



USAF Drink Tracking Software

Overview

This Quick Reference Guide provides an Overview of the **USAF Drink Tracking Software**. This documentation includes details for use and installation of the software.



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Web Application

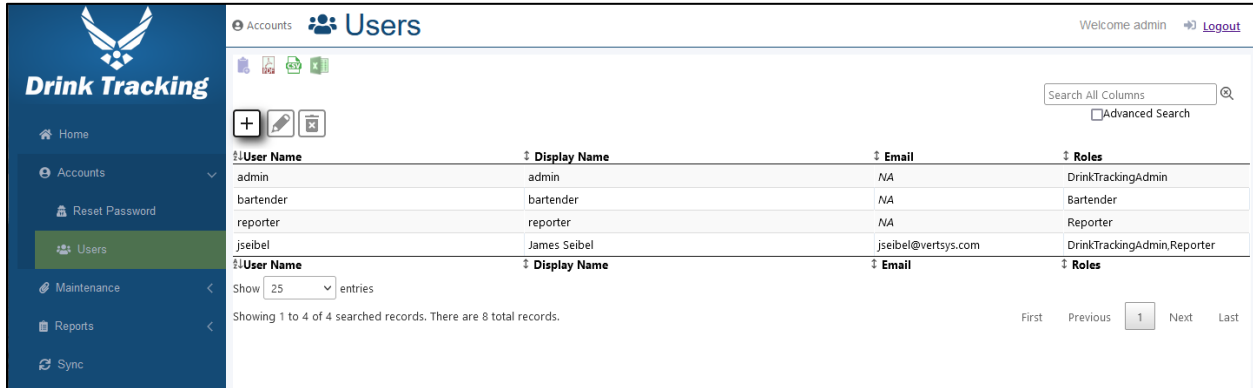
Accounts

Users

Users are people who can log into the website.

They can only be edited by an Admin and can only be added/removed by an Admin on the main server.

For information about adding or editing users go to [Create a New User](#) or [Edit an Existing User](#).



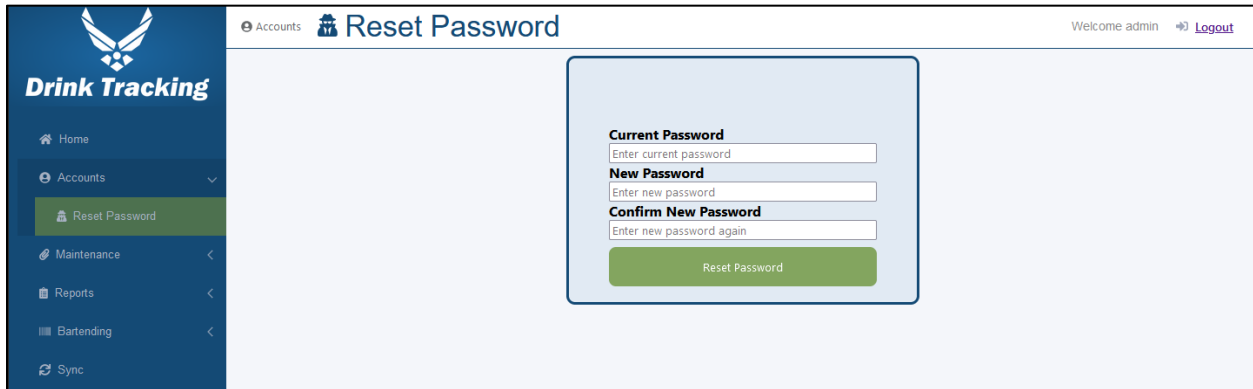
The screenshot shows the 'Users' management page in the Drink Tracking application. The left sidebar contains navigation links: Home, Accounts, Reset Password, Users (selected), Maintenance, Reports, and Sync. The main content area has a header with 'Accounts' and 'Users' tabs, and a 'Welcome admin' message with a 'Logout' link. Below the header is a search bar and a table of users. The table has columns for User Name, Display Name, Email, and Roles. There are 4 records shown, with a total of 8 records. The bottom of the table shows pagination controls: First, Previous, 1, Next, Last.

| User Name | Display Name | Email | Roles |
|-----------|--------------|---------------------|------------------------------|
| admin | admin | NA | DrinkTrackingAdmin |
| bartender | bartender | NA | Bartender |
| reporter | reporter | NA | Reporter |
| jseibel | James Seibel | jseibel@vertsys.com | DrinkTrackingAdmin, Reporter |

Reset Password

Allows users to change their own password.

Available to all users.



The screenshot shows the 'Reset Password' page in the Drink Tracking application. The left sidebar is the same as the previous screenshot. The main content area has a header with 'Accounts' and 'Reset Password' tabs, and a 'Welcome admin' message with a 'Logout' link. Below the header is a form with three input fields: 'Current Password' (with placeholder 'Enter current password'), 'New Password' (with placeholder 'Enter new password'), and 'Confirm New Password' (with placeholder 'Enter new password again'). A green 'Reset Password' button is at the bottom of the form.



Reporting / Maintenance

Location

Locations represent a lounge where drinks can be assigned.

They can only be edited by Admins and can only be added/removed by Admins on the main server.

The current location is also listed at the top of the page.

Tablet at "Lounge 1"

Drink Tracking

Maintenance Location

Welcome admin Logout

This site's location:
Lounge 1

Search All Columns
Advanced Search

| Name | Value |
|----------|-------|
| Lounge 1 | |
| Lounge 2 | |
| Lounge 3 | |

Show 25 entries
Showing 1 to 3 of 3

First Previous 1 Next Last

Main server without a location

Drink Tracking

Maintenance Location

Welcome VSI Admin Logout

This site's location:
[No Location] - The Main Server doesn't need one.

Search All Columns
Advanced Search

| Name | Value |
|----------|-------|
| Lounge 1 | |
| Lounge 2 | |
| Lounge 3 | |

Show 25 entries
Showing 1 to 3 of 3

First Previous 1 Next Last



USAF Drink Tracking Quick Reference Guide



Patron

Patrons can only be edited by Admins and can only be added/removed by Admins on the main server.

By default the table will only show patrons that aren't expired.

| First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Patron Type | Badge Number | Expiration Date |
|------------|----------------|-----------|----------------------------|------------------------|-------------|--------------|-----------------|
| Josh | M | Seibel | Sergeant Major of the Army | 1-501ST 101ST AIRBORNE | SLAR | slar | 12-31-2040 |
| James | E | Seibel | Rank | Unit | Standard | test | 03-31-2040 |

Viewing Expired Patrons

Check the “Advanced Search” box, scroll to the right until you see the Expiration Date, click the search bar above the Expiration Date, and click “all” from the left menu or manually enter a date range.

1. Click the search bar above the Expiration Date.

2. Click the search bar above the Expiration Date.

3. Click the search bar above the Expiration Date.

4. Click the search bar above the Expiration Date.



Patron Suspension

Suspensions can only be edited by Admins and can only be added/removed by Admins on the main server.

Suspended Patrons are unable to receive drinks during the given time frame.

The screenshot shows the 'Patron Suspension' page. The left sidebar contains the 'Drink Tracking' logo and a menu with options: Home, Accounts, Maintenance (selected), Location, Patron, Patron Suspension (highlighted), Drink Allowance Override, Rule Configuration, Reports, Bartending, and Sync. The main content area has a header with 'Maintenance' and 'Patron Suspension'. Below the header is a search bar with 'Search All Columns' and an 'Advanced Search' checkbox. A table displays suspension records with columns: Patron, Start Date, and End Date. The table shows one record for 'James E Seibel [Rank] - [Unit]' with a start date of '03-01-2022' and an end date of '03-01-2022'. Below the table, it says 'Showing 1 to 1 of 1 searched records. There are 5 total records.' and includes pagination links: First, Previous, 1, Next, Last.

Drink Allowance Override

Overrides can only be edited by Admins and can only be added/removed by Admins on the main server.

Drink Overrides increase the number of drinks a patron can have for the given day.

The screenshot shows the 'Drink Allowance Override' page. The left sidebar is identical to the previous screenshot, with 'Drink Allowance Override' highlighted in the menu. The main content area has a header with 'Maintenance' and 'Drink Allowance Override'. Below the header is a search bar with 'Search All Columns' and an 'Advanced Search' checkbox. A table displays override records with columns: Patron, Drink Count Increase, Active Date, Created Date, and Created By. The table shows one record for 'James E Seibel [Rank] - [Unit]' with a drink count increase of '2', an active date of '03-17-2022', a created date of '03-17-2022 1342', and created by 'admin'. Below the table, it says 'Showing 1 to 1 of 1' and includes pagination links: First, Previous, 1, Next, Last.



USAF Drink Tracking Quick Reference Guide



Rule Configuration

Rules can only be edited by Admins and can only be added/removed by Admins on the main server. For information about what each column means and how rules can be created go to [Creating Drink Rules](#).

By default the table will only show active rules.

Drink Tracking

- Home
- Accounts
- Maintenance
- Location
- Patron
- Patron Suspension
- Drink Allowance Override
- Rule Configuration**
- Reports
- Bartending
- Sync

Maintenance

Rule Configuration

Welcome admin Logout

Fail messages support text replacement.
For example: {ruleMaxCount}
Would be replaced with the max drink count.

The following variables are supported:
ruleMaxCount: The Max Drink Count for the rule.
currentCountRelevantToRule: How many drinks the patron has had that count for this rule.
countAttemptedToAdd: The number of drinks the bartender attempted to assign the patron.
ruleTimeUnitCount: The Time Unit Count for this rule.
countAfterAddition: How many drinks the user would have had if the drink assigning succeeded.
ruleTimeUnitSingular: The Time Unit (Day, Hour, Year, etc.).
ruleTimeUnit: The Time Unit (Day, Hour, Year, etc.). If the Time Unit Count is more than 1 the plural form will be used.

Search All Columns

☐ Advanced Search

| Name | Description | Fail Message | Time Unit | Time Unit Count | Countin |
|------------------------------|-------------|--|-----------|-----------------|------------|
| Standard - Minor Time Period | NA | Daily drink count exceeded. Standard Patrons can not have more than {ruleMaxCount} drinks per day. This patron has had {currentCountRelevantToRule} drink(s) in the last {ruleTimeUnitCount} {ruleTimeUnit}. | Hour | 18 | Rolling Pe |
| SLAR - Minor Time Period | NA | Daily drink count exceeded. | Day | 1 | Static Per |
| SLAR - Major Time Period | NA | Monthly drink count exceeded. | Day | 30 | Rolling Pe |

Name

Description

Fail Message

Time Unit

Time Unit Count

Countin

Show 25 entries

Showing 1 to 3 of 3

First Previous 1 Next Last

Drink History

Drinks can be seen by Reporters and Admins but can only be activated/deactivated by Admins.

By default the table will only show active drinks.

Drink Tracking

- Home
- Accounts
- Maintenance
- Location
- Patron
- Patron Suspension
- Drink Allowance Override
- Rule Configuration
- Reports**
- Bartending
- Sync

Reports

Drink History

Welcome admin Logout

Search All Columns

☐ Advanced Search

| Patron | Quantity | Location | Bartender | Created Date |
|---|----------|----------|-----------|-----------------|
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| James E Seibel [Rank] - [Unit] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| James E Seibel [Rank] - [Unit] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| James E Seibel [Rank] - [Unit] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |
| Josh M Seibel [Sergeant Major of the Army] - [1-501ST 101ST AIRBORNE] | 1 | Lounge 1 | admin | 01-02-2020 0800 |

Patron

Quantity

Location

Bartender

Created Date

Show 25 entries

Showing 1 to 20 of 20 searched records. There are 27 total records.

First Previous 1 Next Last



Bartending

Assign Drink and SLAR Pickup

Used to assign drinks to Patrons. Only visible to Bartenders.

Both the Assign Drink and SLAR Pickup pages function identically, the only difference is the type of drink they are assigning.

For more information about assigning drinks go to [Assign Drinks and SLAR Pickups](#).

The screenshot shows the 'SLAR Pickup' page within the 'Drink Tracking' application. The left sidebar contains a menu with options: Home, Accounts, Maintenance, Reports, Bartending (expanded), Assign Drink, SLAR Pickup (selected), and Sync. The main content area has a header 'Bartending SLAR Pickup' and a user greeting 'Welcome admin' with a 'Logout' link. A light blue box labeled 'Patron Badge:' contains a text input field for the 'Patron Badge Number'. A large green checkmark icon is visible in the bottom left corner of the main content area.

Sync

Displays the connection status with the main server and a button to start a full sync.

For more information about syncing and specifically Full Syncs go to [Full Sync](#).

The screenshot shows the 'Sync' page within the 'Drink Tracking' application. The left sidebar is identical to the previous screenshot, with 'Sync' now selected. The main content area has a header 'Sync' with a refresh icon. It displays a green 'Connected' status badge and a 'Full Sync' button.



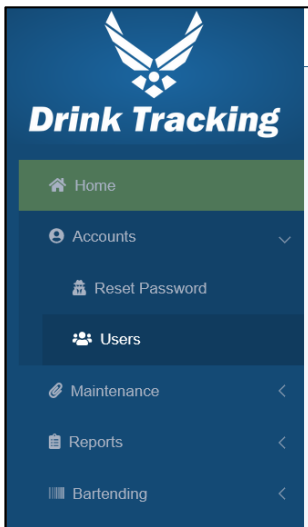
Operations

User Management

Create a New User

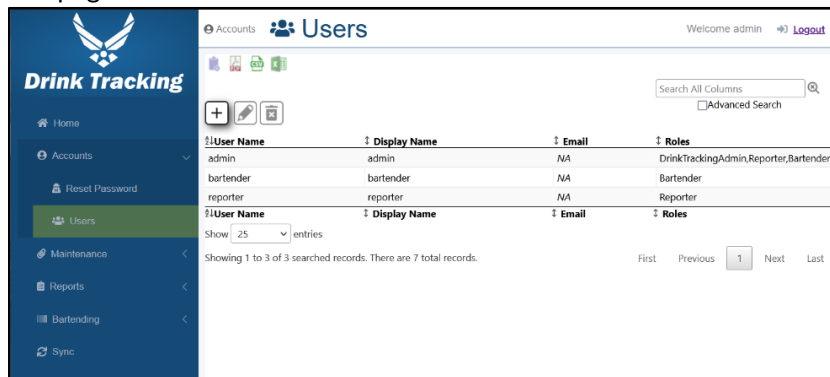
Creating users can only be done on the main server's Website.

1. Go to the Users tab

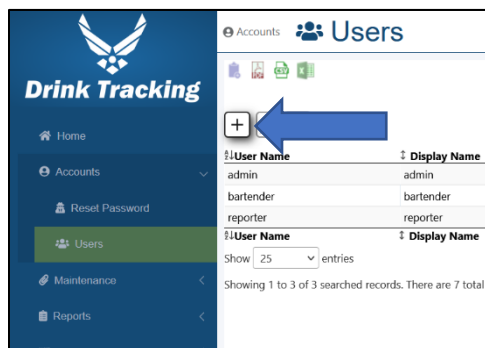


This page is only visible to Admins on the main server.

The page will look like this:

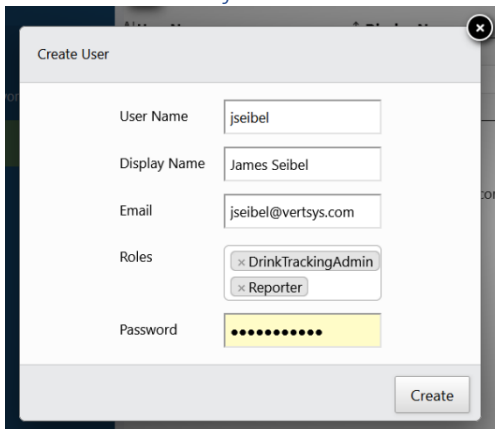


2. Click the “+” button





3. Fill in the user's information

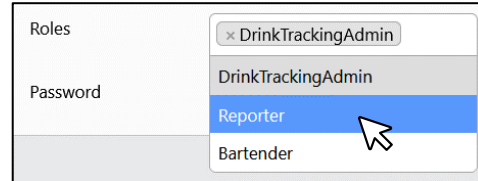


The 'Create User' form contains the following fields:

- User Name: jseibel
- Display Name: James Seibel
- Email: jseibel@vertsys.com
- Roles: DrinkTrackingAdmin, Reporter
- Password: [masked]

A 'Create' button is located at the bottom right of the form.

A user can have zero or more roles, although at least one role is required to use the website.



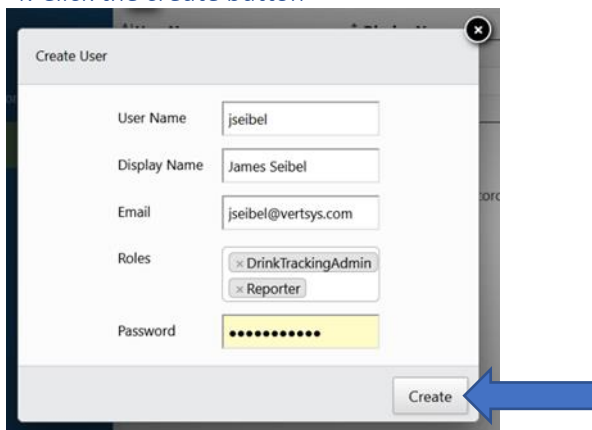
The roles dropdown menu shows the following options:

- DrinkTrackingAdmin
- Reporter (highlighted)
- Bartender

Possible roles:

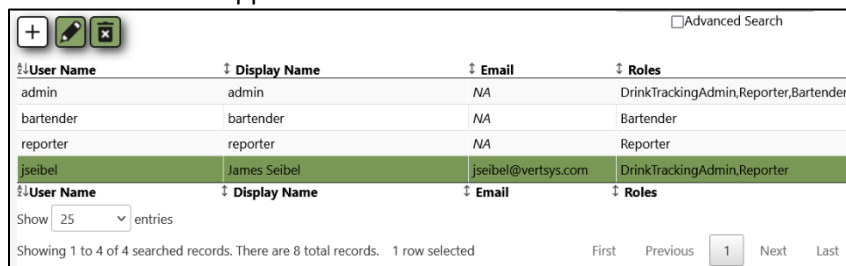
- DrinkTrackingAdmin – Users with this role can add/edit/remove users, locations, patrons, etc.
- Reporter – Users with this role can view drink histories.
- Bartender – Users with this role can assign drinks and SLAR pickups.

4. Click the create button



The 'Create User' form is shown with a blue arrow pointing to the 'Create' button at the bottom right.

The new user will appear in the list.



Advanced Search

| User Name | Display Name | Email | Roles |
|-----------|--------------|---------------------|---------------------------------------|
| admin | admin | NA | DrinkTrackingAdmin,Reporter,Bartender |
| bartender | bartender | NA | Bartender |
| reporter | reporter | NA | Reporter |
| jseibel | James Seibel | jseibel@vertsys.com | DrinkTrackingAdmin,Reporter |

Show 25 entries

Showing 1 to 4 of 4 searched records. There are 8 total records. 1 row selected

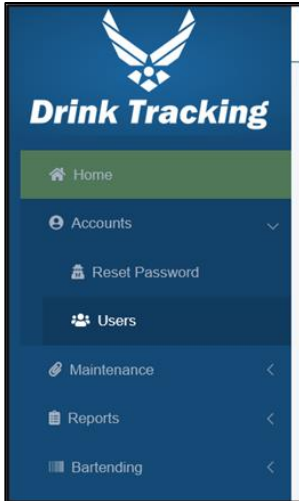
First Previous 1 Next Last



Edit an Existing User

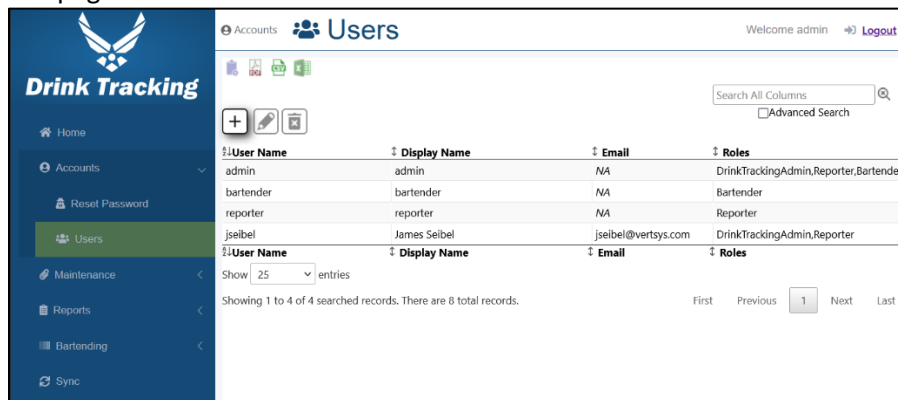
Editing users can only be done on the main server's Website.

1. Go to the Users tab

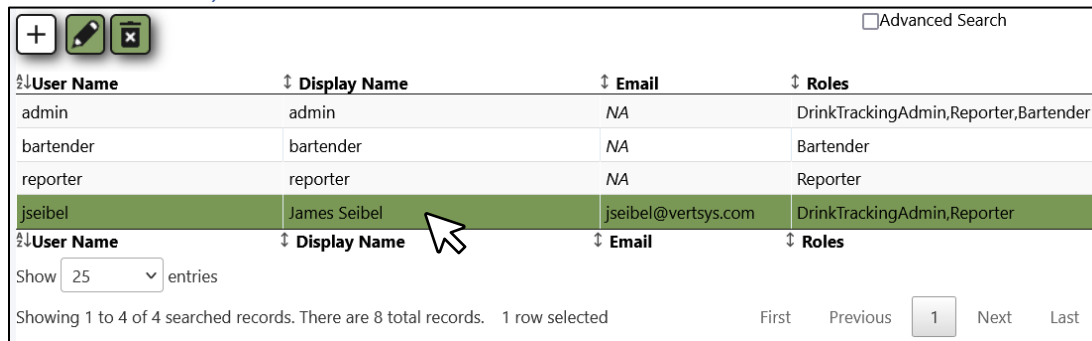


This page is only visible to Admin users on the main server

The page will look like this:

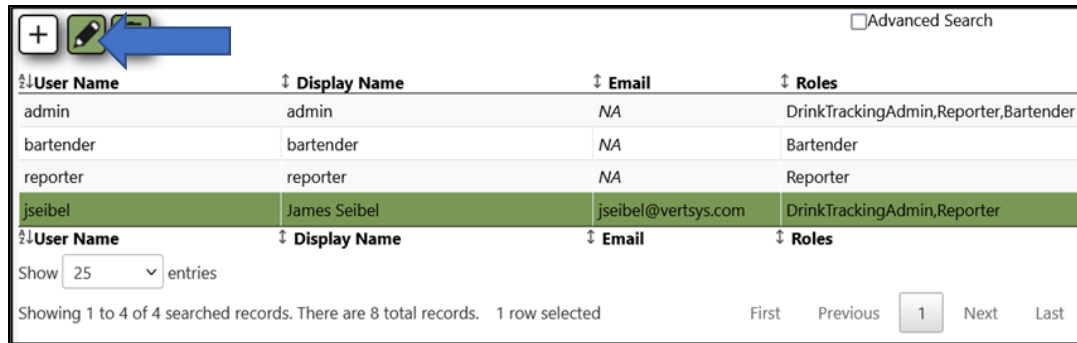


2. Select the user you want to edit





3. Click the pencil (Edit) icon



| User Name | Display Name | Email | Roles |
|-----------|--------------|---------------------|---------------------------------------|
| admin | admin | NA | DrinkTrackingAdmin,Reporter,Bartender |
| bartender | bartender | NA | Bartender |
| reporter | reporter | NA | Reporter |
| jseibel | James Seibel | jseibel@vertsys.com | DrinkTrackingAdmin,Reporter |

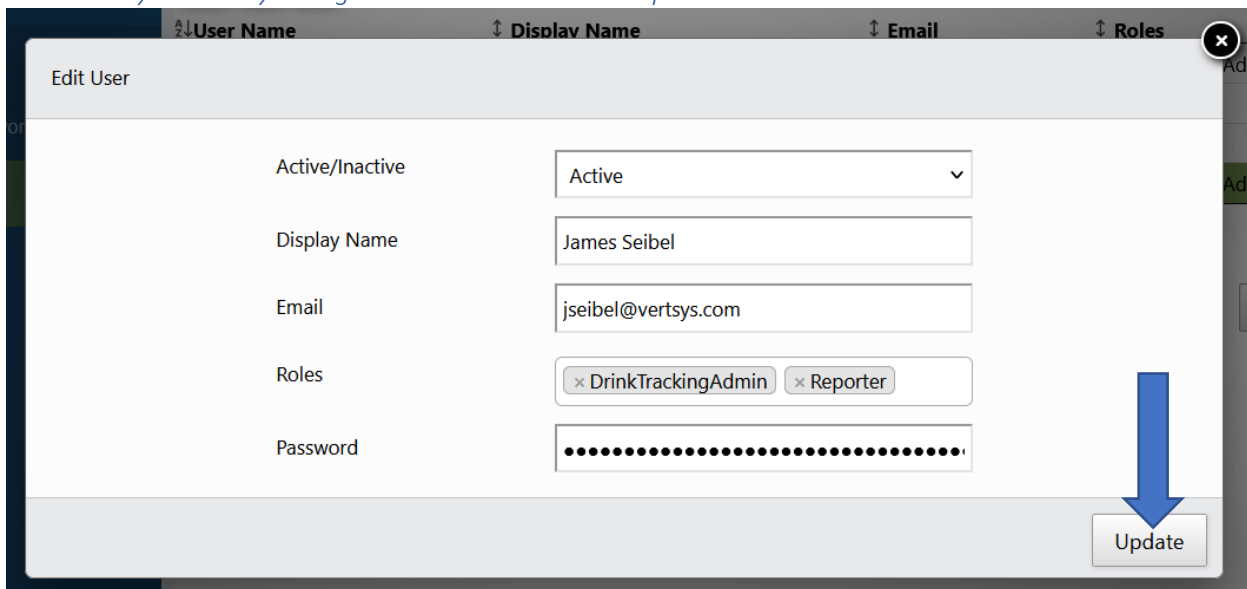
Advanced Search

Show 25 entries

Showing 1 to 4 of 4 searched records. There are 8 total records. 1 row selected

First Previous 1 Next Last

4. Make any necessary changes to the user and click "Update"



Edit User

Active/Inactive: Active

Display Name: James Seibel

Email: jseibel@vertsys.com

Roles: x DrinkTrackingAdmin x Reporter

Password:

Update

Importing Patrons (Mass Patron Creation)

To import new patrons(s) an Excel or CSV file must be uploaded through the main server's website.

1. Create an Excel/CSV file

Excel file example:

| | A | B | C | D | E | F | G | H |
|---|------------|----------------|-----------|-----------|-----------|-------------|--------------|-----------------|
| 1 | First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Patron Type | Badge Number | Expiration Date |
| 2 | Billy | B | Joe | rank | unit | Standard | 1135421 | 12/31/2040 |
| 3 | Steven | R | Jonson | rank | unit | SLAR | 6543246 | 12/31/2040 |

CSV file example:

```
1 "First Name","Middle Initial","Last Name","USAF Rank","USAF Unit","Patron Type","Badge Number","Expiration Date"
2 "Billy","B","Joe","rank","unit","Standard","1135421","12/31/2040"
3 "Steven","R","Jonson","rank","unit","SLAR","6543246","12/31/2040"
```

All files must have the following columns:

- First Name
- Middle Initial
- Last Name
- USAF Rank
- USAF Unit
- Patron Type
- Badge Number
- Expiration Date

(Header capitalization doesn't matter and the file can have other columns)



USAF Drink Tracking Quick Reference Guide



2. Go to the Patron page

Maintenance Patron Welcome VSI Admin Logout

Search All Columns
☐ Advanced Search

| First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Patron Type | Badge Number | Expiration Date |
|------------|----------------|-----------|----------------------------|------------------------|-------------|--------------|-----------------|
| James | E | Seibel | Rank | Unit | Standard | test | 03-31-2040 |
| Josh | M | Seibel | Sergeant Major of the Army | 1-501ST 101ST AIRBORNE | SLAR | slar | 12-31-2040 |

Show 25 entries

Showing 1 to 2 of 2 searched records. There are 3 total records.

First Previous 1 Next Last

3. Click the "import" button

If the import button is missing that means you are logged into a tablet instead of the main server.

Maintenance Patron Welcome VSI Admin Logout

Search All Columns
☐ Advanced Search

| First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Patron Type | Badge Number | Expiration Date |
|------------|----------------|-----------|----------------------------|------------------------|-------------|--------------|-----------------|
| James | E | Seibel | Rank | Unit | Standard | test | 03-31-2040 |
| Josh | M | Seibel | Sergeant Major of the Army | 1-501ST 101ST AIRBORNE | SLAR | slar | 12-31-2040 |

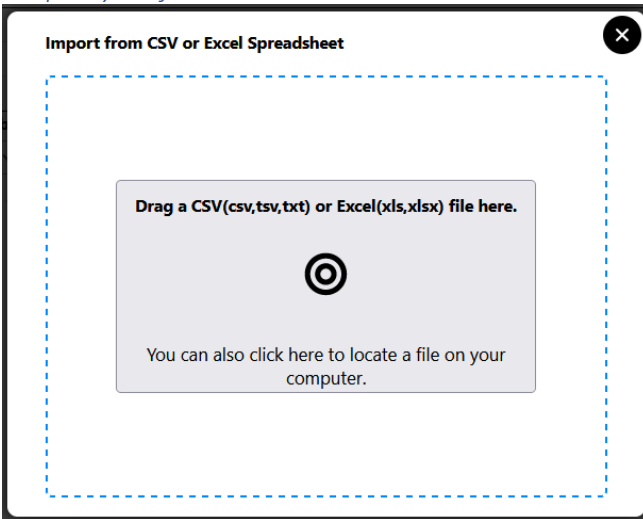
Show 25 entries

Showing 1 to 2 of 2 searched records. There are 3 total records.

First Previous 1 Next Last



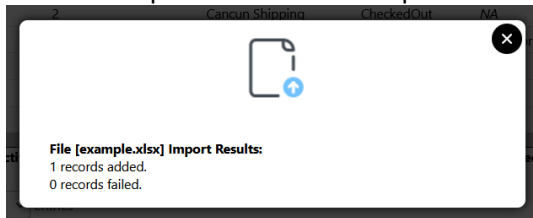
4. Import your file



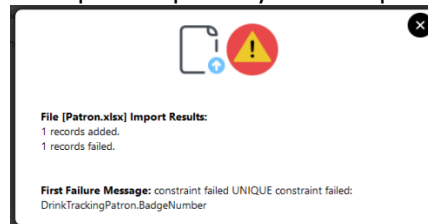
To import the file:
Drag and drop the file into the import window; or click the button and select the file from your computer.

5. After the import finishes, another window will appear stating how many records were added.

Example of a successful import:



Example of a partially failed import:



In the case of a partially failed import, the valid rows will still be added. So, in the case of the above image, the file had 2 items but only 1 was added.



USAF Drink Tracking Quick Reference Guide



Create Individual Patrons

Creating patrons can only be done on the main server.

1. Go to the Patron Page

The screenshot shows the 'Patron' page in the Drink Tracking application. The left sidebar contains navigation links: Home, Accounts, Maintenance, Location, Patron (highlighted), Patron Suspension, Drink Allowance Override, Rule Configuration, Reports, and Sync. The main content area has a header with 'Maintenance' and 'Patron' tabs, and a 'Welcome VSI Admin' message with a 'Logout' link. Below the header is a search bar with 'Search All Columns' and an 'Advanced Search' checkbox. A table lists patrons with columns: First Name, Middle Initial, Last Name, USAF Rank, USAF Unit, Patron Type, Badge Number, and Expiration Date. The table shows two entries: Josh M Seibel (Sergeant Major of the Army, 1-501ST 101ST AIRBORNE, SLAR, slar, 12-31-2040) and James E Seibel (Rank, Unit, Standard, test, 03-31-2040). Below the table is a 'Show 25 entries' dropdown and a pagination bar with 'First', 'Previous', '1', 'Next', and 'Last' buttons. A status message at the bottom says 'Showing 1 to 2 of 2 searched records. There are 3 total records.'

2. Click the "+" button

If the "+" button is missing that means you are logged into a tablet instead of the main server.

This screenshot is identical to the one above, but with a blue arrow pointing to the '+' button in the top-left corner of the main content area, indicating where to click to add a new patron.



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3. Fill out the info and click create

When entering the badge number, you can either enter it manually or scan it using a connected scanner.

Create Patron

| | |
|-----------------|------------|
| First Name | Stanley |
| Middle Initial | K |
| Last Name | Simmons |
| USAF Rank | Rank |
| USAF Unit | Unit |
| Patron Type | Standard |
| Badge Number | 4562387 |
| Expiration Date | 12-31-2032 |

Create

Note: Badge numbers can only be assigned to one patron. This includes delete/inactive patrons. If you want to re-assign a badge from an inactive or expired patron, you must first remove that badge from the old patron.

The newly created Patron

Maintenance Patron Welcome VSI Admin Logout

Search All Columns Advanced Search

| First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Patron Type | Badge Number | Expiration Date |
|------------|----------------|-----------|----------------------------|------------------------|-------------|--------------|-----------------|
| Stanley | K | Simmons | Rank | Unit | Standard | 4562387 | 12-31-2032 |
| Josh | M | Seibel | Sergeant Major of the Army | 1-501ST 101ST AIRBORNE | SLAR | slar | 12-31-2040 |
| James | E | Seibel | Rank | Unit | Standard | test | 03-31-2040 |

Show 25 entries

Showing 1 to 3 of 3 searched records. There are 4 total records. 1 row selected

First Previous 1 Next Last



Inactive/Deleted Patrons

When a patron is deleted, they aren't removed from the system right away. Instead, they're put into an inactive state where they're hidden but not gone.

An inactive patron will:

- Keep any drinks they had while active
- Appear in reports
- Keep their badge number
 - o If you want to re-assign a badge number from an inactive patron to a new active patron, you must first remove it from the old-inactive patron.

An inactive patron cannot:

- Request any new drinks
- Be seen by default in the Patron Maintenance page

Activating an Inactive Patron

If a patron was deleted incorrectly, they can be restored via the Patron Maintenance page.

1. Go to the Patron Maintenance Page

The screenshot displays the 'Patron Maintenance' page in the VSI Admin system. The left sidebar contains navigation links: Home, Accounts, Maintenance (selected), Location, Patron (highlighted), Patron Suspension, and Drink Allowance Override. The main content area shows a table of inactive patrons. The table has the following columns: First Name, Middle Initial, Last Name, USAF Rank, USAF Unit, Service Branch, Patron Type, Badge Number, Policy Acceptance Date, and Expiration Date. The first row of data shows a patron named James E. Seibel, Rank, Unit, USAF, Standard, test, with a Policy Acceptance Date of 01-01-0001 0009 and an Expiration Date of 11-25-2024. Below the table, there is a search bar, a checkbox for 'Advanced Search', and pagination controls showing 'Showing 1 to 1 of 1 matching records. There are 2 total records.' The pagination controls include 'First', 'Previous', '1' (selected), 'Next', and 'Last'.



USAF Drink Tracking Quick Reference Guide



2. Click the “Advanced Search” and change the “Active/Inactive” dropdown to “All”
This will change the table to show both active and inactive patrons.

The screenshot shows the 'Patron' maintenance screen. An orange arrow points to the 'Active/Inactive' dropdown menu, which is currently set to 'All'. Another orange arrow points to the 'Advanced Search' checkbox, which is checked. The table below shows two patrons: James Seibel (Rank: Rank, Unit: Unit, Service Branch: USAF, Patron Type: Standard, Badge: test) and Josh Seibel (Rank: Sergeant Major of the Army, Unit: 1-501ST 101ST AIRBORNE, Service Branch: USAF, Patron Type: SLAR, Badge: slar).

| Active/Inactive | First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Service Branch | Patron Type | Badge |
|-----------------|------------|----------------|-----------|----------------------------|------------------------|----------------|-------------|-------|
| Active | James | E | Seibel | Rank | Unit | USAF | Standard | test |
| Inactive | Josh | M | Seibel | Sergeant Major of the Army | 1-501ST 101ST AIRBORNE | USAF | SLAR | slar |

3. Select the patron you want to activate and click the edit button

The screenshot shows the 'Patron' maintenance screen. An orange arrow points to the 'Inactive' patron row, which is highlighted in green. Another orange arrow points to the 'Edit' button (represented by a pencil icon) in the top toolbar.

4. Change the patron to active and click Update

The screenshot shows the 'Edit Patron' dialog box. An orange arrow points to the 'Active/Inactive' dropdown menu, which is now set to 'Active'. Another orange arrow points to the 'Update' button at the bottom right of the dialog box.

| Active/Inactive | First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Service Branch | Patron Type | Badge Number | Expiration Date |
|-----------------|------------|----------------|-----------|----------------------------|------------------------|----------------|-------------|--------------|-----------------|
| Inactive | | M | Seibel | Sergeant Major of the Army | 1-501ST 101ST AIRBORNE | USAF | SLAR | slar | 11-25-2024 |



USAF Drink Tracking Quick Reference Guide



5. Your patron will now appear as active and can be used normally

The screenshot shows the VSI Admin interface. The sidebar on the left contains the following navigation links: Home, Accounts, Maintenance, Location, and Patron. The main content area is titled "Patron" and includes a search bar with the text "Search All Columns" and a "Logout" link. Below the search bar, there are several search filters: "All", "Search First Name", "Search Middle Initial", "Search Last Name", "Search USAF Rank", "Search USAF Unit", "Search Service Branch", and "All". The "Advanced Search" checkbox is checked. The table below shows the list of patrons. The first row is highlighted in green and shows a patron named "James E Seibel" with the rank "Rank" and unit "Unit". The second row is highlighted in green and shows a patron named "Josh M Seibel" with the rank "Sergeant Major of the Army" and unit "1-501ST 101ST AIRBORNE".

| Active/Inactive | First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Service Branch | Patron Type | Back |
|-----------------|------------|----------------|-----------|----------------------------|------------------------|----------------|-------------|------|
| Active | James | E | Seibel | Rank | Unit | USAF | Standard | test |
| Active | Josh | M | Seibel | Sergeant Major of the Army | 1-501ST 101ST AIRBORNE | USAF | SLAR | slar |

Showing 1 to 2 of 2 1 row selected

First Previous 1 Next Last



Suspend A Patron

Suspending a patron can only be done on the main server.

Option A: Through the Suspension Page

1. Go to the Patron Suspension Page

Drink Tracking

Maintenance

Patron Suspension

Welcome VSI Admin Logout

Search All Columns

Advanced Search

| Patron | Start Date | End Date |
|--------------------------------|------------|------------|
| James E Seibel [Rank] - [Unit] | 03-01-2022 | 03-01-2022 |

Show 25 entries

Showing 1 to 1 of 1 searched records. There are 5 total records.

First Previous 1 Next Last

2. Click the "+" button

If the "+" button is missing that means you are logged into a tablet instead of the main server.

Drink Tracking

Maintenance

Patron Suspension

Welcome VSI Admin Logout

Search All Columns

Advanced Search

| Patron | Start Date | End Date |
|--------------------------------|------------|------------|
| James E Seibel [Rank] - [Unit] | 03-01-2022 | 03-01-2022 |

Show 25 entries

Showing 1 to 1 of 1 searched records. There are 5 total records.

First Previous 1 Next Last



USAF Drink Tracking Quick Reference Guide



3. Fill out the info and click Create

how 25 entries

Create Patron Suspension

Patron: James E Seibel [Rank] - [Unit] ▼

Start Date: 03-15-2022

End Date: 03-18-2022

Create

Option B: Through the Patron Page

1. Go to the Patron Page

Drink Tracking

Maintenance Patron Welcome VSI Admin Logout

Search All Columns Advanced Search

| First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Patron Type | Badge Number | Expiration Date |
|------------|----------------|-----------|----------------------------|------------------------|-------------|--------------|-----------------|
| Josh | M | Seibel | Sergeant Major of the Army | 1-501ST 101ST AIRBORNE | SLAR | slar | 12-31-2040 |
| James | E | Seibel | Rank | Unit | Standard | test | 03-31-2040 |

Show 25 entries

Showing 1 to 2 of 2 searched records. There are 3 total records.

First Previous 1 Next Last

2. Select the patron and click the suspend button

If the button is missing that means you are logged into a tablet instead of the main server.

Drink Tracking

Maintenance Patron Welcome VSI Admin Logout

Suspend Patron

| First Name | Middle Initial | Last Name | USAF Rank | USAF Unit | Patron Type | Badge Number | Expiration Date |
|------------|----------------|-----------|----------------------------|------------------------|-------------|--------------|-----------------|
| Josh | M | Seibel | Sergeant Major of the Army | 1-501ST 101ST AIRBORNE | SLAR | slar | 12-31-2040 |
| James | E | Seibel | Rank | Unit | Standard | test | 03-31-2040 |

Show 25 entries

Showing 1 to 2 of 2 searched records. There are 3 total records. 1 row selected

First Previous 1 Next Last



USAF Drink Tracking Quick Reference Guide



3. Fill out the info and click Create

now 25 entries

Create Patron Suspension

Patron: Josh M Seibel [Sergeant Major of the Army] ▼

Start Date: 03-01-2022

End Date: 03-18-2022

Create

Create Drink Allowance Overrides

Creating overrides can only be done on the main server.

1. Go to the Drink Allowance Override page

Drink Tracking Maintenance

Drink Allowance Override

Welcome VSI Admin Logout

Search All Columns Advanced Search

| Patron | Drink Count Increase | Active Date | Created Date | Created By |
|--------------------------------|----------------------|-------------|-----------------|------------|
| James E Seibel (Rank) - [Unit] | 2 | 03-17-2022 | 03-17-2022 1342 | admin |

Show 25 entries

Showing 1 to 1 of 1

First Previous 1 Next Last

2. Click the "+" button

Drink Tracking Maintenance

Drink Allowance Override

Welcome VSI Admin Logout

Search All Columns Advanced Search

| Patron | Drink Count Increase | Active Date | Created Date | Created By |
|--------------------------------|----------------------|-------------|-----------------|------------|
| James E Seibel (Rank) - [Unit] | 2 | 03-17-2022 | 03-17-2022 1342 | admin |

Show 25 entries

Showing 1 to 1 of 1

First Previous 1 Next Last



3. Fill out the info and click Create

Create Drink Allowance Override

Patron

[All Patrons] ▼

Drink Count Increase

2

Active Date

03-17-2022

Create



Creating Drink Rules

Creating rules can only be done on the main server.

Each option and its usage

| | |
|-----------------------------|--|
| Name | Only displayed on this screen. Used to label the rule. |
| Description | Only displayed on this screen. Used to document information about the rule, IE: logging that a rule is related to a specific standard or order. |
| Fail Message | Displayed if a bartender attempts to assign a drink that would break the rule. Supports variable replacement. A full list of variables are available on the top of the Rule Configuration page and are used by writing the variable surrounded by curly brackets. Example: "{ruleMaxCount}" New lines are written as " " |
| Time Unit | Defines what Time Unit Count is counted in. Options: Year, Month, Day, Hour |
| Time Unit Count | Defines how many time units are applied for the Counting Mode . Note: When using the Static Period Counting Mode , make sure this value is evenly divisible by the next larger Time Unit . For Example: if the Time Unit is set to "Day" this value should be 1 or a multiple of 7, otherwise the day it restarts will be different each week, which would be confusing. |
| Counting Mode | Defines how this rule should be applied to the given Time Unit and Time Unit Count . Options: Rolling Period, Static Period Rolling Period: <ul style="list-style-type: none">- The rule counts all drinks within the previous Time Unit Count.- Example: limiting the number of drinks per 18-hour period. Static Period: <ul style="list-style-type: none">- The rule starts at the Static Period Starting Time and resets whenever the Time Unit Count is reached.- Example: limiting the number of drinks per month. |
| Patron Type | Defines the patrons this rule should be applied to. Options: Standard, SLAR |
| Max Drink Count | Defines how many drinks are allowed for this rule. |
| Pickup Type | Defines what pickup type this rule applies to. Options: Any Pickup, Standard Pickup, SLAR Pickup |
| Static Period Starting Time | Only used if Counting Mode is set to "Static Period." Defines when the Static Period counting starts. |



USAF Drink Tracking Quick Reference Guide



1. Go to the Rule Configuration page and click the “+” button

If the “+” button is missing that means you are logged into a tablet instead of the main server.

Drink Tracking

Maintenance **Rule Configuration** Welcome admin [Logout](#)

Fail messages support text replacement.
For example: {ruleMaxCount}
Would be replaced with the max drink count.

The following variables are supported:
ruleMaxCount: The Max Drink Count for the rule.
currentCountRelevantToRule: How many drinks the patron has had that count for this rule.
countAttemptedToAdd: The number of drinks the bartender attempted to assign the patron.
ruleTimeUnitCount: The Time Unit Count for this rule.
countAfterAddition: How many drinks the user would have had if the drink assigning succeeded.
ruleTimeUnitSingular: The Time Unit (Day, Hour, Year, etc.).
ruleTimeUnit: The Time Unit (Day, Hour, Year, etc.). If the Time Unit Count is more than 1 the plural form will be used.

[+ Add Rule](#)

| Name | Description | Fail Message | Time Unit | Time Unit Count | Countin |
|------------------------------|-------------|--|-----------|-----------------|------------|
| Standard - Minor Time Period | NA | Daily drink count exceeded. Standard Patrons can not have more than {ruleMaxCount} drinks per day. This patron has had {currentCountRelevantToRule} drink(s) in the last {ruleTimeUnitCount} {ruleTimeUnit}. | Hour | 18 | Rolling Pe |
| SLAR - Minor Time Period | NA | Daily drink count exceeded. | Day | 1 | Static Per |
| SLAR - Major Time Period | NA | Monthly drink count exceeded. | Day | 30 | Rolling Pe |

Search All Columns ☐ Advanced Search

Showing 1 to 3 of 3

First Previous 1 Next Last



2. Fill out the rule's info and click Create

Configuration

Edit Rule

| | |
|-----------------------------|--|
| Active/Inactive | Active |
| Name | Standard - Minor Time Period |
| Description | |
| Fail Message | Daily drink count exceeded. Standard Patrons can not have more than {ruleMaxCount} drinks per day. This patron has had {currentCountRelevantToRule} drink(s) in the last {ruleTimeUnitCount} {ruleTimeUnit}. |
| Time Unit | Hour |
| Time Unit Count | 18 |
| CountingMode | Rolling Period |
| Patron Type | Standard |
| Max Drink Count | 3 |
| Pickup Type | Standard Pickup |
| Static Period Starting Time | 03-24-2022 1626 |

Update



Assign Drinks and SLAR Pickups

Drinks can only be assigned by Bartenders.

1. Go to either the *Assign Drink* or *SLAR Pickup* pages

Both pages function the same, the only difference is the drinks they assign.

There are buttons on the home page or in the menu on the left side of the screen.

2. Scan or enter the patron's badge number

If manually entering the badge number press Enter to submit.

3. If the name on the badge matches press "Continue"






4. Enter the drink quantity for the patron and press "Assign Drink"

Patron Badge:

Drink Quantity:

Max: 3

 **Assign Drink**

If successful, a blue message will show the number of drinks assigned to the patron.

Patron Badge:

[1] drink successfully applied to
James E Seibel
[Rank] - [Unit]



Drink Policy Acceptance/Self-Registration

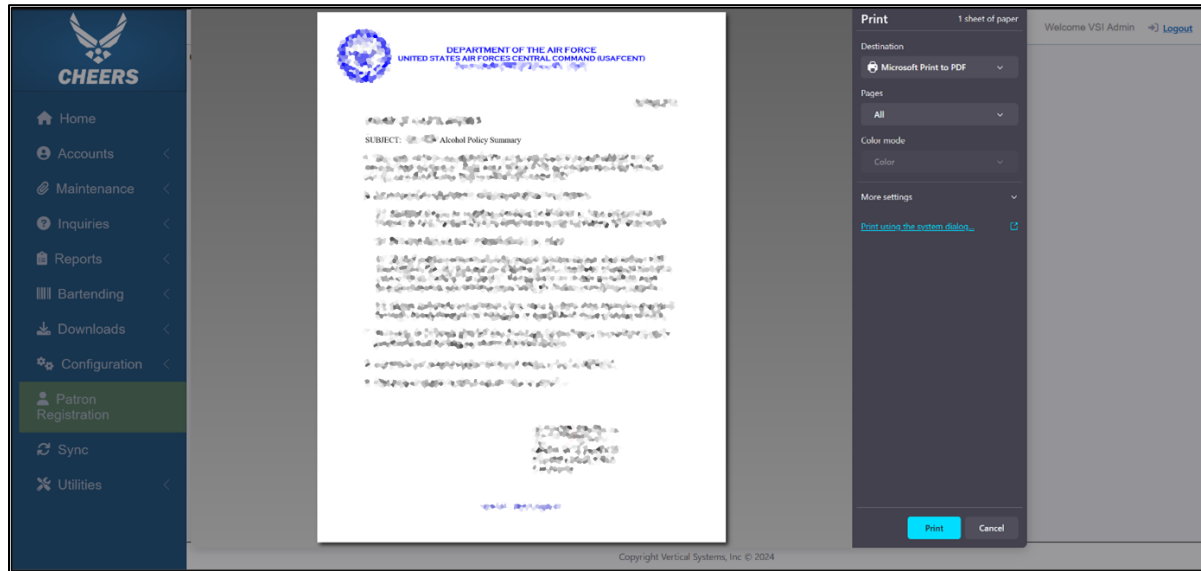
The Patron Registration page allows patrons to enter their information and register themselves upon viewing and then accepting the active drink policy agreement.

Note: To enable use of this page, a drink policy agreement must be created via the Policy Agreement maintenance page and then set as the active agreement via the App Settings page. Once this is done, you should be able to open and see a page similar to the above screenshot.

After a patron has entered their info, they can click the Next button to navigate to the policy agreement acceptance page shown below. Registering patrons can click on the View Policy Agreement button to load a print preview of the current drink policy agreement to read over.



USAF Drink Tracking Quick Reference Guide



Note: The View Policy Agreement button must be clicked at least once in order to enable Accept button and subsequently register a patron.

Syncing

Drink Tracking tablets are set up to sync data with a main server so each tablet will have the same drink histories, patrons, etc. regardless of which tablet the data is accessed from.

Server Status Indicators

On the Home, Sync, and Assign Drink Pages there is a status indicator that displays the connection between the tablet and main server.

Syncing Modes

To reduce network traffic syncing is split up into two different modes: full and partial.

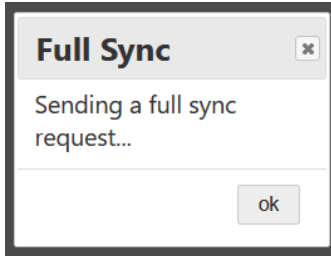
Full Sync

A Full Sync is done automatically whenever a user logs into the tablet and can be manually triggered from the Sync Page. A Full Sync makes sure all data is the same on both the main server and the tablet. Depending on the number of drinks, patrons, etc. a full sync could take a while.

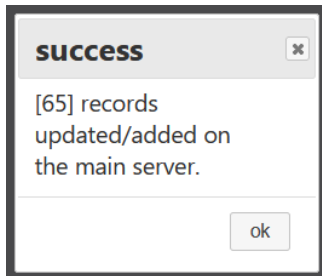
To manually trigger a full sync go to the Sync page and click the “Full Sync” button.

Note: the status indicator must be green and say “Connected” for syncing to succeed.

After clicking the “Full Sync” button the following dialog will appear:



This dialog will automatically close when the sync succeeds or fails.



Example of a success dialog that automatically opened upon the full sync finishing.

Partial Sync

A Partial Sync is done automatically whenever a bartender scans a patron for a Drink Assignment or assigns a drink to a patron. A Partial Sync pulls down everything related to the scanned patron (recent drink histories for the patron, the patron's suspensions, related alcohol rules, etc.) and if necessary sends any assigned drinks to the main server.

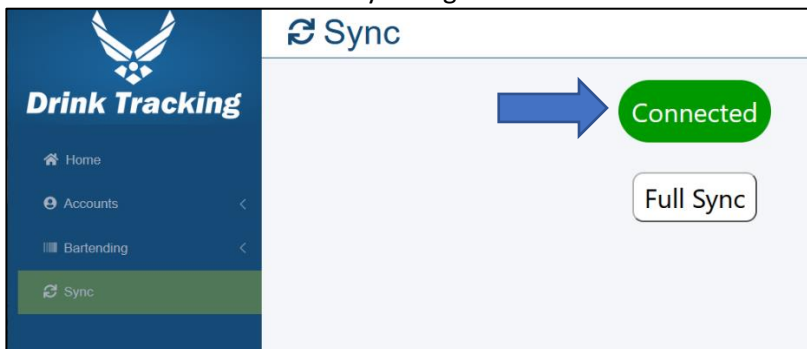


Indicator locations

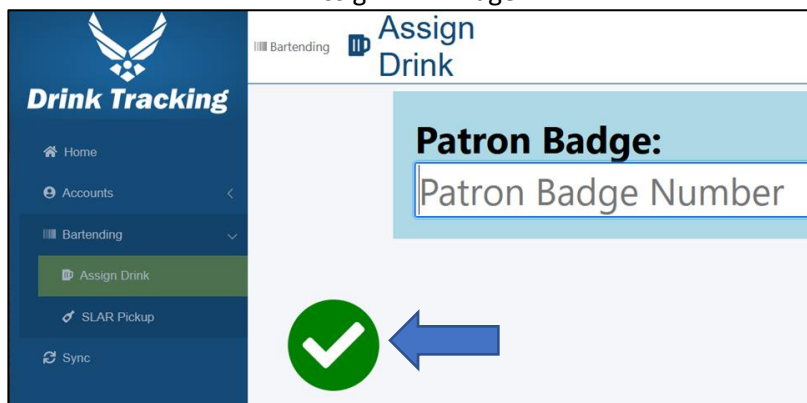
Home Page



Sync Page



Assign Drink Page

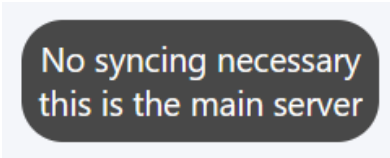




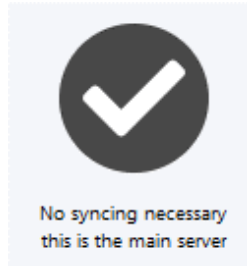
Indicator meanings

Main Server

Sync / Home Page



Assign Drink Page



If the status indicator is gray that means this website is the main server and syncing doesn't need to be done.

Connection Good

Sync / Home Page



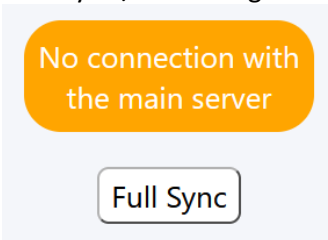
Assign Drink Page



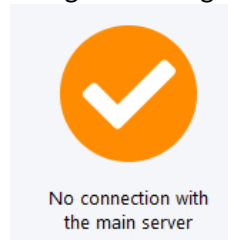
If the status indicator is green that means the tablet is connected to the main server and syncing can be done.

Main Server Down

Sync / Home Page

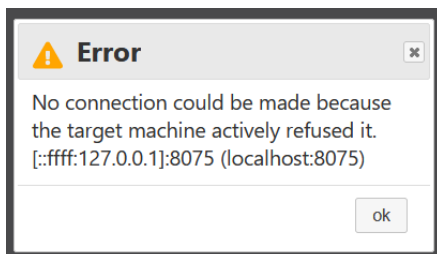


Assign Drink Page



If the status indicator is orange that means the main server is inaccessible.

In this state: drinks can be assigned, patrons can be added, and in general the tablet will run normally, but syncing cannot be done.



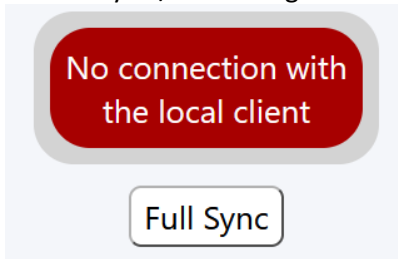
If a full sync is attempted in this state an error will be displayed stating the specific problem.

In this case the main server wasn't running when I attempted the sync, so the server's computer refused the connection.

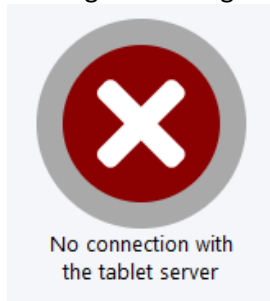


Tablet Server Down

Sync / Home Page

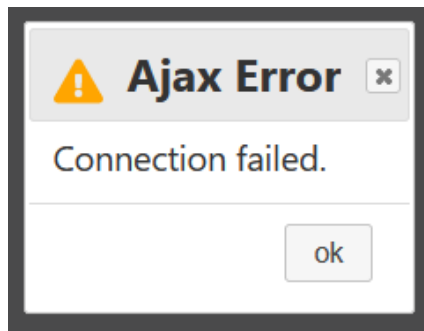


Assign Drink Page



If the status indicator is red that means the tablet server is down.

While the tablet server is down, you can't do anything on the site.



If you try assigning a drink or syncing, you will be greeted with this error.

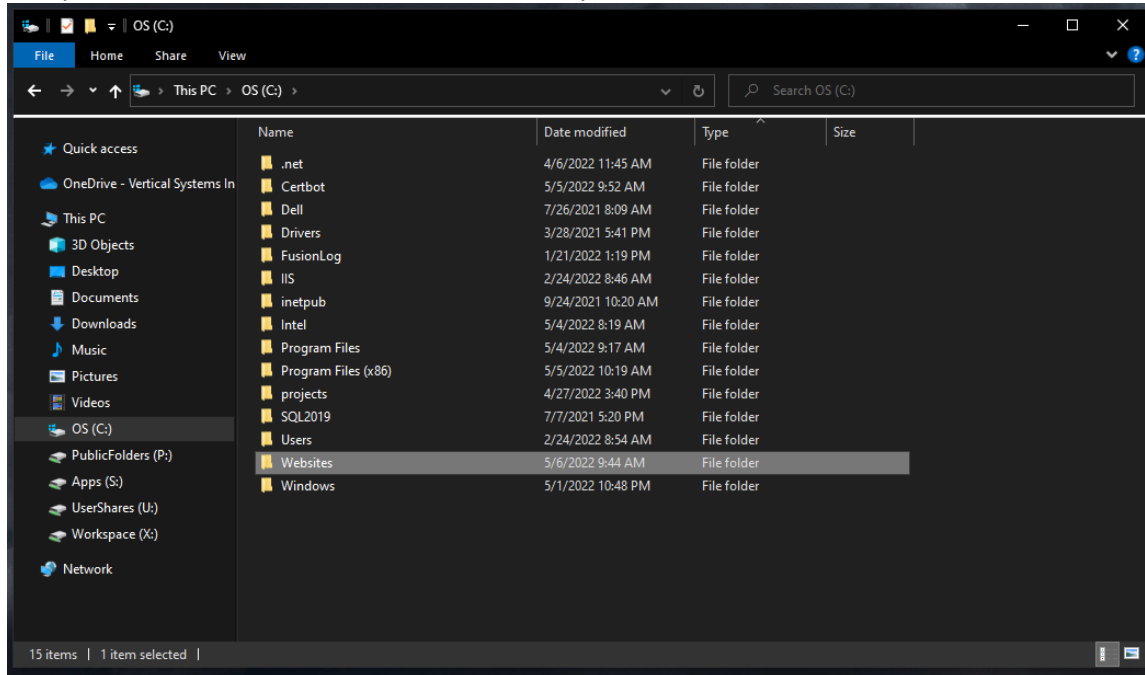


Software Setup

Install Instructions

1. Select a folder for the program.

In my case I've created a "Websites" folder in my C drive.

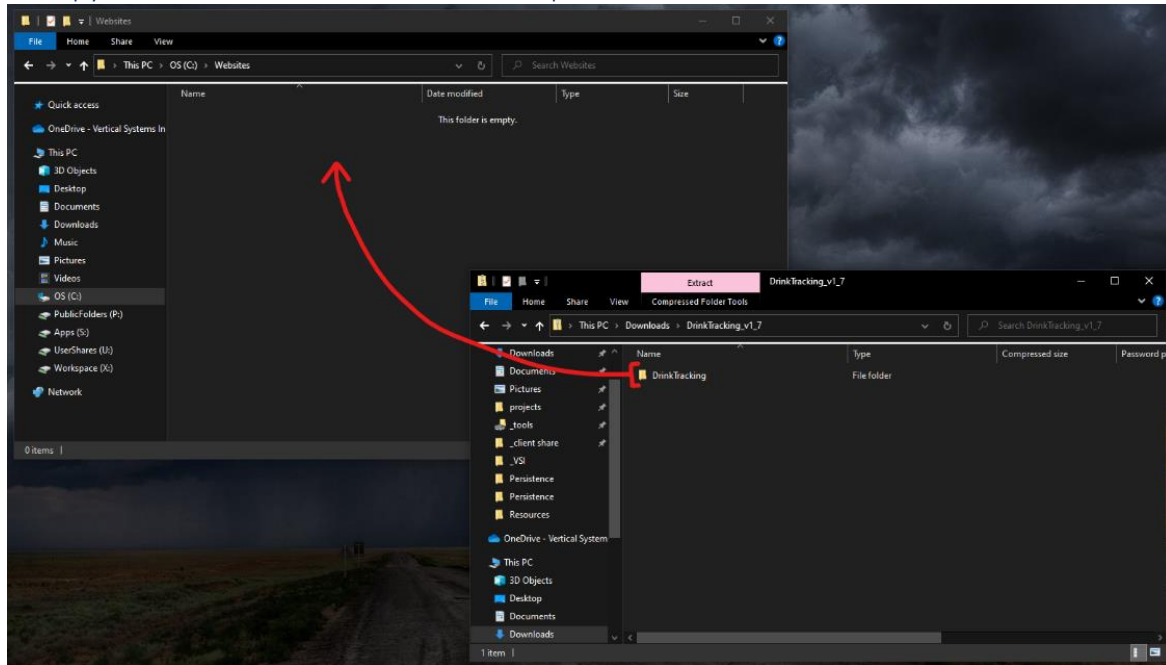




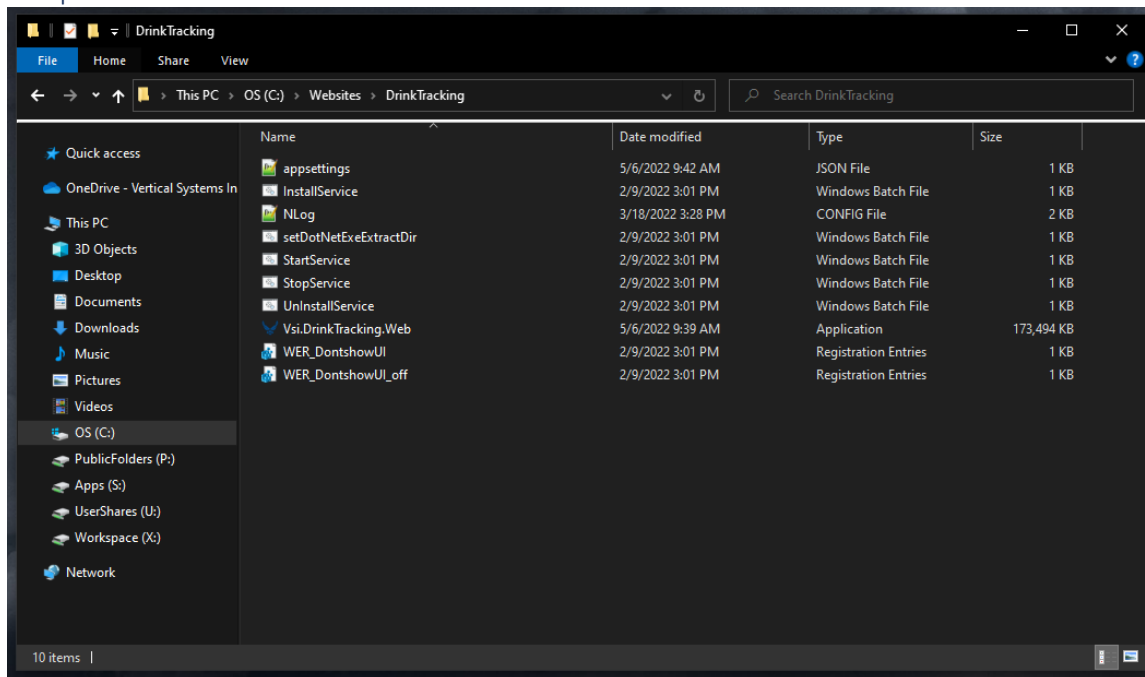
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2. Copy the contents of the downloaded zip file into the new folder



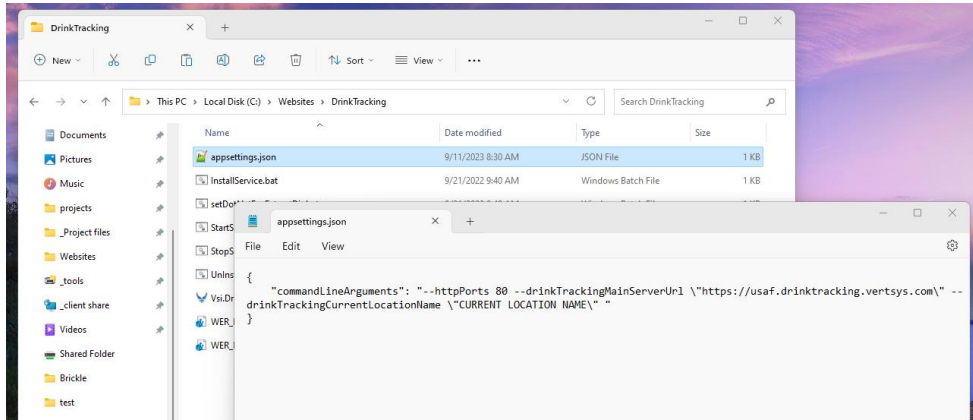
3. Open the new folder





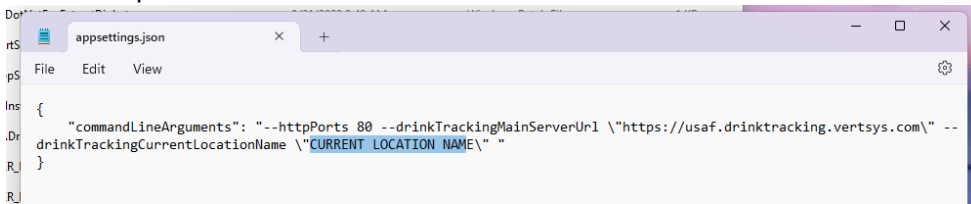
4. Open appsettings.json in notepad.

If you are updating to a new version, use your backup appsettings.json file and skip to step #7.

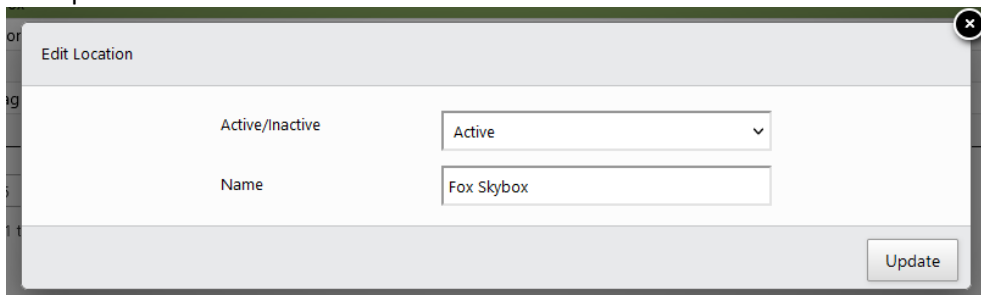


5. Replace “CURRENT LOCATION NAME” with the name of the location this tablet will use.

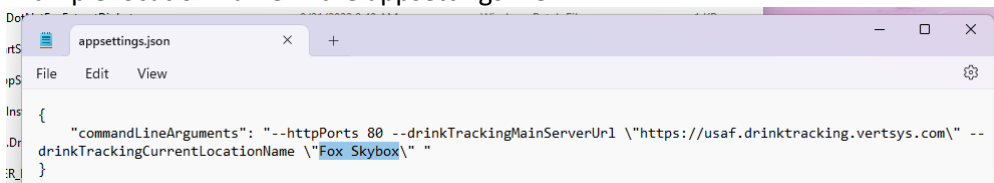
Note: make sure the location name is identical to what was created on the main server and that the backslash quotes are on both sides of the name.



Example location name on the main server:



Example location name in the appsettings file:



6. Save and close the appsettings file.

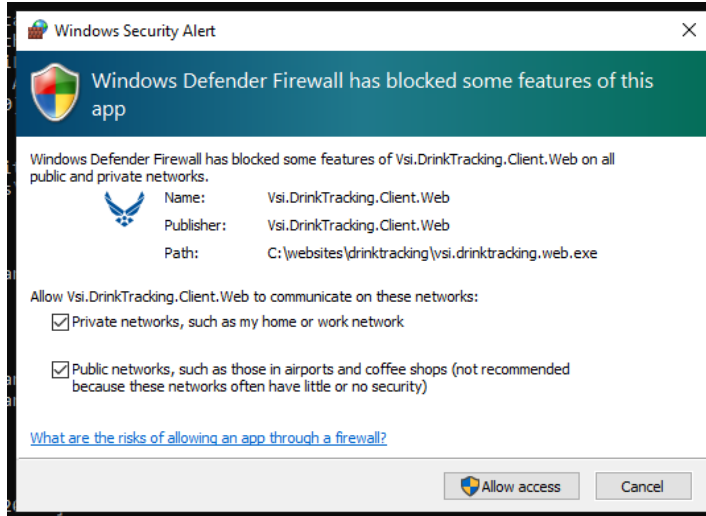


7. (optional) run the program to confirm the configuration

A. Double click the “Vsi.DrinkTracking.Web” file to run it.

A console should open.

B. Allow DrinkTracking through the firewall if prompted.



If everything is running correctly you should find the following lines near the bottom of the console:

```
.sql
2022-05-06 10:13:04.4423 DbUpLogger 'Upgrade successful'
2022-05-06 10:13:04.4423 SyncController 'Automatic Server Syncing enabled.'
Application is running normally ...
<Press enter key to terminate application> ...
2022-05-06 10:13:05.7874 VsiDbTransaction 'SQL Transaction [4f9f1ca0-cf76-413
2022-05-06 10:13:06.3759 VsiDbTransaction 'SQL Transaction [4f9f1ca0-cf76-413
2022-05-06 10:13:06.3866 VsiDbTransaction 'SQL Transaction [4f9f1ca0-cf76-413
2022-05-06 10:13:06.3866 SyncController 'SendFullSyncRequestLogic finished. S
```

The **Green** box means: the program has launched successfully.

The **Orange** box means: the program is connected to the main server.

If the computer doesn't have an internet connection this text will be absent.

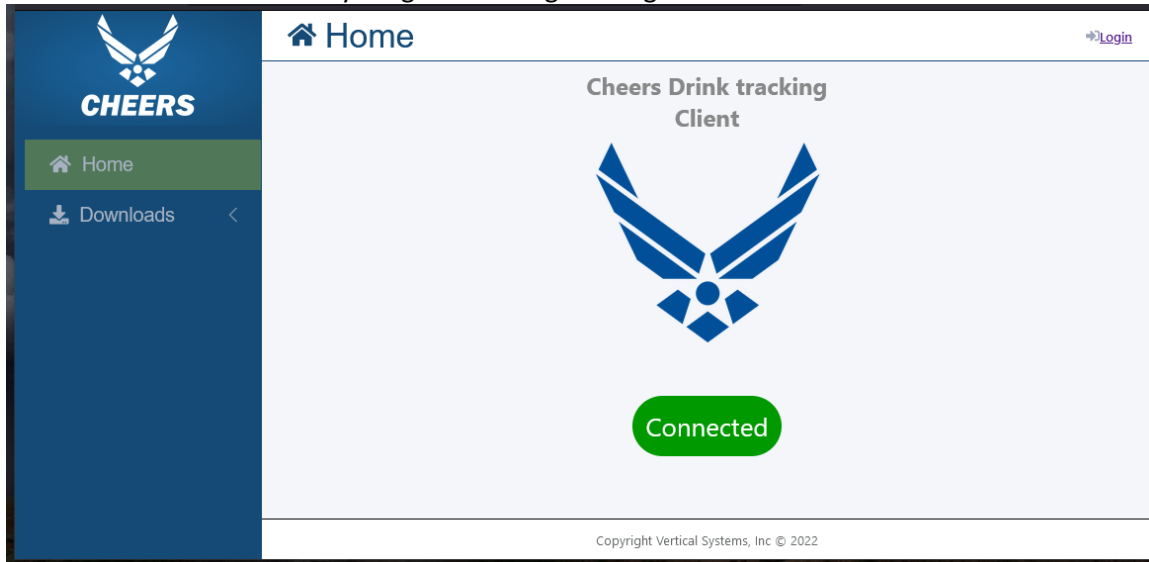


USAF Drink Tracking Quick Reference Guide



C. Connect to the website with the URL: “localhost”.

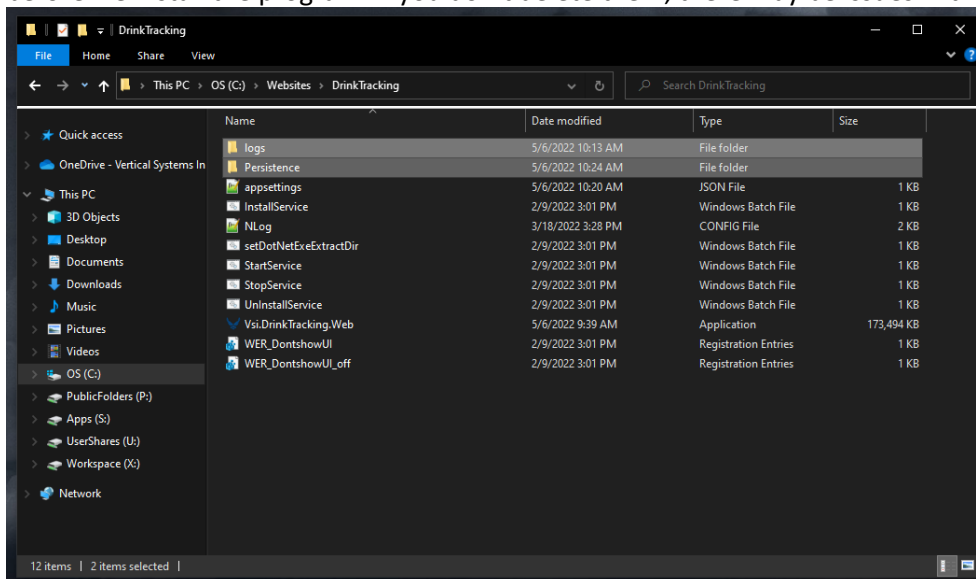
If the website launches everything should be good to go.



D. Close the console window to stop the program.

E. Delete the “logs” and “Persistence” folders.

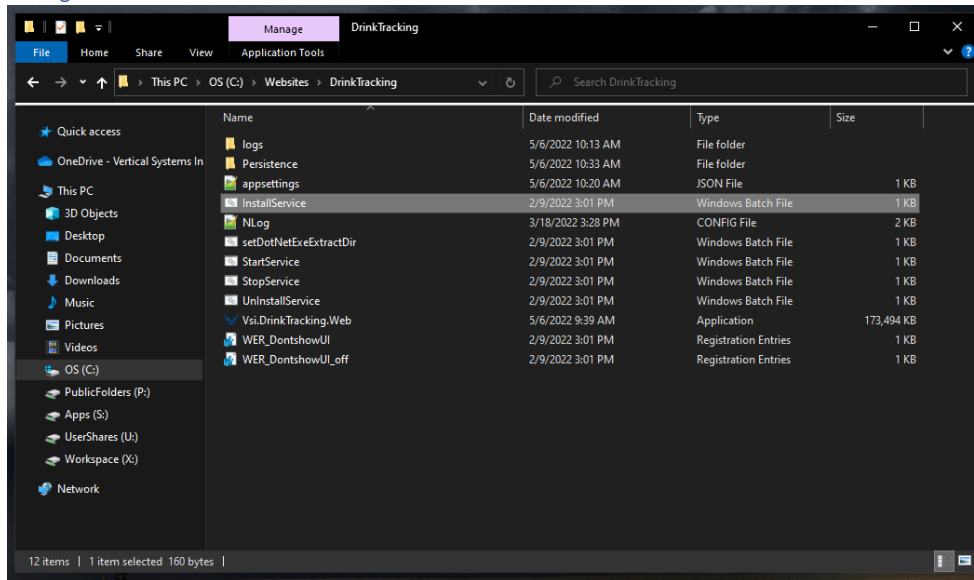
After running the program these two folders will be automatically created, but they need to be removed before we install the program. If you don't delete them, there may be issues with the database.



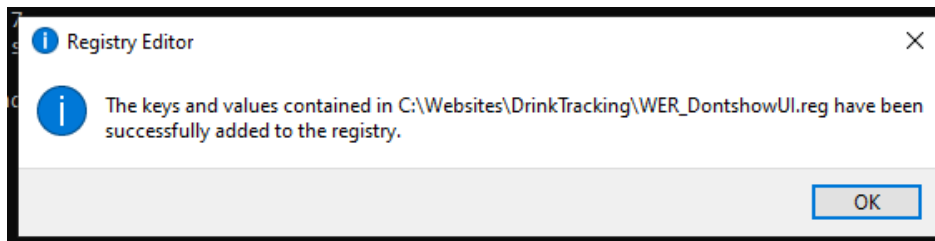
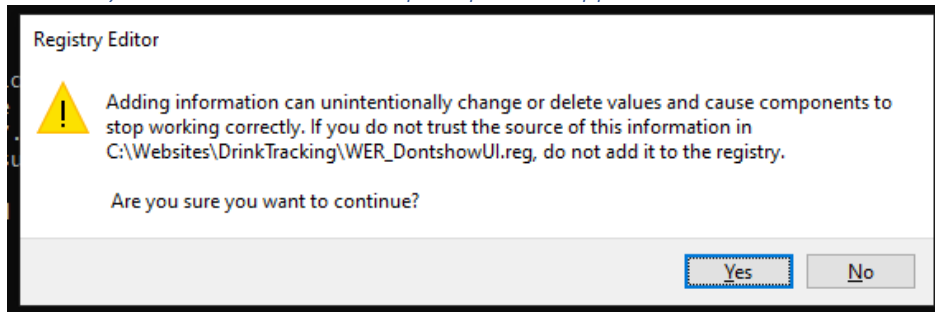


8. Install the service

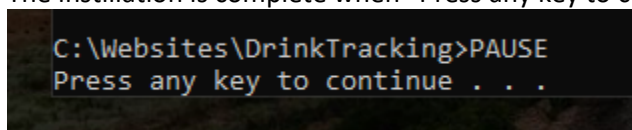
A. Right click on “InstallService” and click “Run as Administrator”



B. Click “yes” and “ok” on the two prompts that appear:



The installation is complete when “Press any key to continue...” appears at the bottom of the console:



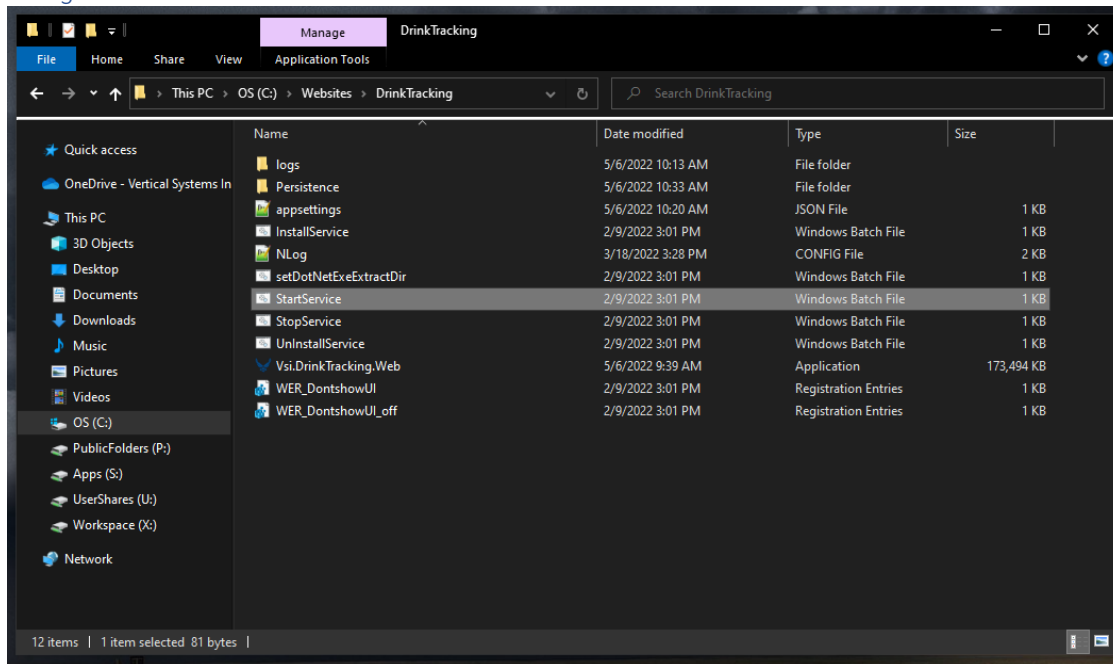
C. Close the console.



USAF Drink Tracking Quick Reference Guide



D. Right click on “StartService” and click “Run as Administrator”



If the program started successfully, you should find lines like the following at the bottom of the console:

```
C:\Windows\System32\cmd.exe

C:\Windows\system32>CD /d C:\Websites\DrinkTracking\

C:\Websites\DrinkTracking>for %f in (*.exe) do (%~nf.exe --w

C:\Websites\DrinkTracking>(Vsi.DrinkTracking.Web.exe --windo
args from command line:--windowsServiceStart
ArgsUtil Friday, 06 May 2022 10:39:29 Information Unable to
acking.Web.exe.args].
args from appsettings.json:--httpPorts,8074,--drinkTrackingM
rackingCurrentLocationName,Fox Skybox
Configuration Result:
[Success] Name Cheers Drink Tracking v1.7
[Success] Description Web application for tracking drinks.
[Success] ServiceName Cheers Drink Tracking v1.7
Topshelf v4.3.0.0, .NET 6.0.4 (6.0.4)
The Cheers Drink Tracking v1.7 service was started.

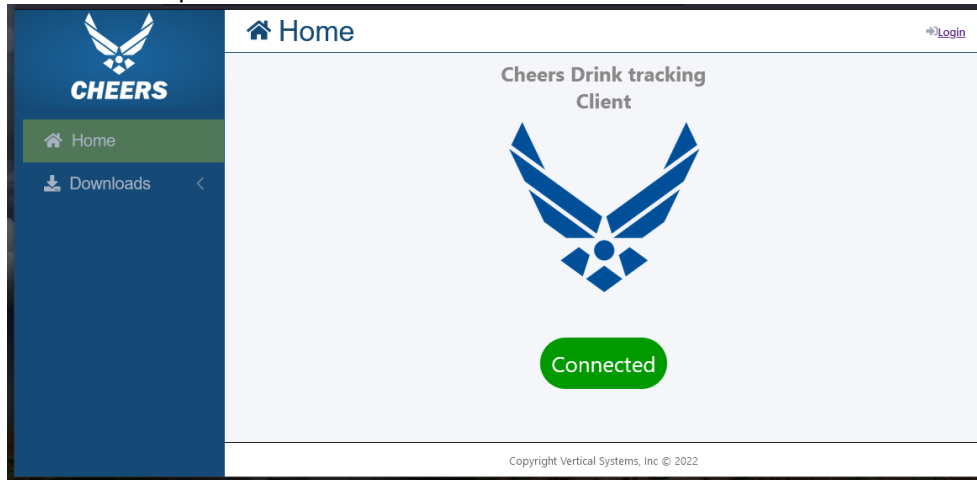
C:\Websites\DrinkTracking>PAUSE
Press any key to continue . . .
```

E. Close the console.



F. Connect to the website with the URL: "localhost"

If the website launches that means everything is good to go and the program will automatically start when the computer boots.

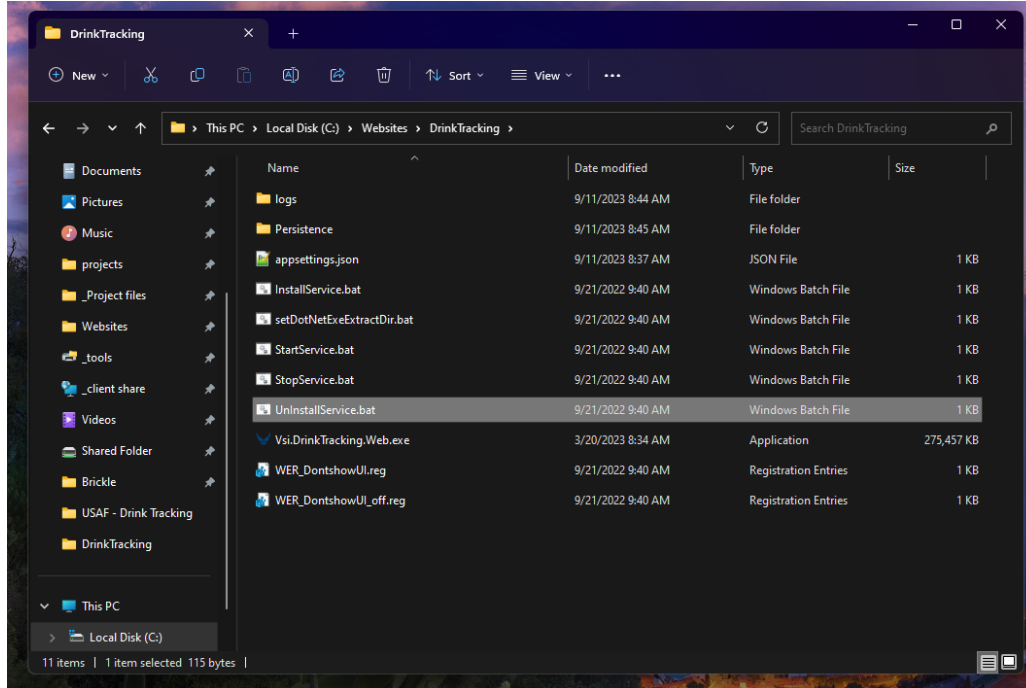




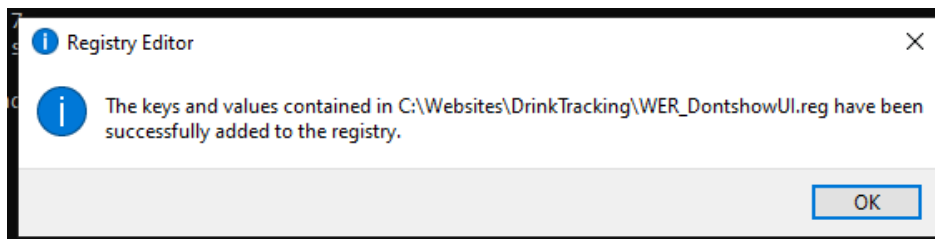
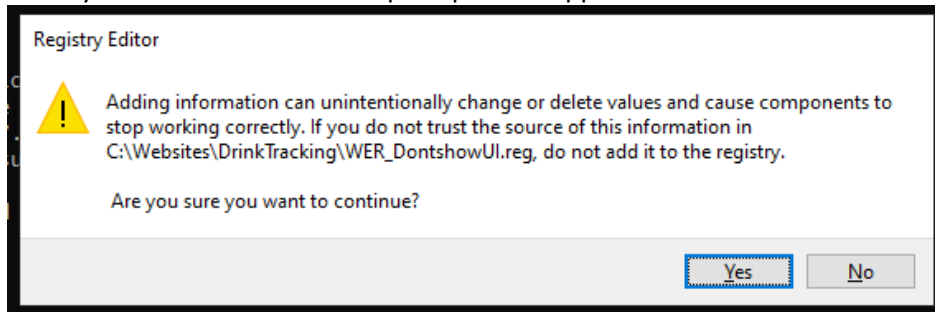
Uninstall Instructions

This needs to be done first when updating from an older version to a newer version.

1. Right click on “UnInstallService” and click “Run as Administrator”



Click “yes” and “ok” on the two prompts that appear:



Close the console once “Press any key to continue...” appears at the bottom of the screen.



2. (Optional) Delete the “DrinkTracking” Folder

If you are updating to a new version do SKIP this step. You will lose this station's configuration and will have to re-create it.

Deleting this folder will also cause you to lose any data that hasn't been synced with the main server.



Updating a pre-existing tablet

1. Run a full sync

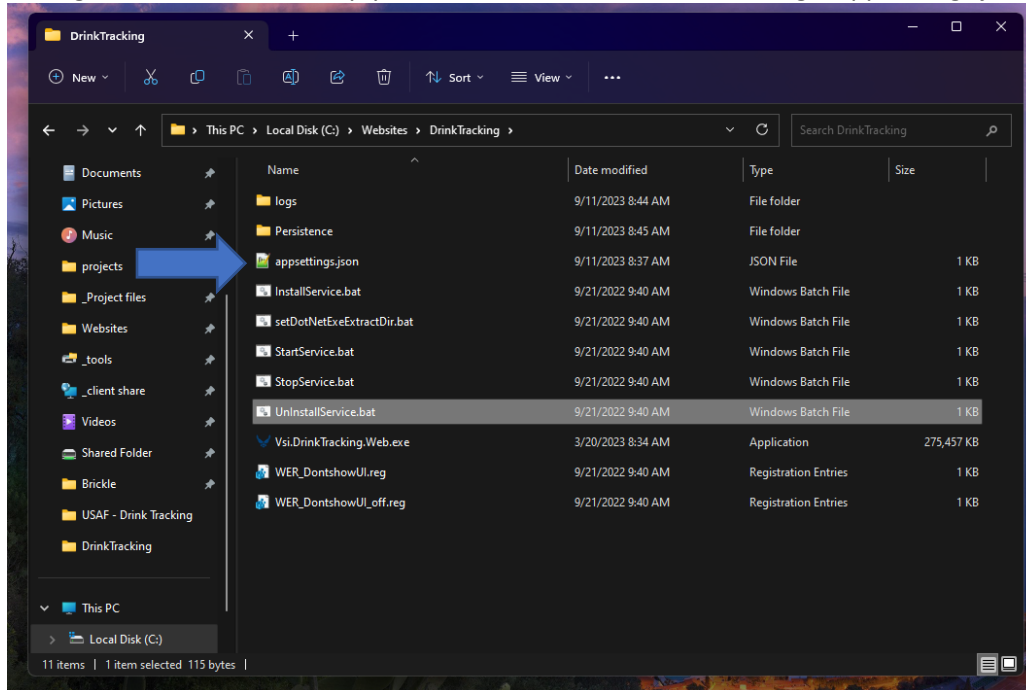
This can be done via the Sync page.

If not done you may lose data stored on the tablet that hasn't been sent to the server.

2. Save a backup of your appsettings.json file

This file contains the tablet's configuration and is needed to run and sync correctly.

During the re-installation step you'd use this file instead of creating a appsettings.json



2. Uninstall the old version using the [Uninstall Instructions](#).

3. Install the new version using the [Install Instructions](#).

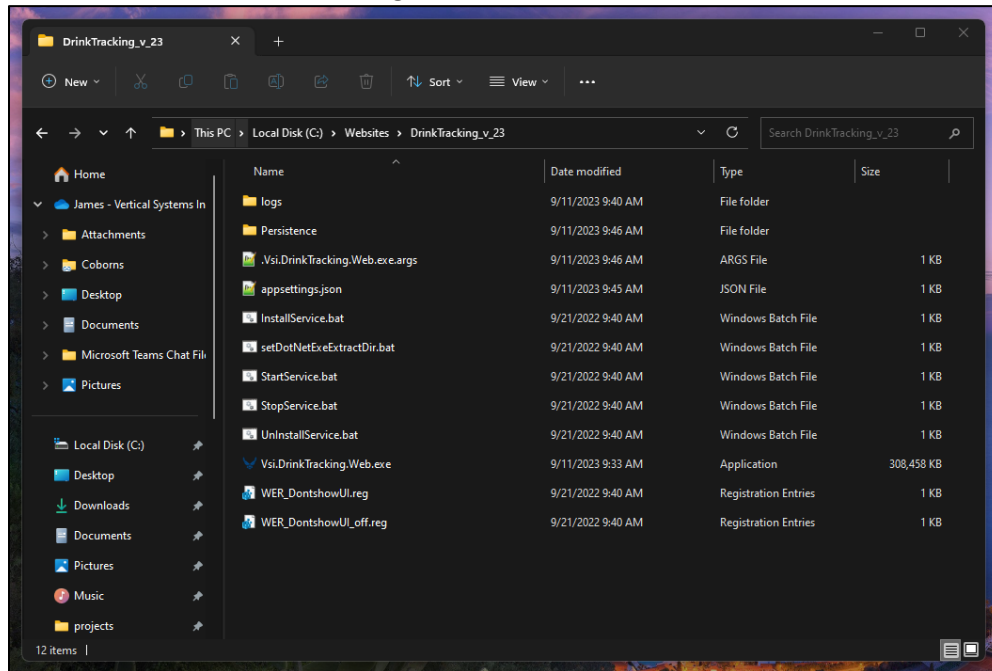


Setting or changing an existing tablet's Location

1. Open the website's folder

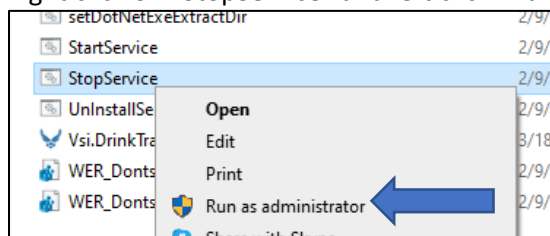
The folder should contain a file named "Vsi.DrinkTracking.Web" with the USAF logo and a text file named "appsettings".

The folder should look something like this:



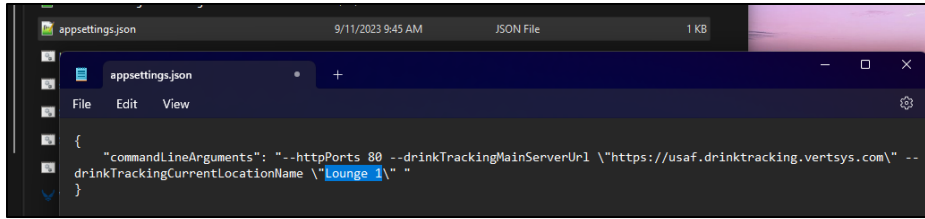
2. Stop the program if it is running (requires administrator access on the computer)

Right click on "StopService" and left click "Run as administrator"





3. Open the "appsettings" file in notepad



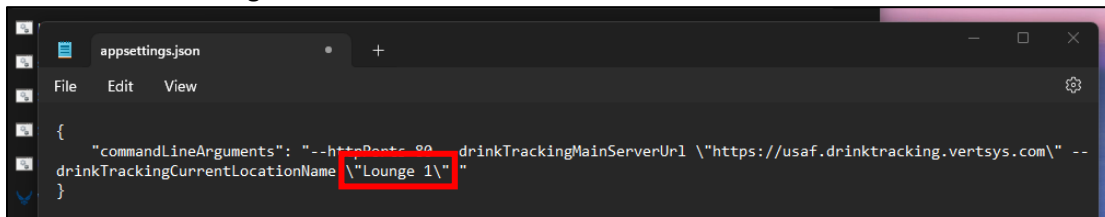
```
appsettings.json 9/11/2023 9:45 AM JSON File 1 KB
{
  "commandLineArguments": "--httpPorts 80 --drinkTrackingMainServerUrl \"https://usaf.drinktracking.vertsyst.com\" --
  drinkTrackingCurrentLocationName \"Lounge 1\" "
}
```

4. Change the value after "drinkTrackingCurrentLocationName"

Make sure to have a backslash quote before and after the location name.

Before

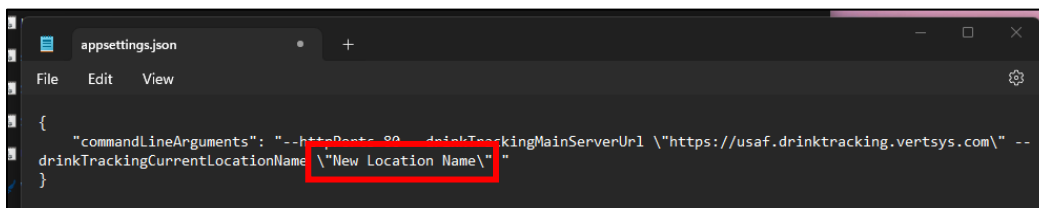
Old location = "Lounge 1"



```
appsettings.json
{
  "commandLineArguments": "--httpPorts 80 --drinkTrackingMainServerUrl \"https://usaf.drinktracking.vertsyst.com\" --
  drinkTrackingCurrentLocationName \"Lounge 1\" "
}
```

After

New location = "New Location Name"



```
appsettings.json
{
  "commandLineArguments": "--httpPorts 80 --drinkTrackingMainServerUrl \"https://usaf.drinktracking.vertsyst.com\" --
  drinkTrackingCurrentLocationName \"New Location Name\" "
}
```

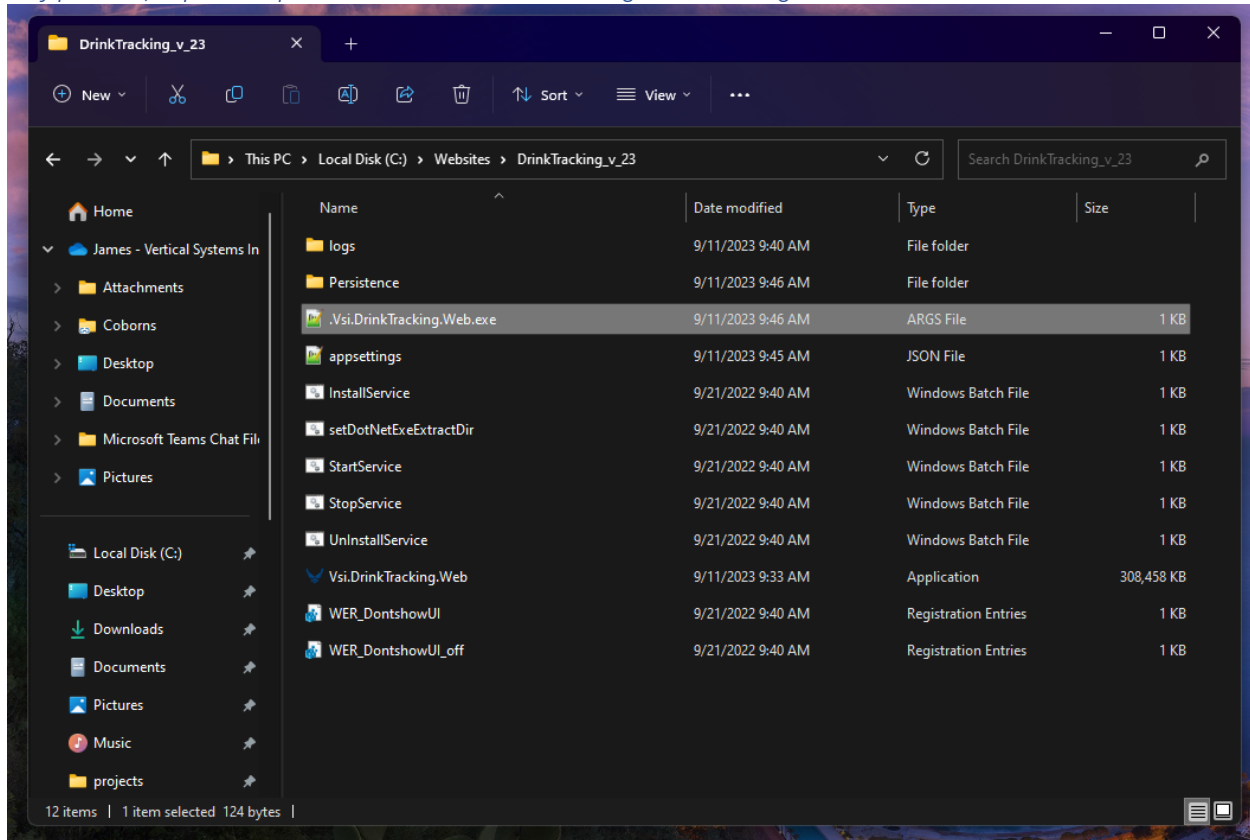
5. Save and close the file



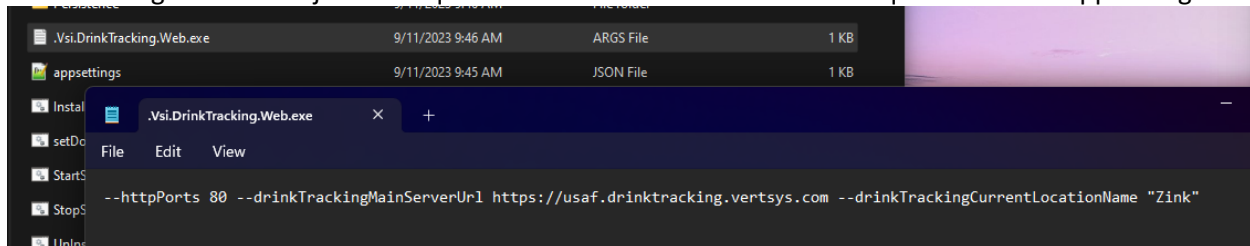
USAF Drink Tracking Quick Reference Guide



6. If present, repeat steps 3-5 with “.Vsi.DrinkTracking.Web.exe.args”

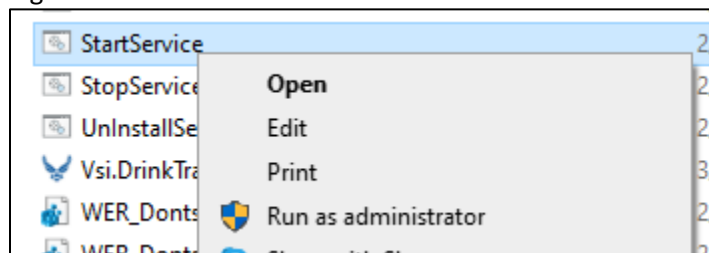


Note: the args file should just have quotes around the name vs backslash quotes like the appsettings file:



7. Start the program (requires administrator access on the computer)

Right click on “StartService” and left click “Run as administrator”

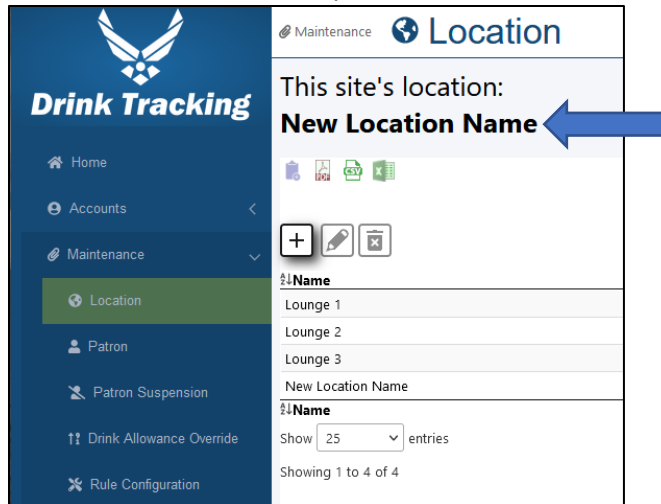


8. Confirm the location was correctly set

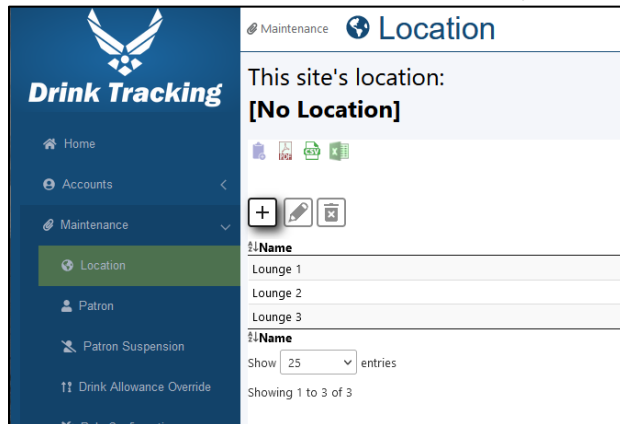
Log into the website as an admin and go to the Location page.



If the new location shows up under “This site’s location”, then it was set correctly, and you are done.



If the new location’s name isn’t in the table, it will show up as “[No Location]”



In that case:

- If the location exists on the main server but not the tablet:
 1. Run a full sync.
- If the location doesn’t exist anywhere yet:
 1. Add a Location with the name you just set on the main server.
 2. Run a full sync on the tablet.
 3. Refresh the location page on the tablet to confirm it is correct.