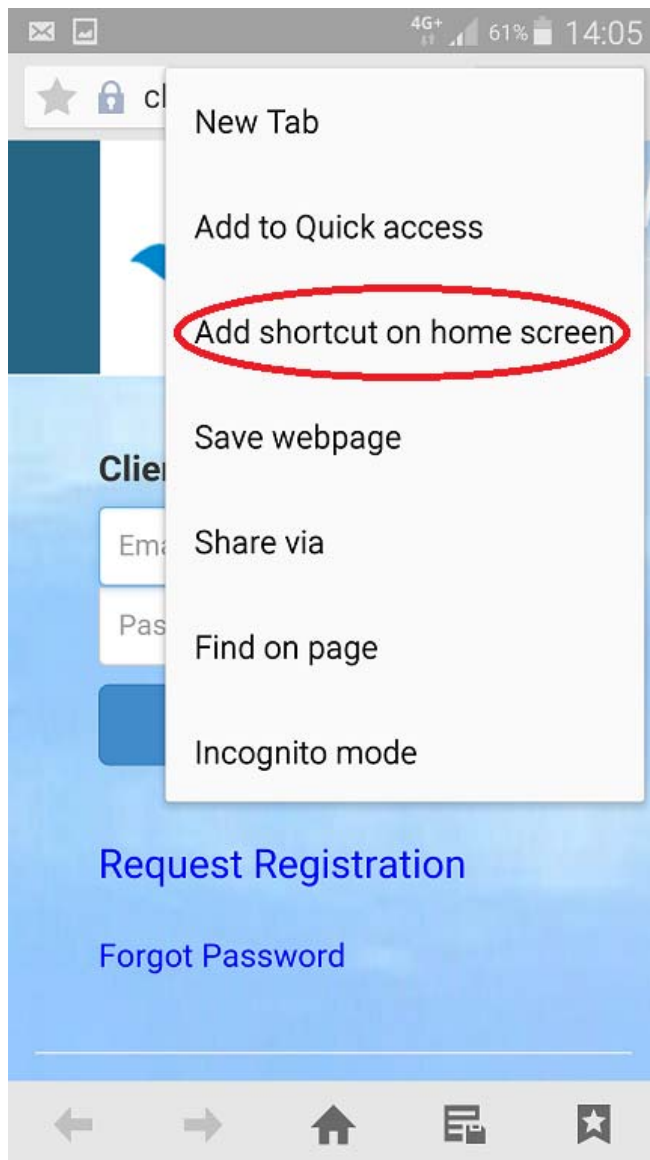
- Tap on **ADD TO HOME SCREEN**

- On the next page tap on **ADD** in the upper-right corner to add the shortcut home screen.



(2.5) ANDROID / CHROME

- Launch Chrome for Android and open <https://chemtrack.azurewebsites.net/> (Homepage)
- Tap the **menu** button
- Tap "**Add to homescreen**"
- You will be able to enter a name for the shortcut and then Chrome will add it to your home screen



(2.6) ANDROID / FIREFOX

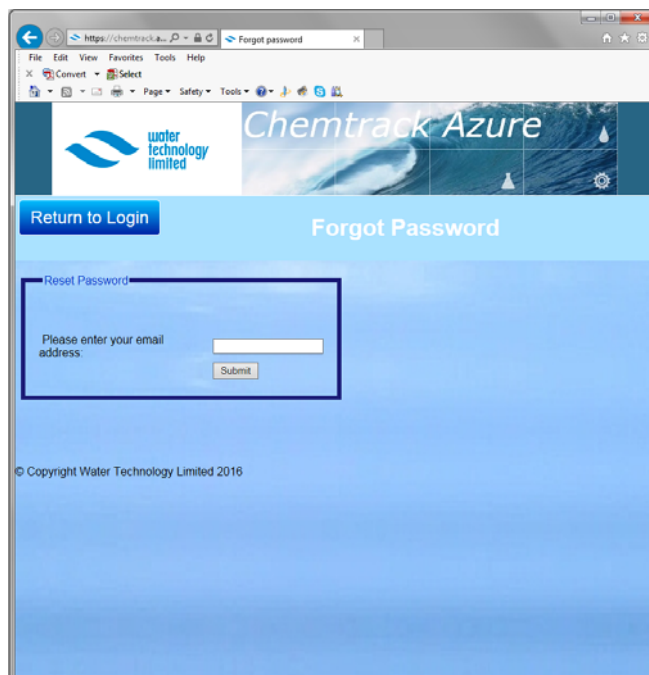
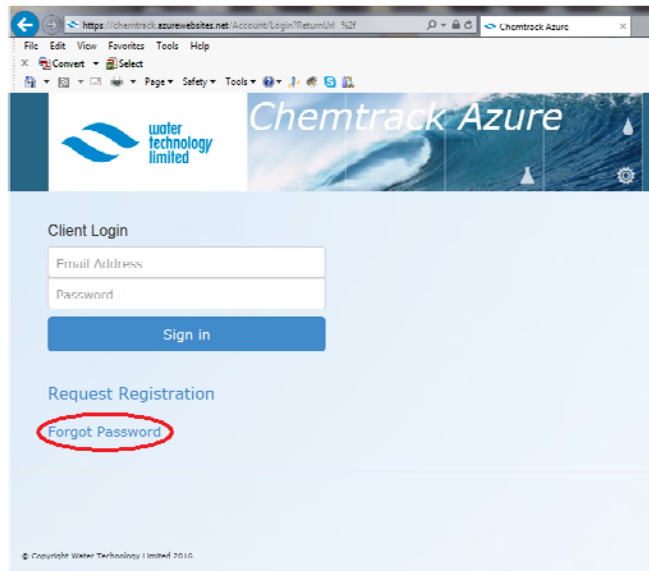
- Launch Firefox for Android and open <https://chemtrack.azurewebsites.net/> (Homepage)
- Tap the **menu** button
- Tap the **Page** option
- Tap "**Add to Homescreen**"
- You will be able to enter a name for the shortcut and then Firefox will add it to your home screen

(2.7) ANY OTHER DEVICES

- If your device and / or Internet browser is not listed in these instructions, then please contact the Chemtrack Azure Support Team on +353 21 4965600 or at ChemtrackAzure@wtireland.com anytime and we will be glad to talk you through creating a home screen / desktop shortcut on your particular device.

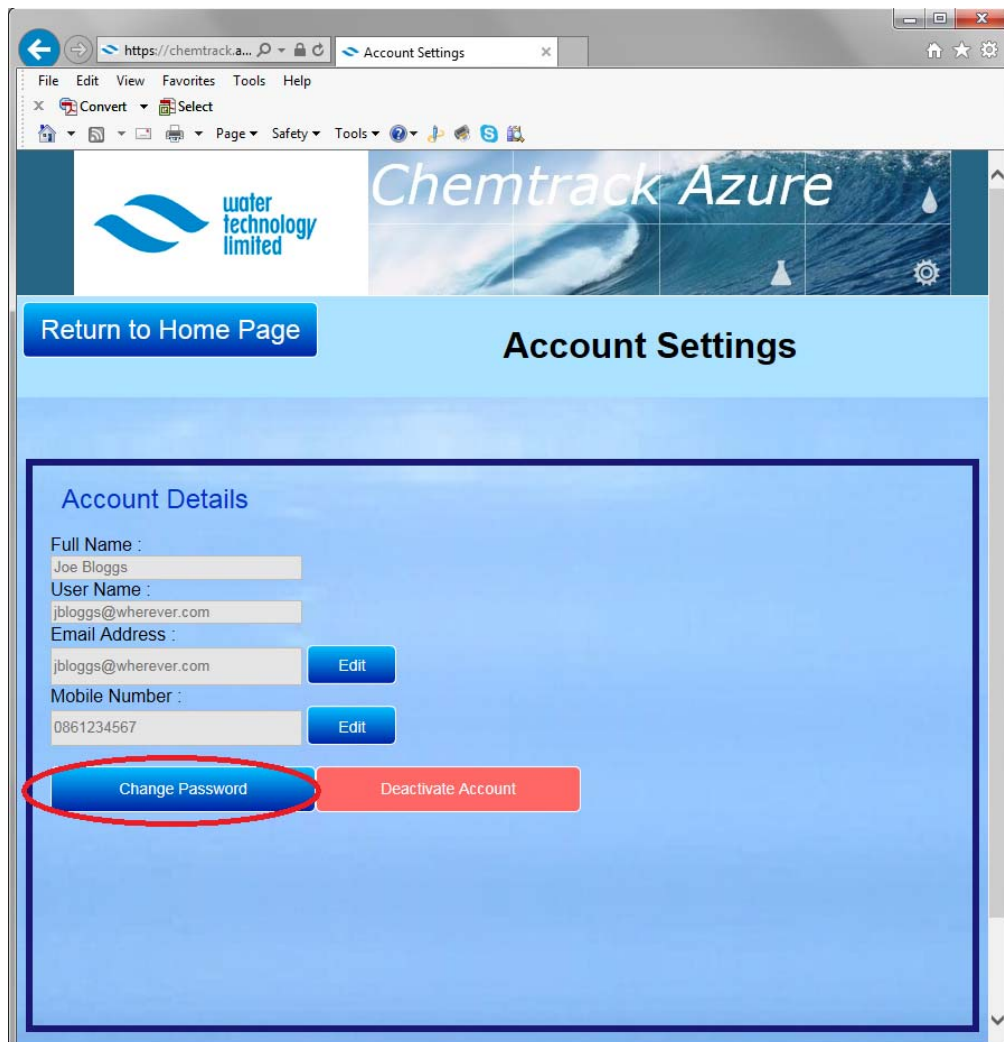
(3.0) FORGOT PASSWORD

Click on **FORGOT PASSWORD** on the main login screen below and follow the instructions.



(4.0) HOW TO CHANGE YOUR PASSWORD

- Click on **ACCOUNT SETTINGS** Tab
- Click on **CHANGE PASSWORD**, complete.
- Click on **SUBMIT NEW PASSWORD**
- This will automatically update.



(5.0) HOW TO MANAGE ALERT SETTINGS

WHAT IS IT ?

This is a facility which enables you to receive alerts by **SMS** and/or **E-mail** in the event that any Alert parameters have been reached.

If you would like to change any of the Alert Parameters, please contact your **Key Account Manager** in **Water Technology**.

You can choose how you would like to receive alerts by clicking on the following -

E-Mail Only

E-Mail Alerts Status: **On**

SMS Only

SMS Alerts Status: **On**

E-Mail and SMS

E-Mail Alerts Status: **On**

Similarly should you wish to **Turn Off** any / all of these methods of receiving Alerts, click on

Turn off E-Mail Alerts Only

or

Turn off SMS Alerts Only

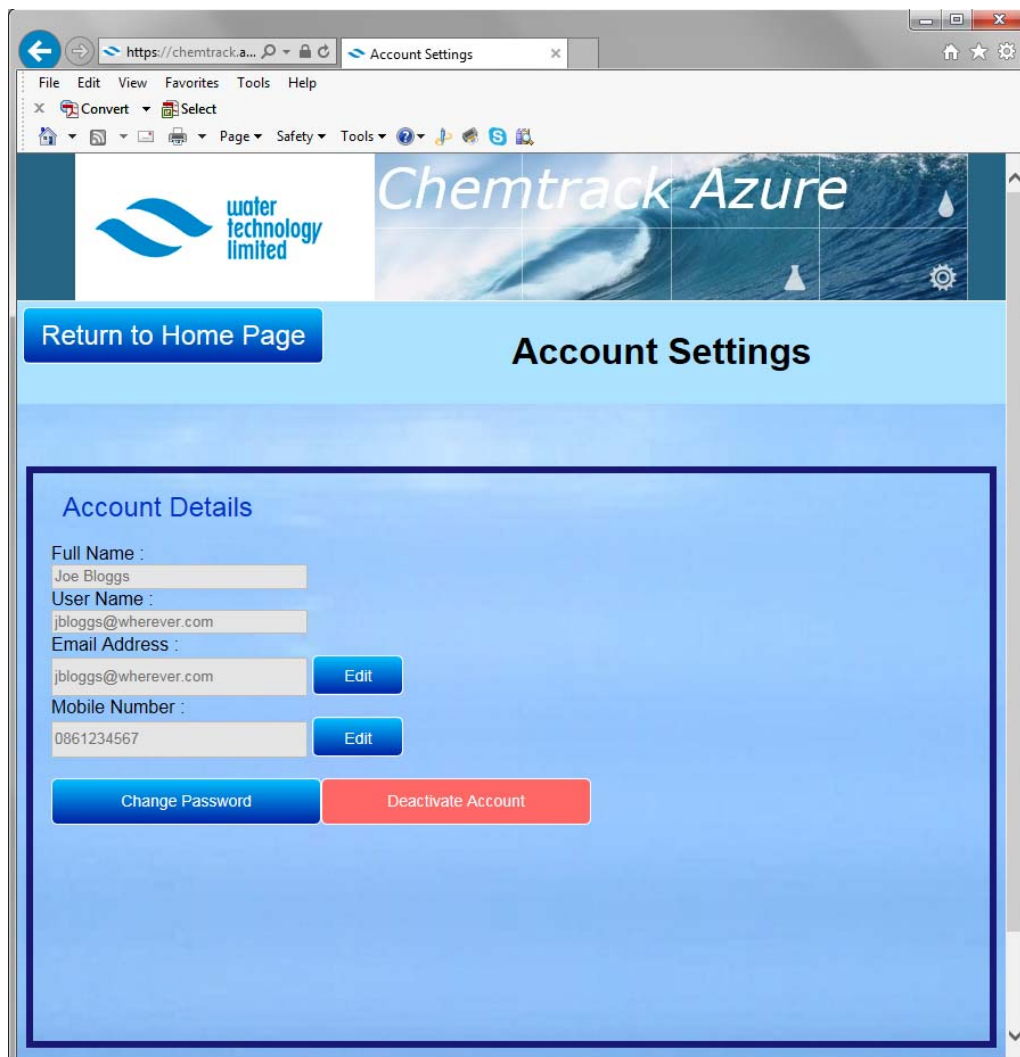
or

Turn off both E-Mail and SMS

This will give you the option to select a date (to **turn off until**) which is useful for Annual Leave etc. or **Turn off indefinitely**.

(6.0) HOW TO MANAGE / CHANGE ACCOUNT (CONTACT) DETAILS

- Click on Account Settings
- You can change your **E-Mail Address / Mobile Number** by amending and clicking on **EDIT** button.
- All reports and E-mail alerts (if set up) will be diverted to new contact details with immediate effect.



Return to Home Page

Account Settings

Account Details

Full Name :
Joe Bloggs

User Name :
jbloggs@wherever.com

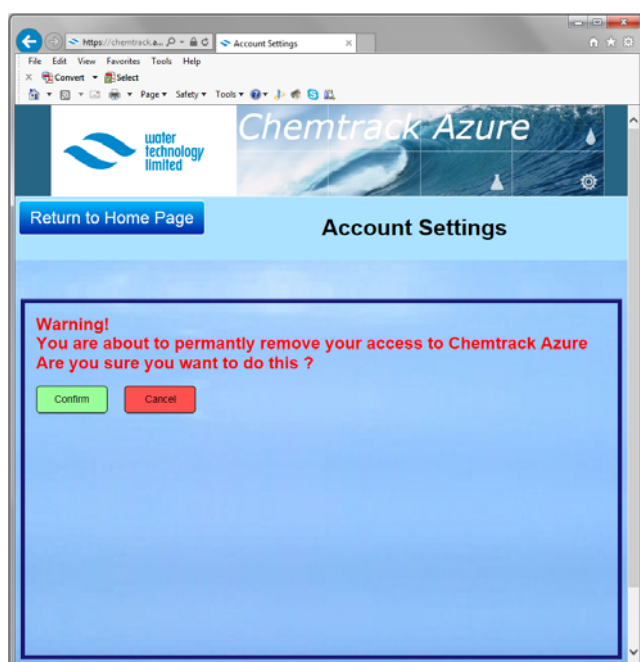
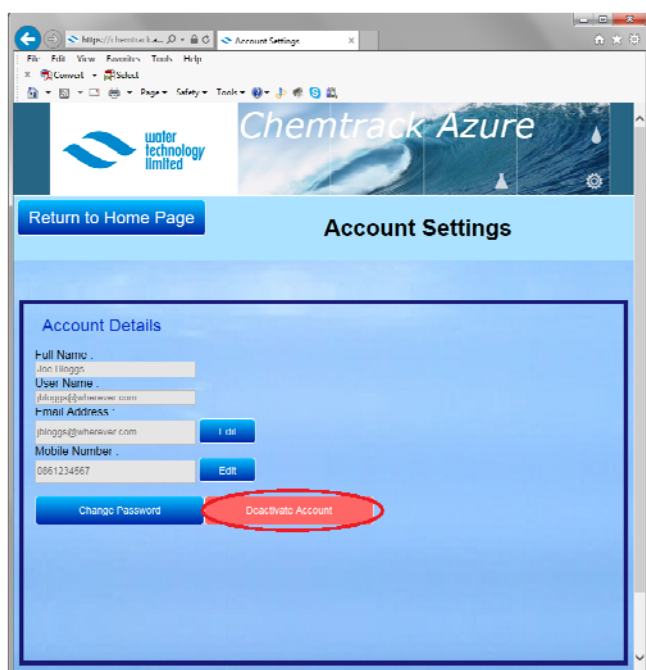
Email Address :
jbloggs@wherever.com [Edit](#)

Mobile Number :
0861234567 [Edit](#)

[Change Password](#) [Deactivate Account](#)

(7.0) HOW TO DE-ACTIVATE YOUR ACCOUNT

- Click on Account Settings.
- Click on **DEACTIVATE ACCOUNT** tab and Click.
- Click on **CONFIRM** tab.



(8.0) HOW TO VIEW / PRINT A REPORT

The **REPORT LIST** on your main screen details the various reports you have access to view.

DETAIL REPORT	Readings typically every 5 or 10 minutes. (Large report)
SUMMARY REPORT	1 reading per day (Short report)

STEP 1.

- Input **Dates** required Start Date and End Date
- Select Report **Format** (PDF or Excel)
- Click on ☒ **Open Reports in new browser tabs** if you would like to be able to switch between different reports and the Home Page .

STEP 2.

- Click on report (the system will automatically open your report).

(9.0) HOW TO SCHEDULE REPORTS

You have the option to receive reports on a **Daily / Weekly / Monthly** basis by e-mail :

- Click on **REPORT SCHEDULE**
- Scroll down through the list of daily / weekly and Monthly reports and select by clicking **ADD**

DAILY REPORTS

- Tick the box ☒ to select which days of the week you want to receive this report on (everyday will be selected by default).
- Select **FROM**: (only options are Yesterday or Yesterday/Today so far)
- Click on **ADD TO DAILY REPORTS** button.
- The Daily Report selected (Report Schedule Page) will turn **Green** (Added). Click **Edit/ Remove** button if you wish to make further changes.

WEEKLY REPORTS

- There are **2 Options** here to select :

ADD*

This is a **Detail Report** . We recommend you **don't** add this to your weekly schedule as it will result in a very large PDF file.

- If however you do need this large report, click on **CONTINUE**.

Send On:- Select day of the week you wish it to be sent out to you (scroll down)

From: You can select from 2 days to 7 days previous. (scroll)

To: Yesterday or Today so far option can be selected.

- Select **ADD to Weekly Reports**.

- The Daily Report selected (Report Schedule Page) will turn **Green** (Added).
Click **Edit/ Remove** button if you wish to make further changes.

ADD

This is a **Summary Report** which can be added to Weekly schedule by following same process as above.

MONTHLY REPORTS

- You have the facility to choose a specific date you wish to receive this Monthly Summary Report (Scroll).

- Click on **ADD TO DAILY REPORTS** button.

- The Monthly Report selected (Report Schedule Page) will turn **Green** (Added).

(9.1) HOW TO EDIT/REMOVE REPORTS

Click On **Edit/ Remove** button.

This gives you the facility to change any of your previous criteria selected or alternatively to Remove it from your report schedule.

You will be advised that it has been removed and the **Green** colour will return to normal.