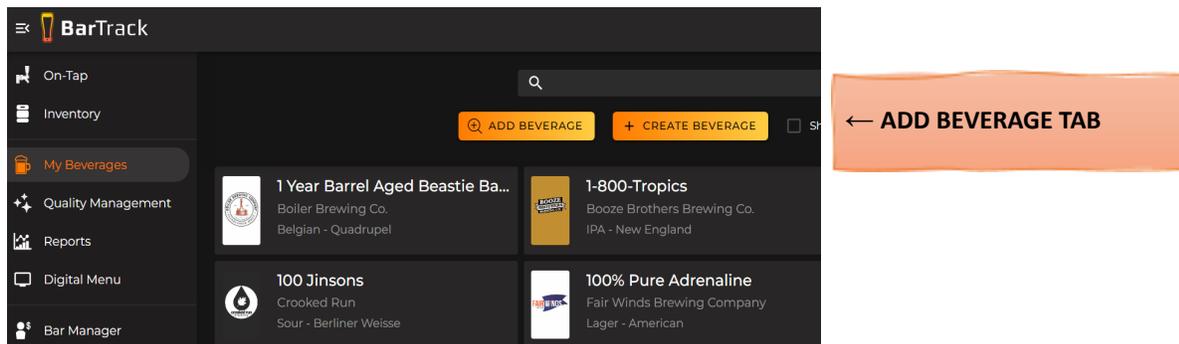


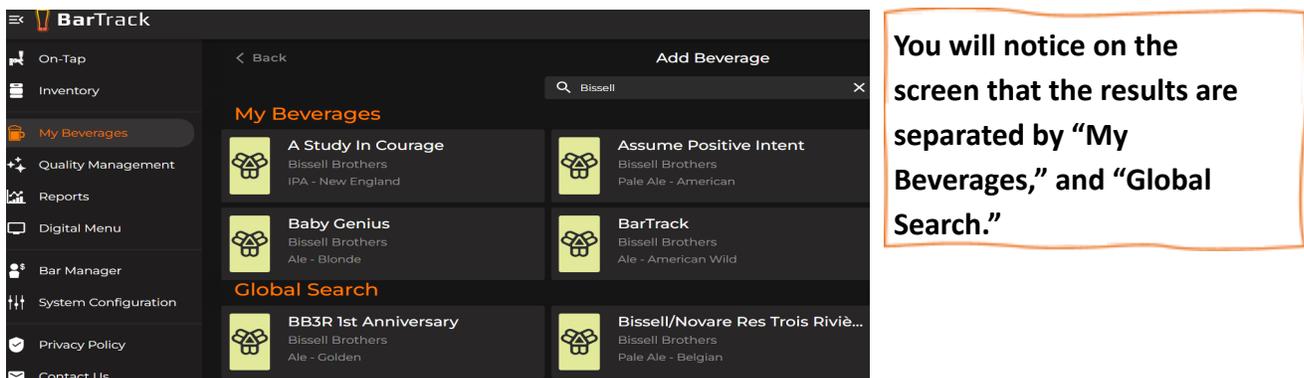


Adding a beverage to “My Beverages”

When adding a new beverage that is NOT currently in your Bar Track inventory, go to the “MY BEVERAGES” and select the “ADD BEVERAGE” tab.



Using the search section, type in either the beverage or brewery name (ex. Bissell Brothers Brewing).



→ **MY BEVERAGES:** are beverages that you have already created for your app specifically, this is a one-time entry. Think of this page as “Your database.”

→ **GLOBAL SEARCH:** are new beverages in the global database that you have not yet added to your app and inventory (BarTrack’s database).

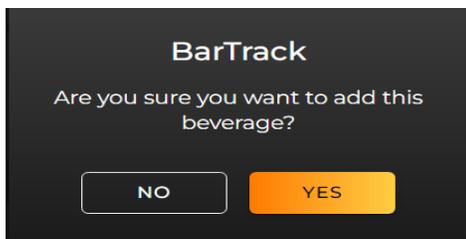


To add that Beverage

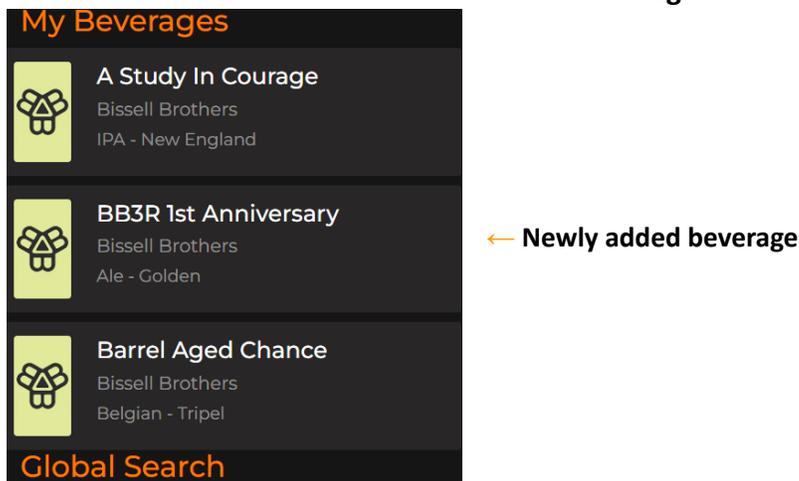
1. Find and select the beverage from the “Global Search” results.



2. Click “YES” to confirm that you want to add that beverage and this will add the beverage to “My Beverages” or “your database.”



3. Scroll to the top of the page to the “My Beverages” section and click on the newly added beverage.



4. You will see a pop up to then select the keg size, select the number of kegs you want to add, then make sure the costing information and the par is accurate and click “Add.”



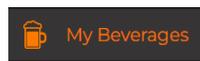
You can always go back to “My Beverages” on the left-hand toolbar to update or modify the information about the beverage. You can also “Add inventory” from this page or archive the beverage. Archiving a beverage makes it non-visible on the “My Beverages” page but does not delete it. You can choose to unarchive the beverage to make it visible again. Use the search bar at the top of the page to narrow the search results.

Creating a Beverage

Some beverages will not be in the “Global” database. Whether it is hyperlocal or if you are a brewery who created the beer onsite, you will have to create the beverage in the app yourself.

To Create a beverage:

1. Click on the “My Beverages” tab.



2. Click the “CREATE BEVERAGE” tab at the top of the page in orange.



3. Type the “Producers” name (this is the brewery name)



4. If the producer's name is not available: Click the Add “name” in the drop-down box.

- Fill out the Producers name, city, state, and zip.
- Click the “CONFIRM” tab

The screenshot shows a dark-themed modal window titled "Create Producer" with a close button (X) in the top right corner. It contains the following fields: a text input for "Producer Name*", a text input for "City", a dropdown menu for "State", and a text input for "Zip". At the bottom, there are two buttons: "CANCEL" and "CONFIRM".

You have now added a producer and can use that producer to create new beverages.



Once you have created the producer or if the producer's name shows up in the search you can:

A screenshot of the "Create Beverage" form in the BarTrack system. The form is dark-themed and contains several input fields and dropdown menus. At the top, it says "Create Beverage" with a close button (X). The fields include: "Producers Name*" with a dropdown menu showing "BarTrack - Demo"; "Beverage Name*" (a required field); "Type (Search)" and "Style (Search)" (both searchable fields); "ABV" and "IBU" (numerical input fields); "Characteristics" and "Hops" (dropdown menus); and a "Description" text area. At the bottom, there are two buttons: "CANCEL" and "CONFIRM".

Enter the "BEVERAGE NAME"

Enter the beverage "TYPE"

*****Please note that producer name, beverage name and type are mandatory. The rest of the information is not required but can be helpful for staff to better describe a beverage to customers or to learn more about what is on tap.***

Click the "CONFIRM" button to create your beverage.

The Best Process for adding in inventory

- **When you are ordering the product**
- **When it comes off a delivery truck**
- **When you are creating a new POS button**