



How to Accurately Add a Missed Line Cleaning

Use the information provided from the line cleaning log to “Back out a missed line cleaning”.

You will need to have:

1. Date of the missed cleaning
2. Cleaning start time and end time (*please be as accurate as possible*)
3. What lines were cleaned (*ex. All lines, lines 1-6*)

BarTrack Line Cleaning Log

Who Cleaned	Date	Start Time	End Time	Line #'s Cleaned

Please log each line cleaning before and after completion. Customer reports will be inaccurate unless cleanings are logged correctly.

K

1. Kick | Once the keg kicks....



A

2. App | Change the keg in the app...



T

3. Tap | Then tap the new keg!



BarTrack

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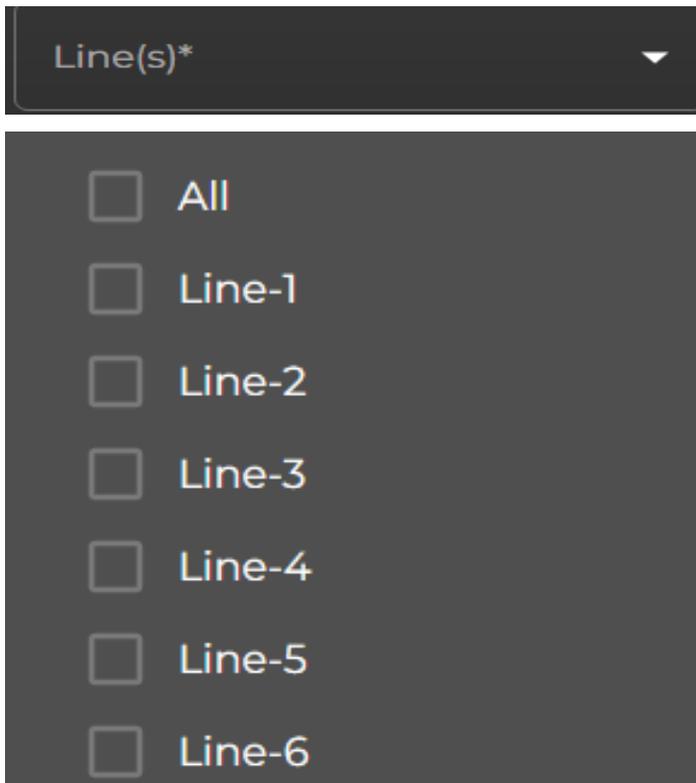
What To Do:

1. Go to  Bar Manager on the left-hand navigation menu
2. Click on  Cleanings tab at the top-center of the screen

If a complete line cleaning was missed, select

 + ADD A MISSED CLEANING

3. Select the lines that were cleaned or click "All"

A screenshot of a software interface showing a dropdown menu. The dropdown is titled "Line(s)*" and is open, displaying a list of options with checkboxes. The options are: "All", "Line-1", "Line-2", "Line-3", "Line-4", "Line-5", and "Line-6". All checkboxes are currently unchecked.

Line(s)*

- All
- Line-1
- Line-2
- Line-3
- Line-4
- Line-5
- Line-6

4. Fill in the necessary information. Being as exact as possible with the start and end times of the line cleaning. This will lead to more accurate reports.
5. Click "Confirm" once all information has been entered.



Add a Missed Cleaning ✕

Line(s)* ▼	Duration (min) 0
Start Date* 10/08/2022 📅	Start Time* 04:09 PM 🕒
Finish Date* 10/08/2022 📅	Finish Time* 04:09 PM 🕒

CANCEL **CONFIRM**

If a line cleaning was only partially captured, you can modify the length of the cleaning by clicking the pencil icon on the far right of the screen in your line cleaning log.

#1	2:43 PM (EDT)	2:44 PM (EDT)	25s	
#20	3:07 PM (EDT)	3:08 PM (EDT)	33s	

When performed correctly, your reports will update and your kegs on tap will be replenished to the correct levels.

You can then click on the “Reports” tab on the left-hand navigation menu and regenerate the report.