



Draft Manager 2004 e-Help document & User's Guide



Windows 98SE-Me-2000-NT-XP
Acrobat reader required to view e-help document

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Using this document

The Auper Draft Manager 2004 application includes complete documentation in an accessible PDF based help system. The accessible PDF format is designed to provide easy navigation online as well as easy reading using Window's compatible screen readers. The file can also be printed out to provide a handy desktop reference.

To start online Help:

- Choose **Help** and **Draft Manager Help**.

Draft Manager Help will open in a new document window with the bookmark pane open. If the bookmark pane is not open, choose **Window, Bookmarks**, or press **F5**.

You can navigate the Help document using bookmarks or by using the Contents links.

Using Bookmarks

The contents of Draft Manager help are shown as bookmarks in the bookmark pane. To view subtopics, click the plus sign next to a topic. The topic will be expanded to show the subtopics it contains. Each bookmark is a hyperlink to the associated section of the help document. To view the content, click the bookmark. As you view the content in the document pane, the bookmark associated with that content is highlighted in the bookmark pane to help you easily identify where you are in the document.

Using the Content section

Click on **Contents** in the navigation bar at the top and at the bottom of any page.

Click on a topic in the list that appears on the Contents page.

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Setting up for Draft Manager

Draft Manager is a beverage control software designed to work with the Auper Harpagon and 4FM flow meter systems. In order to use it, you need at least one flow meter system connected to a serial port (COM) on your PC and the Draft Manager software installed. Your new Draft manager software is equipped with a sales reconciliation interface that can scan exported POS reports to reconcile sales automatically as well as an inventory monitor. **We recommend reading this manual carefully before setting up the software.**

PC Requirements:

- Pentium class microprocessor
- Microsoft Windows 98SE, NT, Me, 2000 or XP
- 32 Mbytes of Ram
- 10 Mbytes free hard disk space + 30 Kbytes per Eclipse system
- VGA video card supporting 800 X 600 resolution at 16 bits color
- Mouse
- A free and working serial port (Rs-232)
- CD or DVD reader

Connecting the flow meter system(s)

If you have one flow meter system and the distance between the flow meter system and your computer is less than 100 feet (30 m), you can connect your Harpagon or 4FM system directly to the COM port on the computer using the standard Rs-232 serial cable.



Use the RS-422 port when you have more than one flow meter system or if the distance between the computer and flow meter system is greater than feet 100 (30 m). Draft Manager is designed to communicate with only one serial port. If you have more than one flow meter system, they must be connected to the same serial port using the Auper Rs-422 stackable hub or Rs-422 splitter (2 systems only).



Use a **USB to Rs-232** serial port converter if your computer is not equipped with a serial port or if it is occupied by another device.

See the flow meter systems user manual for more details.

Installing Draft Manager

- 1 Close all programs running under Windows.
- 2 Insert the Draft Manager disk in the CD rom drive.
- 3 Wait for Set up to begin. If it does not start automatically, browse the CD content and click on **DraftSetup.exe**.
- 4 Click on **Next**.
- 5 Enter your **serial numbers** and **click next**.
- 6 Enter your **Passwords**. (see Passwords below)
- 7 Click **Next** to accept the folder where c:/Program Files/Draft Manager.
- 8 Click **Next** to accept the shortcuts in the Start Menu of Windows.
- 9 Click **OK** when you get the message that Draft Manager has been successfully installed.

Starting Draft Manager



To start Draft Manager select the Draft Manager shortcut group and double-click the **Draft Manager** icon. The first time you open Draft Manager, the software may warn you there is an error opening the Com port selected. Disregard the warning for now.

A password dialog box will show up asking you to enter your password. Type either one of the passwords programmed during the installation and click **OK**.

(Passwords are case sensitive)

The first time you use Draft Manager, the Main window will appear. This window is gray and empty.

Click on Network and then on System Window to open up the Draft Manager screen.

Passwords

Master Password: This is the system administrator password. This password is necessary to unlock the special functions that will allow you to change the configuration of the flow meter systems on the network, clear the counters etc...

User Password: This is the manager password. You need it to run Draft Manager and to use the non-critical functions such as reading counters, saving new records, printing reports...etc. The user password will not grant permission to change any of the configurations of the systems or software.

Access Lock

The lock on the right side of the Draft Manager screen can be unlocked using the master password. When locked, the button is purple. To unlock it, click on the lock button once.



Enter the master password and click OK to unlock it. Once unlocked the button turns red. Do not unlock this button if not necessary. Lock it after you have finished modifying your settings by clicking on the button once.

Over-view of the system window

The software uses system numbers to identify each system it is communicating with. Each flow meter system installed must have a corresponding system number between 0 and 99 created in Draft Manager.

When you first start Draft Manager, it automatically assigns “**Number 0**” as the first Harpagon or 4FM system number. All products settings and tags are initialized to “default” and all counters are set to 0. When executed for the first time, Draft Manager will create one record file and one User Configuration File for the first system.

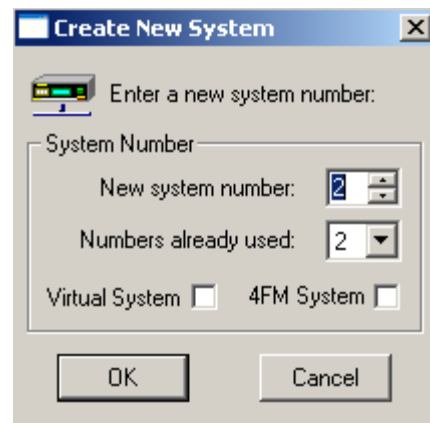
You can set the first Harpagon or 4FM system to number 0. If you don't want to use system 0, you can create “System 1” in Draft Manager and delete system 0 after.

In Draft Manager, the set up of the each system's window is achieved using the tags database and represents your dispensing system's set up. Flow meters are assign to a line number on each flow meter system, a product name, a bar where the product is dispensed, a category and a stock room. The system's window shows the system counters for each line, the counters as they were when last saved in the record file and the amount of product served since the counters were saved. The tags are used by the software to print programmable reports.

Adding and removing system numbers

To add a new flow meter system number, click on “**Network**” and click on “**Add new system**”. The corresponding Harpagon or 4FM system should already be connected to your network and its system number programmed so that no other System on the network has the same system number.

- Check the **4FM System box** if the new system is a 4FM. Leave it unchecked for a Harpagon.
- Do not mix your flow meter systems. A 4FM will transmit the data for four 4 lines only while the Harpagon transmits 16.
- Check Virtual system to create a system not connected to the serial port.

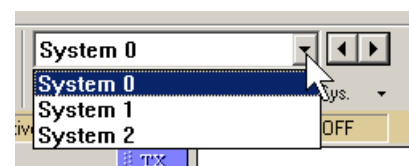


Virtual system

You can use a virtual system(s) to manually enter the counters from flow meter systems that are not interfaced to the computer. The counters from several 2FM counters or the number of bottles served would be examples. Enter the counters manually and save them at the same time the other flow meter systems are saved. This feature will be useful to reconcile sales with flow meter system using the POS reconciliation feature of this program as well as tracking inventory from portable dispensers that can not be wired to the Auper flow meter system network.

Deleting a system from Draft Manager will erase its record file, setting file and its current User Configuration file from the Draft Manager database.

- Select the system you want to remove in the system window.
- Click **Network** in the menu bar and click on **Delete Current System**.
- When asked if you really want to delete the current system, click on **Yes**.



You cannot leave a system number in Draft Manager that is not connected to the computer. The software will try to communicate with it and will generate a communication error. Do not change the name of the directory and files created by Draft Manager.

Refer to the Harpagon and 4FM user's manual for more detail on how to set its system number.

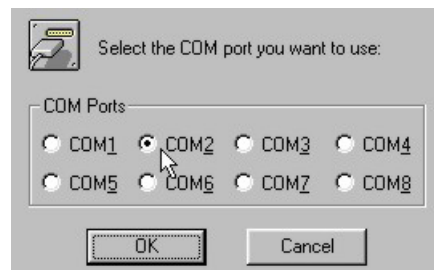
Selecting the COM port

On most computers, the COM ports are easy to identify 9-pin male connector. Select the COM port to which you have connected your Eclipse liquor system and press **OK**.



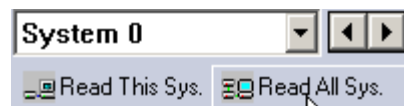
Testing your communication

- Click on **Read this Sys** to read the selected system or **Read All sys** to read all systems connected to the computer.
- If communication is successful, you will see the data transfer window in movement. If not, select another COM port and try again.



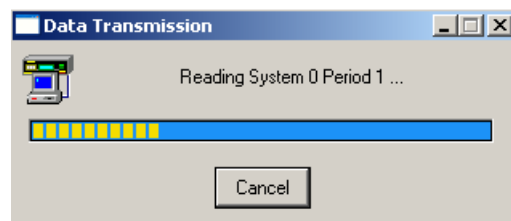
Setting the COM Port

- The COM port you have selected is automatically set to match the standard protocol used between the computer and the Harpagon and 4FM system network. These are the normal settings of Windows.
- If you want to verify these settings, click on **Network** and **Set COM Port**.



The flow meter system communication protocol is set as follow:

- **Bits per second = 9600**
- **Data bits = 8**
- **Parity = None**
- **Stop bit = 1 or 2**
- **Flow control = None**



◆ It is not recommended to change these parameters.

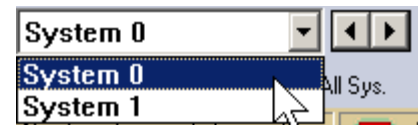
Selecting a system

Only one of the Harpagon and 4FM system can be viewed on Draft manager screen. To work on a particular system, select the system number into the Draft Manager System window. This system is called the **Current System**.

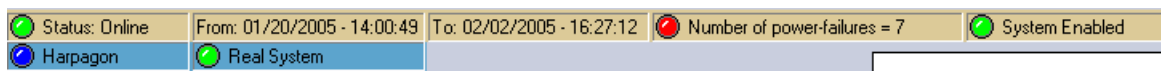
******A system number should be removed if it does not exist on your network since the software will try to communicate with it unless it has been tagged as a Virtual system when you created it.**

To select a system:

- Click on the **combo box** (or its arrow) in the tool bar of the System window to list all the flow meter systems on the network.
- Select one of the systems listed in the drop-down list. The system you selected becomes the current system and its current data is immediately displayed.



The Current System Status



The status of the current system selected into view is shown in the status bar located below the tool bar of the system window. The status bar is divided into five fields:

Off Line means the counters in the selected system were not successfully transferred to your screen. The data on screen is not current.

On Line means the counters in the selected system were successfully transferred. The data on screen is current at the date and time of its reading.

From: Time and date of the last entry on file when the counters had been read and saved on disk.

To: Last time the systems were read but not saved.

Number of power failures:

This field shows the number of times the power was cut off on the selected System at the time of the last transfer.

System Enabled/Disabled:

This field shows the state of the flow meter system at the time of the last transfer. The system(s) can be set to Disabled for line cleaning.

Harpagon/4FM:

This field indicates the system's model. A Harpagon has 16 lines available and a 4FM has 4 lines available.

Real/Virtual system:

This field indicates if the system number represents a real system actually connected to the computer that is expected to transfer data through the serial port. The software will not attempt to read a Virtual system. The data must be entered manually.

The Draft Manager columns

- **Line number:** A Harpagon has 16 lines available to which 16 flow meters can be connected. The 4FM has 4 lines available.
- **Product:** This is the brand or product name circulating through the flow meter connected on this line.
- **Quantity on system:** The flow meter system counter for this line as seen on the display of the Harpagon or flow meter system at the time the data was uploaded from the system.
- **Quantity in record:** The flow meter system counter for this line as it was when last saved in the record file.
- **Quantity poured:** Equals the difference between the quantity on system and the Quantity in record for this line. The result indicates the amount of product dispensed for this period.
- **Quantity per unit:** The value is a divider that you can use to identify the number of servings dispensed. This value will be used when printing reports.
- **Calibration value:** This is the calibration value as uploaded from the system's memory for that line. This value is set during the calibration procedure when the system was installed.
- **Bar:** This is the name of the bar where the beverage is dispensed.
- **Stock room:** Name of the stock room where the product is dispensed from.
- **Category:** Categories are used to group products. For example: Import beers, soft drink etc...

The Tags database

The tags database is where you enter the brand names, bar names, categories, stock rooms and many other information required to configure your Draft manager software. Depending on the features you will use, some of the fields may not be required. The description of each field is explained in this section. The very first items to enter in the database are the brand names of the products measured by the flowmeters.

Adding the product names:



- Click on the **Tags** icon.
- The first window is the product list.
- Four tabs identify four sections in the database: products, Stock rooms, bars and categories

To remove a tag:

Before removing a tag verify that it is not currently assigned anywhere on any system on the Network.

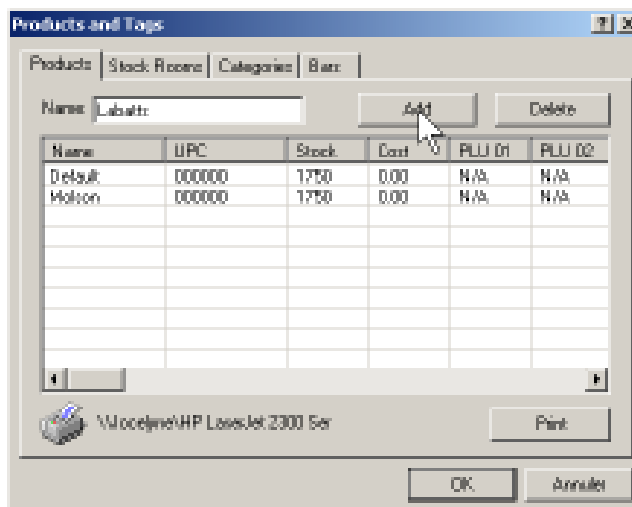
Any line on the network with the tag you wish to delete should be re-tagged with another available tag or tagged as “Un-used”.

Editing your tags

Products:

The product tags in the database contains all the information required by the software to track inventory, order this product, reconcile sales with the POS report, calculate profits and pour cost percentage.

- Click on the **Tags** icon
- Select the **Product** tab
- Type the names of the products first and press Enter.



- The other fields must be edited in the table itself.
- Position your mouse cursor and **right click** on the cell to edit.
- Enter the information and press **enter** to **save** it in the database. The next cell will be selected automatically.
- Press **Escape** if you want to exit.
- If you do not press enter the information will be lost.

Cell definitions:

- **Name:** brand name of product.
- **UPC:** product code as found on product supplier's invoices.
- **Stock:** Quantity of product per keg or container (oz or ml).
- **Cost:** Cost of keg or container.
- **PLU01 to PLU10:** Product item numbers as found in POS system's menu. Up to 10 items that contain this product can be programmed. A PLU usually corresponds to a serving size. For example: PLU 100100 --> 12 oz glass Beer, PLU 100101 --> 20 oz pint Beer.
- **Size01 to Size10:** Expected amount of product contained per PLU sold as measured using a graduated cylinder. This value will be used to convert sales into expected amount of product dispensed by the reconciliation program.
- **PriceA01 to Price A10:** Price per PLU sold for price level 1 (Day price).
- **PriceB01 to Price B10:** Price per PLU sold for price level 2 (Happy hour price).
- **PriceC01 to Price C10:** Price per PLU sold for price level 3 (Evening price).
- **\$/Unit owed:** Price per over poured Oz or ml to charge bartenders.

Name	UPC	Stock	Cost
Default	000000	1750	0.00
Molson	000000	1750	0.00
Labatts	000000	1750	0.00
Heineken	000000	1750	0.00
Guinness	000000	1750	0.00
Budeweiser	000000	1750	0.00
Coors light	000000	1750	0.00

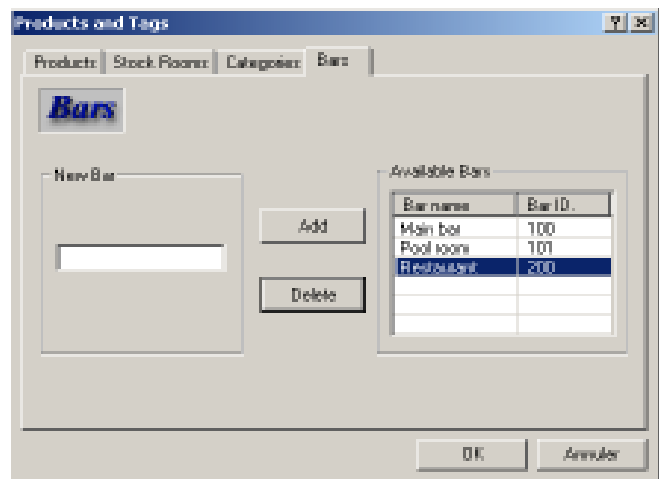
- Enter only the information you will use.
- The list of PLU numbers with description and price can be printed off the POS software.
- The portion size for each PLU should be measured accurately using a graduated cylinder.
- Use the **PriceB** and **PriceC** values if your POS software reports includes more than one price level.
- The **\$/Unit owed** is normally the selling price per oz or ml for the most expensive glass size.
- Keep the same measuring unit everywhere in the software. If you use liters for the keg size then use fraction of liters in your glass sizes.

Stock room:

Use it to identify the stock room where the kegs are stored for each lines. It can be any name you want and cannot exceed 24 characters.

Bar:

Use it to identify a bar or location where the product is dispensed for each line. It can be any name you want and cannot exceed 24 characters. Enter a Bar ID value if it is available in your POS report. The Bar ID indicates the location where the sale took place. This information must be listed in a separate column for each transaction to be usable by the software. (See the reconciliation section for more options)

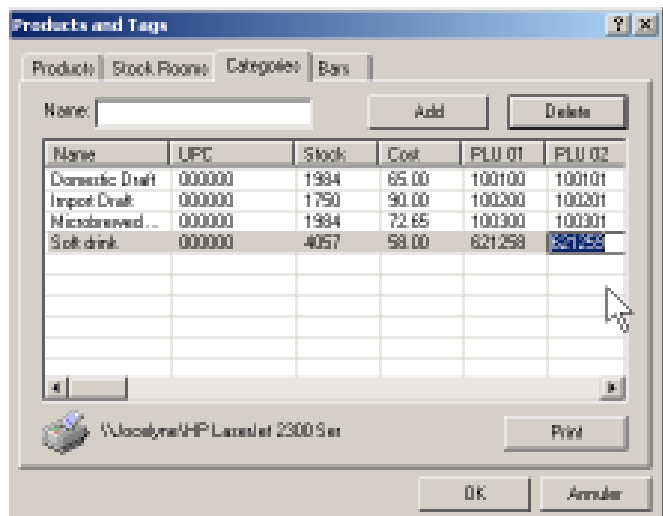


Category:

Use it to group products of same type or category on printed reports (import , domestic, soft drink, etc...). It can be any string and cannot exceed 20 characters. The Category database contains the same fields as the product database. You can use either one to reconcile sales.

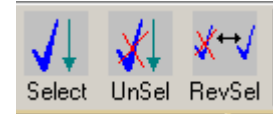
Enter PLU information corresponding to a product category only if you intend to reconcile sales by category using the Draft Manager POS scanning feature.

The category PLUs can be in a different column and does not prevent you from having PLUs for each product.



For example: **PLU 100100 Domestic draft 12 oz glass**. The UPC code field cannot be used with categories. To edit the cells, Follow the steps as described previously in the product section.

Assigning Tags to lines



- You can assign a Tag to one or several lines at the time.
- To select one line, **click on it**. The line turns red.
- To select or unselect a **group of consecutive lines**, left-click on the first line of the group hold the Shift key and then left-click on the last line of the group.
- To reverse the line selection, click on the **RevSel** button. Any unselected line in the group will be selected and vice versa.
- To select All lines, Click on the **Select** button.
- To cancel all line selection, click on the **Unselect** button.
- To unselect one line, **click** on it again.
- Position your mouse cursor over the cell you wish to edit and **right click** your mouse button.
- **Select** the product from the drop down list
- After you have finished assigning your products, select all the **unused lines** and right click your mouse button..
- Select **Unused** from the drop down list.

	Product
1	Budweiser
2	Budweiser
3	Coors light
4	Default
5	Guinness
6	Heineken
7	Labatts
8	Molson
8	Unused

	Product
1	Budweiser
2	Coors light
3	Guinness
4	Heineken
5	Labatts
6	Molson
7	Unused
8	Unused
9	Budweiser
10	Coors light
11	Guinness
12	Heineken
13	Labatts
14	Molson
15	Unused
16	Unused

Assigning Categories:

- **Select** all lines with products in the same category.
- Position your mouse cursor on one of the selected cell in the category column.
- **Right click** your mouse button.
- **Select** the name from the drop down list

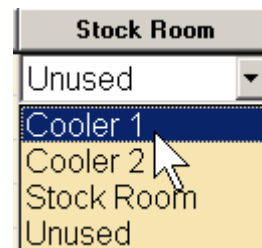
Assigning bar:

- **Select** all lines dispensed at the same bar.
- Position your mouse cursor on one of the selected cell in the bar column.
- Right click your mouse button.
- Select the name from the drop down list.

Category
Unused
DefCat
Domestic Draft
Import Draft
Microbrewed draft
Soft drink
Unused

Assigning Stock room:

- **Select** all lines with products stored in the same stock room.
- Position your mouse cursor on one of the selected cell in the Stock room column.
- Right click your mouse button.
- Select the name from the drop down list.



Saving your Configuration

- Click on **Utilities, Configurations** and **Save Line Settings**.
- If you exit the software without saving your line settings, your modifications will be lost.

Bar	Stock Room	Category
Main bar	Cooler 1	Domestic Draft
Main bar	Cooler 1	Domestic Draft
Main bar	Cooler 1	Import Draft
Main bar	Cooler 1	Import Draft
Main bar	Cooler 1	Domestic Draft
Main bar	Cooler 1	Domestic Draft
Unused	Unused	Unused
Unused	Unused	Unused
Pool room	Cooler 2	Domestic Draft
Pool room	Cooler 2	Domestic Draft
Pool room	Cooler 2	Import Draft
Pool room	Cooler 2	Import Draft
Pool room	Cooler 2	Domestic Draft
Pool room	Cooler 2	Domestic Draft

Calibrations

When you installed the flow meter system(s), you calibrated each line using a graduated cylinder. The calibration value for each flow meter (line) is uploaded on screen when you Read the systems.

- **Update the calibration files** when you first install Draft Manager. The calibration values in your systems will be saved on disk.
- Click on **Utilities, Configurations, Calibration management** and **Update System Calibration file** if you have only one system.
- Click on **Update Network Calibration files** to update all systems calibration file.
- If anything happened to a flow meter system, you can **recalibrate** it by clicking on the **restore line(s) calibrations** option. The calibration values in file will be downloaded back in the memory of the machine.
- Select the lines you wish to recalibrate from the file.
- Click on Restore Line(s) calibration.
- Click on **Restore Network Calibrations** to recalibrate all the lines of each system on the network.

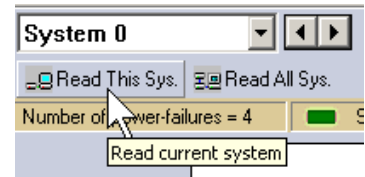
Uploading the counters from the Harpagon and 4FM system(s)

- Reading a Harpagon and 4FM system does not automatically update its corresponding record file. The data will have to be saved.

Reading a specific Harpagon and 4FM System:

- Click on the “**Read This Sys.**” button.

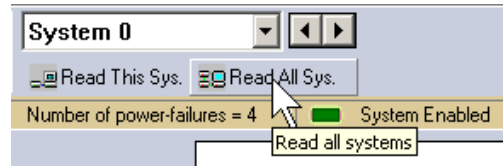
Use it when you have one Harpagon and 4FM connected to your computer. If you have more than one system, reading and saving systems data separately is not recommended as it may cause inconsistencies in the reports. All systems should be read and saved simultaneously to insure their record files are updated at the same dates and times.



Reading all the Harpagon and 4FM systems on the network:

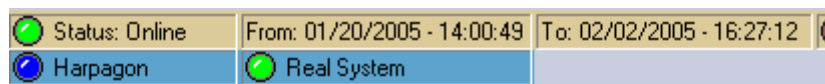
- Click on the “**Read All Sys.**” button.

The information will be uploaded from the first system down to the last system on the network. If transmission fails on any system of the network the status will show the type of error that has occurred, the counters of that system will not be updated. Unless the error is a critical communication error, Draft Manager will continue to read the next system until all the systems on the Network are read.



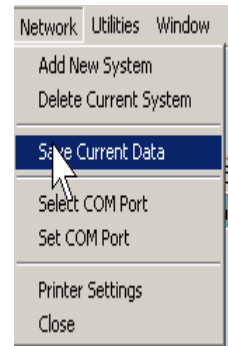
Communication check:

- If you have reasons to think there was a communication error with one of the systems on the network, you should verify that each system was read at the same time (after executing the Reading All Systems command). You can verify this by checking the “From:” and “To:” dates of each system in the status bar before saving the data to files.



Manually saving counters to record files:

- Click on **Network** and **Save data**.
- If at least one Harpagon or 4FM system on the Network has been successfully read and has not been saved, the option **Save Data** in the menu will be available. Otherwise it will be disabled (gray).
- Click on it to save the current data of all systems to the record files.
- **If anyone of the Harpagon and 4FM systems on the network had been read separately, a warning message box will ask you if you still want to save the data.**
- It is **NOT RECOMMENDED** to save in those conditions. The counters read from the systems have been uploaded at different times which may cause inconsistencies when printing reports.
- Every time you save data, each system’s record file is updated with a new entry containing the date and time and the Eclipse system counters.



Deleting entries in your record file(s)

- Keeping your record files short will allow you to recover hard disk space.
- There is a limit to the size of a record file. You will receive a warning from the software when the record file is too big.
- There is no function to allow you to delete entries from the record files for all the systems at the same time. You have to delete the records manually for all the systems.
- You must keep the entries with the dates and times (time stamps) identical for all your systems.



To Delete entries from your record file(s):

Click on the **Record** button in the System window.

- The Record dialog box appears showing all the available records of the current system.
- Click on “<” or “>” button to bring into view the system you want to work on. The list box will display all the available records for that system.

- To select consecutive records press and hold the **Shift** key and left-click on the first record and then on the last record you want to select.
- Click on **Delete** to remove these entries from the record file.
- If you have more than one system, repeat for each system.

Communication Errors

There are 3 types of communication errors possible:

1. **Timeout Error**
2. **Checksum Error**
3. **Critical Communication Error**

Timeout Error:

This type of error occurs when Draft Manager does not receive the complete data packet it expects from the flow meter system.

Check:

- The COM port parameters are not set properly.
- The Harpagon or 4FM system does not answer because the system number does not match (see user's manual for more details on setting the system Number).
- The Harpagon or 4FM system is halted, disconnected or because the requested system does not exist on the Network.
- The serial cable is too long (change to RS-422).
- Software version not compatible with flow meter system version.

Checksum Error:

This error occurs when the data packet received contains an error and cannot be considered as a valid data packet.

Check:

- The serial cable between the computer and the system is noisy or too long.
- The memory in the Harpagon or 4FM system is corrupted.

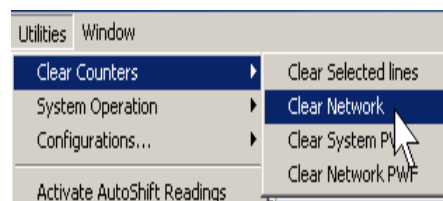
Critical Communication Error:

This error occurs if Draft Manager has encountered a serious problem with the internal communication functions during data transmission.

When faced with this type of error, Draft Manager WILL ABORT all subsequent (if any) communication process.

Clearing Counters

Once the software is in operation, clearing counters on the Harpagon and/or 4FM systems is not recommended as this may cause inconsistencies when printing reports.



- The **Quantity Poured** values are calculated from the value of the counters in the record file at the specified **ending date**, minus the value of the counters at the specified **starting date** in the record file.
- The result will be a negative if the counters at the ending date are smaller than the counters at the starting date.
- Resetting a counter to zero will create this problem.
- If you save the counters after the counters have been cleared, you will be able to continue but you will not be able to print reports for dates before the counter were cleared.
- You should delete all entries in the record file(s) dated before the day the counters were cleared.

To Clear Counters:

- **Select** the Harpagon or 4FM system you want to work on.
- Click on the lines you want to clear to select them or use the **Select button** to select all the lines.
- Click **Utilities** and **Clear Counters** and **Clear Selected Lines**.
- To **clear all the lines** of all the systems on the network, click **Clear Network**.
- Draft Manager will transmit the command to the flow meter system selected.

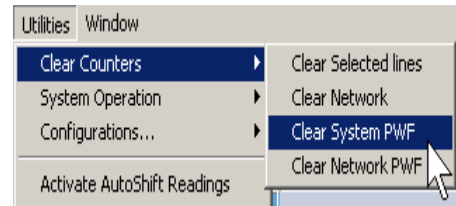
Clearing PWF counters



The Auper flow meter systems are equipped with a power failure detector and counter. Everytime that data is uploaded from a system, the PWF counter is checked. If the indicator is red in the PWF status bar, a new power failure has been detected.

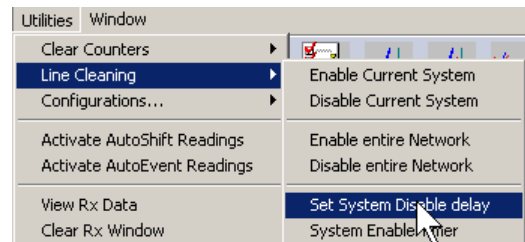
You can clear the power fail counters from the software.

- Click **Utilities** and **Clear Counters...**
- Select **Clear System PWF** or **Clear Network PWF**.
- Draft Manager will transmit the command to the flow meter system(s) selected.



Line Cleaning

You can disable your flow meter system(s) to prevent the counters from registering the line cleaning solution. When you disable the flow meter system from the software, you automatically set a timer which will re-activate the systems automatically.

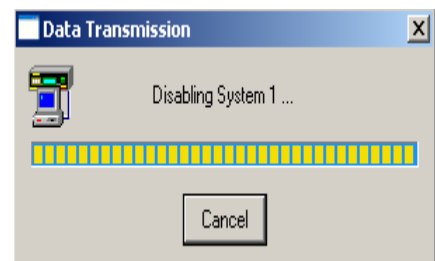
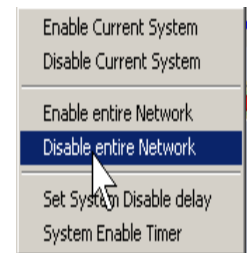


Set Timer delay

- Click **Utilities**, **Line cleaning** and **Set system disable delay**. Enter the number of minutes you want the systems to stay in the Disabled mode.

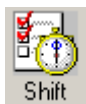
Disable Current system/ Entire Network

- You can disable each system separately or disable all the systems at the same time. When you click on either one of the **Disable** commands, the software sends the request to the flow meter system and activates the timer to re-activate the systems.
- The status bar will reflect the state of the system.
- You can see if the system is disabled by selecting the system viewed in the system window. If you read the system, the status bar will be updated.



- When the delay expires, the software will send the command to re-activate the disabled systems.
- If for any reasons, the computer was shut down accidentally during the count down, it is possible to re-activate the delay by clicking the **System Enable Timer** command. The software will start a new delay and will send the re-activate command at the end of the count down.
- You can activate the systems manually by clicking on the **Enable Current system** or **Enable entire network** commands.

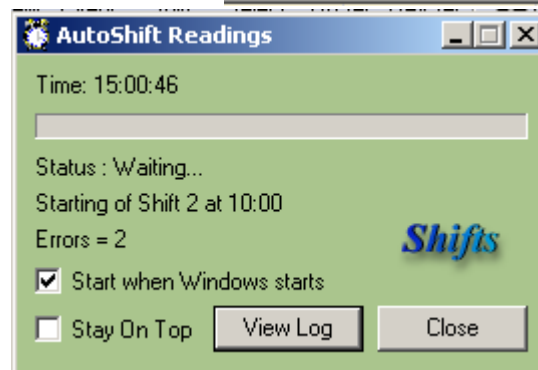
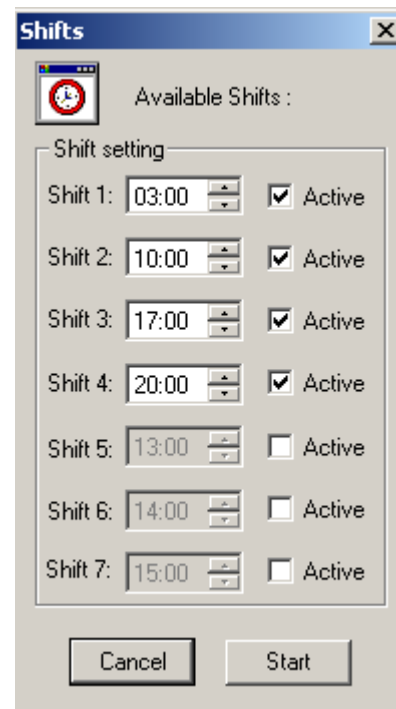
Autoshift reading



The AutoShift program is a separate program. It is designed to stay in the background watching your computer clock to upload and save the counters at the preset times every day.

To Set and Activate a Shift:

- Click on the Shift button in the toolbar. A dialog box appears showing the active time and status of each Shift.
 - Check the shift(s) you want to save the counter for and enter the times.
 - Two shifts cannot be set to the same times.
 - Shifts must be set based on 24-hour period starting from 00h00mn (start of day) to 23h59mn (end of day). The shift on top has precedence over the next.
 - Start with the earliest shift and move up. (3 am, 11am, 16pm etc...)
 - Click on **Start** to start the program.
 - When the Liquor Shift window opens, check the **Start when window starts** box. The program will start automatically when you reboot your computer.
 - Reduce the window.
- DO NOT CLICK ON THE X TO CLOSE IT.**
- The Draft Shift icon will appear at the bottom right of your Window's desktop beside the clock.



- The Draft Shift timer will automatically read all the Harpagon and 4FM systems on the network but will only save records for the system that were uploaded successfully.
- Unless Draft Manager encounters a Critical Communication error during the upload, the Shift Timer will not abort subsequent readings of other systems and will stay activated until you close it.
- Before you close it, always check if there were errors encountered during the shift processing.

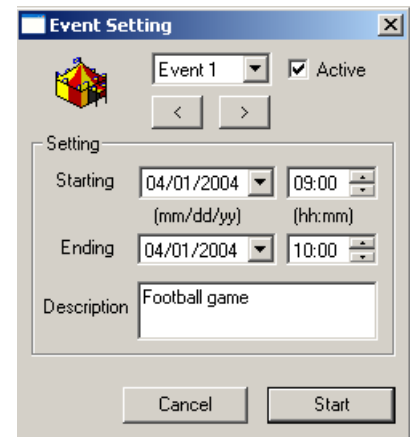
Shift log:

- Pull down the **Utilities** menu in the toolbar, select **View Error Log** and click on **View Shift Log**.
- The Shift Log will list the transmission errors with the dates and times of the errors and the Harpagon and/or 4FM systems numbers.

Events



Use the Event function to read and save the flow meter systems for a specific event. The program will upload and save the counters at the preset starting and ending dates and times of an event. Draft Manager supports up to 7 different events. Events cannot overlap (start in the middle of) each other.



To Set and start an Event:

- Click on the Event button in the toolbar.
- The Events dialog box appears showing the setting of the event number 1.
- Click on the arrow of the combo box and select the event you want to set. You can also use the “<” or “>” buttons to select an event.
- Click on the **Active** check box and leave it checked to enable the event you just selected.
- Enter the starting and ending dates and times to define the period of that event. Make sure it does not overlap (start in the middle of) any other event.
- In the Description editor box enter a short description (maximum 80 characters) of the event
- Click Start to start the program.

- Reduce the window. **DO NOT CLICK ON THE X TO CLOSE IT.**
- The Draft Shift icon will appear at the bottom right of your Window's desktop beside the clock.
- The Draft Event timer will automatically read all the flow meter systems on the network but will only save records for the system that were uploaded successfully.
- Unless Draft Manager encounters a Critical Communication error during the upload, the Event Timer will not abort subsequent readings of other systems and will stay activated until you close it.
- Before you close it, always check if there were errors encountered during the Event processing.



Event log:

- Pull down the Utilities menu in the toolbar, select View Error Log and click on **View Event Log**.
- The Event Log will list the transmission errors with the dates and times of the errors and the Harpagon and/or 4FM system number.

Printer Selection

When you start Draft Manager the first time, it will use the default printer you have selected in Windows. However, if you have more than one printer (local or network) you can choose a another printer to use with Draft Manager. This printer will be used every time you run Draft Manager.

To choose and set the printer:

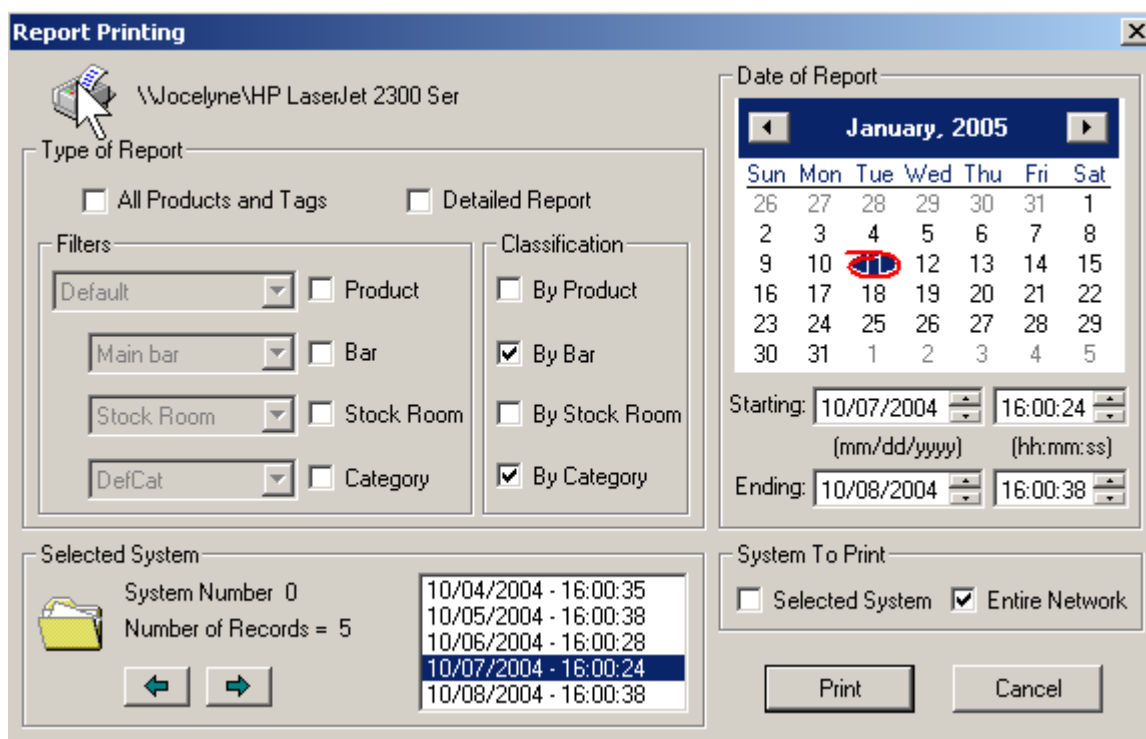
- Pull down the **Network** menu in the toolbar and select **Printer Setting**. The Printer Setup dialog box appears and shows the name of the first available printer.
- If you have more than one printer (local or on network) installed on your computer **click** on the Name list box to see all available printers and then select the one you want to use. **The selected printer will be automatically set to print in the Landscape mode by Draft Manager.**
- Click on **Properties** button to change the settings of the selected printer.
- Click on **Ok** when done. This will close the Printer Setting dialog box. The selected printer and its setting will be used in the subsequent printings.

Printing Reports

- Reports can be configured using the different tags. For example, a report totaling the amount of product dispensed for each bar, sub-totaled by Category or, a report totaling the amount of one specific product dispensed for one month for the whole bar.
- **Reports are generated based on the systems record files you have saved.**
- All systems in a network should have their corresponding records saved at the same dates and times. Otherwise a report generated using the **Entire Network option** cannot not be used since one or more systems might have data recorded at different dates and times that other systems might not have.
- Normally, the synchronization of the record time stamps is not a problem if you always use the Read all Systems button to read the systems before saving network data to record files.
- Keep this in mind also when you delete or remove records from any record file.



- Click on the **Print** button in the toolbar of the System window.



All products and tags report (basic unfiltered report):

- Check the **All product and tags** option
- This report contains a listing of the line numbers, brand names and counters with corresponding total product dispensed.
- Select the **starting date and time** of the report from the list of records.
- **Click on the Ending date** to specify that the next entry selected will be the ending date and time of the report.
- Select the **Ending date and time** of the report from the list of records.
- Choose the **Selected system** option if you want this report for this specific system.
- In the Selected System option, **select the system number** you want to print. All its available records will be listed.
- Choose the **Entire network** option to print a report for all the systems.

- Click on **Detailed Report** if you want a detailed report listing every shift saved between the starting and ending date and time.
- Uncheck this option if you want a summary report totaling the amount of product dispensed between the selected dates and times.
- Click on the **Print** button to print your report.

To print a selective report using the filters:

- **Uncheck** the All products and tags option.
- The column of the left (**Filters**) will allow you to select a specific product, bar, Stock room or category.
- The column on the right (**By classification**) will allow you to select a group such as all products, all bars, all stock rooms and all categories.
- Tags from both columns can be selected at the same time. One product for all the bars would be an example.
- Filters and classifications can be mixed.
- Only two tags can be selected at the time.

Examples:

- Selecting **By Concession** and **By Category** will print a report totaling the products dispensed for each brand sub-totaled by category for each concession/bar.
- Selecting a specific **Product** and **By Bar** will generate a report totaling the amount of this product dispensed out of each bar.

Automatic POS reconciliation interface

Accountability:

Depending on your ability to program your POS report, keep in mind that it is always best to reconcile sales with the flow meter system counters for each bar and for each shifts. If you have several bartenders working different shifts, you will be able to identify who is responsible in case of discrepancy between the amount sold and the amount served.

Draft Manager can scan a POS sales report as long as it has been exported in an **Ascii delimited text format**. Most POS software have this option. The information contained in the exported file however, will vary from one POS software to another. Some POS software can program the information exported while others have a fixed format. This feature of your Draft Manager software may require the involvement of your POS vendor to help you set up the exported report.

Some POS software may generate one text file daily that contains sales subtotaled by shift and/or by bar while other software may generate one text file per shift or bar. Ask your POS software vendor for the available options on your POS software.

In order for Draft Manager to reconcile the beverage sales with the amount of beverage dispensed you need the following things set up:

- The PLU numbers for each item on the menu that contain beer should be found in the exported file as well as the number of items sold.
- The PLU numbers found in the menu should be programmed in the Draft Manager Tags database along with their price (before tax), the expected amount of product dispensed per item sold, the size of the keg and the cost per keg.
- You need to save the flow meter system counters for the periods corresponding at each sales report.

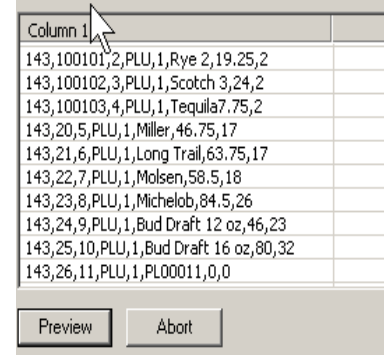
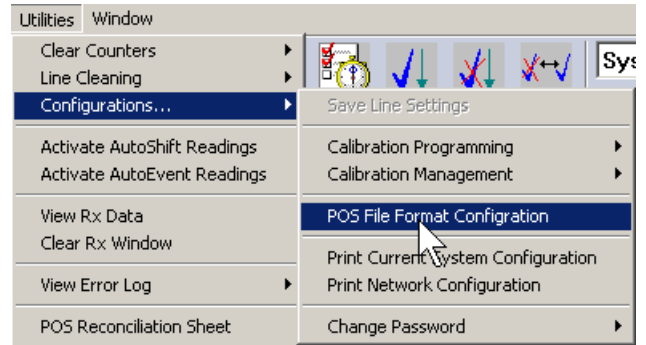
Reconciling different shifts

Set the Autoshift feature of the Draft Manager software to read and save the counters for the same periods that you get a sales report for. If your POS software reports two shifts per day, save the counters twice a day for the corresponding periods. Your POS software may export a different sales report for each shift or include both shifts in the same report. Either way, you will be able to reconcile your sales.

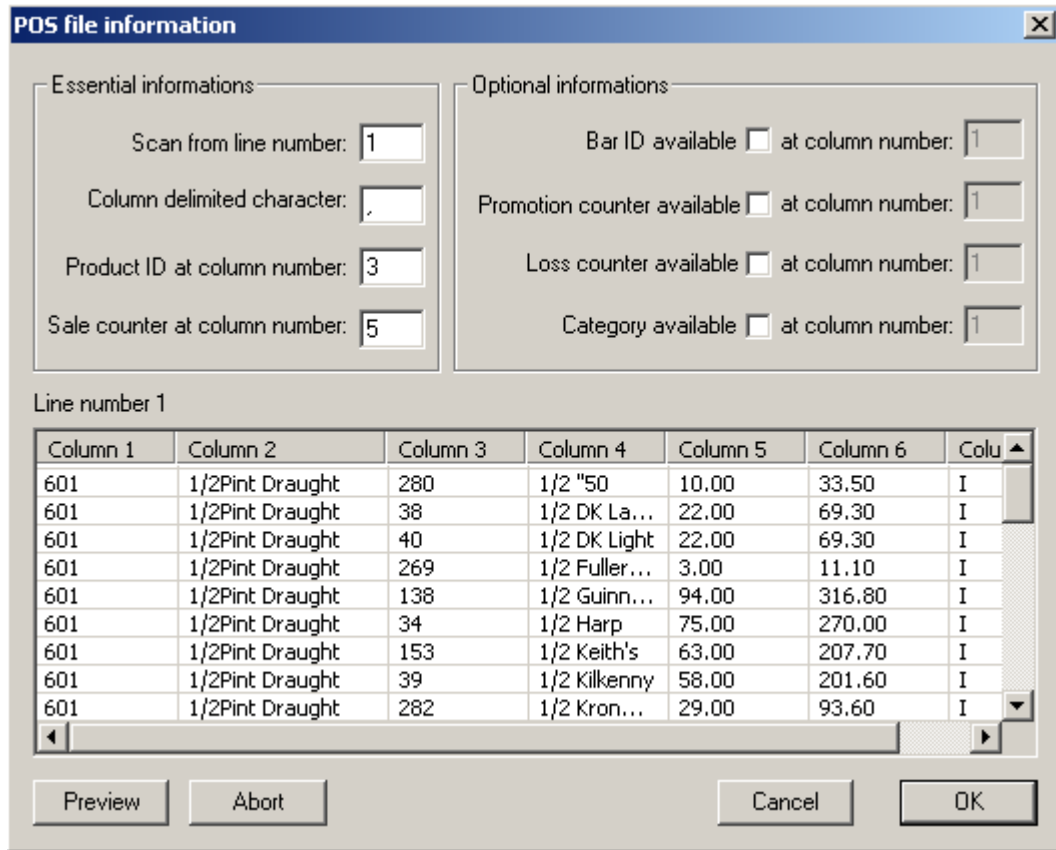
POS file format configuration

The first step is to open an exported POS sales report with Draft Manager and configure the different parameters.

- Set up your POS software to export a sales report to an ASCII delimited text file.
- This file must contain the PLU numbers and the number of items sold.
- Choose a location (path) on your hard disk that will be easy to access to retrieve this file.
- Click **Utilities**, **Configurations** and **POS file format configuration**.
- Click **Preview** and select the file exported by your POS software.
- Select the **All Files (*.*)** option in the file format window. The file extensions used will vary from one POS software to another.
- The content of the file will be displayed in the dialog box.
- Change the delimiter if the content of the file does not appear in columns similar to an Excel spreadsheet.
- Delimiters are either commas (,) or semi-columns (;) characters.
- Click on **preview** and select your file again to view the corrected version.
- If your POS report contains a header, count the number of lines and enter that number in the **Informations begin at line** box.
- Click on **preview** and select your file again to view the corrected version.
- Enter the column number where the PLU numbers will be found in the Product ID box.
- Enter the column number where the number of items sold will be found in the sale counter box.



Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
143	100101	2	PLU	1	Rye 2	19.25
143	100102	3	PLU	1	Scotch 3	24
143	100103	4	PLU	1	Tequila7.75	2
143	20	5	PLU	1	Miller	46.75
143	21	6	PLU	1	Long Trail	63.75
143	22	7	PLU	1	Molsen	58.5
143	23	8	PLU	1	Michelob	84.5
143	24	9	PLU	1	Bud Draft...	46
143	25	10	PLU	1	Bud Draft...	80



Optional tags:

Bar ID:

Some POS files may contain an identification number or name in a separate column to identify the bar location, or POS terminal, where the sale was registered. This information must appear at every transaction line in the POS file to be usable by the software. The Bar ID as you will find in the file must have been assigned to the Bar name in the Tags database. For example the lines assigned to the Main bar would be tagged as being sold in Bar ID: 214 in the POS file.

Bar name	Bar ID.
Main bar	214
Pool room	215
Restaurant	216

- Check the **Bar ID available** box and enter the column number where this information will be found.

Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
214	100299	CHIPS ***	1	0.5200	2.00
214	100715	NOIX D A...	1	0.0000	5.00
214	200327	MOLSON .5	2	0.8500	4.00
214	200328	RICKARD...	2	1.3200	5.25
214	200340	TORNADE	2	1.3300	5.25
214	200341	TORNAD...	2	1.3300	5.25
214	200399	BIERE RE...	2	1.2400	5.00
214	200602	HEINEKEN	2	2.0600	5.75
214	300102	COKE 20 ...	3	0.2600	2.75

Promotion counter/Loss counter

Your flow meter system registers the amount of beverage served. If some beverages are dispensed and offered as Comps, or registered as lost, these numbers may be available separately in your POS file. Other systems may simply register the sale normally in the sale counter column with a zero amount in revenues. It is important that these servings be registered and included in the POS file in order to get an accurate reconciliation report.

- Check the **Promotion available and/or the Loss counter available** box and enter the column number where this information will be found. This information must appear at every transaction line in the POS file to be usable by the software.

Category available

Your POS file may contain a column to identify the items by category or type. This information must appear at every transaction line in the POS file to be usable by the software.

- Click **OK** to exit.

The POS file format set up is completed. This information is stored in memory and should not be changed unless you change the format of the text file.

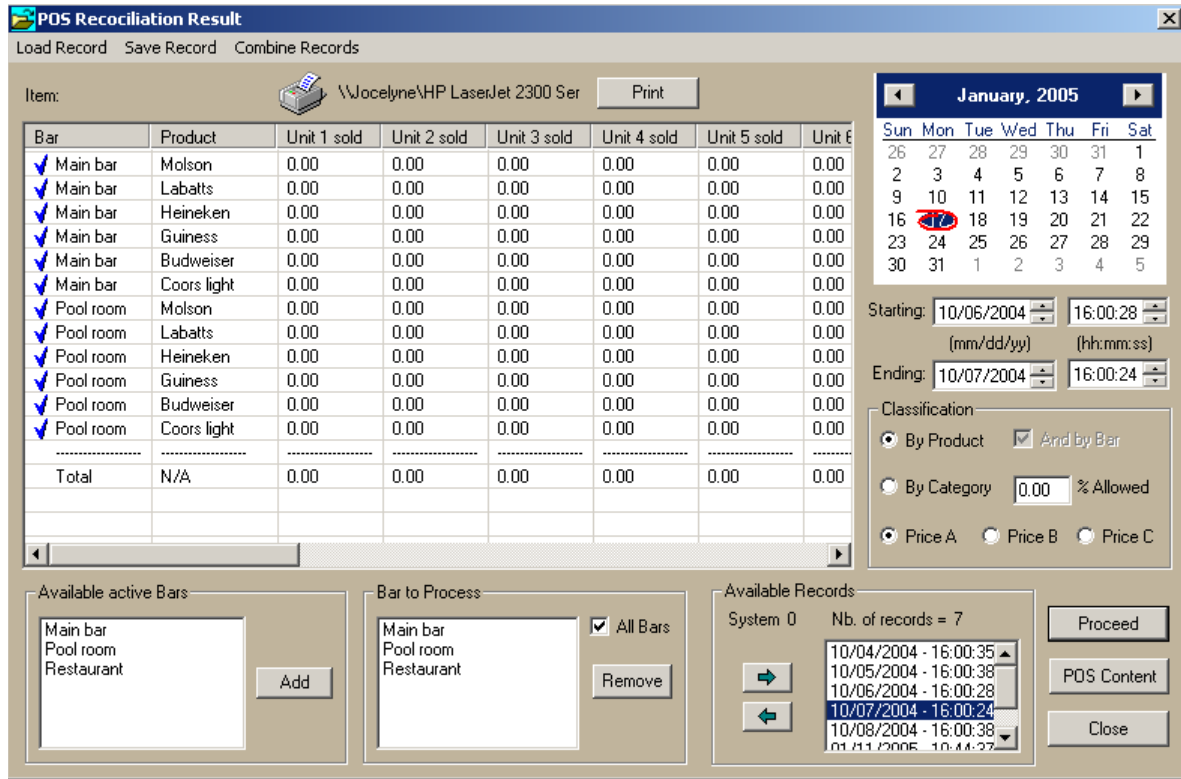
Reconciling sales

- Click on **Utilities** and **POS reconciliation sheet**.

The first step is selecting the period to reconcile from the available flow meter counters saved in the Draft Manager record file. You need at least two entries (From and To). These entries usually are at the same times everyday since they are saved by the Autoshift program.

If you want to reconcile sales once a day for example and your Autoshift is set at 7 AM, you will pick up the counters from 7AM on Tuesday as the beginning of the report and 7AM Wednesday as the end of the report to reconcile sales for Tuesday.

- Click on the **date and time** for the beginning of the report from the list of available entries.
- Click on the **Ending** date window to specify that the next entry selected will be assigned to the ending of the report.
- Click on the date and time for the Ending of the report from the list of available entries.



Selecting the bars

If you have several bars, you may select the bars to reconcile one by one or you can reconcile all of them in one operation. This choice depends on your POS file content. You will select the type of reconciliation using the POS reconciliation sheet.

One by one:

Your POS file may contain the sales report for each bar separated by headers or it may export a specific file for each.

- Select the bar from the list of available bars and click Add.
- Click on Proceed to load the flow meter system counters for the corresponding bar.
- The Bar name will be listed on the left of each brand served in this bar.

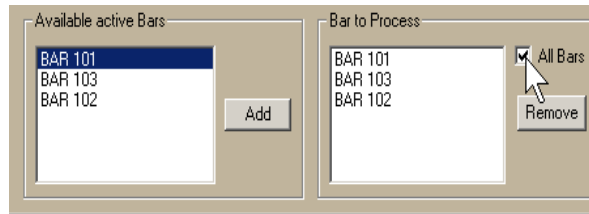
Bar	Product
<input checked="" type="checkbox"/> BAR 101	Heineken
<input checked="" type="checkbox"/> BAR 101	Guinness
<input checked="" type="checkbox"/> BAR 101	DK Larger
<input checked="" type="checkbox"/> BAR 101	FullerPorter
<input checked="" type="checkbox"/> BAR 101	Harp
<input checked="" type="checkbox"/> BAR 101	Keith's
<input checked="" type="checkbox"/> BAR 101	Kilkenny
<input checked="" type="checkbox"/> BAR 101	MillSt.Ale
<input checked="" type="checkbox"/> BAR 101	Steam
<input checked="" type="checkbox"/> BAR 101	Strongbow
<input checked="" type="checkbox"/> BAR 101	Durham
<input checked="" type="checkbox"/> BAR 101	Bl. & Tan
<input checked="" type="checkbox"/> BAR 101	Bl. Velvet

Total	N/A



All at once without Bar ID

- To reconcile sales for all your bars in one operation, check the **All bars** box.
- All the available bars will be transferred in the Bars to process window.
- Click Proceed.



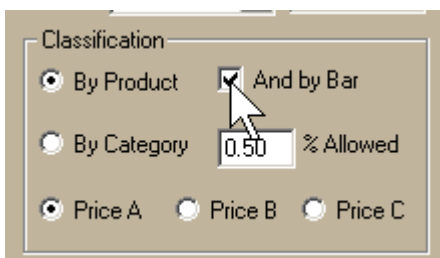
Product	Unit 1 sold
✓ Heineken	0.00
✓ Guinness	0.00
✓ Coors light	0.00
✓ DK Larger	0.00
✓ DK Light	0.00
✓ FullerPorter	0.00
✓ Harp	0.00
✓ Keith's	0.00
✓ Kilkenny	0.00
✓ Kronenbourg	0.00
✓ MillSt.Ale	0.00
✓ Steam	0.00
✓ Strongbow	0.00
✓ Durham	0.00
✓ Bl. & Tan	0.00
✓ Bl. Velvet	0.00

The software will total the flow meter counters for all the brands of all the bars listed. The Bar name will not be listed in the left column.

All at once with Bar ID

- To reconcile sale for all your bars in one operation if your POS report contains a column that specifies the bar location or terminal ID where the sales were registered.
- To reconcile sales for all your bars in one operation, check the **All bars** box.
- All the available bars will be transferred in the Bars to process window.
- In the classification section, check the And by Bar box to specify the bar ID is available in the file.
- Click Proceed.
- The Bar name will be listed on the left of each brand served in this bar.

Bar	Product
✓ BAR 101	Harp
✓ BAR 101	Keith's
✓ BAR 101	Kilkenny
✓ BAR 101	MillSt.Ale
✓ BAR 101	Steam
✓ BAR 101	Strongbow
✓ BAR 101	Durham
✓ BAR 101	Bl. & Tan
✓ BAR 101	Bl. Velvet
✓ BAR 103	Heineken
✓ BAR 103	Coors light
✓ BAR 103	DK Light
✓ BAR 103	Kronenbourg
✓ BAR 102	DK Light
✓ BAR 102	Kilkenny





Selective Scanning


Use selective scanning if the file contains information for more than one shifts or/or bars.

- Click the **first line** where you want to start scanning.
- Click onto the **To line:** box to indicate the next line selected will be the last line of the scan. A **red arrow** will appear to the right of the **To line** box.
- Click on the **last line** of the scan.
- Click the **Scan button**. The yellow exclamation point to the left of the table will turn to a blue check mark to indicate the data has been scanned.
- Click the **Close button** to return to the reconciliation sheet.
- The sales information has been loaded into the POS reconciliation sheet and converted to be compared with the corresponding flow meters.
- Click **Print**

Using the reconciliation sheet manually

If your sales report is limited to a few items, you can use the sales reconciliation sheet to enter sales manually. If you select the **By category** option, the software will group the counters by category to match the items in your sales report. This feature helps simplify reconciliation with your POS report.

- Position your mouse cursor over the **Unit S sold** of the first category.
- **Right click** to enter the manual edit mode.
- Type the number of units sold.
- Press **Enter** to move to the next cell automatically.
- Click on print when finished.

Item: Heineken  \\Jocelyne\HP LaserJet 2300 Se

Product	Unit 1 sold	Unit 2 sold	Unit 3 sold	Unit 4 sold
✓ Heineken	25	12	0.00	0.00
✓ Guinness	0.00	0.00	0.00	0.00
✓ Coors light	0.00	0.00	0.00	0.00
✓ DK Larger	0.00	0.00	0.00	0.00
✓ DK Light	0.00	0.00	0.00	0.00

Network & Internet access

This chapter describes the necessary steps to use the “**Remote Access Utilities**” (RAU) provided with the Auper Liquor Manager and Draft Manager 2004 software. The RAU are used to set up the Auper software to communicate with Eclipse Hv 100 liquor systems and/or Harpagon and 4FM flow meter systems using a Local Area Network (LAN), Wide Area Network (WAN) or Internet.

For networks (LAN/WAN) using a DSL modem and router to connect to Internet, extra steps will be necessary to allow “Port forwarding” on your router in order to gain access to the Auper systems from the Internet.

- The “**Remote Access Utilities**” of the Liquor Manager software should be installed by a qualified network administrator.
- Before you proceed with the RAU, insure that your network is setup and running properly.

WAN/LAN

The following diagram shows a typical WAN/LAN network onto which several Eclipse Hv 100 liquor systems are connected. The IP numbers and the configuration of the network used in the following example are fictitious. Your network may have a different configuration and the IP numbers will be different depending on the settings chosen by your network administrator.

Server:

The “Server” is the computer (workstation) used to run the Auper “Server Module” of the Liquor Manager software. Any computer on your network can be used as the server. Only one server can be used on a network. The other computers must be set as clients.

The purpose of the server is to link the Auper systems (flow meter systems and liquor systems) connected to the “clients” and to re-direct the data to the computer used by the administrator to read and program the liquor and flow meter systems on the network.

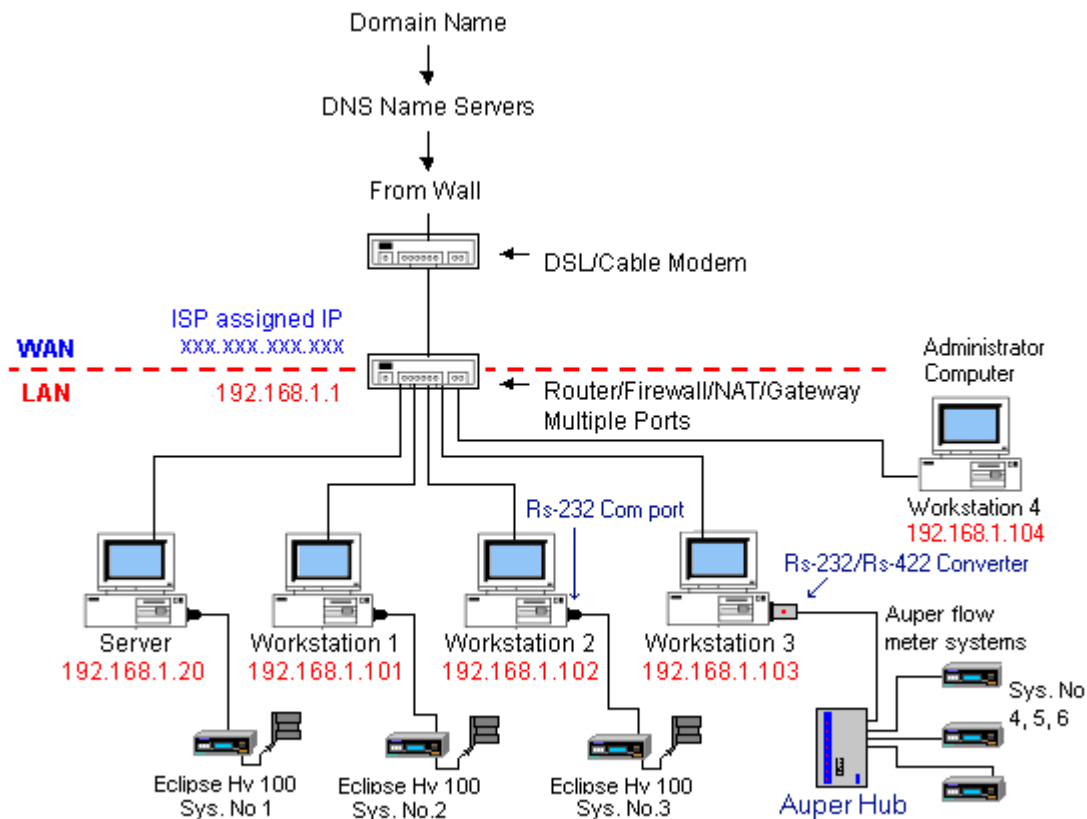
Client:

All computers on a network connected to one or several Auper systems (hosts), other than the server, will be set up as clients.

The computer used by the administrator to read and program the Auper systems on the network will also be set up as a client even though no Auper systems can be connected to it. In the following schematic, the workstation 4 is the one installed in the administrator’s office, which will be used to read and save the meters, reconcile sales and print reports.

Installation:

- Connect the Liquor systems and flow meter systems to the server and other workstations (clients) as described in the system's user manuals. Each computer (including the server) must have one Rs-232 COM port available and functional. Use the Auper AP-080-HU hub and Rs-232/Rs-422 converter when you need to connect several systems to a computer (like on Workstation #3 - see schematic).
- Assign a system number to each system on the network as described in the user manuals. Every system on your network must have a unique system ID even if they are installed on different computers.
- Up to 100 Auper systems (Eclipse Hv 100, Harpagon and 4FM) can be installed on your network (Numbers 0 to 99). For each system connected to a computer (Host), there must be a corresponding system number created in the software. For example, on workstation 3, systems 4, 5 and 6 being Auper flow meter systems, you must create these systems in the Draft Manager software. You must create systems 1, 2 and 3 in the Liquor Manager software.

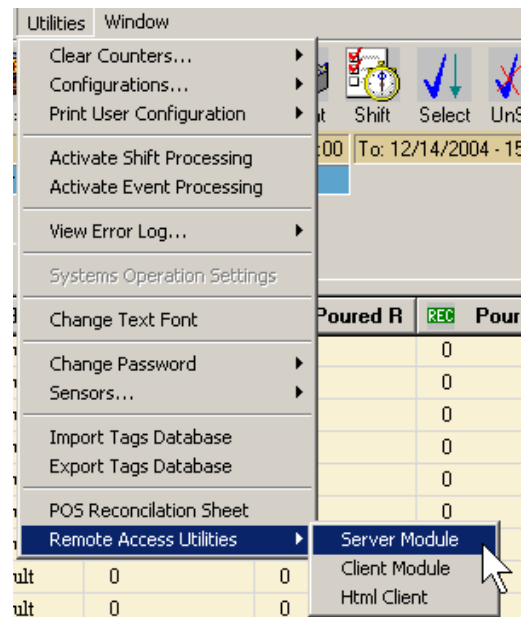


- Install Liquor Manager or/and Draft Manager software on all computers (server and workstations) that host Eclipse Hv 100 and/or Harpagon systems.
- Run the software and select the active COM port for each.
- On each computer, create the systems corresponding to the system numbers connected to that computer.
- **Remove any unused system numbers** from the software.
- On each computer (host), check that all systems connected communicates properly via the selected local COM Port.

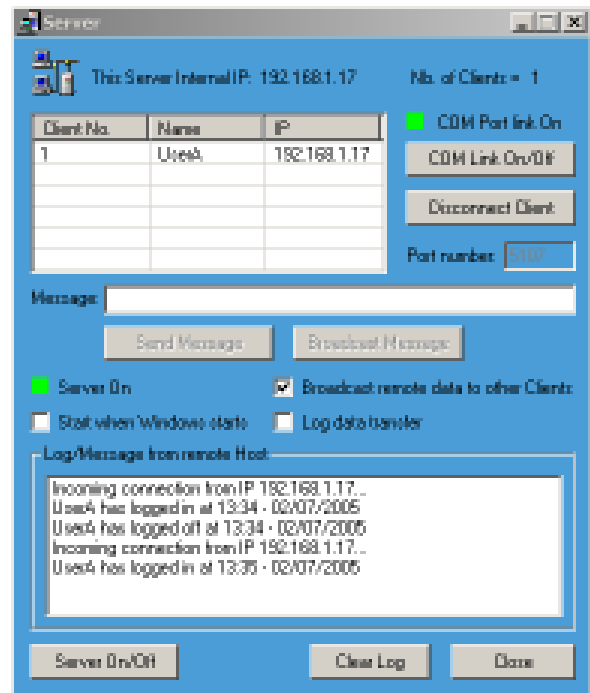
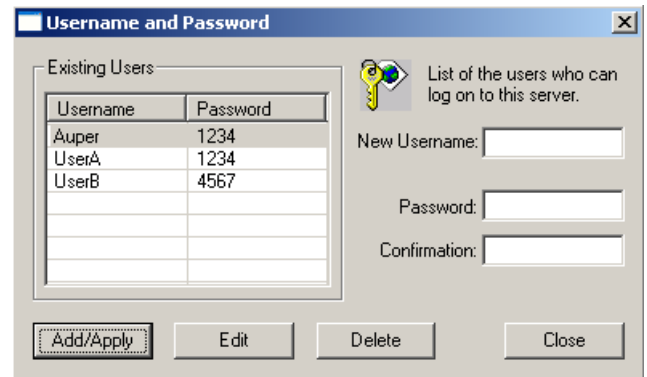
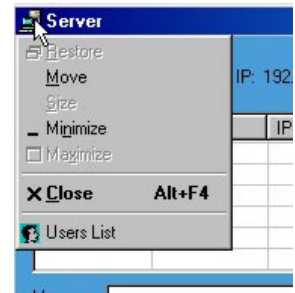
At this point, each host is able to communicate to the systems connected to it. Each host computer has to be connected to the network in order to continue.

Server Configuration

- Open the software installed on the computer selected to be the **server**.
- Select the **Remote Access Utilities** menu and click on **Server Module**. You can also run the **Server Module** from the shortcut in the Windows **Programs Menu** without running the software.
- The **IP** shown in the Server Module is the **IP** assigned to that computer and will be used to login to this server by the other workstations that are locally connected to your LAN/WAN.
- This IP number may differ from the one seen from the outside world (Internet) if your LAN/WAN uses a DSL modem and Firewall to share access to the Internet. Please refer to your network administrator on how to login to this server via Internet.
- **Take note of the server IP address. You will need it to program the clients later on.**

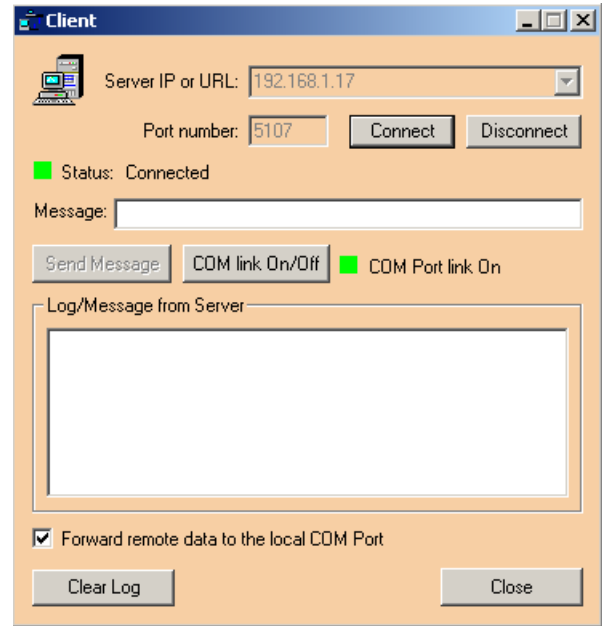


- Click on the **menu icon** (top left icon) of the server module and then select **Users List**. Create the Usernames and Passwords to identify each of your workstations hosting Harpagon, 4FM or Eclipse Hv 100 systems including, the computer used by the administrator. In our example you would need to create **four** Usernames and Passwords, one for each Workstation.
- Close the **User List dialog box** when done.
- Click on **“COM Port Link On/Off”**. The COM Port link status indicator should turn to green.
- Enter a new port number if default port number (5107). you want to use is not already Server (http, ftp, smtp...etc).
- Check the **“Broadcast Clients”** option to enable it.
- Click on the **“Server On/Off”** The server status indicator
- **Reduce** the server window to keep it the Draft Manager software.
- It is now ready to accept the connection from the other workstation running the client module.



Client Configuration

- At this point you should have the software installed on each computer used as a client and have already tested the communication with all the systems connected to them.
- From the Utilities menu on each of the Workstations that host the systems, select **Remote Access Utilities**.
- Click on the **Client Module**. You can also run the Client Module from the shortcut in the Windows programs menu without running the software
- In the **Server IP or URL** box, enter the IP number of the workstation used as the server.
- In the **Port Number** box enter the same port number used by the server module and click on **Connect**. There might be a delay while the client is searching the network for the server.
- When prompted for the Username and Password enter the one you have created for this Workstation in the server configuration procedure.
- Click on OK to login to the server. The connection status will turn to green if your username and password are accepted.
- Click on the **COM Link On/Off** button to turn it **ON**. Make sure the indicator turns green.
- Check the **Forward remote data to local COM Port** box to enable the function.
- The Forward remote data to local COM port option must be **“checked”** on all workstations that host flow meter systems.
- Leave it unchecked on the workstation used by the administrator since no flow meter systems are connected to it.
- Reduce the client window to keep it active. Do not close it. You can close the software.
- Repeat on all the other workstations on your LAN/WAN that host Harpagon systems until they are all connected to the Server.

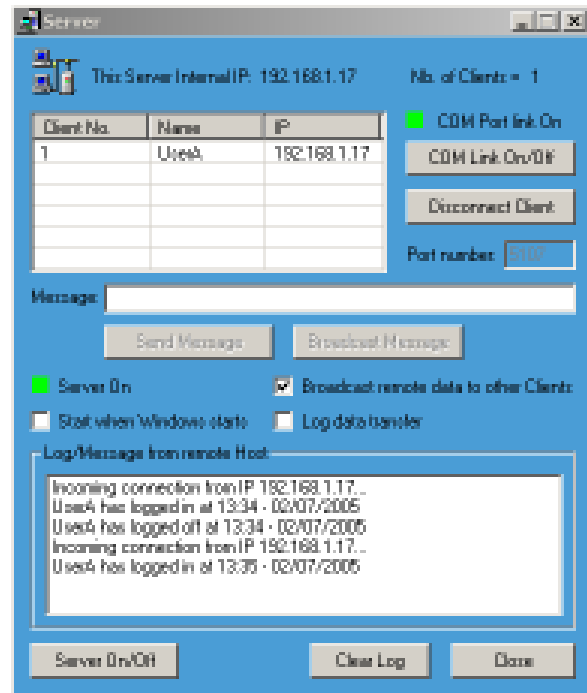


Administrator

- The workstation used by the administrator is the last computer you will log on to the server. **This workstation cannot host any systems.**
- Install the Liquor and/or Draft Manager software on the computer used by the administrator. **There must be a free and working Rs-232 COM port on this computer even though it does not physically host any Harpagon systems.**
- Run the software and create all the systems on the network (in our example, the Systems No.1 to 6)
- Make sure you don't get "Invalid COM Port" error message.

Administrator Login

- The administrator's computer must always be the last one to log on to the server. The server will re-direct all communications to the last client logged in.
- Run the Client Module from the Remote Access Utilities menu in Draft Manager and connect to the Server using your Username and Password as shown in Step 2 in the Client Configuration procedure above.
- Click on **COM Link On/Off** button to turn it **ON**. Make sure the indicator turns to green.
- **Uncheck** the option Forward remote data to local COM Port.
- Minimize the client module. Do not close it.
- Use the software as you would normally do if the systems were physically connected to this computer.
- After logging in all your workstations hosting Harpagon systems as clients and the administrator's workstation, your server window should display all the logged in workstations. **User D is workstation No.4 and was logged in last.**
- Should you want to close the client module, always disconnect your workstation from the server before you close it.
- If you are using the "Auto-Shift" or "Auto-Event" programs to read and save the meters from the systems automatically, leave the client's connection opened with the server.



Inventory

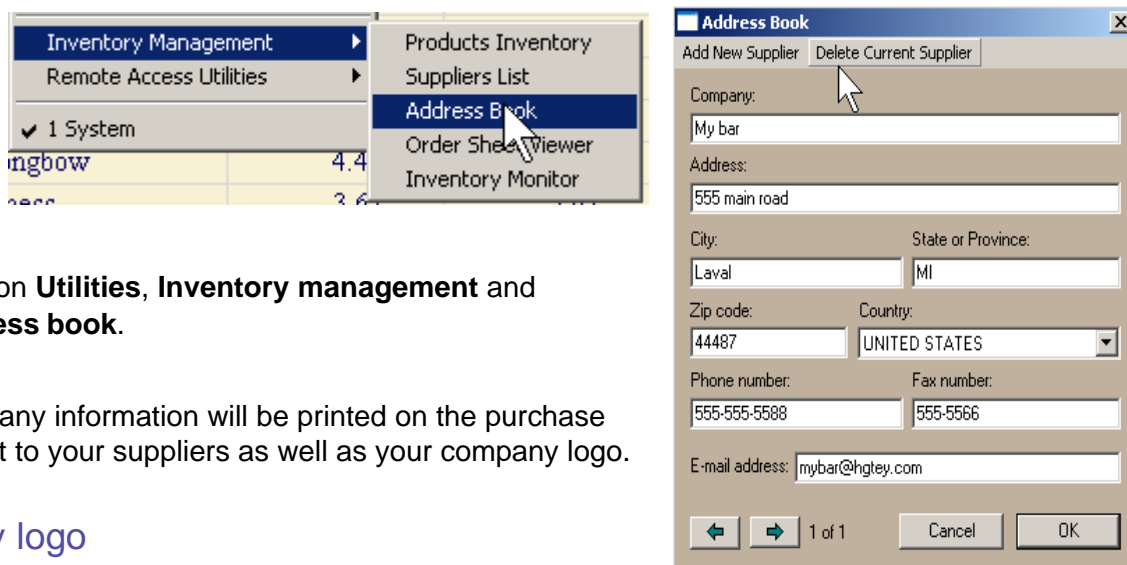
Introduction

Your Draft Manager software will track your keg and bag-in-a-box inventory based on the start inventory entered and the amount of product dispensed measured by the flow meter system.

Using virtual systems, you can add bottle beer inventory as well although the number of bottles served will have to be entered manually.

Every time the flow meter system counters are uploaded and saved, the inventory is updated.

Company information



- Click on **Utilities, Inventory management** and **Address book**.

Your company information will be printed on the purchase orders sent to your suppliers as well as your company logo.

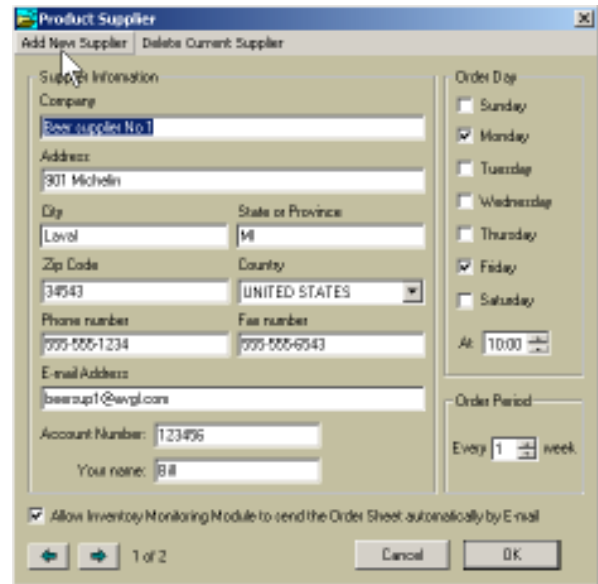
Company logo

To add your company logo, replace the “companylogo.bmp” file in the Draft manager folder by a bitmap of your logo.

Your bitmap should be approximately 1 inch (2.4cm) wide.

Your suppliers list

- Click on **Utilities, Inventory management and Suppliers list.**
- Click **Add new supplier** and enter your supplier's coordinates.
- Select the days and times that you want to order from this supplier in the scheduler section.
- Select the period (weekly, bi-weekly etc...) for this supplier.
- Check the **“Allow inventory monitoring module to send order by e-mail automatically”** if you want to send orders to this suppliers as soon as you reach the low stock limit. The supplier's e-mail address is necessary.



Assigning brand to suppliers

- Click on **Utilities, Inventory management and Products inventory.**
- Click on **Product configuration.**
- Right click on the Supplier cell for each product and assign the supplier from the drop down list.
- Position your cursor on top of the Qty to have cell for the first product and enter the number of kegs (or bag-in-a-box) you want to have in stock on delivery day.
- Press enter to move to the next cell.
- Enter the minimum number of kegs (can be a fraction) that you consider the low stock limit. The Inventory monitor will turn red on this value to warn you that you need to order this product.

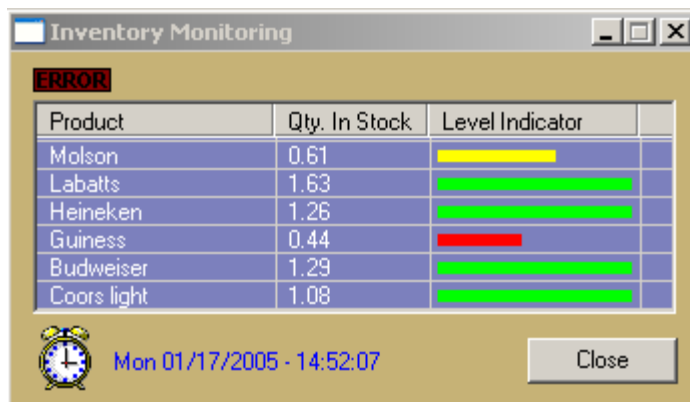
Product	Total Stock	Wasted	Cooler 1	Cooler 2
✓ Heineken	2.00	0.00	✓ 1.00	✓ 1.00
✓ Guinness	2.00	0.00	✓ 1.00	✓ 1.00
✓ Budweiser	2.00	0.00	✓ 1.00	✓ 1.00
✓ Coors light	4.00	0.00	✓ 2.00	✓ 2.00

Product	Supplier
Heineken	Beer Supplier 02
Guinness	Beer supplier No 1
Budweiser	Beer Supplier 02
Coors light	
DK Larger	
DK Light	
FullerPorter	

Product	Supplier	Qty. to have	Min. Qty.
Heineken	Beer Supplier 02	1.00	1.00
Guinness	Beer supplier No 1	2.00	1.00
Budweiser	Beer supplier No 1	1.00	1.00
Coors light	Beer supplier No 1	1.00	1.00

Inventory Monitor

- Click on **Utilities, Inventory management** and **Inventory monitor**.
- You can position the Inventory monitor anywhere in the Draft Manager window.
- The monitor shows the level of product in stock. Green indicates that plenty of product is in stock, yellow indicates you are getting closer to the low limit and red that you have reached the low limit and need to re-order.



ERROR button

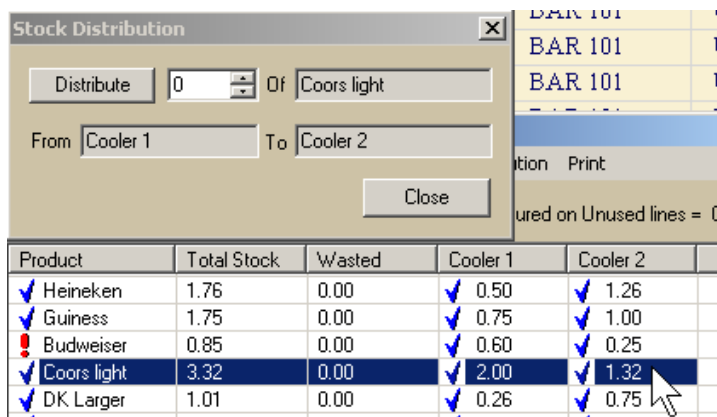
- The Error button will flash to indicate there was an error transmitting an order by e-mail if a supply is set to receive order automatically when the low limit stock level has been reached.
- Click on the Error button to view the e-mail transmission error log.

Stock distribution

You can use the stock distribution feature if you have more than one stock room. You use it to move stock from one to the other.

Click on **Utilities, Inventory management** and **Products inventory**.

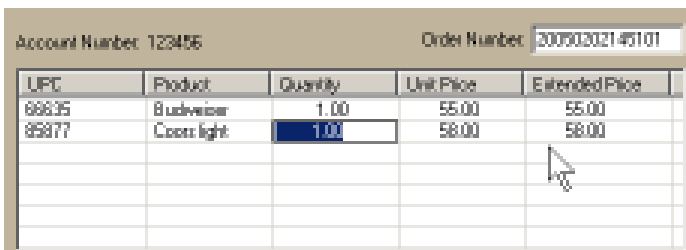
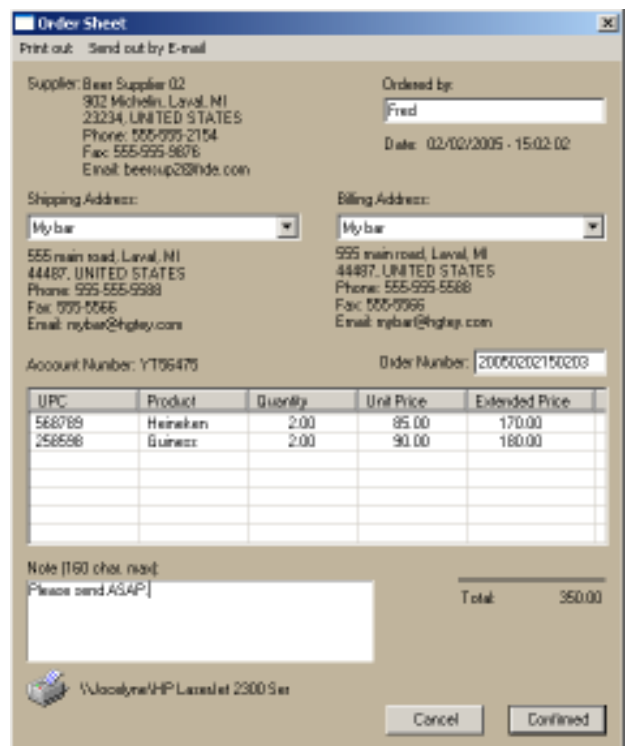
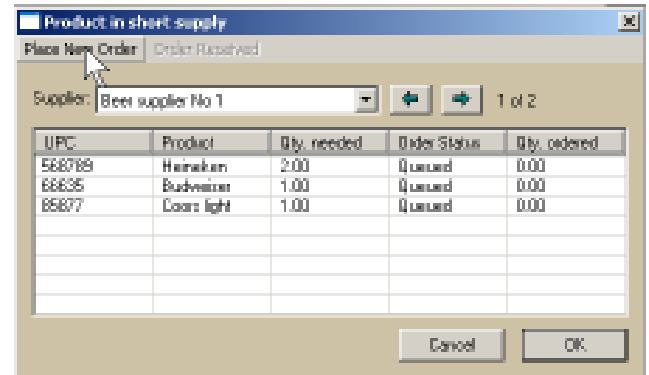
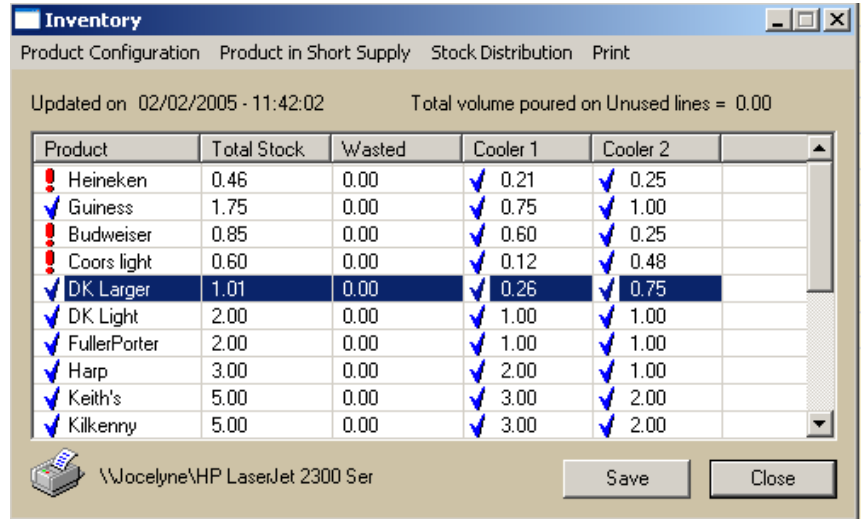
To move kegs from Cooler 1 to Cooler 2 you will click on the cells in the inventory table.



- Click the cell for Coors light in Cooler 1 which contains 2 kegs.
- The name of the product and the cooler from which it will be transferred from is automatically selected.
- Select the 1 as number of kegs to transfer in the stock distribution window.
- Click on the cell for Coors light in Cooler 2.
- Click Distribute to transfer 1 keg of Coors light from Cooler one to Cooler 2.

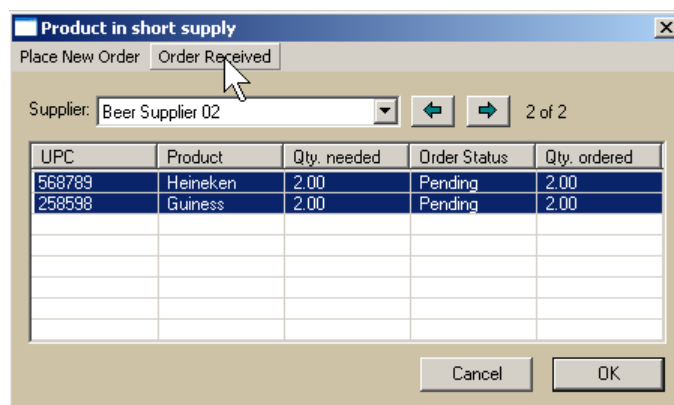
Placing an order

- Click on **Utilities, Inventory management** and **Products inventory**.
- The products that have blue check marks are above the minimal stock levels while those with a red exclamation mark are below the low limit and should be re-ordered.
- Click on **Product in short supply**.
- The list of products to order for each supplier is listed with the quantity needed for each brand.
- You can change the supplier using the arrows or you can select the supplier from the drop down list.
- Click **Place New Order**.
- The order is calculated based on the quantity entered as the amount requested for delivery day.
- Right click the Quantity cell to edit the number ordered manually.
- Click on Print out for a copy of the order.
- Click on Send by e-mail to to send it directly to the supplier's e-mail address.
- Click on Confirmed to exit the order sheet.
- The products in short supply ordered will see their status changed from Queued to Pending.



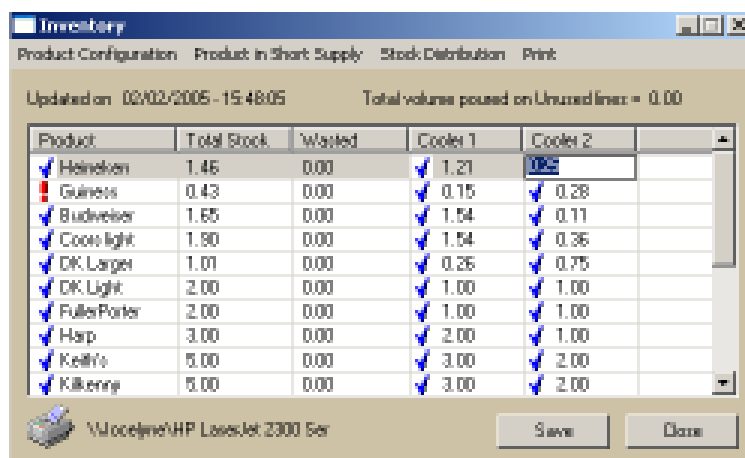
Receiving an order

- Once an order has been delivered, enter the inventory module and the products in short supply window.
- Click on **Utilities, Inventory management** and **Products inventory**.
- Click on **Product in short supply**.
- The order Status for the products ordered is **Pending**.
- Select the supplier that delivered the order.
- Click on the products received to highlight them.
- You can select several products at the same time.
- Click on **Order received**. The inventory will be re-adjusted accordingly. If some products have not been received, leave them pending until reception.



Changing the inventory manually

- You will edit the inventory manually when you first start the software to enter your current stocks.
- If you have partial kegs, estimate the approximate value of the content and type the values in the Inventory window.
- The next time you change a keg, simply enter the new value in the proper cell.
- Right click the cell to highlight the number.
- Type the new value and press enter to move to the next cell.
- When you are satisfied with the changes, click save to update the inventory.



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