



BARTRACKER

HOW TO GUIDE

BarTracker is built for bar owners, restaurant managers, stock controllers, and hospitality groups who need fast, accurate, and repeatable stock management.

GETTING STARTED

- **REGISTER** Create a new account using your details.
- **LOGIN** Enter your email and password to access your dashboard.
- **FORGOT PASSWORD** Reset via email link if needed.
- **ACCEPT TS & CS** You will be prompted to accept the Terms and Conditions
- **PLANS** Choose Monthly, Yearly, or start with a 7-Day Free Trial.

ALREADY HAVE AN ACCOUNT?

Tap your app and your dashboard will appear.

DASHBOARD OVERVIEW

Access all core features from your dashboard:

- **LOCATIONS** Manage bar areas
- **BARCODES** Store product data
- **STOCK TAKES** Perform stock counts
- **REPORTS** View and share results

NAVIGATION MENU

- **ACCESS** Access the navigation menu via the icon in the top-right corner. To close the menu, click anywhere outside the sidebar.
- **TO LOGOUT** Select Logout from the menu, confirm the action. You will be redirected to the Login page
- **DELETE ACCOUNT** Select Delete Account, confirm the action. Your account will be permanently deleted. You will be redirected to the Login page.



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FIRST-TIME SETUP



STEP 1: ADD LOCATIONS

Create bar areas such as Main Bar or Pool Bar.



STEP 2: ADD PRODUCTS

Scan or manually add product details including volume, tots, and weights.

THERE ARE OVER 2500 BARCODES AND SPIRITS ALREADY LOADED ON THE APP.

PERFORMING A STOCKTAKE



Create a stocktake, name it, select a location, and enter bottle counts and weights. The system automatically calculates remaining stock

ADDING NEW ITEMS



If new products are introduced, add them via barcode scan or manual entry during the stocktake.



The app can assess boxed wines and beer kegs once they've been added to the barcode list.

THE FEATURE THAT CHANGES EVERYTHING: **CONTINUE STOCKTAKE**



Continue Stocktake eliminates most of the work in repeat stocktakes.



Create a new stocktake, select the same location, and tap '**Continue Stocktake**'.



The app loads all previous items automatically.



Simply weigh each item and tap 'Save & Next'.

No scanning. No re-entering. Just weigh and go.

This makes stocktakes fast, consistent, and perfect for daily or weekly use.



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REPORTS



View, filter, and email reports directly to yourself or management.

KEY BENEFITS



Save hours every week



Reduce staff training time



Improve accuracy



Improve accuracy