



## BarkeepOnline – FAQ – Multiple Users and Venues

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### **What is the difference between a Location and a Venue?**

When we use the term “Location” in Barkeep we mean different locations within a single Venue (e.g., store room, walk-in cooler, bar, etc.). You might refer to your different venues as “locations” as in “We have a location in Oakland and two locations in San Jose.” To avoid confusion, we use the word “Venue” when referring to other bars and clubs you may own or manage.

### **Can I use one BarkeepOnline account for more than one Venue?**

Yes. Only with BarkeepPro you can add and manage multiple Venues with one account.

### **Can I use the same iOS Device to run BarkeepApp at different Venues?**

Yes. With BarkeepPro you are able to switch Venues with your iOS Device.

**Note:** Using BarkeepPro is the preferred method. We do not recommend switching between regular BarkeepOnline accounts with a single iOS Device. If you attempted to unregister and then re-register a Device each time you switched, it would increase the chance for mistakes and the possibility of accidentally deleting data.

See the [BarkeepPro User Guide](#) for details.

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moving Items between Venues**

## Moving Items/Product between Venues

### Should I use a Transfer Inventory when I move Items between different Venues?

No! A Transfer Inventory is only used for transferring Items between Locations within a single Venue/club. If you have more than one Venue and more than one Barkeep account, never use a Transfer Inventory when you move Items between Venues. You need to use a Return Inventory and then a Receiving Inventory.

### So, how do you transfer Items and track them in Barkeep?

You begin with a Return Inventory and end with a Receiving Inventory. Or, think of it this way:

**Return Out → Receive In**

The Return Inventory is generally used for when you return Items to a Supplier. But, you can also use a Return Inventory to track Items that are removed from your Venue for other reasons – for example, when you need to move them to another Venue. A Receiving Inventory is for when you receive deliveries from a Supplier. You can also use it to track Items received from your other Venue(s).

### Transferring Items with the Return and Receiving Inventories

You can review the steps for creating both Return and Receiving Inventories in the **Barkeep User Guide**.

When using the Inventories to track a transfer, follow these steps:

1. Start at the Venue you are removing Items from and create a Return Inventory. **a**
2. Only use an iOS Device assigned to that Venue (or sign in to the Venue's BarkeepOnline account).
3. Add all the Items to the Return Inventory you will be moving/transferring to a different Venue.
4. You have the option to create "suppliers" for your different Venues. **b**  
We suggest this option to help you track Items if you often move them between Venues.
5. When you arrive at the Venue that will receive the delivery, be sure to create a Receiving Inventory. **c**  
At the receiving Venue you must use an iOS Device assigned to that Venue (or sign in to the correct BarkeepOnline account).
6. Add all of the Items delivered/received from the first Venue.
7. You can add optional, additional information under Description and Notes. **d**
8. This is the recommended method to track Items you transfer between your different Venues.

