



Welcome to Barkeep!

User Guide for iPhone

Version 3.5
October 2013

***iPad** users please refer to the **iPad** User Guide available at barkeepapp.com



Welcome to Barkeep!

Table of Contents

About Barkeep	3	Inventories	40
System Requirements.....	4	Creating Inventories.....	41
Getting Started.....	6	Adding Items to Inventories.....	42
General Settings	7	Pricing Items in Inventories.....	44
Email Settings and Reports.....	7	Adding/Weighing Partial Bottles, Kegs and other Containers....	45
CSV Reports.....	7	Using a Digital Scale.....	47
Weights and Measurements.....	8	Bluetooth Scale Instructions.....	48
Data Storage.....	9	Adding Cases.....	50
Locations	10	Changing Inventory Locations.....	53
Adding New Locations.....	11	Inventory screen.....	57
Modifying Locations.....	12	Inventory Sort Order.....	58
Deleting Locations.....	13	Editing an Inventory.....	59
Categories	14	Inventory Properties.....	59
Adding Category Groups.....	15	Locked Inventories.....	60
Adding Categories.....	16	Editing Inventory Items.....	61
Editing Category Groups.....	17	Deleting Inventory Items.....	62
Editing Categories.....	18	Double Checking Inventories.....	63
Deleting Category Groups.....	19	Repeat Inventories.....	64
Deleting Categories.....	20	Skipping Items.....	65
Default Categories.....	21	Interrupting.....	66
Items	22	Transfer Inventories.....	67
Pre-Installed/Default Items.....	22	Return Inventories.....	69
Adding New Items.....	23	Deleting Inventories.....	70
by Searching.....	24	Reporting	71
Manually.....	27	Report Formats (Excel and CSV)	72
by Scanning.....	30	Usage Report.....	73
Adding a Category to Items.....	33	Usage Report by Location.....	77
Adding a Container Type.....	34	Summary Report.....	79
Item Properties.....	35	Details Report.....	82
Adding Barcodes to Items.....	36	Pour Cost Analysis.....	85
Finding Items.....	37	BarkeepOnline	86
Items Report.....	37	Configuring Your Device.....	86
Editing Items.....	38	Automatic Syncing.....	88
Deleting Items.....	39	Data Backup.....	88
Scanning	54	Glossary.....	89
Scanning with Linea-Pro/Captuvo....	54		
Scanning with iPhone/iPod Camera....	55		

About Barkeep v3.5

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.

System Requirements

BarkeepApp

BarkeepApp v3.5 requires **iOS** version 5.0 or later.

Hardware Required

BarkeepApp v3.5 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
- **Infinia Tab** laser scanner for **iPad** users (available from barkeepapp.com)

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

Note: The **Linea Pro** only works with the **iPhone 4** or **4s**, **iPhone 5** or an **iPod Touch 4th** or **5th generation**. The **Linea Pro** will not work with earlier models.

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 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 **Infinia 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:

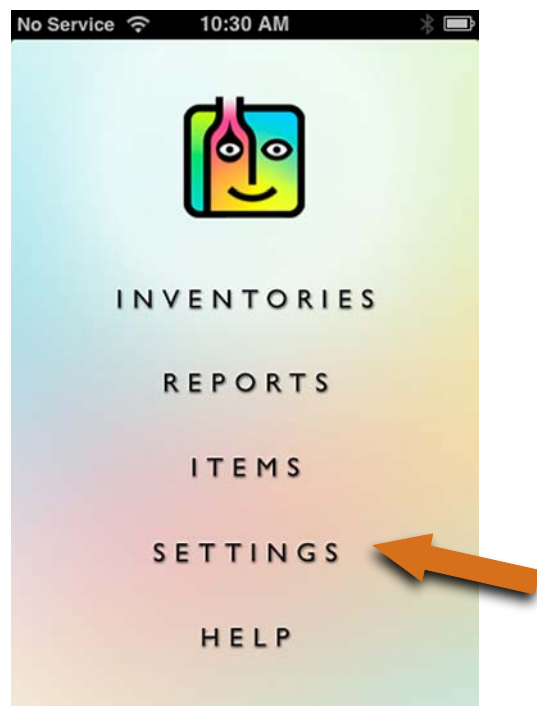
- **Firefox 2.x, 3.x 2, 4+5**
- **Internet Explorer 7, 8 2, 9 5**
- **Safari (desktop) 3.2, 4.x 2, 5.x 4**
- **Safari (iOS) 4.32, 5+6**
- **Chrome 1+ 1**

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, select "Settings" from the Main Screen.



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.

Email Settings and Reports

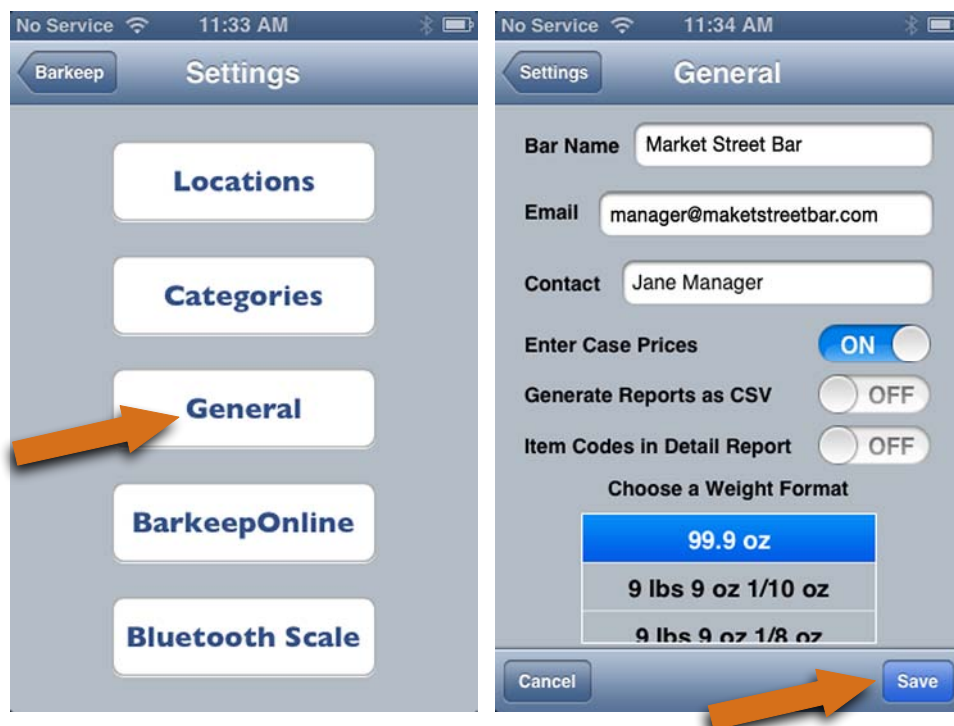
In order to generate a report in BarkeepApp, your Device must be capable of sending email. Please verify that you have set up an email account on your Device. Please double check that you are able to send email using the default **iOS** Mail program before attempting to run a report in BarkeepApp. Simply 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 Device.

Case Price Setting

BarkeepApp is set to allow Case Prices by default. You may turn off this setting if you prefer. See [page 52](#) 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.

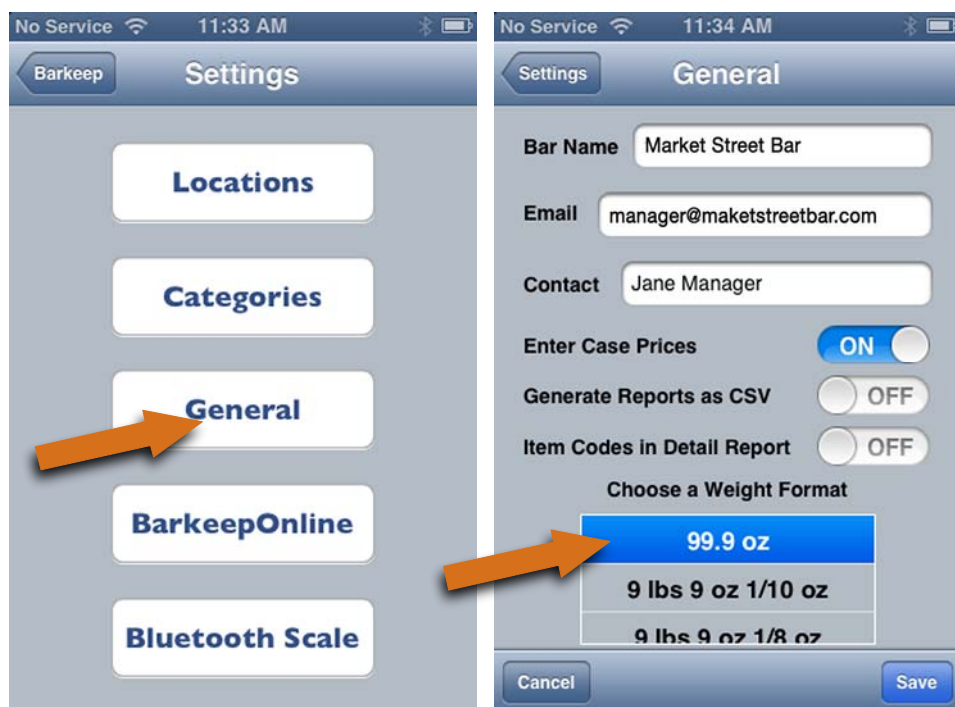


Weights and Measurement Settings

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. If you would like to have BarkeepApp automatically detect the weight of partial bottles using **Bluetooth**, you can purchase a certified **Bluetooth** digital scale from barkeepapp.com.

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



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 is an option for the setting BarkeepApp to metric measurements.

Data Storage

Your BarkeepApp data is stored locally on your **iOS** Device. By default your data is stored indefinitely on your Device. To prevent your Device from being filled with older inventories, we recommend you turn on the Auto Delete Inventories option. This will automatically remove Inventories from your **iOS** Device after 120 days from the Inventory Date.

With BarkeepOnline

With a BarkeepOnline account, your older Inventories remain available on our secure server, so there is no reason to keep the older Inventories on your Device.

BarkeepOnline is an add-on, hosted service see barkeepapp.com for more information.

BarkeepOnline subscribers also have their data synced automatically to their BarkeepOnline Account.

This is the recommended way to backup your Barkeep data and provides you with added security if your **iOS** Device is ever lost or stolen.

See the **Data Backup Section** for more information.

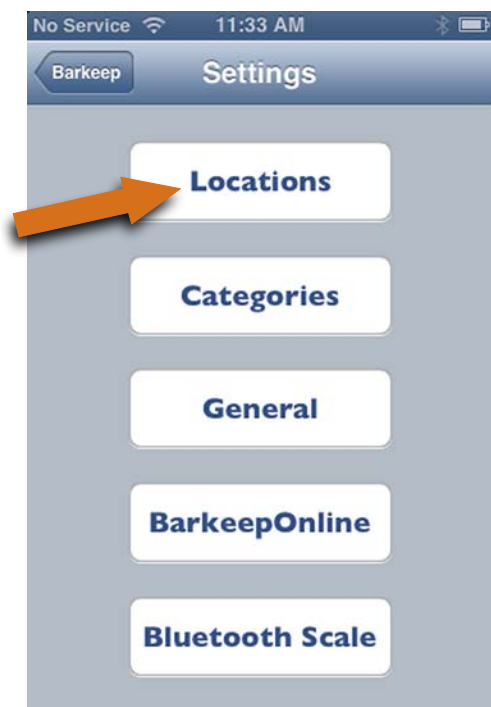
Note: The data in your BarkeepOnline account is stored on Barkeep's secure servers and is never shared with or sold to a third party.

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.



Adding a new Location

To add a new Location:

1. Go to Settings and select “Locations.”
2. Select the “+” icon on the bottom toolbar **a** of the Locations screen.
3. Enter a unique name **b** for your Location and press **Done** **c**.
4. Press **Save** on the bottom toolbar **d** to save your changes or select **Cancel** to discard them.



Modifying an Existing Location

To rename or modify an existing Location:

1. Go to Settings and select “Locations.”
2. On the Locations screen press the name **a** of the Location that you’d like to change.
3. This will activate the keyboard and take you to that Location’s name field. **b**
4. Edit the Location name **c** and press **Done**.
5. Press **Save** on the bottom toolbar **d** to save your changes or select **Cancel** to discard them.

The example below shows renaming the Location “Mezzanine Bar” to “Bar 2.”



Deleting a Location

To delete a Location:

1. Go to Settings and select “Locations.”
2. Slide your finger along the Location name and a red **Delete** button will appear.
3. Press the **Delete** button.
4. Press **Save** on the bottom toolbar **a** to save your changes or select **Cancel** to discard them.



Note: 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.

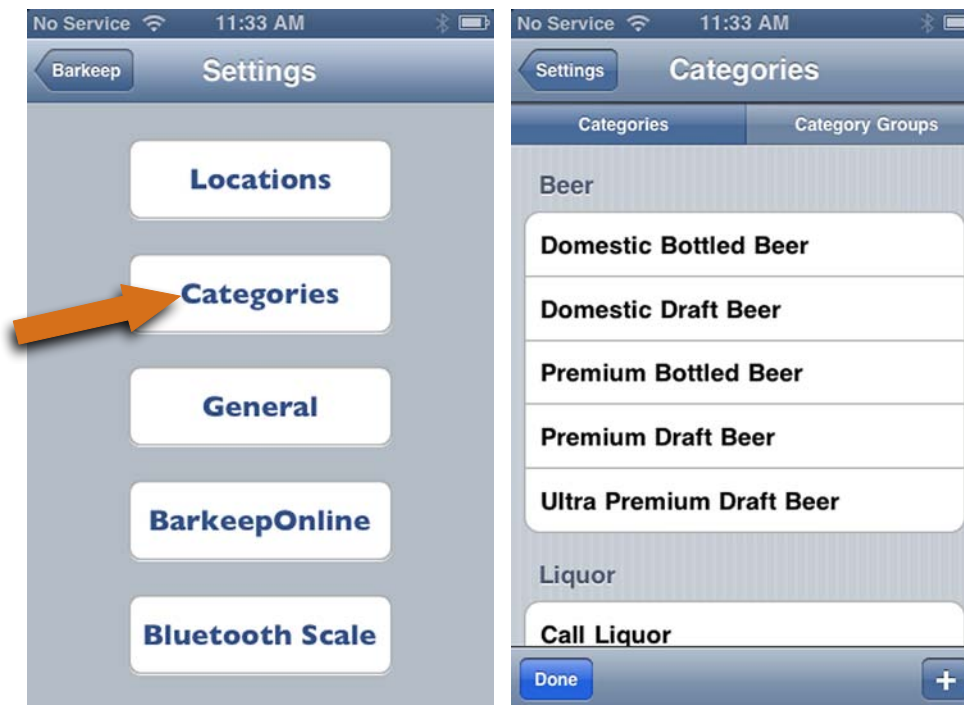
Barkeep has been set up with some basic default Categories and Category Groups ([see page 21](#)). You may begin using Barkeep now and return later to customize Categories to suit your needs. The Category Groups and Categories in Barkeep are fully customizable. You can create as many Category Groups 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:

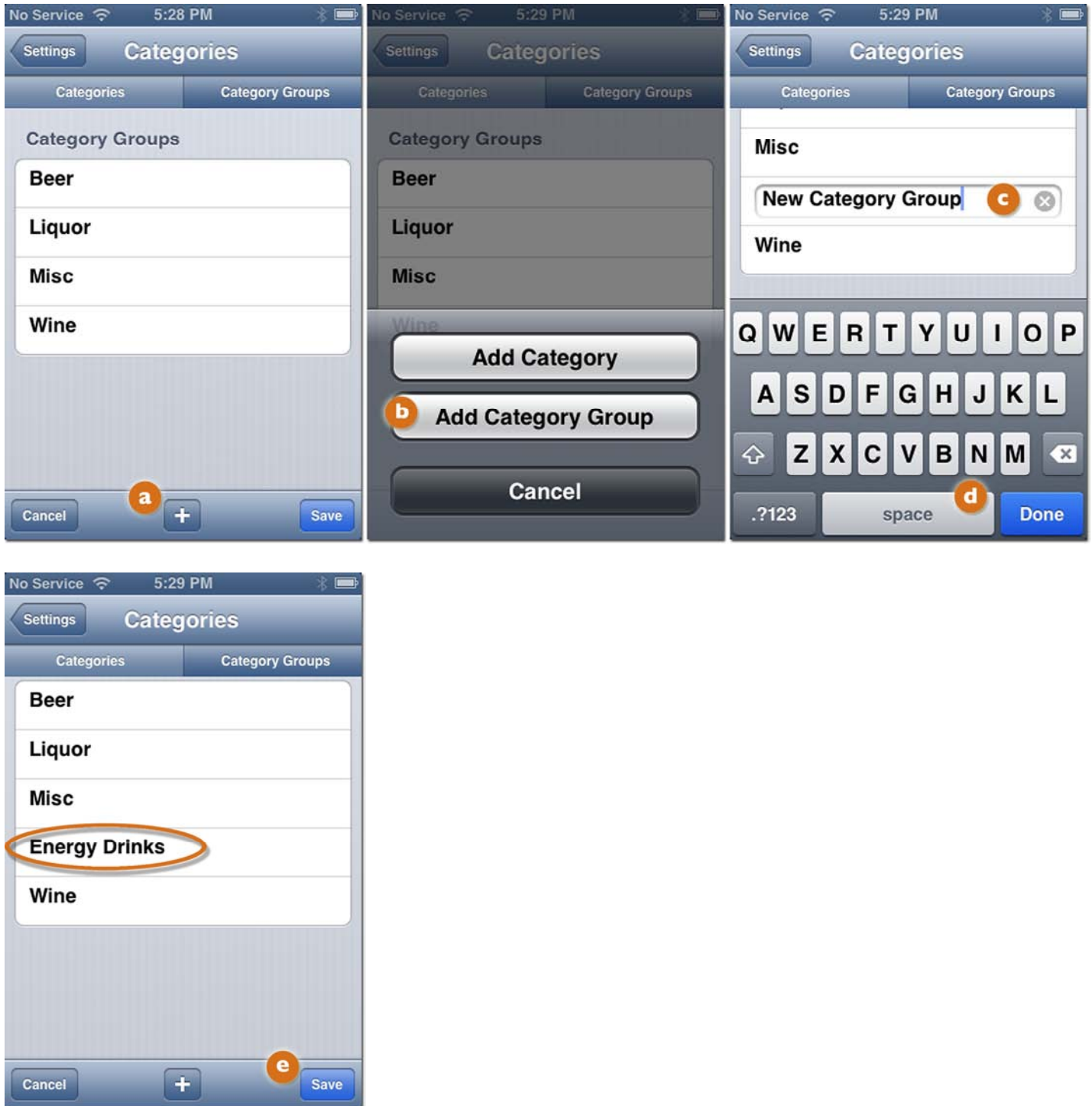
1. Select the Categories button on the Settings Page.
2. This will take you to the Categories screen, which shows you a list of all your existing Categories grouped by Category Group.



Adding Category Groups

To add a new Category Group:

1. Select the “+” icon on the bottom toolbar **a** of the Category Groups screen.
2. Then select “Add Category Group” **b** from the action menu.
3. Enter a name for the new Category Group in the name field **c** and then **d** press **Done**.
4. Press **Save** on the bottom toolbar **e** to save the new Category Group or select **Cancel** to discard it.



Adding Categories

To add a new Category:

1. Select the “+” icon on the bottom toolbar **a** of the Category screen.
2. Then select “Add Category” **b** from the action menu.
3. Press the name field **c** to activate the keyboard.
4. Enter a name for the new Category in the name field and then **d** press **Done**.
5. Choose a Category Group from the picker. **e** A new Category must be added to a Category Group.



6. Press **Save** on the bottom toolbar **f** to save the selection of the Category Group.
7. You will be taken back to the Categories screen. Press **Save** on the **g** bottom toolbar to save the new Category or select **Cancel** to discard it.



Editing Category Groups

To edit a Category Group:

1. Go to the Categories page. Select the Category Group button **a** at the top of the screen – this will filter the list so that it shows only the Category Groups and not Categories.
2. Select the Category Group **b** that you'd like to modify.
3. This will take you to the name text field for that Category Group and activate the keyboard. Here you can modify the Category Group name. .
4. Modify the Category Group as needed in the name text field and **c** then press **Done**.
5. Press **Save** on the bottom toolbar **d** to save your changes or select **Cancel** to discard them.



Editing Categories

To edit a Category:

1. Go to the Categories page. Select the Category **a** that you'd like to modify.
2. This will take you to the Edit Category page for that Category. **b** Press the name text field and activate the keyboard.
3. Modify the Category name as needed in the text field and **c** then press **Done**.
4. You also can use the picker if you would like to change the Category Group for the Category.
5. Press **Save** on the bottom toolbar **d** to save your changes or select **Cancel** to discard them.

The example below shows renaming the Category from “Ultra Premium Draft Beer” to “Specialty Draft Beer.”



Deleting Category Groups

To delete a Category Group:

1. Go to the Category Groups screen.
2. Slide your finger along the Category Group name you would like to delete.
3. A red **Delete** button will appear.
4. After you select “Delete” an action menu will appear. Press “Yes” to save your changes **a** or press “No” to discard them.
5. After you press “Yes” you will return to the Category Groups screen,
6. Press **Save** on the bottom toolbar **b** to confirm your deletion or select **Cancel** to undo the change.

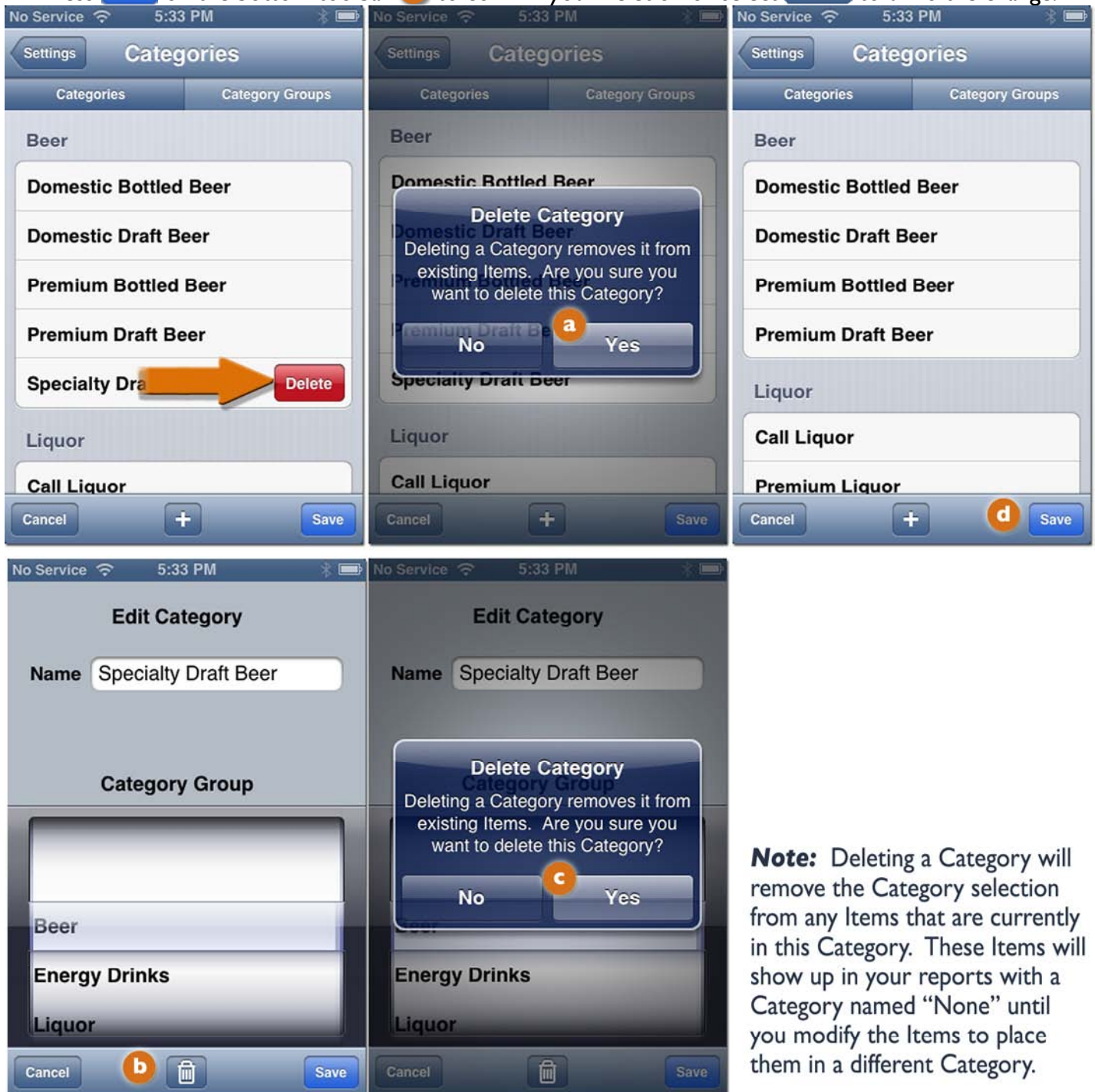


Note: Deleting a Category Group will remove the Category Group and any Categories set within the Category Group. Also, any Items in a deleted Category will not be deleted. These Items will appear in your reports with a Category named “None” until you modify the Items to place them in a different Category.

Deleting Categories

To delete a Category:

1. Go to the Categories screen. Slide your finger along the Category name you would like to delete.
- 2a. A red **Delete** button will appear. After you select “Delete” an action menu will appear.
Press “Yes” to save your changes **a** or press “No” to discard them.
- 2b. An alternative method is to press the  on the bottom toolbar **b** while you are editing a category. After you press the Trash Can an action menu will appear.
Press “Yes” to save your changes **c** or press “No” to discard them.
3. After you press “Yes” you will return to the Categories screen.
4. Press **Save** on the bottom toolbar **d** to confirm your deletion or select **Cancel** to undo the change.



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.

Default Categories

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

Category Group	Categories
Beer	Domestic Bottled Beer Domestic Draft Beer Premium Bottled Beer Premium Draft Beer Ultra Premium Draft Beer
Liquor	Well Liquor Call Liquor Premium Liquor
Wine	Wine Premium Wine Champagne
Misc	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.

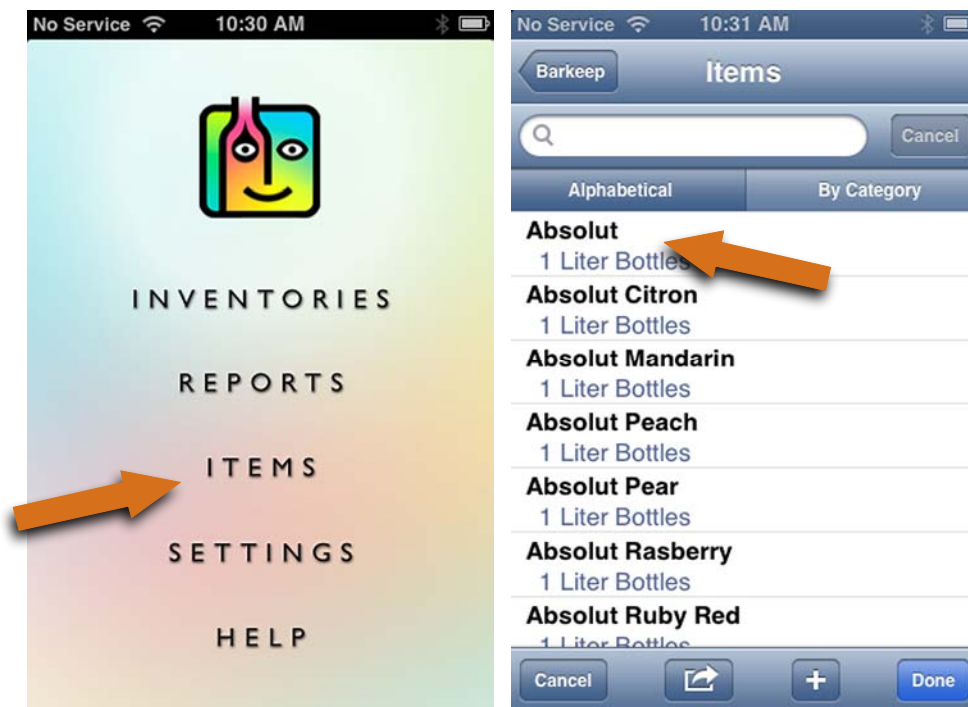
Managing Items

Barkeep defines Items as the products that you purchase from distributors and keep in Inventory (i.e., bottles and cases of **Absolut Vodka** and kegs and cases **Budweiser**, etc.).

Pre-Installed/Default Items

BarkeepApp is automatically installed with a 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 Items List as you are taking Inventory.

However, you are not limited to the set of default Items (see below). 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.



Note: If you do not carry the product, you can delete any default Items from Items List. You can re-add the Items, if needed, by following the steps on the following pages.

continue to next page

Adding New Items

There are three options for adding new, additional Items to your list that you do not find in the default set:

- **Searching** – Search the Barkeep Server's database by name and find over 75,000 products you can add to your Items List.
- **Manually** – If you cannot find the Item(s) in our database, you can manually create a new Item.
- **Scanning** – You can scan an Item and quickly search Barkeep's database to add the new Item or, if it's not in our system, you can create and add the Item manually.

Note: If you wish to re-add Items you have deleted, you will take the same steps.

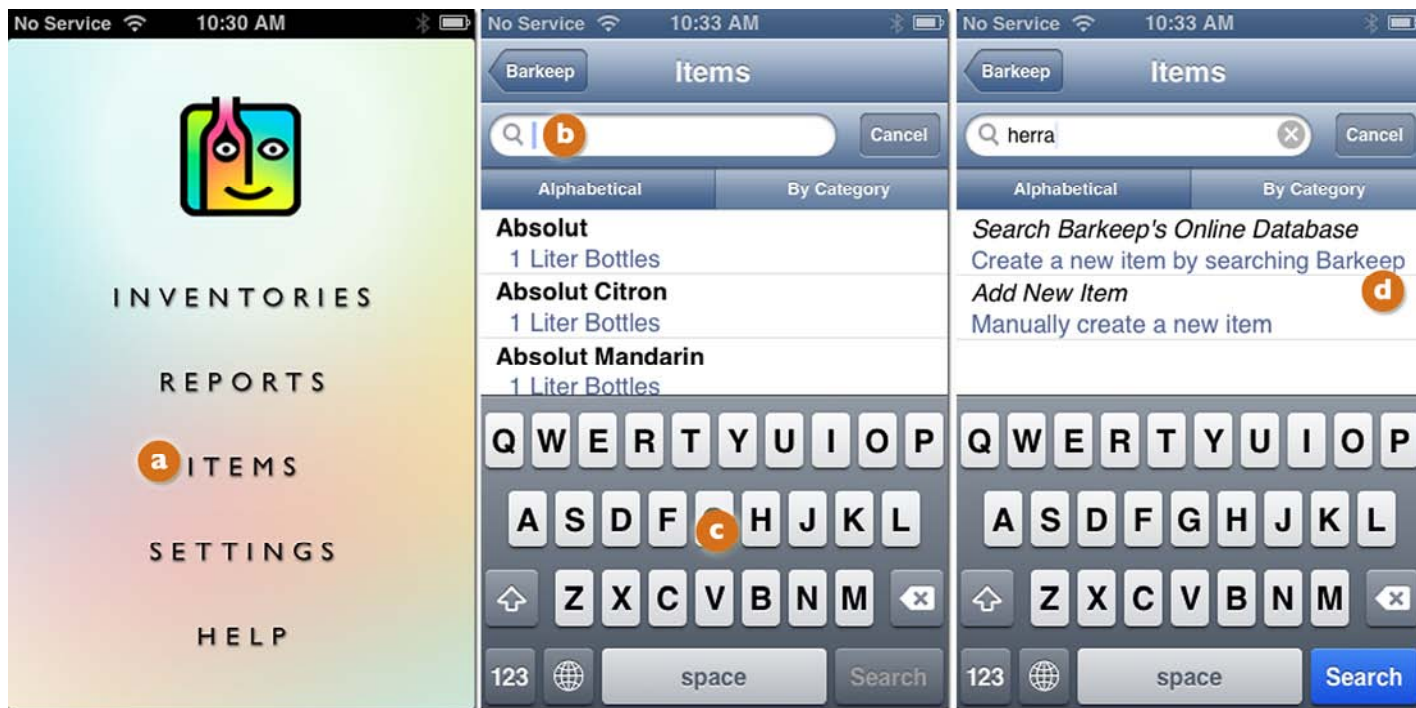
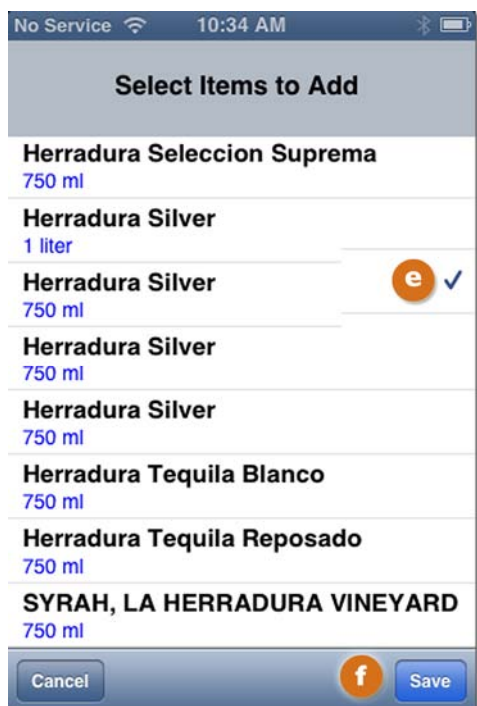
continue to next page for detailed instructions

Adding New Items by Searching

Most users find that the quickest way to add a new Item is by searching the Barkeep Database and adding the new Item. We recommend searching the Barkeep Database before entering a new Item manually.

To begin searching, select “Items” **a** to go to the Items screen:

1. Press the search bar **b** at the top of the screen to activate the keyboard.
2. Begin typing the name of the Item you are searching for. **c**
3. If the Item is not already in your Items List, you will be given a choice to *Search Barkeep’s Online Database* or *Add New Item* (manually).
4. Select *Search Barkeep’s Online Database*. **d**



5. Select the Item(s) **e** you wish to add to your Items List.
6. The final step is to press the **Save** button **f** on the bottom toolbar or select **Cancel** to discard your changes.

Reminder: The Search Barkeep feature requires an Internet connection using either WiFi or the iPhone 3G/4G network.

continue to next page

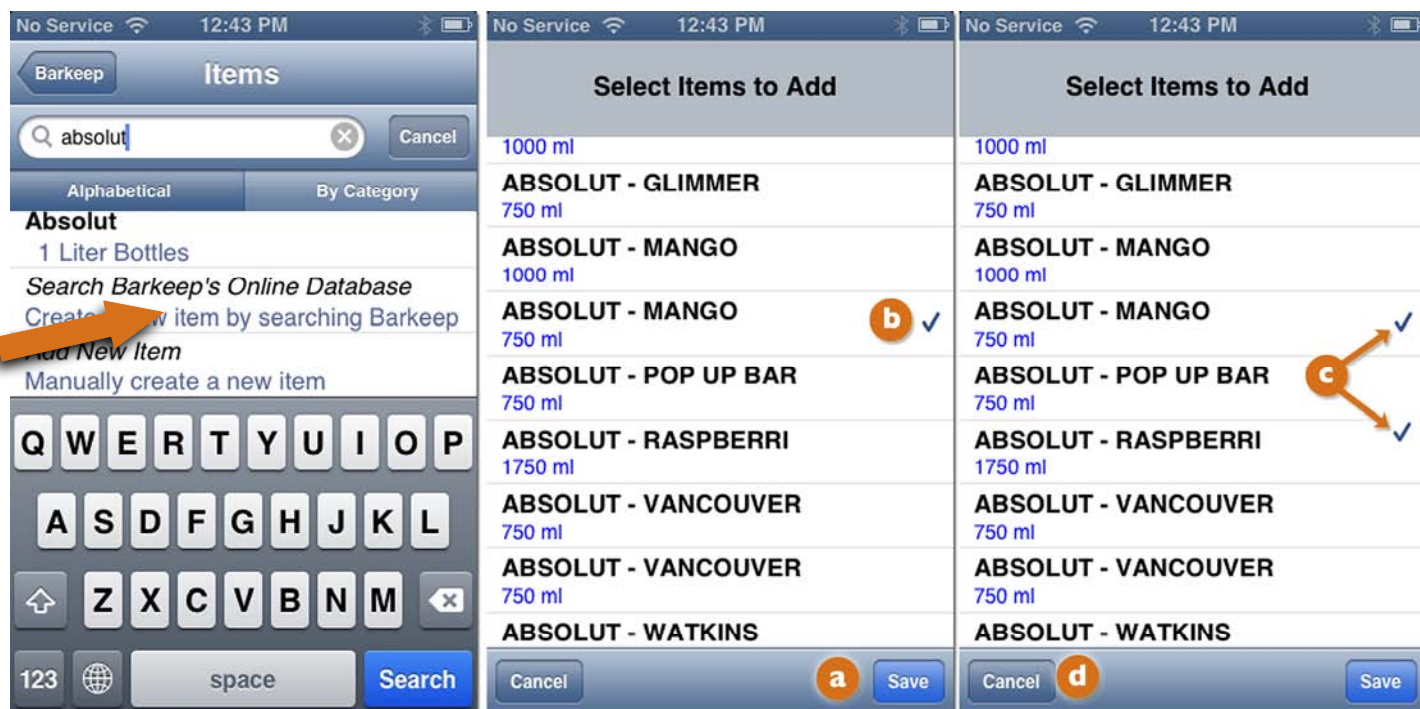
Adding New Items by Searching (cont.)

Searching for a more specific Item

Some brands have a large family of products, **Absolut** is a good example – remember that you will need a separate Item for each individual product, for example, **Absolut**, **Absolut Citron**, etc.

Below is an example of what might happen if you search “**Absolut**” in Barkeep to add a specific Item to your Items List. For example you want to add **Absolut Mango**. When you search you would find **Absolut** but would have to *Search Barkeep’s Online Database* to find and add **Absolut Mango** to your Items List.

You use the same steps shown on the previous page.



1. When using Search Barkeep to add new Items, you will be shown a list of the first 50 products, sorted alphabetically, that contain your search words.
2. You add Items from this list by selecting the Items that you want to add and then pressing **Save**. **a**
3. The Items that you’ve selected to add have a check mark **b** on the right hand side of the row to show that they will be added.
4. Note that you can add several Items at once by selecting multiple Items **c** before pressing **Save**.
5. You can deselect an Item by pressing it a second time to uncheck it. Only checked Items will be added to your Items list.
6. If you decide not to add any selected Items, press **Cancel**. **d**

Reminder: The Search Barkeep feature requires an Internet connection using either WiFi or the iPhone 3G/4G network.

continue to next page

Adding New Items by Searching (cont.)

Search Tips

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:

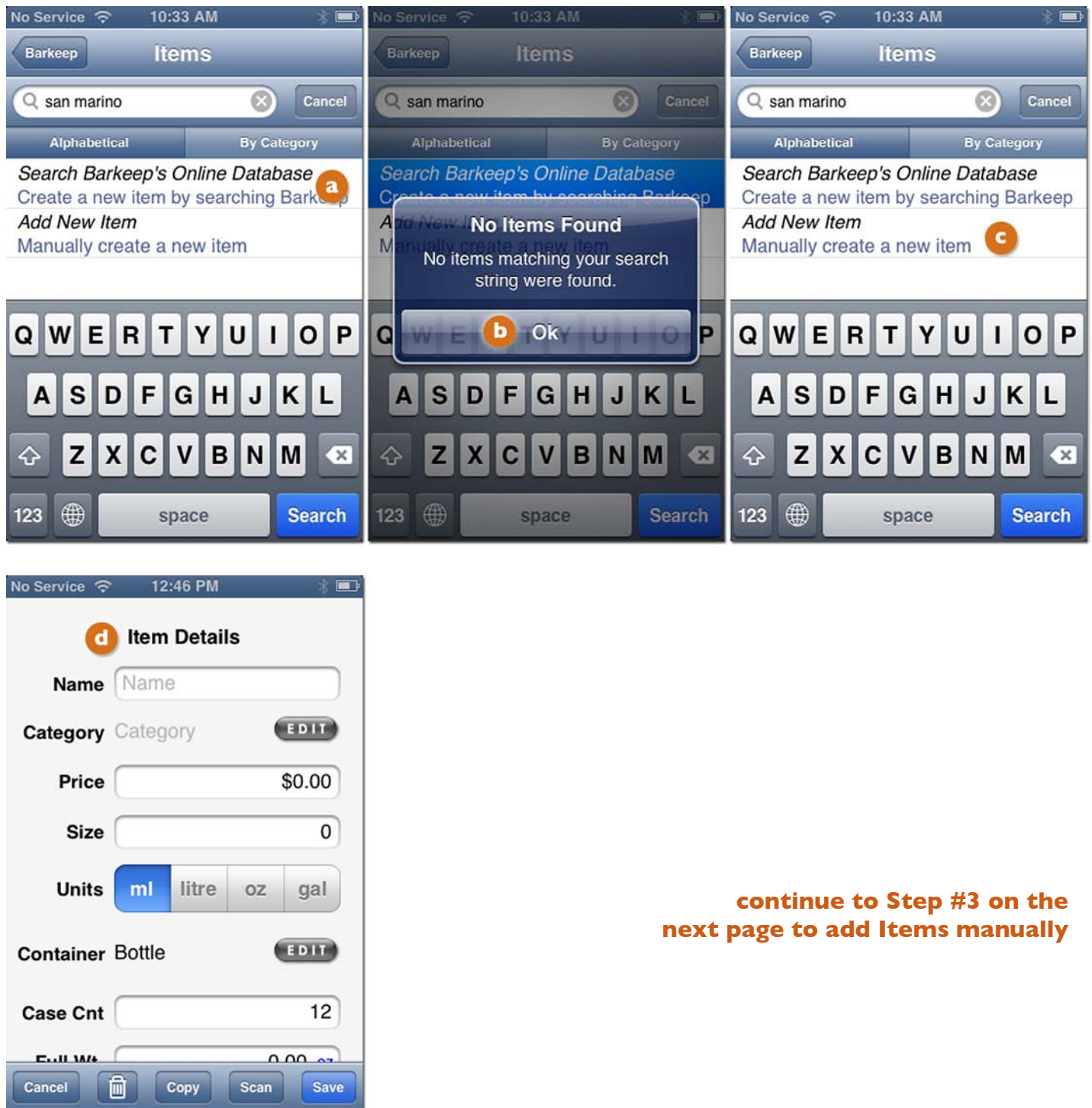
- **Be as specific as possible.** Typing the entire word will help eliminate unwanted matches. For example, if you are searching for a new flavor of **Hangar One Vodka** it is better to search for “Hangar” or “Hangar One” than “Han.”
- **Search for unique words.** For example, if you are searching for the new **Absolut Acai Vodka** it may be better to search for “Acai” than “Absolut.”
- **Enter at least three characters.** BarkeepApp will not perform a search with less than three characters.
- **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.

Adding New Items Manually

Search First

Before you choose to add an Item manually, we recommend you search **a** the Barkeep Database first.

Below is an example of a search that did not find the Item you would like to add. Select “Ok” **b** and now choose to *Add New Item* manually. **c** You will be taken to a blank, new Item Details screen. **d**

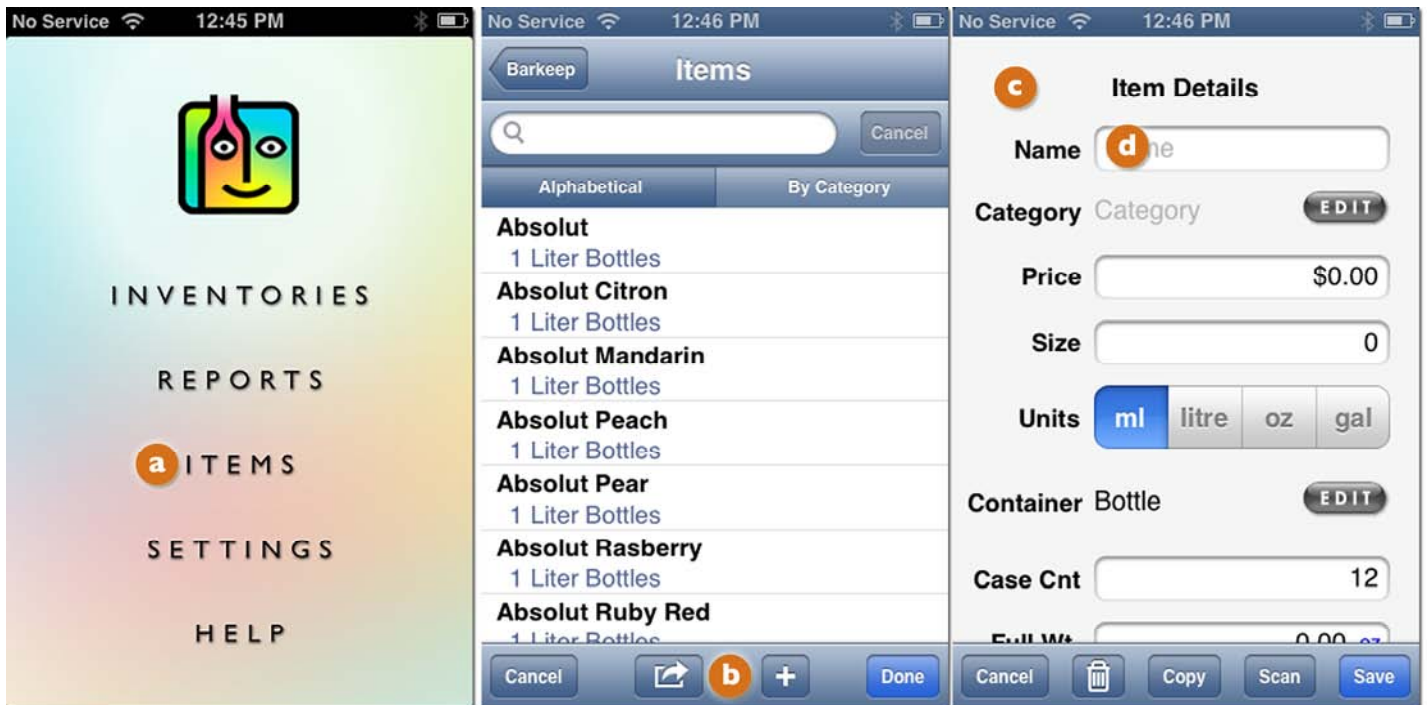


continue to Step #3 on the next page to add Items manually

Adding New Items Manually (cont.)

To add an Item manually:

1. Select "Items" **a** on the Main Screen.
2. On the Items screen, select the "+" icon **b** in the bottom toolbar.
3. You will see a blank, new Item Details screen. **c** Press the name field **d** to activate the keyboard.



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



Note: that the Item Details screen SCROLLS down. **f** There is more data to be entered on the Item Details screen than can fit on a single screen. In order to enter the Full Wt or Empty Wt for bottles, etc. you need to scroll down to these fields.

continue to the next page

Adding New Items Manually (cont.)

5. Selecting a Category for your new Item is another important detail you need to add. See the previous **Categories Section** for more details.
6. Press the Edit button **EDIT** next to the Category field. **g**
7. An action menu will appear. Using the picker, **h** select a Category (i.e. Premium Liquor).
8. Press **Done** to save your selection. **i**
9. Once you have finished entering details for a new Item, or modified an existing Item, you can save your changes by pressing the **Save** button on the bottom toolbar **i** or select **Cancel** to discard them.

The first screenshot shows the 'Add Item' form. The 'Name' field is 'San Marino'. The 'Category' field is 'Category' with an 'EDIT' button. The 'Price' field is '\$35.00'. The 'Size' field is '750'. The 'Units' field has a picker with 'ml' selected. The 'Container' field is 'Bottle' with an 'EDIT' button. The 'Case Cnt' field is '12'. The 'Full Wt' field is '0.00 oz'. The 'Empty Wt' field is '0.00 oz'. The bottom toolbar has 'Cancel', 'Copy', 'Scan', and 'Save' buttons.

The second screenshot shows the 'Choose a Category' picker. The title is 'Choose a Category'. The subtitle is 'San Marino'. The picker has two columns: 'Group' and 'Category'. The 'Group' column has 'Beer', 'Liquor', 'Liquor', 'Liquor', and 'Misc'. The 'Category' column has 'Ultra Premium...', 'Call Liquor', 'Premium Liquor', 'Well Liquor', and 'Red Bull'. The 'Premium Liquor' option is selected. The bottom toolbar has 'Cancel' and 'Done' buttons.

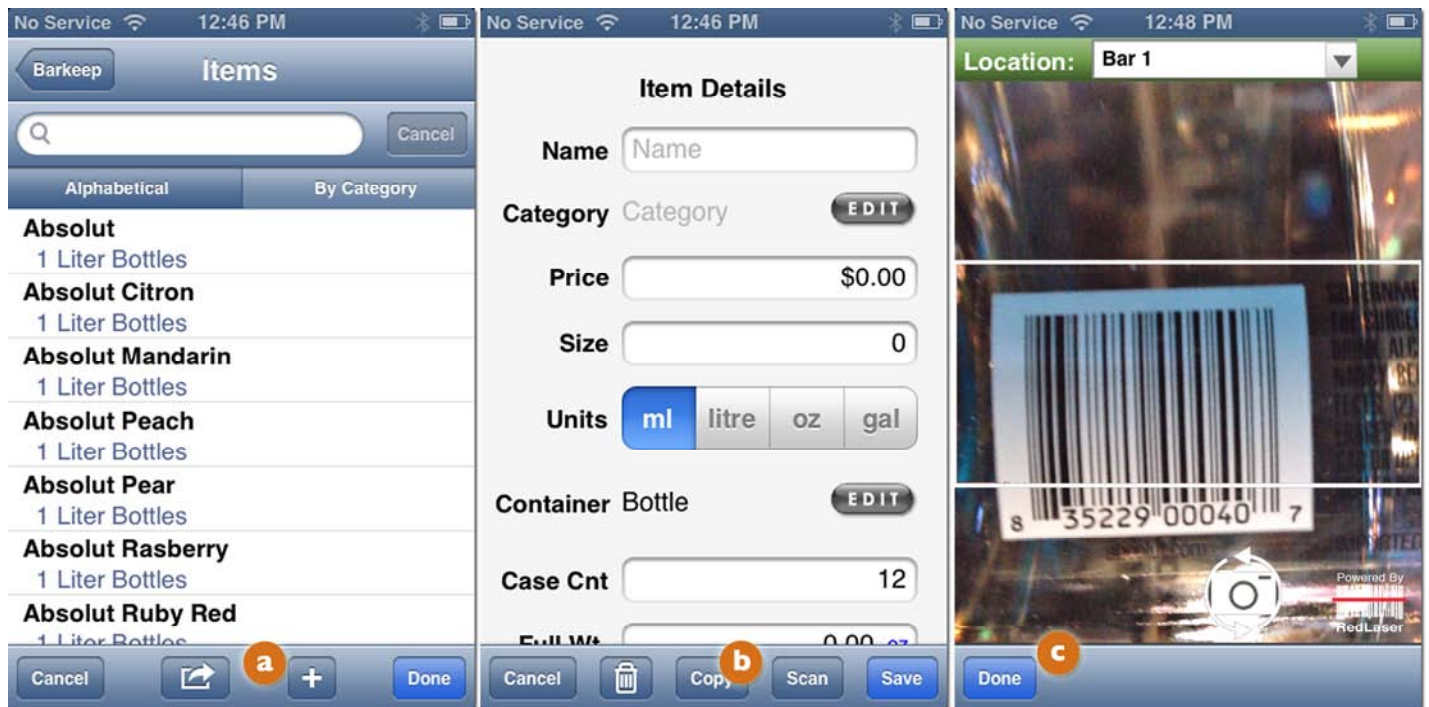
The third screenshot shows the 'Item Details' screen. The title is 'Item Details'. The 'Name' field is 'San Marino'. The 'Category' field is 'Premium Liquor' with an 'EDIT' button. The 'Price' field is '\$35.00'. The 'Size' field is '750'. The 'Units' field has a picker with 'ml' selected. The 'Container' field is 'Bottle' with an 'EDIT' button. The 'Case Cnt' field is '12'. The 'Full Wt' field is '0.00 oz'. The bottom toolbar has 'Cancel', 'Copy', 'Scan', and 'Save' buttons.

Note: You can return to any Item later to make changes or add more details.

Scanning New Items

You also may add Items by scanning barcodes. To begin adding new Items by scanning:

1. Select “Items” on the Main Screen.
2. On the Items screen, select the “+” icon **a** in the bottom toolbar.
3. You will see a blank, new Item Details screen. Press the **Scan** button **b** in the bottom toolbar.
4. The **Scan** button will activate the iOS Device’s camera (or a **Linea Pro** or **Captuvo** scanner if one is attached).
5. Press the **Done** button after you have scanned the barcode. **c**



continue to the next page

Scanning New Items (cont.)

6. After scanning the barcode you will be presented with 3 options:
 - Search Barkeep
 - Create New Item Manually
 - Add Barcode to Existing Item
7. First we recommend you select “Search Barkeep” **d** to check if the Item is already in our database. This will save time instead of manually entering all the Item details. If you do not wish to “Search Barkeep” first – go to the next page.
8. If the Item is not found in our database, create a new Item and press “Yes.” **e**
9. You will be taken to an Item Details screen for the new Item. When you scroll down you will see the barcode has already been added.
10. You will still need to manually add additional details about the Item.
11. Once you have finished entering details for the new Item, you can save your changes by pressing the **Save** button on the bottom toolbar **f** or select **Cancel** to discard them.



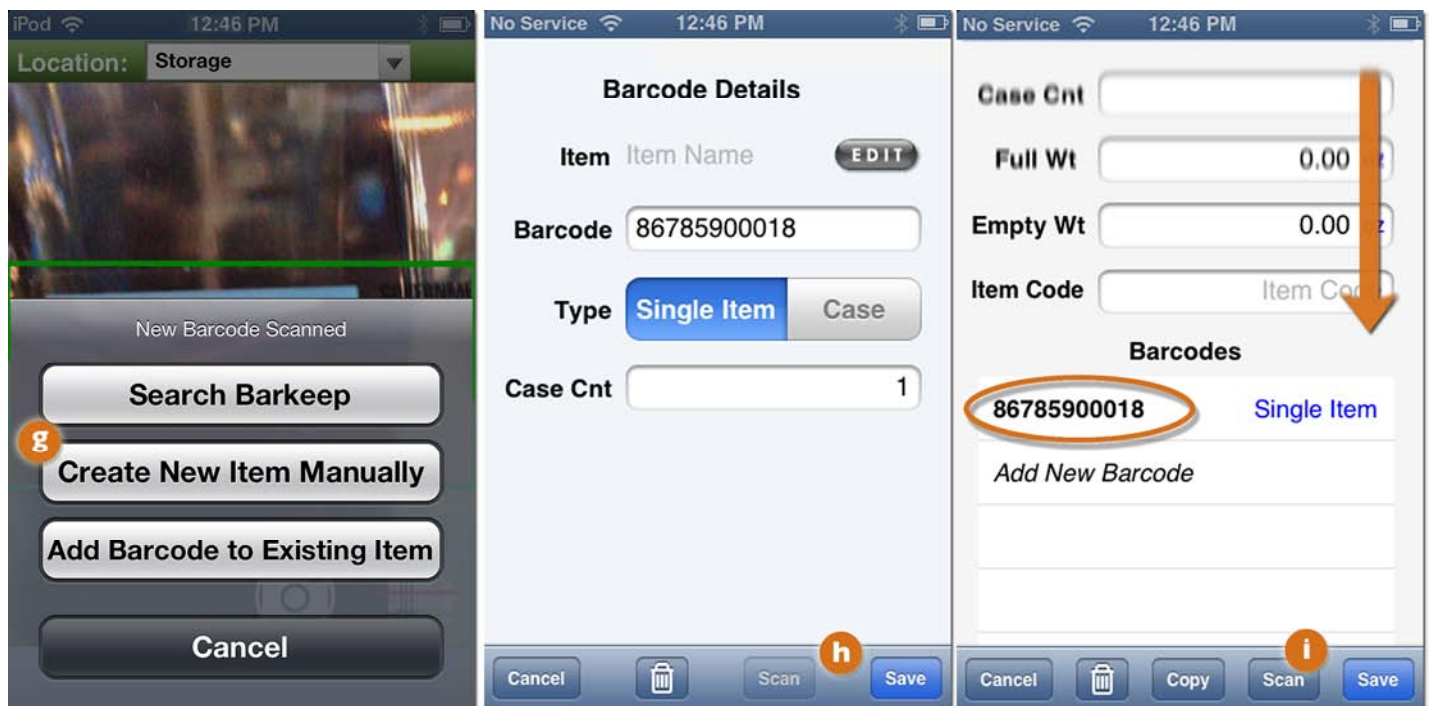
**continue to the next page for
scanning Items manually without a search**

Scanning New Items (cont.)

Adding Items Manually without Searching

You may also add new Items by scanning without doing a search first.

1. After scanning the barcode you will be presented with 3 options:
 - Search Barkeep
 - Create New Item Manually
 - Add Barcode to Existing Item
2. Select "Create New Item Manually." **g**
3. You will be taken to a Barcode Details screen for the new Item. **h** Press the **Save** button to continue.
4. Next you will be taken to an Item Details screen for the new Item. When you scroll down you will see the barcode has already been added.
5. You will still need to manually add additional details about the Item.
6. Once you have finished entering details for the new Item, you can save your changes by pressing the **Save** button on the bottom toolbar **i** or select **Cancel** to discard them.



Adding/Modifying an Item's Category

Once you've searched Barkeep's database and added a new Item, you will need to go in and modify the Item Details to set the Category. This is also required if you have added an Item manually and not yet added a 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."

To add or modify a Category for an Item:

1. Select the Item from your Items List and press **EDIT** on the Items Detail screen. **a**
2. This will activate the "Choose a Category" picker. Select a Category. **b**
3. Press **Done** to save your selection. **c**
4. You can make additional changes to the Item Details. Once you have finished modifying details for the Item, you can save your changes by pressing the **Save** button on the bottom toolbar **d** or select **Cancel** to discard them.



Reminder: BarkeepApp is automatically installed with a set of standard Items that are commonly used in most bars – like **Absolut Vodka** and **Budweiser Beer**. We start out by keeping the number that is installed on your iOS Device as small as possible. The pre-installed Items are assigned Categories but you may change the Category for any Item.

Adding/Modifying an Item's Container Type

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 for an Item:

1. Select the Item **a** for your Items List and press **EDIT** on the Items Detail screen. **b**
2. This will activate the "Choose a Container Type" picker. **d** Select a Container Type.
3. Press **Done** to save your selection. **d**
4. You can make additional changes to the Item Details. Once you have finished modifying details for the Item, you can save your changes by pressing the **Save** button on the bottom toolbar **e** or select **Cancel** to discard them.



Item Properties

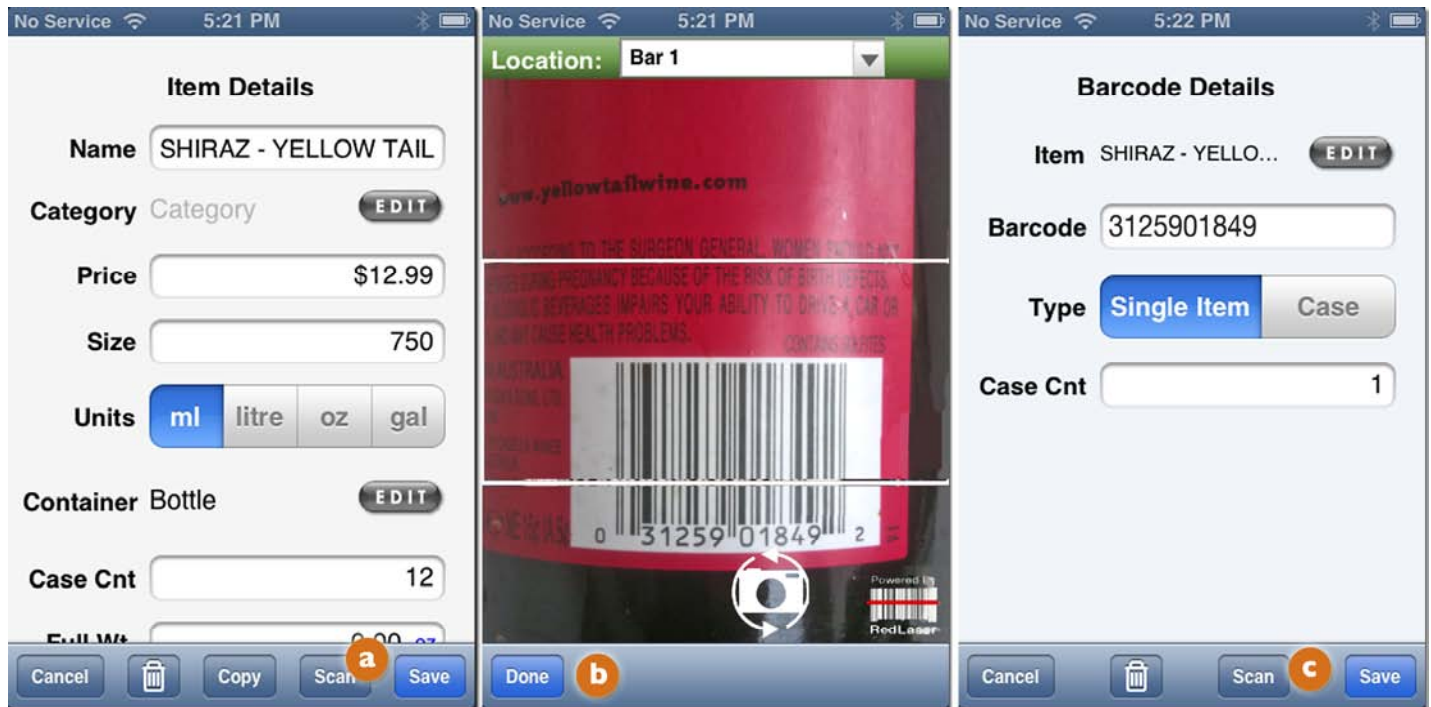
Barkeep defines an Item as any product that you carry in inventory – like **Absolut 11** bottles, **Stella 15.5 Gal Kegs**. The Item's entry contains general information about the product like its barcode, default price, default case size, container type (bottle / keg / can / each / box / bag/ bag in 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.
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

To scan and add a barcode to an existing Item:

1. Select the Item from your Items List and press
2. After selecting the Item, you will be taken to the Item Details screen.
3. On the bottom toolbar **a** of the Item screen press the **Scan** button to activate your Device's camera or the **Captuvo** or **Linea-Pro** scanner.
4. Press the **Done** button after the barcode is read. **b**
5. You will navigate appear in the Barcode Details screen. Press **Save** to save the barcode or select **Cancel** to discard the changes.

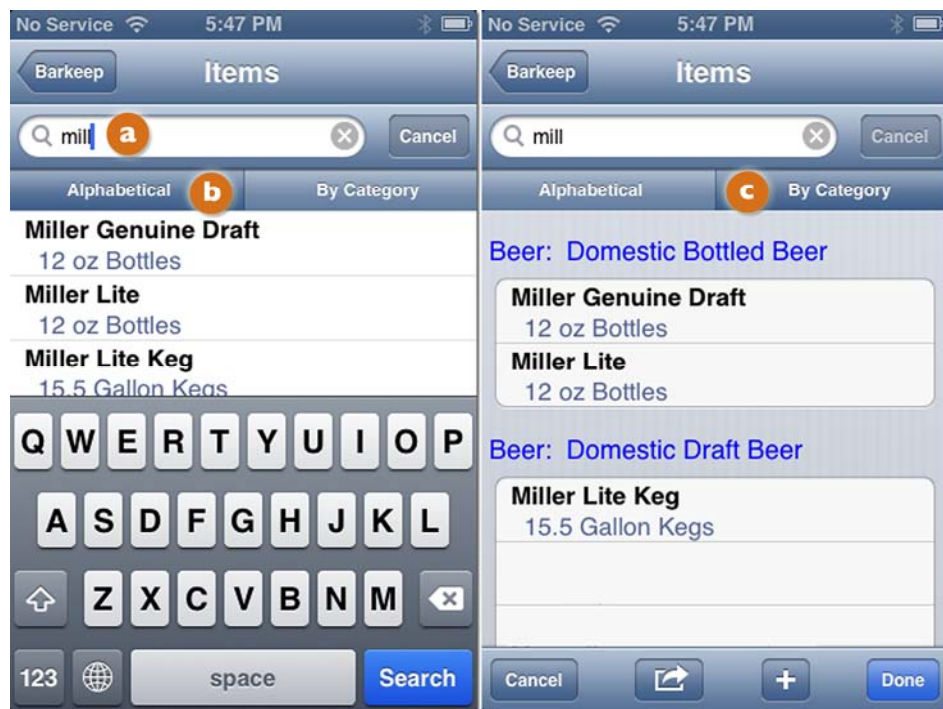


Note: You can scroll down in the Item Details screen and add the barcode manually.

Finding Items

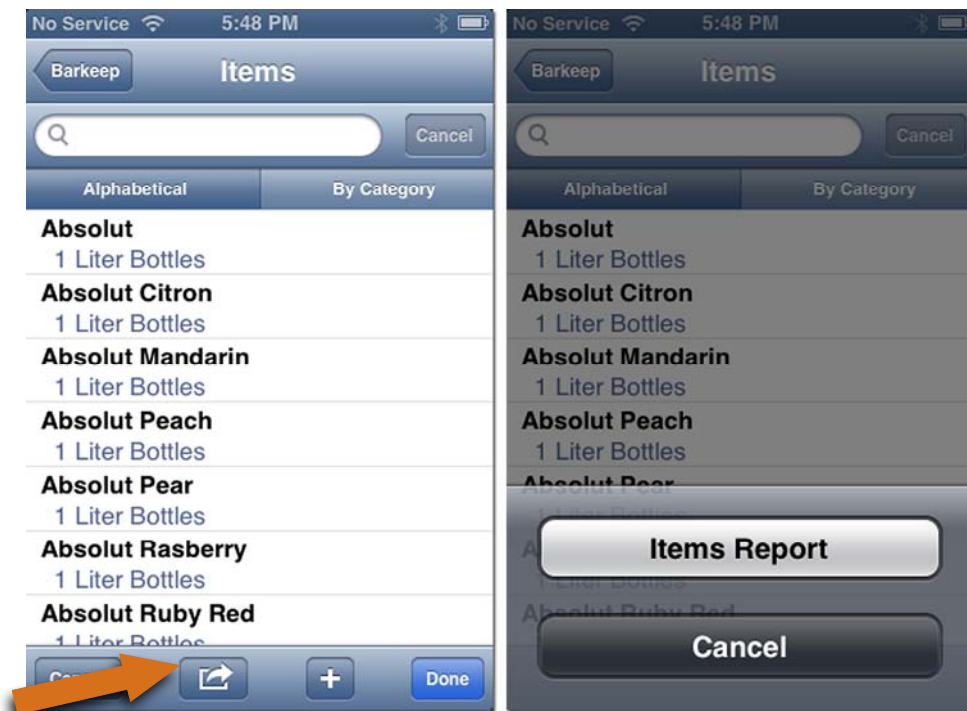
In the Items screen, you can search for Items by typing part of the Item name in the search bar. **a** As you type, the Items List will automatically reduce to show only Items containing the letters typed into the search bar.

You can also sort the Items List **b** Alphabetically or **c** By Category using the sort buttons located directly below the search bar.



Running Items Report

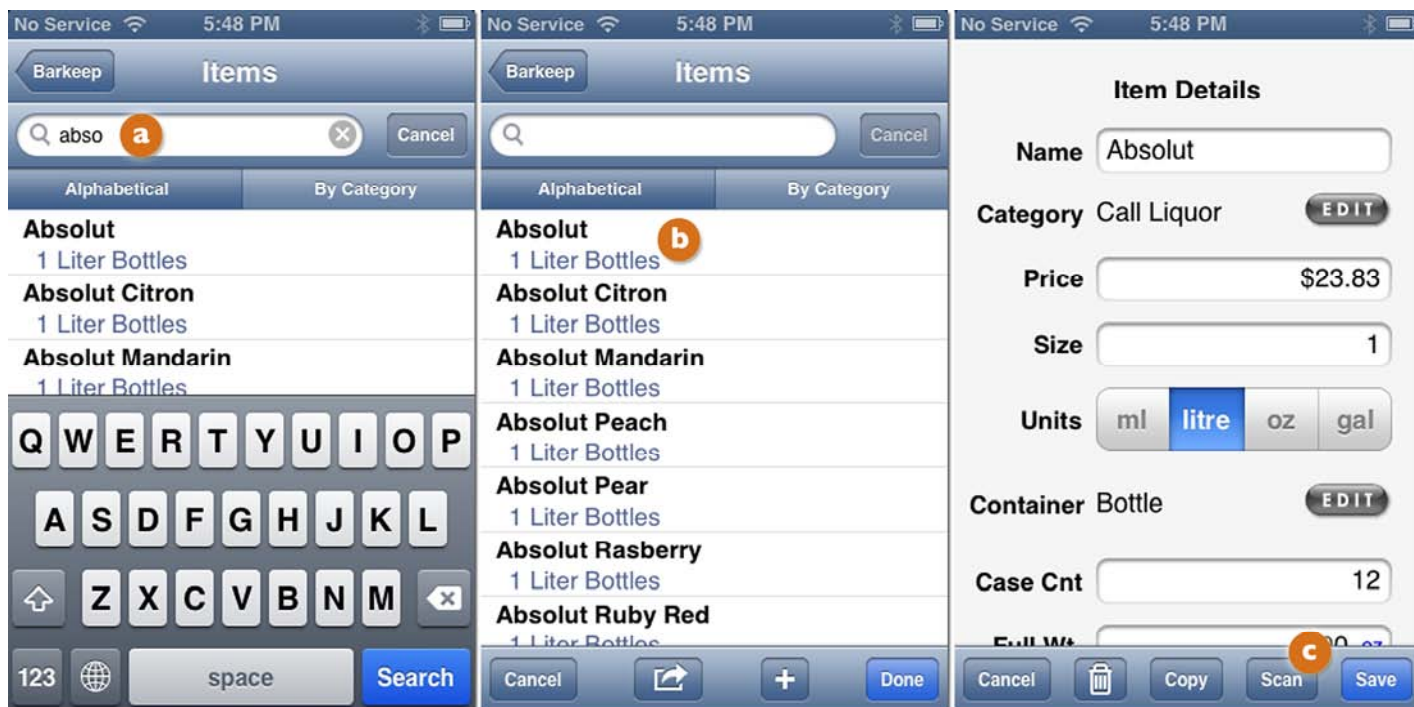
You can generate a report containing your Items list by pressing the Report button on the bottom toolbar.



Editing Items

To edit an existing Item:

1. You begin by finding **a** the Item as shown on the previous page.
2. Press the Item **b** you wish to edit on the Items List.
3. This will take you to the Item Details screen where you can change the information for the Item.
4. Press **Save** to save the changes or select **Cancel** to discard them. **c**



Deleting Items

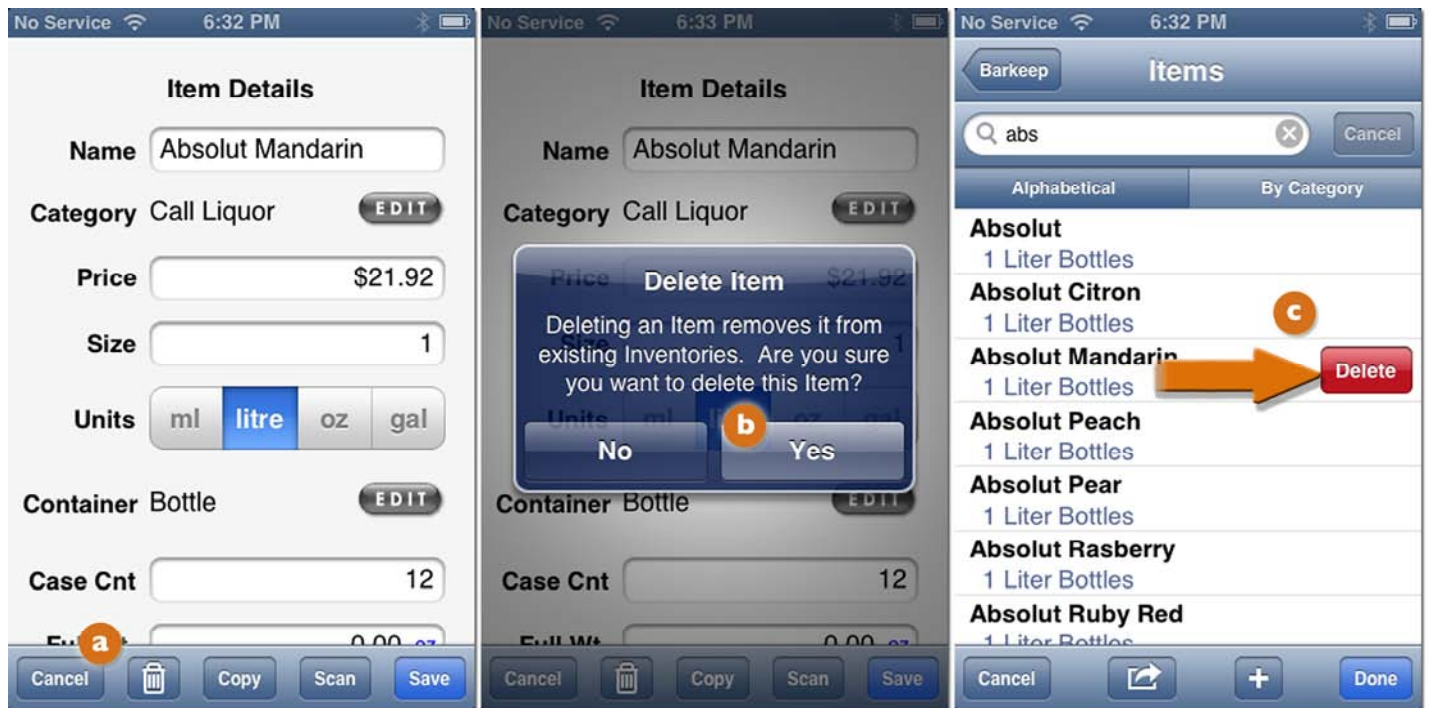
Please read this page before deleting any Items.

Warning: 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.

To delete an existing Item:

1. You begin by finding the Item as shown on the previous pages.
2. Press the Item you wish to delete on the Items List.
3. This will take you to the Item Details screen where you can **a** press the  icon on the bottom toolbar.
4. An action menu will ask you to verify that you want to delete the Item. **b**
5. Or, you can also delete an Item from your Items List by swiping your finger horizontally across the Item on the Items List screen **c** and then pressing the  button. This will immediately delete the Item.

Note: If you have inadvertently deleted an Item you will have to re-add to your Items List (see the **Adding New Items Section** of this User Guide). But remember, if that Item was in existing Inventories, it not automatically be added back into the Inventories when you re-add the Item.



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 shows 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: The **Support Section** on the Barkeep website has a document with **Inventory Tips**.

Creating Inventories

1. To create an Inventory, press Inventories on the Main Screen to go to the Inventories screen.
2. Next, press the "+" icon in the top toolbar **a** to create a new Inventory.
3. On the Create Inventory screen, **b** choose the type of Inventory you would like to create.
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**.
5. Press **Save** to save the new Inventory or select **Cancel** to discard it. **c**
6. After you have saved the new Inventory you will automatically navigate to the Inventory page where you can start adding **d** Items to your Inventory by pressing the "+" icon in the bottom toolbar.



continue to next page

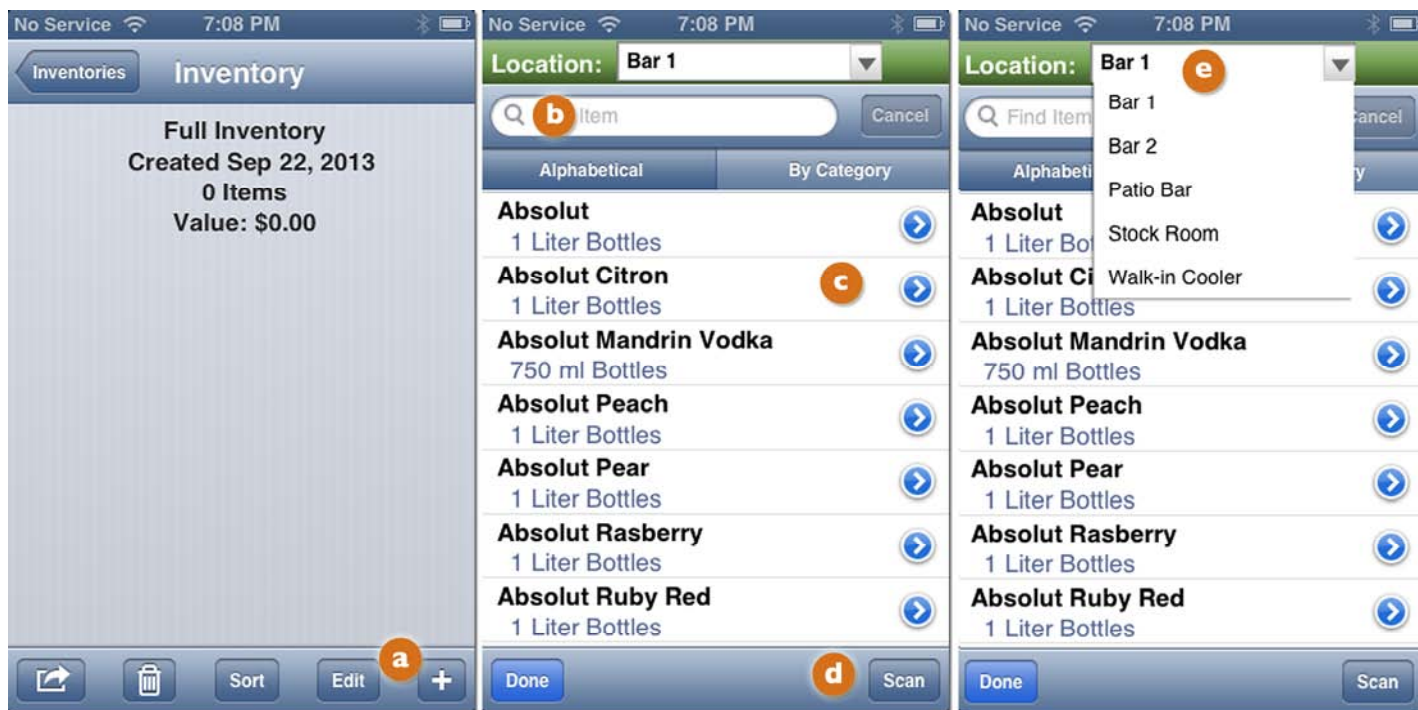
Adding Items to Inventories

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 barcodes. 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.

1. To enter Items go to the Inventory that you want to add Items to.
2. On the Inventory screen, press the "+" icon on the right side of the bottom toolbar. **a**
3. Begin by typing the Item name in the search box at the top of the screen. **b** Typically within two or three characters BarkeepApp will narrow the list down to the Item(s) that you want.
4. If the Item that you want doesn't appear in the List, you can choose to add it now by selecting: *Add New Item* or *Search Barkeep's Online Database*
5. Or you may scroll through the Items List **c** and select Items to add.
6. If you prefer to scan the Item press "Scan" in the bottom toolbar. Pressing the **Scan** button **d** will activate the **Captuvo** or **Linea-Pro** scanner if one is attached, or the Device's camera. If you do not have a scanner attached and/or your Device does not have a camera, the scan button is disabled.

Note: The top of the screen has a drop down menu where you can assign or change a Location **e** for the Item you are adding to the Inventory.



Note: You can add Items to multiple Locations in a single Inventory by adding Items to one Location, selecting another Location, and then adding more Items to the Inventory at the second Location.

Adding Items to Inventories (cont.)

1. After choosing an Item, **a** you will be taken to the Inventory Item screen.
2. Enter a quantity **b** and press **c** the **ADD** button.
Notice that the product you are adding and the Location that the product will be added to are displayed at the top of the screen.
3. Once you've entered a quantity and pressed the **ADD** button, 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.



5. When you are finished adding Items to the first Location in your Inventory, you can then move onto the next Location. When you add the first Item in a different Location go to the top of the screen and use the drop down menu to change the Location for the Item you are adding to the Inventory. 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. (see previous page)

Pricing Items in Inventories

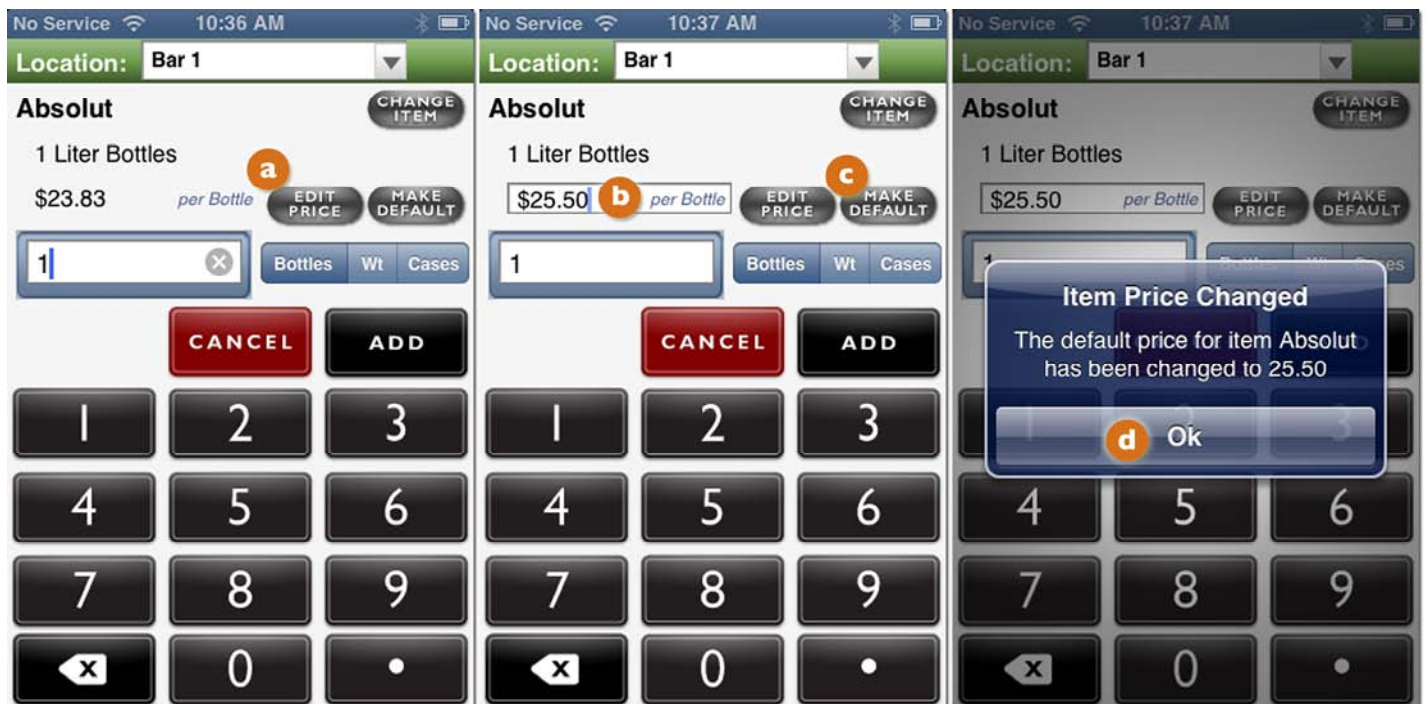
Every time that BarkeepApp calculates the cost of a product, it uses the default Item price specified at the Item level. You can override the price of an Item as you add the Item to a Receiving or Return Inventory.

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, do the following steps:

1. After choosing an Item, you will be taken to the Inventory Item screen.
2. Press the “Edit Price” button. **a**
3. Delete the existing price before entering a new price. **b**
4. The price change will only be for this Item in this one Inventory, unless you decide to select “Make Default.” **c**
5. If you select to make the new price the default price, an alert will pop-up **d** that asks you to confirm your choice.
6. Press **ADD** to save the new price or select **CANCEL** to discard the price change.



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 three full bottles of **Absolut** and one partial bottle, you will need to:

1. Add the **a** 3 Bottles.
2. And then add the individual partial bottle by selecting **Absolut**.
3. Press the “Wt” button **b** on the Unit Selection control.
4. Weigh the bottle on a digital scale and enter the number of ounces **c** (for example, 55.12 oz) and press the **SAVE** button.



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.

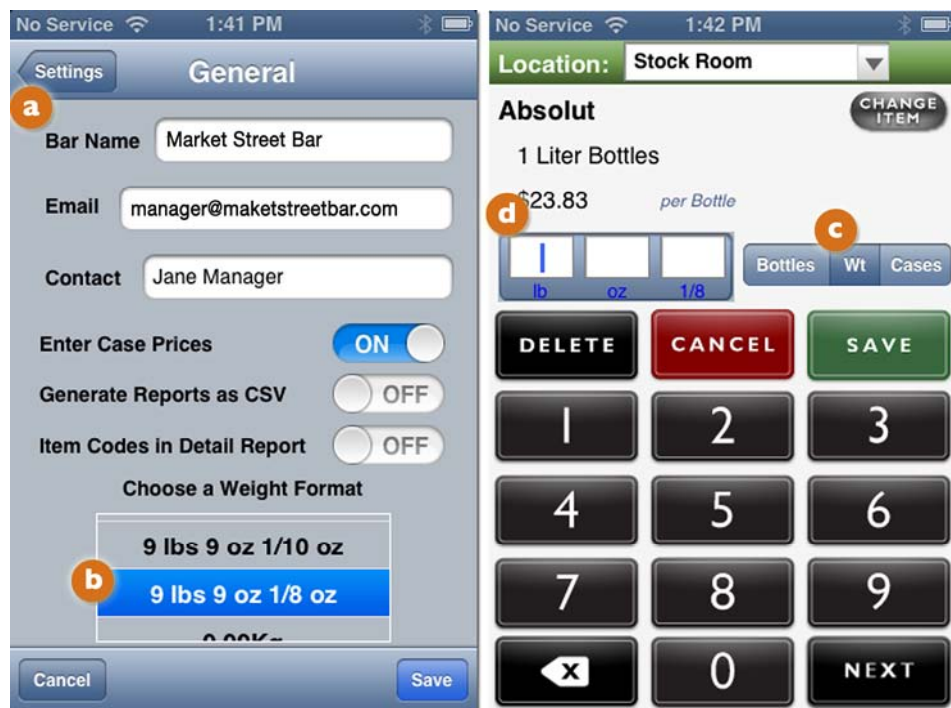
Note: The instructions in this section specifically mention weighing partial bottles of liquor, but the same instructions can be used for any container type. For example, it is difficult to estimate the amount of draft beer in an open keg. Many bars use a freight scale to weigh their kegs. If you choose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

Adding and Weighing Partial Bottles (cont.)

Barkeep allows 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, do the following:

1. Go to Settings **a** and verify that you have selected the correct weight format. **b**
See **Weight and Measures Settings Section** for details.
2. Choose the center Wt button. **c**
3. Enter **d** the correct weight.
4. Pressing the fields will allow you to navigate as needed to enter pounds and ounces, etc.



Note: 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.

continue to next page

Adding and Weighing Partial Bottles (cont.)

Note: 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:

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

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.

Using a Digital Scale

You may use a digital scale to weigh bottles. 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. If you would like to have BarkeepApp automatically detect the weight of partial bottles using **Bluetooth**, you can purchase a certified **Bluetooth** digital scale from barkeepapp.com.

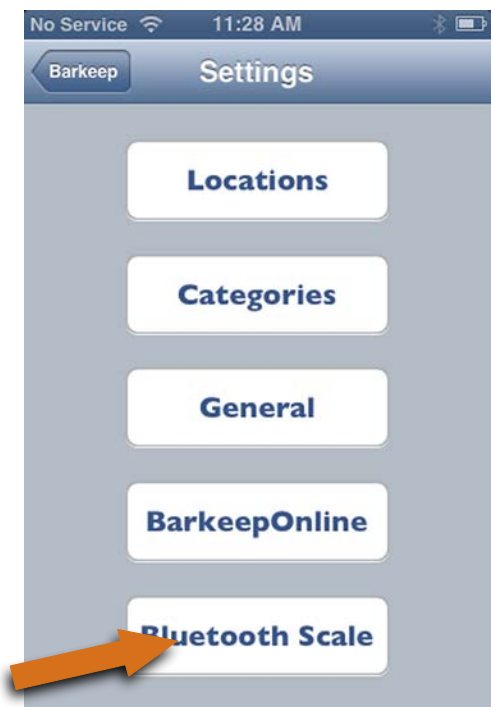
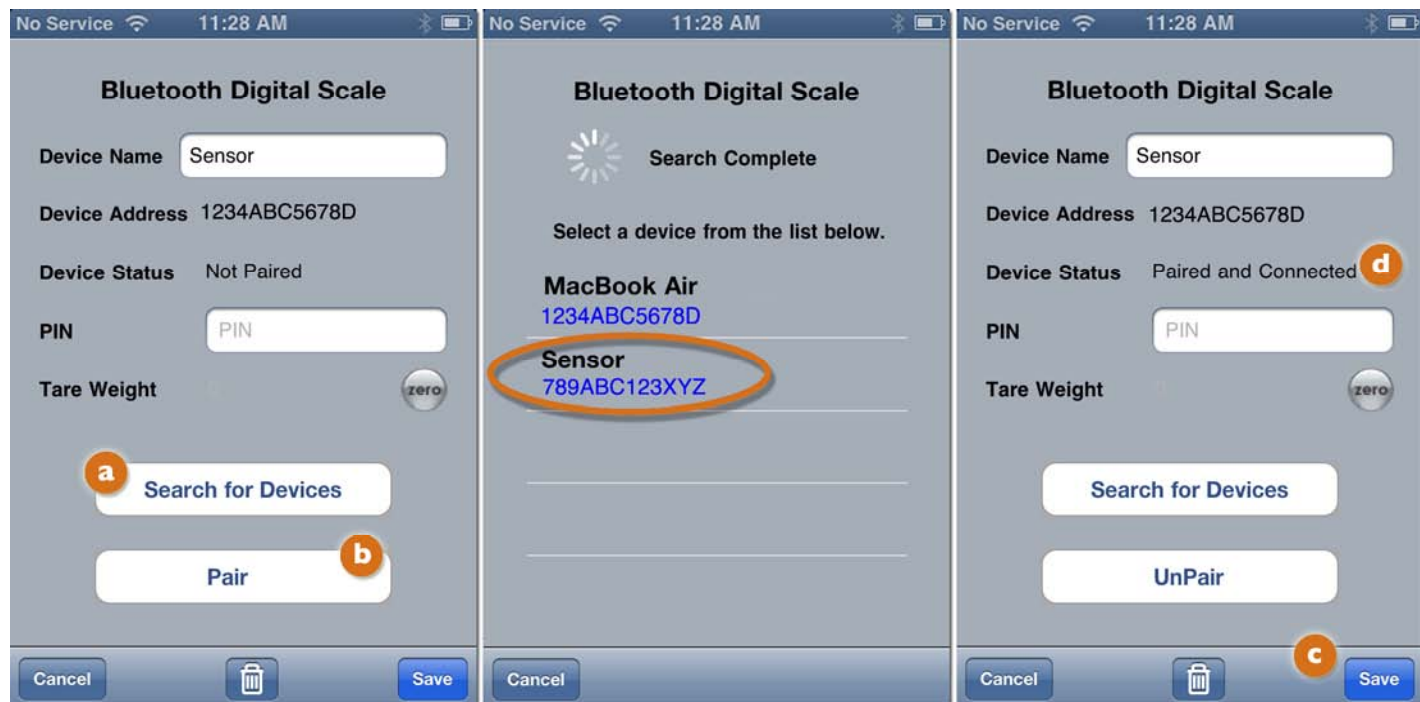
Note: You must use a **Bluetooth** scale with a **Linea-Pro** scanner with **Bluetooth** support or an **Infinea Tab** scanner with **Bluetooth** support.

continue to next page for Bluetooth Scale Instructions

Bluetooth Scale Instructions

The first step is to register the digital scale with Barkeep.

1. Turn on the **XHBMS** digital scale. Launch BarkeepApp. Press “Settings” and select “Bluetooth Scale.”
2. Press “Search for Devices.” **a**
3. You should see a Device named “Sensor” displayed.
4. Select that Device. Press “Pair” **b** and press **Save**. **c**
5. Once you've paired BarkeepApp with the scale, the status should change to Paired and Connected. **d**



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

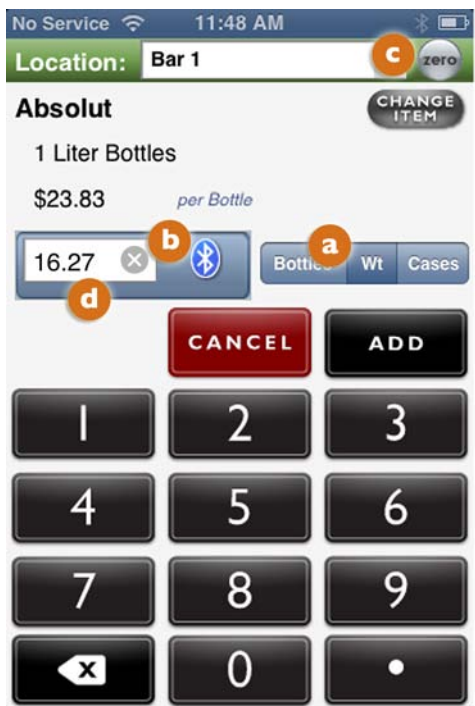
Bluetooth Scale Instructions – Weighing Bottles

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. Choose “Wt” **a** as quantity type.
3. Press **b** the **Bluetooth** icon  to automatically detect the weight from the scale.
4. BarkeepApp will automatically fill the quantity field with the weight **d** that it receives from the scale.
5. On the Inventory Item screen, when you select weight, have a **LP4** with **Bluetooth**, and have paired a digital scale the **Bluetooth** and Zero button **c** will appear.

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.

6. Press the **ADD** button to add the Item to the Inventory.



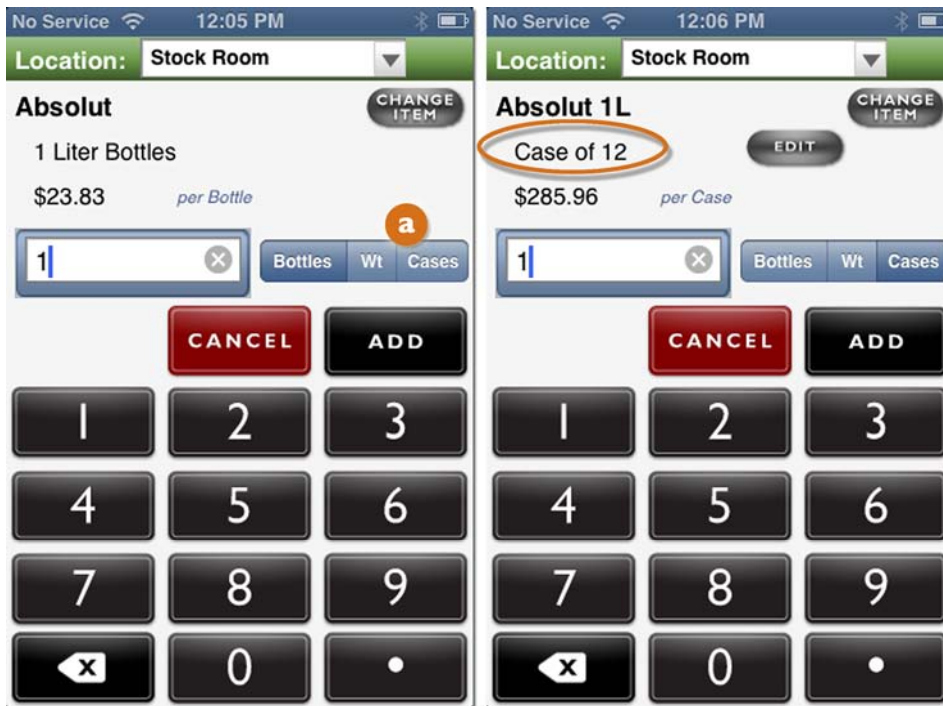
Note: Using a **Bluetooth** digital scale with BarkeepApp requires a **Linea-Pro*** with **Bluetooth** support and a **Bluetooth** digital scale. Please refer to barkeepapp.com for a list of certified **Bluetooth** scales.

* A **Bluetooth** digital scale requires an **Infinia Tab** for **iPad** users.

Adding Cases

To add cases to an Inventory:

1. First select the Item that you want to add to the Inventory.
2. On the Inventory Item screen press the “Cases” button. **a**
Note: When selecting “Cases” Barkeep shows the price per case.
In the example below a bottle of **Absolut 1L** costs \$23.83, there are 12 bottles in a case and the price shown is \$285.96 ($\23.83×12).
3. 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 (i.e., **12**). In the example shown, the name of the Item will change to include the size of the bottles/cans in the case. For example, “Case of 12”



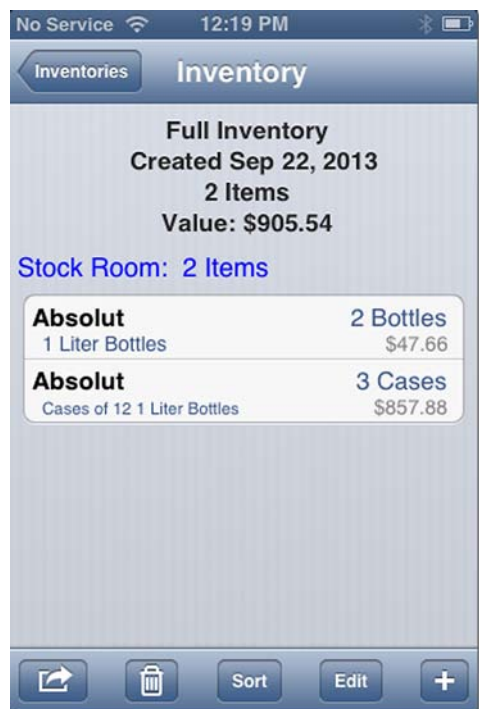
The number of bottles/cans in a case will automatically default to the Default Case Size that is specified on the Item Definition. The default case size for **Absolut 1L** bottles is set to 12, so when you choose Cases of **Absolut** it automatically sets the case size to 12. You can modify this by pressing 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 of **Absolut**. 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 as shown in the example below.



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 above shows where you can add Bottles of **Absolut 1l** by the Bottle at \$23.83 each or by the Case of 12 at \$285.96 per Case. This feature can be particularly useful if your supplier's invoice shows Items priced by the Case.

The image shows two side-by-side screenshots of a mobile application interface for adding inventory. Both screenshots show the 'Location' as 'Stock Room' and the time as 12:05 PM and 12:06 PM respectively.

Left Screenshot (Absolut): The item is 'Absolut' with '1 Liter Bottles'. The price is '\$23.83 per Bottle'. The 'Quantity' input field has '1' entered. The 'Cases' button is highlighted in orange. Below the input field are 'CANCEL' and 'ADD' buttons, and a numeric keypad.

Right Screenshot (Absolut 1L): The item is 'Absolut 1L' with 'Case of 12'. The price is '\$285.96 per Case'. The 'Quantity' input field has '1' entered. The 'Cases' button is highlighted in orange. Below the input field are 'CANCEL' and 'ADD' buttons, and a numeric keypad.

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.

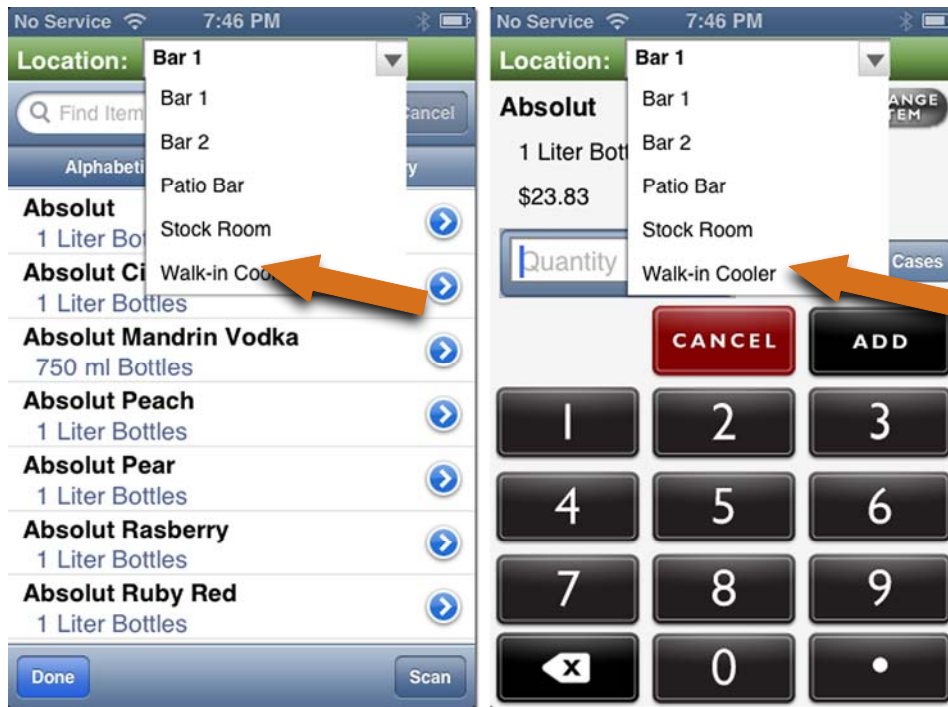
The image shows two side-by-side screenshots of a mobile application interface for adding inventory. Both screenshots show the 'Location' as 'Stock Room' and the time as 12:06 PM.

Left Screenshot (Amstel Light 12oz): The item is 'Amstel Light 12oz' with 'Case of 24'. The price is '\$21.00 per Case'. The 'Quantity' input field is empty. The 'Cases' button is highlighted in orange. Below the input field are 'CANCEL' and 'ADD' buttons, and a numeric keypad.

Right Screenshot (Amstel Light): The item is 'Amstel Light' with '12 oz Bottles'. The price is '\$0.875 per Bottle'. The 'Quantity' input field is empty. The 'Cases' button is highlighted in orange. Below the input field are 'CANCEL' and 'ADD' buttons, and a numeric keypad.

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.



To change an Item's Location you have two options:

Option 1

The top of the Inventory's Item List screen has a drop down menu where you can assign or change a Location for the Item you are adding to the Inventory.

Option 2

To change the Location, first select an Item that you want to add to the Inventory. The top of the Item screen has a drop down menu where you can assign or change a Location for the Item you are adding to the Inventory.

Note: 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 optional Linea-Pro and Captuvo Scanners

You have the option to purchase a **Linea Pro** or **Captuvo** laser scanner. The scanners have a cradle containing a magnetic card reader and laser scanner that you slide an **iOS** Device into (see below for specific devices). Scanners are useful for scanning barcodes on liquor bottles when taking inventory. However, a separate scanner is optional. You can also enter Items into inventory by name, so you don't have to scan the barcodes. And you can use your **iOS** Device's built-in camera to scan barcodes on bottles (see next page). The advantage of a laser scanner is that it scans faster than the camera-based scanning.

Barkeep has integrated with both the **Linea-Pro**, **Captuvo** and **Infinea Tab** barcode scanners. The **Linea-Pro** is the same Device used in all Apple Stores to scan Items and process credit card transactions.

More details on both scanners and how to order it are available on our website barkeepapp.com.

Compatibility:

- To scan Items using the **Linea-Pro** scanner, you must be running the BarkeepApp on an **iPod Touch, iPhone**.
- An **Infinea Tab** scanner is available for the **iPad** (see the **iPad** User Guide for details).
- The **Linea Pro v4** 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 v5** will only work with the new **iPhone 5** or **iPod Touch 5th generation**.
- The **Captuvo** only works with an **iPod Touch 4th Generation**. The **Captuvo** will not work with earlier models.
- A **Captuvo** with a lightning connector to support the new **iPhone 5** or **iPod Touch 5th Generation** are yet available (though these models 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).

To use an optional scanner:

1. Go to the Inventory that you'd like to add Items to.
2. Select the "+" icon on the bottom toolbar to start adding Items.
3. This will take you to a screen that allows you to enter Items either by name or by scanning the Items.
4. To activate the laser scanner, point the scanner on the front of the Device at the Item's barcode and press either the  button on the toolbar at the bottom of the screen, or press the physical scan button on the right side of the scanner.

See **Adding Items to Inventories Section** for detailed instructions.

Scanning with the iPhone Camera

Barkeep has licensed technology from Red Laser to support scanning Items using the **iPhone**, **iPod Touch** or **iPad**'s built-in cameras. To scan with you built-in camera do the following steps:

1. Hold the **iPhone/iPod Touch** camera up to the barcode until the barcode is centered on the screen, and holding the Device still while the barcode is scanned.
2. Once the barcode has been scanned, **a** 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.
3. After 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 **b** press the **ADD** button to put the Item into your Inventory.



Note: 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. **c** BarkeepApp will display the list of matching Items.

Scanning with the iPhone Camera (cont.)

Scanning Tips

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 camera 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, and is filling the viewing area by about 70%.
- 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 & narrow and curves around the bottle too much - the barcode recognition package that is integrated into BarkeepApp might be unable to recognize it.

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
- The total number of Items in the Inventory
- The total value of the Items in the Inventory



The screenshot shows the 'Inventory' screen with a status bar at the top indicating 'No Service' and '10:49 AM'. The screen title is 'Inventory' with a back button labeled 'Inventories'. The main content area displays the following information:

- Full Inventory**
- Created Sep 21, 2013**
- 53 Items**
- Value: \$4,942.67**
- Bar 1: 25 Items**

Below this is a list of items grouped by location. Each item entry shows the item name, item size, and quantity. The items listed are:

Item Name	Item Size	Quantity
Absolut	1 Liter Bottles	1 Bottles
Absolut Citron	1 Liter Bottles	2 Bottles
Absolut Pear	1 Liter Bottles	2 Bottles
Bacardi Breezer - Key Lime	1 Each Bottles	14 Bottles
Bacardi Gold	1 Liter Bottles	1 Bottles
Bacardi Breezer - Pina Colada		0 Bottles

At the bottom of the screen are five buttons: a share icon, a trash can icon, 'Sort', 'Edit', and a plus sign (+).

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

To sort an Inventory:

1. You can choose to sort the Items list by pressing “Sort” **a** at the bottom of the toolbar.
2. An action menu appears with three options to sort your inventory by:
 - Location
 - Inventory Order – “First to Last”
 - Inventory Order – “Last to First”
 - Item
3. You may re-sort the Items so that they are displayed in exactly the same order in which they were added to the Inventory (First to Last). **b** 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.
4. 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. **c**

The example below shows an Inventory sorted by First to Last.



Editing an Inventory

To edit properties of an Inventory, such as the Inventory Type or Inventory Date/Time for a particular Inventory, do the following steps:

1. Go to the Inventories screen for the Inventory **a** that you'd like to modify.
2. Press the "Edit" button on the **b** bottom toolbar.
3. After making your changes in the Edit Inventory screen, **c** 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

To edit details of an Inventory Item do the following:

1. Select the Item **a** you would like to modify from the Inventory screen.
2. This will take you to the Inventory Item screen.
3. In the Inventory Item screen, you can:
 - a. select a different Item
 - b. change the Quantity
 - c. change the Units (Bottles versus “Oz” or “Wt” versus Cases)
 - d. change the Location
4. After making your changes, **b** you can press **SAVE** to save your changes or select **CANCEL** to discard them.



Deleting Inventory Items

To delete an existing Item in an Inventory you have two choices. You can delete an Item from an Inventory by either:

1. Swiping your finger horizontally across an Item **a** in the Inventory screen and then pressing the **Delete** button.
2. Or press the “Delete” button **b** in the Inventory Item screen.



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.

1. The easiest way to do that is to select the Inventory you'd like to double-check in BarkeepApp.
2. On the Inventory page, press "Sort" at the **a** bottom of the toolbar.
3. An action menu appears with four options to sort your inventory. **b** Select "First to Last."
4. This will display all of the Items in the Inventory in the same order that you added them.
5. 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.



Note: 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

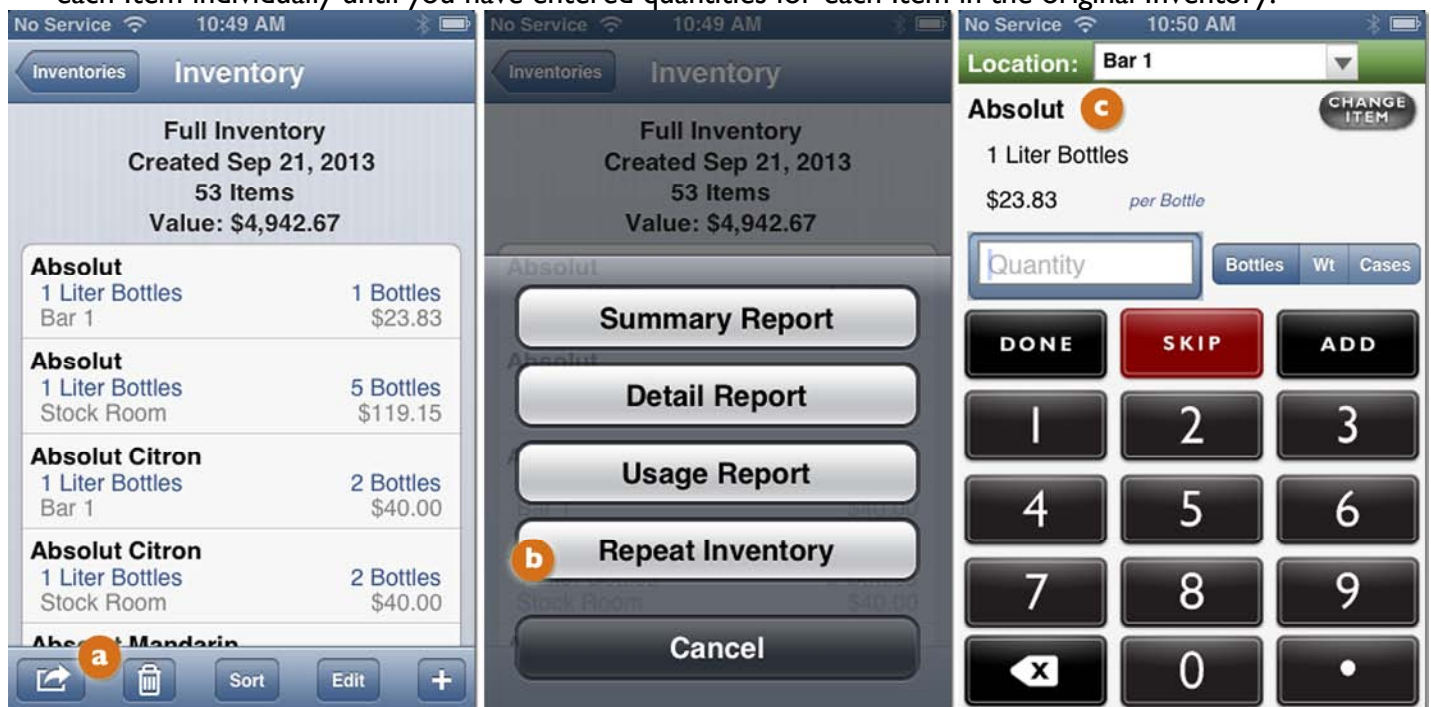
Repeat Inventories are a way to save time when you need to perform the same Inventory on a regular basis. For example, we perform a Premium Liquor Inventory every day. This involves counting all of the Premium Liquor Inventory in five different Locations and weighing all partial bottles. The size of 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. To start a Repeat Inventory, do the following steps:

1. Select the Inventory you would like to Repeat.
2. Press the “Action” icon on **a** the toolbar at the bottom of the Inventory screen.
3. Choose **b** “Repeat Inventory.”
4. This will take you to the first Inventory Item screen. **c** Barkeep has created a new Repeat Inventory with the same Inventory Type as the original Inventory that you are repeating.
5. 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.
6. Once you enter the quantity for the first Item, the **ADD** button. This will add the Item to the Repeat Inventory.
7. Automatically the next Item from the original Inventory will appear. 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 (cont.)

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** – 750 ml
- Quantity Type: Bottles

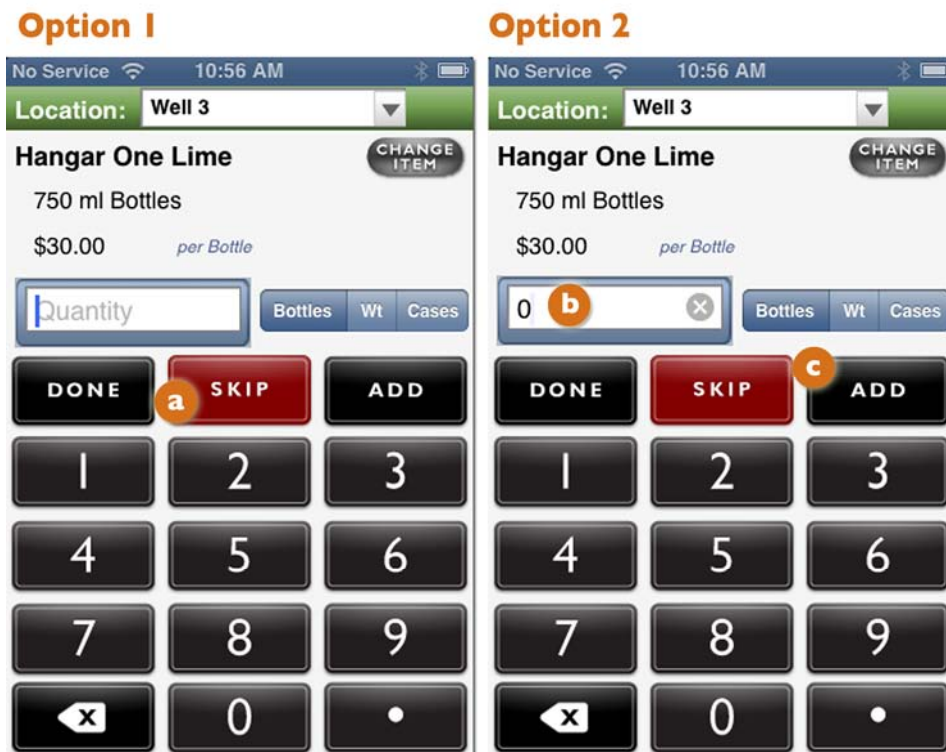
You need a way to skip this Item and move on to the next one in the list. There are two ways to do skip an Item:

Option 1

1. First, you can skip the **Hangar One Lime** Item by pressing the “Skip” button. **a**
2. 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.
3. 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.

Option 2

1. 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 **b** the **ADD** button. **c**
2. This will add the **Hangar One Lime** Item at Well 3 to the Repeat Inventory, but the quantity is zero so it does not affect your Inventory totals.



Repeat Inventories (cont.)

Interrupting and Continuing a Repeat Inventory

To interrupt a Repeat Inventory, do the following:

1. You can interrupt a Repeat Inventory by pressing **a** the “Done” button.
2. This will dismiss the Inventory Item screen without adding the currently displayed Item to the Repeat Inventory.
3. Even though you interrupted the Repeat Inventory, you can still come back **b** and “Continue” **c** the Repeat Inventory at a later time.
4. 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: You continue from the Repeat Inventory, not the original Inventory.

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.



Inserting a New Item in a Repeat Inventory

To insert a new Item in the middle of a Repeat Inventory, do the following:

1. You simply interrupt the Repeat Inventory by pressing the “Done” button **a** (see above).
2. This will take you to the Inventory screen for the Repeat Inventory.
3. From the Inventory screen, you can insert new Items by pressing the “+” icon **b** on the bottom toolbar.
4. Choose “Add Items By Name” **d** and then add the new Items to the Repeat Inventory in the same way that you normally add Items to any Inventory.

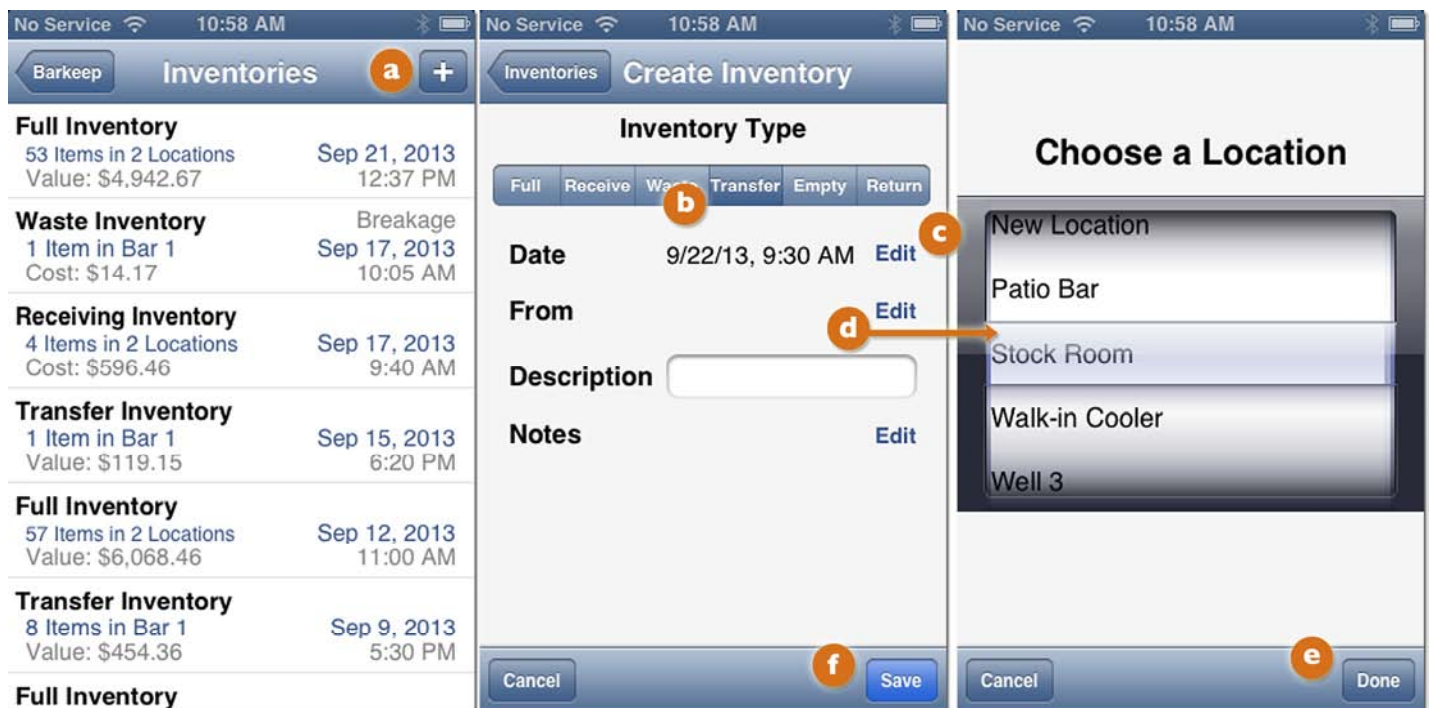
Transfer Inventories

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

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.

To create a Transfer Inventory follow the same steps used to create other Inventories:

1. Press Inventories on the Main Screen then go to the Inventories screen.
2. Next, press the "+" icon in the top toolbar **a** to create a new Inventory.
3. On the Create Inventory screen, choose Transfer Inventory. **b**
4. You can set various details **c** for the Inventory like the Date/Time the Inventory was taken, a general description, etc.
5. When you create a Transfer Inventory you must select a Location. This is the Location you are transferring Items from. Press **Edit** **d** to activate the "Choose a Location" picker.
6. After you have made your choice, press **Done**. **e**
7. After pressing **Done** you will return to the Create Inventory screen **f** where you can press **Save** to save the Transfer Inventory or select **Cancel** to discard it.



continue to next page

Transfer Inventories (cont.)

8. To begin adding Item(s) to your Transfer Inventory, press the "+" icon at the **g** bottom of the screen.
9. At the top of the screen you will notice the Location menu. **h** Pressing the menu drops down your list of Locations and allows you to select a Location to transfer the Item(s) to (i.e., **Bar 1**).
10. Select the Item **i** (i.e., **Budweiser Bottles**).
11. This takes you to a new screen where you can add the quantity of bottles (or cases) you are moving from the **Stock Room** to **Bar 1**.
12. Then the **ADD** button **i** 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 24 bottles **Budweiser** from your **Stock Room** and put 12 bottles in each of two bar station areas (i.e., **Bar1** and **Patio Bar**). To do so you would select **Stock Room** as your transfer from Location and then first add 12 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 .

To create a Return Inventory:

1. Press Inventories on the Main Screen then go to the Inventories screen.
2. Next, press the "+" icon in the top toolbar **a** to create a new Inventory.
3. On the Create Inventory screen, choose Return Inventory. **b**
4. You can set various details **c** for the Inventory like the Date/Time the Inventory was taken, a vendor invoice number, invoice amount, a general description, etc.
5. Press **Save** to save the new Inventory or select **Cancel** to discard it. **d**
6. After pressing **Save** the Return Inventory is created. You will automatically navigate to the Inventory page for the new Return Inventory.
7. Here you can start adding Items to your Inventory following the same steps you would with any other Inventory. **e** For example, press the "+" icon on the bottom toolbar to begin adding Items.



Deleting Inventories

If you do not register your Device with BarkeepOnline, by default all of your Inventories will remain on your Device. You may choose to delete individual Inventories (see instructions below).

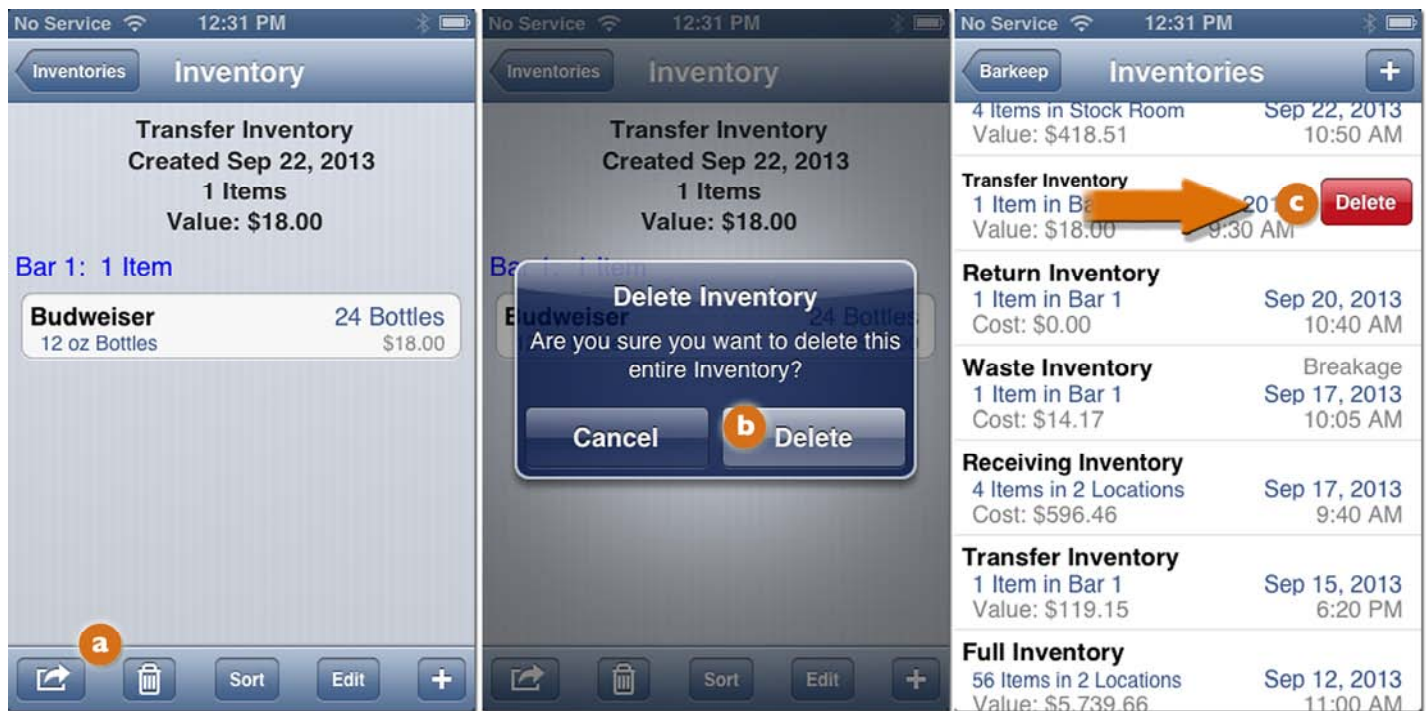
Note: Your Inventories and other data will not be backed-up unless you choose to back-up your Device to your laptop or desktop computer. Only users who have registered their Device(s) with BarkeepOnline can take advantage of the automatic syncing feature and back-up their data to the Barkeep server.

See page 86 for more details on BarkeepOnline.

To manually delete an Inventory:

1. On the Inventory screen **a** press the  icon on the bottom toolbar.
2. An action menu will ask you to verify that you want to delete the Inventory. **b**
3. Or, you can also delete an Inventory from your Inventory List by swiping your finger horizontally across the Inventory on the List screen **c** and then pressing the  button. This will immediately delete the Inventory.
4. Deleting an Inventory is permanent.

Note: BarkeepOnline users will have the Inventory permanently deleted from the BarkeepOnline Account after your Device Syncs Automatically to the Barkeep server.

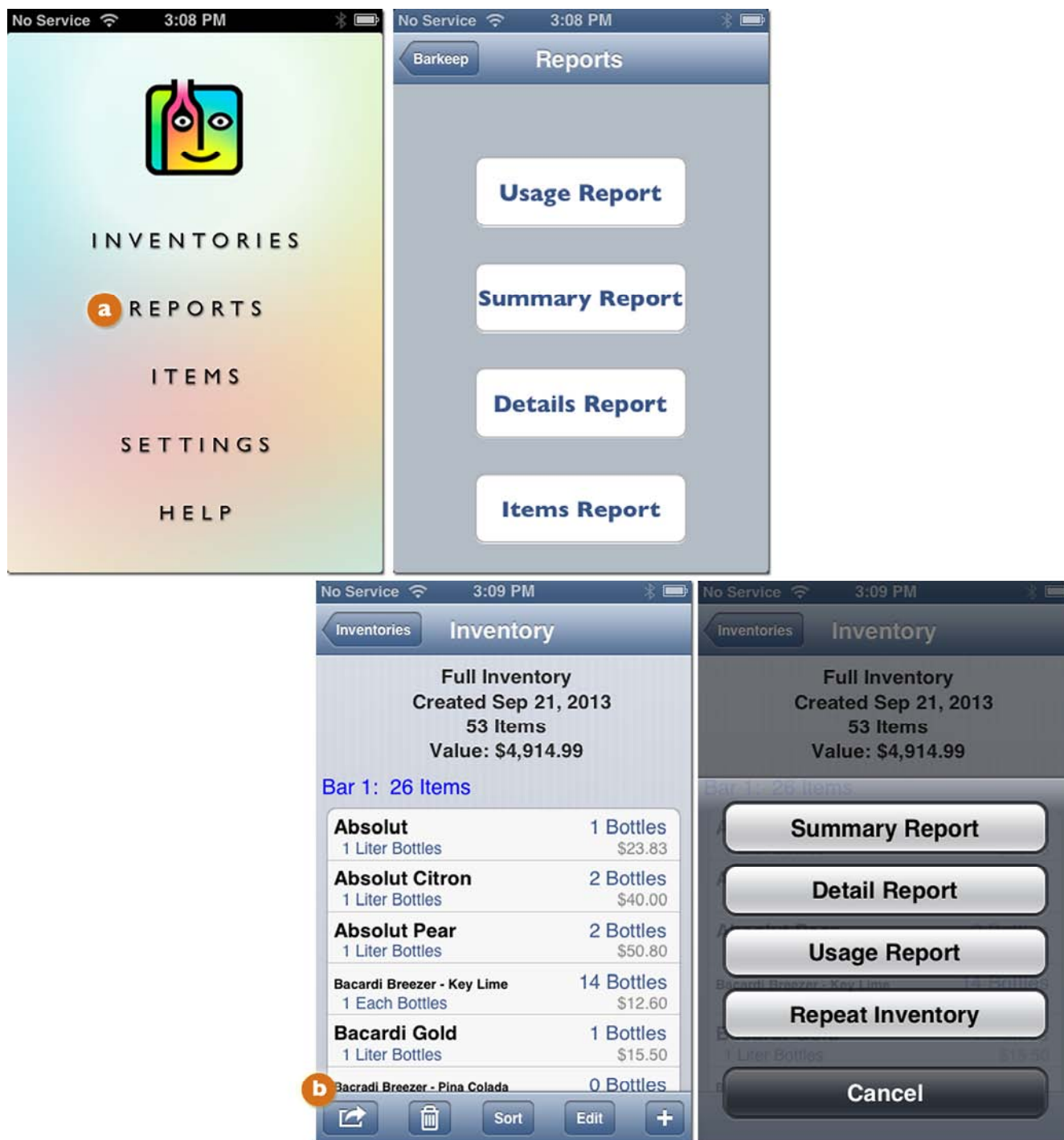


Note: Users registered with BarkeepOnline can take advantage of the Auto Delete feature that will automatically remove Inventories from your iOS Device(s) after 120 days from the Inventory Date. This prevents your Device from being filled with older Inventories. With a BarkeepOnline account, your older Inventories always remain available on our server, so there is no reason to keep the older Inventories on your Device.

Reporting

Barkeep provides a number of different built-in reports. These reports are available either by:

1. Pressing the Reports **a** on the BarkeepApp Main Screen
or
2. Pressing the "Action" icon **b** 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 Device must be capable of sending email. Please verify that you have set up an email account on your Device and that you are able to send email using the default iOS Mail program before attempting to run a report in BarkeepApp.

Report Formats

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.

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.

Note: 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

Category Group	Category	Item Name	Price	Start	Start Value	Received	Cost	Waste	Empties	End	End Value	Used	Used (Oz)	Cost	
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	\$107.88	
		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 Paulius Girl 12oz	\$0.93	69	\$64.17	96	\$98.28	0	0	59	\$54.07	106	1272	\$98.50	
		TOTAL Premium Bottled Beer			489	\$527.31	240	\$251.28	0	0	374	\$399.18	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	\$33.53			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	108.51	\$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)	
Drambuie 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	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		

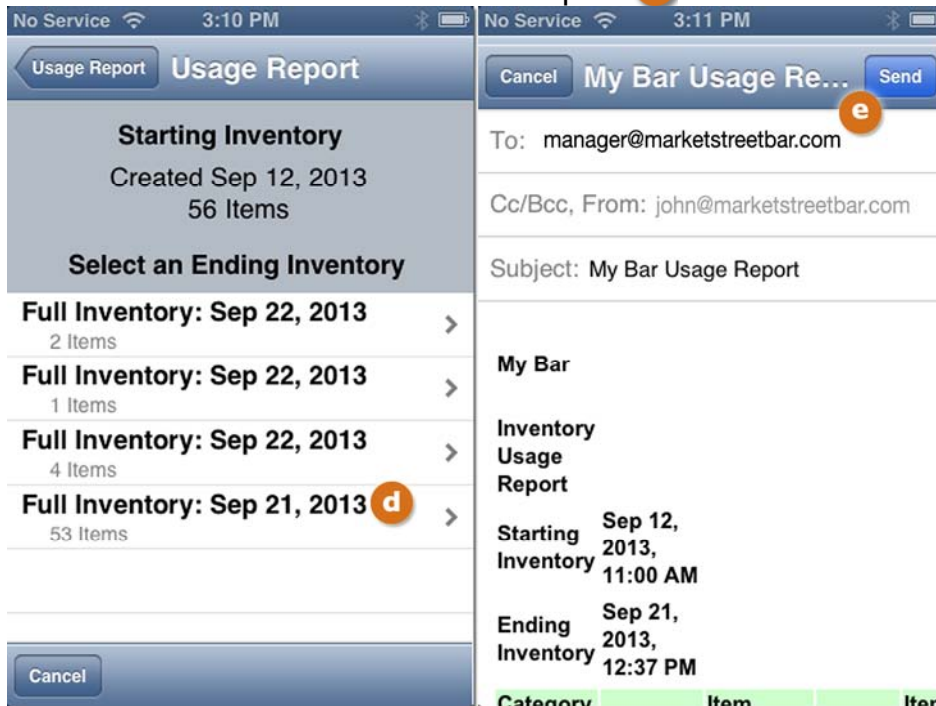
Usage Report (cont.)

To generate a Usage Report:

1. Go to the Home screen and select Reports. **a** Then select Usage Report. **b**
2. This will show you a list of Full Inventories. In this example choose the **c** September 12th Full Inventory as the Starting Inventory.



3. This takes you to a list of Full Inventories that were taken after the September 12th Inventory, which are the candidates for the Ending Inventory. **d** Select the September 21st Inventory as the Ending Inventory.
4. 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. **e**



Usage Report (cont.)

Directly from the Inventory

Alternatively, if you have just completed an Inventory (or are reviewing the Inventory in the Inventory screen) and want to generate the Usage Report immediately, do the following steps:

1. Select the Action button **a** on the left hand side of the bottom toolbar.
2. Choose Usage Report **b** from the Action Menu.
3. This takes you to a list of Full Inventories that were taken before the Inventory, which are the candidates for the Starting Inventory. This will allow you to choose a Starting Inventory. In this example choose the September 12th Full Inventory as the Starting Inventory. **c**
4. This automatically generates the report 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.
5. Send the email to deliver the report.



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.

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	\$184.00	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		\$451.00	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	\$438.00	0	\$0.00	\$0.00	0.00	0.00	2.40	\$146.00	\$350.40
	Stella Keg 13.2gal	\$132.00	7	\$132.00	\$924.00	0	\$0.00	\$0.00	0.00	0.00	6.00	\$132.00	\$792.00
	TOTAL Premium Draft Beer		10		\$1,362.00	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

Please see the **BarkeepOnline User Guide** for further information.

The **Support Section** of barkeepapp.com also features Troubleshooting Documents on:

- **Negative Usage**
- **Price Increases**

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	Empires	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	121	\$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 Beer		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	\$82.80	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	0.65	\$94.90	0.85	1436.16	\$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 Keg	\$126.00	1	\$126.00	3	\$378.00	0	0	0	1.35	\$170.10	2.65	5257.6	\$333.90
			TOTAL Premium Draft Beer		10.9	\$1,385.25	8	\$1,026.00	0	0	0	9.15	\$1,189.75	9.45	18101.12	\$1,221.90
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.

Usage Report (cont.)

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

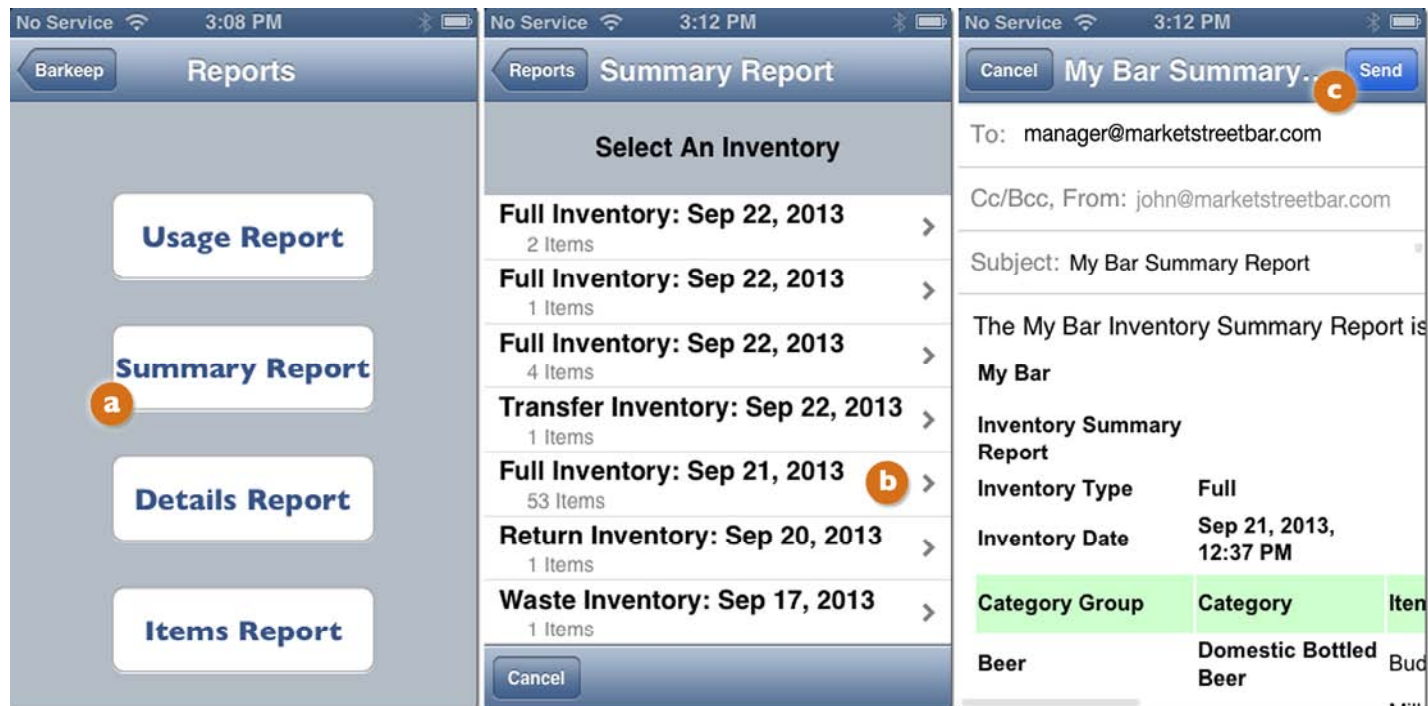
Inventory Date Feb 5, 2012 7:58 AM

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	\$174.70
		Rolling Rock 12oz	34	408	\$8.87	\$116.20
		Domestic Bottled Beer	839	10044.98	\$7.33	\$50.94
	Domestic Draft Beer	Budweiser Keg 15.5gal	2.35	344.86	\$9.62	\$98.12
		Domestic Draft Beer	2.35	490.25	\$9.08	\$131.66
	Premium Bottled Beer	Amstel Light 12oz	2.6	65.94	\$6.50	\$16.90
		Beck's Walker Anisette 1L	1.35	45.64	\$10.74	\$14.50
		Hiram Walker Creme de Cassis	1	33.81	\$10.74	\$10.74
		House of Stuart Scotch 1L	33.1	1119.11	\$7.00	\$231.70
		Irish Manor 1L	10.4	351.62	\$11.00	\$114.40
		Paul Masson Brandy 1L	35.2	1190.11	\$7.42	\$261.18
		Ron Antigua Rum 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
	Misc	Misc	118	1301.42		\$235.96
Wine	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 750m	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 750	23.2	588.35	\$7.25	\$168.20
		Middle Sister Pinot Grigio 750ml	11.2	284.03	\$8.00	\$89.60
		Rodney Strong Chardonnay 750l	35.4	-70.8	\$7.75	\$274.35
		Premium Wine	129.55	2316.84		\$981.17
	Wine	Wine	252.65	5238.44		\$1,430.13
Total			2734.6	80624.56		\$21,856.74

Summary Report (cont.)

To create a Summary Report, do the following steps:

1. Go to the Home screen and select Reports. Then select Summary Report. **a**
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. **b** In this example, choose the September 21st 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.
4. Send the email to deliver the report. **c**



continue to next page

Summary Report (cont.)

Directly from the Inventory

Alternatively, if you have just completed an Inventory (or are reviewing the Inventory in the Inventory screen) and want to generate the Summary Report immediately, do the following steps:

1. Select the Action button **a** on the left hand side of the bottom toolbar.
2. Choose **b** Summary Report from the Action Menu.
3. This automatically generates the Summary Report 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.
4. Send the email to deliver the report. **c**



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

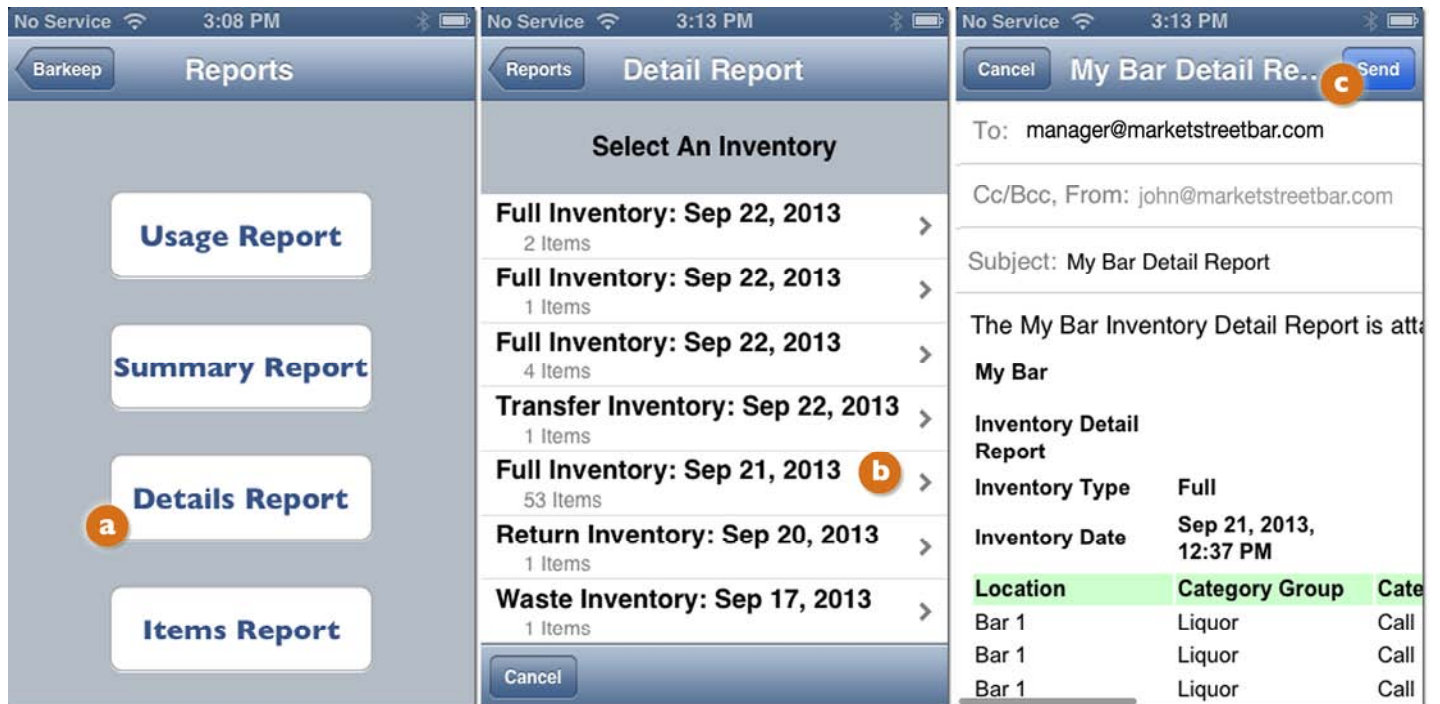
Inventory Date Feb 5, 2012 7:58 AM

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	Misc				
Stock Room					
Stock Room					
Stock Room					

Details Report (cont.)

To generate a Details Report, do the following steps:

1. Select Details Report from the Reports screen. **a**
2. This will show you a list of your existing Inventories.
3. Choose the Inventory that you would like to generate a report for, in this example **b** choose the September 21st Full Inventory.
4. 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.
5. Send the email to deliver the report. **c**



continue to next page

Details Report (cont.)

Directly from the Inventory

Alternatively, if you have just completed an Inventory (or are reviewing the Inventory in the Inventory screen) and want to generate the Details Report immediately, do the following steps:

1. Select the Action button **a** on the left hand side of the bottom toolbar.
2. Choose **b** Detail Report from the Action Menu.
3. This automatically generates the Detail Report 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.
4. Send the email to deliver the report. **c**



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 Device for BarkeepOnline

To configure your Device 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 Device(s) with BarkeepOnline.

continue to next page

Configuring Your Device for BarkeepOnline (cont.)

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 Device (or your Device is plugged in). Registering your Device 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 Device.



To register your Device with BarkeepOnline, press the Settings button on the BarkeepApp Main Screen. Then choose “BarkeepOnline.” Enter the Username and Password that you chose when setting up your BarkeepOnline account. 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.

Once your Device 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 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 is on and 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 Set-up page.

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



Reminder: We recommend that you turn on Auto Delete Inventories a on any Devices that are registered with a BarkeepOnline account. See the **BarkeepOnline User Guide** for details.

Data Backup

Only users who have registered their Device(s) with BarkeepOnline can take advantage of the automatic syncing feature. This is the recommended method for backing up the Barkeep data on your iOS Device(s).

When your iOS Device is backed up to your computer, your latest Barkeep data is usually included as part of the backup. Accessing that data would require restoring the entire Device. Only BarkeepOnline Users have their data backed up regularly and frequently with auto syncing.

Note: iCloud Backup does not back up Barkeep data.

Glossary

Captuvo – is a barcode scanner that is capable of 1D and 2D scanning. The **Captuvo** scanner is a small cradle that you slide an **iPod Touch** into. The cradle provides a barcode scanner, magnetic stripe reader for swiping ID's, and backup battery supply.

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 stripe 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 stripe 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.

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 you carry and enter into Barkeep (see Items defined on previous page).

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