



Brand Set-up Guidelines

1. Only **beer and cider** lines are to be entered, no wine, sparkling wine, or cocktails as the cleaning cycle is different for these lines. If you add a wine line it will incorrectly show as neglected.
2. If it is an **empty line** just waiting for a new keg, record this line as "Empty".
3. If it has been empty for a while (months) then let us know and we will lower the number of lines.
4. Empty lines need to be at the **bottom of the list**. When we reduce the number of lines, they are removed from the bottom of the list.
5. Same brewer rotating taps should be recorded as "**Rotating - <Brewers name>**"
6. A rotating tap that changes brewers frequently should be recorded as "**Rotating - <Brand on tap currently>**" This will need to be changed as they happen.
7. Direct Draw - enter in the brand as "**DD - <brand name>**" for example DD - Coors Light
This way they will be easier to sort and find the DD lines.
8. If **one line goes to two different taps** (faucets) only record the one line. If there are two Molson Canadian taps from one keg, then only put down Molson Canadian once.
9. If there are **two taps** of Canadian and **each line comes from its own keg** (meaning there are 2 lines and 2 kegs of Canadian) then add it twice.