BarkeepOnline – FAQ – Multiple Venues

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?

No. You will need to have a separate BarkeepOnline account for every venue you operate.

If you tried to manage and track all your Inventories for different venues with one account, it would be very likely your data would become unusable and full of errors. You would not be able to generate correct reports and could not take advantage of many BarkeepOnline features.

Can I use the same iOS Device to run BarkeepApp at different venues? Can I use it for more than one BarkeepOnline account?

We do not recommend this.

BarkeepApp can only connect to one BarkeepOnline account at a time – we recommend at least one **iOS** Device per venue. Technically, you could use the same **iOS** Device, but you would need to unregister and then re-register the Device each time you switched between venues and BarkeepOnline accounts. This could be confusing for you and your staff. It will also increase the chance for mistakes and even the possibility of accidentally deleting data.

If you have more than one venue, we recommend having a dedicated **iOS** Device and a dedicated BarkeepOnline account for each venue.

continue to next page for 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 that 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.

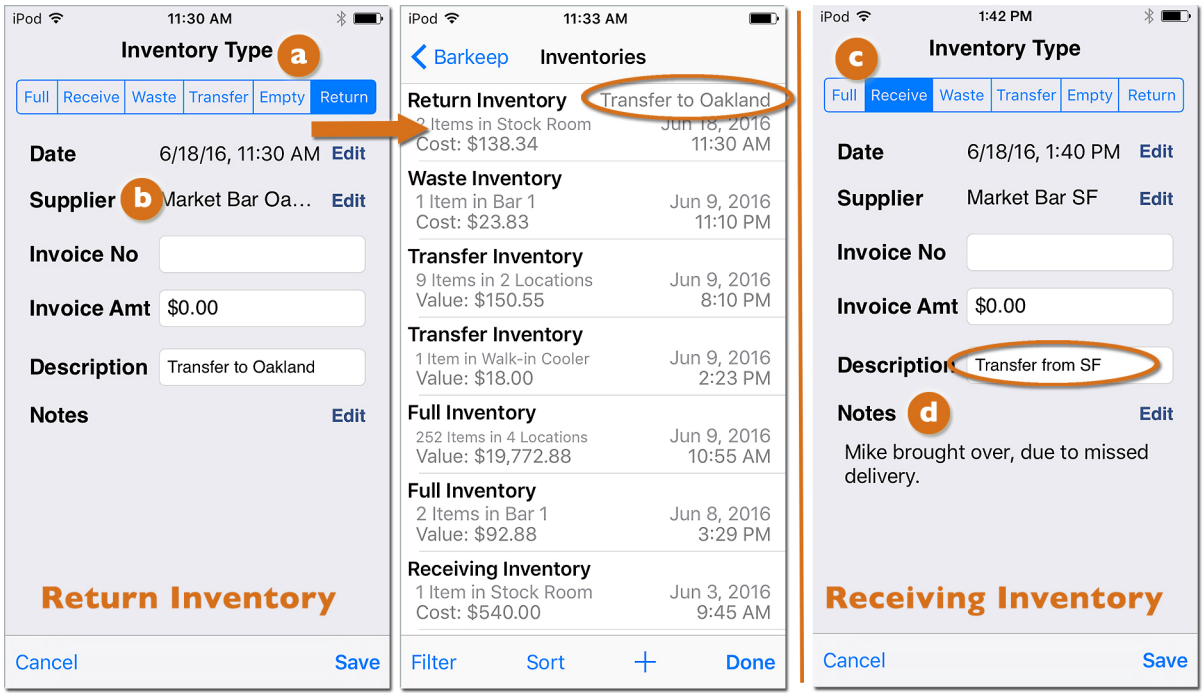
So, how do you transfer Items and track them in Barkeep?

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.