



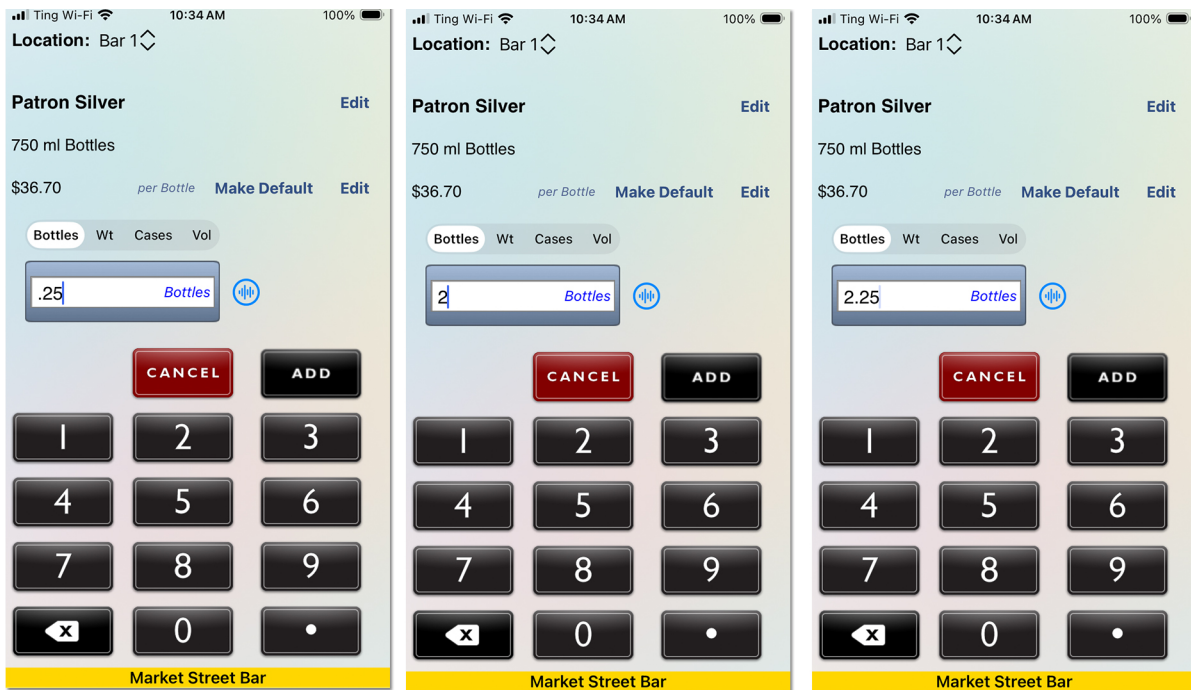
## Adding Partial Bottles to an Inventory

### How do I enter Partial Bottles?

There are two ways to count partial bottles and kegs. The simplest is to enter partial bottles using decimal notation (e.g., **.5**). However, this method 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. But to be more accurate, you might consider weighing your bottles. If you are trying to narrow down on a specific problem area and want an extremely accurate count, you can weigh partial bottles and add the amounts by weight to Barkeep.

### Decimal Notation

To enter partial bottles using decimal notation, you add the Item to an Inventory as you normally do. Select Bottles (or Cans / Kegs) as the Quantity Type (Unit of Measure) and instead of entering a whole number in the Quantity field, you enter a decimal number. For example, a quarter of a bottle would be **.25**, a bottle that's two-thirds full would be **.65**, etc. You can use any decimal amount (e.g., **.4**, **.35**, **.7**, etc.). You can also enter a combination of whole and partial bottles. For example, if you had two full bottles of **Patron Silver** plus one bottle that was a quarter full, you would enter **2.25** Bottles.



**continue to next page for weighing bottles**

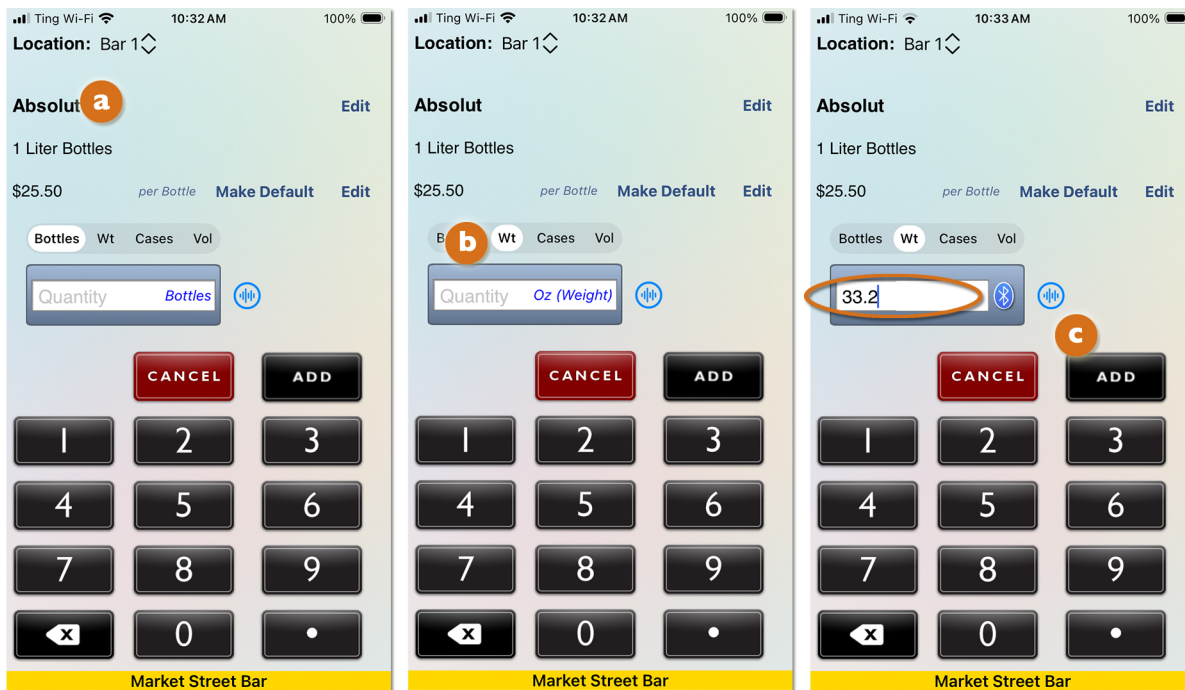
## Adding Partial Bottles to an Inventory (cont.)

### Weighing Bottles

This is a brief overview of the instructions for users who weigh their bottles with a digital scale and then enter the weight manually.

To weigh a bottle (or other containers) and manually add them to an Inventory:

1. Select the Item, (e.g., **Absolut**). **a**
2. Switch the quantity format **b** from **Bottles** to **Wt**.
3. Be sure that the Weight Format you set in Barkeep matches the format used by your scale.
4. Place your bottle on the scale. **c** Enter the weight of the partial bottle.
5. Press **ADD** to add the Item to your Inventory or **CANCEL** to discard it.



**Important:** Always weigh only one bottle at a time! Never add together multiple partial bottles as a single weight entry.

- \* Before you start weighing bottles, be sure to review the [Barkeep User Guide](#). The user guide includes detailed instructions for weighing bottles, including instructions for using the **Etekcitry Luminary** digital scale that is designed to exclusively work with BarkeepApp® and is the only scale that will enter the weight automatically into your Inventory. The user guide also has the details about settings and weight formats, updating and entering full and empty bottle weights for your Items as well as an explanation of the formula Barkeep uses to convert a partial bottle's weight to a precise quantity for an Inventory.

See the [Support Section](#) at [barkeepapp.com](http://barkeepapp.com) for additional information on [Managing Kegs](#).

• **Note:** Only scales purchased via [barkeepapp.com](http://barkeepapp.com) are certified to work with BarkeepApp. Other Bluetooth scales will not work with BarkeepApp and are not supported by Barkeep.