

# **SPA – TRAK USER GUIDE**

Log into [www.kegwatch.co.uk](http://www.kegwatch.co.uk)

The **Spa-Trak (Container Tracking Login)** section is located on the right hand side of the screen.

Enter your Username and Password previously supplied by Keg Watch – for security purposes it may ask you to re-enter your Username and Password – if so repeat this process.

You are then at the front screen of Spa-Trak. It will confirm that you are the person logged in at the top of the screen.

This screen has four headers –

**My Yard – My Containers – My Profile – Contact Us**

## **My Yard**

Click into My Yard. This allows you to enter any ‘foreign’ containers currently held on your yard. To do this, click on the drop down arrow under ‘All Breweries’ and select the name of the brewer whose containers you have. Enter the amount you have for that brewer and press Update This Yard.

Once the containers have been logged on the system for 28 days, it will flag up to both the owning brewer and the ‘possessor’ in yellow.

In this section you can also type a message from your site (ie, Site open 10.30 – 3.30) this will be displayed to any other brewer searching for their containers which are flagged up on your site.

## **My Containers**

Click into My Containers. This will show all your own containers held at another brewer’s site, including those held at the Keg Watch clearing yards in Burton, Leigh and Deptford. It will also flag up (in yellow) the number of your containers that have been on that site for 28 days or more.

Click on the printer symbol – this will show the details of the person to contact at the site (and the option to print these details).

Click on the envelope symbol – this will enable you to email the person at the site.

Both of the above options give the opportunity to contact the site to arrange collection of your containers.

Any site showing a yellow ‘post it’ note has a message to display. Click on the ‘post it’ to view the site message.

Alternatively you can click Ask Keg Watch to Collect. This generates an email to Keg Watch instructing us to uplift on your behalf.

### **My Profile**

Click into My Profile. Here you can change your password and update any brewery details if required. There is also the opportunity to ask for a report to be sent to your email address informing of any new entries on the system. You can change the frequency and the day you would wish your report to come through. You can also add any other users if required by clicking on Manager Users and completing the details.

### **Contact Us**

Contact Us – this enables you to contact the Keg Watch/Spa-Trak admin team.