

WatchGas
SST RTR Web Reporting Software
Quick Start Guide

MKT-RECORD-TO-REPORT-SOFTWARE-QSG-ENG-V1.1J6F
23.10.2026

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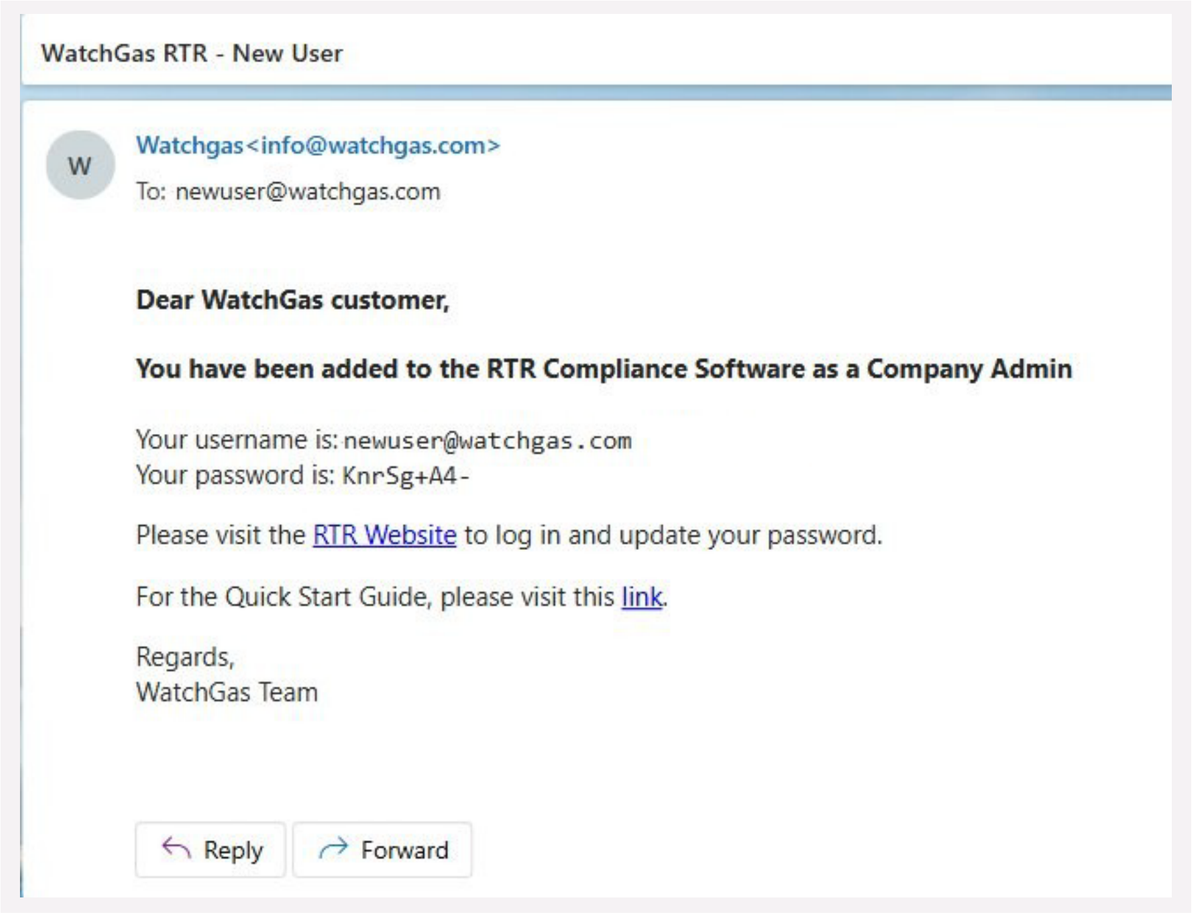
WatchGas SST RTR Web Reporting Software Setup

Logging In and Creating the First Site

Login to the WatchGas SST RTR Web Reporting Software Website (1/2)

Once the license is activated, the system will send a welcome email.

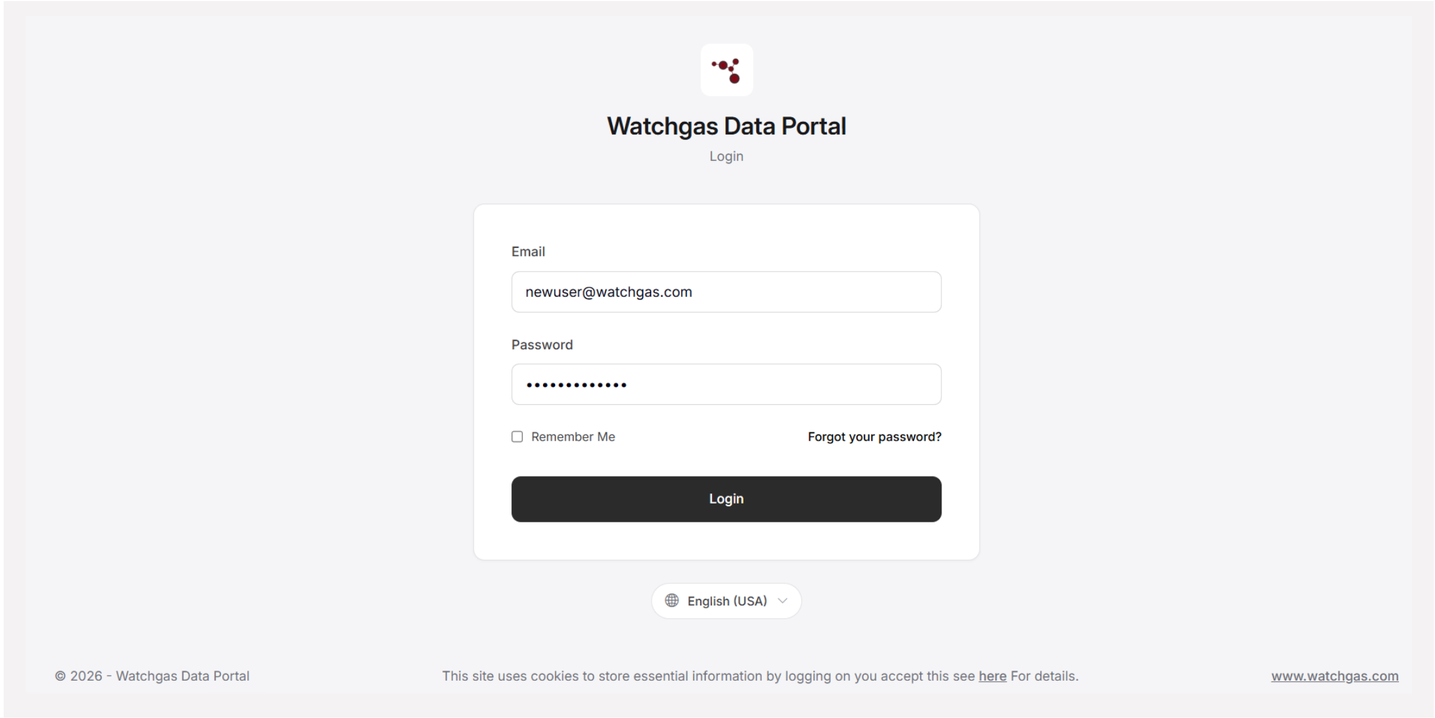
1. Click on the "RTR Website" link provided in the email.
2. This link leads to the WatchGas SST RTR Web Reporting Software application.
3. Copy the email address and password for the next step.



Login to the WatchGas SST RTR Web Reporting Software Website (2/2)

North America hosting: Access the platform via www.rtr-us.watchgas.com.

Europe and International: Access the platform via www.rtr-eu.watchgas.com.

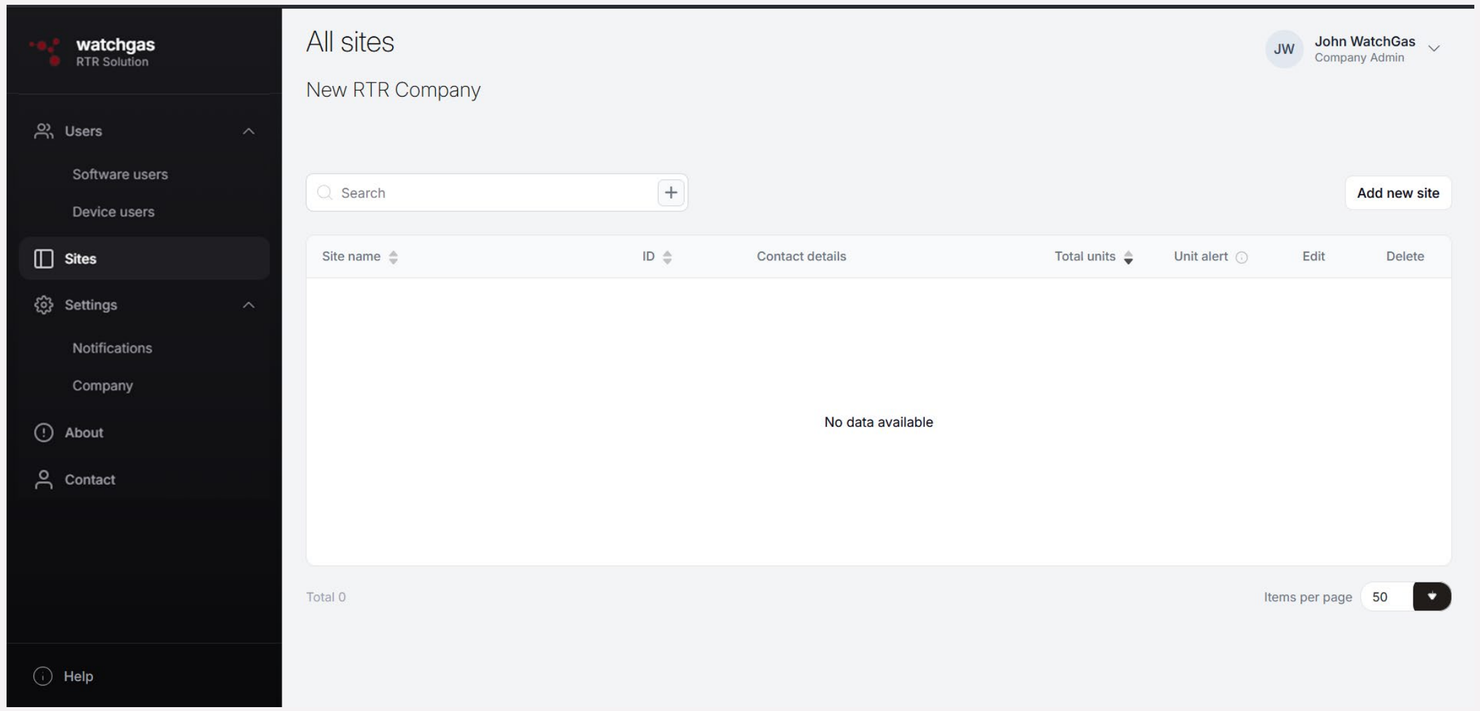


1. Copy the email and password provided.

2. Click "Login" to proceed.

First Time Setup

Each WatchGas SST RTR Web Reporting Software license starts with no pre-configured data. Below is a guide to help new users navigate the menu:



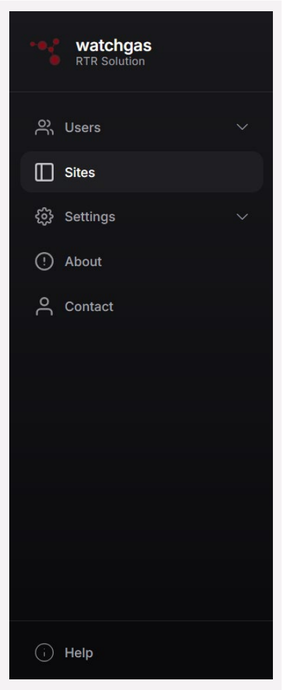
- **Users:** Add, edit, and delete Software Users, and edit Device Users

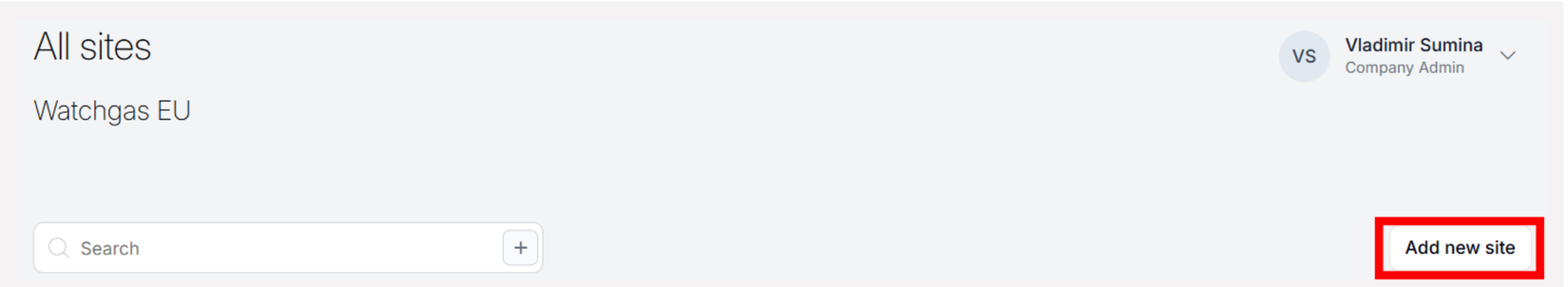
Note: *Assign end users as* ***Site Admins*** *only —* ***not*** *Company Admins, to restrict access to company-wide data.*

- **Sites:** Add, edit, and delete sites
- **Settings:** Edit company settings
  - Notifications
  - Company

Quick Setup – Site (1/4)

1. Click on “Sites.”
2. Then select “Add New Site.”

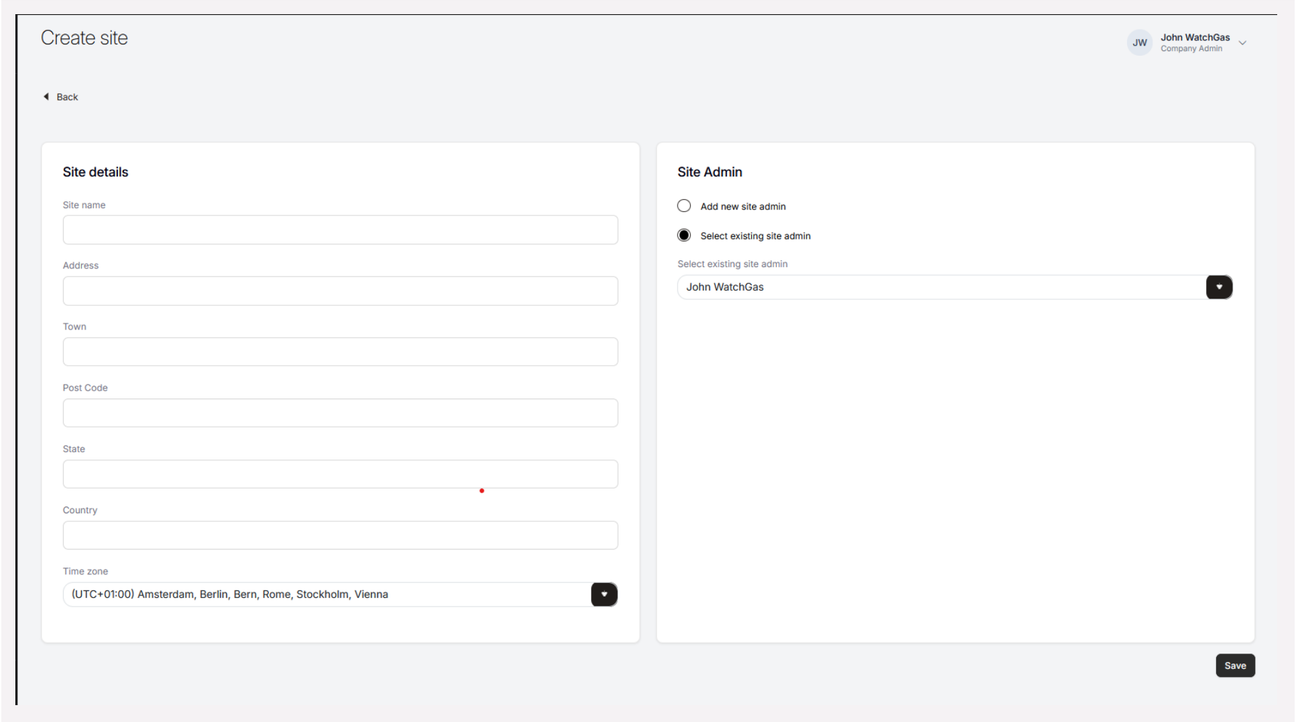




Note: WatchGas SST RTR Web Reporting Software allows for the creation of an unlimited number of sites under a single license.

Quick Setup – Site (2/4)

3 Fill in the site details. Make sure to select the correct time zone for the site.

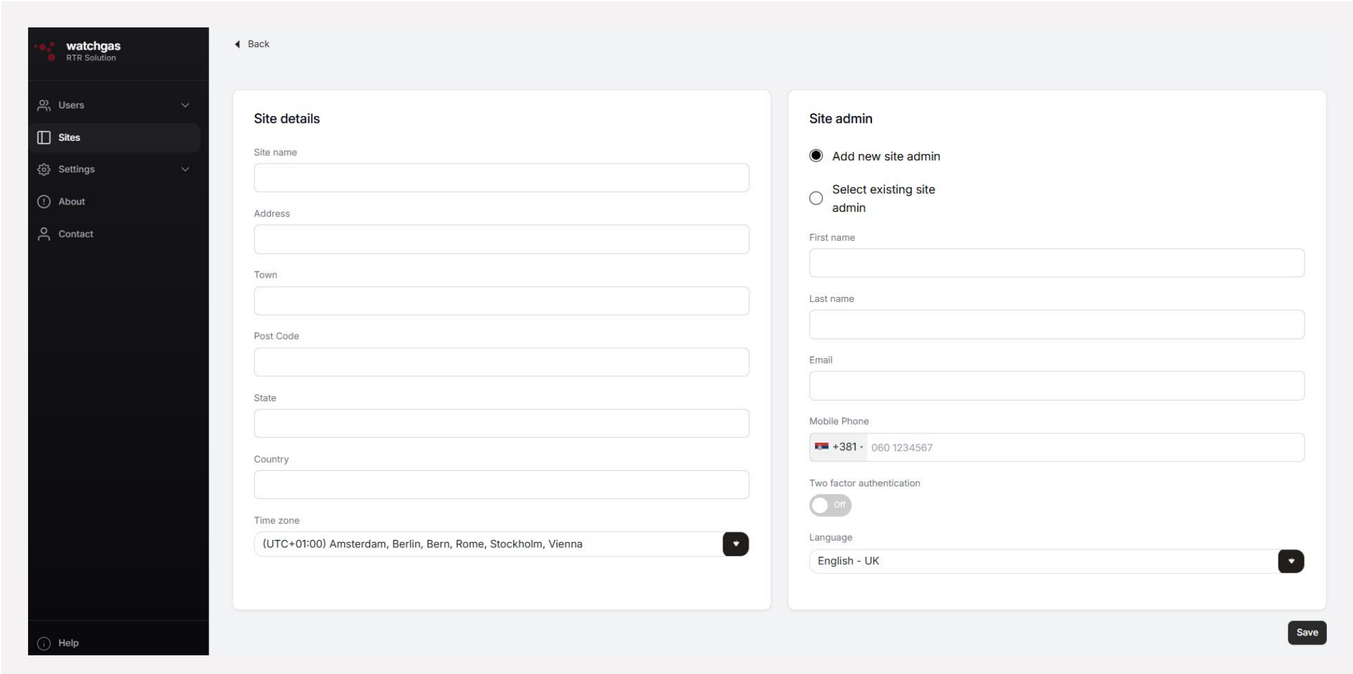


Note: These details can be updated later if needed.

Quick Setup – Site (3/4)

④ Choose a **Site Admin**

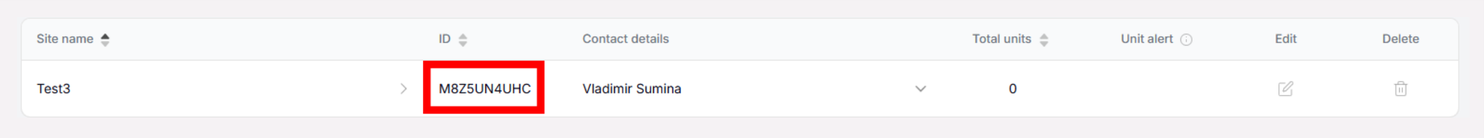
This person will be responsible for managing the site. Select an existing user, or add a new Site Admin.



Quick Setup – Site (4/4)

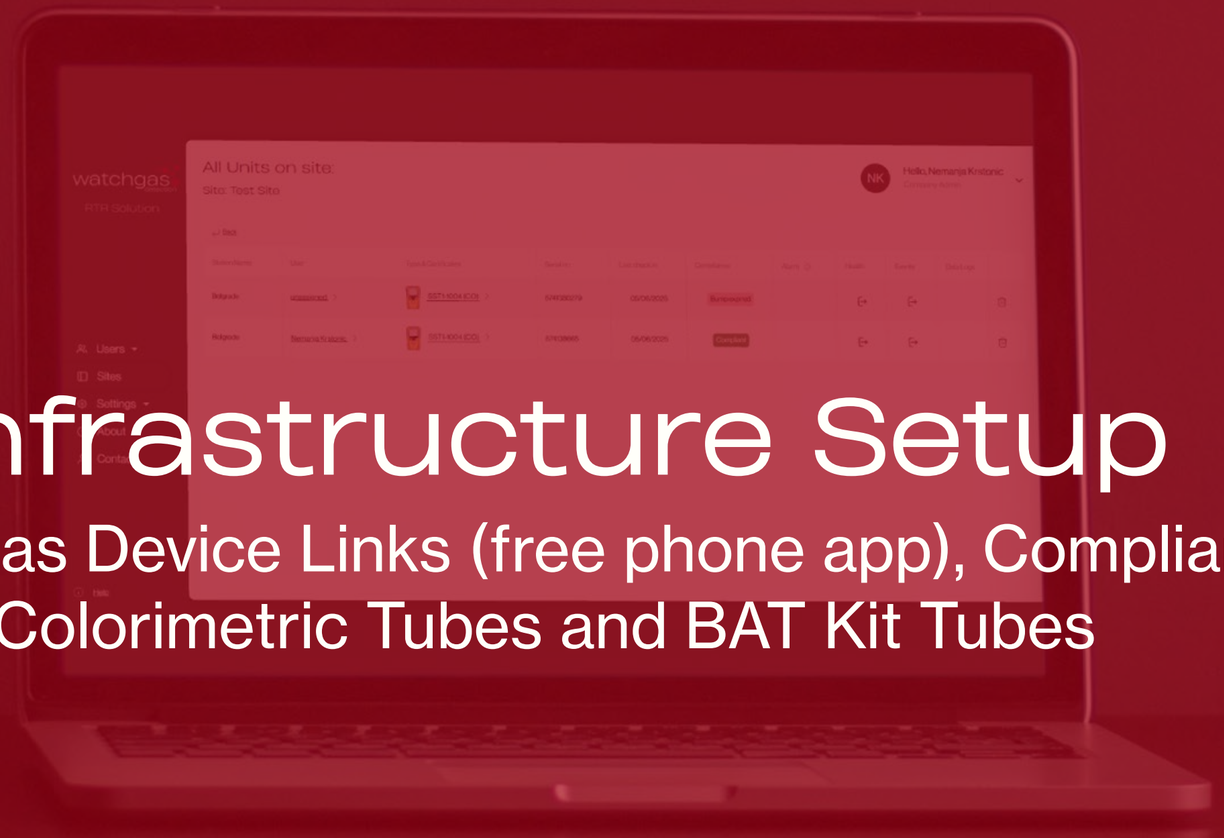
The first site has been created. Each site is assigned a **unique ID**, which will be used to connect infrastructure devices.

Make a note of the ID shown in the second column (e.g., M8Z5UN4UHC).



Note: Each site ID is unique. Please check the site ID and only share it with individuals that will connect their SST Docks, Compliance Kiosks, and WatchGas Device Links to that specific site.

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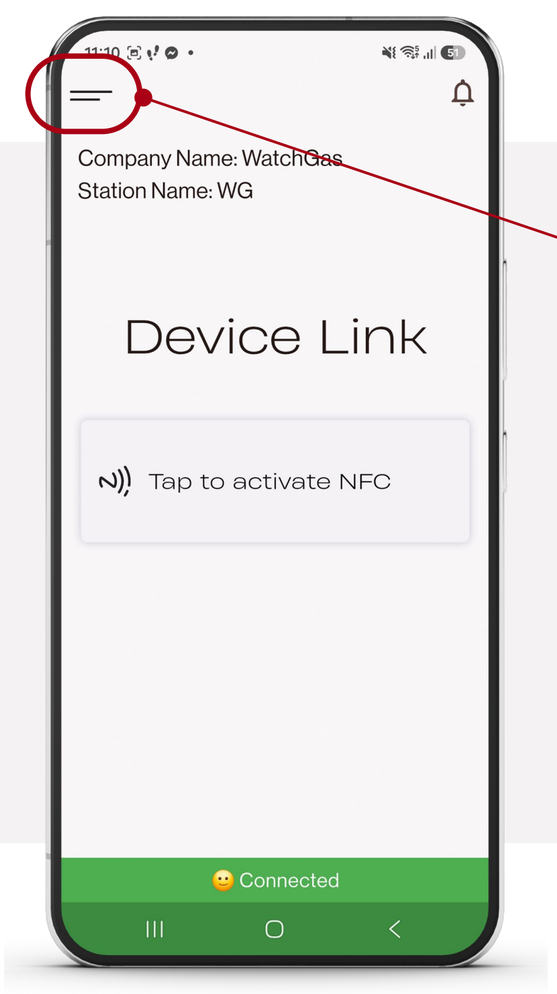


Infrastructure Setup

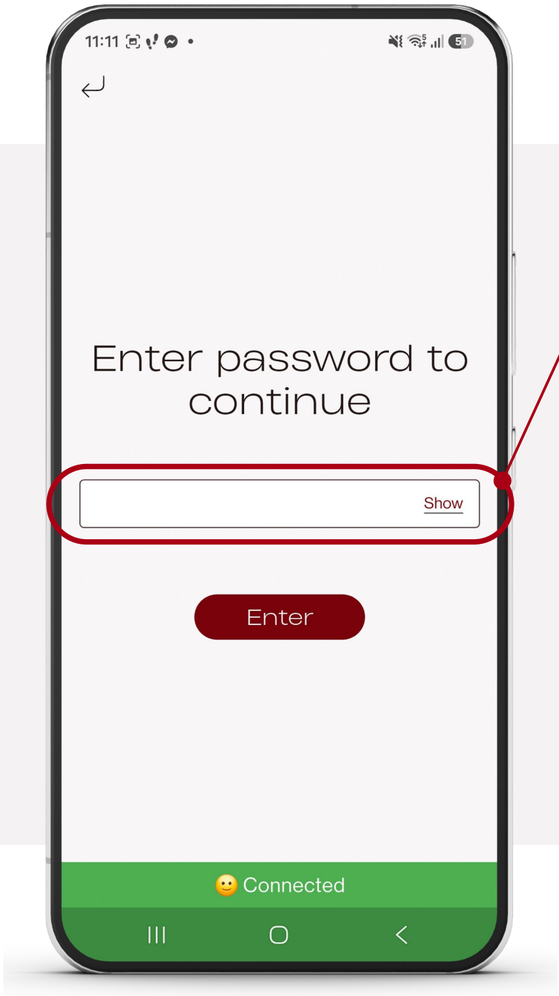
SST Docks, WatchGas Device Links (free phone app), Compliance Kiosks, and Colorimetric Tubes and BAT Kit Tubes

Quick Setup – Infrastructure Setup (1/8)

The next step is to connect the infrastructure – the Reader Devices. The Reader Devices are called that because they read data from the detectors and upload them to the SST RTR Web Reporting Software.
The SST Dock, Compliance Kiosk, and WatchGas Device Link (free phone app) all follow the same process.



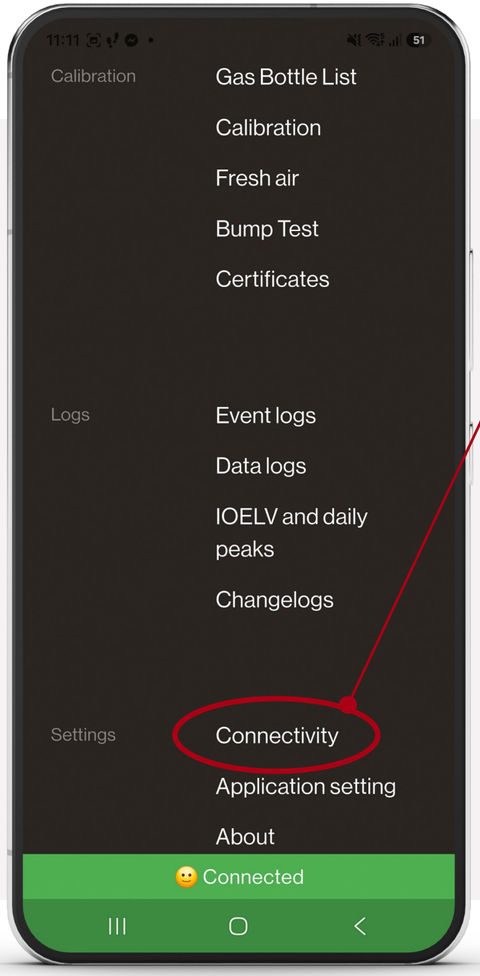
1 Open the Menu.



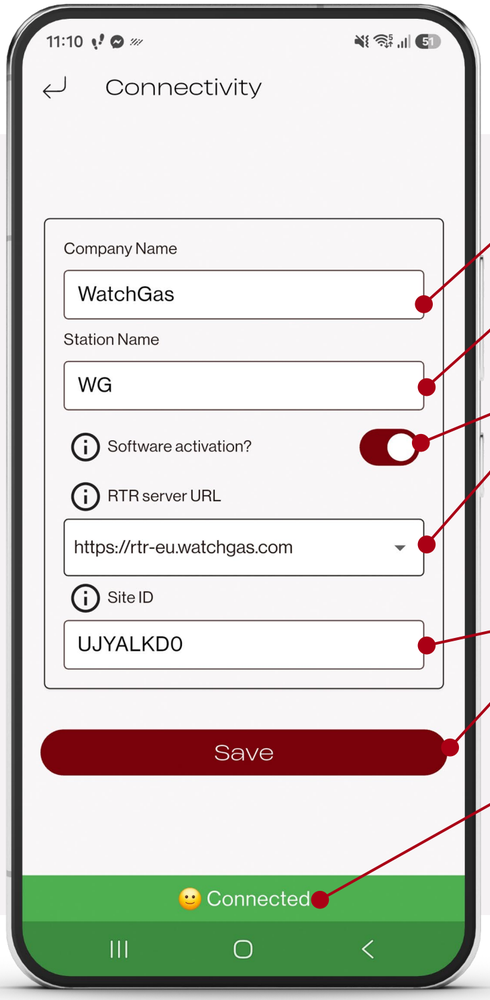
2 Enter the default password **“service”** and press the Enter button.

Quick Setup – Infrastructure Setup (2/8)

Make sure the mobile device is connected to Wi-Fi.



3 Scroll down and find **Connectivity** .



4 Fill in the **Company Name**.

5 Fill in the **Station Name**. e.g. "control room docking station“.

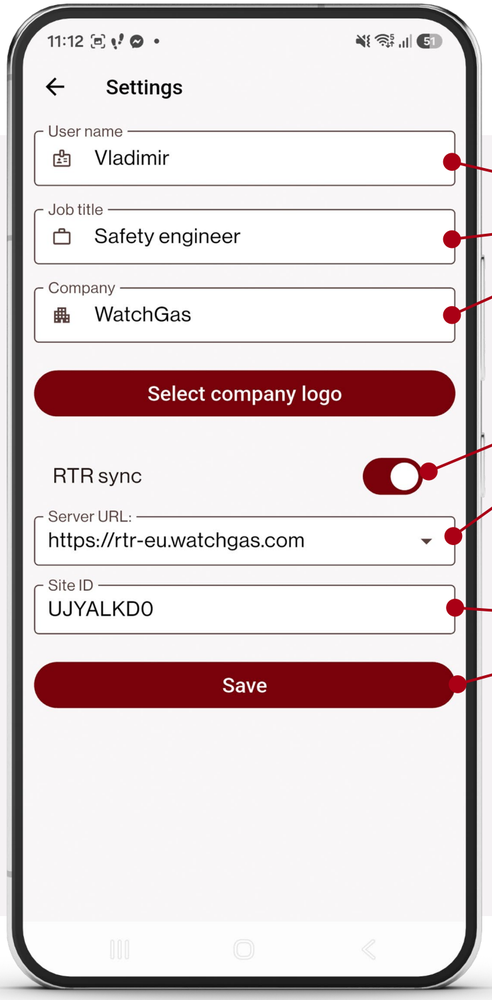
6 Turn on the **Software activation?** toggle, and select the **rtr-eu.watchgas.com**, or **rtr-us.watchgas.com** server, depending on your location.

7 Enter the unique Site ID generated in the previous section. Press **Save**.

8 The **“Connected”** green banner at the bottom indicates that the connection has been successfully established.

Quick Setup – Infrastructure Setup (3/8)

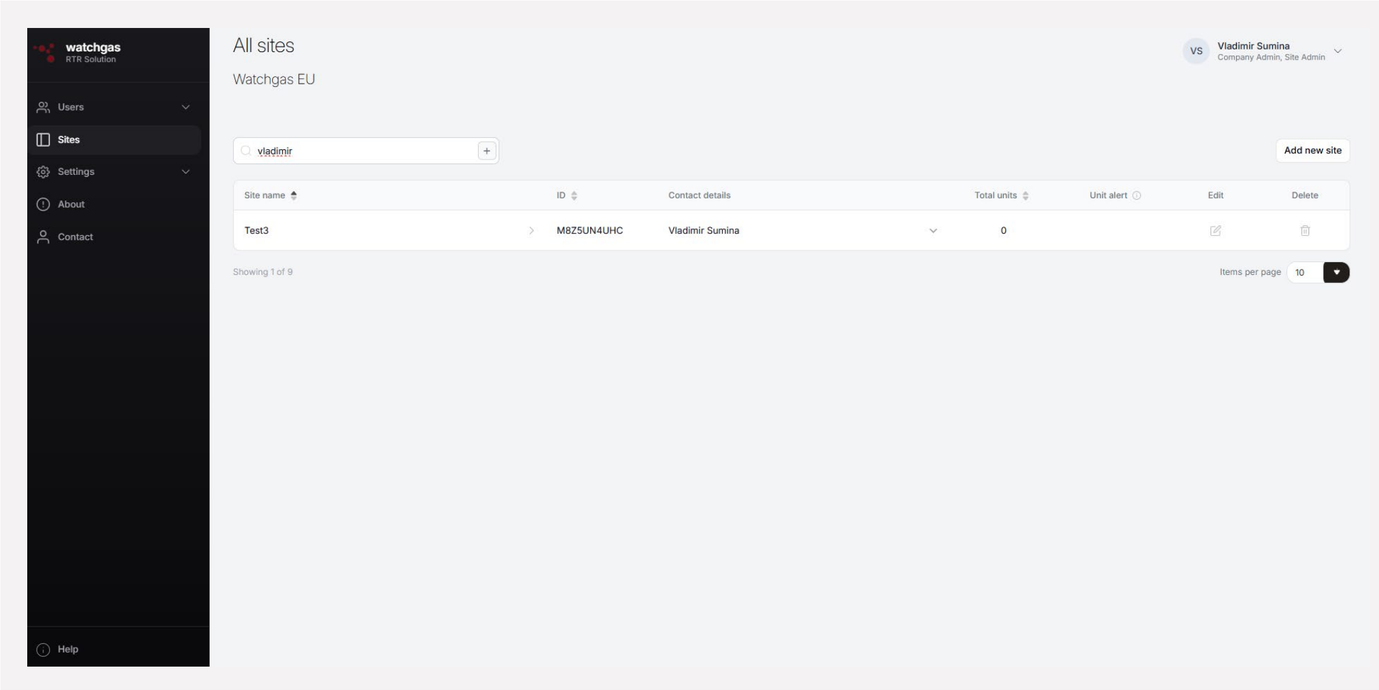
For Colorimetric Tubes and BAT Kit Tubes, download and install the free WatchGas Tubes App on your mobile device. Make sure the mobile device is connected to Wi-Fi.



1. Enter the **User name**, **Job title**, and **Company**.
2. Turn on the **RTR sync** toggle, and select the **rtr-eu.watchgas.com**, or **rtr-us.watchgas.com** server, depending on your location.
3. Enter the unique Site ID generated in the previous section. Press **Save**.

Quick Setup – Infrastructure Setup (4/8)

Return to the WatchGas SST RTR Web Reporting Software website and click on the site to access the site dashboard.

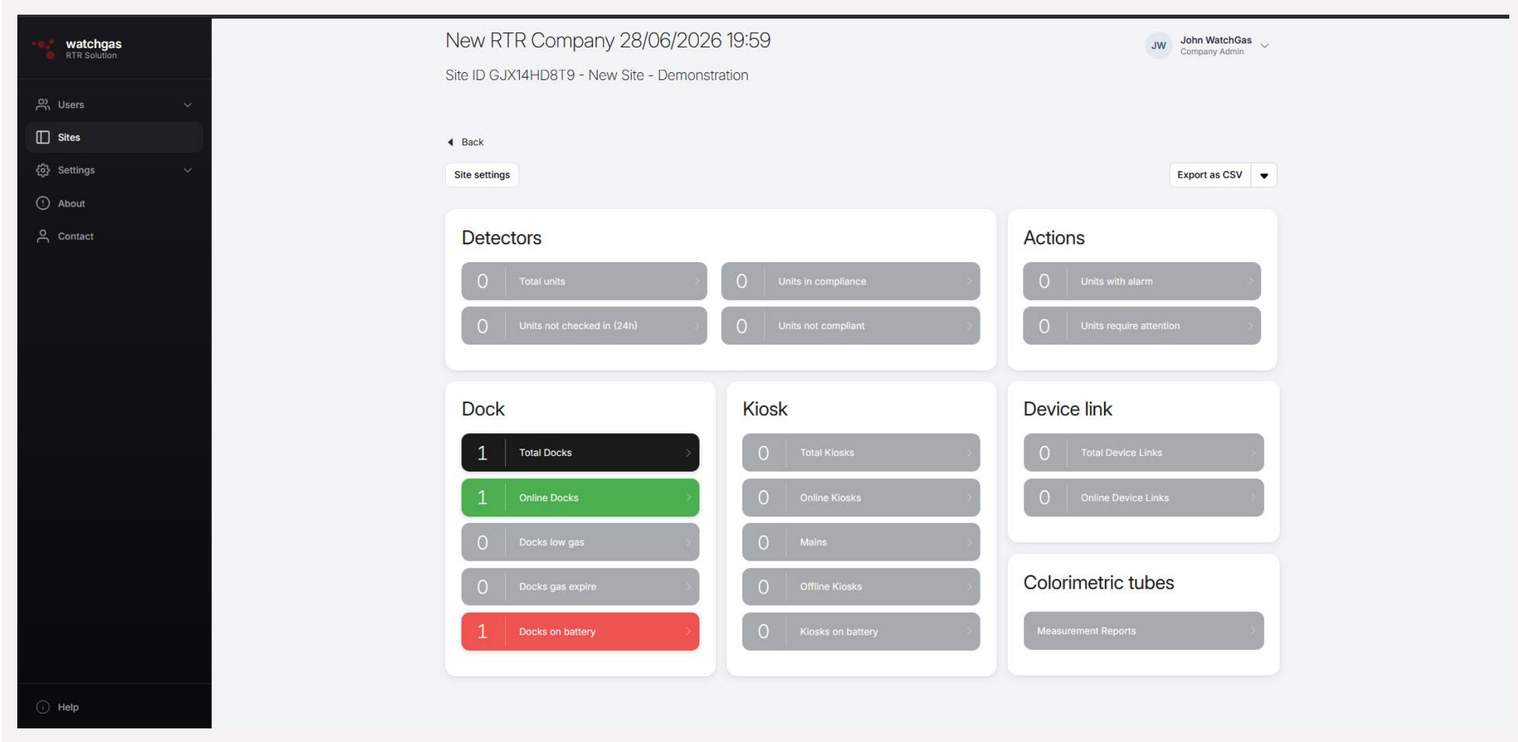


Note: Each infrastructure product can be connected to only one site at a time.

Quick Setup – Infrastructure Setup (5/8)

An SST Dock has been connected.

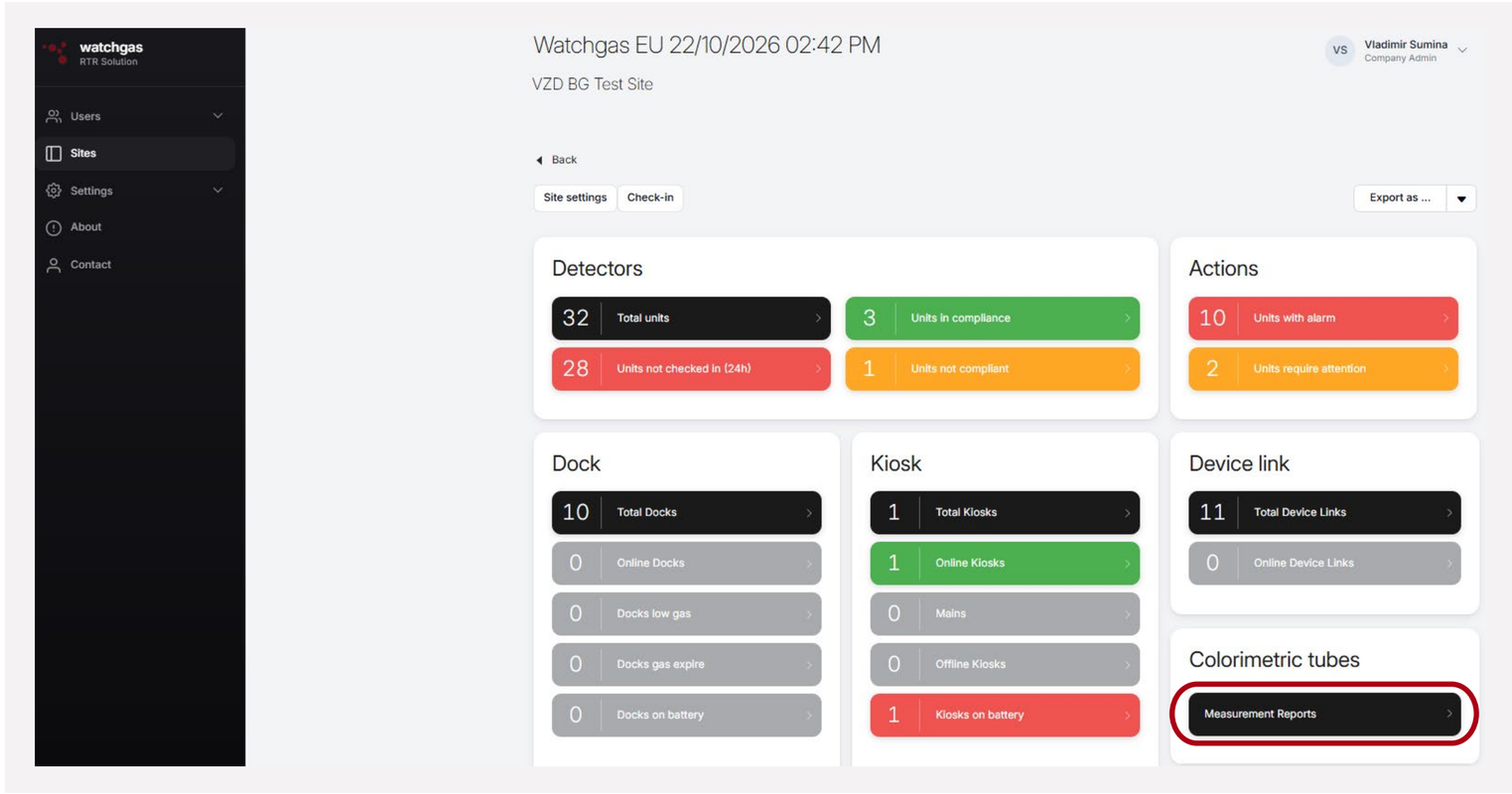
Repeat this process for each new infrastructure product you have.



Note: Each infrastructure product can be connected to only one site at a time.

Quick Setup – Infrastructure Setup (6/8)

For Colorimetric Tubes and BAT Kit Tubes press the **Measurement Reports** button.

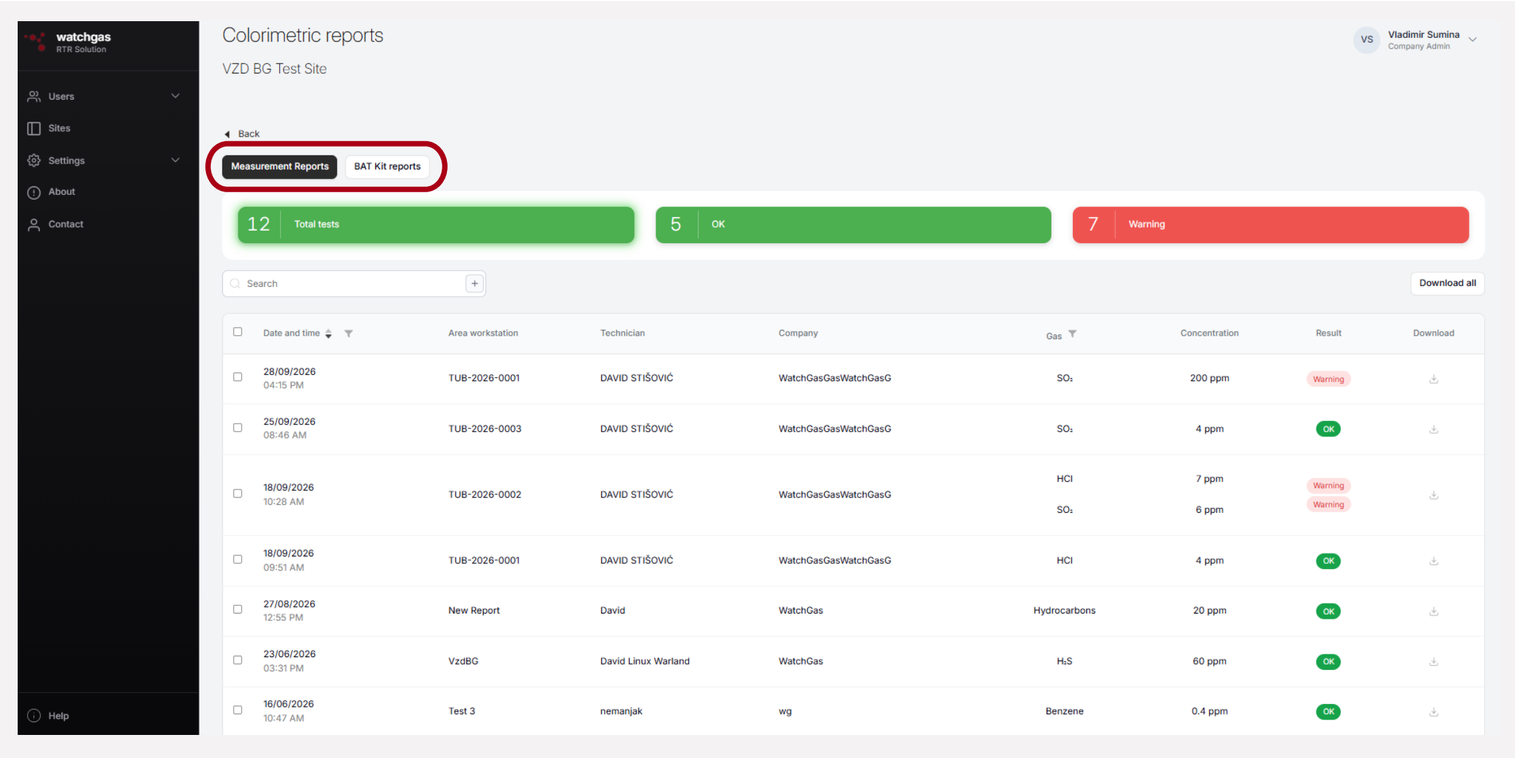


Note: Each infrastructure product can be connected to only one site at a time.

Quick Setup – Infrastructure Setup (7/8)

The Colorimetric reports is divided into two categories that users can switch between:

- **Measurement Reports –** all the Colorimetric tubes' reports and information are here.
- **BAT Kit reports –** all the BAT Kit tubes' reports and information are here.



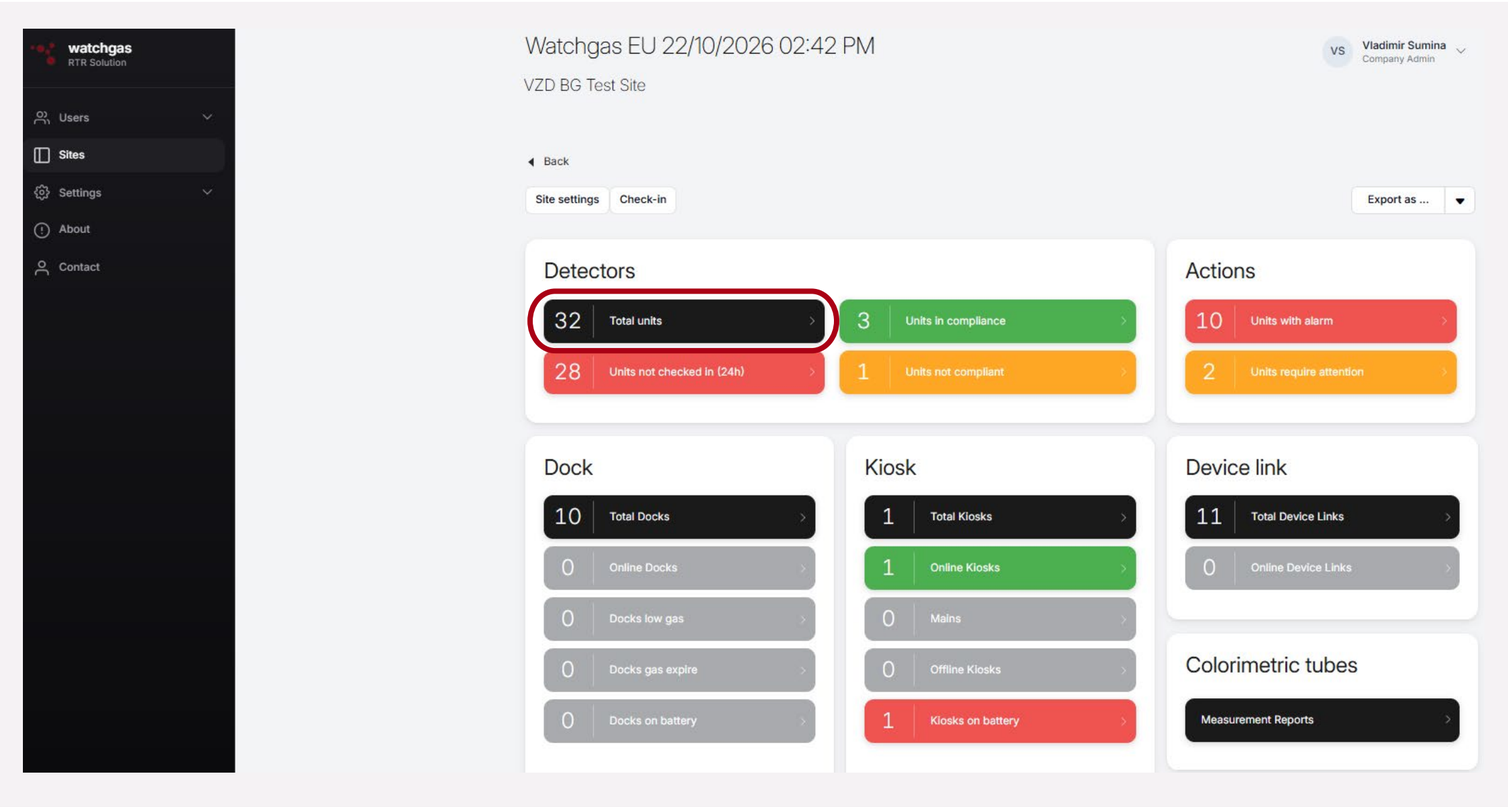
Quick Setup – Infrastructure Setup (8/8)

All set!

The connected infrastructure products (SST Docks, Compliance Kiosks, and WatchGas Device Links) can now be used.

When a unit is scanned (tapped by an SST Dock, Compliance Kiosk, or the WatchGas Device Link App), it will automatically appear in the detector's dashboard.

All data, including the Colorimetric tubes and BAT Kit tubes reports, is automatically sent to WatchGas SST RTR Web Reporting Software without the need for manual transfer.



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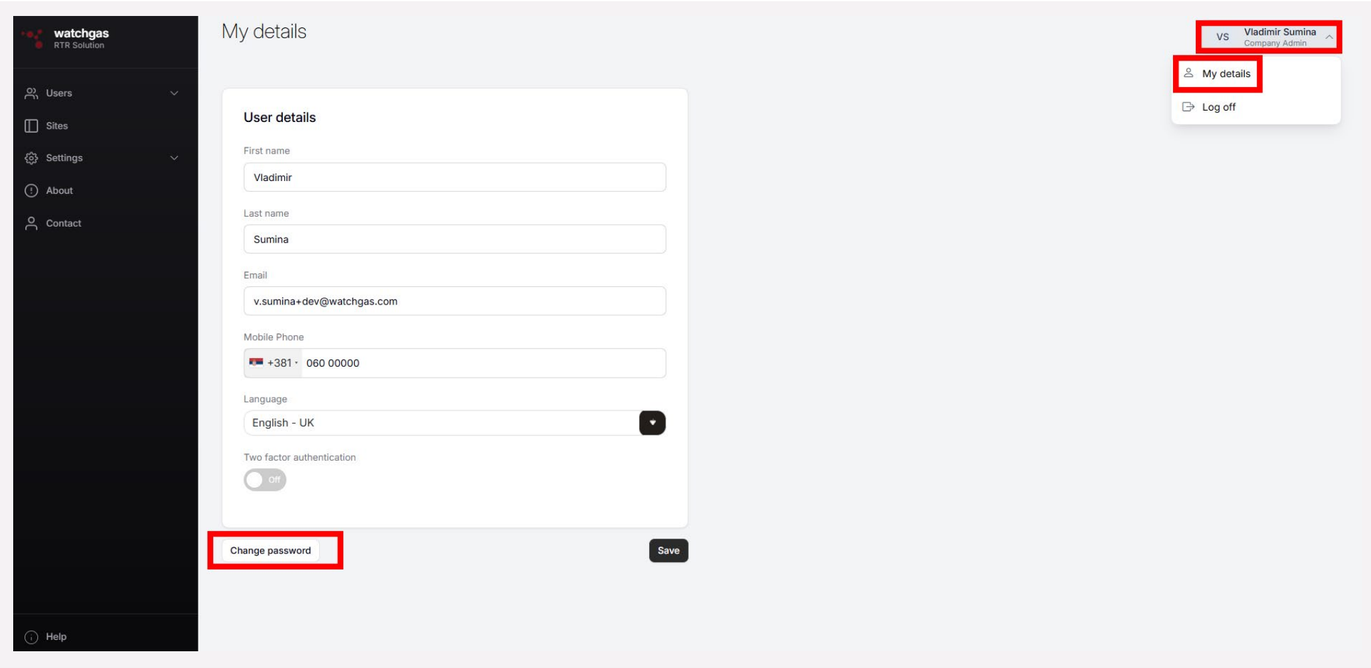
Additional Setup Options

Change and Reset Password

Change Password (1/2)

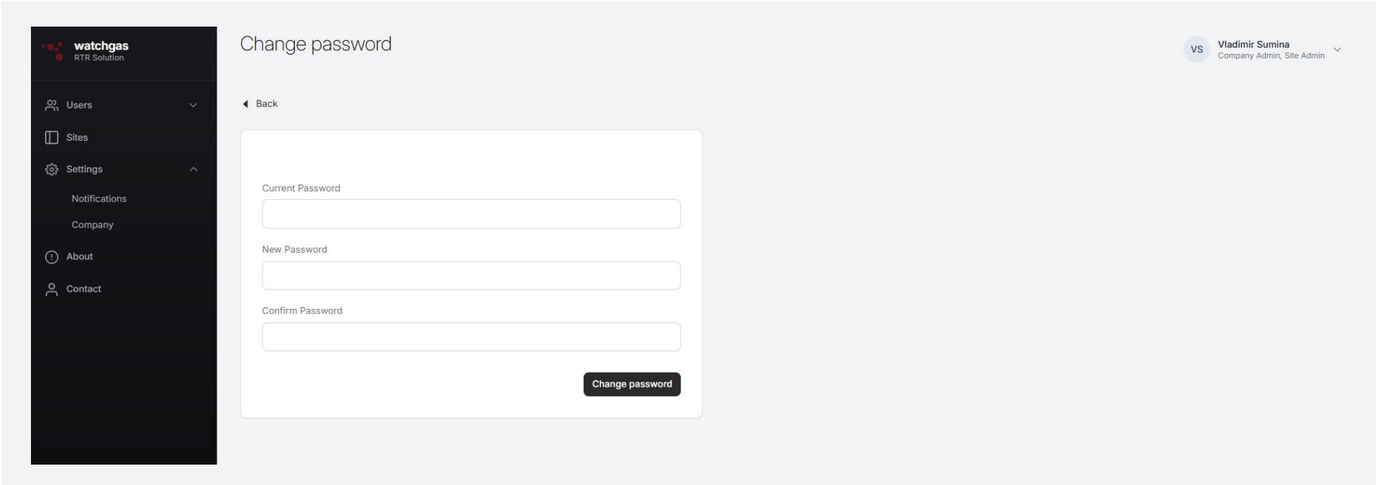
After the first login, the password can be changed or reset.

1. Click **(user) name** in the upper right corner
2. Click **My Details**
3. Click the **Change Password** option.
   This will open up a new page.



Change Password (2/2)

4. Enter the current password.
5. Enter the new password.
6. Re-enter the new password to confirm it.
7. Click “Change password" to complete the process.

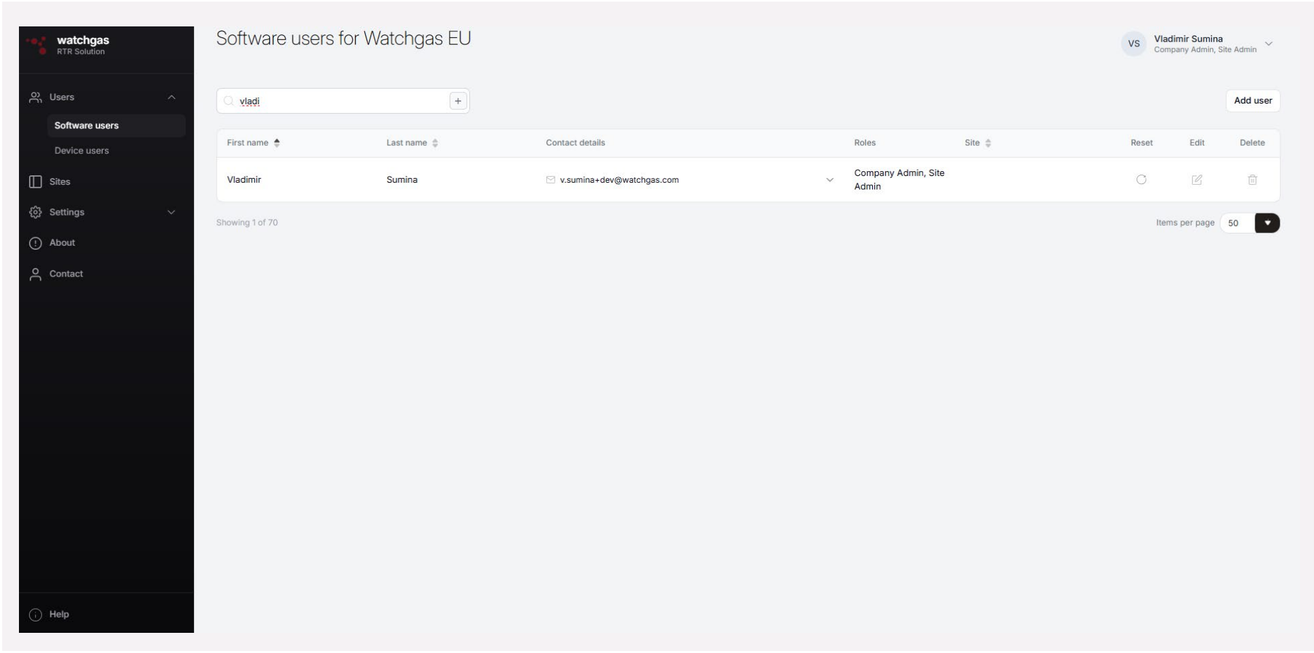


Reset Password (1/2)

Administrators have the ability to reset passwords for users who have forgotten their credentials, or require a new password for security reasons.

To reset a user's password:

1. Navigate to the **Users** section in the admin panel.
2. Select **Software Users** from the list.
3. Locate and click on the specific user’s name to open their profile.



Reset Password (2/2)

4 Search or Browse

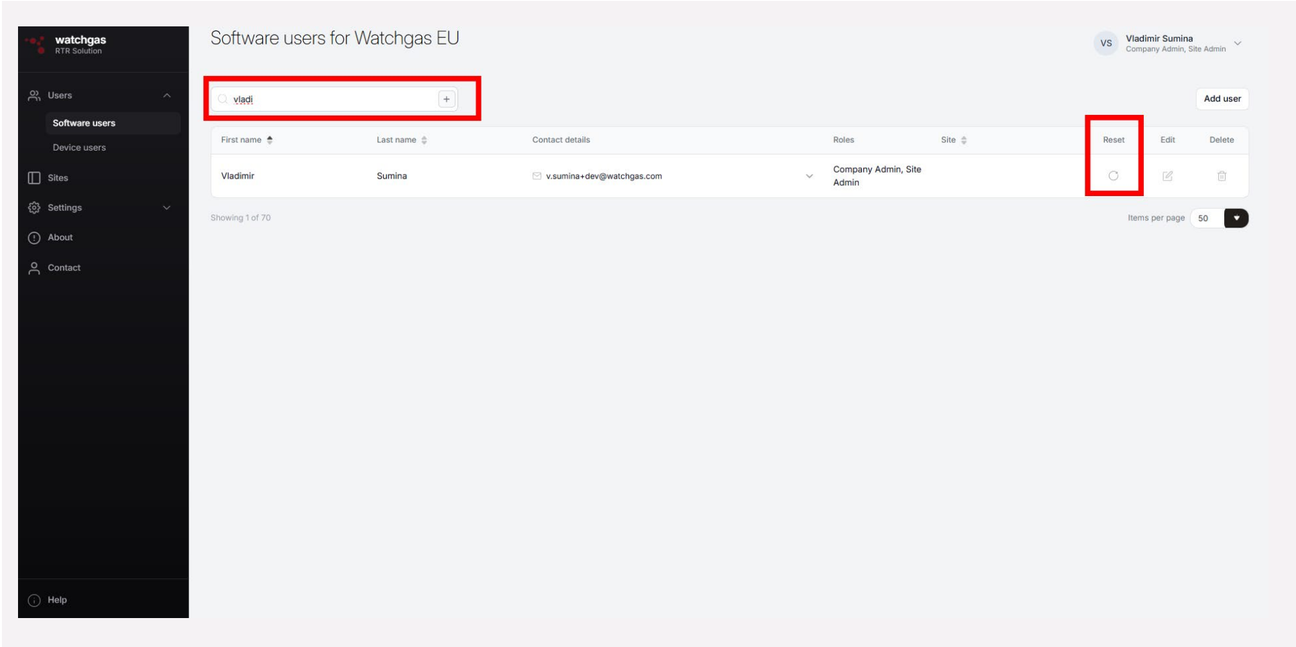
- Use the **search bar** to find the user by their first name, last name, or email.
- Alternatively, scroll through the **user table** to locate them.

5 Initiate Password Reset

- Once the user has been found click the **reset button** next to their name.
- Confirm the password reset when prompted.

6 Password Delivery

- The user will automatically receive a password reset email with further instructions.



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Additional Setup Options

Add Software Users

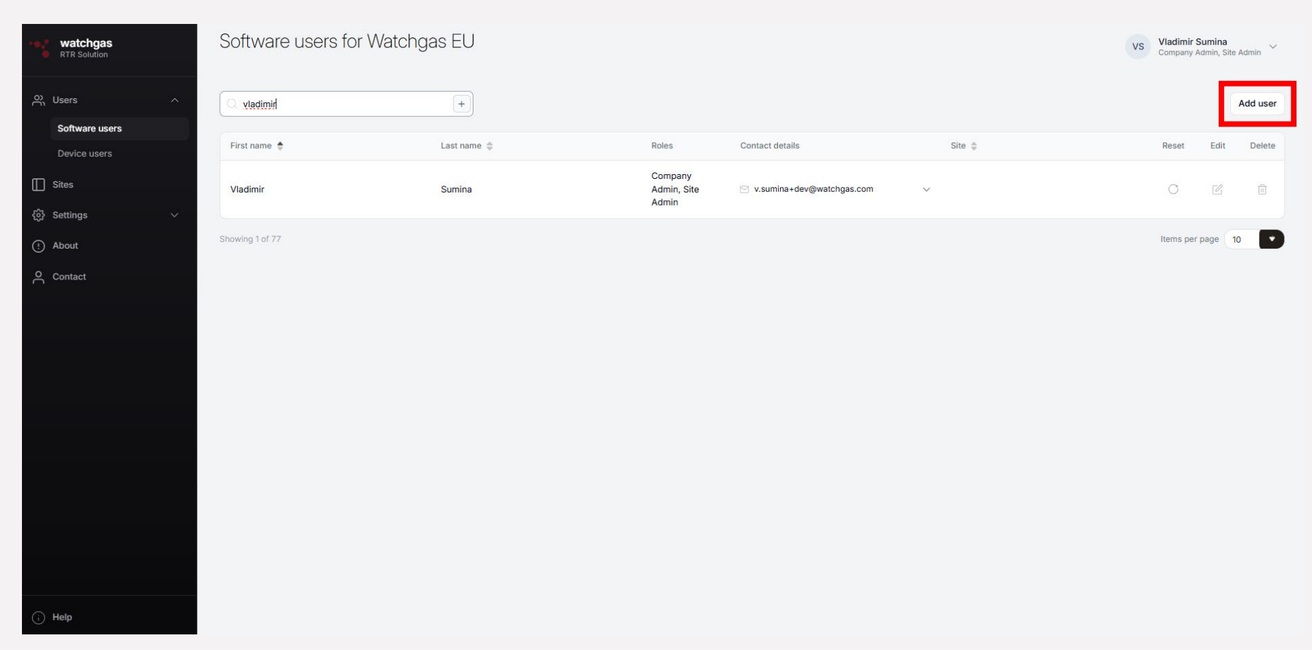
Device Users

Add Software User (1/3)

An **unlimited number of users** with different access roles can be added to the WatchGas SST RTR Web Reporting Software.

To begin:

1. Go to **Users → Software Users**.
2. Click **Add User** to create a new account.



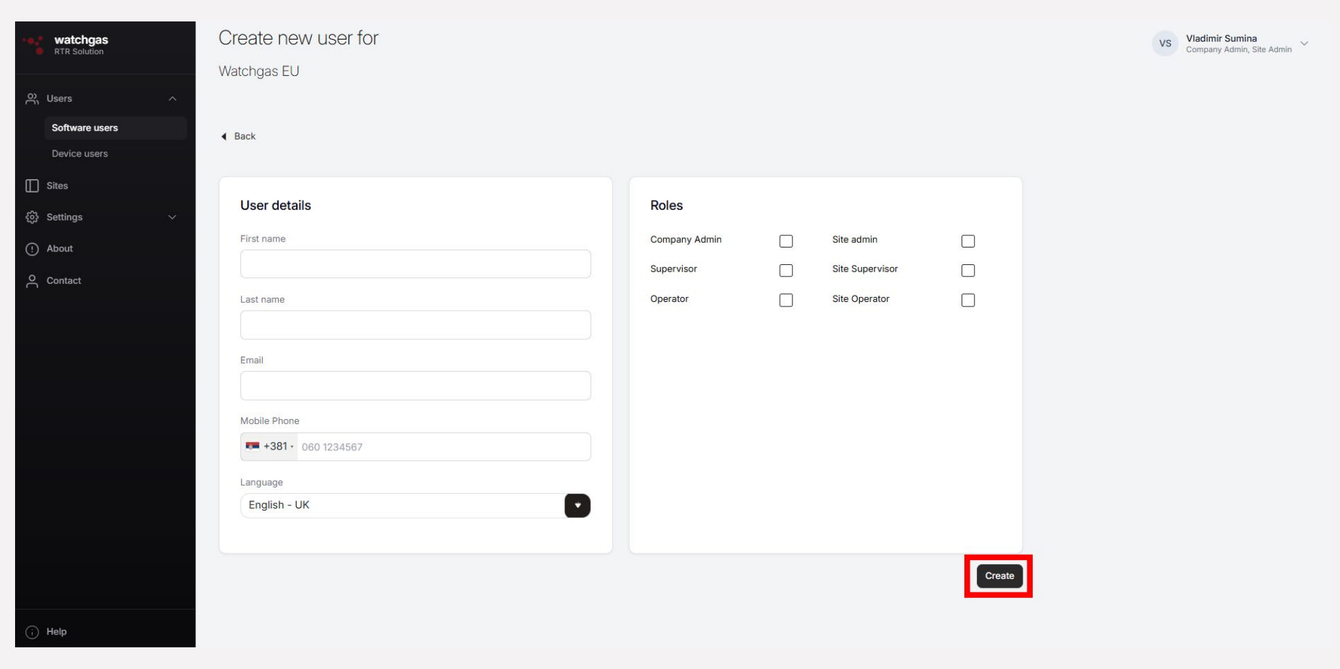
Note: User roles determine access to features and data visibility.

Add Software User (2/3)

To add a user, fill in the required **user details** and press the **Create button.**

Selecting Roles:

- **Company Admin - Has full access to all data across the company.**
  (Can view and manage all sites)
- **Site Admin - Has full access to one or more sites.**
  - After selecting **Site Admin** as the role, a **dropdown menu** will appear.
  - Use this dropdown to select the **specific site** the user should have access to.
- **Supervisor - the Supervisor is able to access and edit any data related to the Company for any Site of that Company.** (They are not able to create or edit other users.)

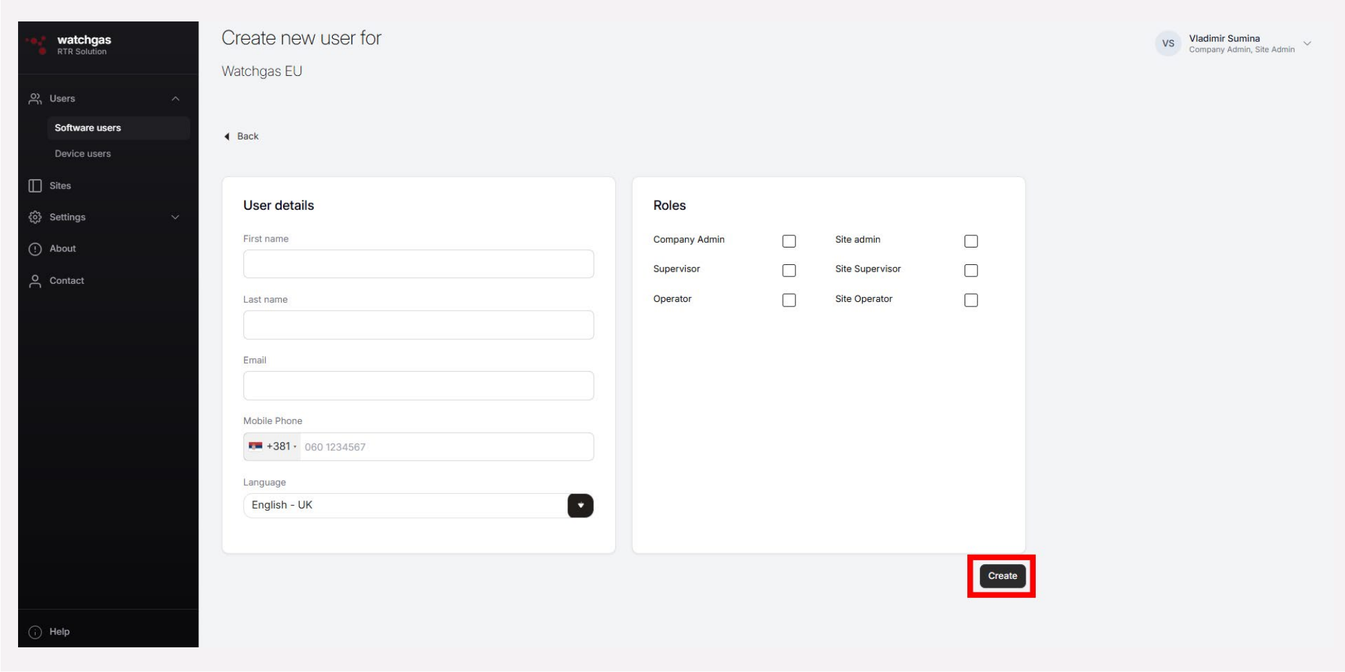


Add Software User (3/3)

- **Site Supervisor - Can access and configure data only for their assigned site.**
  (They can’t create or edit other users.)

- **Operator - read-only access.**

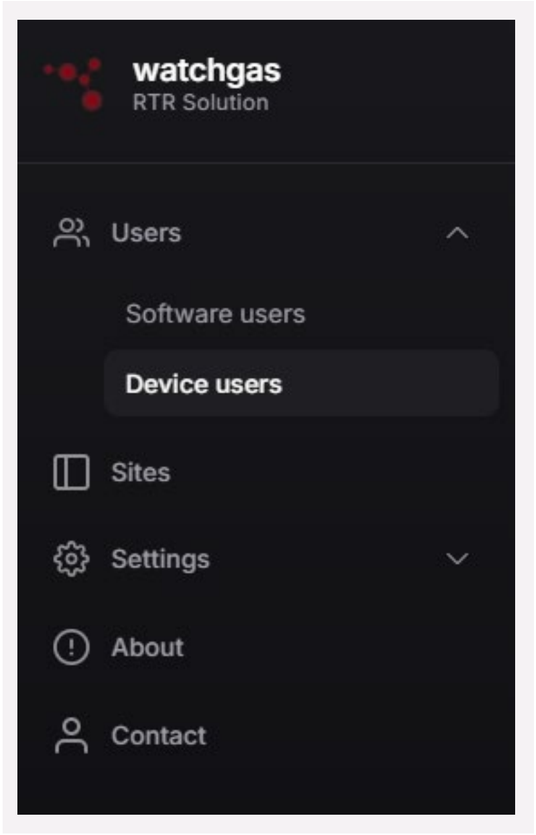
- **Site Operator - read-only access to assigned sites.**



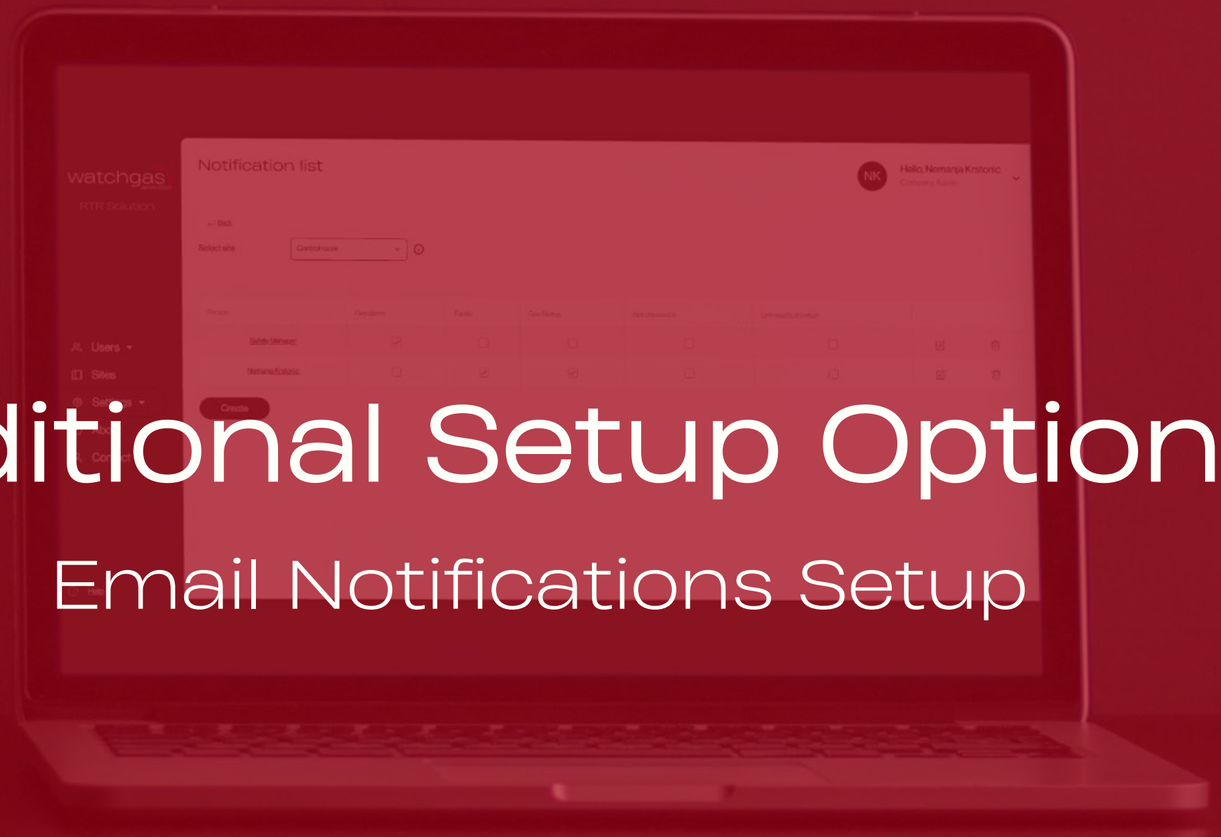
Device Users

To view and manage device users, navigate to **Users -> Device Users** from the left-hand menu.

This page displays the information about the workers that are assigned to detectors.



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Additional Setup Options

Email Notifications Setup

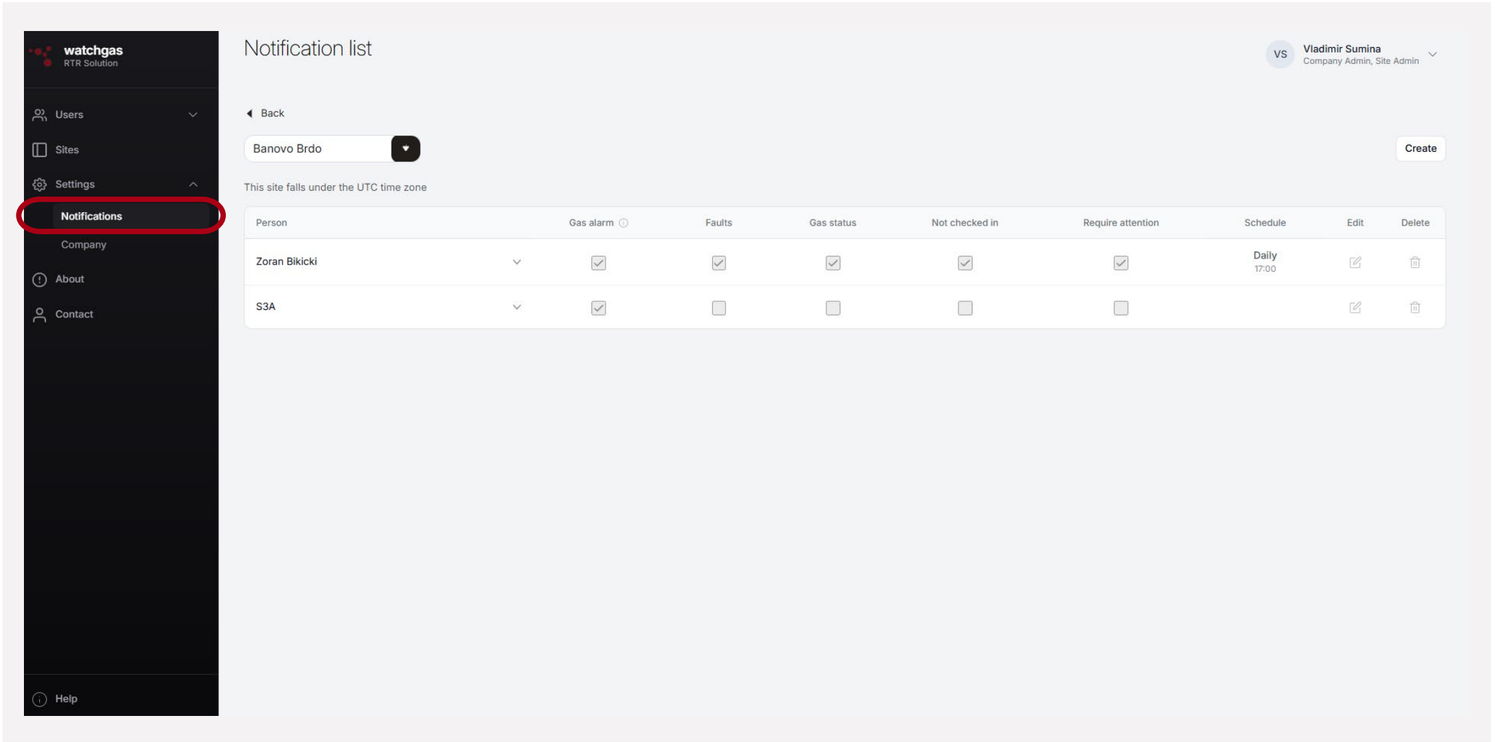
Email Notification Setup (1/4)

Email notifications allow the creation of **custom alerts** and to assign **responsible personnel** to ensure timely responses.

Notification Types:

- Gas Alert
- Not Checked In
- Gas Status
- Faults
- Units Require Attention

1. Go to **Settings** → **Notifications** to configure alerts.

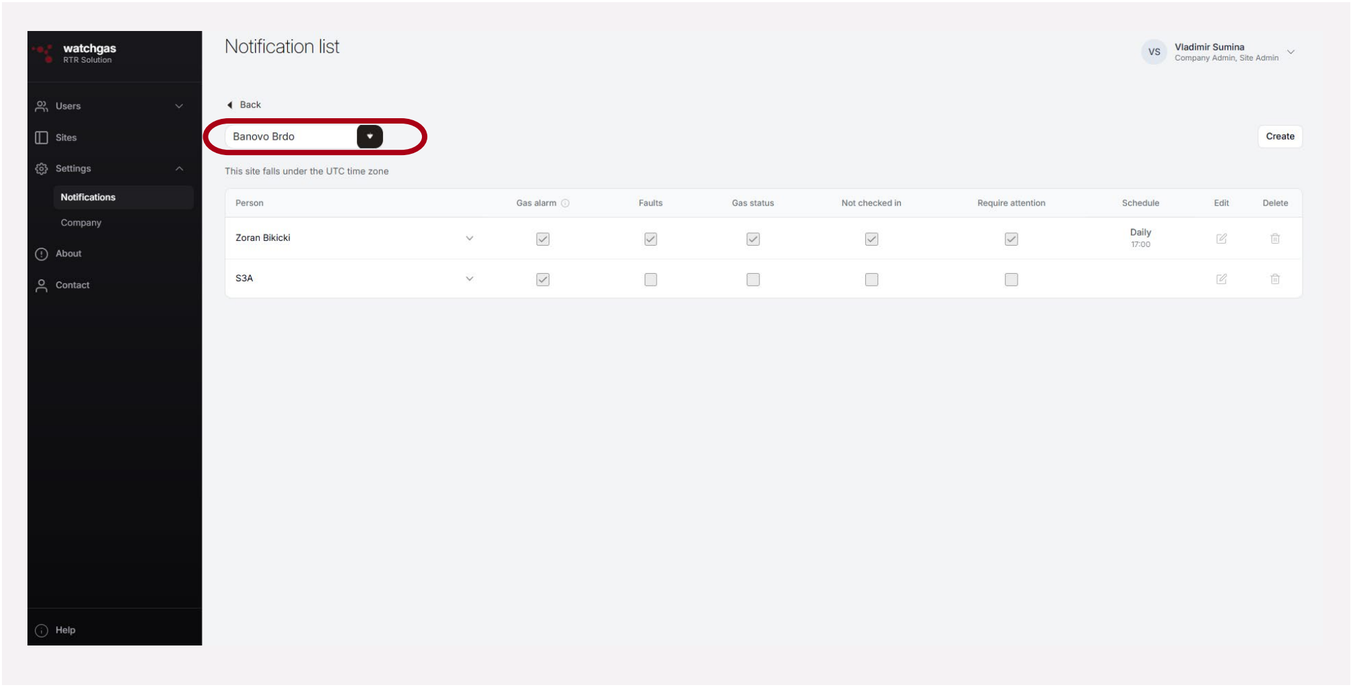


Email Notification Setup (2/4)

Notifications must be configured separately for each site.

To start:

2. Select the site from the **dropdown menu.**
3. All previously created sites will be available in the list.
4. Choose the site to set up notifications.
5. Click **create**.

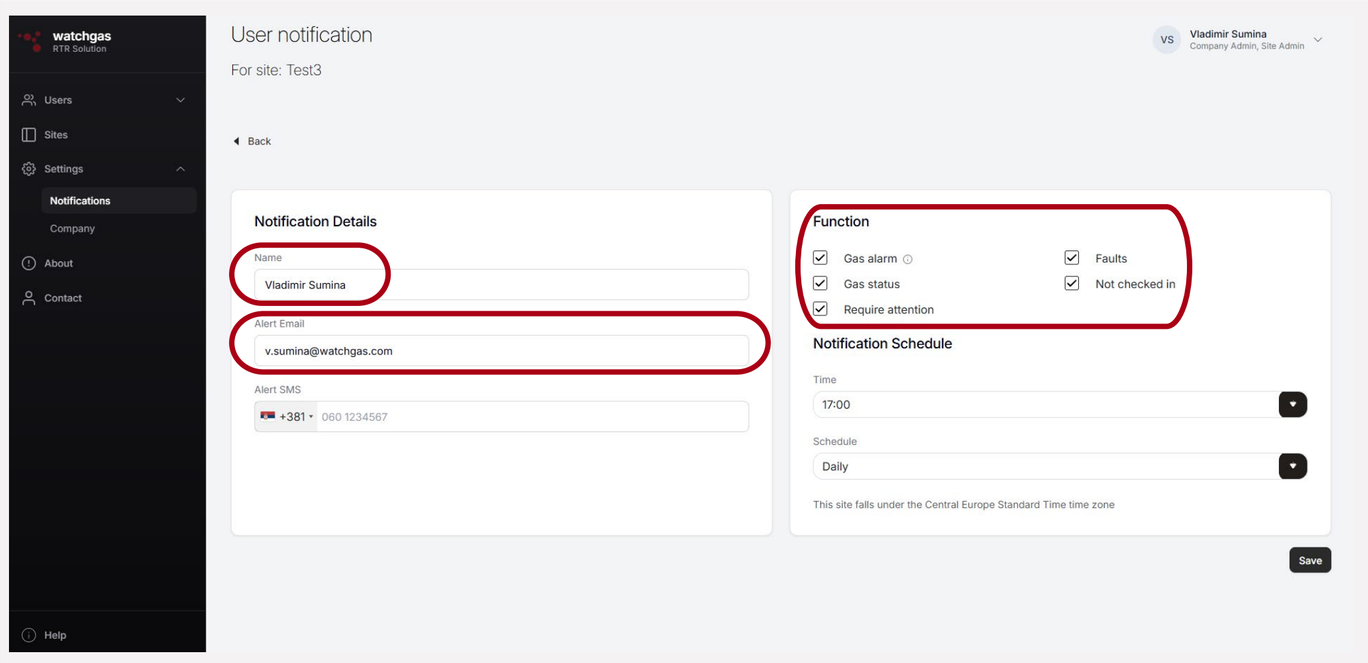


Email Notification Setup (3/4)

6. Enter the **Name** and **Alert Email.**

7. Tick the boxes for the functions you want to receive alerts for.

8. Click **Save.**



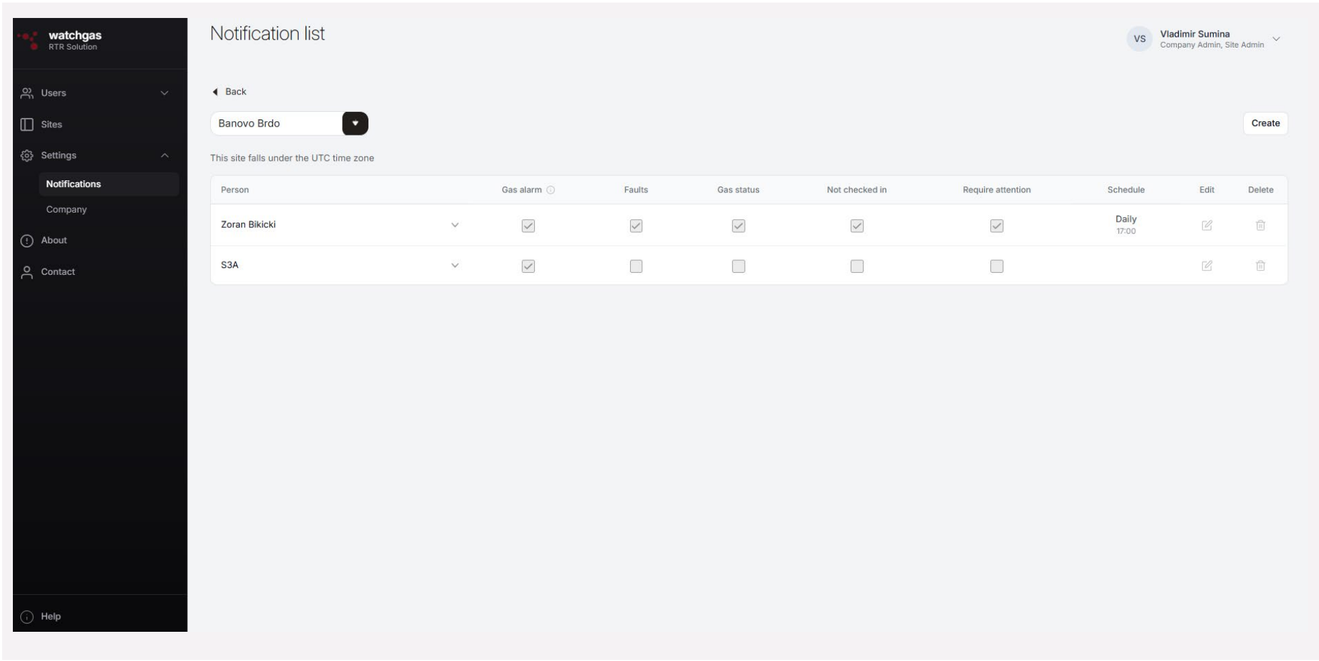
Note: Multiple functions for a single user can be selected.

Email Notification Setup (4/4)

After saving, a new entry will appear in the table. You can edit or delete the notification recipient directly from this page.

Notes:

- To add more recipients, repeat the process.
- To add recipients for a different site, select the new site from the **dropdown menu first.**



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Additional Setup Options

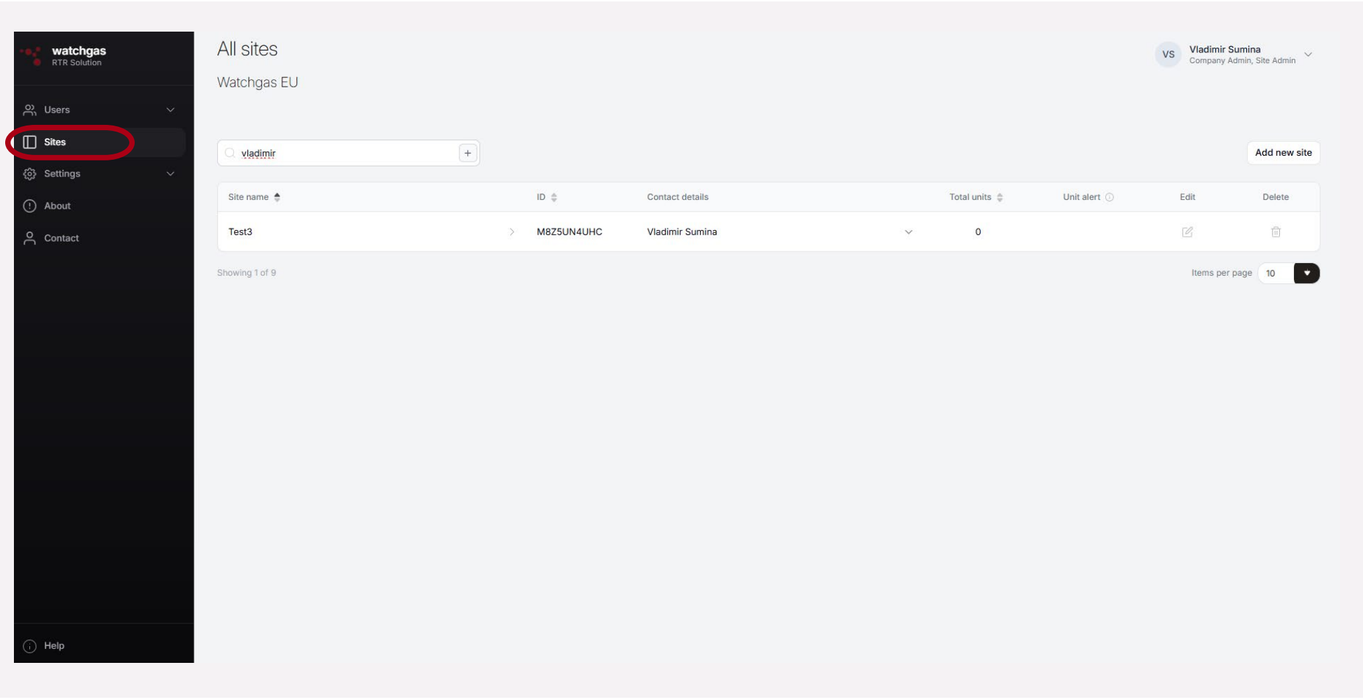
Star Rating Setup

Star Rating Setup (1/4)

The **Star Rating** feature helps to define attention levels for the WatchGas fleet.

To set it up:

1. Go to **Sites**
2. Select the site to configure

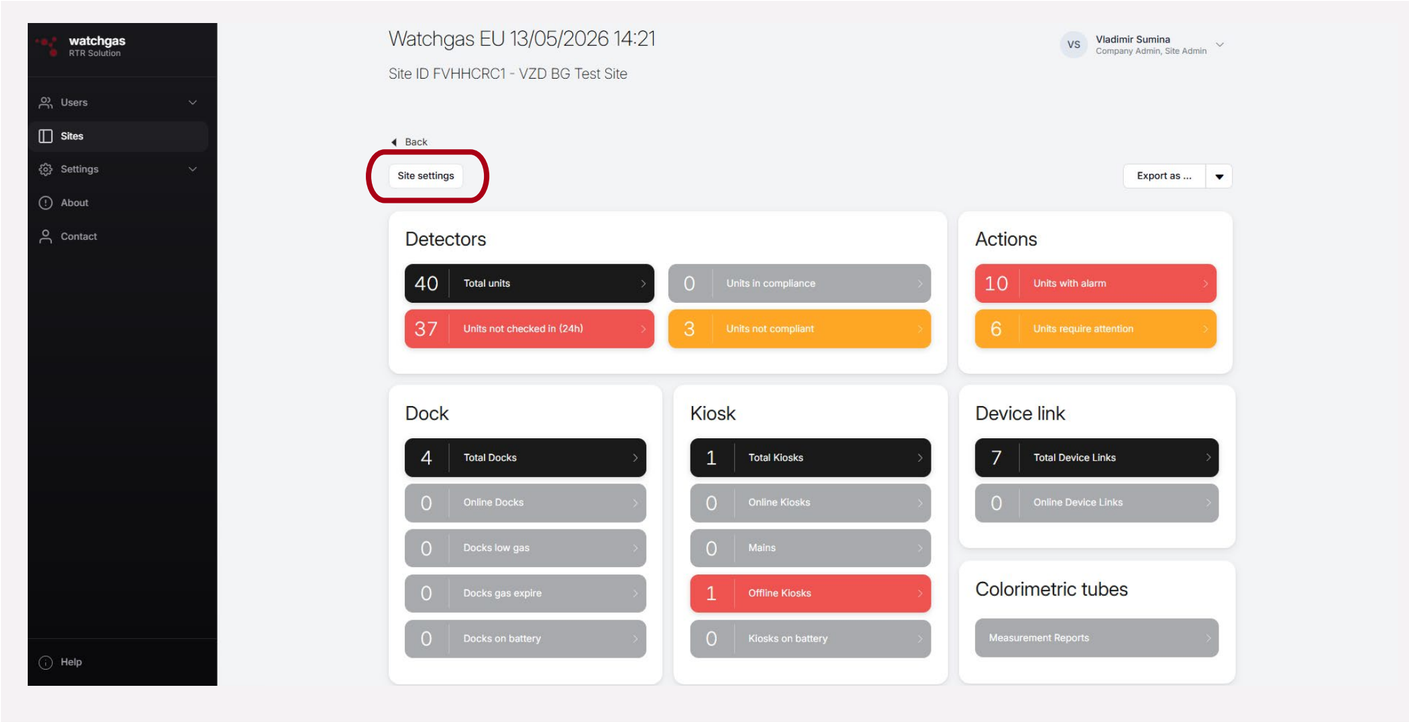


Note: Star ratings must be set up **individually for each site.**

Star Rating Setup (2/4)

3 On the **Site Dashboard**, navigate to **Site Settings.**

This will open a new page where the **Star Rating** can be configured.

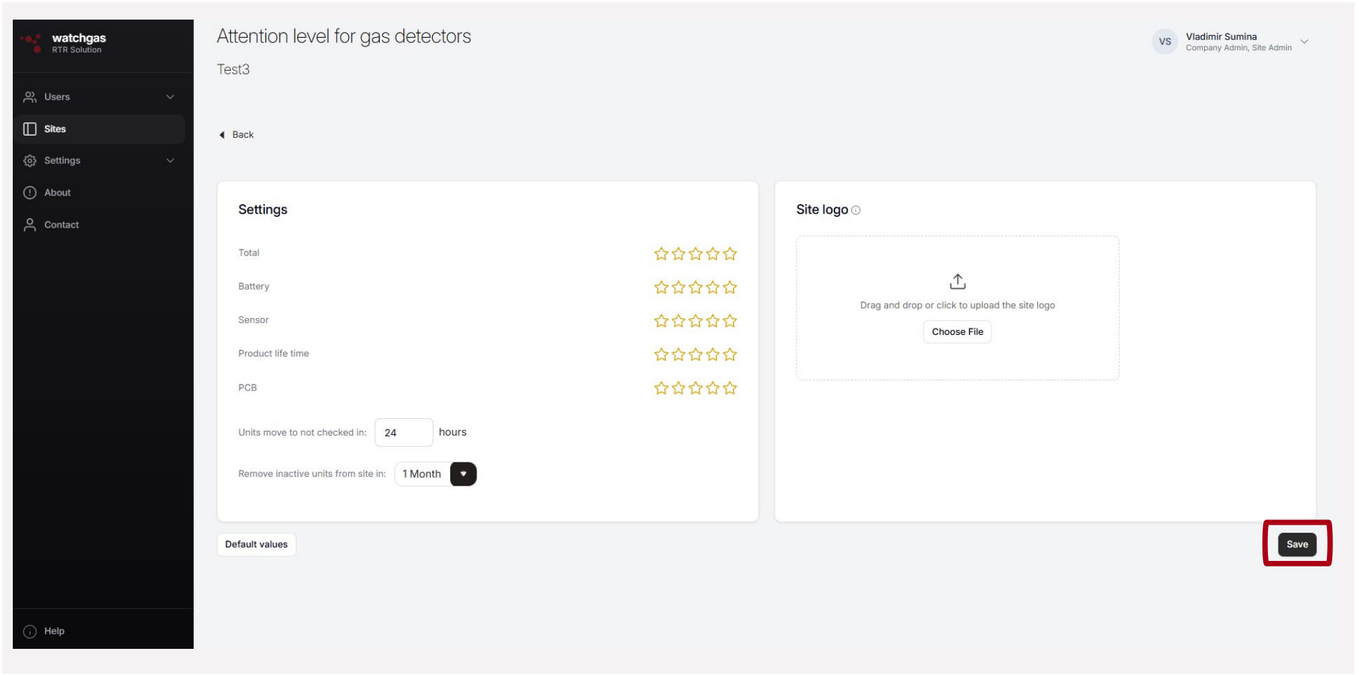


Star Rating Setup (3/4)

Star ratings can be configured individually for **each component.**

To start:

4. Click the number of stars to assign to a component to lock in the rating.
5. Refer to the **manual** for detailed explanations of each star level.
6. Click the save button to save the changes.



Note: WatchGas recommends a **2-star rating** for each component as a baseline.

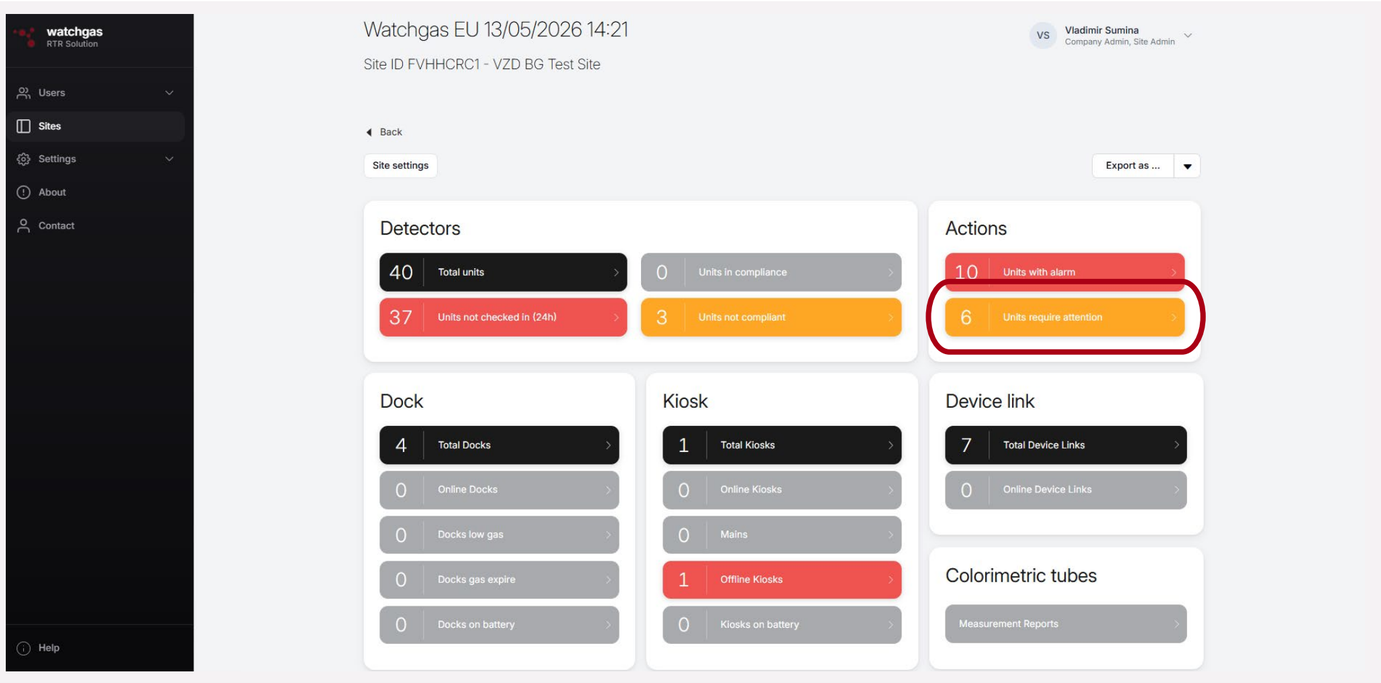
Star Rating Setup (4/4)

Once the star rating is configured:

- If any gas detector component **falls below** the selected rating, the unit will appear in the **“Units Require Attention”** section.

- It will **remain there** until the issue is resolved.

If **Email Notifications** are set up:
The person assigned to receive email notifications will also receive an **email alert** with details about the gas detector and the reason that it requires attention.



WatchGas SST RTR Web Reporting Software Key Features Overview

Compliance Monitoring

- Overview of all gas detectors across company and its sites
- Status by **compliance, checked in/usage control**, and **"require attention"**

Star Rating System

- Health score based on sensor health, age, battery, and PCB
- Helps prioritize maintenance or replacement

Automated Email Notifications

- Gas alerts, Faults, Require attention, gas status, units not checked in

Reporting

- Export logs for audits, compliance meetings, and planning

Flexible Deployment

- Cloud-based, or on-premises installation
- Public API for integration with internal platforms
- No IT involvement needed to get started

Thank you!

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