



## Barkeep – Searching Tips

---

Remember that there are over 75,000 products in our system. So there will likely be multiple matches for the word(s) you search on. Below are a few search tips:

- **Be as specific as possible.** Typing the entire word will help eliminate unwanted matches. For example, if you are searching for a new flavor of **Hangar One Vodka** it is better to search for “Hangar” or “Hangar One” than “Han.”
- **Search for unique words.** For example, if you are searching for the new **Absolut Acai Vodka** it may be better to search for “Acai” than “Absolut.”
- **Enter at least three characters.** BarkeepApp will not perform a search with less than three characters.
- **Lower or upper case doesn’t matter.** BarkeepApp will search for any products that contain the word that you’ve entered anywhere in the product name, regardless of capitalization.
- **Check the size!** Many searches will come back with the same Item in different sized bottles. Be sure to choose the product with the correct size. For example, you do not want to choose **Absolut 750ml** if you carry the standard **Absolut 1L** bottles. Make sure to double-check this when you add the Items to your Inventory, or your Usage Reports will be inaccurate.
- **Beware of punctuation differences.** For example, a product may be listed as either **Hangar One** or **Hangar-One** depending on the manufacturer-released data. So if you are searching for a product and including punctuation like spaces or dashes, you may have to try more than one time before finding the product you want. It will probably be quicker not to use punctuation when searching for an Item.

For additional information please refer to the Barkeep User Guide.