



SMARTank

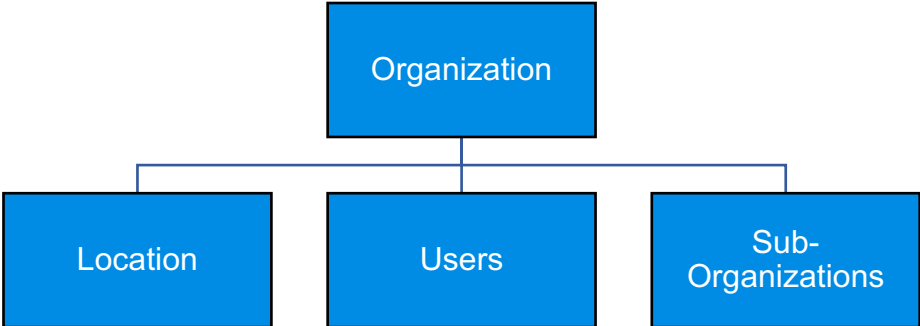
Organization and Location Creation

SMARTank Structures

SMARTank portal is designed in a layered hierarchy with four categories; namely organizations, locations, users and tanks. Mirroring real life counterparts, organizations in SMARTank are entities comprising of users within that organization, locations connected to that organization and any sub-organizations part of it.

Locations are either real or virtual areas created where tanks reside. Locations are specific to an organization. Users within that organization may have permissions to perform various functions within the portal specific to the organization.

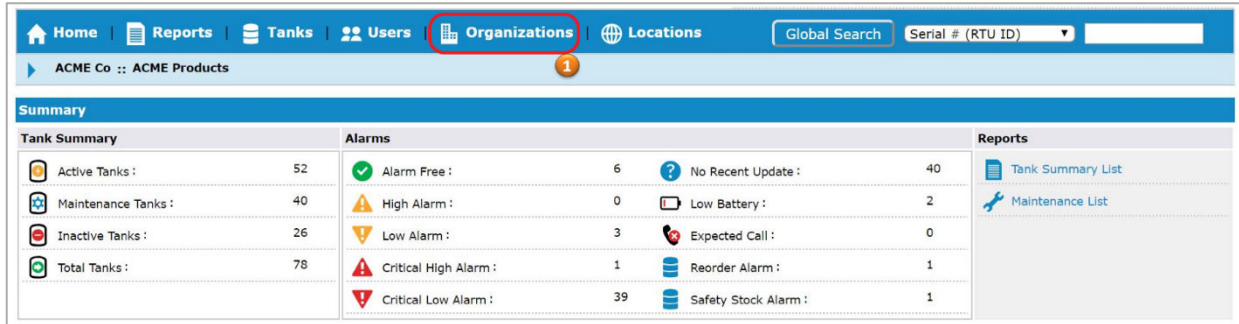
Tanks reside within locations Sub-organizations also have the same structure and reside within their parent organizations. It is important to understand what organization level is selected in the currently selected organization tab to ensure that any actions being undertaken are carried out at the appropriate level.



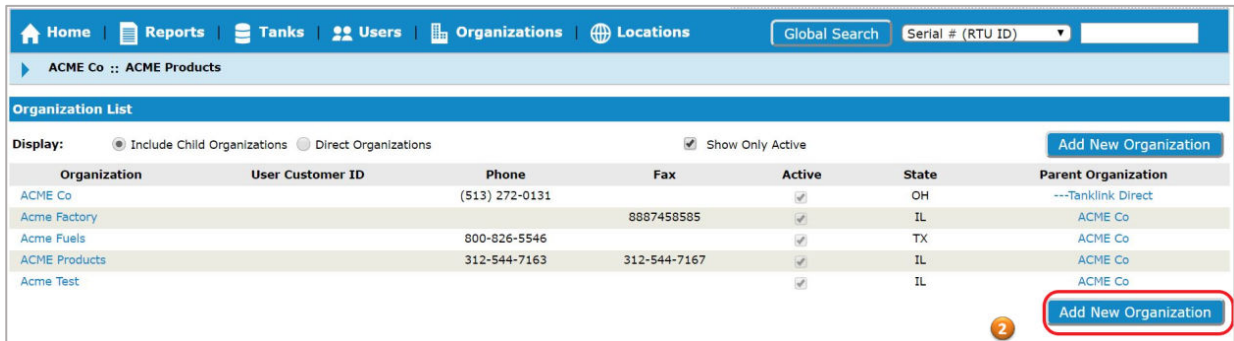
Setting Up an Organization

To add a new organization(sub-organization) to SMARTank, users with appropriate permission levels such as system administrators should perform the following steps:

1. From the menu bar, select **Organizations** to display the *Organization List* screen. You can confirm that you are in the appropriate organization by checking the “currently selected org.” tab.



2. Click the **Add New Organization** button to display the *Organization Details* screen.



3. Enter your organization’s name, address, and other related information. The parent organization will be automatically filled in depending upon where the organization has been created in the hierarchy.
4. Click the **Update Organizational Details** button to save the screen.

Organizational Details

You can now return to the *Organization List* screen to view the new organization. The columns on this screen may be sorted by clicking on the column headings. To change any information about the organization, click on the organization’s name on the list.

Once you add an organization to the system, you cannot delete it. If an organization is no longer used, clear the *Active* check box on the *Organization Details* screen.

➡ **Note:** Remember to return to the *Organization Details* screen to assign a **Primary Contact** after adding your system users.

Adding a Location

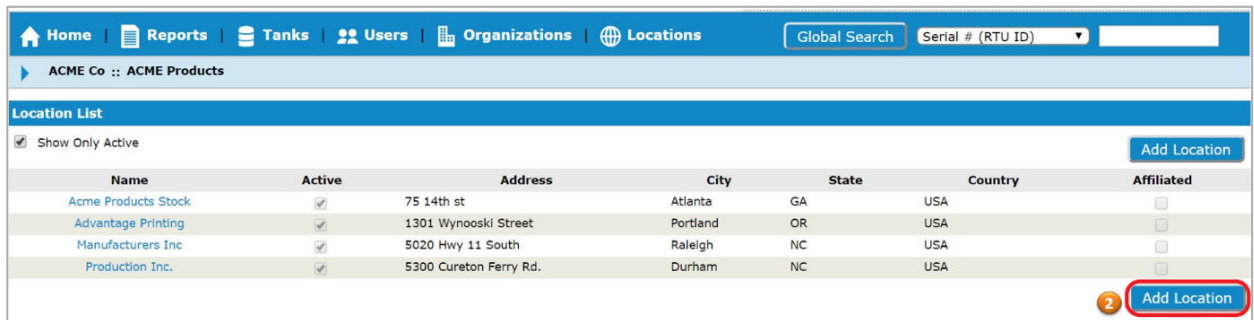
A tank location is a grouping of tanks at the same physical address. You can confirm that you are in the appropriate organization for the location by checking the “currently selected org.” tab.

To add a location, perform the following steps:

1. From the menu bar, select **Locations** to display the *Location List* screen.

Tank Summary		Alarms		Reports	
Active Tanks :	52	Alarm Free :	6	No Recent Update :	40
Maintenance Tanks :	40	High Alarm :	0	Low Battery :	2
Inactive Tanks :	26	Low Alarm :	3	Expected Call :	0
Total Tanks :	78	Critical High Alarm :	1	Reorder Alarm :	1
		Critical Low Alarm :	39	Safety Stock Alarm :	1

- Click the **Add Location** button to display the *Location Details* screen.



- Enter the new location name, address, and other related information.

Note: Location ID is generated by the system.

- Click the **Update Location** button to save the location.

