



Welcome to Barkeep!

User Guide for iPad*

Version 3.3

March 2013

*There is a different User Guide for iPhone users available at barkeepapp.com



Welcome to Barkeep!

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About Barkeep v3.3

Barkeep is a liquor inventory tracking system designed exclusively for the **Apple iPhone, iPod Touch** and **iPad**.

Barkeep allows you to track your liquor inventory and usage, determine your Pour Cost, manage suppliers and liquor orders, and track and analyze sales.

To run a successful bar or nightclub, it is extremely important to understand and manage your Pour Cost. Barkeep helps you understand and track how well your bar is performing by determining exactly how much liquor your bar **SHOULD** have used based on sales, and comparing that with how much liquor your bar **ACTUALLY** used. This comparison between Expected Usage and Actual Usage is the key piece of information that will allow you to

- Identify problem areas
- Set concrete metrics for your staff and managers
- Track progress
- Reduce costs by eliminating over-pouring
- Increase sales by reducing undercharging
- Improving staff training by identifying errors and correcting them

The primary goal of Barkeep is to make your business more successful. However, at Barkeep we have a secondary goal that is almost as important to us – that our product should be fun and easy to use. There's no reason that inventory has to be a slow and painful process – so we work hard to make the process as fast, easy, and accurate as possible. Our product adheres to the Apple iPhone Human Interface Guidelines so that new users can feel immediately comfortable interacting with a familiar iPhone interface.

iPad User Guide Instructions

This User Guide has been designed specifically for **iPad** users. If you are using the **iPhone**, or **iPod Touch**, while the instructions are very similar, we recommend using the User Guide designed for **iPhone** users.

Some of the instructions will require moving from page to page to follow the illustrated steps. You will see an orange arrow like the one below. The arrow indicates where to touch the screen when using BarkeepApp. In the **iPad** User Guide, pressing the orange arrow will take you to the next page in the guide for a specific task. The User Guide is in PDF Format and works well in **iBooks**.



System Requirements

BarkeepApp

BarkeepApp v3.3 requires iOS version 4.3 or later.

Hardware Required

BarkeepApp v3.3 is compatible with the following:

- **iPad** or **iPad Mini**
- **iPhone 3Gs** or later
- **iPod Touch** 3rd generation or later

The barcode scanning features of Barkeep requires one of the following:

- **iPad** with a camera
- **iPad Mini**
- **iPhone 3Gs** or later with automatic focus
- **iPod Touch** (3rd generation or later) with a camera
- **Captuvo** scanner (available from barkeepapp.com) for **iPod** users
- **Linea-Pro** scanner (available from barkeepapp.com) for **iPhone/iPod** users
- **Infinea Tab** laser scanner for **iPad** users (available from barkeepapp.com)

Note: The **Infinea Tab** only works with the **iPad**, **iPad 2** and **iPad 3** models. An **Infinea Tab** with a lightning connector to support the new **iPad 4** or **iPad Mini** is not yet available (though these models will work with the BarkeepApp).

Note: The **Linea Pro** only works with the **iPhone 4** or **4s**, or an **iPod Touch 4th Generation**. The **Linea Pro** will not work with earlier models. A **Linea Pro** with a lightning connector to support the new **iPhone 5** or **iPod Touch 5th Generation** is not yet available (though these models will work with the BarkeepApp).

Note: The **Captuvo** only works with the **iPod Touch 4th Generation**. The **Captuvo** will not work with earlier models. A **Captuvo** with a lightning connector to support the new **iPod Touch 5th Generation** is not yet available (though **iPod Touch 5th Generation** will work with the BarkeepApp).

If you plan to use a scanner for both BarkeepApp and BouncerApp, we recommend the **Captuvo**. The **Captuvo** can scan both 1D Barcodes (for BarkeepApp) and 2D Barcodes (for BouncerApp).

Bluetooth Digital Scale

Using a **Bluetooth** digital scale with BarkeepApp requires a **Linea-Pro** scanner with **Bluetooth** support or an **Infinea Tab** scanner with **Bluetooth** support. Please refer to barkeepapp.com for a list of certified **Bluetooth** scales.

System Requirements (cont.)

BarkeepOnline

If you are using the latest available version of your web browser, we do not anticipate any issues using BarkeepOnline. Below are specific requirements for common web browsers:

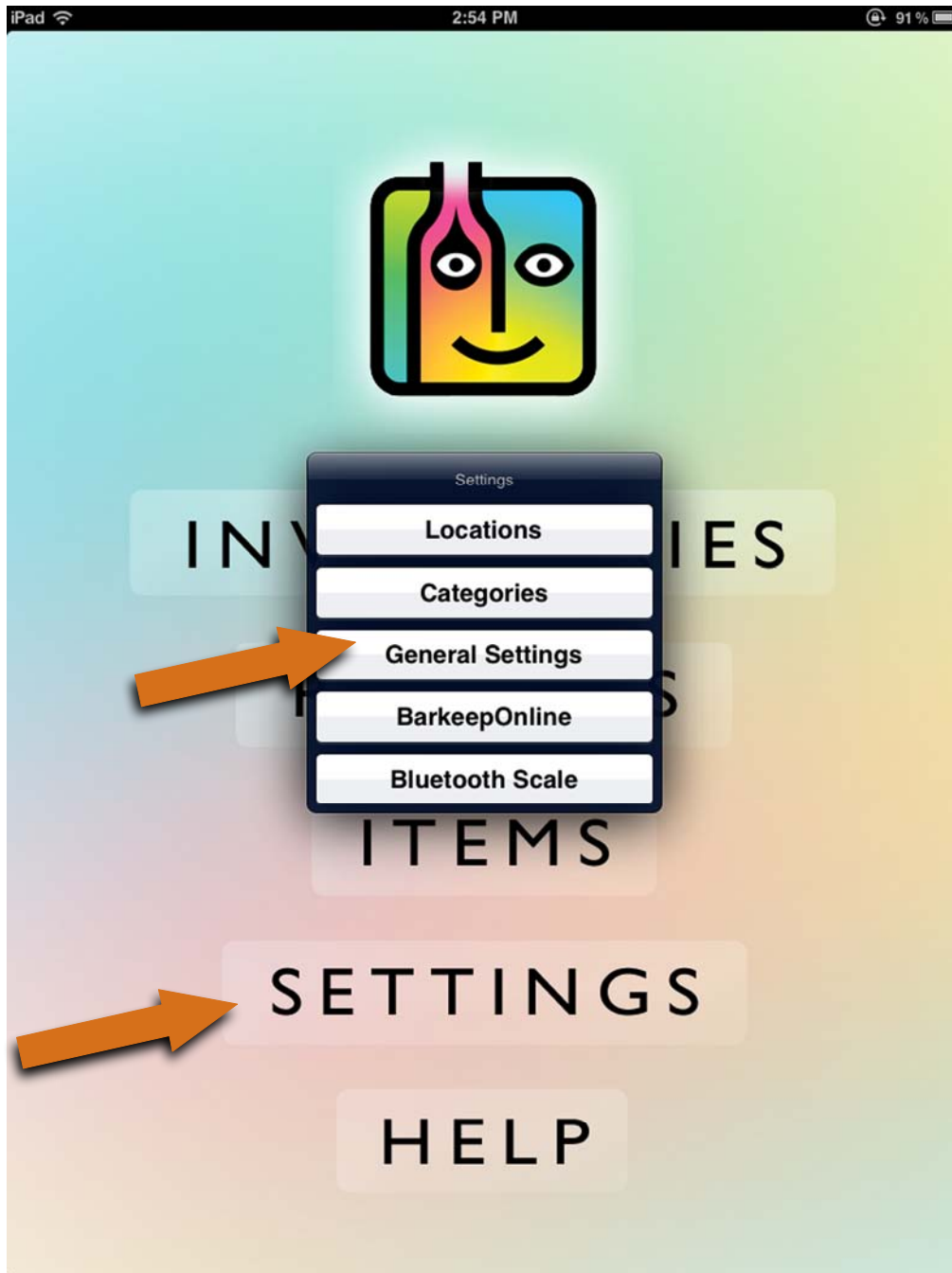
- **Firefox 2.x, 3.x 2, 4+5**
- **Internet Explorer 7, 8 2, 9 5**
- **Safari (desktop) 3.2, 4.x 2, 5.x 4**
- **Safari (iOS) 4.32, 5+6**
- **Chrome 1+ 1**

Notes: The minimum required Firefox version is 2.0.0.20
Only Flash 10 is certified.
For Internet Explorer 8 and 9, only Native mode is supported. View Compatibility mode should be disabled.
No Barkeep software is installed on your PC or Mac.

Getting Started

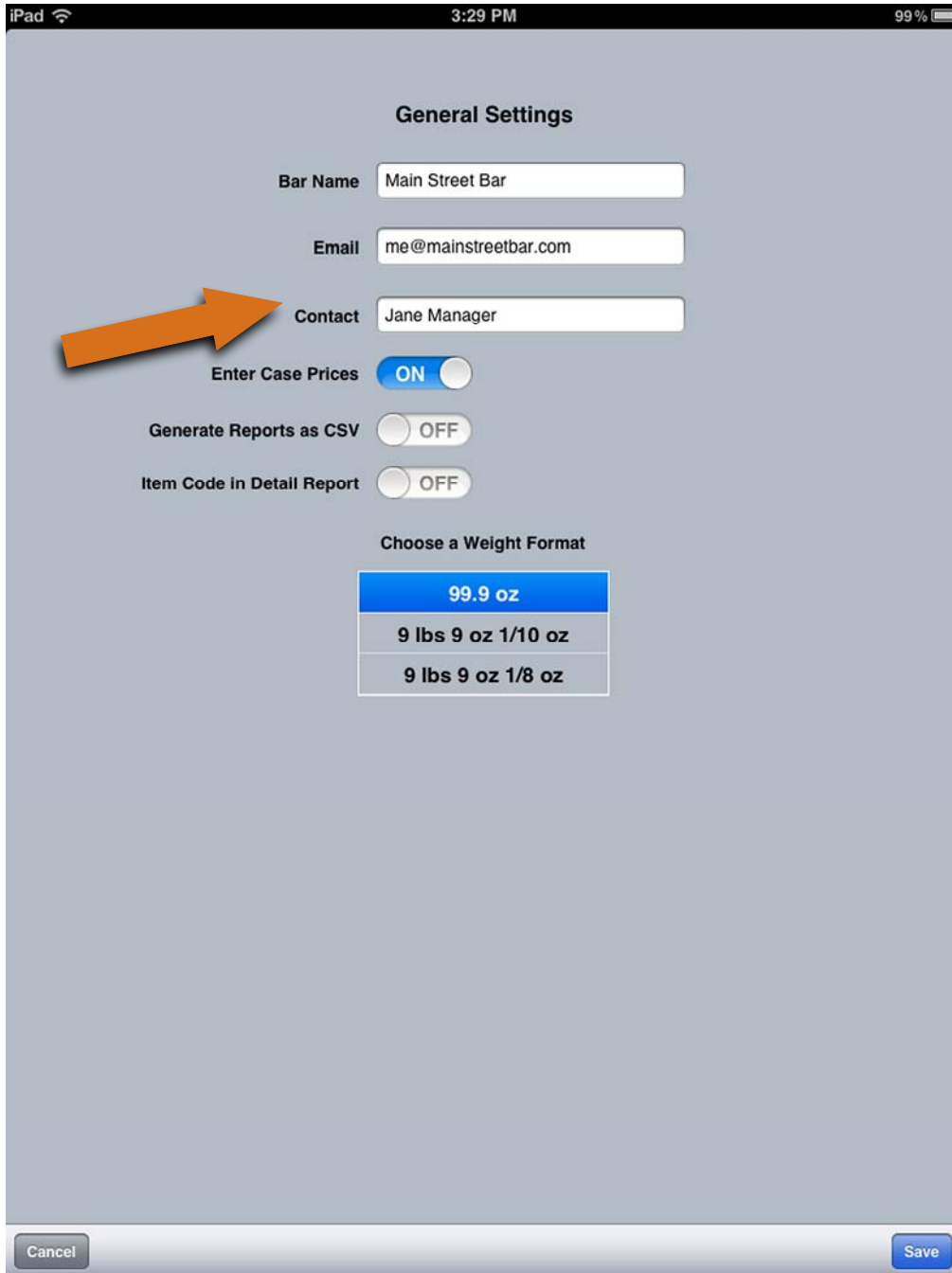
We recommend configuring your basic settings before you begin using Barkeep. It is easy to reconfigure your settings later. After you are more familiar with Barkeep, you may want to adjust your settings to suit your specific needs.

To configure BarkeepApp, press “Settings” on the Main Page then select “General Settings.”



General Settings

Begin with your Account Settings. You will add your Bar Name, Email and Contact Name. The Bar Name is used to customize the Reports generated by BarkeepApp, and the email address you enter will be the recipient for all emailed Reports. A Contact Name is needed for BarkeepOnline.



The screenshot shows the 'General Settings' screen on an iPad. At the top, the status bar displays 'iPad', signal strength, '3:29 PM', and '99%' battery. The settings are as follows:

- Bar Name:** Main Street Bar
- Email:** me@mainstreetbar.com
- Contact:** Jane Manager (highlighted by an orange arrow)
- Enter Case Prices:** ON
- Generate Reports as CSV:** OFF
- Item Code in Detail Report:** OFF
- Choose a Weight Format:**
 - 99.9 oz (selected)
 - 9 lbs 9 oz 1/10 oz
 - 9 lbs 9 oz 1/8 oz

At the bottom, there are 'Cancel' and 'Save' buttons.

Email Settings and Reports

In order to generate a Report in BarkeepApp, your **iPad** must be capable of sending email. Please verify that you have set up an email account on your **iPad**. Please double check that you are able to send email using the default iOS Mail program before attempting to run a Report in BarkeepApp. Simply setting an email address in the General Setting in BarkeepApp is not sufficient to run Reports in BarkeepApp – you must also configure an email account on your **iPad**.

Case Price Setting

BarkeepApp is set to allow Case Prices by default. You may turn off this setting if you prefer. See the section on **Adding Cases to Inventories** for more about using Case Prices vs. Prices per Bottle.

CSV Reports

Barkeep's default setting is for all reports to be generated as Excel spreadsheets. If you do not use Excel or are having trouble opening reports, you can generate reports as comma-separated value (CSV) files. There is an option for turning on the setting to generate reports as comma-separated value (CSV) files. CSV files can be opened by various iOS apps, Microsoft Excel, Open Office, Apple Numbers, etc. The Reporting section of this User Guide has additional information.

General Settings

Bar Name: Main Street Bar

Email: me@mainstreetbar.com

Contact: Jane Manager

Enter Case Prices: ☒ ON

Generate Reports as CSV: ☐ OFF

Item Code in Detail Report: ☐ OFF

Choose a Weight Format

99.9 oz
9 lbs 9 oz 1/10 oz
9 lbs 9 oz 1/8 oz

Cancel Save

Note: Turn the "Item Codes in Detail Reports" setting to ON if you would like to include the Item Code for each Item in your Inventory Detail Report. This can be useful when importing Barkeep Detail Reports into your POS System.

Weights and Measurement Settings

After entering your Bar Name and contact information you may select a weight format. The default format is to express weight in ounces (i.e., 99.9 oz). You can choose to set BarkeepApp for a pounds and ounces format or for a metric format. A weight format will be needed when you enter partial bottle weights during inventories. We recommend entering partial bottle weights in ounces if possible.

If you would like to manually enter partial bottle weights into BarkeepApp, you can use any digital scale to weigh the bottles. Choose the weight format in BarkeepApp that matches your digital scale.

Note: Using a **Bluetooth** digital scale with BarkeepApp requires a **Linea-Pro** scanner with **Bluetooth** support or, for **iPad** users, an **Infinia Tab** scanner with **Bluetooth** support. Please refer to barkeepapp.com for a list of certified **Bluetooth** scales.

iPad 3:29 PM 99%

General Settings

Bar Name

Email

Contact

Enter Case Prices ☒ ON

Generate Reports as CSV ☐ OFF

Item Code in Detail Report ☐ OFF

Choose a Weight Format

- 99.9 oz
- 9 lbs 9 oz 1/10 oz
- 9 lbs 9 oz 1/8 oz

Cancel Save

Note about Metric:

Barkeep's default setting is for U.S. weights and measurements (ounces, pounds, etc.). To switch to metric settings (kilograms, grams, etc.), launch BarkeepApp and press Settings, General Settings, Weight format. There are options for the setting BarkeepApp to metric measurements.

Managing Locations

Barkeep is able to track Inventory and usage by multiple Locations. You may set up just one Location or any number of Locations to suit your business. You can use Locations to track Liquor Usage at specific spots within your bar (i.e., individual bartender stations).

For example, you can have a single Location named "My Bar," or you can have many Locations like "Storage," "Walk-In Cooler," "Well 1," "Well 2," "Well 3," "Patio Bar," etc.

By default, Barkeep creates two Locations named "Storage" and "Bar." We recommend starting with a small number of Locations and adding to them as needed.

To begin, press "Settings" on the Main Page then select "Locations."



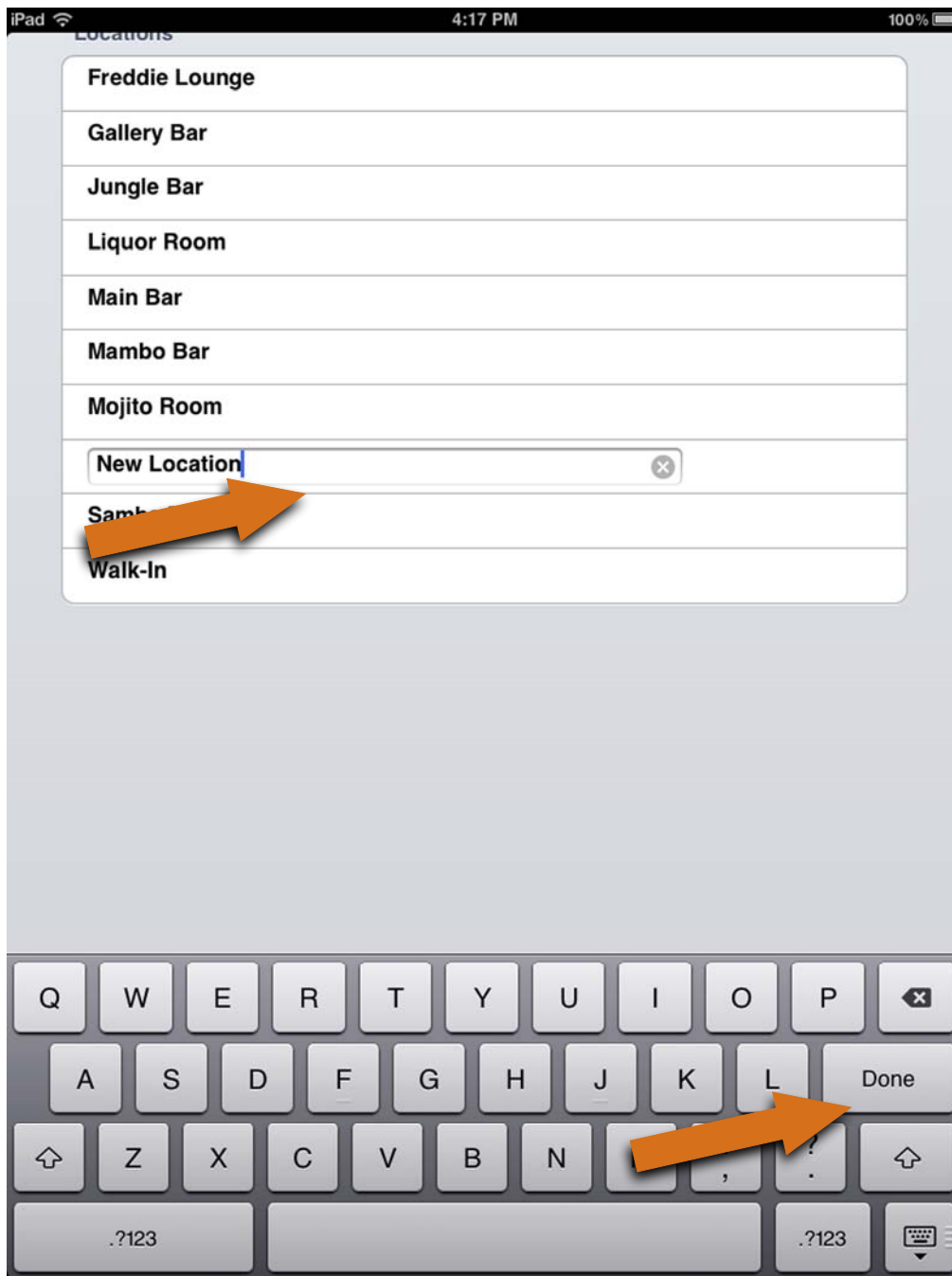
Adding a New Location

I) To add a new Location, select the “+” icon on the bottom toolbar on the Locations screen.



Adding a New Location (cont.)

2) Enter a unique Name for your Location and press “Done.”



Adding a New Location (cont.)

3) The final step is to press “Save.”



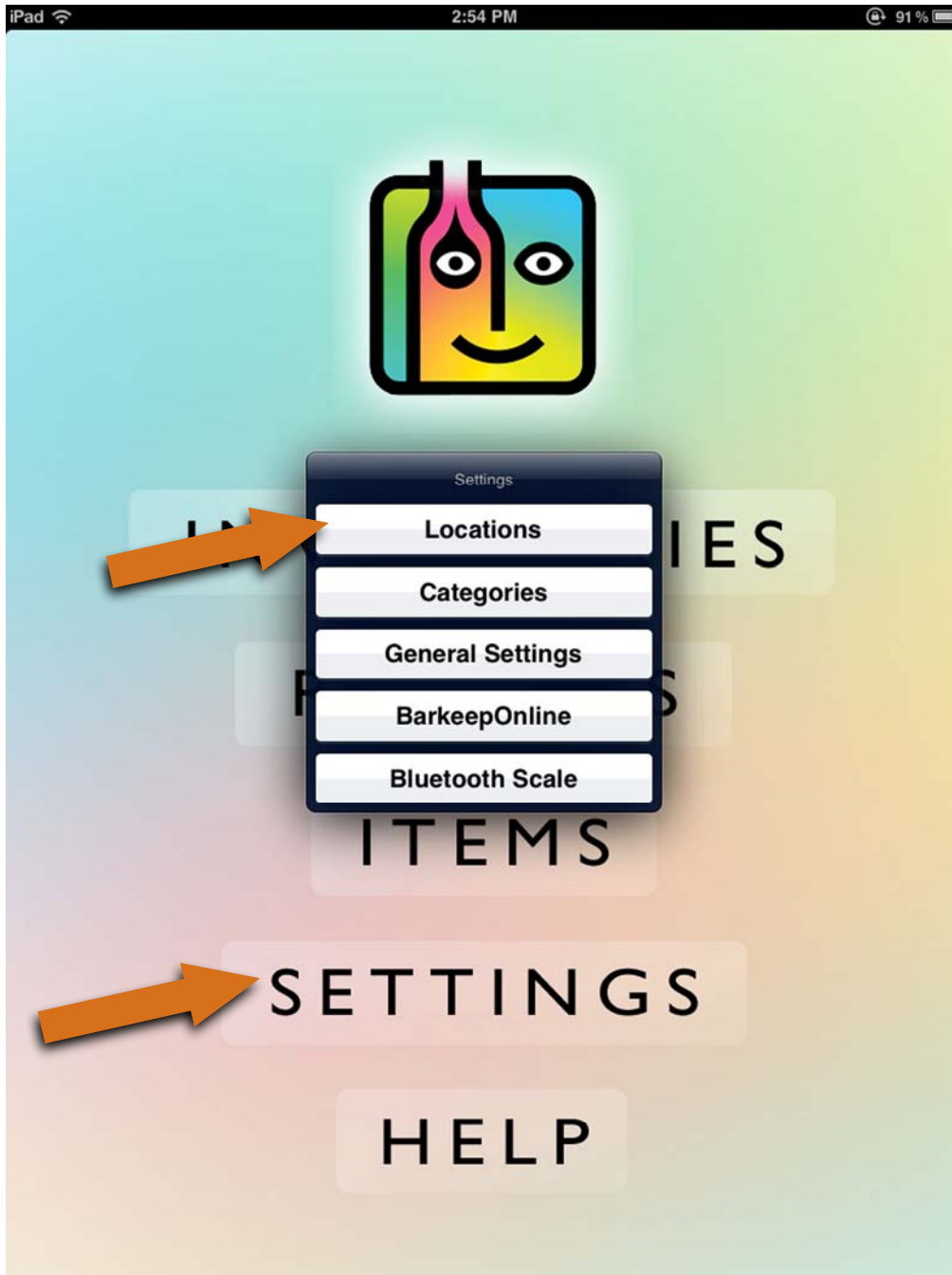
The screenshot shows an iPad interface with a status bar at the top displaying 'iPad', a signal icon, the time '4:18 PM', and a 100% battery level. The main content area is titled 'Locations' and contains a list of ten items: 'Freddie Lounge', 'Gallery Bar', 'Jungle Bar', 'Liquor Room', 'Main Bar', 'Mambo Bar', 'Mojito Room', 'Patio', 'Samba Bar', and 'Walk-In'. Each item is in a white box with a thin border. At the bottom of the screen is a navigation bar with three buttons: 'Cancel' on the left, a '+' icon in the center, and a blue 'Save' button on the right. A large orange arrow points from the bottom center towards the 'Save' button.

Freddie Lounge
Gallery Bar
Jungle Bar
Liquor Room
Main Bar
Mambo Bar
Mojito Room
Patio
Samba Bar
Walk-In

Cancel + Save

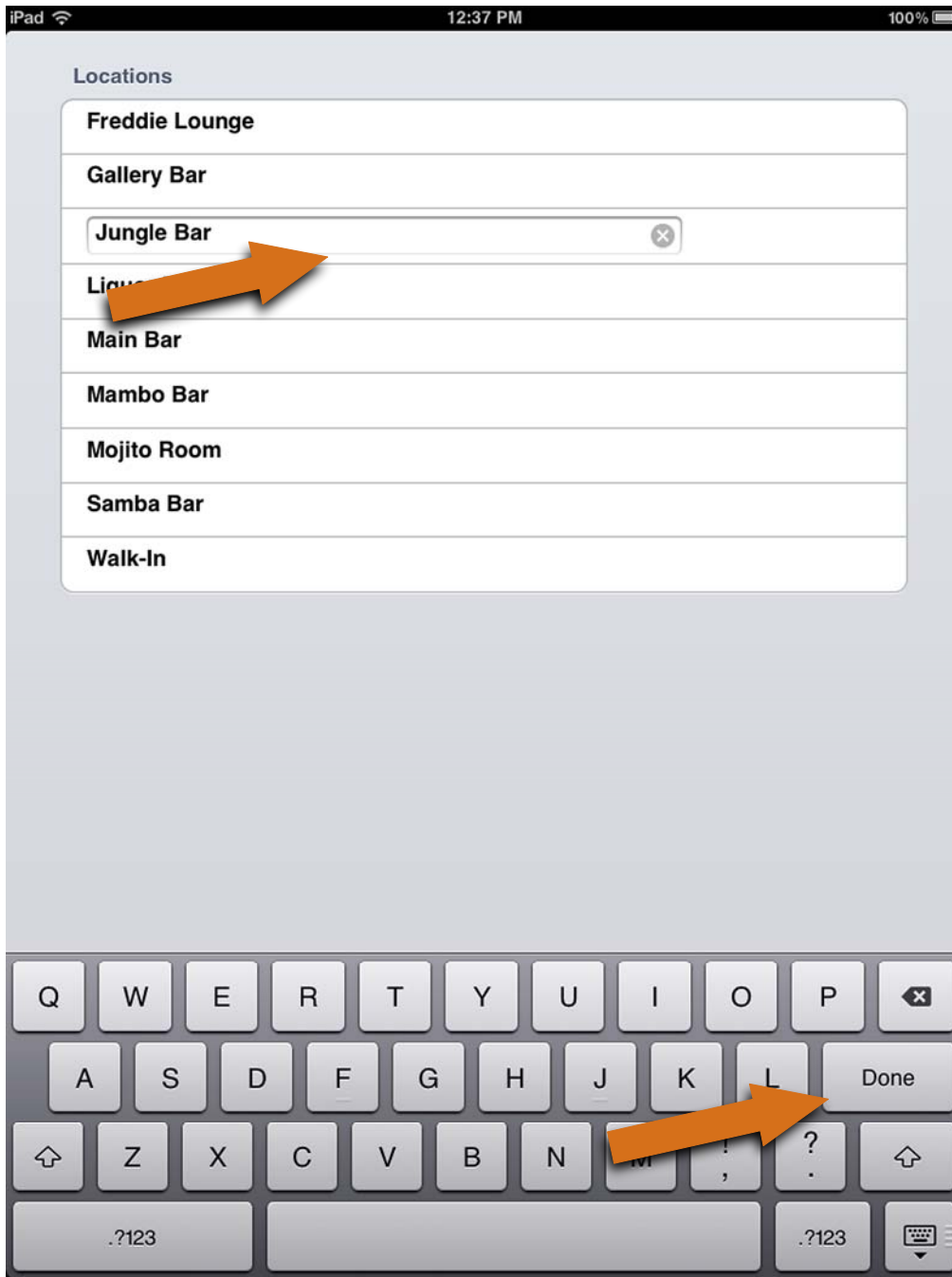
Modifying an Existing Location

I) To rename an existing Location, press “Settings” on the Main Page then select “Locations.”



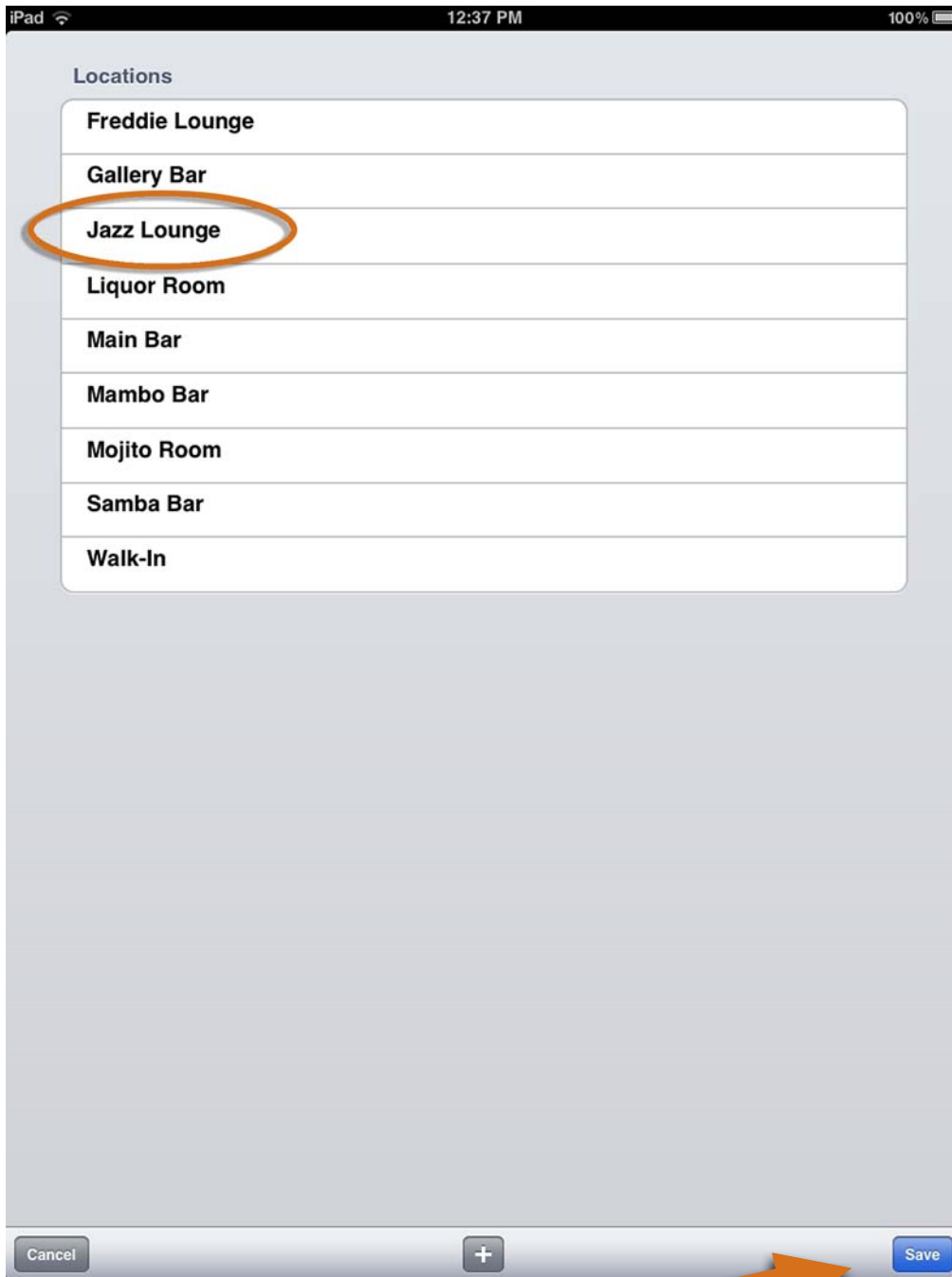
Modifying an Existing Location (*cont.*)

- 2) Under Location press the name of the Location that you'd like to change.
- 3) This will take you to that Location's Name Field. Edit the Location Name and press "Done."



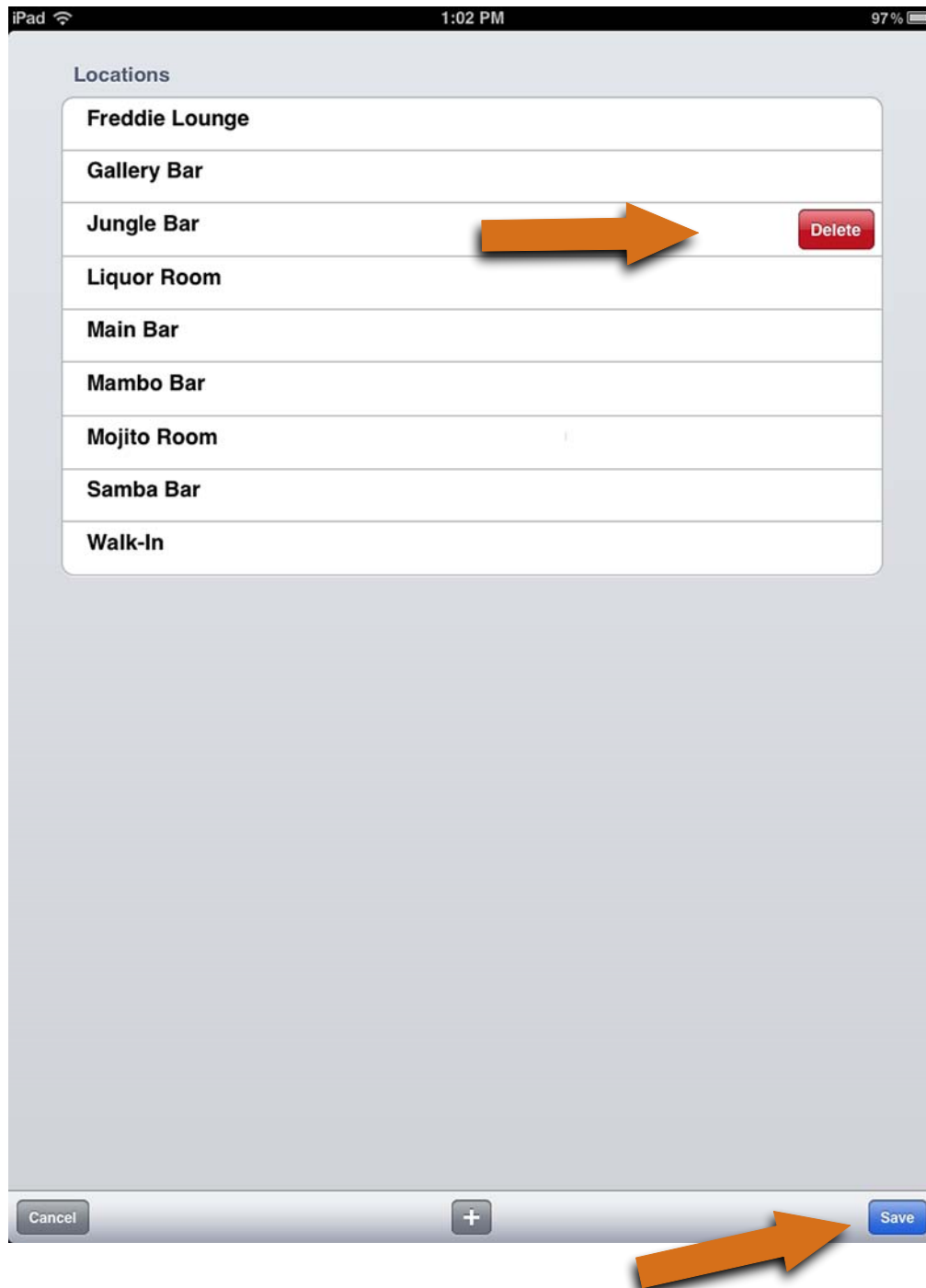
Modifying an Existing Location (*cont.*)

4) The final step is to press “Save” on the bottom toolbar to save your changes or select “Cancel” to discard them.



Deleting a Location

To delete a Location, slide your finger along the Location name and a red “Delete” button will appear. Press the “Delete” button. Press “Save” on the bottom toolbar to save your changes or select “Cancel” to discard them. If you delete a Location that is used in an existing Inventory, the Items that have been added to the deleted Location will show up with a blank Location name. You can move those Items to a different Location, or leave them with a blank Location name.



Managing Category Groups and Categories

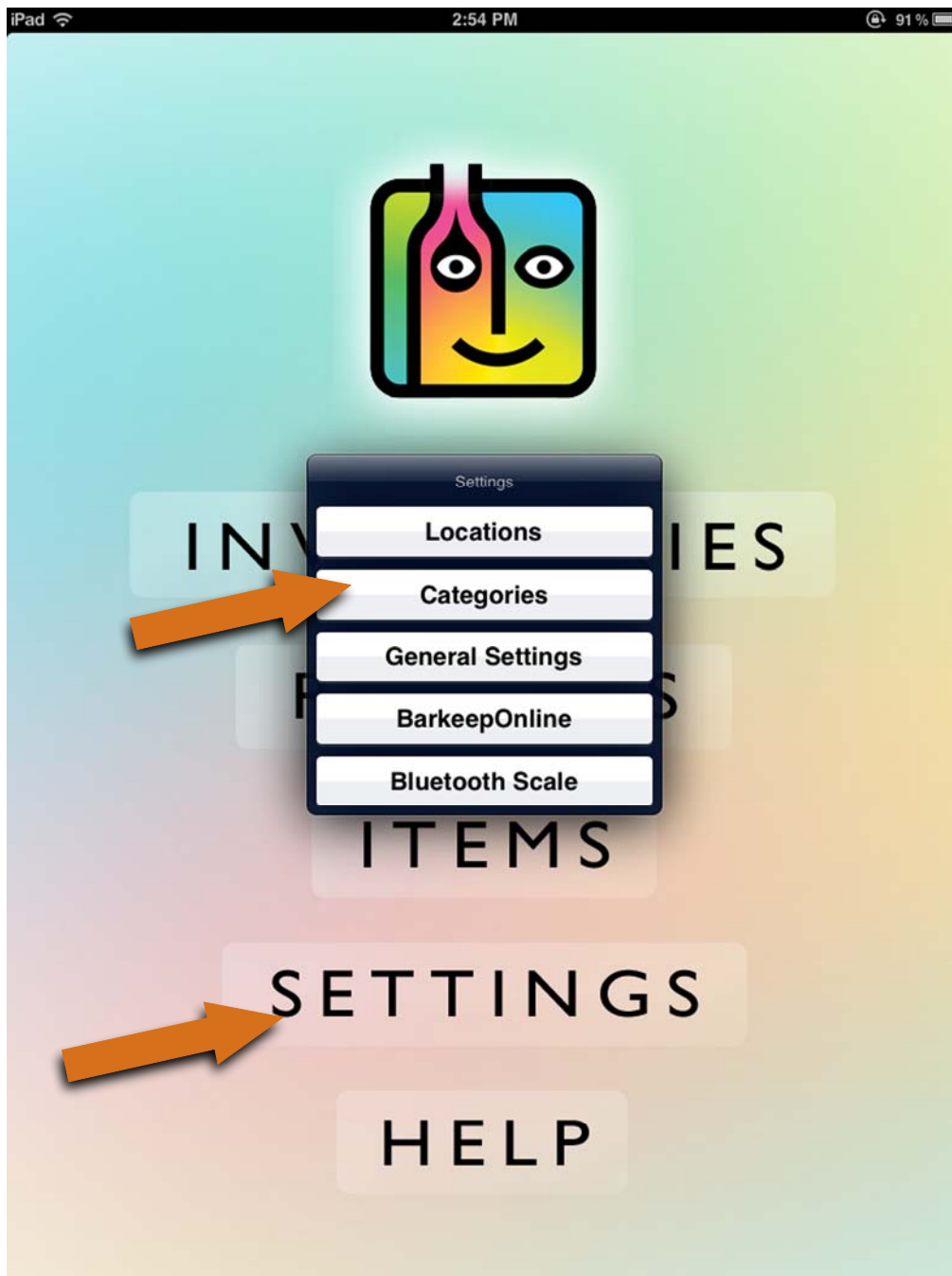
Category Groups and Categories are used to organize Items into logical groupings. Items in Barkeep are assigned to a Category, and each Category is assigned to a Category Group. For example, by default the Item **Absolut 1L** is assigned to the Category “Call Liquor” which is part of the “Liquor” Category Group.

Barkeep has been set up with some basic default Categories and Category Groups (**see page 37**). You may begin using Barkeep now and return later to customize Categories to suit your needs. The Category Groups and Categories in Barkeep are fully customizable. You can create as many Category Groups and Categories as you need. For example, if you specialize in Wine and want to track usage by each varietal you can create a Category Group named “Wine” which contains fifty different Categories of Wine.

Note: Barkeep is flexible in allowing you to set up Category Groups and Categories any way you’d like. However, it is very important that you set up your Category Groups and Categories to accurately match how you capture Sales Data.

When Barkeep generates a Usage Report, Liquor Usage is subtotaled by each Category and Category Group. In order to determine your Pour Cost, Barkeep will need to compare your sales for a particular Category and Category Group against the Liquor Usage for that same Category and Category Group. If you don’t set up your Categories and Category Groups to match your Sales Data, it will be impossible to determine your Pour Cost for a particular Category. For example, if you set up Categories for fifty different wine varieties but only have a single register key for “Wine,” then it will be impossible to determine how many of each type of wine you sold and therefore impossible to determine the Pour Cost for your wine varietals.

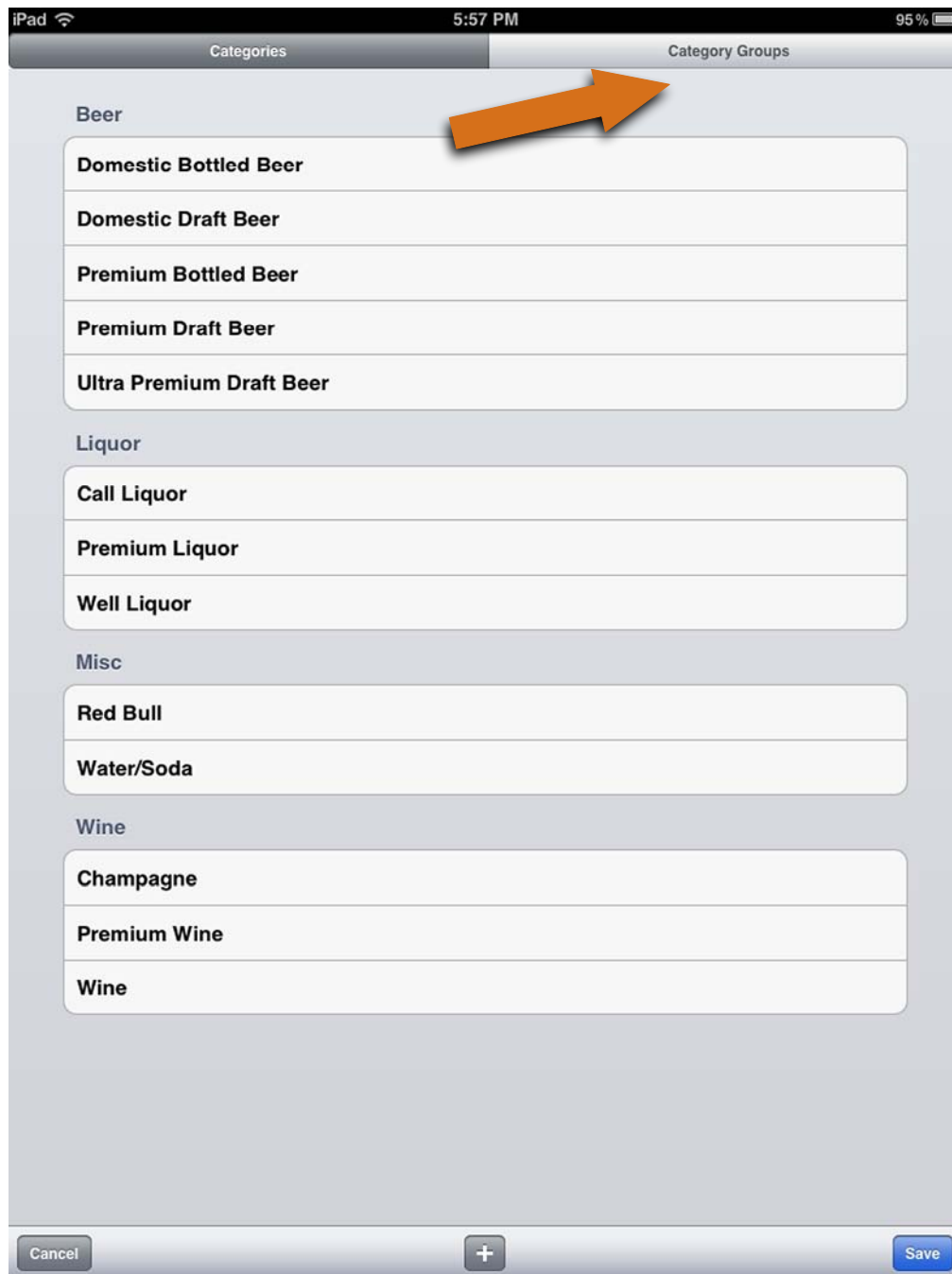
To manage your Category Groups and Categories, press “Settings” on the Main Page then select “Categories.” This will take you to the Categories screen.



The Categories screen shows you a list of all your existing Categories grouped by Category Group.

Adding Category Groups

I) To add a new Category Group, start by pressing “Settings” on the Main Page then select “Categories.” This will take you to the Categories screen. Then select the “Category Groups” button at the top of the page.



Note – You also can select the “+” icon on the bottom toolbar and skip ahead to Step 3 on the next page.

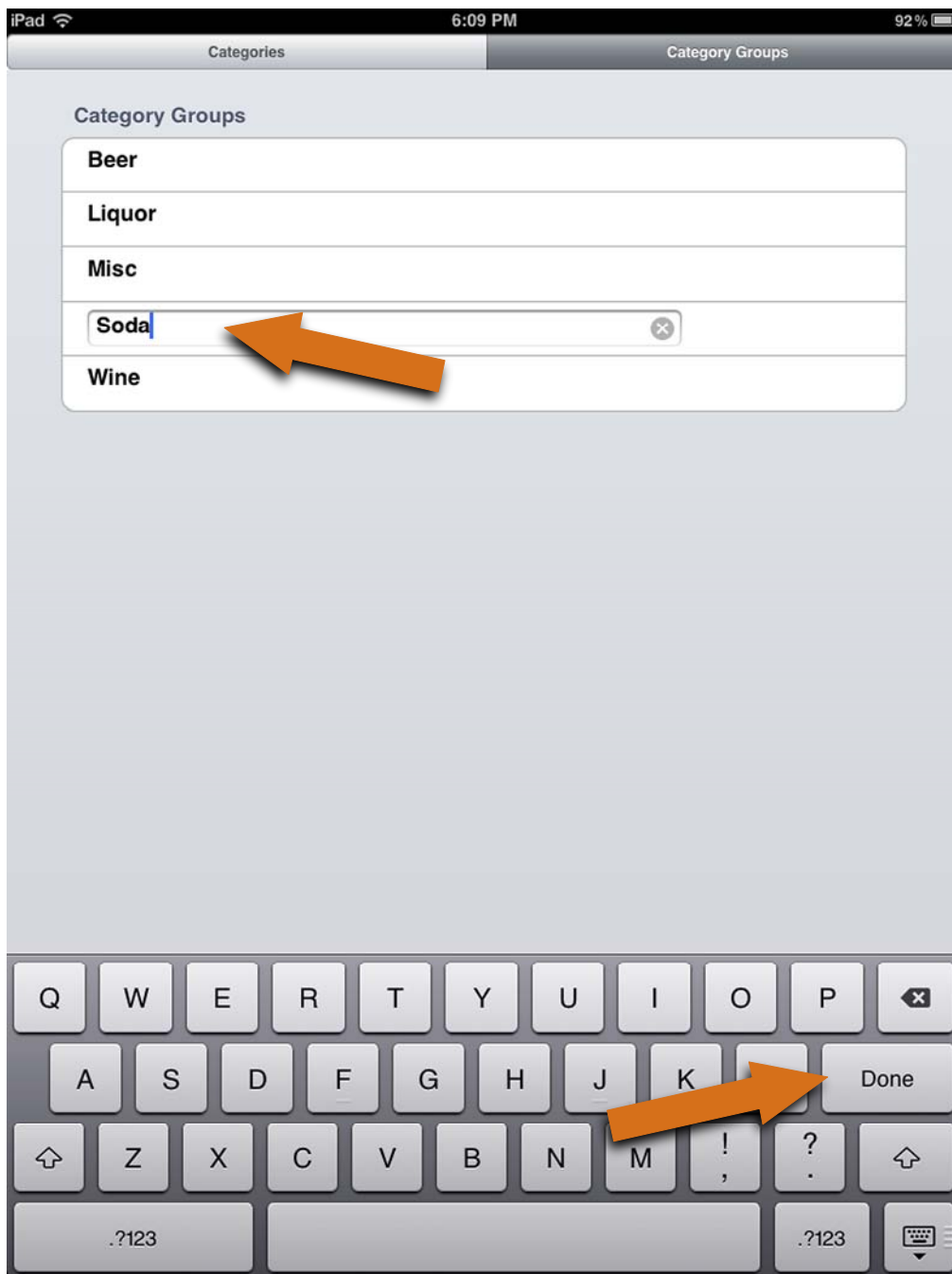
Adding Category Groups (cont.)

- 2) To add a new Category Group, select the “+” icon on the bottom toolbar on the Category Group screen.
- 3) Then select “Add Category Group” from the action menu.



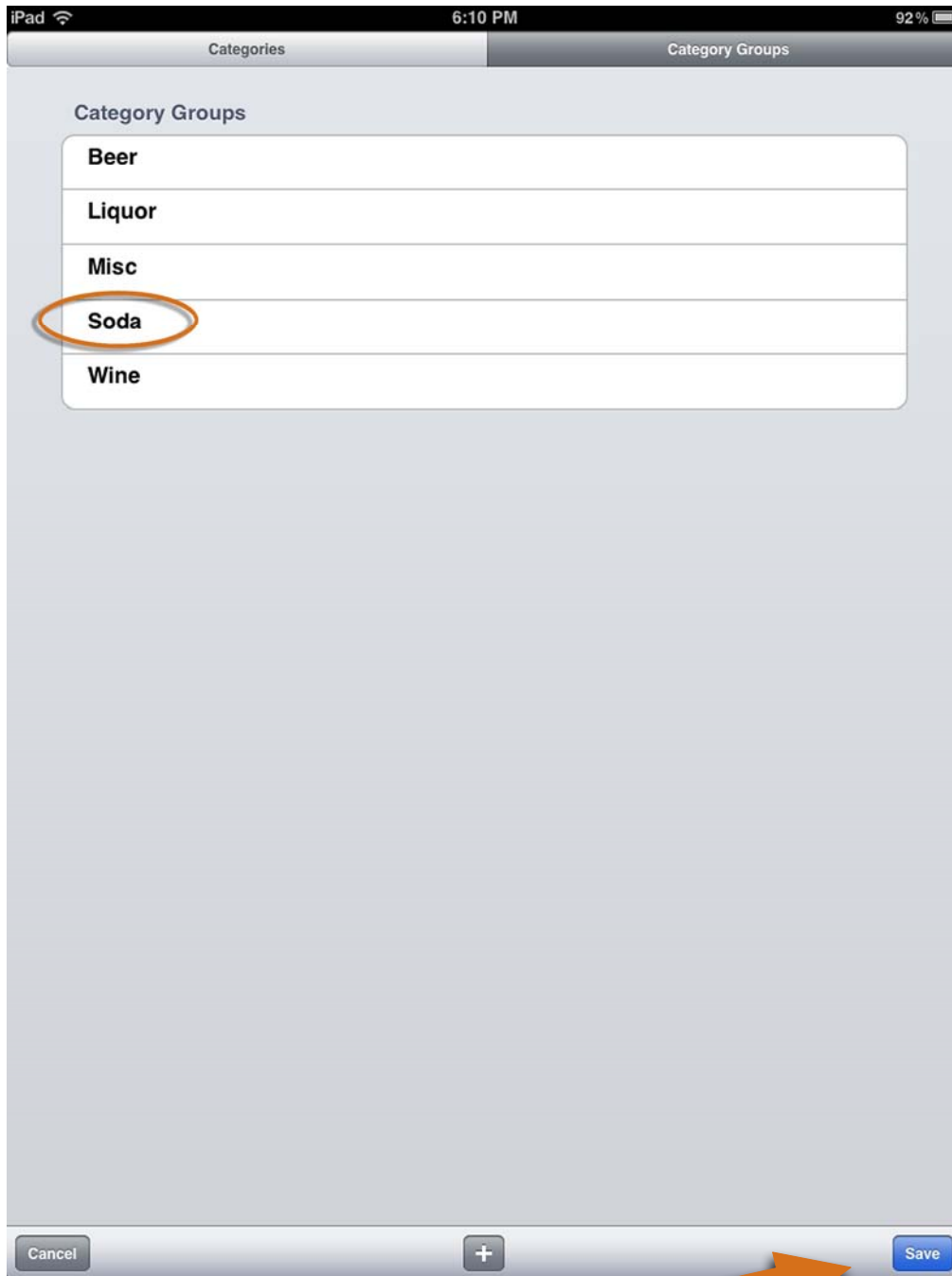
Adding Category Groups (cont.)

4) Next enter a name for the new Category Group in the Name text field and then press “Done.”



Adding Category Groups (cont.)

5) The final step is to press “Save” on the bottom toolbar to save the new Category Group or select “Cancel” to discard it.



Adding Categories

- 1) To add a new Category, start by pressing “Settings” on the Main Page then select “Categories.” This will take you to the Categories screen.
- 2) To add a new Category, select the “+” icon on the bottom toolbar on the Categories screen.
- 3) Then select “Add Category” from the action menu.



Adding Categories (cont.)

4) Enter a name for the new Category in the Name text field then press “Done.” Next choose a Category Group from the Picker. Next press “Save” on the bottom of the Picker to save your changes or select “Cancel” to discard all the changes.

Note - a new Category must be added to a Category Group.



Adding Categories (cont.)

5) The final step is to press “Save” on the bottom toolbar to save the new Category or select “Cancel” to discard it.

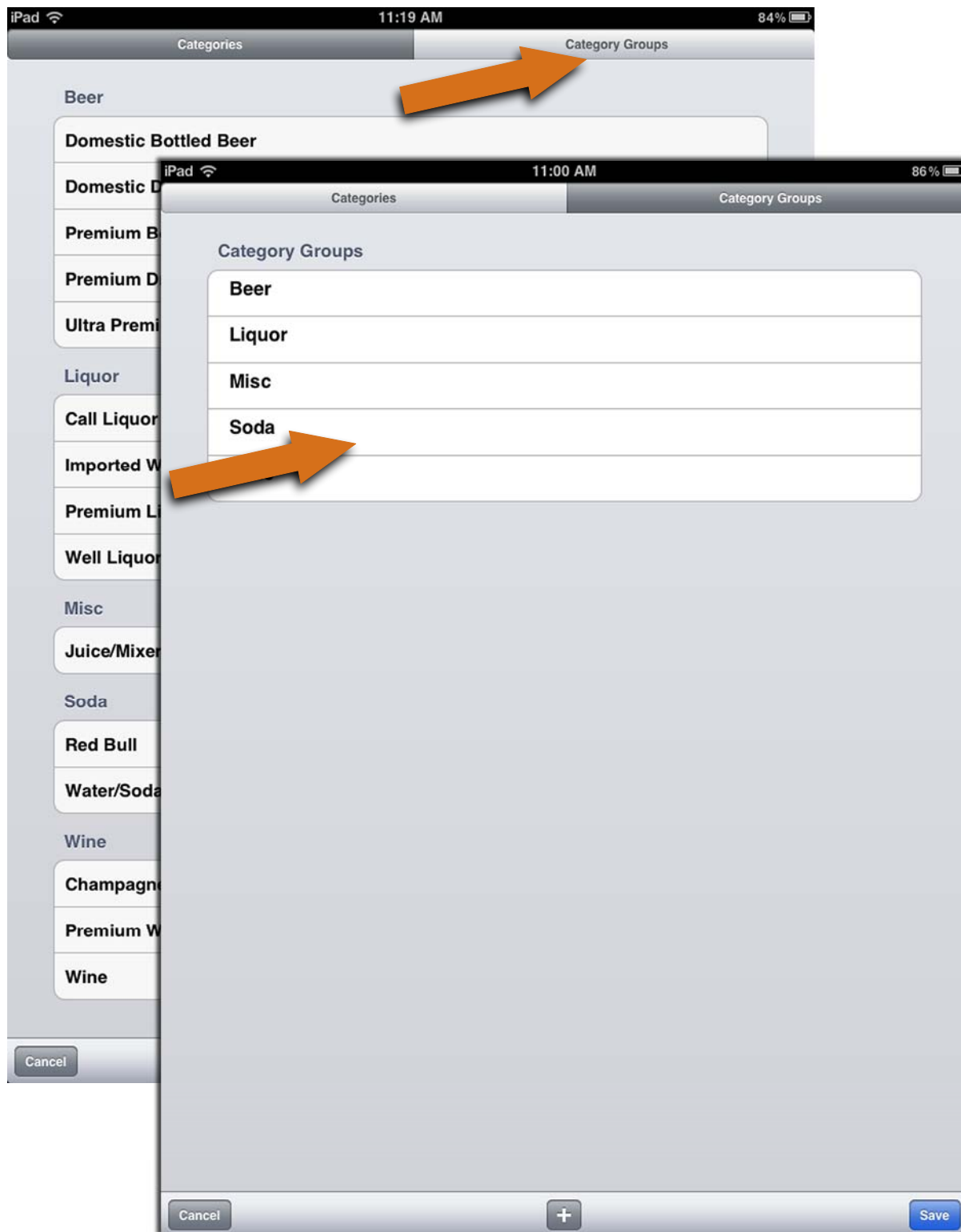
The screenshot shows an iPad interface with a status bar at the top displaying "iPad", signal strength, "6:48 PM", and "88%" battery. The app has two tabs: "Categories" (selected) and "Category Groups". The main content area lists beverage categories grouped by type:

- Beer**
 - Domestic Bottled Beer
 - Domestic Draft Beer
 - Premium Bottled Beer
 - Premium Draft Beer
 - Ultra Premium Draft Beer
- Liquor**
 - Call Liquor
 - Imported Wine
 - Premium Liquor
 - Vodka** (highlighted with an orange oval)
 - Well Liquor
- Misc**
 - Red Bull
 - Water/Soda
- Wine**
 - Champagne
 - Premium Wine
 - Wine

At the bottom, there is a toolbar with three buttons: "Cancel", a "+" icon, and "Save". An orange arrow points to the "Save" button.

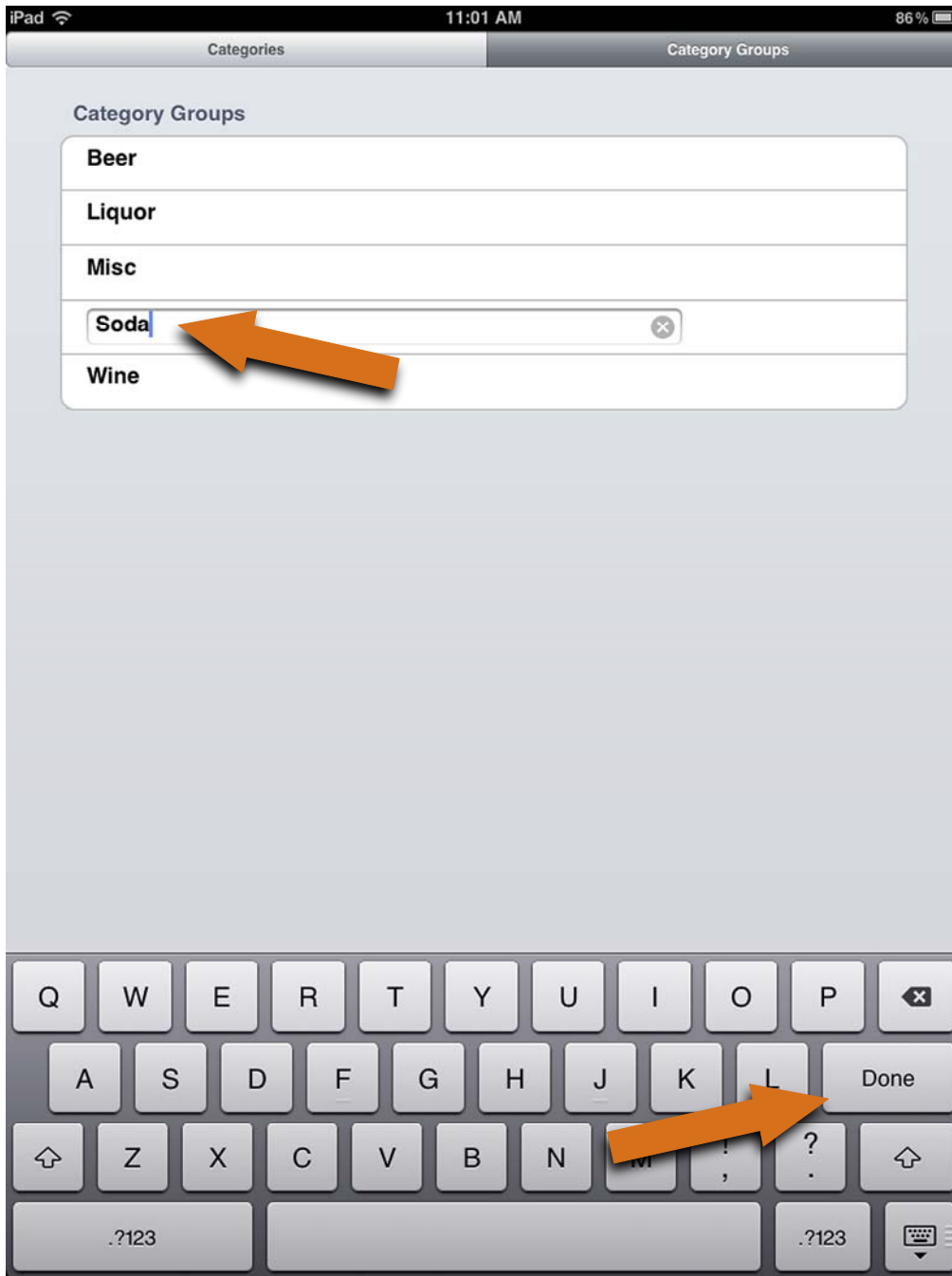
Editing Category Groups

- 1) To edit a Category Group, start by pressing “Settings” on the Main Page then select “Categories.” This will take you to the Categories screen. Select the Category Groups button at the top of the screen.
- 2) Select the Category Group that you’d like to modify.



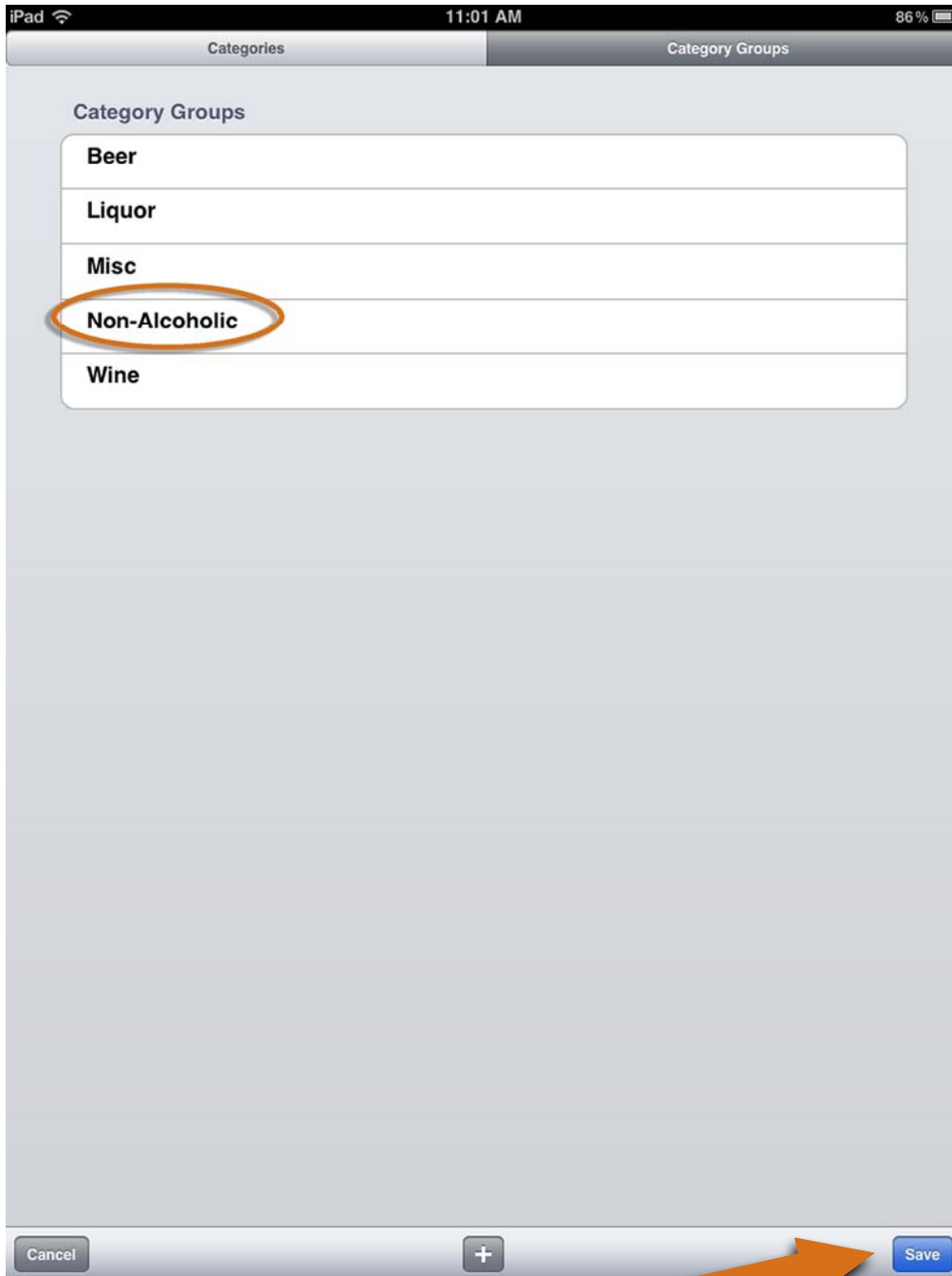
Editing Category Groups (cont.)

3) Here you can modify or enter a new name for the Category Group then press “Done.”



Editing Category Groups (cont.)

4) The final step is to press “Save” on the bottom toolbar to save the new Category or select “Cancel” to discard the changes.



Editing Categories

I) To edit a Category, start by pressing “Settings” on the Main Page then select “Categories.” This will take you to the Categories screen. Then select the Category that you’d like to modify.

The screenshot shows an iPad interface with a status bar at the top displaying 'iPad', signal strength, '11:19 AM', and '84%' battery. The app has two tabs: 'Categories' (selected) and 'Category Groups'. The main content area is organized into sections with category headers and lists of items:

- Beer**
 - Domestic Bottled Beer
 - Domestic Draft Beer
 - Premium Bottled Beer (highlighted with an orange arrow)
 - Ultra Premium Draft Beer
- Liquor**
 - Call Liquor
 - Imported Wine
 - Premium Liquor
 - Well Liquor
- Misc**
 - Juice/Mixers
- Soda**
 - Red Bull
 - Water/Soda
- Wine**
 - Champagne
 - Premium Wine
 - Wine

At the bottom, there are three buttons: 'Cancel', a '+' icon, and 'Save'.

Editing Categories (cont.)

2) Here you can modify or enter a new name for the Category. After you have made your changes, press “Done.” You may also select a different Category Group for the Category. Press “Save” on the bottom of the Picker to save your changes or select “Cancel” to discard all the changes.



Editing Categories (cont.)

3) The final step is to press “Save” on the bottom toolbar to save the new Category or select “Cancel” to discard the changes.

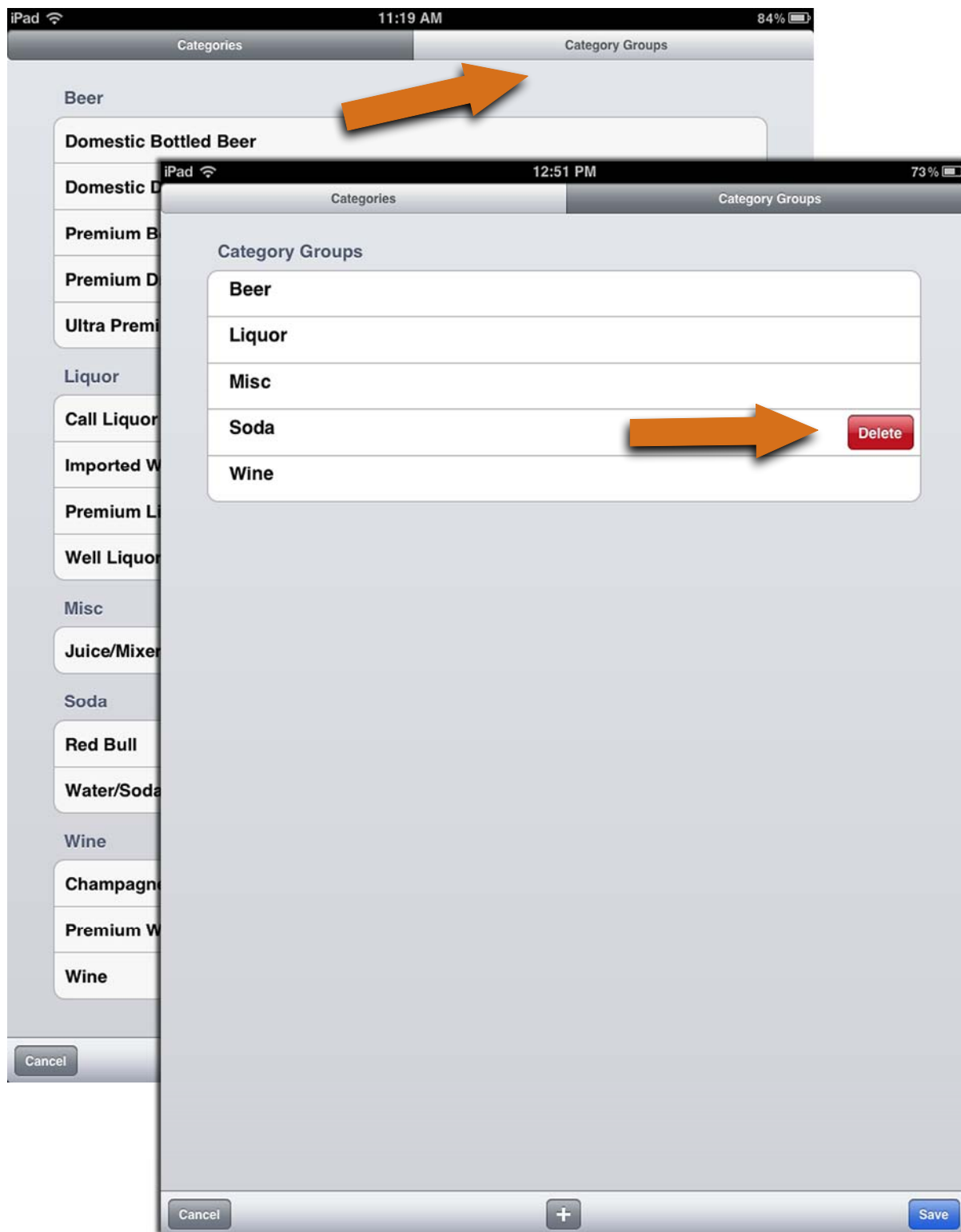
The screenshot shows an iPad interface with a status bar at the top displaying 'iPad', signal strength, '11:32 AM', and '82%' battery. The app has two tabs: 'Categories' (selected) and 'Category Groups'. The main content area lists beverage categories grouped by type:

- Beer**
 - Domestic Bottled Beer
 - Domestic Draft Beer
 - Imported Bottled Beer** (highlighted with an orange oval)
 - Premium Draft Beer
 - Ultra Premium Draft Beer
- Liquor**
 - Call Liquor
 - Imported Wine
 - Premium Liquor
 - Well Liquor
- Misc**
 - Juice/Mixers
- Soda**
 - Red Bull
 - Water/Soda
- Wine**
 - Champagne
 - Premium Wine
 - Wine

At the bottom, there is a toolbar with three buttons: 'Cancel', a plus sign (+), and 'Save'. An orange arrow points to the 'Save' button.

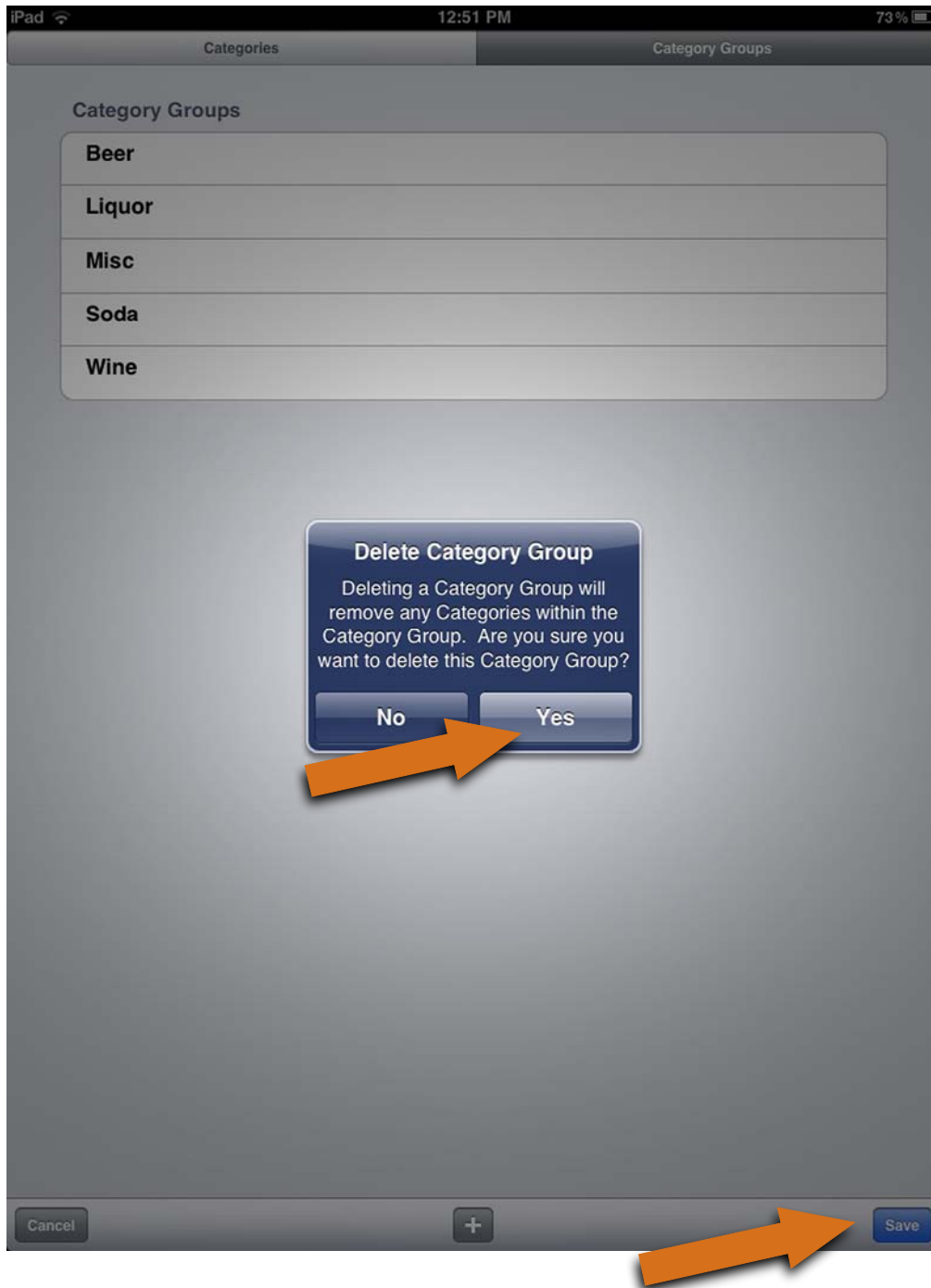
Deleting Category Groups

- 1) To delete a Category Group, start by pressing “Settings” on the Main Page then select “Categories.” This will take you to the Categories screen. Select the Category Groups button at the top of the screen
- 2) On the Category Groups screen. Slide your finger along the name of the Category Group that you’d like to delete and a red “Delete” button will appear.



Deleting Category Groups (cont.)

3) Then select “Yes” from the action menu to confirm you want to delete the Category Group or select “No” to discard the changes.

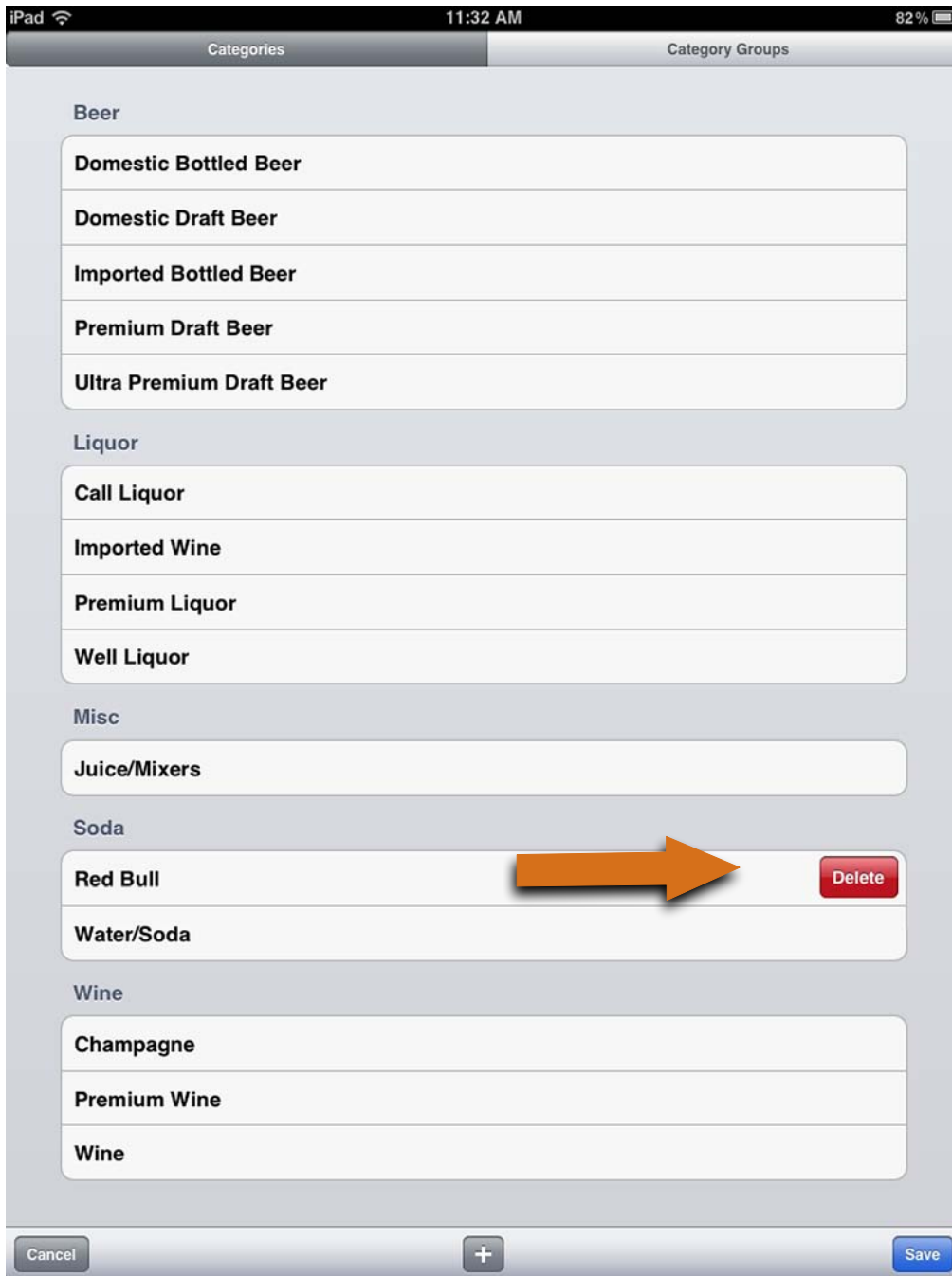


4) The final step is to press “Save” on the bottom toolbar to save the changes or select “Cancel” to discard the changes.

Note: Deleting a Category Group will remove the Category Group and any Categories set within the Category Group. Also, any Items in a deleted Category will not be deleted. These Items will appear in your reports with a Category named “None” until you modify the Items to place them in a different Category.

Deleting Categories

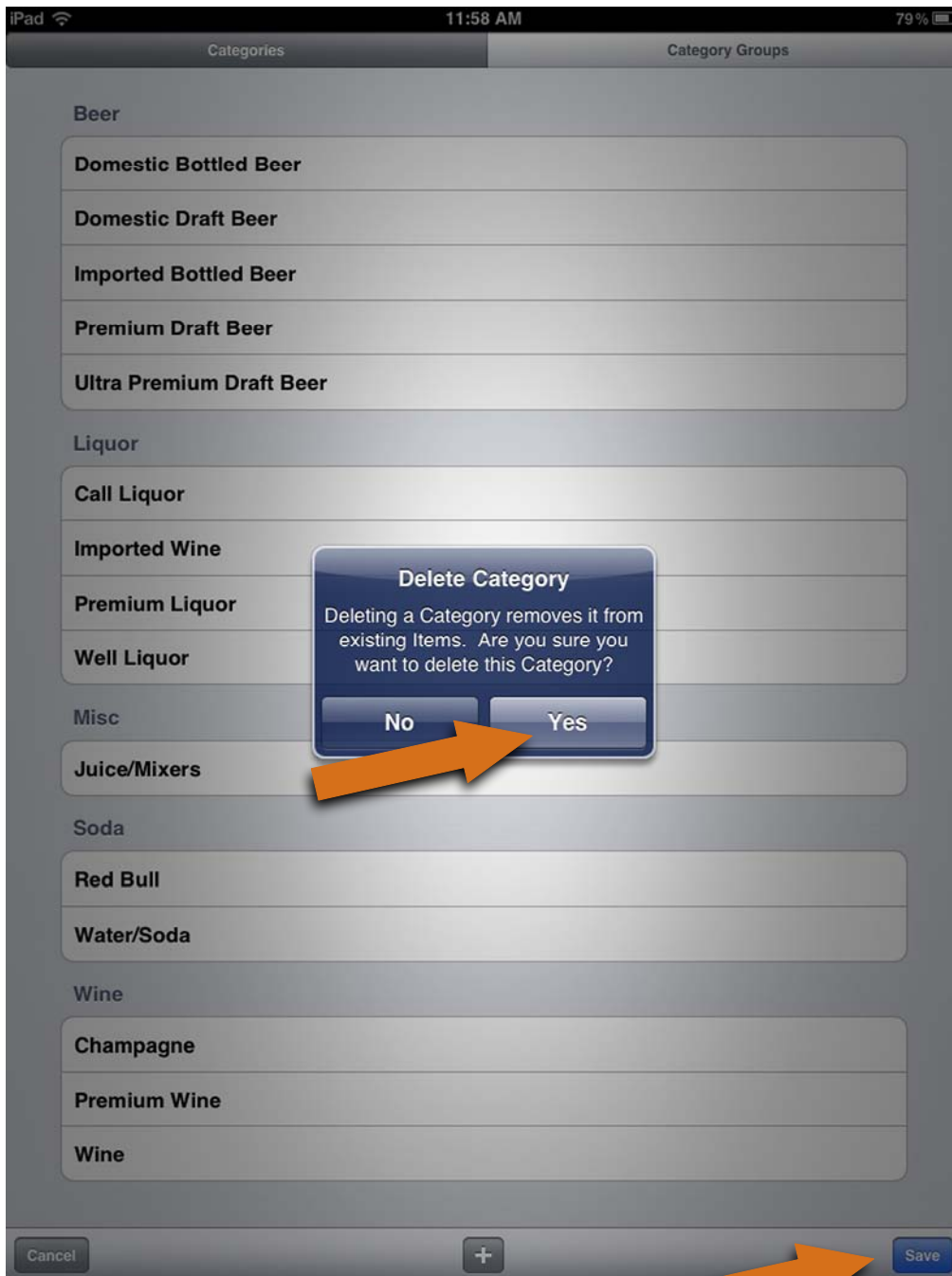
1) To delete a Category, start by pressing “Settings” on the Main Page then select “Categories.” This will take you to the Categories screen. Slide your finger along the name of the Category that you’d like to delete and a red “Delete” button will appear.



Note: Deleting a Category will remove the Category selection from any Items that are currently in this Category. These Items will show up in your reports with a Category named “None” until you modify the Items to place them in a different Category.

Deleting Categories (cont.)

2) Then select “Yes” from the action menu to confirm you want to delete the Category or select “No” to discard the changes.



3) The final step is to press “Save” on the bottom toolbar to save the changes or select “Cancel” to discard the changes.

Default Categories

By default, Barkeep creates the following Category Groups and Categories.

Category Group

Beer

Liquor

Wine

Misc

Categories

Domestic Bottled Beer

Domestic Draft Beer

Premium Bottled Beer

Premium Draft Beer

Ultra Premium Draft Beer

Well Liquor

Call Liquor

Premium Liquor

Wine

Premium Wine

Champagne

Misc

Red Bull

Water / Soda

Starting with Barkeep Defaults

Because it is easy to change settings later, we recommend that you get started with a fairly simple, basic configuration. After your first Inventory, you'll have a better understanding of your overall Pour Cost before trying to narrow down on specific issues.

Managing Items

Items are the products that you keep in Inventory. BarkeepApp is automatically installed with a small set of standard Items that are commonly used in most bars – like **Absolut Vodka** and **Budweiser Beer**. We want to keep the number that is installed on your **iPhone**, **iPod Touch** or **iPad** as small as possible. This will make it easier for you to navigate through the list of Items as you are taking Inventory. However, you are not limited to the set of default Items. Barkeep has a database of over 75,000 wine, beer and liquor products that are maintained on the Barkeep Server. They can be added to your Items List. You can add as many Items as you'd like.

To begin managing your Items, press “Items” on the Main Page. This will take you to the Items screen.



Adding New Items

There are three ways to add new Items to your list:

- Adding Items manually
- Searching Items by name
- Scanning new Items

Adding New Items Manually

1) On the Items screen, select the “+” icon in the bottom toolbar. This will take you to a new Item Details screen where you can enter the details for the new Item.



Adding New Items Manually (cont.)

2) Once you have entered the details for a new Item, or modified an existing Item, the final step is to save your changes by pressing the “Save” button on the bottom toolbar or select “Cancel” to discard them.

Note: The Item Details screen allows you to enter the details for a new Item that you create manually, or modify the details of an existing Item.

The screenshot shows the iPad Barkeep app interface. The background displays a list of items, including 'Absolut Citron', 'Absolut Mandarin', 'Absolut Miami', 'Absolut Orient', 'Absolut Vodka', 'Absolut Wild T', 'Aguardiente C', 'Amaretto di Sa', 'Amstel Light', 'Angels Envy B', 'Antica Formul', 'Appleton Esta', and 'Appleton Rese'. The 'Item Details' modal is open for 'Absolut Vodka'. An orange arrow points to the 'Absolut Vodka' item in the list. The 'Item Details' screen contains the following fields and options:

- Name:** Absolut Vodka
- Category:** [EDIT]
- Case Cnt:** 12
- Price:** \$21.20
- Full Wt:** 59.50 oz
- Size:** 1
- Empty Wt:** 27.10 oz
- Units:** ml, litre (selected), oz, gal
- Type:** Bottle (selected), Can, Keg
- Barcodes:** 835229000407, Single Item (with arrow icon), Add New Barcode

The bottom toolbar of the 'Item Details' screen includes a 'Cancel' button, a trash icon, a 'Scan' button, and a 'Save' button. An orange arrow points to the 'Save' button. The bottom toolbar of the background app shows 'Cancel', a share icon, a '+' icon, and a 'Done' button.

Searching Items by Name

- 1) On the Items screen, press the text box at the top of screen. Begin typing the name of the product.
- 2) For this example let's try to add Absolut Vanilla to your Items list. As you type a name, a list of your Items will appear that contain "absolut." If Absolut Vanilla were on your Items list, it would appear here.
- 3) Press "Add New Item" on the list of search results.
- 4) Then select "Search Barkeep" from the action menu.



Searching Items by Name (cont.)

- 5) If you choose Search Barkeep, BarkeepApp will take you online to the Barkeep Server to find any products that match the words that you've entered into the search bar. In general, we recommend that you use the Search Barkeep feature rather than creating new Items manually. It saves you time and reduces the potential for data entry errors.
- 6) A list will appear of all the Items on the Barkeep Server that contain "absolut."
- 7) Once you have selected your Item(s) from the search results, the final step is to add the Item(s) by pressing the "Save" button on the bottom toolbar or select "Cancel" to discard them.



Note: If there is a large list of search results, you can scroll down to see more Items.

Note: You may check off more than one Item from the list of search results if you wish to add multiple Items.

Note: The Search Barkeep feature requires an Internet connection.

Searching Tips for Barkeep Online

Remember that there are over 75,000 products in our system. So there will likely be multiple matches for the word(s) you search on. Below are a few search tips:

- **Be as specific as possible.** Typing the entire word will help eliminate unwanted matches. For example, if you are searching for a new flavor of **Hangar One Vodka** it is better to search for “Hangar” or “Hangar One” than “Han.”
- **Type a space after a short word.** If you search on “red” you will find all the products that contain the letters “red.” Searching on “red ” with a space after the word red, will only bring up products with the word “red” in the name, i.e., **Bols Red Curacao Liqueur**.
- **Search for unique words.** For example, if you are searching for the new **Absolut Acai Vodka** it may be better to search for “Acai” than “Absolut.”
- **Lower or upper case doesn’t matter.** BarkeepApp will search for any products that contain the word that you’ve entered anywhere in the product name, regardless of capitalization.
- **Check the size!** Many searches will come back with the same Item in different sized bottles. Be sure to choose the product with the correct size. For example, you do not want to choose **Absolut 750ml** if you carry the standard **Absolut 1L** bottles. Make sure to double-check this when you add the Items to your Inventory, or your Usage Reports will be inaccurate.
- **Beware of punctuation differences.** For example, a product may be listed as either **Hangar One** or **Hangar-One** depending on the manufacturer-released data. So if you are searching for a product and including punctuation like spaces or dashes, you may have to try more than one time before finding the product you want. It will probably be quicker not to use punctuation when searching for an Item.

When using Search Barkeep to add new Items, you will be shown a list of all the products, sorted alphabetically, that contain your search word(s). You add Items from this list by selecting the Items that you want to add and then pressing “Save.” Note that you can add several Items at once by selecting multiple Items before pressing “Save.” The Items that you’ve selected to add have a check mark on the right hand side of the row to show that they will be added. You can deselect an Item by pressing it a second time to uncheck it. Only checked Items will be added to your Items list. If you decide not to add any selected Items, press Cancel.

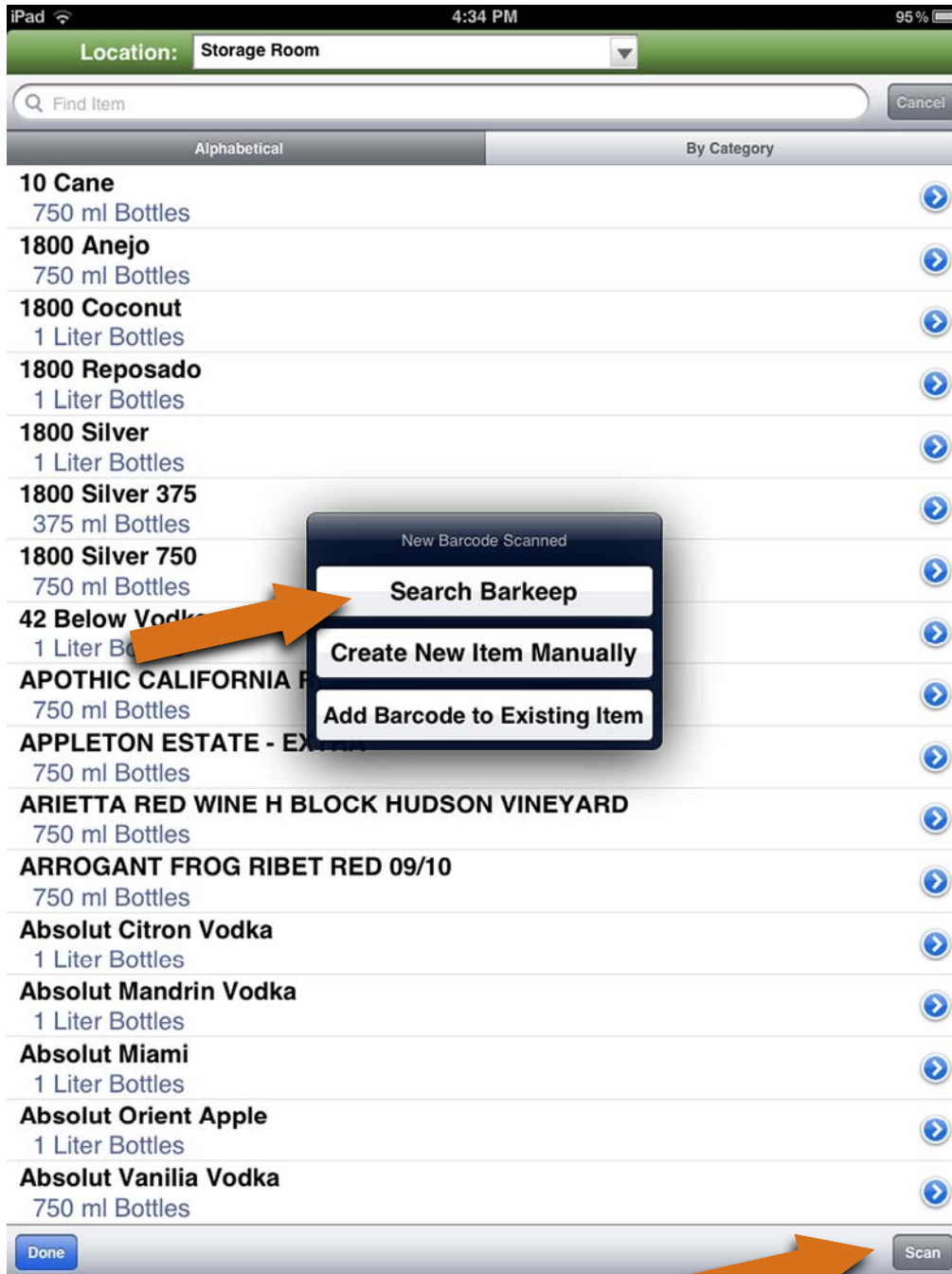
Reminder: The Search Barkeep feature requires an Internet connection.

Scanning Items

You also may add Items by scanning barcodes. If BarkeepApp encounters a barcode that doesn't match an Item in your Item list, you are given three options:

1. Search Barkeep, which searches our online database.
2. Add new Item manually.
3. Add barcode to an existing Item.

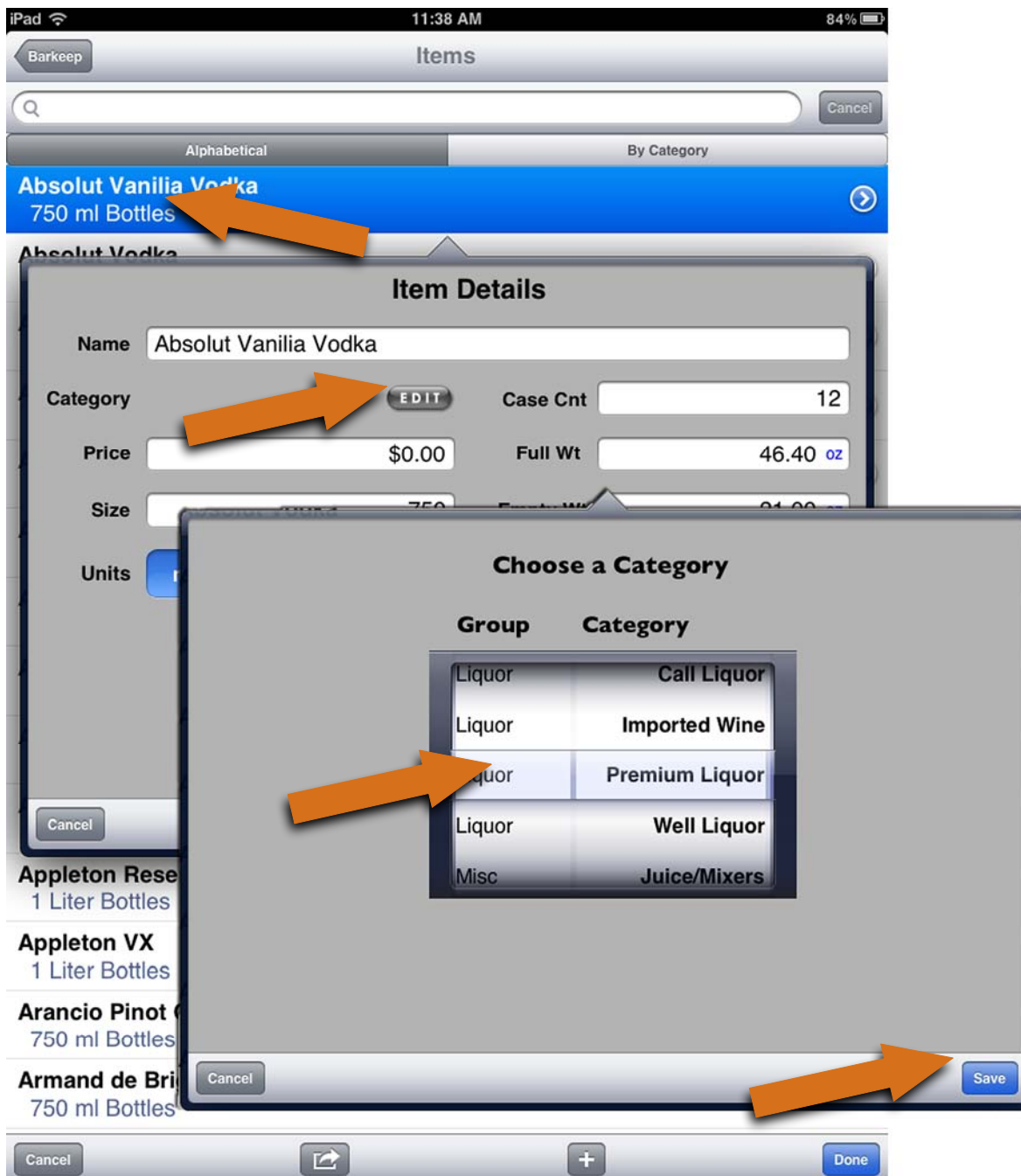
You can add a new Item by scanning the bottle and then choosing Search Barkeep. This is a really simple way to add Items as you're taking your first inventory.



Adding a Category to Items

Once you've added a new Item, you will need to go in and modify the Item Details to set the Category. Because you can customize the Category Groups and Categories that are defined in Barkeep, we do not attempt to set a default Category for Items that you added by Searching Barkeep. By default, these Items will show up with a Category of "None."

- 1) Select the new Item from your list of Items.
- 2) The Item Details screen will appear. Press Edit to select a Category.
- 3) An action menu will appear. Using the picker, select a Category.
- 4) The final step is to save your selection by pressing the "Save" button on the bottom toolbar of the action menu and then pressing the "Done" button on the bottom toolbar of the Item Details screen. Or, select "Cancel" to discard your changes.



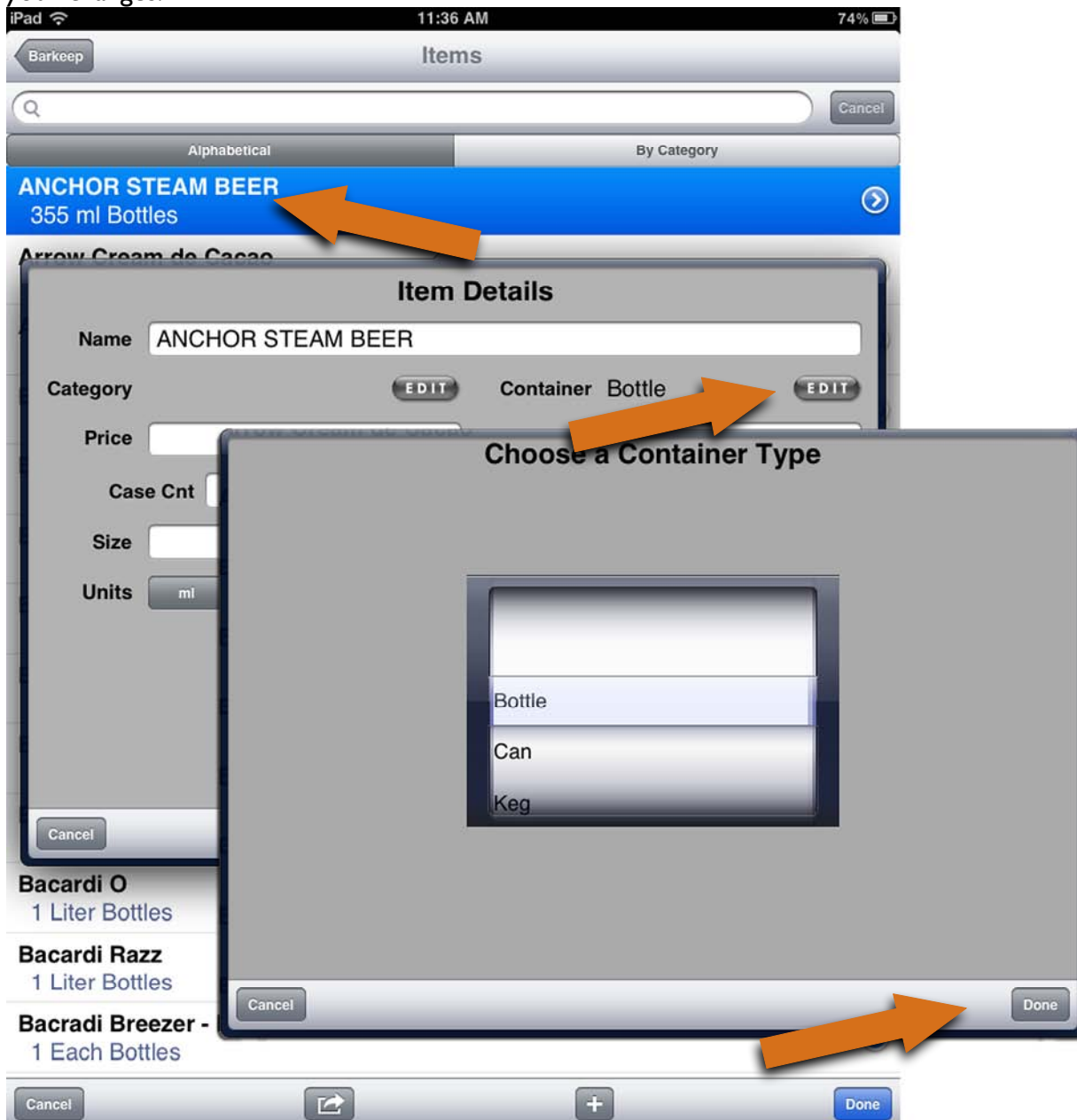
Adding a Container Type to Items

Once you've added a new Item, you may modify the Item Details to set the Container Type. By default, new Items added from the Barkeep Server will have the correct Container Type (i.e., Bottles, Kegs, etc.). If you manually create a new Item without searching the Barkeep Server, it will have the default Container Type "Bottle." You can change the Container Type if needed.

Note: You may have many products with identical brand names, (i.e., **Budweiser**) but you will have to have separate Items in Barkeep such as **Budweiser** (12 oz. bottles) and **Budweiser Keg** (15.5 gallon kegs).

To add or modify a Container Type, do the following:

- 1) Select the Item from your list of Items.
- 2) The Item Details screen will appear. Press Edit to select a Container.
- 3) An action menu will appear. Using the picker, select a Container.
- 4) The final step is to save your selection by pressing the "Done" button twice — first on the bottom toolbar of the action menu and then on the bottom toolbar of the Item Details screen. Or, select "Cancel" to discard your changes.



Item Properties

Barkeep defines an Item as any product that you carry in inventory – like **Absolut 1l** bottles, **Stella 15.5 Gal** Kegs. The Item's entry contains general information about the product like its barcode, default price, default case size, container type (bottle / keg / can / each / box / bag/ bag in box/carton), full bottle weight, empty bottle weight, etc.

Property Name	Description
Category	The name of the Item. This should be descriptive enough to differentiate between different products. For example, Kendall Jackson Vintner's Reserve Chardonnay instead of Kendall Jackson Chardonnay . Categories are used to group Items or Usage Reports and Pour Cost analysis. It is important that you align your Categories with the way that you capture Sales Data to make effective Pour Cost analysis possible.
Barcode	The UPC barcode number(s) for the product. You may assign different barcodes for the same Item. For example, many manufacturers have a barcode for a single bottle as well as different barcodes for a case of 6 bottles and 12 bottles, etc.
Item Code	An Item Code is a number or other identifier used by your supplier to identify products when placing orders. It may be the same as the UPC barcode, or it may be a different identifier determined by your supplier.
Price	The price that you normally pay for the product. On occasion you may pay a different price for a specific Item. You can make that price change on your Receiving Inventory.
Size / Units	The size and units for the bottle or other container type. For example, 1 Liter versus 750ml.
Container Type	Choose the container type for the Item. Containers can be one of Bottles, Cans, Kegs, Each, Boxes, Bags in Box or Cartons
Case Count	Enter the number of bottles/cans/cartons that you typically get in a case of this product. For example, most cases of liquor come with 12 bottles while most cases of Beer come with 24 bottles. When adding a case of this Item to an Inventory, the number of bottles/cans in the case will default to the value that you enter here. You can modify the number of bottles in a case in each individual Inventory, but the case count will default to this value every time you add a case to an Inventory.
Full Wt	The weight of a FULL bottle/can/keg, in ounces. This is important if you want to use Weight to measure partial bottles, kegs or other container types. BarkeepApp uses the difference between the full bottle weight and empty bottle weight to calculate exactly how much liquor (by volume) is in a partial bottle when you enter partial bottle quantities by weight. The combination of Full Bottle Weight and Partial Bottle Weight allows BarkeepApp to be highly accurate in calculating partial bottles or other container types. Note: You should enter the weight of a partial bottle including the pour spout if you plan to weigh partial bottles with a pour spout.
Empty Wt	The weight of an EMPTY bottle/can/keg, in ounces. This is important if you want to use Weight to measure partial bottles or other containers. BarkeepApp uses the difference between the full bottle weight and empty bottle weight to calculate exactly how much liquor (by volume) is in a partial bottle when you enter partial bottle quantities by weight. The combination of Full Bottle Weight and Partial Bottle Weight allows BarkeepApp to be highly accurate in calculating partial bottles. Note: You should enter the weight of a partial bottle including the pour spout if you plan to weigh partial bottles with a pour spout.

Adding Barcodes to Items

You also may add a barcode to an existing Item.

- 1) Begin by searching for the Item.
- 2) After selecting the Item, you will be taken to the Item Details screen.
 - 3a) On the bottom of the Item screen press the "Scan" button to activate your iPad's camera.
 - 3b) Or press "Add New Barcode" and choose to add the barcode manually or scan the Item.
- 4) After the barcode is read, it will appear in the Barcode Details screen. Press "Save" to save the barcode or select "Cancel" to discard the changes.

The image displays three overlapping screenshots from an iPad application, illustrating the steps to add a barcode to an existing item. The top screenshot shows the 'Items' screen with a search bar containing 'yellow' and a list of items, with 'SHIRAZ - YELLOW TAIL' (750 ml Bottles) selected. The middle screenshot shows the 'Item Details' screen for 'SHIRAZ - YELLOW TAIL', featuring fields for Name, Category, Price (\$12.99), Size (750), Units (ml), Case Cnt (12), Full Wt (0.00 oz), Empty Wt (0.00 oz), and Type (Bottle). An orange arrow points to the 'Add New Barcode' button. The bottom screenshot shows the 'Barcode Details' screen, where the item name is pre-filled, and fields for Barcode, Type (Single Item), and Case Cnt (12) are visible. An orange arrow points to the 'Scan' button at the bottom right. A keyboard is partially visible at the bottom left.

Adding Barcodes to Cases

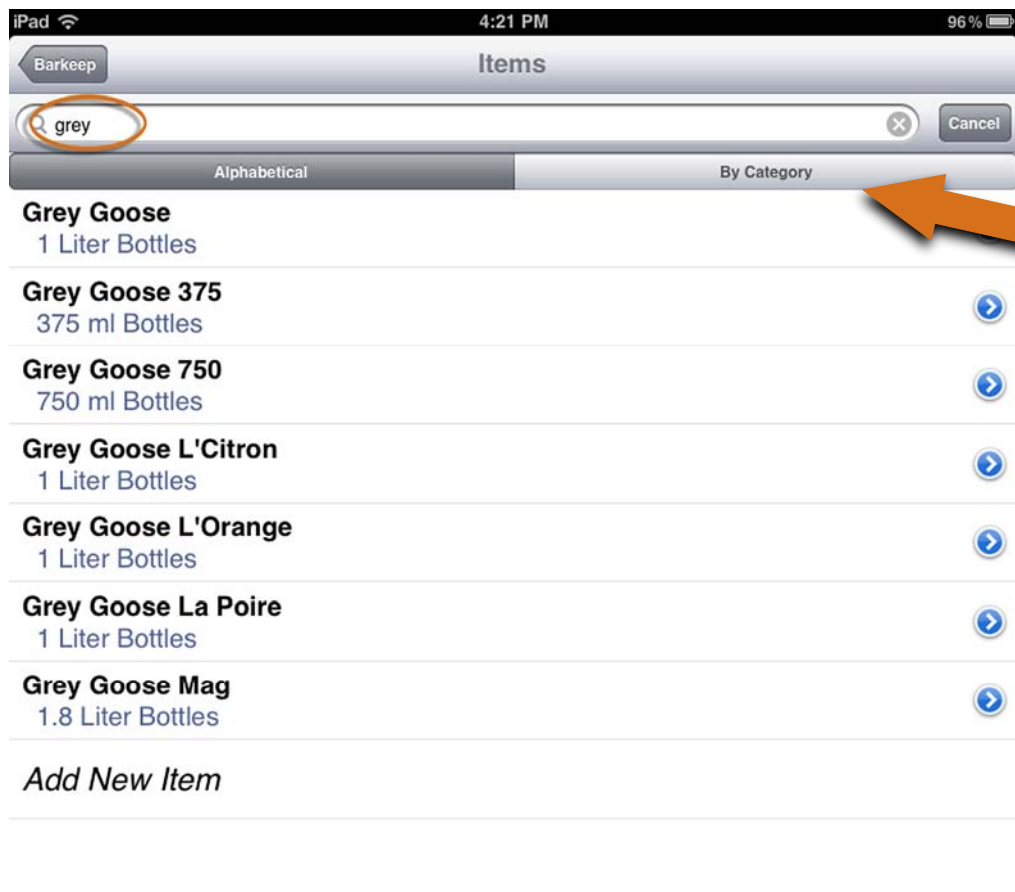
You also may add a separate barcode to an existing Item for the case.

- 1) Begin by searching for the Item.
- 2) After selecting the Item, you will be taken to the Item Details screen.
 - 3a) On the bottom of the Item screen press the "Scan" button to activate your iPad's camera. Scan the barcode on the case instead of the bottle.
 - 3b) Or press "Add New Barcode" and choose to add the barcode manually or scan the Item's case.
- 4) Select "Case" on the Barcode Details screen. Also be sure to add the case count for the Item.
- 5) After the barcode is read, it will appear in the Barcode Details screen. Press "Save" to save the barcode or select "Cancel" to discard the changes.

The image shows two overlapping iPad screens from an application. The top screen is titled "Item Details" and displays information for "SHIRAZ - YELLOW TAIL" (750 ml Bottles). It includes fields for Name, Category, Price (\$12.99), Size (750), Units (ml, litre, oz, gal), Case Cnt, Full Wt (0.00 oz), Empty Wt (0.00 oz), and Type (Bottle, Can, Keg). Below this is a "Barcodes" section with an "Add New Barcode" button. An orange arrow points from this button to the bottom screen. The bottom screen is titled "Barcode Details" and shows the same item. It has fields for Barcode, Type (Single Item, Case), and Case Cnt. The "Case" type is selected, and the "Case Count" label is circled. An orange arrow points to the "Case" button. At the bottom of the "Barcode Details" screen, there are "Cancel", "Scan", and "Save" buttons. An orange arrow points to the "Scan" button. A portion of a keyboard is visible at the bottom left of the iPad screen.

Finding Items

In the Items screen, you can search for Items by typing part of the Item name in the search bar. As you type, the list of Items will automatically reduce to show only Items containing the letters typed into the search bar.



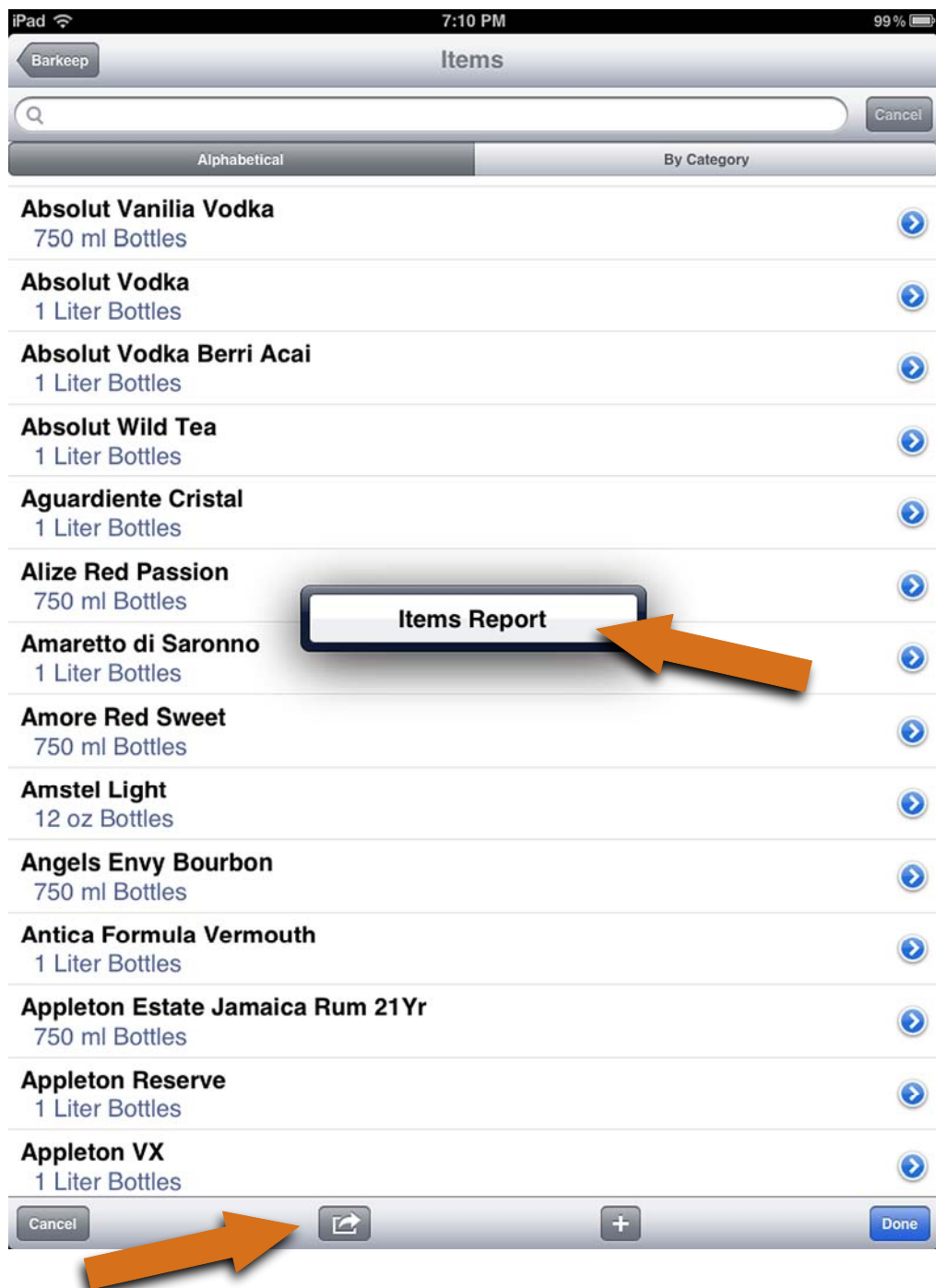
Note: You can also sort the Item list Alphabetically or By Category using the sort buttons located directly below the search bar.



Note: Search tips are on page 43.

Running Items Report

You can generate a report containing your Items list by pressing the Report icon on the bottom toolbar. Pressing “Items Report” will generate a report to be emailed to the address you specified in General Settings.



Editing Items

To edit an existing Item you begin by finding the Item.

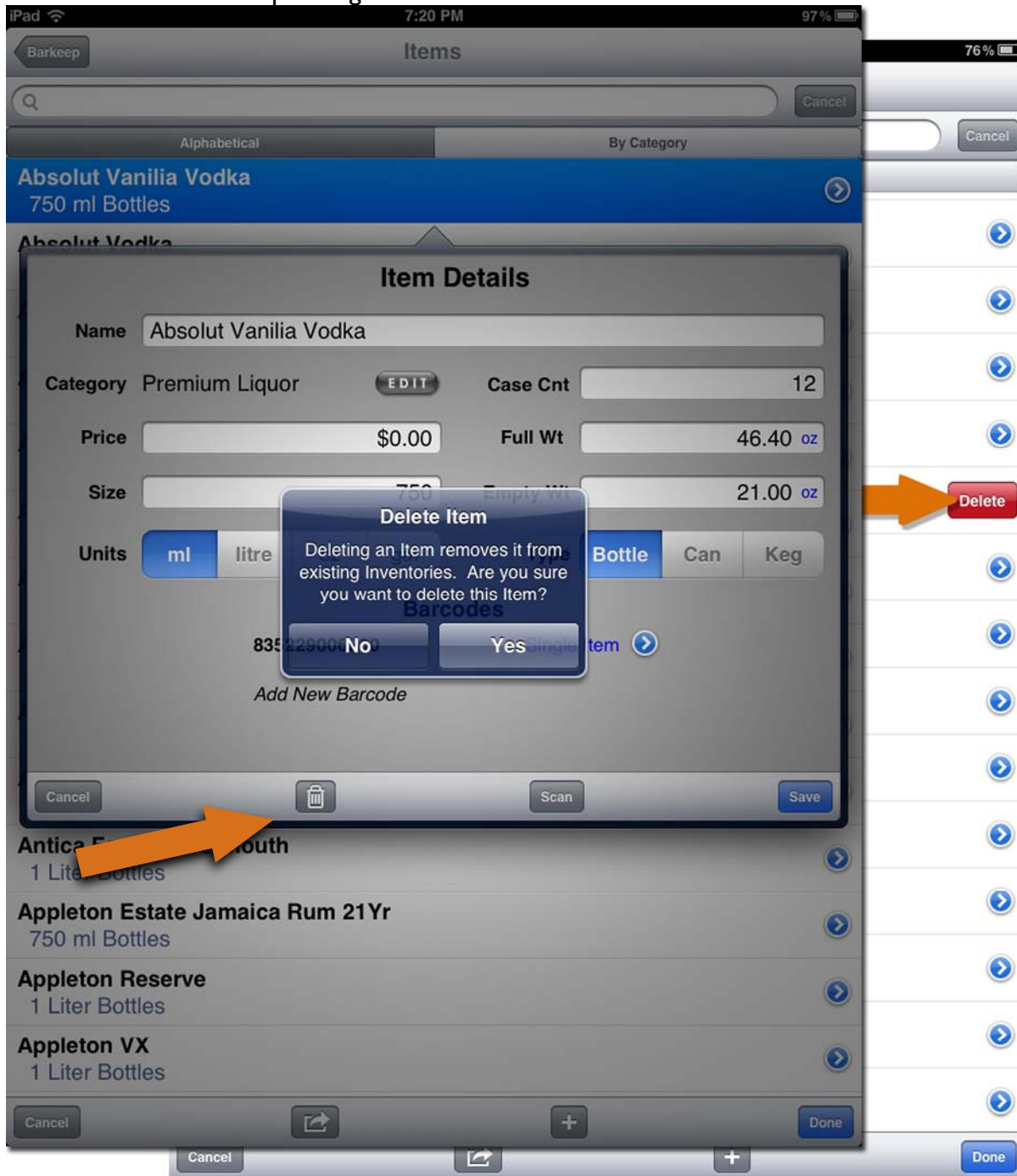
- 1) Press the Item you wish to edit.
- 2) This will take you to the Item Details screen where you can change the details for the Item.
- 3) Press "Save" to save the changes or select "Cancel" to discard them.



Deleting Items

If you choose to delete an Item from your Items List, BarkeepApp will remove the Item and all references to that Item. This means that if you have used the Item in an existing Inventory, the Item will be deleted from that Inventory. So please be careful when deleting an Item to avoid unexpectedly altering an existing Inventory.

- 1) To delete an Item, press the Trash icon on the bottom toolbar of the Item Details page.
- 2) An action menu will ask you to verify that you want to delete the Item.
- 3) Or, you can also delete an Item from your Items List by swiping your finger horizontally across the Item on the list screen and then pressing the "Delete" button.



Note: BarkeepOnline Users have the ability to lock Inventories. This can prevent your staff from inadvertently making changes to older Inventories.

Inventories

Barkeep allows you to create six different types of Inventories.

Full Inventories

Used to track how much of each product you have at a given point in time. Full Inventories can contain data for one or more Locations.

Receiving Inventories

Used to track when you receive liquor. They allow Barkeep to track how much liquor is purchased which is important for tracking Usage over time.

Return Inventories

Used to track when liquor is returned to the supplier. Items on this Inventory will typically match up to Credit invoices from your supplier.

Waste Inventories

Used to track when liquor is lost rather than used. For example if someone drops and breaks a bottle of **Patron**, you can create a Waste Inventory containing an entry for this single bottle of **Patron**. We find this useful in helping to differentiate between liquor that has been wasted or lost and liquor that has been sold.

Transfer Inventories

Used to track when liquor is moved between Locations. A Transfer Inventory has a single FROM Location, which tracks the Location that Items are moved out of. A single Transfer Inventory can transfer Items TO multiple Locations.

Empties Inventories

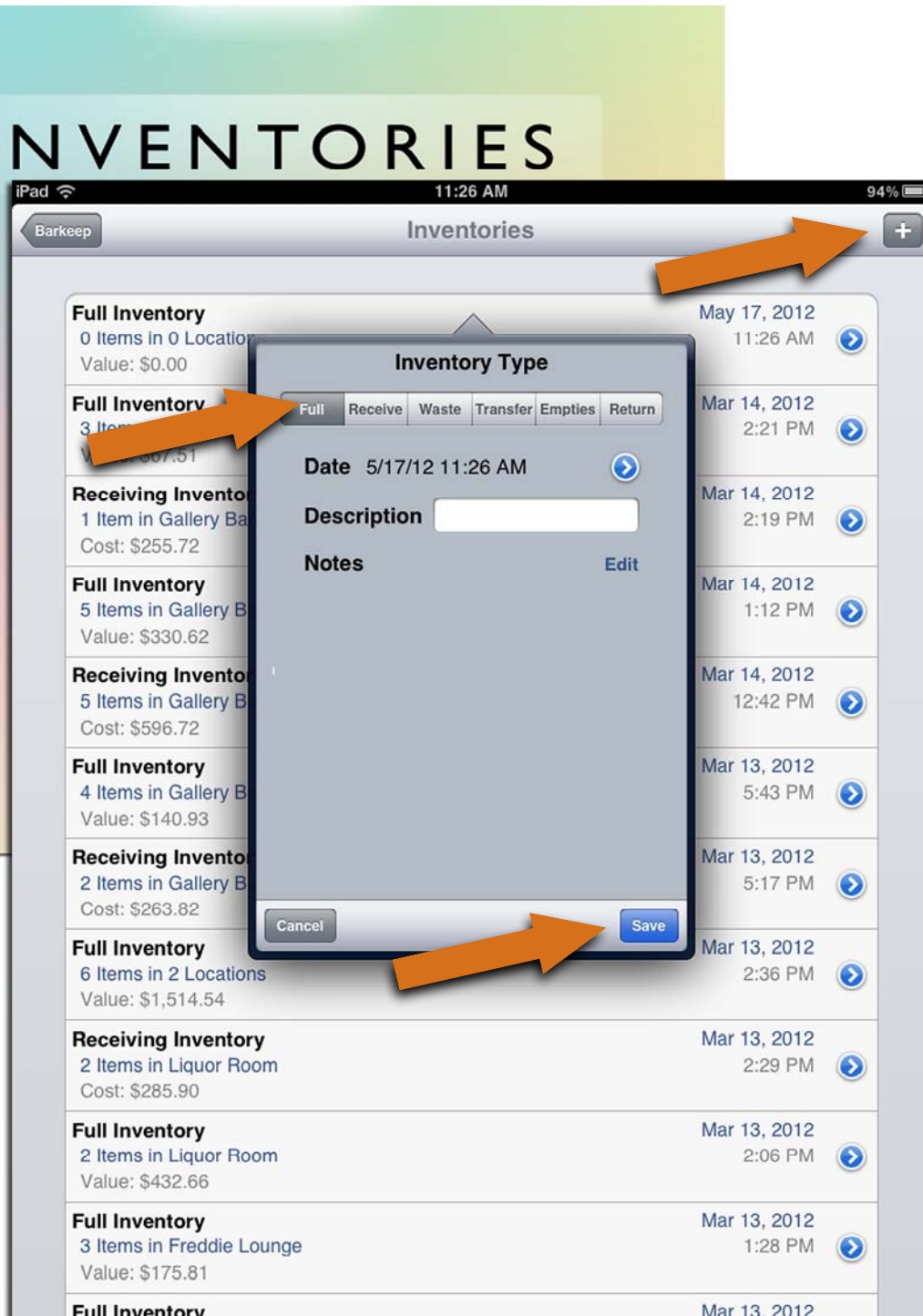
Used to track the empty bottles (breakage) at the end of the night. Empties Inventories have no effect on your Usage Reports. However, you can compare the Empties totals to Usage totals to track discrepancies. For example, if your Empties show 7 empty bottles of **Jack Daniels** and your Usage Report shows that you've used 8.5 bottles, then you *may* have a missing bottle to track down.

Note: [Click here](#) to go to a document with our **Inventory Tips**.

The document can also be found in the Support section on the Barkeep website.

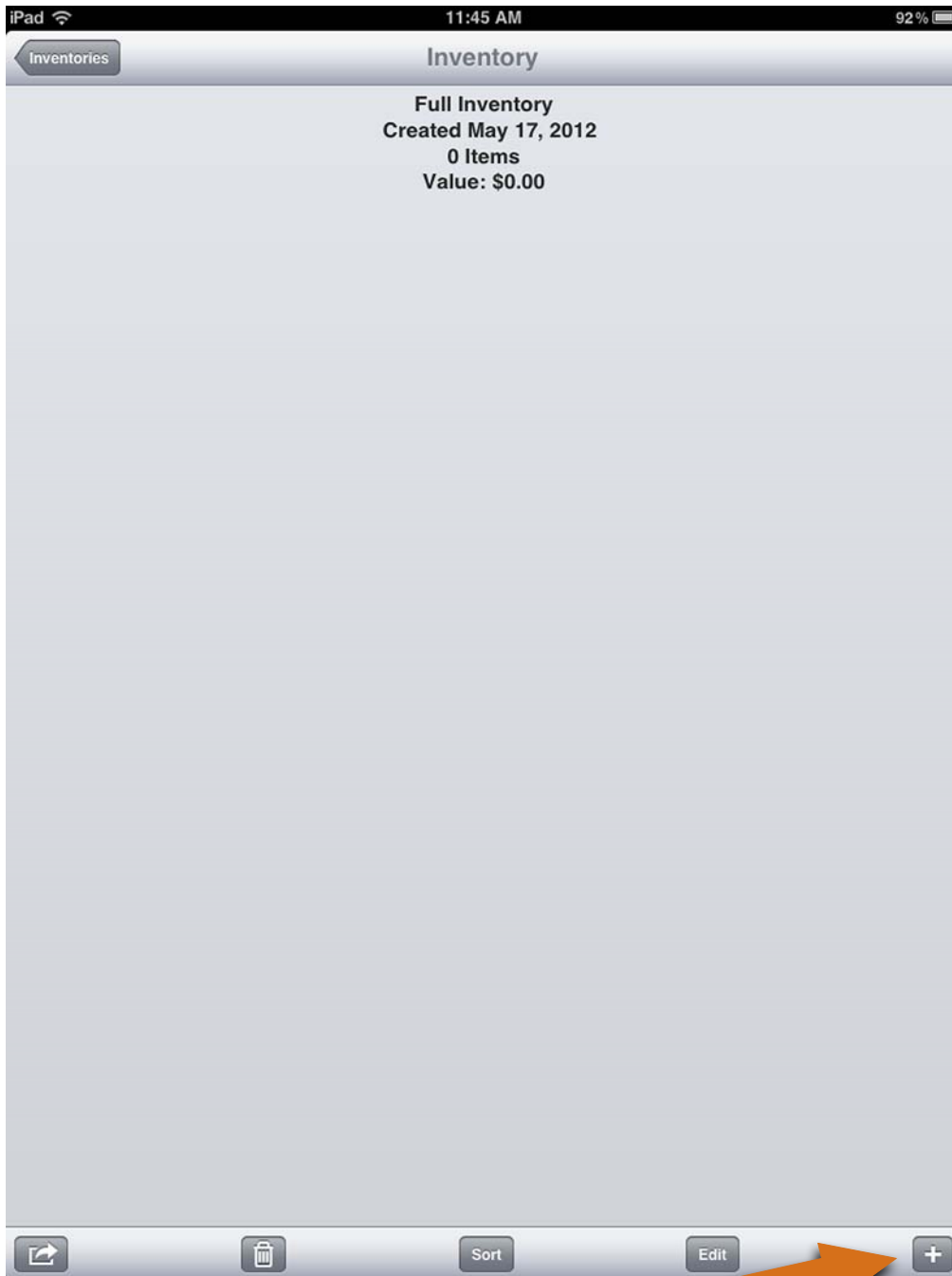
Creating Inventories

- 1) To create an Inventory, press "Inventories" on the Main Page to go to the Inventories screen.
- 2) Next, press the "+" icon in the top Navigation toolbar to create a new Inventory.
- 3) On the Inventory Type action menu, choose the type of Inventory you would like to create. You can also set various details for the Inventory like the Date/Time the Inventory was taken, a general description of the Inventory, etc. For an explanation of each of these properties, see the **Editing Inventories Section** of this document.
- 4) Press "Save" to save the new Inventory or select "Cancel" to discard it.



Creating Inventories (cont.)

5) Once you have created the Inventory, Barkeep will automatically navigate to the Inventory page where you can start adding Items to your Inventory by pressing the "+" icon in the bottom toolbar.



Adding Items to Inventories

Adding an Item to an Inventory in BarkeepApp is essentially telling BarkeepApp that there is a certain quantity of a specific Item in a specific Location at a given time.

There are two ways to put Items into an Inventory. You can either add Items by name or by scanning the Item's barcode. We suggest trying both methods and deciding which one works best for you. We've found that, in general, entering Items by name is faster than scanning the barcode. However, if you have a large wine collection and there are subtle differences in the name of different wines, then you may find that scanning the bottles is best to insure accuracy.

Adding Items by Name

To enter Items by name, go to the Inventory that you want to add Items to. On the Inventory screen, press the "+" icon on the right side of the bottom toolbar (**see previous page**). There are three ways to add Items by name:

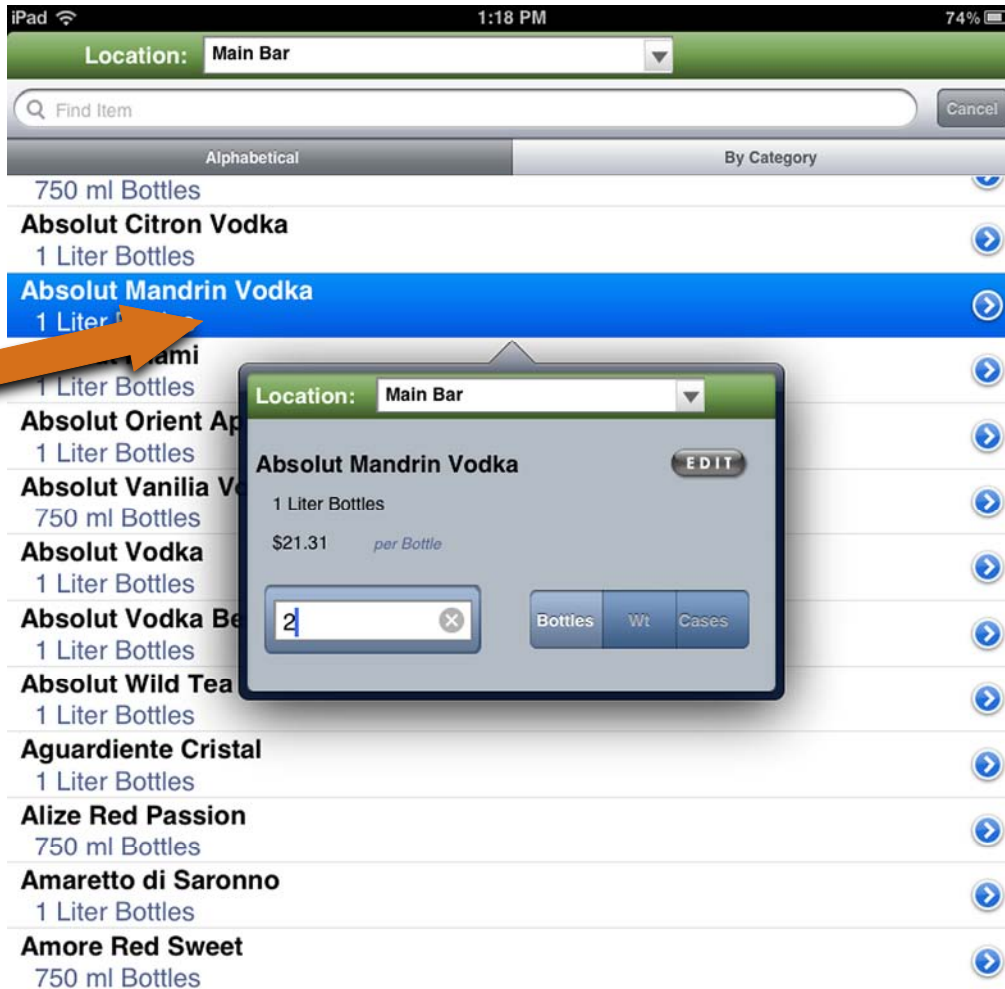
1. You may scroll through the list of Items .
2. Begin by typing the Item name in the search box at the top of the screen. Typically within two or three characters, BarkeepApp will narrow the list down to the Item(s) that you want.
3. If the Item that you want doesn't appear in the List, you can choose to add it now by selecting "Add New Item." An action menu will pop up giving you the choice to "Search Barkeep" or "Create New Item Manually."

Adding Items by Scanning

If you prefer to scan the Item press "Scan" in the bottom toolbar. Pressing "Scan" will activate the iPad's camera. If you are using a different Device that does not have a camera, the scan button is disabled.

Adding Items to Inventories (cont.)

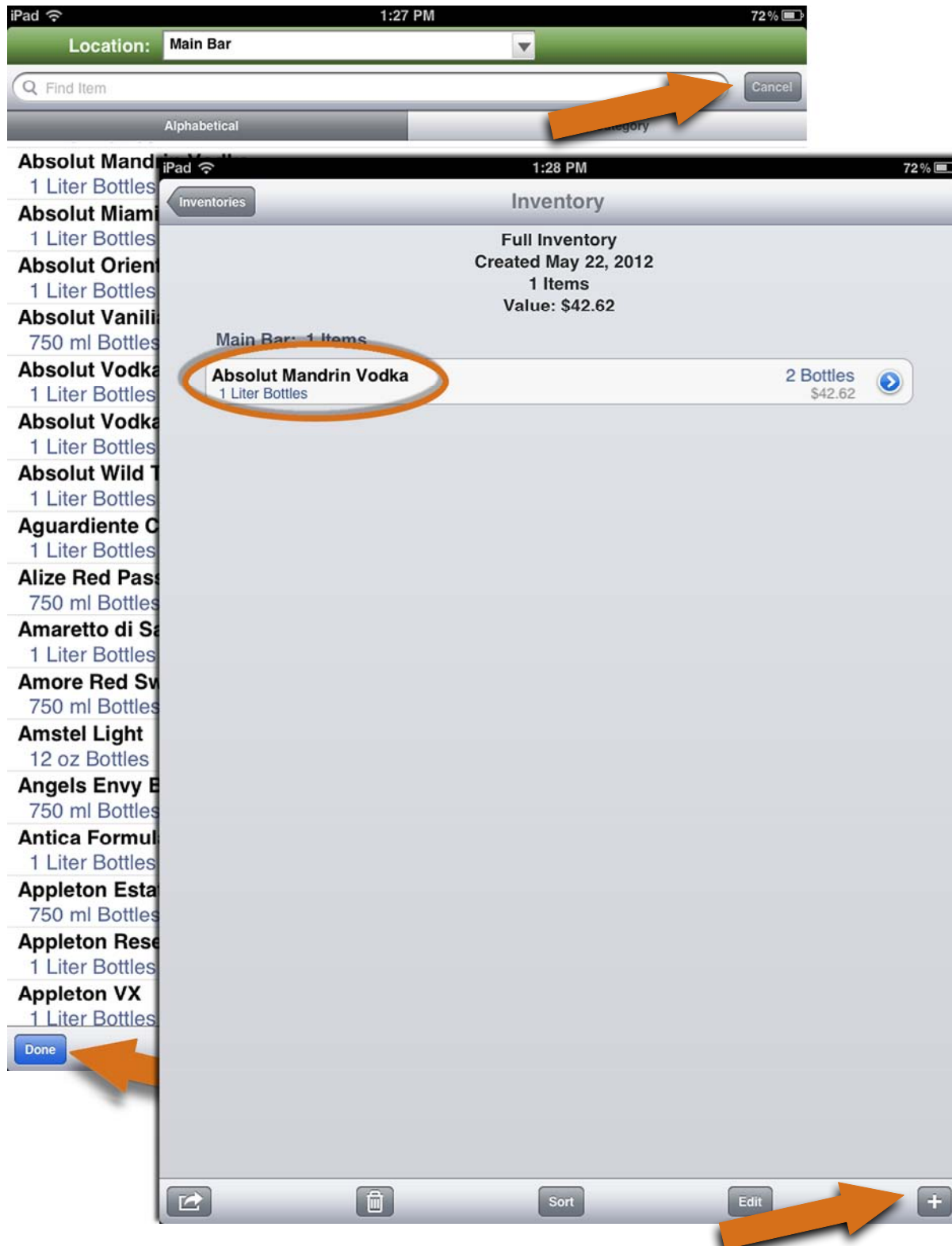
- 1) After choosing an Item, a smaller Inventory Item screen pops-up.
- 2) Enter a quantity and press the "Add" button. Note that the product you are adding and the Location that the product will be added to are displayed at the top of the screen (i.e. Main Bar).
- 3) Once you've entered a quantity and pressed "Add," BarkeepApp will add the Item to your Inventory with the specified quantity at the chosen Location and return you to the Items list.
- 4) Repeat this until you have added all of your Items to the current Location.



Note: As you move forward in your current Inventory the default Location will be the last one you used (i.e., Main Bar). If you wish to change to a different Location, press the Location on the drop down menu bar at the top of the screen. As you continue adding more Items to the Inventory, the Items will be added to your newly selected Location until you change to a different Location.

Adding Items to Inventories (cont.)

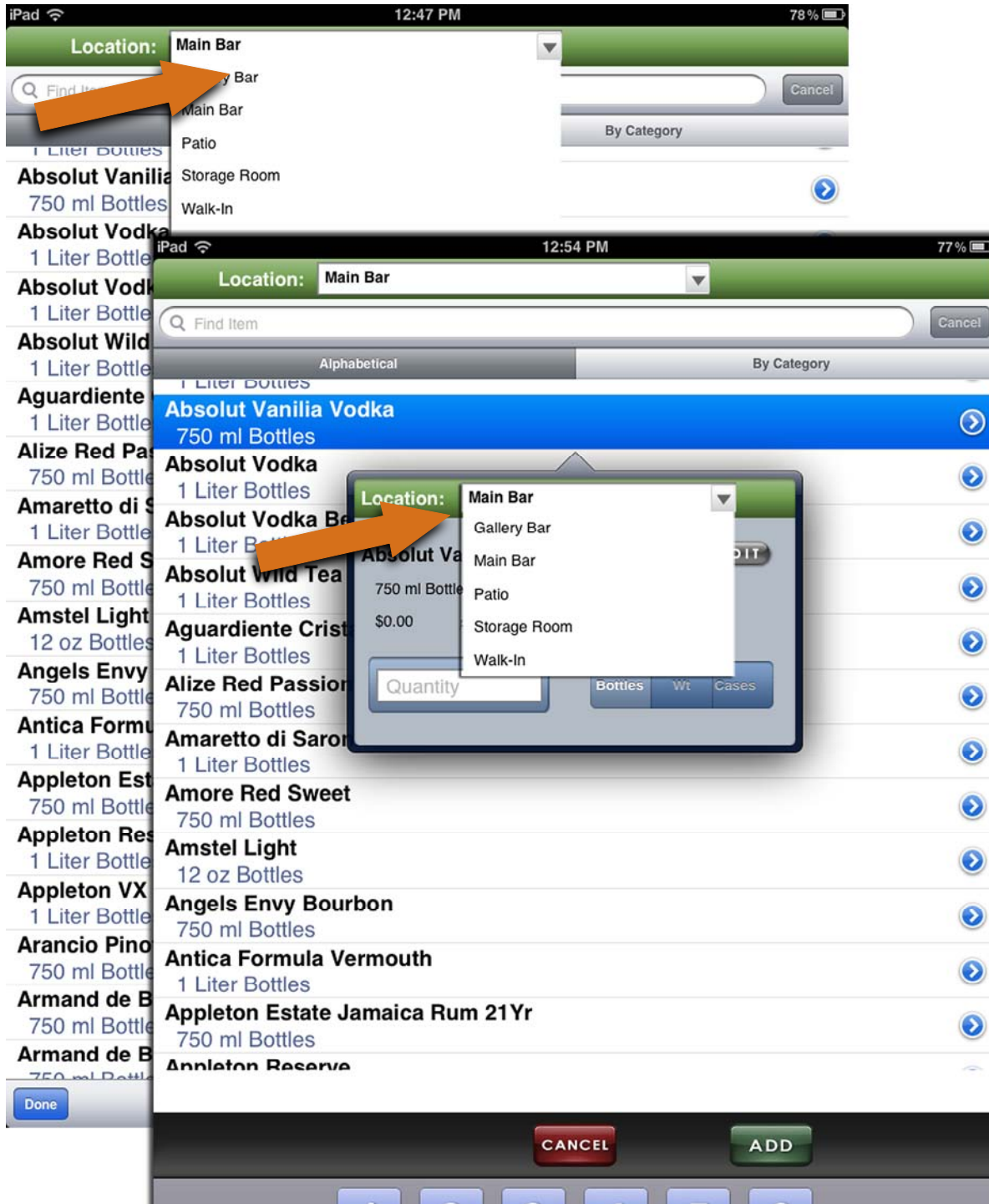
- 5) Press Cancel to hide the keyboard, and then press the “Done” button to take you back to the Inventory screen.
- 6) You will see the details of the Items that you’ve just added.
- 7) From here, you can either add more Items by pressing the “+” icon, or go back by pressing the “Inventories” button on the left side of the top toolbar.



Inventory Location

When you begin your Inventory you will need to select a Location. There are two ways to select or change your Inventory Location:

- 1) The first option is to press the menu bar at the top of the Inventory screen to activate the drop down menu for a choice of Locations.
- 2) The second option is to select an Item to add to your Inventory. Pressing the Item activates an action menu. The Location is displayed at the top of the action menu for the Item. Pressing the Location activates a drop down menu with a choice of Locations.



Pricing Items in Inventories

Every time that BarkeepApp calculates the cost of a product, it uses the default Item price specified at the Item level. You can override the price of an Item as you add the Item to a Receiving or Return Inventory.

Note: The Item price can only be modified in a Receiving or Return Inventory but not any other type of Inventory.

In Usage Reports, Barkeep determines the cost of an Item based on how much you actually paid for it. For example, if you have 21 bottles of **Absolut** in your Start Inventory, BarkeepApp will look at the 21 most recently received bottles of **Absolut** (based on Receiving Inventories). The actual cost of the 21 bottles of **Absolut** is calculated based on the price that you set in the most recent Receiving Inventories where you received **Absolut** instead of the default price for the Item.

To override the price of an Item in a Return or Receiving Inventory, take the following steps:

- 1) Select the Item and press the "Edit Price" button.
- 2) Delete the existing price before entering a new price.
 - 2a) The price change will only be for this Item in this one Inventory, unless you decide to select "Make Default." If you select to make the new price the default price, an alert will pop-up (see below) that asks you to confirm your choice.
- 3) Press "Save" to save the new price or select "Cancel" to discard the changes.



Adding and Weighing Partial Bottles, Kegs and other Containers

There are two ways to count partial bottles and kegs. The simplest is to enter partial bottles using decimal notation. For example, if you have one and three-quarter kegs of **Budweiser**, you can simply enter 1.75 and press “Add.” However, this requires you to estimate how much liquor is in a bottle, keg or other container. This is generally okay when you’re doing a full Inventory and the margin of error is balanced out over a large quantity. However, if you are trying to narrow down on a specific problem area and want an extremely accurate count, you should measure partial bottles and by Weight.

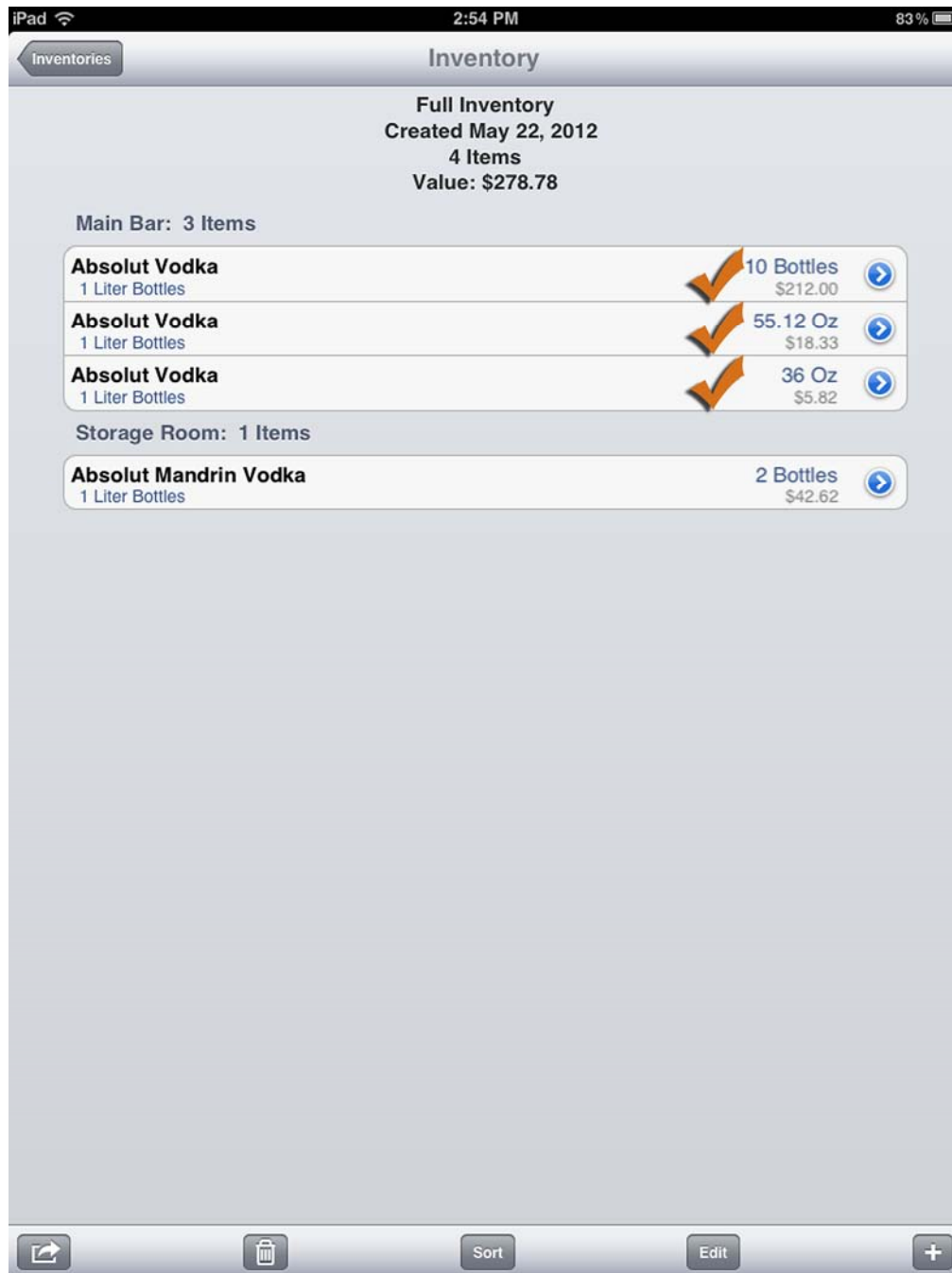
To add partial bottles by Weight, you will need to make separate entries for full bottles and an entry for each individual partial bottle. For example, if you have 10 full bottles of **Absolut** and two partial bottles, you will need to first add the 10 Bottles and then add each individual partial bottle. Begin by selecting **Absolut**, pressing the “Wt” button on the Unit Selection control, weigh the first bottle on a digital scale and enter the number of ounces (for example, 55.12 oz) and then press “Add.” Then repeat the step and weigh the second bottle on the digital scale and enter the number of ounces (for example, 36 oz) and then press “Add.”



Note: Do not add together multiple partial bottles as a single weight entry. BarkeepApp will automatically deduct the weight of a single bottle to determine the quantity of liquor that remains in the bottle. If you add multiple bottle weights together, there is no way for BarkeepApp to know how many bottles to deduct from the weight entered.

Adding and Weighing Partial Bottles (cont.)

Note: The example below shows three **Absolut Vodka** entries for the Inventory. There are 10 full bottles of **Absolut** and two partial bottles — one partial bottle weighing a total of 55.12 ounces and one partial bottle weighing a total of 36 ounces.



Reminder: Each partial bottle must be weighed and entered separately.

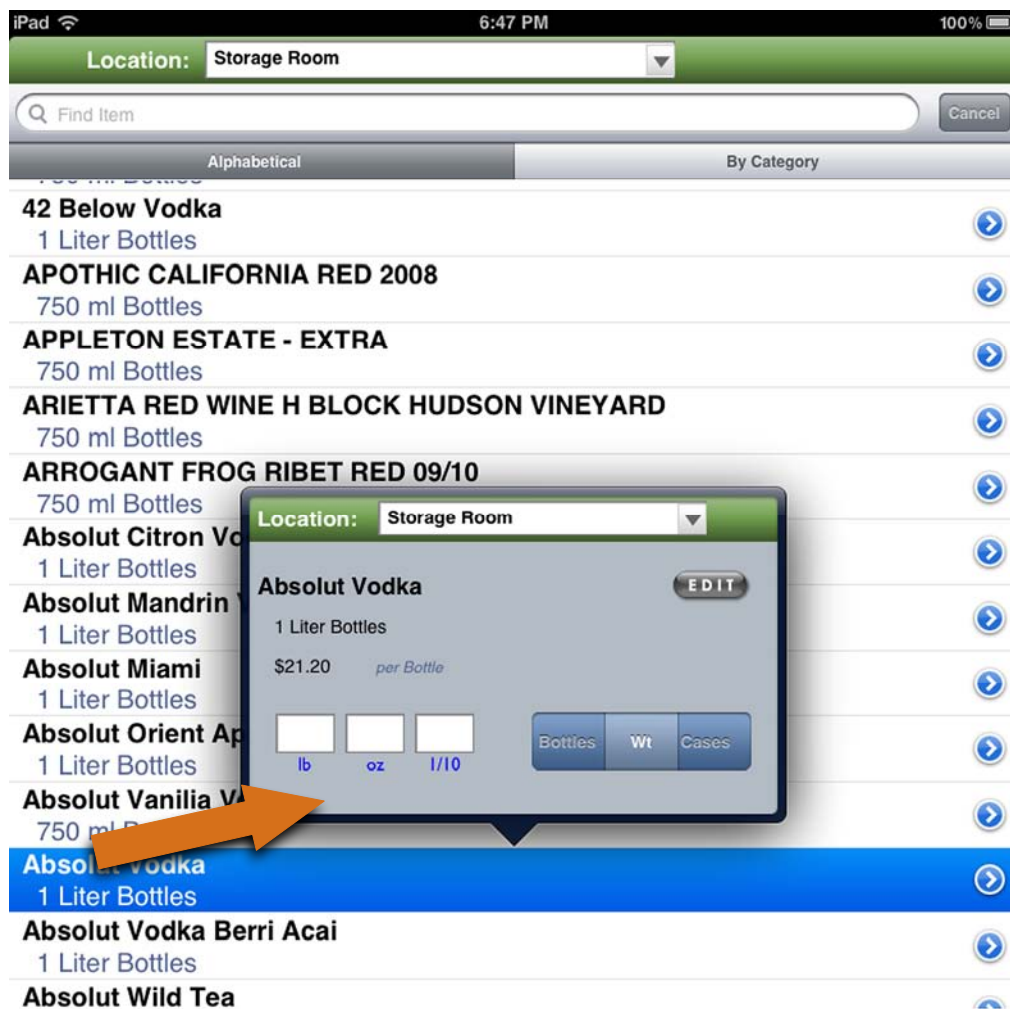
Note: The instructions in this section specifically mention weighing partial bottles of liquor, but the same instructions can be used for any container type. For example, it is difficult to estimate the amount of draft beer in an open keg. Many bars use a freight scale to weigh their kegs. If you choose to do so, you can use the same instructions as you would for weighing partial bottles.

Adding and Weighing Partial Bottles (cont.)

If you have a digital scale that displays weights in pounds and ounces or are using metric measurement, you can change your preferences in General Settings. See the **Weights and Measurements section** under General Settings at the beginning of this user guide for additional information.

Changing the settings will allow you to enter partial bottle weights in Pounds, Ounces and 1/10's of an ounce rather than Ounces so that you don't have to translate the data from your digital scale before entering it into BarkeepApp. To enter data in Pounds, Ounces, and 1/10's of an Ounce, you do the following:

- Choose the center “Wt” button.
- Enter the correct weight.
- Pressing the fields will allow you to navigate as needed to enter pounds and ounces, etc.



Adding and Weighing Partial Bottles (cont.)

Reminder: It is easy to forget to switch back and forth between Full Bottles/Kegs/Cans and Oz on the Unit Selection control, so we recommend that you first enter all of the full bottles, and then enter all of the partial bottles by weight afterwards so that you don't forget to switch back and forth.

Full Bottle Weight

If you add Items by weight, you must set the Full Bottle Weight and Empty Bottle Weight in the Item details screen for the Item that you are weighing. If BarkeepApp doesn't know the weight of a full bottle and empty bottle for a particular Item, it can't determine how much of the contents are still in the bottle based on the weight of the partial bottle.

If you have not set the Full Bottle weight for Items that you are weighing, BarkeepApp will default the Full Bottle Weight to the bottle's volume. For example, a 1 Liter bottle will default to 33.814 oz. If you have not set the Empty Bottle Weight for an Item, BarkeepApp will default the Empty Bottle Weight to the Full Bottle Weight minus the bottle's volume.

The formula that Barkeep uses for calculating the volume of liquor in a partial bottle is:

$$\text{Bottle Volume} * ((\text{Partial Bottle Weight} - \text{Empty Bottle Weight}) / (\text{Full Bottle Weight} - \text{Empty Bottle Weight}))$$

Using a Digital Scale

If you would like to manually enter partial bottle weights into BarkeepApp, you can use any digital scale to weigh the bottles and choose the weight format in BarkeepApp that matches your digital scale.

Note: Using a **Bluetooth** digital scale with BarkeepApp requires an **Infinia Tab** scanner with **Bluetooth** support or, for **iPhone** users, a **Linea-Pro** scanner with **Bluetooth** support. Please refer to barkeepapp.com for a list of certified **Bluetooth** scales.

Bluetooth Scale Instructions – Set-Up and Registration

The first step is to register the digital scale with Barkeep. Turn on the **XHBMS** digital scale.

1) Launch BarkeepApp.

2) To configure BarkeepApp, press “Settings” on the Main Page then select “Bluetooth Scale.”



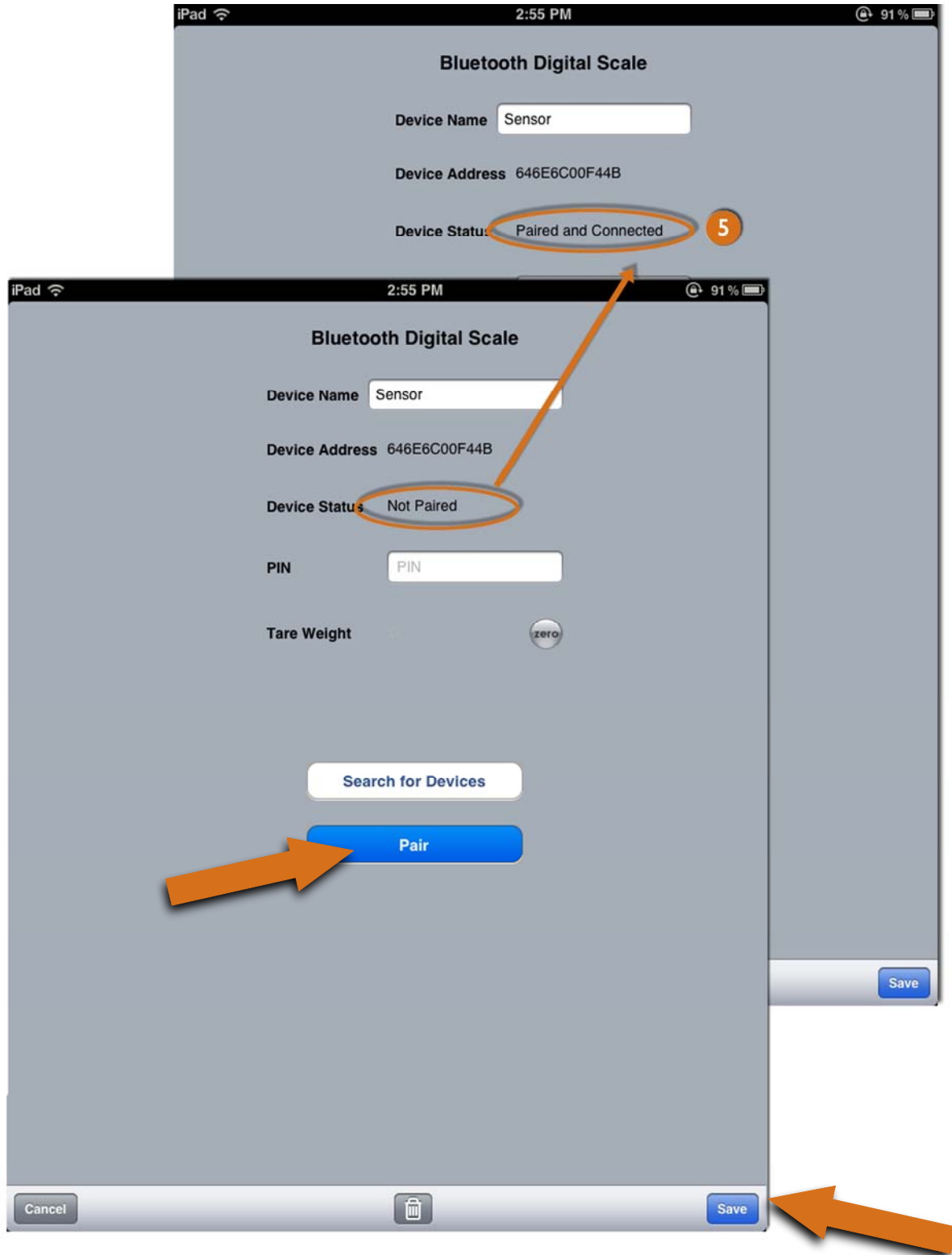
Bluetooth Scale Instructions (cont.)

3) Press “Search for Devices.” You should see a Device named “Sensor” displayed. Select that Device.



Bluetooth Scale Instructions (cont.)

- 4) Select "Pair" and then press "Save."
- 5) Once you've paired BarkeepApp with the scale, the status should change to Paired and Connected.



Note: The PIN should be left blank – the **XHBMS** does not require a PIN.

Bluetooth Scale Instructions – Weighing Bottles

Before beginning to weigh Items, we recommend setting the scale to Zero. You will not need to do this for each Item, but should set the scale to Zero every time you begin a session of weighing Items.

- 1) To weigh bottles using the **Bluetooth** scale, add the Item to an Inventory.
- 2) In the Inventory Item screen change the quantity type to “Oz” or “Wt.”
- 3) Press the **Bluetooth** icon  to read the weight from the scale.
- 4) Press “Add” to add the Item to the Inventory.



Note: You can also press “Zero” to reset the tare weight on the scale – essentially resetting the **0** weight of the scale to the current weight. Zero should only be pressed when the scale is empty.

On the Inventory Item screen, when you select weight, have a LP4 with **Bluetooth**, and have paired a digital scale the **Bluetooth** and Zero buttons will appear. Choose “Oz” or “Wt” as quantity type and then press the **Bluetooth** icon  to automatically detect the weight from the scale. BarkeepApp will automatically fill the quantity field with the weight that it receives from the scale.

Adding Cases

To add cases to an Inventory, you first select the Item that you want to add to the Inventory. On the Inventory Item screen where you enter the quantity for the Item that you are adding, press the “Cases” button.

Note: When selecting “Cases” Barkeep shows the price per case. In the example below a bottle of **Absolut 1L** costs \$21.20, there are 12 bottles in a case and the price shown is \$254.40 ($\21.20×12).

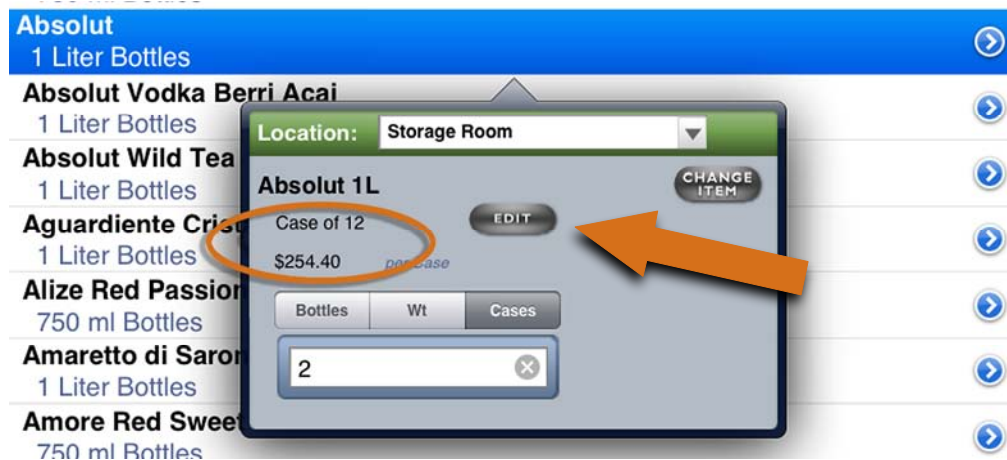
The screenshot shows the Barkeep iPad app interface. At the top, the status bar indicates 'iPad', signal strength, '12:00 PM', and '98%' battery. Below the status bar is a green header with 'Location: Storage Room' and a dropdown arrow. A search bar with 'Find Item' and a 'Cancel' button is next to it. Below the search bar are two tabs: 'Alphabetical' and 'By Category'. A list of items is displayed, including 'Absolut Orient Apple', 'Absolut Vanilia Vodka', 'Absolut', 'Absolut Vodka Berri Acai', 'Absolut Wild Tea', 'Aguardiente Crist', 'Alize Red Passion', 'Amaretto di Saron', 'Amore Red Sweet', 'Amstel Light', 'Angels Envy Bourbon', and 'Antica Formula Vermouth'. The 'Absolut' item is selected, and a modal window is open over it. The modal window shows 'Location: Storage Room', 'Absolut 1L', 'Case of 12', '\$254.40 per case', and buttons for 'EDIT' and 'CHANGE ITEM'. Below this, there are three tabs: 'Bottles', 'Wt', and 'Cases'. The 'Cases' tab is selected, and a numeric keypad is visible with the number '2' entered. The keypad has buttons for digits 1-9, 0, a decimal point, and a backspace button. At the bottom of the screen are 'CANCEL' and 'ADD' buttons.

When “Cases” is selected, the Item size will change to display “Case of N” where N is the number of Bottles/Cans in a Case. Also, the name of the Item will change to include the size of the bottles/cans in the case. For example, “Case of 12”

Adding Cases (cont.)

In this example, we are adding cases of **Absolut** to our Inventory where each case contains 12 one-liter bottles.

The number of bottles/cans in a case will automatically default to the Default Case Size that is specified on the Item Definition. The default case size for **Absolut** 1L bottles is set to 12, so when you choose Cases of **Absolut** it automatically sets the case size to 12. You can modify this by pressing the Edit button to the right of “Case of 12.” This will allow you to edit the Field with a new number of bottles per case.



Note: Changing the case size here will only change the number of bottles in a case of **Absolut** for this particular Inventory. If you would like to change the case size permanently so that it applies to all future Inventories, you should change the default case size on the Item screen.

Adding Cases and Bottles in the same Inventory

If you want to add both cases and bottles of the same Item to an Inventory, you will need to add the Item twice. For example, if you have 3 cases of **Absolut** and 2 bottles. You can either add the Item once indicating there are a total of 38 bottles, or you can add three cases and then go back to the Item and add two bottles as a separate entry.



Adding Cases to a Receiving Inventory

When adding Items to a Receiving Inventory you can add Items by the Bottle (or other Container Type i.e., Can, Keg, etc.) or you can add Items by the Case.

When entering Items by Case, you enter the Case price instead of the per Bottle price.

The example below shows where you can add Bottles of **Absolut 1L** by the Bottle at \$21.20 each or by the Case of 12 at \$254.40 per Case. This feature can be particularly useful if your supplier's invoice shows Items priced by the Case.

This screenshot shows the 'Absolut 1L' item entry screen. The 'Location' is set to 'Stock Room'. The 'Bottles' tab is selected, showing a price of \$21.20 per Bottle. The quantity is set to 1. The 'Cases' tab is also visible, showing a price of \$254.40 per Case. The 'Absolut 1L' item is listed in the background with a '1 Liter Bottles' description.

This screenshot shows the 'Absolut 1L' item entry screen. The 'Location' is set to 'Stock Room'. The 'Cases' tab is selected, showing a price of \$254.40 per Case. The quantity is set to 1. The 'Bottles' tab is also visible, showing a price of \$21.20 per Bottle. The 'Absolut 1L' item is listed in the background with a '1 Liter Bottles' description.

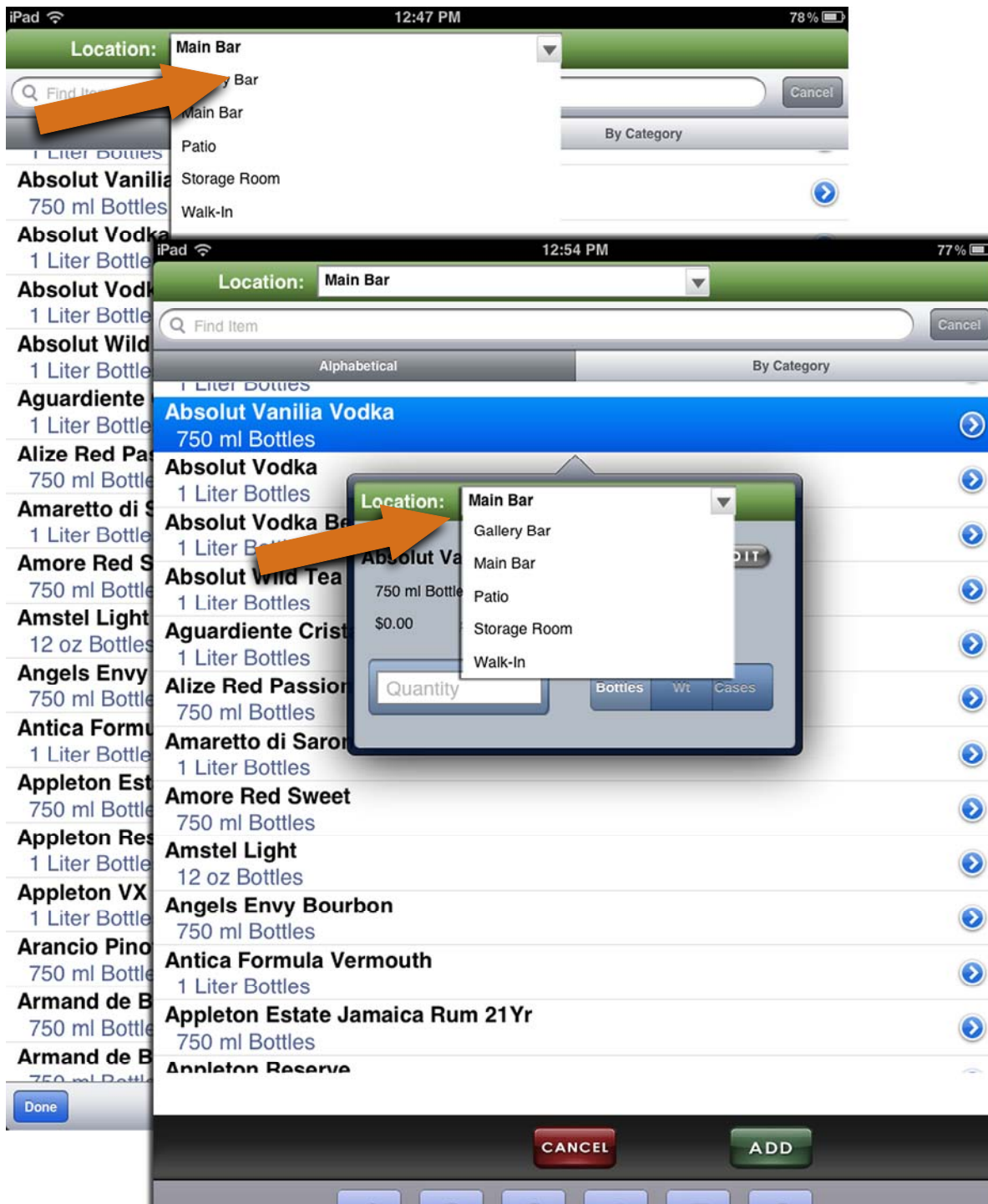
Note: A price of a Bottle can be a fractional cent. The example below shows **Amstel Light** for \$21.00 per Case. When you divide the Case Price by the number of Bottles (24), the Bottle Price is 87.5¢ per Bottle. Also note, that a Case Price cannot be a fractional number.

These two screenshots show the 'Amstel Light 12oz' item entry screen. The 'Location' is set to 'Stock Room'. The left screenshot shows the 'Cases' tab selected, with a price of \$21.00 per Case. The right screenshot shows the 'Bottles' tab selected, with a price of \$0.875 per Bottle. Both screenshots show a quantity of 1. The 'Amstel Light' item is listed in the background with a '12 oz Bottles' description.

Changing Inventory Locations

If you are adding Items to multiple Locations within a single Inventory, you can easily switch between Locations in the middle of an Inventory.

- 1) Press the menu bar at the top of the Inventory screen to activate the drop down menu for a choice of Locations.
- 2) Or press the Location displayed at the top of the action menu for the Item to activate a drop down menu with a choice of Locations.
- 3) On the Add Item screen, the Location will now display your newly selected Location and this Item will be added to the newly selected Location. Also, if you continue adding more Items to the Inventory, the Items will be added to your newly selected Location until you change to a different Location.



Scanning

Scanning Items With Infinea Tab

Barkeep has integrated with the **Infinea Tab** laser barcode scanner. This is similar to the **Linea-Pro** scanner which is the same Device used in all Apple Stores to scan Items and process credit card transactions. The **Infinea Tab** scanner is a cradle that you slide an **iPad** into. The cradle provides a barcode scanner, magnetic strip reader, and backup battery supply.

More details on the **Infinea Tab** scanner and how to order it are available on our website barkeepapp.com. To scan Items using the **Infinea Tab** scanner, you must be running the BarkeepApp on an **iPad**. A **Linea-Pro** scanner is available for the **iPod Touch**, **iPhone** (see **iPhone User Guide** for details).

Go to the Inventory that you'd like to add Items to. Select the "+" icon on the bottom toolbar to start adding Items.

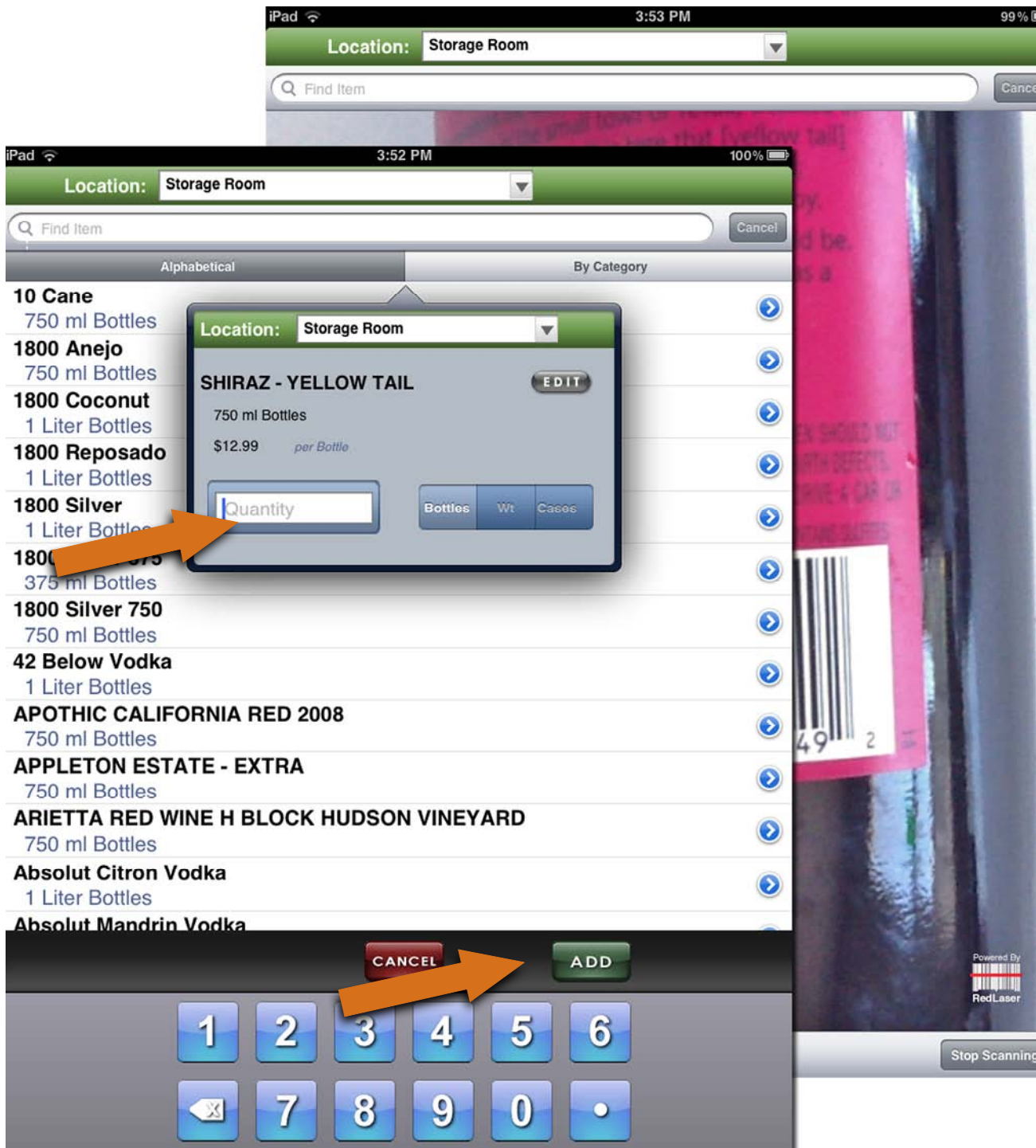
This will take you to a screen that allows you to enter Items either by name or by scanning the Items. To activate the laser scanner, point the scanner on the front of the Device at the Item's barcode and press either the "Scan" button on the toolbar at the bottom of the screen, or press the physical scan button on the right side of the **Infinea Tab** scanner.

Note: The **Infinea Tab** only works with the **iPad**, **iPad 2** and **iPad 3** models. An **Infinea Tab** with a lightning connector to support the new **iPad 4** or **iPad Mini** is not yet available (though these models will work with the BarkeepApp).

Scanning with the iPad Camera

Barkeep has licensed technology from Red Laser to support scanning Items using the **iPad**, **iPod Touch** or **iPhone's** built-in cameras. This works by holding the **iPad** up to the barcode until the barcode is centered on the screen, and holding the Device still while the barcode is scanned. Once the barcode has been scanned, BarkeepApp will match the barcode against products in your Device's Items List or in Barkeep's online database, if no matches are found on your Device.

Once the barcode is scanned and a matching Item is found, BarkeepApp will automatically go to the Inventory Item screen where you can enter a quantity and press "Add" to put the Item into your Inventory.

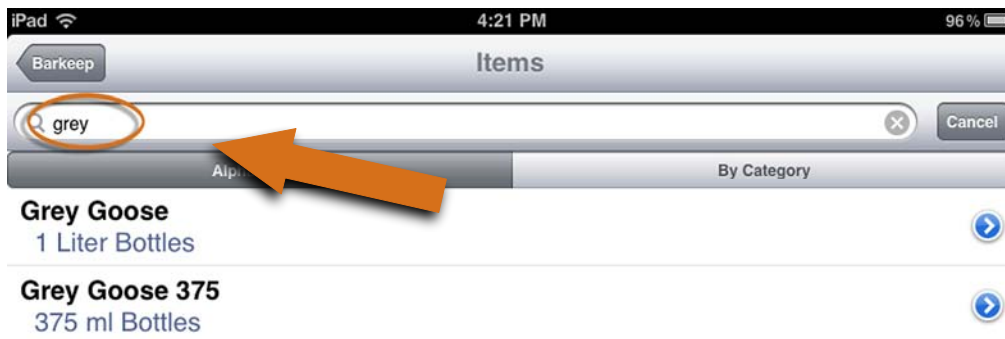


Scanning with the iPad Camera (cont.)

Here are some tips on how to effectively use the scanning feature:

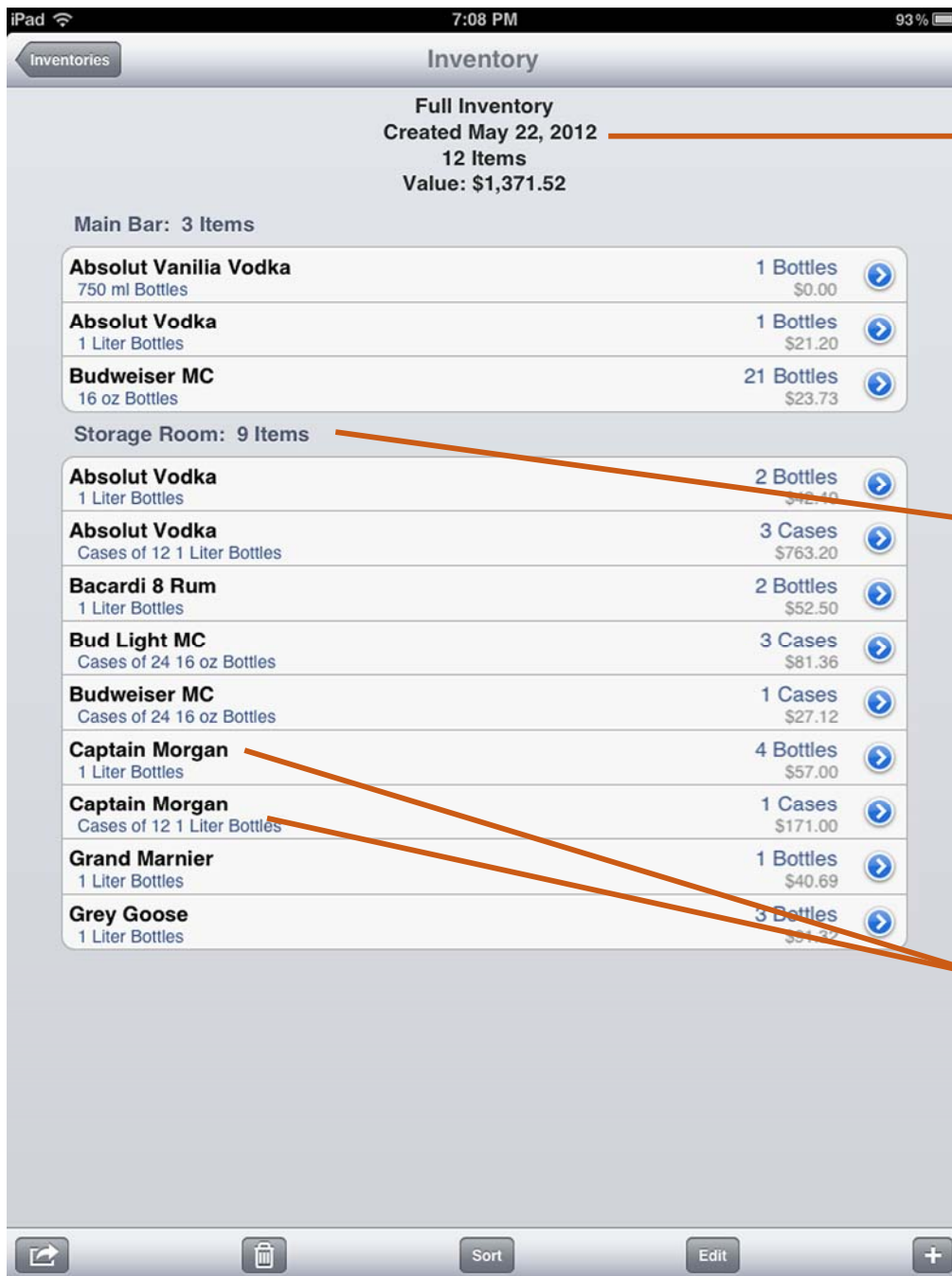
- **Lighting** - Using the camera to scan doesn't work well in low-light conditions. So make sure that you have good, even lighting.
- **Avoid glare** - if your lighting is causing a glare on the bottle, it can wash out part of the barcode making it difficult / impossible to scan.
- **Keep the bottle still.** We personally have trouble holding both the bottle and **iPad** still at the same time. It will be easier to place the bottle on the counter and hold the camera up to the bottle. This works better than trying to hold both at the same time.
- The scanning works best when the barcode is centered in the viewing area on the scan Items screen.
- The camera should be parallel to the bottle. If the camera is tilted at an angle, it skews the barcode and can make it difficult for BarkeepApp to recognize.
- If holding the camera still isn't scanning the barcode, then start out with the barcode filling the viewing area at about 50% size. Then slowly move the camera towards the bottle so that the barcode increases to 70-80% will help.
- Occasionally some barcodes just don't scan. It may be because the barcode is extremely long and narrow and curves around the bottle too much - the barcode recognition package that is integrated into BarkeepApp might be unable to recognize it.

While in scanning mode, you can also search for Items by Name. If you are scanning a lot of Items into Inventory and come across a particular barcode that is difficult to scan, you can simply search for it in the "Find Items By Name" search box. BarkeepApp will display the list of matching Items.



The Inventory Screen

The Inventory screen shows you the details for a single Inventory and allows you to add Items to the Inventory, delete Items from the Inventory, modify Items in the Inventory, edit the details of the Inventory itself, or delete the entire Inventory.



The top of the Inventory screen shows a few overview details about the Inventory including the Inventory Type, the date that the Inventory was created, and the total number of Items in the Inventory.

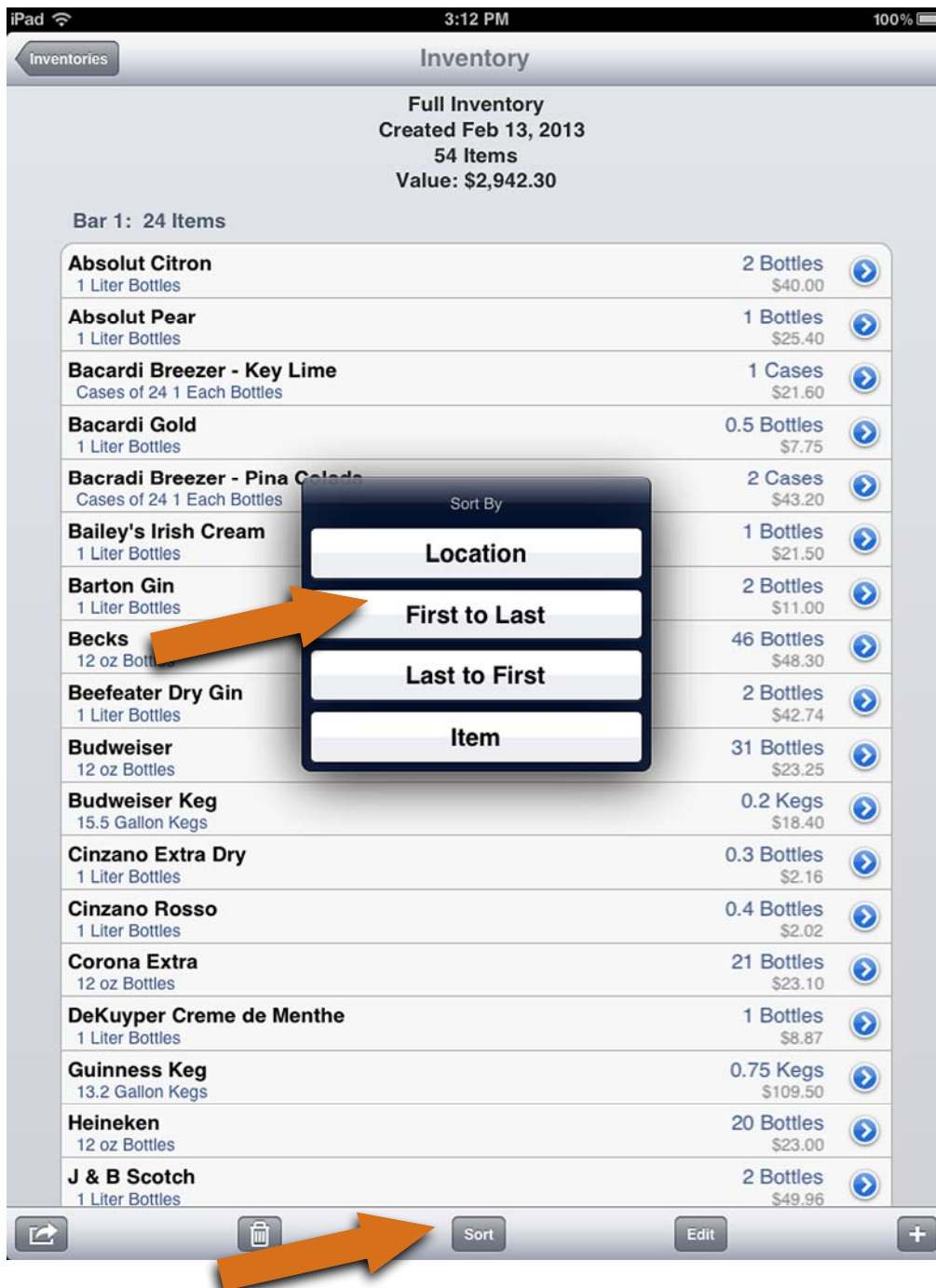
By default, the Inventory screen is sorted by Location. The Items within the Inventory are grouped by Location, and Items within a Location are sorted alphabetically. The Location Name and number of Items in that Location are displayed in the header for each section.

Each Item within the Location is listed displaying the Item Name, Item Size (1L, 12 oz., etc.), and the Quantity of that Item. If an Item is added to the Location more than once, there will be multiple rows displayed showing each time that the Item was added to the Inventory.

Inventory Sort Order

- 1) You can choose to sort the Items list by pressing “Sort” at the bottom of the toolbar.
- 2) An action menu appears with three options to sort your inventory by:
 - Location
 - Inventory Order, either “First to Last” or “Last to First”
 - Item

You may re-sort the Items so that they are displayed in exactly the same order in which they were added to the Inventory. This is particularly useful if you are reviewing your Inventory for accuracy and want to go back through the Items in the same order that they were added. If you choose to sort the list by Inventory Order or Item the individual Items are no longer grouped by Location – so the name of the Location that the Item was added to is included in each row.



Editing an Inventory

- 1) To edit properties of an Inventory, such as the Inventory Type or Inventory Date/Time for a particular Inventory, go to the Inventory screen for the Inventory that you'd like to modify.
- 2) Press the "Edit" button on the bottom toolbar.
- 3) After making your changes in the Edit Inventory screen, press "Save" to save your changes or select "Cancel" to discard them.



Inventory Properties

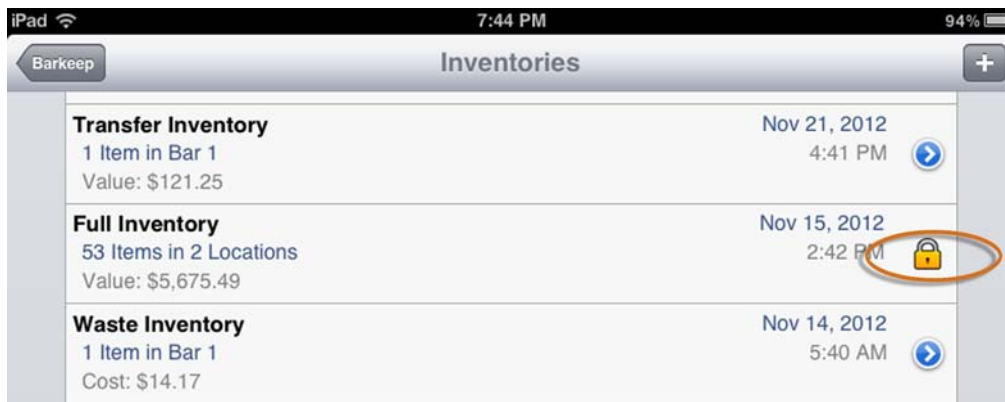
The properties that you can set on an Inventory are:

Property	Applies To	Description
Date	All - Required	The time that the Inventory was created.
Description	All - Optional	A brief description of the Inventory. For example: "Premium Inventory"
Notes	All – Optional	Notes about the Inventory. For example: "Received a broken bottle of Absolut. Expect a credit from Southern."
Invoice No.	Receiving – Optional Return – Optional	The invoice number for a receiving invoice.
Invoice Amt	Receiving – Optional Return – Optional	The total cost of the invoice associated with a Receiving Inventory. This can be used to compare the cost on the invoice to the actual value of the Inventory by running a Summary Report on the Inventory.
From Location	Transfer – Required	The Location that Items are being transferred out of.

Locked Inventories

BarkeepOnline includes a feature where you can lock any of your Inventories by clicking on the  lock icon next to the Inventory.

- The icon indicates whether the Inventory is locked. 
- All Inventories are unlocked by default.
- If an Inventory is locked, you cannot edit the Inventory. You must first unlock the Inventory to make changes.
- You can lock or unlock an Inventory only when you are logged in to BarkeepOnline.
- You can still view a locked Inventory, but it cannot be changed.
- You can use a locked Full Inventory to create a new Repeat Inventory (the new Inventory will be unlocked by default).



For additional information see the **BarkeepOnline User Guide**.

Editing Inventory Items

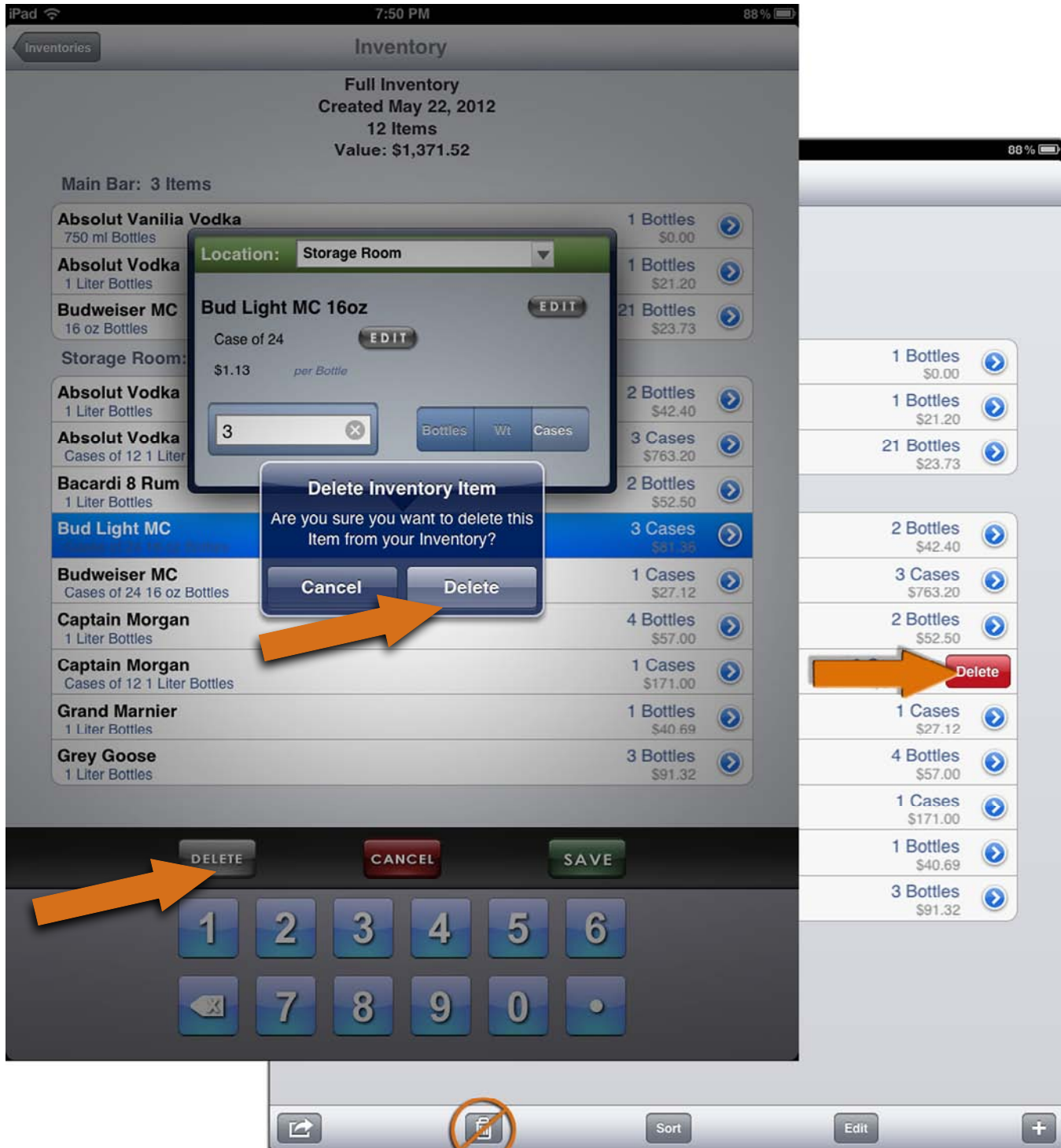
- 1) From the Inventory screen, you can modify the details of an Inventory Item by selecting the Item you would like to modify.
- 2) The Inventory Item screen will pop-up.
- 3) In the Inventory Item screen, you can select a different Item, change the Quantity, Units (Bottles versus "Wt" versus Cases), and change the Location.
- 4) After making your changes, you can press "Save" to save your changes or select "Cancel" to discard them.



Deleting Inventory Items

There are two options for deleting an Item from an Inventory.

- 1) From the Inventory screen, select the Item you would like to delete.
- 2) The Inventory Item screen will pop-up. Select "Delete" from the menu above the keyboard.
- 3) After selecting Delete an action menu will appear asking you to confirm you want to "Delete" the Item or you can select "Cancel."
- 4) Or, you can also delete an Item from an Inventory by swiping your finger horizontally across an Item in the Inventory screen and then pressing the "Delete" button.



Note: Do not press the Trash icon on the bottom toolbar. This action will prompt an action menu asking if you want to delete the entire Inventory.

Double-Check Your Inventory

Once you've completed an Inventory, it's a good habit to double-check the Inventory. It is very easy to miscount Items or miss a product or two while doing your Inventory.

The easiest way to do that is to select the Inventory you'd like to double-check in BarkeepApp.

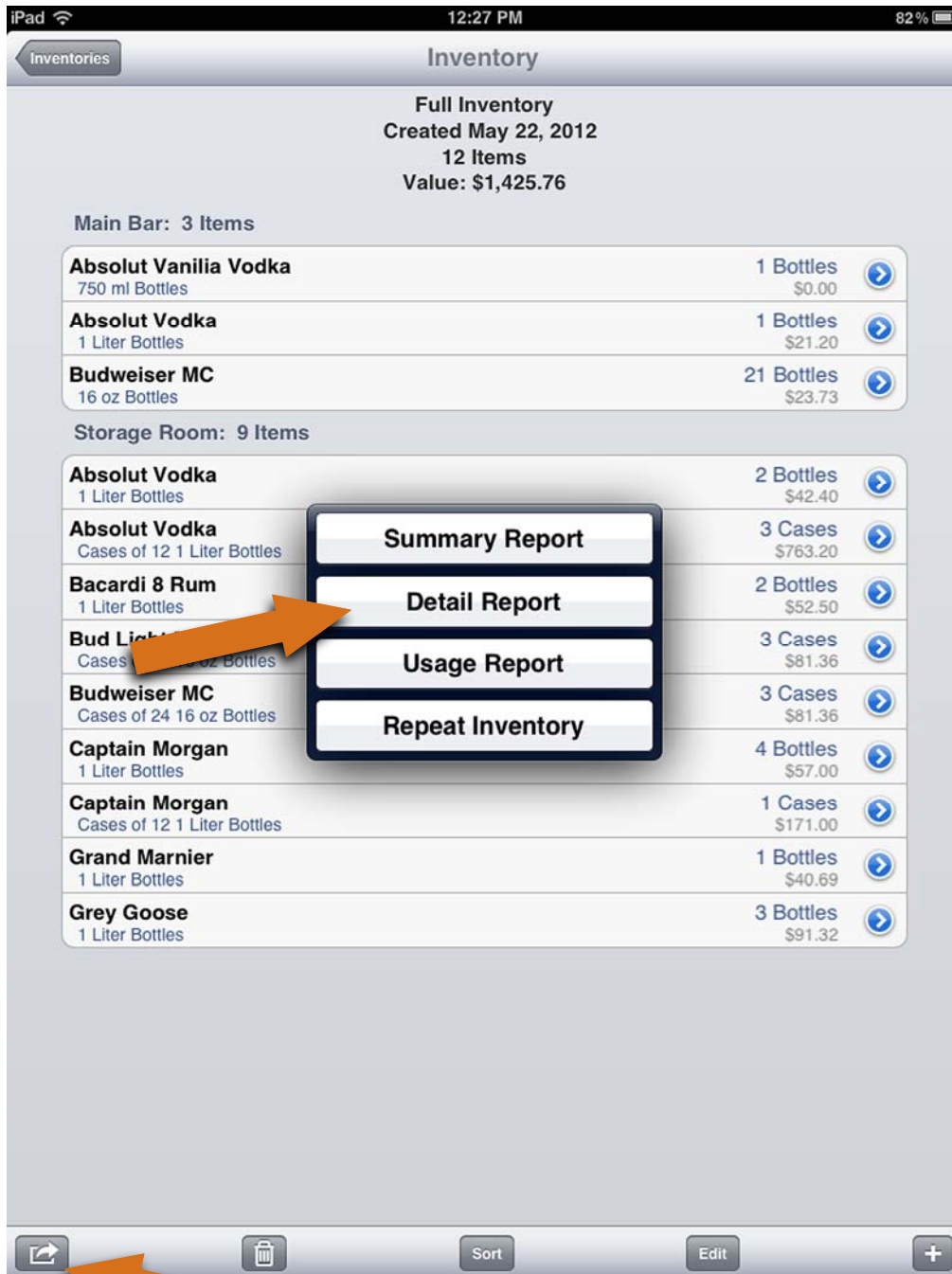
- 1) On the Inventory page, press "Sort" at the bottom of the toolbar.
- 2) An action menu appears with three options to sort your inventory by Location or Inventory Order, either "First to Last" or "Last to First."



Double-Check Your Inventory (cont.)

The example on the previous page displays all of the Items in the Inventory in the same order that you added them. Working from this list, go back through your Inventory and check each Item against the quantity that you entered in the Inventory. If you find any mistakes or missing Items, you can immediately modify or add them from the Inventory screen.

Alternatively, if you prefer to work from paper, you can print the Inventory Details Report, which will display each Item that you added to the Inventory in the same order that you added them. From this report, you can double-check each Item that you added to the Inventory to confirm that the quantity, Location, and units are all correct.



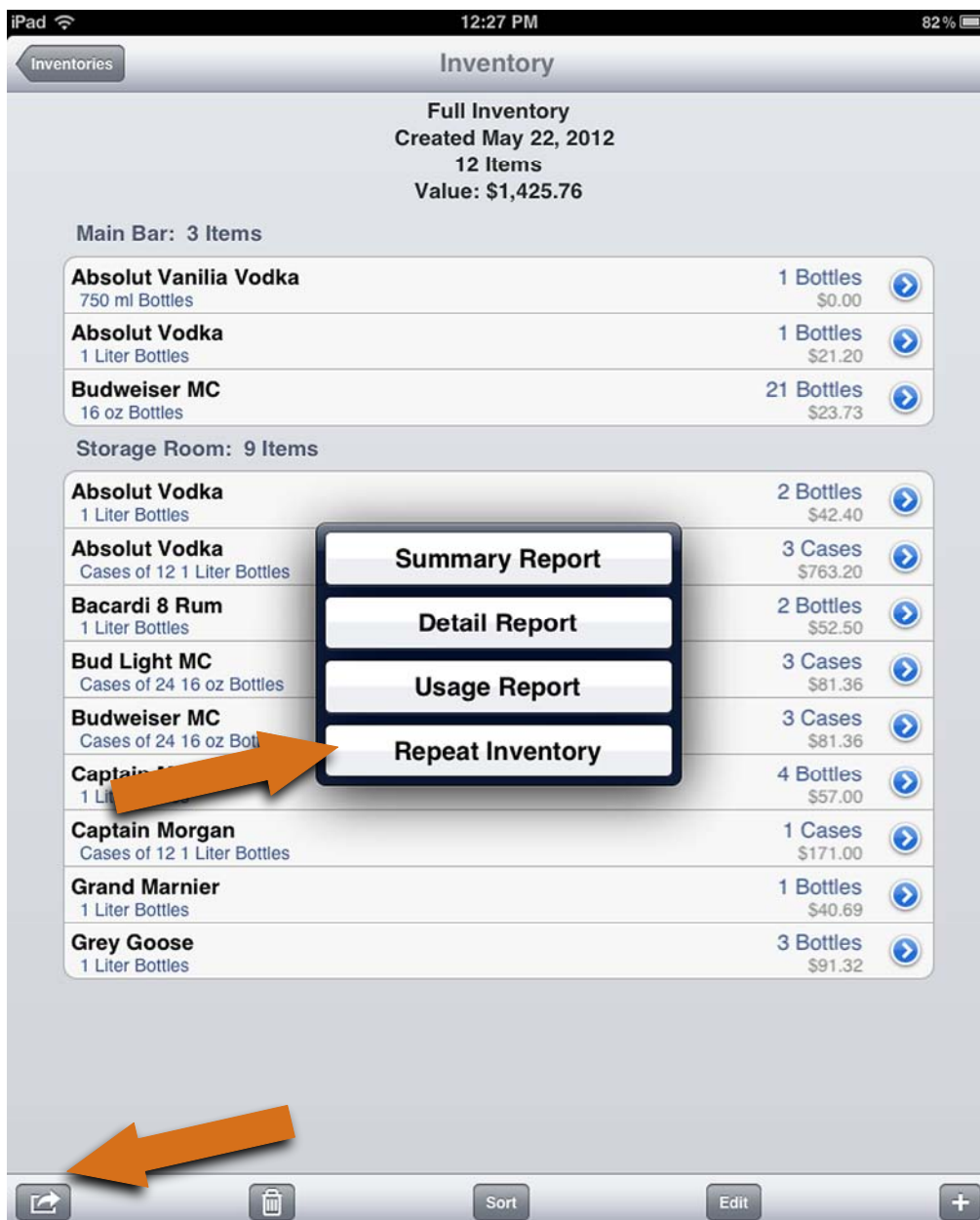
Repeat Inventories

Repeat Inventories are a way to save time when you need to perform the same Inventory on a regular basis. For example, we perform a Premium Liquor Inventory every day. This involves counting all of the Premium Liquor Inventory in five different Locations and weighing all partial bottles. The size of our daily Premium Inventory is 110 Items in five Locations.

Our Premium Liquor Inventory is exactly the same process every day. We know how many Items should be in each Location. We rarely add new Premium Liquor Items, so the Items are the same every day — only the quantities vary.

When taking Inventory of Premium Liquor we had to be careful to not use Full Bottles in place of ounces. If you forget to switch between Full Bottles and “Oz” or “Wt”, you may have entries like 63.2 Bottles instead of 63.2 oz. It’s an easy mistake to make, and easy to find and correct. It’s annoying to have to go back, figure out what you did wrong, and fix it.

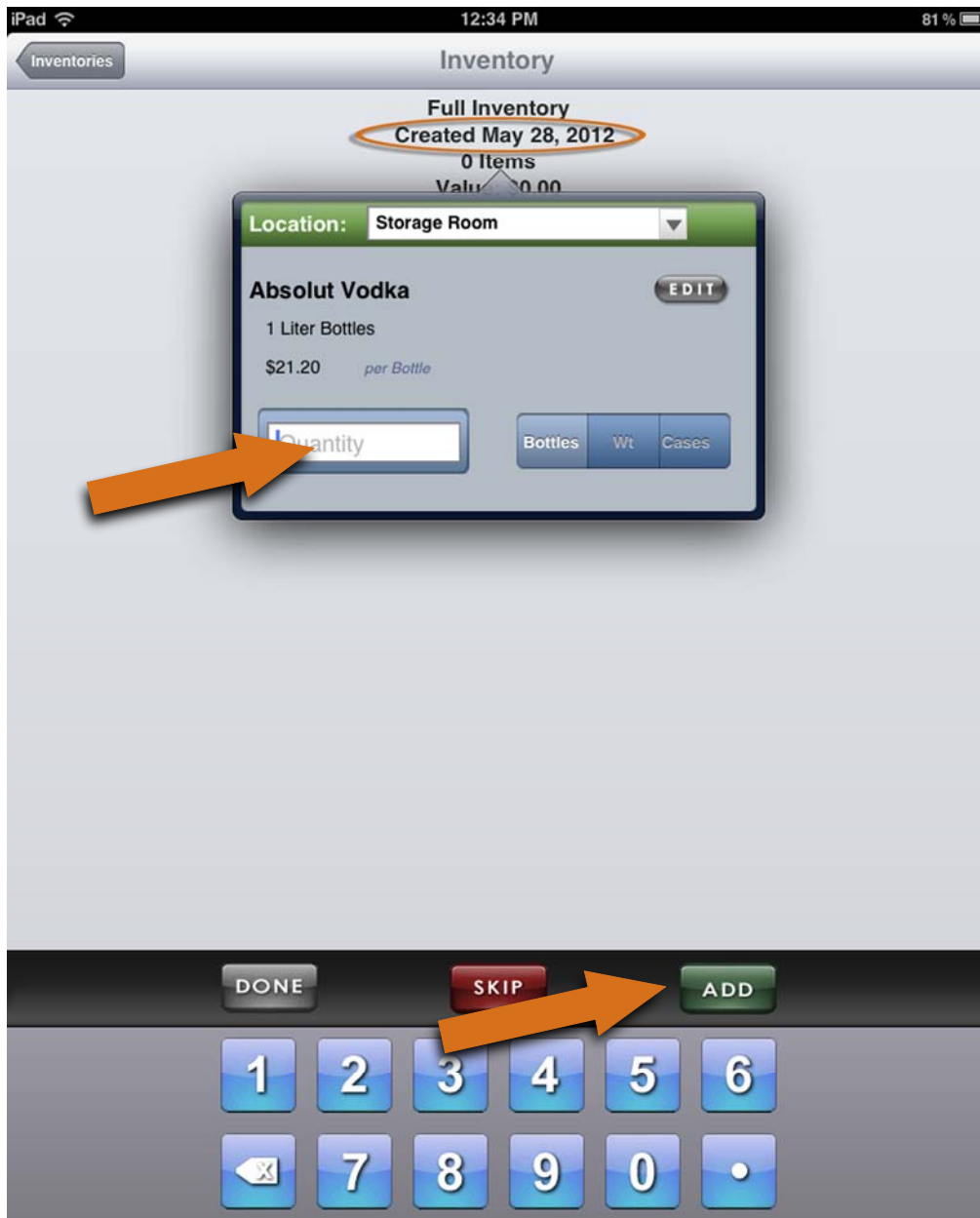
To solve this, we added the ability to Repeat an Inventory.



1) You repeat an Inventory by selecting the Inventory you would like to Repeat, press the “Action” icon on the toolbar at the bottom of the Inventory screen, and choose “Repeat Inventory.”

Repeat Inventories (cont.)

- 2) This will create a new Inventory (Repeat Inventory) with the same Inventory Type as the Inventory (Original Inventory) that you are repeating.
- 3) You will then be asked to enter a quantity for each Item that exists in the Original Inventory. The Inventory Item screen will appear with the Location, Item, and Quantity Type (Bottles / Oz / Cases) automatically filled in for you with the details for the first Item in the Original Inventory.
- 4) Once you enter the quantity for the first Item, press Add. This will add the Item to the Repeat Inventory. Automatically the next Item in the Original Inventory will appear.
- 5) Continue to enter quantities for each Item individually until you have entered quantities for each Item in the original Inventory.



Note: In a Repeat Inventory you do not need to choose an Item, scan any bottles, select a Location, or choose a quantity type. Each of these was automatically filled in for you based on the Item details in the original Inventory.

Repeat Inventories - Skipping Items

When repeating an Inventory, you sometimes come across Items that you want to skip.

For example, if there is no **Hangar One Lime** at Well 3 today because someone forgot to restock last night, and the Inventory Details screen is displaying: Location: Well 3 Item: **Hangar One Lime** - 1 Liter Quantity Type: Oz you need a way to skip this Item and move on to the next one in the list.

There are two ways to do this:



1) First, you can skip the **Hangar One Lime** Item by pressing the “Skip” button. This will move on to the next Item in the Original Inventory without entering a **Hangar One Lime** Item for Well 3 in your Repeat Inventory. The Repeat Inventory will NOT contain an entry for any Items that were skipped. So the Repeat Inventory will have fewer entries than the Original Inventory.

2) On the other hand, if you want to make sure that you always have the same number of Items in your Inventory (so that you are sure you didn't accidentally miss anything), you can also simply enter the quantity **0** and press “Add.” This will add the **Hangar One Lime** Item at Well 3 to the Repeat Inventory, but the quantity is zero so it will not affect your Inventory totals.

Interrupting a Repeat Inventory

You can interrupt a Repeat Inventory by pressing the “Done” button. This will dismiss the Inventory Item screen without adding the currently displayed Item to the Repeat Inventory. Even though you interrupted the Repeat Inventory, you can still come back and continue the Repeat Inventory at a later time.



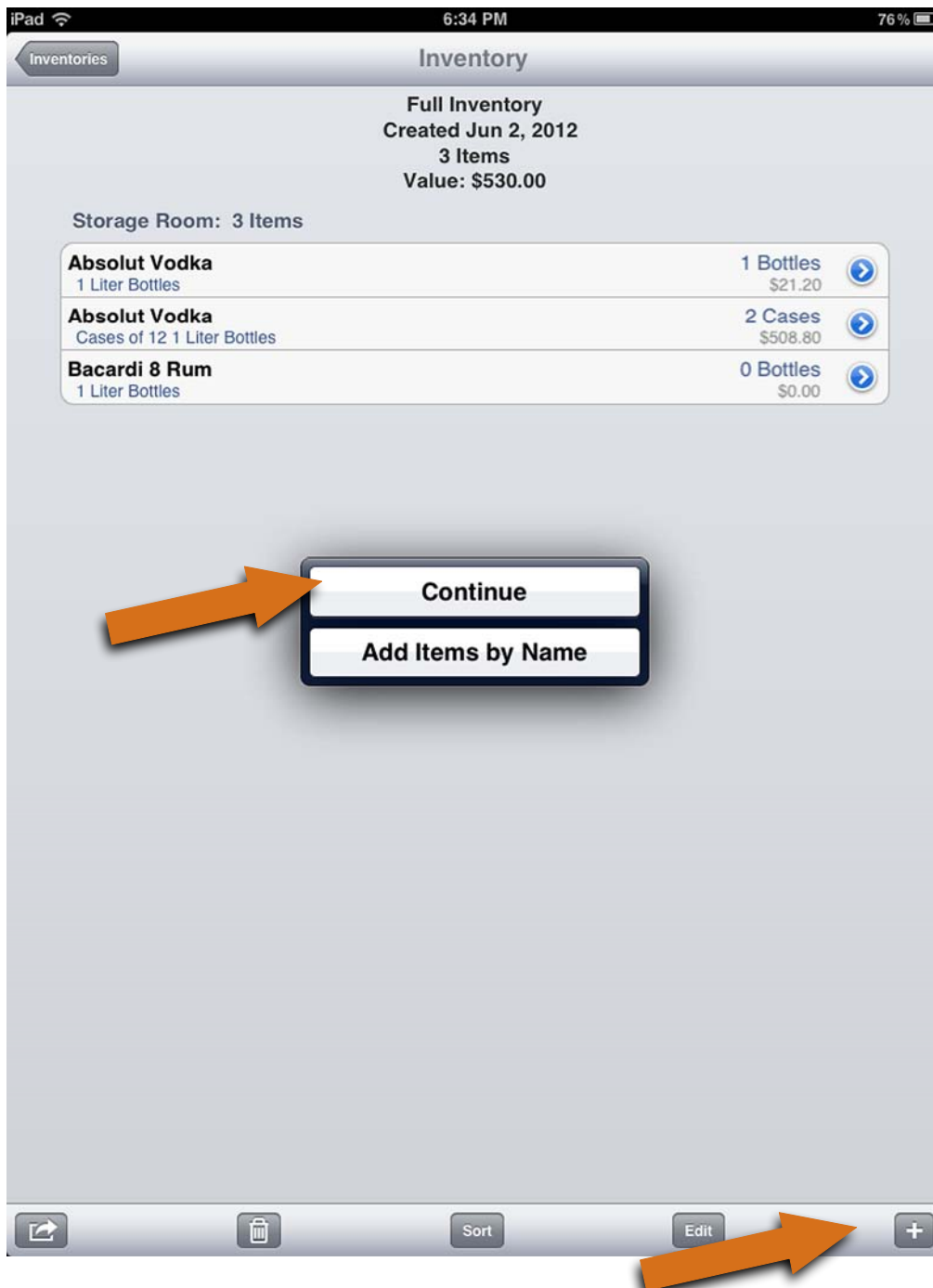
If you want to insert a new Item in the middle of a Repeat Inventory, you simply Interrupt the Repeat Inventory by pressing the “Done” button. This will take you to the Inventory screen for the Repeat Inventory. From the Inventory screen, you can insert new Items by pressing the “+” icon on the bottom toolbar, choose “Add Items By Name” and then add the new Items to the Repeat Inventory in the same way that you normally add Items to any Inventory.

Continuing a Repeat Inventory

If you stopped in the middle of a Repeat Inventory, either to do something else or to insert new Items into the Repeat Inventory, you can always go back and continue with the Repeat Inventory. To continue, go to the Inventory screen for the Repeat Inventory.

Note: You continue from the Repeat Inventory, not the Original Inventory.

On the Inventory screen for the Repeat Inventory, select the “+” icon on the bottom toolbar to indicate that you would like to add Items to this Inventory. You will be presented with two options “Continue,” or “Add Items by Name.” Choose “Continue” to continue with the Repeat Inventory. This will automatically take you to the Inventory Item screen where you can enter the quantity for the next Item in the Original Inventory. The Item displayed will be the first Item in the Original Inventory that was not already Added to or Skipped in the Repeat Inventory.

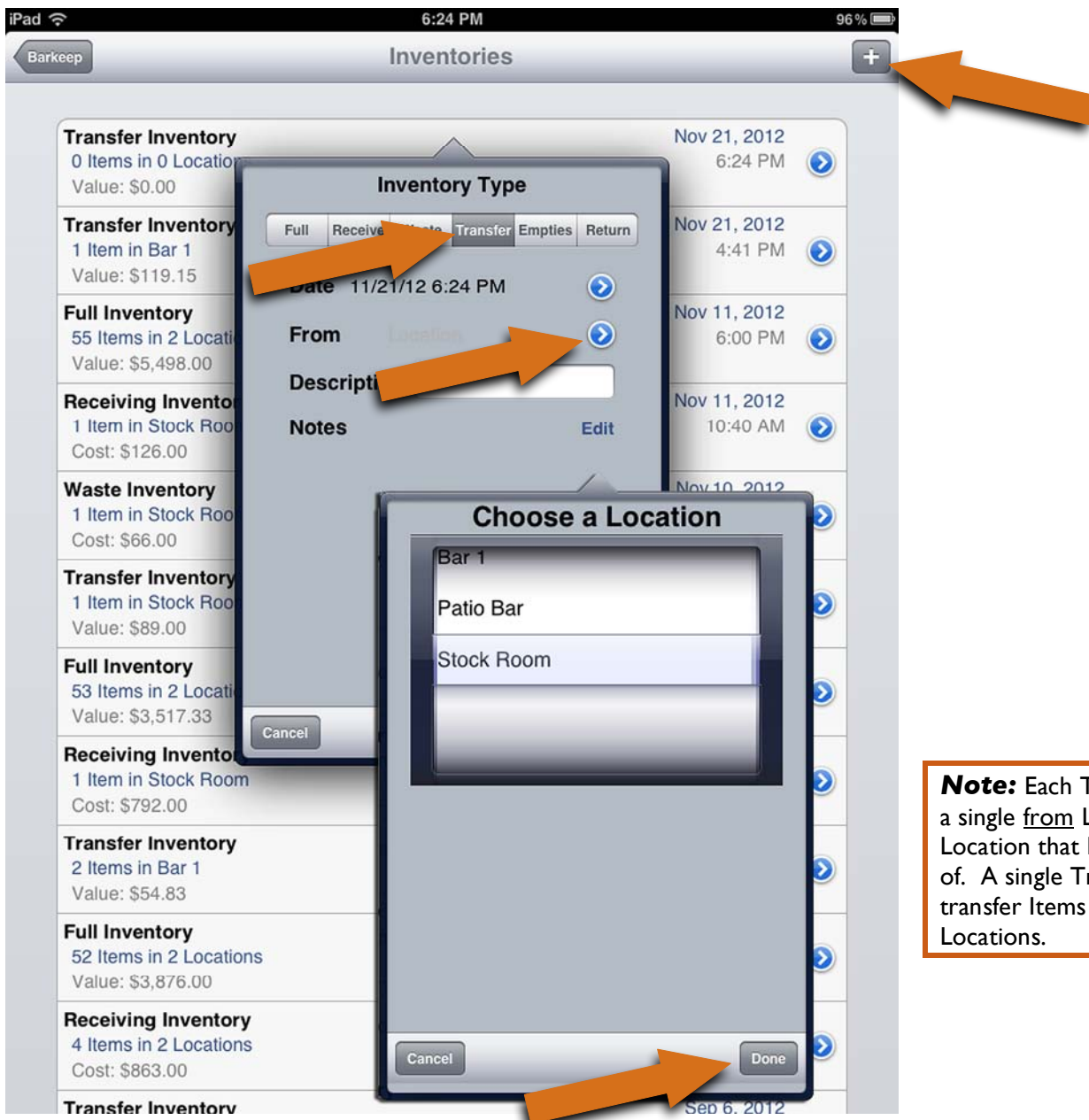


Note: If there are no more Items in the Original Inventory that have not already been Added or Skipped, then the Continue option will not be displayed. The Continue option is only available if there are additional Items in the Original Inventory that can be added to the Repeat Inventory.

Transfer Inventories

Transfer Inventories are used to keep track of liquor moved between Locations.

- 1) To create a Transfer Inventory follow the same steps used to create other Inventories. Press Inventories on the home screen then go to the Inventories screen.
- 2) Next, press the "+" icon on the top Inventories screen to create a new Inventory.
- 3) This will take you to an Inventory Type screen. Select "Transfer." You can also set various details for the Inventory like the Date/Time the Inventory was taken, a general description, etc.
- 4) When you create a Transfer Inventory you need to select a Location. This is the Location you are transferring Items from. Select the blue arrow button to activate the picker.
- 5) After you have made your choice, press "Done" to close the picker screen.
- 6) You will return to the Inventory Type screen where you can press "Save" to save the Transfer Inventory or select "Cancel" to discard it.



Note: Each Transfer Inventory has a single from Location, which is the Location that Items are moved out of. A single Transfer Inventory can transfer Items to multiple Locations.

Transfer Inventories (cont.)

7) To begin adding Item(s) to your Transfer Inventory, press the "+" icon at the bottom of the screen. This step takes you to a list of your Items.

8) Press the menu bar at the top of the Inventory screen to activate the drop down menu for a choice of Locations. You need to select where you will transfer your Item to, i.e., Bar 1.

9) Next select an Item to add to your Transfer Inventory, i.e., **Absolut 1L**. Pressing the Item activates an action menu. The *transfer to* Location is displayed at the top of the action menu for the Item.

10) In the action menu you can add the quantity of bottles (or cases) you are moving from the Stock Room to Bar 1. Then select "Add" to complete the transfer or "Cancel" to discard your changes.



Reminder: You can transfer Items to multiple locations in one Transfer Inventory. For example, you might remove 10 bottles **Absolut** from your Stock Room and put 5 bottles in each of two bar station areas (i.e., Bar 1 and Patio Bar). To do so you would select Stock Room as your *transfer from* Location and then first add 5 bottles moving them to the *transfer to* Location Bar 1 (as shown above), and then repeat the step but change your *transfer to* Location to show Patio Bar.

Return Inventories

Return Inventories are ways to account for products returned to a supplier. They are basically the opposite of Receiving Inventories. These typically match up to credit invoices from your supplier.

Items entered into Return Inventories will show up as negative amounts in the Received column of a Usage Report.

For example, if you receive a case of **Absolut** and return two bottles of **Absolut** the Receiving quantity in your Usage Report will be $12-2=10$. If you return a case of **Absolut** and receive none, the receiving quantity in your Usage Report will be -12 .

Return Inventories (cont.)

- 1) To create a Return Inventory, press Inventories on the home screen to go to the Inventories screen.
- 2) Next, press the "+" icon in the top Navigation toolbar to create a new Inventory.
- 3) On the Inventory Type screen, select Return Inventory.
- 4) You can also set various details for the Inventory like the Date/Time the Inventory was taken, a general description of the Inventory, etc. For an explanation of each of these properties, see the **Editing Inventories Section** of this document.
- 5) Press "Save" to save the new Inventory or select "Cancel" to discard it.
- 6) Pressing "Save" and creating the Inventory will automatically navigate to the Inventory page where you can start adding Items to your Inventory.



Reporting

Barkeep provides a number of different built-in reports. These reports are available either by pressing the Reports button on the BarkeepApp home screen or by pressing the "Action" icon on the left side of the bottom toolbar for a particular Inventory.



Report Email

When you run a report, BarkeepApp automatically creates an email. The email contains both an HTML version of the report, which is embedded in the text of the email, and an attached Excel spreadsheet version of the report. By default, the email is sent to the email address specified in your Account Settings.

Note: In order to generate a Report, your iPad must be capable of sending email. Please verify that you have set up an email account on your iPad and that you are able to send email using the default iOS Mail program before attempting to run a Report in BarkeepApp.

Report Formats

Excel

Barkeep's default setting is for all reports to be generated as Excel spreadsheets. The reports are set-up to be read in Microsoft Excel. If you do not use Excel or are having trouble opening reports, you can generate reports as comma-separated value (CSV) files.

CSV option

To switch to CSV reports, launch BarkeepApp and press Settings, General Settings. There is an option for the setting "Generate Reports as CSV" to generate reports as comma-separated value (CSV) files.

CSV files can be opened by various iOS apps, Microsoft Excel, Open Office, Apple Numbers, etc. BarkeepApp has the CSV option because there is no Microsoft Excel API available for iOS Apps. Excel reports that are generated by BarkeepApp are generated in XMLSS format. XMLSS is an XML-based representation of an Excel spreadsheet that was introduced by Microsoft in 2002. Spreadsheets in XMLSS format can be opened by most of the recent versions of Microsoft Office. However, XMLSS files cannot be read by Numbers or most versions of Open Office. If you are using a product other than Microsoft Office, or are using an old version of Office, and you are having trouble opening spreadsheets generated by BarkeepApp, you should consider turning on the "Generate Reports as CSV" option.

Note: CSV files are very simple text files. They do not support formatting (colors, currency, etc). They also do not support formulas.

Reports in BarkeepOnline

Subscribers to BarkeepOnline can run Usage Reports and Pour Cost reports from their desktop computer or laptop. Reports can be viewed online and users can immediately access their data as well as exporting data to Excel spreadsheets.

Usage Report

The main report that you will use with BarkeepApp is the Usage Report. A Usage Report tells you exactly how much product you've used between two Inventories. The Usage Report is calculated by taking the difference between your starting Inventory and ending Inventory and factoring in all of your receiving and waste Inventories.

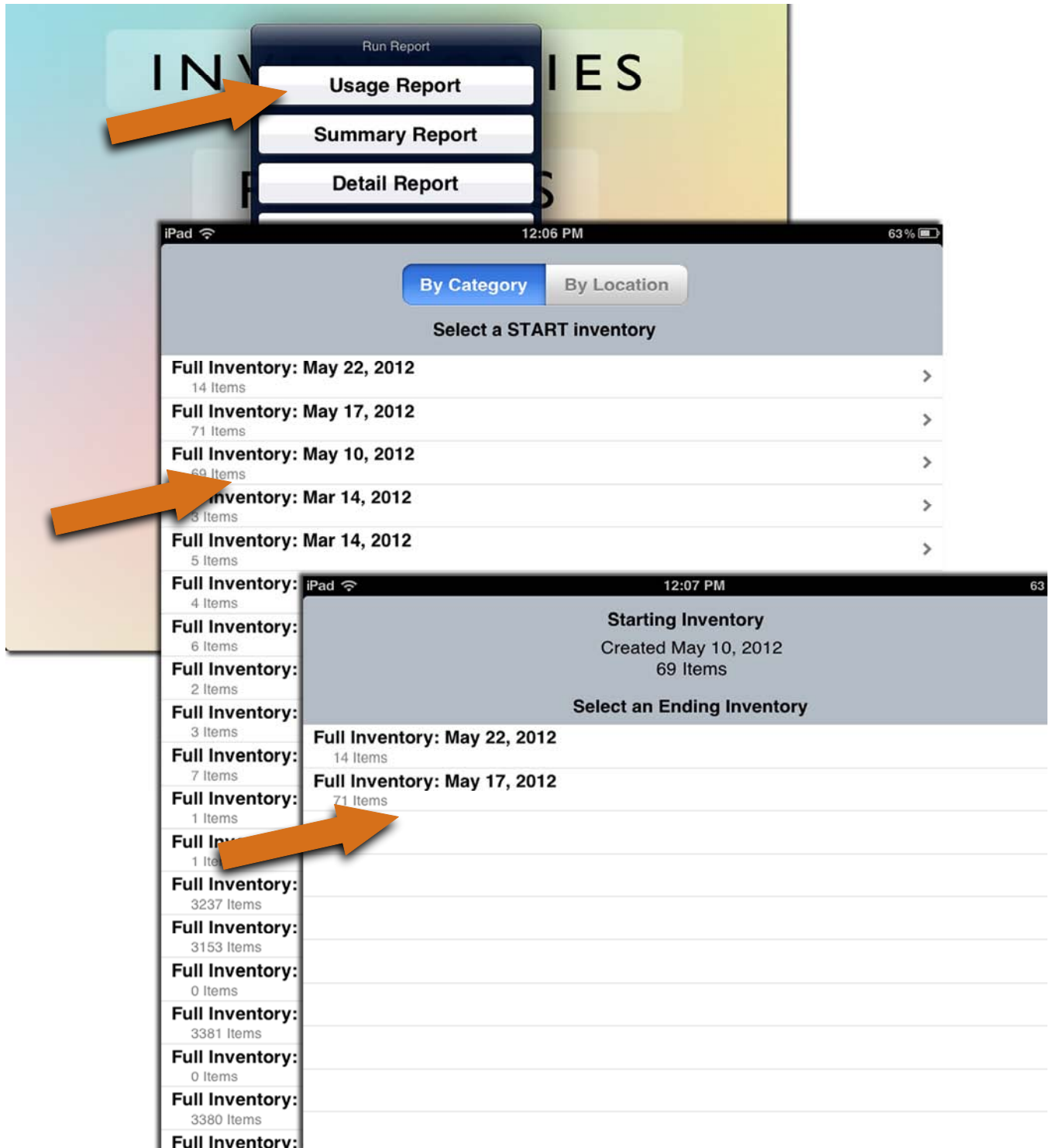
The Usage Report calculates how much of each Item (i.e., **Grey Goose 1L**) you've used, subtotals usage by Category and Category Group, and optionally subtotals by Location.

The example below shows a sample Usage Report between two Inventories taken on Feb 5th and March 2nd. The Inventories contain Items from two Categories – Premium Bottled Beer and Premium Liquor. The Usage Report shows that there was a total of 644.25 Bottles in the starting Inventory, there were 267 Bottles received between the two Inventories, 1 Bottle was wasted (which means that it won't count toward usage) and there were 530.4 Bottles in the ending Inventory. There were a total of 379.85 Bottles used (consumed) between the two Inventories. The total cost of the Items used between the two Inventories was \$1,214.07.

Inventory Usage Report														Generated by BarkeepApp	
Starting Inventory		Feb 5, 2012 7:58 AM													
Ending Inventory		Mar 2, 2012 8:20 AM													
			Price	Start	Start Value	Received	Cost	Waste	Empties	End	End Value	Used	Used (Oz)	Cost	
Category Group	Category	Item Name													
Beer	Premium Bottled Beer	Amstel Light 12oz	\$1.15	69	\$79.35	0	\$0.00	0	0	51	\$58.65	18	216	\$20.70	
		Becks 12oz	\$1.05	48	\$50.40	0	\$0.00	0	0	42	\$44.10	6	72	\$6.30	
		Corona Extra 12oz	\$1.10	100	\$110.00	72	\$79.20	0	0	74	\$81.40	98	1176	\$107.80	
		Fox Barrel Pear Cider 12oz	\$1.42	24	\$34.08	0	\$0.00	0	0	10	\$14.20	14	168	\$19.88	
		Heineken 12oz	\$1.15	73	\$83.95	72	\$82.80	0	0	52	\$59.80	93	1116	\$106.95	
		Pacifico 12oz	\$0.96	82	\$78.72	0	\$0.00	0	0	62	\$59.52	20	240	\$19.20	
		Smirnoff Ice 12oz	\$1.11	24	\$26.64	0	\$0.00	0	0	24	\$26.64	0	0	\$0.00	
		St Paulis Girl 12oz	\$0.93	69	\$64.17	96	\$89.28	0	0	59	\$54.07	100	1272	\$98.58	
		TOTAL Premium Bottled Beer		489	\$527.31	240	\$251.28	0	0	374	\$398.18	355	4260	\$379.41	
		Liquor	Premium Liquor	100 Anos Sauza 750ml	\$30.00	1	\$30.00	0	\$0.00	0	0	1	\$30.00	0	0
B & B Liqueur 1L	\$36.40			3.9	\$141.96	0	\$0.00	0	0	3.85	\$140.14	0.05	1.69	\$1.82	
Bacardi 8 Anos 1L	\$23.90			2	\$47.80	0	\$0.00	0	0	2	\$47.80	0	0	\$0.00	
Benedictine 1L	\$33.63			1.2	\$40.24	0	\$0.00	0	0	1.2	\$40.24	0	0	\$0.00	
Bombay Sapphire 1L	\$25.70			14.9	\$382.93	0	\$0.00	0	0	11.6	\$298.12	3.3	111.59	\$84.81	
Cazadores Reposado 1L	\$33.45			6.15	\$205.72	4	\$133.80	0	0	7	\$234.15	3.15	106.51	\$105.37	
Chambord 750ml	\$23.95			5.1	\$122.14	0	\$0.00	1	0	5	\$119.75	-0.9	-22.82	\$2.39	
Chartreuse Green 750ml	\$25.00			1.2	\$30.00	0	\$0.00	0	0	1.2	\$30.00	0	0	\$0.00	
Chivas Regal 1L	\$32.32			3	\$96.96	0	\$0.00	0	0	2.95	\$95.34	0.05	1.69	\$1.62	
Cointreau 1L	\$32.57			4.2	\$136.79	0	\$0.00	0	0	4	\$130.28	0.2	6.76	\$6.51	
Corazon de Agave Blanco 750ml	\$27.86			0.9	\$25.07	0	\$0.00	0	0	0.85	\$23.68	0.05	1.27	\$1.39	
Courvoisier VS Cognac 1L	\$33.53			3.1	\$103.94	4	\$134.12	0	0	3.5	\$117.35	3.6	121.73	\$120.71	
Crown Royal 1L	\$27.70			6.5	\$180.05	0	\$0.00	0	0	6	\$166.20	0.5	16.91	\$13.85	
Cuervo 1800 Reposado 1L	\$28.73			8.05	\$231.28	0	\$0.00	0	0	8	\$229.84	0.05	1.69	\$1.44	
Dewar's 12yr Special Reserve 1L	\$28.75			3	\$86.25	0	\$0.00	0	0	3	\$86.25	0	0	\$0.00	
Dewar's White Label Scotch 1L	\$28.75			12.3	\$353.62	0	\$0.00	0	0	12	\$345.00	0.3	10.14	\$8.62	
Dimple Pinch 15yr Scotch 750ml	\$31.87			1.5	\$47.81	0	\$0.00	0	0	1.55	\$49.40	-0.05	-1.27	(\$1.59)	
Drumbe 1L	\$34.20			5.85	\$200.07	0	\$0.00	0	0	5.8	\$198.36	0.05	1.69	\$1.71	
Frangelico 1L	\$29.16			4.35	\$126.85	0	\$0.00	0	0	4.25	\$123.93	0.1	3.38	\$2.92	
Glenlivet 12 Yr Scotch 1L	\$38.90			4.7	\$182.83	0	\$0.00	0	0	4.55	\$176.99	0.15	5.07	\$5.83	
Grand Marnier 1L	\$35.75			5	\$178.75	0	\$0.00	0	0	3.8	\$135.85	1.2	40.58	\$42.90	
Grey Goose 1L	\$36.00			10.45	\$376.20	7	\$252.00	0	0	11	\$396.00	6.45	218.1	\$232.20	
Jack Daniels Single Barrel 750ml	\$30.00			1	\$30.00	0	\$0.00	0	0	1	\$30.00	0	0	\$0.00	
Johnnie Walker Black 1L	\$34.53			8.7	\$300.41	0	\$0.00	0	0	7.45	\$257.25	1.25	42.27	\$43.16	
Knob Creek 1L	\$35.40			5.1	\$180.54	0	\$0.00	0	0	4.8	\$169.92	0.3	10.14	\$10.62	
Maker's Mark Whiskey 1L	\$24.50			5.3	\$129.85	12	\$294.00	0	0	14.75	\$361.38	2.55	86.23	\$62.47	
Patron Citronage 750ml	\$20.58			1	\$20.58	0	\$0.00	0	0	1	\$20.58	0	0	\$0.00	
Patron Silver 750ml	\$36.70			9.1	\$333.97	0	\$0.00	0	0	7.45	\$273.42	1.65	41.84	\$60.56	
Pernod 750ml	\$20.83			5.8	\$120.81	0	\$0.00	0	0	5.6	\$116.65	0.2	5.07	\$4.17	
Remy Martin VSOP 1L	\$47.37			2.6	\$123.16	0	\$0.00	0	0	2.55	\$120.79	0.05	1.69	\$2.37	
Tia Maria 1L	\$11.00			1	\$11.00	0	\$0.00	0	0	1	\$11.00	0	0	\$0.00	
Tuaca 1L	\$25.00			3.7	\$92.50	0	\$0.00	0	0	3.4	\$85.00	0.3	10.14	\$7.50	
Woodford Reserve 1L	\$37.70			3.6	\$135.72	0	\$0.00	0	0	3.3	\$124.41	0.3	10.14	\$11.31	
				TOTAL Premium Liquor	155.25	\$4,805.80	27	\$813.92	1	0	156.4	\$4,785.07	24.85	832.23	\$834.66
TOTAL			644.25	\$5,333.11	267	\$1,065.20	1	0	530.4	\$5,184.25	379.85	5092.23	\$1,214.07		

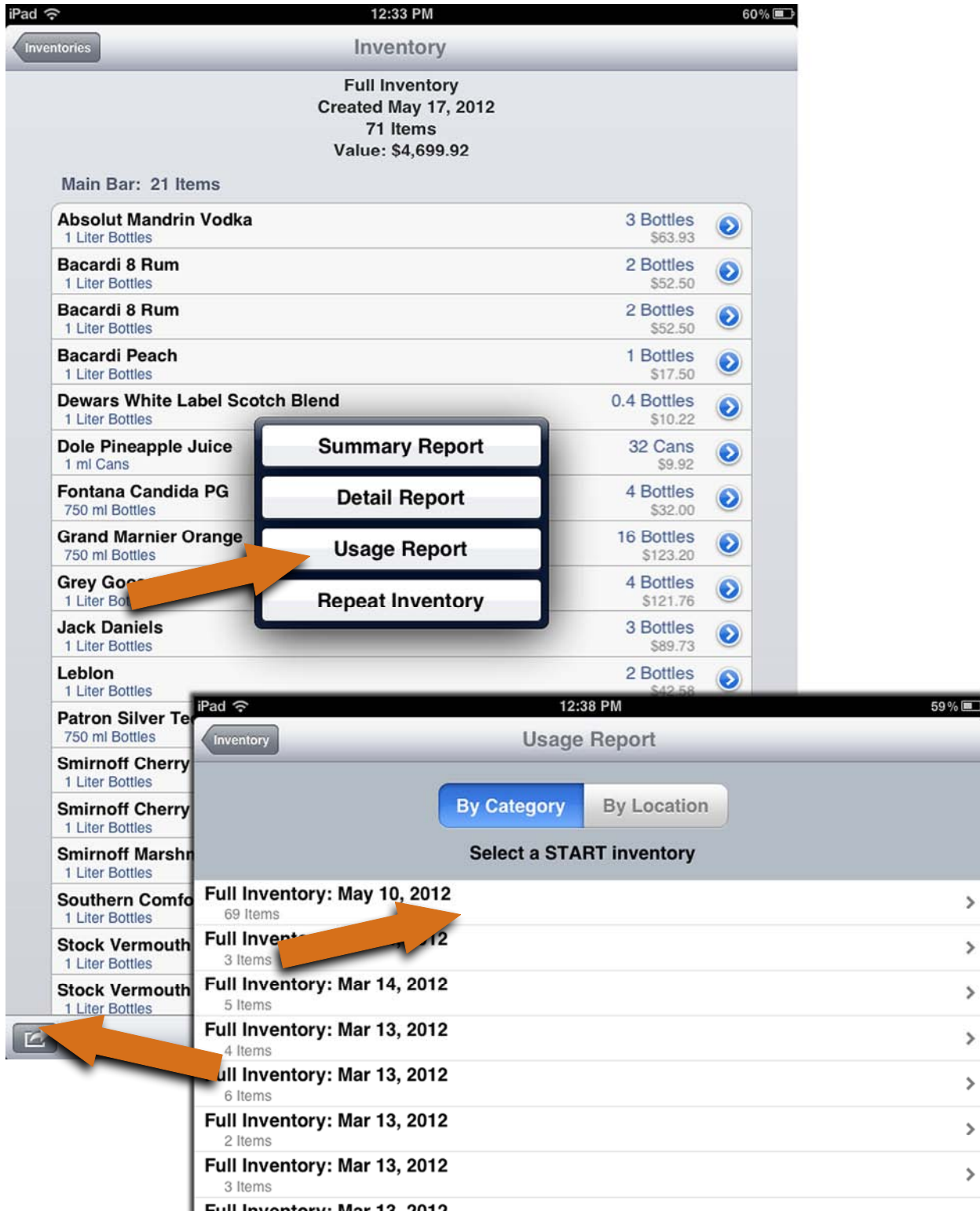
Usage Report (cont.)

- 1) To generate a Usage Report, you can go to the Home screen and select Reports. Then select Usage Report.
- 2) This will show you a list of Full Inventories. Choose the May 10th Full Inventory as the Starting Inventory. This takes you to a list of Full Inventories that were taken after the May 10th Inventory, which are the candidates for the Ending Inventory. Select the May 17th Inventory as the Ending Inventory.
- 3) This automatically generates the reports and creates an email containing both an HTML version of the report embedded in the text of the email, and an Excel spreadsheet version of the report attached to the email. Send the email to deliver the Report.



Usage Report (cont.)

- 1) Alternatively, if you have just completed the Ending Inventory and want to generate the Usage Report immediately from the Inventory screen, select the Action button on the left hand side of the bottom toolbar.
- 2) Then choose "Usage Report from the Action Menu.
- 3) This will allow you to choose a Starting Inventory. Select the Feb 10th Full Inventory as the Starting Inventory.
- 4) This will generate the Usage Report email.



Usage Report (cont.)

The Usage Report is useful in determining your Pour Cost. Pour Cost is determined by dividing the cost of all liquor used (totals from your Usage Report) by your sales over the same period.

You can calculate your Pour Cost manually using the Usage Report to determine your liquor costs. Or you can subscribe to BarkeepOnline to receive complete Pour Cost Analysis, Sales Tracking, and Order Management. If you subscribe to BarkeepOnline, all of your Inventory data from BarkeepApp will automatically be uploaded to BarkeepOnline for analysis.

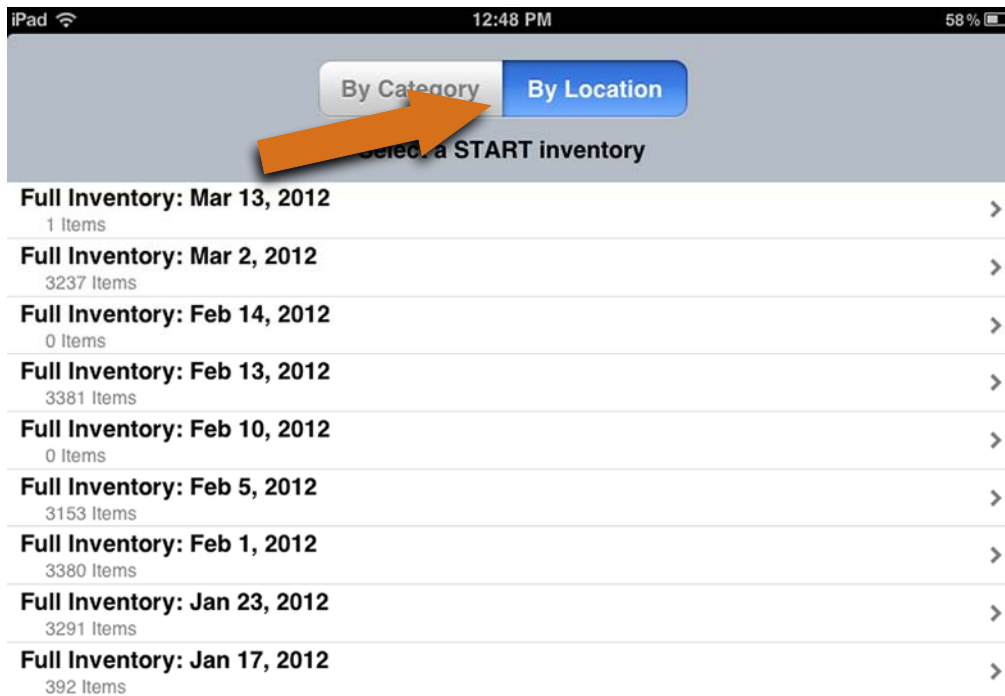
Spotting Negative Usage and Price Increases in your Usage Reports

When you download your Usage Reports as an Excel spreadsheet, some figures may be in **red**. This can indicate negative usage or an unexpected price increase.

Please see the **BarkeepOnline User Guide** for further information. The support section of barkeepapp.com also features Troubleshooting Documents on both **Negative Usage** and **Price Increases**.

Category	Item	Price	Start	Start Price	Start Value	Received	Received Price	Received Cost	Waste	Empties	End	End Price	End Value
Domestic Bottled Beer	Budweiser 12oz	\$0.75	34	\$0.75	\$25.50	360	\$0.92	\$330.01	0.00	0.00	245.00	\$0.92	\$224.59
	Miller Genuine Draft 12oz	\$0.78	60	\$0.78	\$46.80	120	\$0.78	\$93.60	0.00	0.00	168.00	\$0.78	\$131.04
	TOTAL Domestic Bottled Beer		94		\$72.30	480		\$423.61	0.00	0.00	413.00		\$355.63
Domestic Draft Beer	Budweiser Keg 15.5gal	\$92.00	2	\$92.00	\$185.60	0	\$0.00	\$0.00	0.00	0.00	1.30	\$92.00	\$119.60
	Miller Lite Keg 15.5gal	\$89.00	3	\$89.00	\$267.00	0	\$0.00	\$0.00	0.00	0.00	3.00	\$89.00	\$267.00
	TOTAL Domestic Draft Beer		5		\$452.60	0		\$0.00	0.00	0.00	4.30		\$386.60
Premium Bottled Beer	Becks 12oz	\$1.05	186	\$1.05	\$195.30	0	\$0.00	\$0.00	0.00	0.00	180.00	\$1.05	\$189.00
	Corona Extra 12oz	\$1.10	26	\$1.10	\$28.60	0	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00
	Heineken 12oz	\$1.15	86	\$1.15	\$98.90	0	\$0.00	\$0.00	0.00	0.00	82.00	\$1.15	\$94.30
	Stella Artois 12oz	\$2.00	62	\$2.00	\$124.00	0	\$2.33	\$112.00	0.00	0.00	100.00	\$2.16	\$216.00
	TOTAL Premium Bottled Beer		360		\$446.80	0		\$112.00	0.00	0.00	362.00		\$499.30
Premium Draft Beer	Guinness Keg 13.2gal	\$146.00	3	\$146.00	\$452.60	0	\$0.00	\$0.00	0.00	0.00	2.40	\$146.00	\$350.40
	Stella Keg 13.2gal	\$132.00	7	\$132.00	\$950.40	0	\$0.00	\$0.00	0.00	0.00	6.00	\$132.00	\$792.00
	TOTAL Premium Draft Beer		10		\$1,403.00	0		\$0.00	0.00	0.00	8.40		\$1,142.40
TOTAL Beer			469		\$2,354.70	528		\$535.61	0.00	0.00	787.70		\$2,383.93

Usage Report By Location



When running a Usage Report, you can choose to have the data sub-totaled by Location. The following sample Usage Report by Location shows Beer Usage in a bar's area called "Well 1." The data compares two Inventories taken on Feb 5th and Mar 2nd.

Inventory Usage Report

Generated by BarkeepApp

Starting In: Feb 5, 2012 7:58 AM

Ending Inv: Mar 2, 2012 8:20 AM

Location	Category Group	Category	Item Name	Price	Start	Start Value	Received	Rec Cost	Waste	Transfers	Emplies	End	End Value	Used	Used (Oz)	Cost
Well 1	Beer	Domestic Bottled Beer	Bud Light 12oz	\$0.75	149	\$111.75	216	\$162.00	0	0	0	111	\$83.25	254	3048	\$190.50
			Budweiser 12oz	\$0.75	183	\$137.25	168	\$126.00	0	0	0	96	\$72.00	255	3060	\$191.25
			Michelob Ultra 12oz	\$0.80	33	\$26.40	72	\$57.60	0	0	0	26	\$20.80	79	948	\$63.20
			Miller Genuine Draft 12oz	\$0.78	183	\$142.74	120	\$93.60	0	0	0	103	\$80.34	200	2400	\$156.00
			Miller Lite 12oz	\$0.78	148	\$115.44	120	\$93.60	0	0	0	86	\$67.08	182	2184	\$141.96
			O'Doul's Amber 12oz	\$0.60	48	\$28.80	24	\$14.40	0	0	0	39	\$23.40	33	396	\$19.80
			O'Doul's N/A Beer 12oz	\$0.68	61	\$41.48	0	\$0.00	0	0	0	48	\$32.64	13	156	\$8.84
			Rolling Rock 12oz	\$0.75	34	\$25.50	48	\$36.00	0	0	0	42	\$31.50	40	480	\$30.00
			TOTAL Domestic Bottled		839	\$629.36	768	\$583.20	0	0	0	551	\$411.01	1056	12672	\$801.55
		Domestic Draft Beer	Budweiser Keg 15.5gal	\$92.00	2.35	\$216.20	0	\$0.00	0	0	0	0.65	\$59.80	1.7	3372.8	\$156.40
			TOTAL Domestic Draft Be		2.35	\$216.20	0	\$0.00	0	0	0	0.65	\$59.80	1.7	3372.8	\$156.40
		Premium Bottled Beer	Amstel Light 12oz	\$1.15	69	\$79.35	0	\$0.00	0	0	0	51	\$58.65	18	216	\$20.70
			Becks 12oz	\$1.05	48	\$50.40	0	\$0.00	0	0	0	42	\$44.10	6	72	\$6.30
			Corona Extra 12oz	\$1.10	100	\$110.00	72	\$79.20	0	0	0	74	\$81.40	98	1176	\$107.80
			Fox Barrel Pear Cider 12oz	\$1.42	24	\$34.08	0	\$0.00	0	0	0	10	\$14.20	14	168	\$19.88
			Heineken 12oz	\$1.15	73	\$83.95	72	\$82.00	0	0	0	52	\$59.60	93	1116	\$106.95
			Pacifico 12oz	\$0.96	82	\$78.72	0	\$0.00	0	0	0	62	\$59.52	20	240	\$19.20
			Smirnoff Ice 12oz	\$1.11	24	\$26.64	0	\$0.00	0	0	0	24	\$26.64	0	0	\$0.00
			St Paulis Girl 12oz	\$0.93	69	\$64.17	96	\$89.28	0	0	0	59	\$54.87	106	1272	\$98.58
			TOTAL Premium Bottled		489	\$527.31	240	\$251.28	0	0	0	374	\$399.18	355	4260	\$379.41
		Premium Draft Beer	Fat Tire Keg 15.5gal	\$129.00	1.75	\$225.75	0	\$0.00	0	0	0	0.85	\$109.65	0.9	1785.6	\$116.10
			Guinness Keg 13.2gal	\$146.00	1.5	\$219.00	0	\$0.00	0	0	0	0.85	\$94.90	0.85	1439.16	\$124.10
			Lagunitas Keg 15.5gal	\$135.00	1.5	\$202.50	2	\$270.00	0	0	0	2	\$270.00	1.5	2976	\$202.50
			Red Hook ESB Keg 15.5gal	\$126.00	1.8	\$226.80	1	\$126.00	0	0	0	2.35	\$296.10	0.45	892.8	\$56.70
			Sierra Nevada Keg 15.5gal	\$120.00	1.45	\$174.00	1	\$120.00	0	0	0	0.7	\$84.00	1.75	3472	\$210.00
			Stella Keg 13.2gal	\$132.00	1.6	\$211.20	1	\$132.00	0	0	0	1.25	\$165.00	1.35	2280.96	\$178.20
			Widmeyer Hefeweissen Ke	\$126.00	1	\$126.00	3	\$378.00	0	0	0	1.35	\$170.10	2.65	5257.6	\$333.90
			TOTAL Premium Draft Be		10.6	\$1,385.25	8	\$1,026.00	0	0	0	9.15	\$1,189.75	9.45	18101.12	\$1,221.50
TOTAL Beer			1341	\$2,758.12	1016	\$1,860.48	0	0	0	934.8	\$2,059.74	1422.2	38405.92	\$2,558.86		
TOTAL		1341	\$2,758.12	1016	\$1,860.48	0	0	0	934.8	\$2,059.74	1422.2	\$38,405.92	\$2,558.86			

When running a Usage Report by Location, the Usage Report shows bottles that have been Transferred between Locations. The Usage for a particular Location takes into account Items that have been Transferred into and out of the Location. Items that are transferred Into a Location will essentially increase the starting count. Items that are transferred Out of a Location will essentially decrease the starting count.

Empties

Empties do not affect Usage. The Empties count (if you track Empties) allows you to compare Usage for a particular Location against the Empties that were removed from the Location. In general, the difference between the Usage for a particular Location and the Empties for that Location should be somewhere between -1 to +1 bottles. If the difference between the Usage and Empties for a particular Location is greater than one bottle, then you have used more liquor than can be accounted for by the Empties that were counted at the end of the night. This may indicate that a bottle of liquor has disappeared.

Some users choose to track Empties, and some users choose not to. Tracking Empties does not affect your Usage Reports and will not affect your Pour Cost. However, it can be a useful piece of information in helping you to track down problems. If you routinely find discrepancies between your Usage Report and empties, then either your staff isn't tracking empties consistently or bottles of liquor are disappearing before they can be tracked.

Summary Report

The summary report shows the total amount of each type of product (Items) that is included in a single Inventory.

If you've entered an Item into an Inventory multiple times, potentially in different Locations, the Summary Report will add together all of the quantities and include only the total in the Summary Report.

The following sample Summary Report shows the summary of all Items included in the February 5th Full Inventory. It shows that there are 2734.6 bottles of product in the Inventory, and the total value of the products in Inventory is \$21,856.74. (Please note – the actual Summary Report would be 2-3 pages long.)

Inventory Summary Report

Generated by BarkeepApp

Inventory Type Full

Inventory Date Feb 5, 2012 7:58 AM

Category Group	Category	Item Name	Quantity	Quantity (Oz)	Price	Value
Beer	Domestic Bottled Beer	Bud Light 12oz	149	1788	\$0.75	\$111.75
		Budweiser 12oz	183	2196	\$0.75	\$137.25
		Michelob Ultra 12oz	33	396	\$0.80	\$26.40
		Miller Genuine Draft 12oz	183	2196	\$0.78	\$142.74
		Miller Lite 12oz	148	1776	\$0.78	\$115.44
		O'Doul's Amber 12oz	48	576	\$0.60	\$28.80
		O'Doul's N/A Beer 12oz	61	732	\$0.87	\$77.07
		Rolling Rock 12oz	34	408	\$8.87	\$301.98
		Domestic Bottled Beer	839	10164	\$9.62	\$98.12
	Domestic Draft Beer	Budweiser Keg 15.5gal	2.35	490.25	\$9.08	\$131.66
		Domestic Draft Beer	2.6	65.94	\$6.50	\$16.90
	Premium Bottled Beer	Amstel Light 12oz	1.35	45.64	\$10.74	\$14.50
		Hiram Walker Anisette 1L	1	33.81	\$10.74	\$10.74
		Hiram Walker Creme de Cassis	33.1	1119.11	\$7.00	\$231.70
		House of Stuart Scotch 1L	10.4	351.62	\$11.00	\$114.40
		Irish Manor 1L	35.2	1190.11	\$7.42	\$261.18
		Paul Masson Brandy 1L	31.2	1054.87	\$6.29	\$196.25
		Well Liquor	472.05	15938.04		\$3,239.18
		Liquor	1106.6	37055.9		\$17,722.45
Misc	Non-Alcoholic	Sauza Margarita Mix 1L	12	405.72	\$5.00	\$60.00
		Non-Alcoholic	12	405.72		\$60.00
	Red Bull	Red Bull 250ml	52	439.4	\$1.66	\$86.32
		Red Bull Sugar Free 250ml	54	456.3	\$1.66	\$89.64
		Red Bull	106	895.7		\$175.96
Wine	Misc	Misc	118	1301.42		\$235.96
	Champagne	Kenwood Yulupa Brut 750ml	1	25.36	\$6.00	\$6.00
		Korbel Brut 187ml	57	360.24	\$2.20	\$125.40
		Champagne	58	385.6		\$131.40
	House Wine	Bohemian Highway Merlot 750ml	20.2	512.27	\$4.75	\$95.95
		James Arthur Red 1.5L	14.8	750.66	\$5.33	\$78.88
		James Arthur White 1.5L	20.1	1019.47	\$5.33	\$107.13
		Paul Masson Ruby Port 750ml	10	253.6	\$3.56	\$35.60
		House Wine	65.1	2536		\$317.56
	Premium Wine	Bogle Pinot 750ml	28.35	718.96	\$7.00	\$198.45
		Clos Du Bois Zinfandel 750ml	31.4	796.3	\$7.98	\$250.57
		Geyser Peak Sauvignon Blanc 750ml	23.2	588.35	\$7.25	\$168.20
		Middle Sister Pinot Grigio 750ml	11.2	284.03	\$8.00	\$89.60
		Rodney Strong Chardonnay 750ml	35.4	70.8	\$7.75	\$274.35
		Premium Wine	129.55	2316.84		\$981.17
	Wine		252.65	5238.44		\$1,430.13
Total			2734.6	80624.56		\$21,856.74

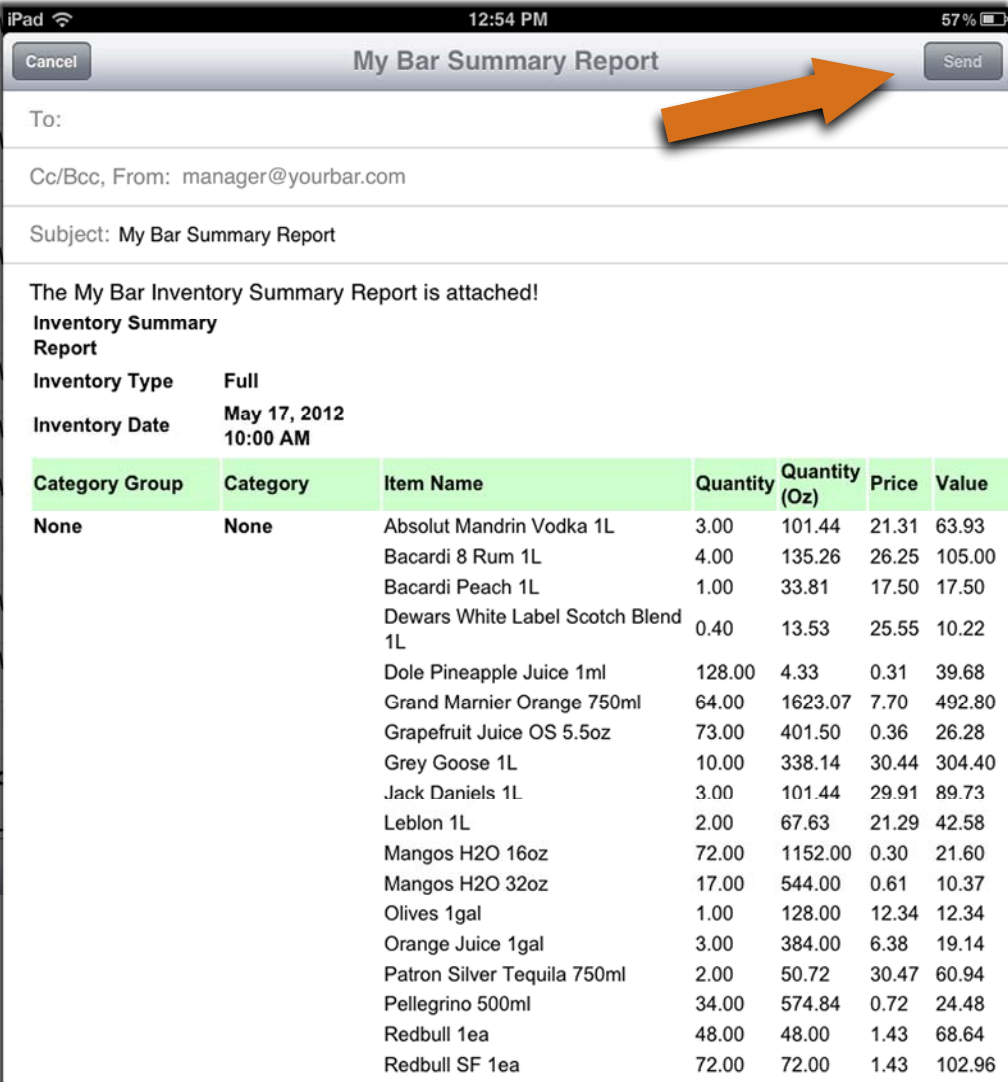
Summary Report (cont.)

- 1) To create this Summary Report, on the Reports screen press "Summary Report."
- 2) You are presented with a list of Inventories to choose from. Choose the Inventory that you would like to run a Summary Report on. In this example, choose the May 17th Full Inventory.
- 3) BarkeepApp will run the report and create an email with an HTML version of the report included in the text of the email and an Excel Spreadsheet version of the Report attached to the email. Send the email to deliver the Report.



Select An Inventory

- Return Inventory: Jun 2, 2012 > 1 Items
- Full Inventory: May 22, 2012 > 14 Items
- Full Inventory: May 17, 2012 > 71 Items**
- Full Inventory: May 10, 2012 > 69 Items
- Full Inventory: Mar 14, 2012 > 3 Items
- Rec. Inventory: Mar 14, 2012 > 1 Items
- Full Inventory: May 10, 2012 > 5 Items
- Rec. Inventory: May 10, 2012 > 5 Items
- Full Inventory: May 10, 2012 > 4 Items
- Rec. Inventory: May 10, 2012 > 2 Items
- Full Inventory: May 10, 2012 > 6 Items
- Rec. Inventory: May 10, 2012 > 5 Items
- Full Inventory: May 10, 2012 > 2 Items
- Full Inventory: May 10, 2012 > 3 Items
- Full Inventory: May 10, 2012 > 7 Items
- Rec. Inventory: May 10, 2012 > 1 Items
- Full Inventory: May 10, 2012 > 1 Items
- Rec. Inventory: May 10, 2012 > 2 Items
- Transfer Inventory: May 10, 2012 > 57 Items



My Bar Summary Report

Cancel Send

To:

Cc/Bcc, From: manager@yourbar.com

Subject: My Bar Summary Report

The My Bar Inventory Summary Report is attached!

Inventory Summary Report

Inventory Type: Full

Inventory Date: May 17, 2012 10:00 AM

Category Group	Category	Item Name	Quantity	Quantity (Oz)	Price	Value
None	None	Absolut Mandrin Vodka 1L	3.00	101.44	21.31	63.93
		Bacardi 8 Rum 1L	4.00	135.26	26.25	105.00
		Bacardi Peach 1L	1.00	33.81	17.50	17.50
		Dewars White Label Scotch Blend 1L	0.40	13.53	25.55	10.22
		Dole Pineapple Juice 1ml	128.00	4.33	0.31	39.68
		Grand Marnier Orange 750ml	64.00	1623.07	7.70	492.80
		Grapefruit Juice OS 5.5oz	73.00	401.50	0.36	26.28
		Grey Goose 1L	10.00	338.14	30.44	304.40
		Jack Daniels 1L	3.00	101.44	29.91	89.73
		Leblon 1L	2.00	67.63	21.29	42.58
		Mangos H2O 16oz	72.00	1152.00	0.30	21.60
		Mangos H2O 32oz	17.00	544.00	0.61	10.37
		Olives 1gal	1.00	128.00	12.34	12.34
		Orange Juice 1gal	3.00	384.00	6.38	19.14
		Patron Silver Tequila 750ml	2.00	50.72	30.47	60.94
		Pellegrino 500ml	34.00	574.84	0.72	24.48
		Redbull 1ea	48.00	48.00	1.43	68.64
		Redbull SF 1ea	72.00	72.00	1.43	102.96

Summary Report (cont.)

- 1) Alternatively, if you have just completed an Inventory and want to immediately generate a Summary Report for that Inventory, you can select the “Action” button on the left side of the bottom toolbar in the Inventory screen.
- 2) Choose the Summary Report from the Action Menu.
- 3) This will automatically generate the report and create the report email message. Send the email message to deliver the Report.

Inventory
Full Inventory
Created May 17, 2012
71 Items
Value: \$4,699.92

Main Bar:

- Absolut Ma 1 Liter Bottles
- Bacardi 8 R 1 Liter Bottles
- Bacardi 8 R 1 Liter Bottles
- Bacardi Pea 1 Liter Bottles
- Dewars Whi 1 Liter Bottles
- Dole Pineap 1 ml Cans
- Fontana Ca 750 ml Bottles
- Grand Marn 750 ml Bottles
- Grey Goose 1 Liter Bottles
- Jack Daniel 1 Liter Bottles
- Leblon 1 Liter Bottles
- Patron Silve 750 ml Bottles
- Smirnoff Ch 1 Liter Bottles
- Smirnoff Ch 1 Liter Bottles
- Smirnoff Ma 1 Liter Bottles
- Southern Co 1 Liter Bottles
- Stock Verm 1 Liter Bottles
- Stock Verm 1 Liter Bottles

My Bar Summary Report

To:

Cc/Bcc, From: manager@yourbar.com

Subject: My Bar Summary Report

The My Bar Inventory Summary Report is attached!

Inventory Summary Report

Inventory Type: Full
Inventory Date: May 17, 2012 10:00 AM

Category Group	Category	Item Name	Quantity	Quantity (Oz)	Price	Value
None	None	Absolut Mandrin Vodka 1L	3.00	101.44	21.31	63.93
		Bacardi 8 Rum 1L	4.00	135.26	26.25	105.00
		Bacardi Peach 1L	1.00	33.81	17.50	17.50
		Dewars White Label Scotch Blend 1L	0.40	13.53	25.55	10.22
		Dole Pineapple Juice 1ml	128.00	4.33	0.31	39.68
		Grand Marnier Orange 750ml	64.00	1623.07	7.70	492.80
		Grapefruit Juice OS 5.5oz	73.00	401.50	0.36	26.28
		Grey Goose 1L	10.00	338.14	30.44	304.40
		Jack Daniels 1L	3.00	101.44	29.91	89.73
		Leblon 1L	2.00	67.63	21.29	42.58
		Mangos H2O 16oz	72.00	1152.00	0.30	21.60
		Mangos H2O 32oz	17.00	544.00	0.61	10.37
		Olives 1gal	1.00	128.00	12.34	12.34
		Orange Juice 1gal	3.00	384.00	6.38	19.14
		Patron Silver Tequila 750ml	2.00	50.72	30.47	60.94
		Pellegrino 500ml	34.00	574.84	0.72	24.48
		Redbull 1ea	48.00	48.00	1.43	68.64
		Redbull SF 1ea	72.00	72.00	1.43	102.96
		Simple Syrup 1gal	1.00	128.00	9.14	9.14
		Smirnoff Cherry 1L	2.00	67.63	14.25	28.50
		Smirnoff Marshmallow 1L	0.77	26.00	15.92	12.24
		Snapple Diet Lemon 1ea	38.00	38.00	0.78	29.64
		Snapple Diet Peach 16oz	0.00	0.00	0.78	0.00
		Southern Comfort 1L	2.00	67.63	17.99	35.98
		Stock Vermouth Italian Sweet 1L	1.00	33.81	9.72	9.72
		Stock Vermouth X-Dry White 1L	2.00	67.63	7.00	14.00
		Stoli 1L	3.00	101.44	19.92	59.76

Details Report

The Details Report contains a line for each time that an Item was added to the Inventory. If you've added an Item (e.g. **Heineken 12 oz Bottle**) to an Inventory multiple times, there will be multiple lines in the report for each time that the Item was added to the Inventory. Items are not subtotaled for you. This gives you a report with the "raw data" for a given Inventory, which you can review to suit your needs.

The following sample shows the beginning of a six page Details Report is a portion of the data from a Feb 5th Full Inventory.

Inventory Detail Report

Generated by BarkeepApp

Inventory Type Full

Inventory Date Feb 5, 2012 7:58 AM

Location	Category Group	Category	Item Name	Quantity	Units
Stock Room	Misc	Red Bull	Red Bull Sugar Free 250ml	30	Cans
Stock Room	Misc	Red Bull	Red Bull 250ml	44	Cans
Stock Room	Beer	Premium Bottled Beer	Becks 12oz	20	Bottles
Stock Room	Beer	Premium Bottled Beer	St Paulis Girl 12oz	6	Bottles
Stock Room	Beer	Domestic Bottled Beer	Michelob Ultra 12oz	7	Bottles
Stock Room	Beer	Domestic Bottled Beer	Bud Light 12oz	3	Cases
Stock Room	Beer	Domestic Bottled Beer	Budweiser 12oz	4	Cases
Stock Room	Beer	Domestic Bottled Beer	Rolling Rock 12oz	12	Bottles
Stock Room	Beer	Premium Bottled Beer	Amstel Light 12oz	1	Cases
Stock Room	Beer	Premium Bottled Beer	Amstel Light 12oz	18	Bottles
Stock Room	Beer	Premium Bottled Beer	Corona Extra 12oz	12	Bottles
Stock Room	Beer	Premium Bottled Beer	Corona Extra 12oz	2	Cases
Stock Room	Beer	Premium Bottled Beer	Heineken 12oz	1	Cases
Stock Room	Beer	Premium Bottled Beer	Heineken 12oz	18	Bottles
Stock Room	Beer	Domestic Bottled Beer	Miller Genuine Draft 12oz	5	Cases
Stock Room	Beer	Premium Bottled Beer	Pacifico 12oz	2	Cases
Stock Room	Beer	Premium Bottled Beer	Pacifico 12oz	6	Bottles
Stock Room	Beer	Domestic Bottled Beer	Miller Lite 12oz	18	Bottles
Stock Room	Beer	Domestic Bottled Beer	Miller Lite 12oz	4	Cases
Stock Room	Beer	Premium Bottled Beer	St Paulis Girl 12oz	13	Bottles
Stock Room	Beer	Premium Bottled Beer	St Paulis Girl 12oz	1	Cases
Stock Room	Beer	Domestic Bottled Beer	O'Doul's Amber 12oz	20	Bottles
Stock Room	Beer	Domestic Bottled Beer	O'Doul's N/A Beer 12oz	30	Bottles
Stock Room	Beer	Premium Bottled Beer	Fox Barrel Pear Cider 12oz	1	Cases
Stock Room	Beer	Premium Draft Beer	Sierra Nevada Keg 15.5gal	1.45	Kegs
Stock Room	Beer	Premium Draft Beer	Fat Tire Keg 15.5gal	1.75	Kegs
Stock Room	Beer	Premium Draft Beer	Widmeyer Hefeweissen Keg 15.5gal	1	Kegs
Stock Room	Beer	Premium Draft Beer	Red Hook ESB Keg 15.5gal	1.8	Kegs
Stock Room	Beer	Premium Draft Beer	Guinness Keg 13.2gal	1.5	Kegs
Stock Room	Beer	Premium Draft Beer	Stella Keg 13.2gal	1.6	Kegs
Stock Room	Beer	Premium Draft Beer	Lagunitas Keg 15.5gal	1.5	Kegs
Stock Room	Beer	Domestic Draft Beer	Budweiser Keg 15.5gal	2.35	Kegs
Stock Room	Beer	Domestic Bottled Beer	O'Doul's Amber 12oz	11	Bottles
Stock Room	Beer	Domestic Bottled Beer	O'Doul's N/A Beer 12oz	12	Bottles
Stock Room	Beer	Domestic Bottled Beer	Michelob Ultra 12oz	12	Bottles
Stock Room	Beer	Premium Bottled Beer	Pacifico 12oz	15	Bottles
Stock Room	Beer	Premium Bottled Beer	Heineken 12oz	16	Bottles
Stock Room	Beer	Domestic Bottled Beer	Rolling Rock 12oz	11	Bottles
Stock Room	Beer	Premium Bottled Beer	Amstel Light 12oz	14	Bottles
Stock Room	Beer	Premium Bottled Beer	St Paulis Girl 12oz	13	Bottles
Stock Room	Beer	Premium Bottled Beer	Becks 12oz		
Stock Room	Beer	Premium Bottled Beer	Smirnoff 12oz		
Stock Room	Misc				
Stock Room					
Stock Room					
Stock Room					

Details Report (cont.)

- 1) To generate a Details Report, select Details Report from the Reports screen.
- 2) This will show you a list of your existing Inventories. Choose the Inventory that you would like to generate a report for, in our example we will choose the May 17th Full Inventory.
- 3) BarkeepApp will run the report and automatically create an email with an HTML version of the report embedded in the email and an Excel spreadsheet version of the Report attached to the email. Send the email to deliver the Report.

Select An Inventory

Return Inventory: Jun 2, 2012
1 Items

Full Inventory: May 22, 2012
14 Items

Full Inventory: May 17, 2012
71 Items

Full Inventory: May 10, 2012
69 Items

Full Inventory: Mar 14, 2012
3 Items

Rec. Inventory: Mar 14, 2012
1 Items

Full Inventory: May 17, 2012
5 Items

Rec. Inventory: May 17, 2012
5 Items

Full Inventory: May 17, 2012
4 Items

Rec. Inventory: May 17, 2012
2 Items

Full Inventory: May 17, 2012
6 Items

Rec. Inventory: May 17, 2012
5 Items

Full Inventory: May 17, 2012
2 Items

Full Inventory: May 17, 2012
3 Items

Full Inventory: May 17, 2012
7 Items

Rec. Inventory: May 17, 2012
1 Items

Full Inventory: May 17, 2012
1 Items

Full Inventory: May 17, 2012
1 Items

Rec. Inventory: May 17, 2012
2 Items

Transfer Inventory: May 17, 2012
57 Items

Transfer Inventory: May 17, 2012

My Bar Details Report

To:

Cc/Bcc, From: manager@yourbar.com

Subject: My Bar Details Report

The My Bar Inventory Details Report is attached!

Inventory Detail Report

Inventory Type Full

Inventory Date May 17, 2012 10:00 AM

Location	Category Group	Category	Item Name	Quantity	Units
Walk-In	None	None	Simple Syrup 1gal	1.00	Bottles
Walk-In	None	None	Redbull 1ea	2.00	Cases
Walk-In	None	None	Redbull SF 1ea	3.00	Cases
Walk-In	None	None	Redbull SF 1ea	0.00	Cans
Walk-In	None	None	Mangos H2O 16oz	3.00	Cases
Walk-In	None	None	Mangos H2O 32oz	17.00	Bottles
Walk-In	Beer	Domestic Bottled Beer	Corona Extra 12oz	5.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Corona Light 12oz	1.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Corona Light 12oz	45.00	Bottles
Walk-In	Beer	Domestic Bottled Beer	Heineken 12oz	9.00	Bottles
Walk-In	Beer	Domestic Bottled Beer	Heineken 12oz	8.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Budweiser MC 16oz	2.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Heineken 12oz	1.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Bud Light MC 16oz	4.00	Cases

Details Report (cont.)

Alternatively, if you are currently viewing the details of an Inventory in the Inventory screen and would like to generate a Details Report for that Inventory you can select the Details Report option from the Action Menu available by pressing the Action button on the left side of the bottom toolbar on the Inventory screen.

Inventory

Full Inventory
Created May 17, 2012
71 Items
Value: \$4,699.92

Main Bar:

- Absolut Ma
1 Liter Bottles
- Bacardi 8 R
1 Liter Bottles
- Bacardi 8 R
1 Liter Bottles
- Bacardi Pea
1 Liter Bottles
- Dewars Whi
1 Liter Bottles
- Dole Pineap
1 ml Cans
- Fontana Ca
750 ml Bottles
- Grand Marn
750 ml Bottles
- Grey Goose
1 Liter Bottles
- Jack Daniel
1 Liter Bottles
- Leblon
1 Liter Bottles
- Patron Silve
750 ml Bottles
- Smirnoff Ch
1 Liter Bottles
- Smirnoff Ch
1 Liter Bottles
- Smirnoff Ma
1 Liter Bottles
- Southern C
1 Liter Bottles
- Stock Verm
1 Liter Bottles
- Stock Verm
1 Liter Bottles

My Bar Details Report

Cancel Send

To:

Cc/Bcc, From: manager@yourbar.com

Subject: My Bar Details Report

The My Bar Inventory Details Report is attached!

Inventory Detail Report

Inventory Type Full
Inventory Date May 17, 2012 10:00 AM

Location	Category Group	Category	Item Name	Quantity	Units
Walk-In	None	None	Simple Syrup 1gal	1.00	Bottles
Walk-In	None	None	Redbull 1ea	2.00	Cases
Walk-In	None	None	Redbull SF 1ea	3.00	Cases
Walk-In	None	None	Redbull SF 1ea	0.00	Cans
Walk-In	None	None	Mangos H2O 16oz	3.00	Cases
Walk-In	None	None	Mangos H2O 32oz	17.00	Bottles
Walk-In	Beer	Domestic Bottled Beer	Corona Extra 12oz	5.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Corona Light 12oz	1.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Corona Light 12oz	45.00	Bottles
Walk-In	Beer	Domestic Bottled Beer	Heineken 12oz	9.00	Bottles
Walk-In	Beer	Domestic Bottled Beer	Heineken 12oz	8.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Budweiser MC 16oz	2.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Heineken 12oz	1.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Bud Light MC 16oz	4.00	Cases
Walk-In	Beer	Domestic Bottled Beer	Dos XX Lager 12oz	38.00	Bottles
Walk-In	Beer	Domestic Bottled Beer	Dos XX Amber 12oz	3.00	Bottles
Walk-In	Beer	Domestic Bottled Beer	Dos XX Amber 12oz	2.00	Cases
Walk-In	Wine	Champagne	Francois Montand Champagne 750ml	0.00	Bottles
Walk-In	None	None	Olives 1aal	1.00	Bottles

Pour Cost Analysis

The reason behind using a Liquor Inventory Tracking system like Barkeep is to make sure that you aren't losing product either through theft, over-pouring, charging the wrong price, or other common problems.

The key to tracking your Liquor Usage is to understand your Pour Cost. Industry standard Pour Cost is in the 18-24% range, although this can vary based on many factors, including obviously the price that you charge for a particular drink, the price you pay for your product, the mix of well versus call versus premium sales, etc.

Getting a handle on your Pour Cost is an essential first step in identifying and solving any possible problems.

The starting point is to determine your alcohol usage over time and compare it to your sales. This will give you your gross Pour Cost. From there, you can decide whether or not it's worth looking at more details. If your Pour Cost is relatively low, below 20%, then you're doing really well and may not need to track it any more closely. However, if you're running in the 22%+ range, then it's probably worth some time to better understand where your liquor is going.

BarkeepOnline

BarkeepOnline is an add-on, hosted service that provides the tools to monitor and assess your Pour Cost. BarkeepOnline uses inventory data generated by Barkeep to track Liquor Usage, and combines it with Sales Data either automatically generated by your POS system or manually entered into BarkeepOnline.

The unique feature of BarkeepOnline is that it determines exactly how much of each category of liquor should have been used based on your Sales Data, and calculates exactly how much "lost product" has been consumed. In other words, BarkeepOnline can tell you that, according to sales, you should have used 104.23 ounces of Call Liquor and instead you used 122.38 ounces, which is a loss of 18.15 ounces or a little over half a bottle. This is extremely powerful information, because it allows you to focus in on exactly which types of liquor you are "losing" and how much of it is getting "lost."

Barkeep customers typically reduce their overall Pour Cost by at LEAST 1%, and generally by 2-3%, by using BarkeepOnline. Reducing Pour Cost by 1-3% is equivalent to reducing the amount that you spend on liquor by 5%-15%. Do a little simple math, and you'll see that Barkeep and BarkeepOnline will pay for themselves in the first month that you start using them. How's that for ROI!

Configuring Your iPad for BarkeepOnline

To configure your iPad for BarkeepOnline, you must first register for a BarkeepOnline account. You do this by going to barkeepapp.com, clicking on BarkeepOnline, choosing New User, and then following the instructions for setting up a new BarkeepOnline account. As part of registering for a BarkeepOnline account, you will choose a username and password.

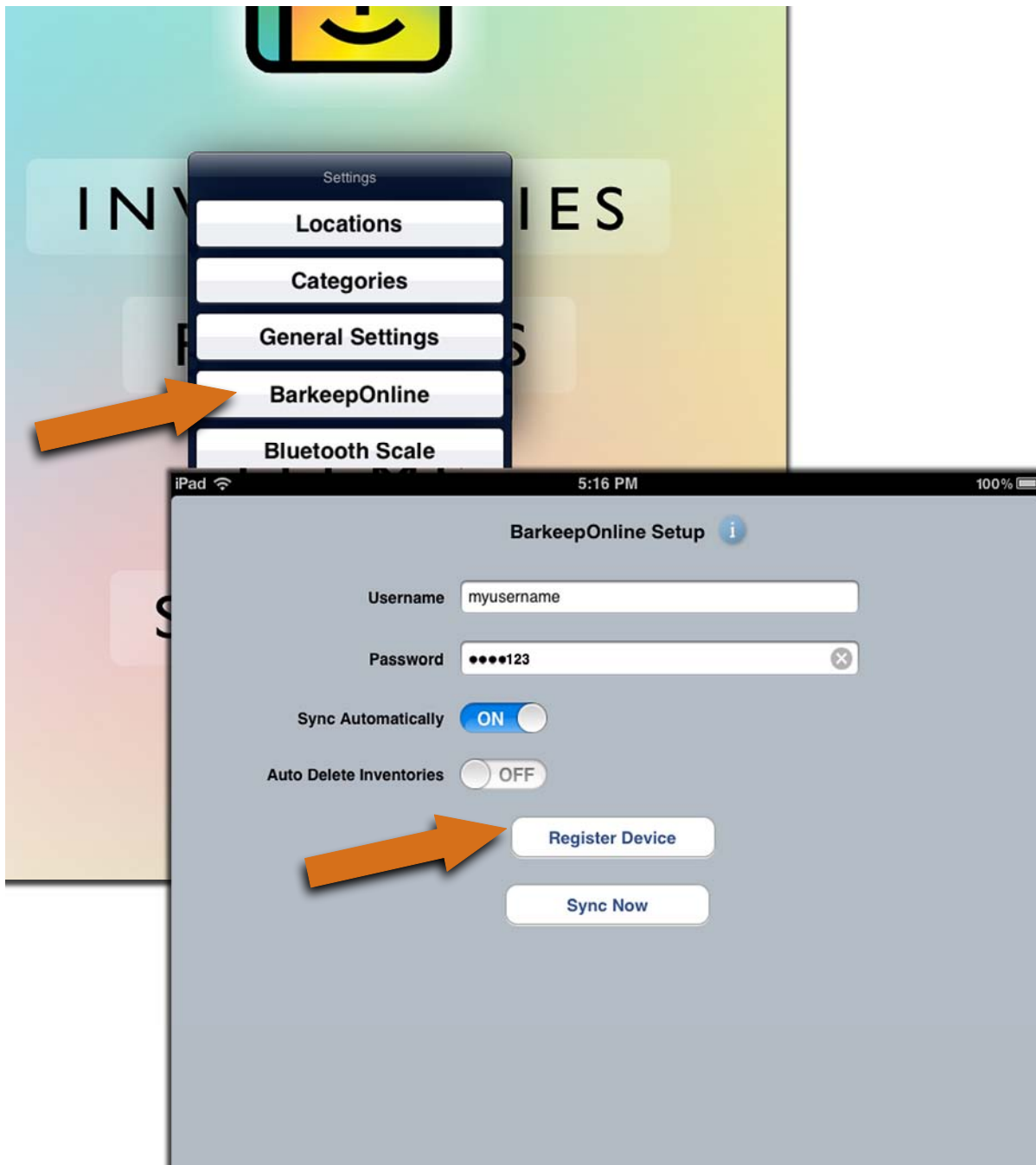
Note: There is a separate User Guide for BarkeepOnline at barkeepapp.com

After you have created your BarkeepOnline account, you will need to register your iPad and other Device(s) with BarkeepOnline.

Note: Before Registering your Device(s) with BarkeepOnline, please make sure that you have a reliable network connection and plenty of battery life remaining on your iPad (or your Device is plugged in). Registering your iPad includes synchronizing data between your Device and your BarkeepOnline account. This process can take some time (15 minutes for hundreds of Inventories and 10's of thousands of Inventory Items), and this process should not be interrupted. So be prepared when you register your iPad.

Configuring your iPad for BarkeepOnline (cont.)

- 1) To register your Device with BarkeepOnline, press the Settings button on the BarkeepApp home screen.
- 2) Then choose “BarkeepOnline.”
- 3) Enter the Username and Password that you chose when setting up your BarkeepOnline account.
- 4) Press “Register Device.” If your Device is able to successfully connect to BarkeepOnline and log into your account with the username and password that you provided, you will be presented with an alert stating that your Device has been successfully registered. If registration fails, please confirm that you have supplied the correct username and password, and that your Device has a reliable network connection.



Configuring your iPad for BarkeepOnline (*cont.*)

Once your iPad has been registered, you will be asked whether you want to Copy Data To Server, or Copy Data From Server. You should choose a primary Device that contains the data that you would like to use to initialize your BarkeepOnline account. Register that Device FIRST, and choose “Copy Data To Server.” This will initialize your BarkeepOnline account with the data from your primary Device.

You can then register additional Devices with your BarkeepOnline account. However, for your additional Devices you should choose “Copy Data From Server” and NOT copy data to server. This will delete the existing data on your additional Devices and replace it with the data from your BarkeepOnline account.

Once you have registered your iPad and other Devices, any changes that you make on your Devices will be automatically synchronized with your BarkeepOnline account. And any data on your BarkeepOnline account will be automatically synchronized with your Devices. Multiple Devices can be kept in sync via a single shared BarkeepOnline account.

Sync Automatically

By default, BarkeepApp will automatically sync changes between your Device(s) and BarkeepOnline. This happens automatically in the background as long as your Device has a reliable network connection and your account info remains valid.

If you don't want BarkeepApp to automatically sync data with your BarkeepOnline account, you can turn this feature off by deselecting the "Sync Automatically" option on the BarkeepOnline Setup page.

Note: You can also manually sync a Device by going to Settings and selecting BarkeepOnline. Press "Sync Now" to sync a registered Device.

Auto Delete Inventories

If you have set up a BarkeepOnline account, you should turn on the Auto Delete Inventories option. This will automatically remove Inventories from your Device after 60 days from the Inventory Date. This prevents your Device from being filled with older Inventories. With a BarkeepOnline account, your older Inventories remain available on our server, so there is no reason to keep the older Inventories on your Device.

We recommend that you turn on Auto Delete Inventories on any Devices that are registered with a BarkeepOnline account.

More Info?

For more information on Barkeep, please go to barkeepapp.com

Glossary

Category and Category Group – are used to organize Items into logical groupings. Items in Barkeep are assigned to a Category, and each Category is assigned to a Category Group. For example, by default the Item **Absolut 1L** is assigned to the Category “Call Liquor” which is part of the “Liquor” Category Group.

CSV – is an alternative format for reports generated by BarkeepApp. The default format is Excel. The Reporting section of this User Guide has additional information.

Data – includes the Categories, Locations and Items in your account. Including the unique ones that you have added. Data also includes the Inventories you have performed with BarkeepApp.

Infinea Tab – is a small device that attaches to the bottom of an iPad. The **Infinea Tab** provides a barcode scanner, magnetic strip reader, and backup battery supply.

iOS Device – refers to Apple Devices that support BarkeepApp including the **iPhone**, **iPod Touch** and **iPad**. Your Primary Device is the first Device you register with BarkeepOnline to upload your data to the BarkeepOnline servers.

Item – refers to any product that you carry in inventory – like **Absolut 1L** bottles, **Stella 15.5 Gal Kegs**. The Item contains general information about the product like its barcode, default price, default case size, container type (bottle / keg / can / each / box / bag/ bag in box/ carton), full bottle weight, empty bottle weight, etc.

Item Code – refers to a number or other identifier used by your supplier to identify products when placing orders. It may be the same as the UPC barcode, or it may be a different identifier determined by your supplier.

Inventory – Barkeep allows you to create six different types of Inventories each type each designed to generate different sets of information. Full definitions can be found in the Inventory section of this User Guide.

Inventory Item – refers to an entry in an Inventory specifying the quantity of an Item for a particular Location. Depending on the Inventory type, this can represent the quantity of an Item in stock in a particular Location, the quantity of an Item received into or returned from a Location, the quantity of an Item transferred between two Locations, the quantity of an Item wasted (broken, spilled, etc) at a particular Location, or the number of empty bottles (breakage) for a particular Location.

Location – refers to separate Locations in your bar. For example, you can have a single Location named “My Bar,” or you can have many Locations like “Storage,” “Walk-In Cooler,” “Well 1,” “Well 2,” “Patio Bar,” etc. Barkeep is able to track Inventory and usage by multiple Locations. You may set up just one Location or any number of Locations to suit your business.

Linea Pro – is a barcode scanner. This is the same Device used in all Apple Stores to scan Items and process credit card transactions. The **Linea-Pro** scanner is a small cradle that you slide an **iPod Touch** or **iPhone** into. The cradle provides a barcode scanner, magnetic strip reader, and backup battery supply.

Pour Cost – is determined by dividing the cost of all liquor used by your sales over the same period. After completing an Inventory, you can generate a Usage Report. It will give you the totals needed to determine Pour Cost. Further information can be found in the Pour Cost section of this User Guide.

Glossary (cont.)

Recipe – in BarkeepOnline Recipe refers to the mix of Items to make a particular cocktail. Recipes are used to calculate how much liquor should be used for each of your Sales Items when calculating your Expected Usage and Expected Pour Cost.

Sales Items – are the Items defined by your cash register or POS system and should not be confused with Items as in the products your carry and enter into Barkeep (see Items defined on the previous page).

Start Inventory – refers to an initial Full Inventory that is used as base to compare data with future Inventories.