



Getting Started Guide

v1.1

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1 Welcome To BrewTrax

1.1 Introduction

The "Getting Started" guide is designed to give new users an overview of the software, but also for more experienced users to refer back to modules they have not yet used.

Should you have any questions that are not answered in the getting started guide, please visit www.aquacompsolutions.com/support to view Frequently Asked Questions (FAQ's), ask a new question, or log a support call.

1.2 Overview

By clicking on the "Home" menu you will see 13 icons; nine of which are the BrewTrax modules. The remainder cover specific functions such as exiting the software and synchronising with the AqualIVE database.

Working from left to right, the modules are:



"My Schedule" - Manage your calendar/diary and reminders



"Dashboard" - A graphical overview of your current brews, recipes, cellar statistics and other useful information



"My Brews" - Manage your current brews and view your brewing history



"My Cellar" - View your cellar stock and manage your brews once bottled



"Brew Kits" - Database and information on brew kits available on the consumer market



"Recipes" - Database and information on your own recipes and recipes shared by the AqualIVE community



"Suppliers" - View, edit and create new suppliers, such as shops and manufacturers



"Bottle Labels" - View, edit and create bottle labels



"Reports" - View, print, create and edit your own reports and reports shared by

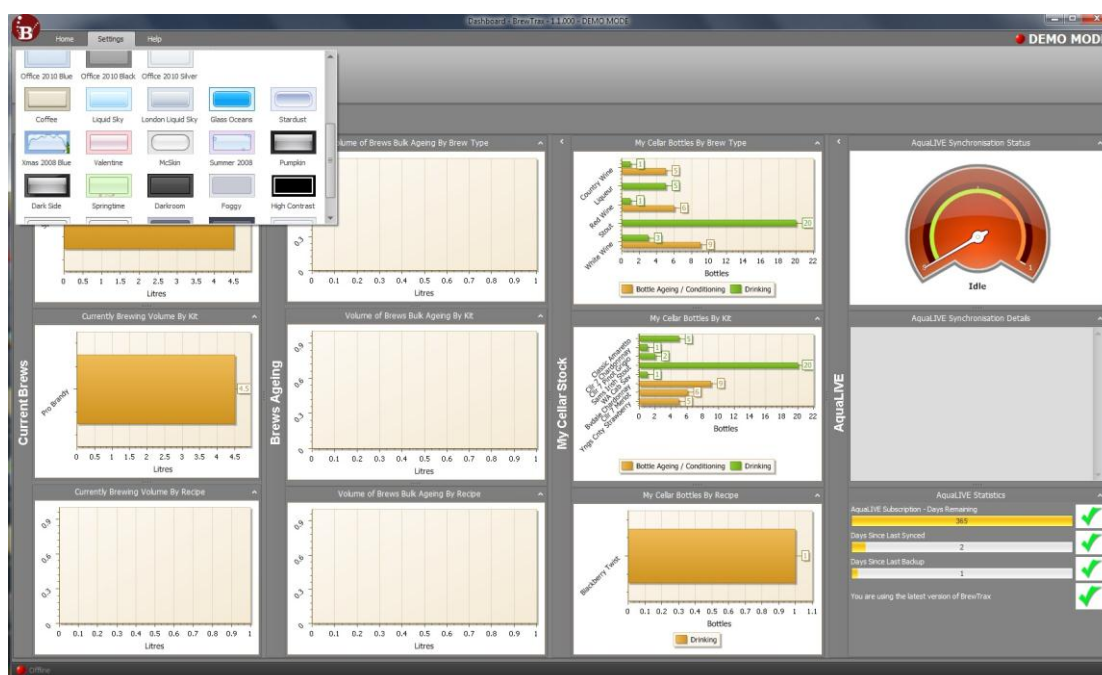
2 Functionality Guide

2.1 Personalisation & Setting Up

One of the first things you will want to do is customise the program to work how you want it to. You may have started this when you first installed the software, but you can change the settings at any point. Choose "Settings" from the menu at the top of the screen.

Skins:

You can now configure the colour scheme/theme of BrewTrax, This is called changing the "skin". Six skins will be displayed and you can change between these skins by clicking on them with your mouse. Just to the right of the six skins you will see an up, down and dropdown button. Scroll through the skins or drop-down the full list of skins to choose from.



Settings:

Next, view your user settings. Click the icon to open the settings window.

Defaults: Change your preferred volume display preference as required.

Batch ID: The batch format is used in various modules and will default to YearMonth plus unique ID, but you can change the format here if you wish. Each brew that you start can have a unique ID.

My Details: Your personal details should already be completed, but you can also add a name for your brewery, for example "Bob's Home Brews". This can then be automatically printed on bottle labels & reports.

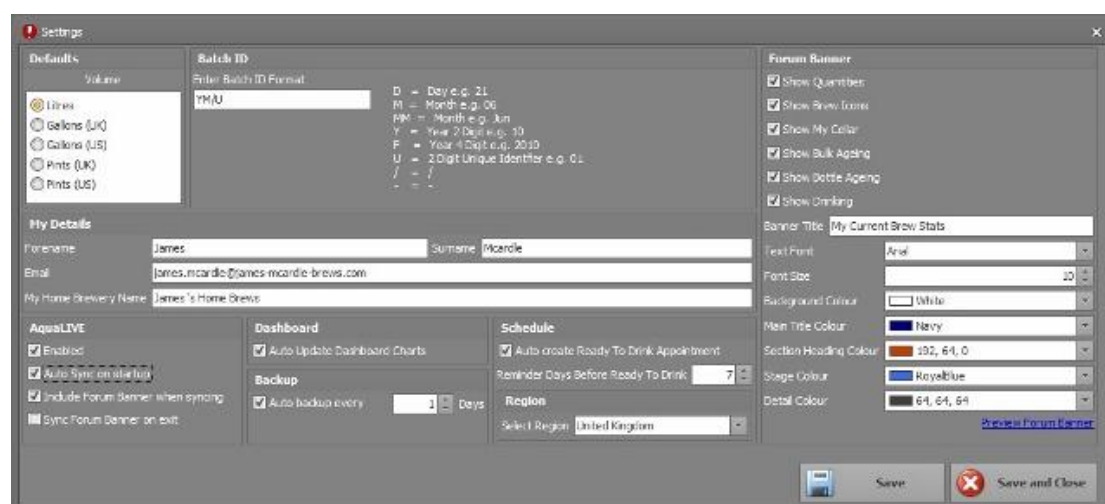
AquaLIVE: Turn your AquaLIVE options on/off here. AquaLIVE is discussed in greater detail later.

Dashboard: Choose if you would like the dashboard to be updated automatically.

Backup: Your information is important and you should always backup your data. You can do this manually (by clicking on the BrewTrax icon at the top of the program), or by selecting the auto-backup option and choosing an backup frequency.

Schedule: Allow BrewTrax to create reminders for you automatically so you are notified when a brew is ready to drink.

Forum Banner: If you use internet forums to discuss home brewing, you may wish to upload a signature/banner. You can create a banner using your BrewTrax information. Banners can also be used in e-mail signatures or websites. Select how you would this banner to appear and what information it should contain. Click the "Save" button to confirm your changes and keep the form open, or "Save and Close".



Lookups:

Whilst in the Settings tab, you may also wish to familiarise yourself with "Edit Lookups". Lookups are how BrewTrax refers to items stored in the database and in some cases what descriptions are on field labels. Here you can view existing lookups, edit their descriptions, change the order they appear in lists/fields also add/remove lookups. Take a look through each tab and customise BrewTrax if you wish. For example you may wish to add a Grape Variety as a new lookup if it does not already exist. For most users, the supplied lookups will be acceptable.

2.2 Demo Mode

Demo Mode allows you to familiarise yourself with BrewTrax, using pre-configured data. It is ideal when you are new to the software, or perhaps using a new feature you want to test out first without affecting your own "live" data.

Demo Mode switches you into a database that has Brews and Recipes etc. already created for you. You can test out all of the BrewTrax functionality such as viewing historical information, running reports or perhaps creating your own brew here first, before adding it into your own data.

You can change between Demo Mode and your own data easily, from the Settings tab. Just click on "Demo Mode" and turn it on or off.

When Demo Mode is active, a red icon is displayed in the top right corner. You will also notice BrewTrax will be working "Offline" (red icon in the bottom left of the screen) because the AquaLIVE functions will be disabled whilst in Demo Mode. This indicates you won't be sending or receiving database updates whilst you are in this mode. Using Demo Mode will not affect any of your live data.



2.3 My Brews



This module is the heart of BrewTrax. It allows you to manage your Home Brews from initial creation through to completion. Once a brew has finished, you can:

- **Complete the brew and leave it in a "Bulk Ageing " state**
- **Add it to the cellar in a "Bottle Ageing" state**
- **Add it to the cellar as "Ready To Drink"**

You may wish to take a look through the example brews in "Demo Mode" before you create your first brew. The first step is to add your brew . You would normally do this on the day you start the brew, but you can change the date of creation if you add the details into BrewTrax after starting the brew off. Click "Add New Brew" from the left side pane. The Add New Brew Wizard will appear and you simply enter the details of the brew you are starting. Brews will either be made from a "Kit" (purchased from a shop/online), from a recipe, or a combination of a kit blended with your own recipe. Tick the relevant boxes.

If the brew is being made from a kit you now need to drop-down the list of kits. All kits will be categorised under "Non-favourite" for now. You can edit your favourites list later on in the "Brew Kits" module. Expand the list and select the kit you are using by double clicking with your mouse or using your keyboard arrow/cursor keys. Brews will be listed under their brew type, e.g. Red Wine, White Wine, Beer, Ale etc. If the kit you are brewing from is not in the database, you can create it and optionally share it with other BrewTrax users (providing you have an active AquaLIVE subscription). To do this, just select the "Add New Kit" link, which is underlined in blue.

Next, select the supplier you purchased the kit from. This field is optional, but will help build useful information up in BrewTrax so you can report on your brews and where you bought the kits from, later on. Select the supplier from the drop-down list. Again, you may create a supplier, if the shop, website etc does not yet exist in the BrewTrax database. Enter the price you paid for the kit.

If the brew is being made from a recipe, select it from the drop-down list. The BrewTrax recipe will contain recipes from the AquaLIVE community, who have chosen to share them with other users. Recipes will be listed as "Non-Favourite" until you mark them as favourites in the "Recipes" module later on. If the recipe does not exist that you are creating your brew from, you may create it in the "Recipes" module, or directly from here by clicking the "Add New Recipe" link, which is in blue, underlined text.

If the brew is being made from a kit, modified with a recipe, simple choose both options above and follow the same steps.

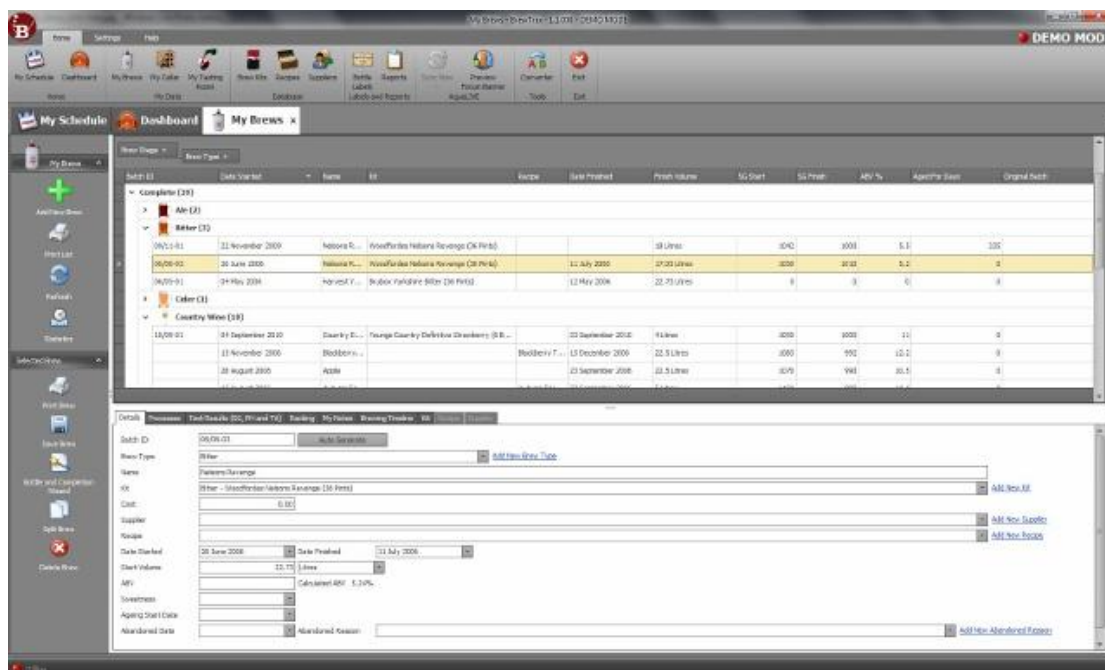
Click "Next" and then fill in the Brew Type, Name (your own description of the brew if you wish to override the default description), Start Date and starting volume. You may also enter your own batch ID (click Auto Generate) or overtype this field with your own batch number. Remember, in "Settings" you can change how the auto-generated Batch ID is made up.

This now completes the basic information required to log your brew. Looking at the top right pane, you should see the created Brew listed under "Brewing". You may need to click "Refresh" if it has not yet appeared. You can expand and collapse the "Brewing" tree as required. By clicking on the brew itself, you will gain access to the full brew details where you can now edit the information, start keying in additional information about the brew and perform other functions such as choosing a bottle label and completing the brew.

The grid view can be customised to your own requirements by reordering columns, moving fields and changing groupings. Try dragging the column headers to a different place on the

grid or adding/removing fields from the grid simply by dragging and dropping them. Also try right-clicking on a field header and selecting "Field Chooser" for a list of other fields you can add to the grid.

As you progress through the lifecycle of your brews, you will need to log each brew process. These will include actions such as adding yeast, stabiliser, finings, sweetener, oak chippings etc. Log these in the "Processes" tab. Simply tick the box, amend the date (defaults to the current date) and any notes you wish to record against that process event.



When testing Specific Gravity (SG), pH and Total Acidity (TA), select the "Test Results" tab and click the "+" button to add a test or "-" to remove a test. Add the date of the test and the value. A graph will appear showing you how your SG, pH and TA change over time. ABV will be calculated automatically, based on your SG values, but you can override this calculation if required.

When racking your brew, move to the "Racking" tab and click the "+" to enter a racking event. Enter the date and the remaining volume, plus any additional notes. Each racking event will appear on the left pane.

"My Notes" is a free-text area to add any additional comments you may have regarding the brew. Right-click in this notes area to access text formatting options, add a date/timestamp to your comments or add hyperlinks.

The "Brewing Timeline" tab allows you to view a calendar style representation of the selected brew. By scrolling left/right with the bar at the base of the calendar, you can easily see when you started the brew, the various processes and events, test results, racking's etc.

The final three tabs (Kit, Recipe and Supplier) provide some summary information in an A4 report format.

2.4 My Cellar

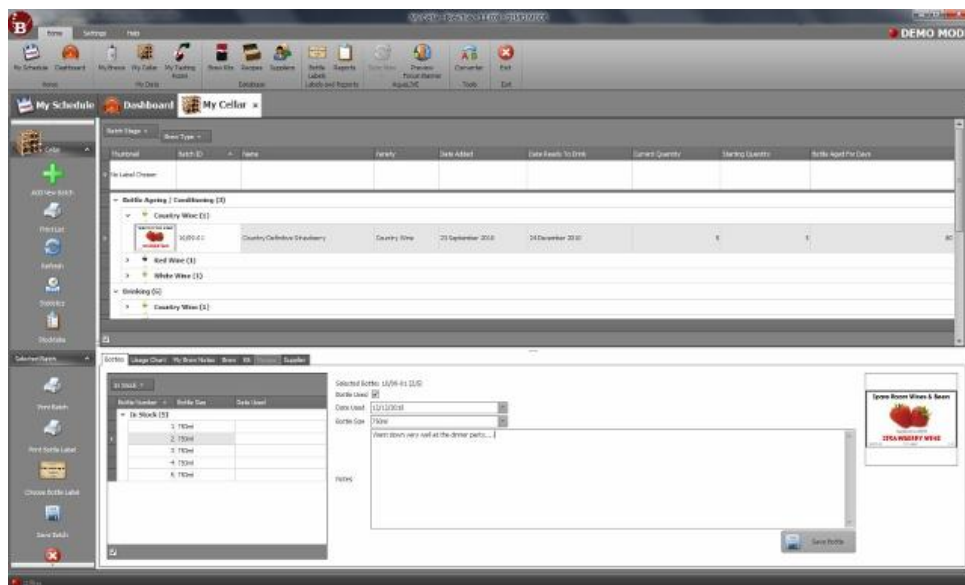


The cellar is the place you store any brews in. This may be an actual cellar, your garage, a cupboard or a dedicated room to store your brews.

As you complete the brewing process, you can:

- **Move the brew to a "Bottle Ageing" state (you are conditioning the brew in the bottle for drinking at a later date)**
- **Move the brew to the cellar in a bottled ("completed") state, which is a brew ready for immediate drinking.**

By moving a brew into "My Cellar" you are "completing" the brew. It is now ready to drink. You may alternatively wish to split your brew up so that you can age/condition some of it and bottle the remainder for immediate drinking.



To complete a brew and move the full volume to the cellar, navigate to the "My Brews" module, select the brew from the top panel and click on the "Bottle and Completion" wizard. You will now be presented with various options. Firstly choose the date you completed the brew. This can be a past or current date. Assuming you wish to move the brew to the cellar, tick the next box which will allow you to fill out the number of bottles you filled and the size of bottles used. Next, tick the box to add the bottles to the cellar and confirm if they are ready for drinking. If you wish to "bottle-age" your brew, you can leave the next box un-ticked and choose the date you wish to be reminded the brew is ready for drinking.

Navigate to the "My Cellar" module. To update the screen, click "Refresh". You should now see the brew you completed in the top panel/grid. You may need to expand the tree view. For brews that were not marked as "Ready To Drink", these will be categorised under "Bottle Ageing / Conditioning". Otherwise, they will be marked under the "Drinking" category. When a bottle has been consumed, it is moved from "In Stock" to "History"

Click on a completed brew to view detail such as starting quantity, current quantity, number of days aged. The selected brew will also show stocking details in the lower panel. Initially all bottled brews will be marked as "In Stock" under the "Bottles" tab. As you consume a bottle,

2.5 My Tasting Room



BrewTrax's "My Tasting Room" allows you to record tasting scores and comments about your brews. You can then easily view which of your brews were more highly rated and consider the comments you collected. Referring back to the tasting room when brewing similar recipes or kits could help you improve on your previous efforts.

Two tasting sheets are provided, which you simply print off and complete yourself, or provide to a friend/colleague who will then rate your brew in a number of areas. Once your brew has been rated, you enter the information into the tasting room and it is stored against your brew.

Two tasting score sheets are available:

"Simple" – A basic score sheet with less ratings/scores and more general comments required from the taster. These are Appearance, Bouquet and Flavour.

"Extended" – This method allows greater detail to be captured and a wider range of scores. Clarity, Colour, Aroma, Body, Taste, Finish, Presentation and Bottle Label.

The screenshot displays the BrewTrax 'My Tasting Room' interface. At the top, there is a navigation menu with options like Home, Settings, and Help. Below this is a dashboard with a 'My Tasting Room' tab selected. The main area shows a list of brews with columns for Brew Type, Date Started, Name, Tasting Count, Average Score, Average Percent, Highest Percent, and Highest Score. The list includes brews like 'Ale (3)', 'Bitter (2)', 'Cider (1)', 'Country Wine (39)', 'Lager (1)', 'Liquor (1)', 'Liquor (1)', 'Kiel Wine (8)', 'Kiel Wine (2)', and 'Spice (1)'. Below the list, there is a 'Tasting Score Sheets' section with a 'Score Sheet' dropdown. A table shows tasting scores for 'Newly Brewed Sample' with columns for Tasting Date, Taster Name, Tasting Score, and Taster Count/Percent. The table has two rows of data.

You have complete control over the scoring system, simply by changing the "Score Defaults" from within the tasting room module. You may for example wish to receive scores for all sections out of 10 points, perhaps 50 or even 100. However, you may decide to rate one section out of a higher mark than another. For example you may wish to rate "Taste" out of 20 and "Colour" out of 10, because taste is more important to you on that particular brew. Once you have defined your defaults, choose and print the required score sheet. The taster then completes each section (score and comments) and hands it back to you. Don't forget all BrewTrax reports can be converted into other formats such as PDF, or even emailed to the taster directly.

Next, select the brew from the grid. You should see all completed brews available in the grid. Choose "Add New Tasting". A wizard will guide you through keying in the scores and comments.

Once you have at least one entry, you can quickly view what the highest score and percentage was for each brew, view individual tasting sheet details you keyed in and statistics.

2.6 Brew Kits Database



The Brew kits module is a database of commercially available kits. Any kit you can buy off the shelf to make your brew. Wine, beer, lager, ale, country wine, spirits & liqueurs. BrewTrax will already have a large number of kits in the database when you install it, but make sure you synchronise regularly to receive updates on new kits available on the market. You can add or amend the kits in the database, as can all other AquaLIVE users. You may wish to add some information that is missing or not up to date and share it with other users.

You can use the Brew Kits module simply as a reference tool (perhaps to decide on your next brew), but you can also view detailed information (and photo), rate each kit, view your own comments and those from other users. Rating a brew kit is a fantastic way of letting other AquaLIVE subscribers know how good (or bad) a kit is.

Image	Description	Variety	Size	My Rating	AquaLIVE Rating	Favourite	Synchronise with AquaLIVE
Beaverdale (14)							
	Barolo	Barolo	30 Bottles				
	Barolo	Barolo	6 Bottles				
	Cabernet Sauvignon	Cabernet Sauvignon	6 Bottles	4	4		
	Cabernet Sauvignon	Cabernet Sauvignon	30 Bottles				
	Californian Red	Red Wine	6 Bottles	4	4		
	Californian Red	Red Wine	30 Bottles				
	Merlot	Merlot	6 Bottles				
	Merlot	Merlot	30 Bottles	4	4		
	Rioja	Rioja	30 Bottles	4	4		
	Rioja	Rioja	6 Bottles				

Details

Brew Type: Red Wine [Add New Brew Type](#)

Variety: Merlot [Add New Variety](#)

Manufacturer: Beaverdale [Add New Manufacturer](#)

Description: Merlot

Short Description: Buddle Merlot

Kit Volume: 30 Bottles

My Rating: 5 stars

AquaLIVE Rating: 4 stars

RRP: 39.95

When you come to use one of the kits to make your own brew, you simply choose it from the database when creating a brew. For kits you use regularly, you can also mark these as a favourite, which makes them easier and faster to access from other modules.

As with all modules in BrewTrax you can amend the display grid to suit your own needs. Add extra fields that are not displayed by default, group by kit type or variety (for example) and filter to reduce the number of results on screen.

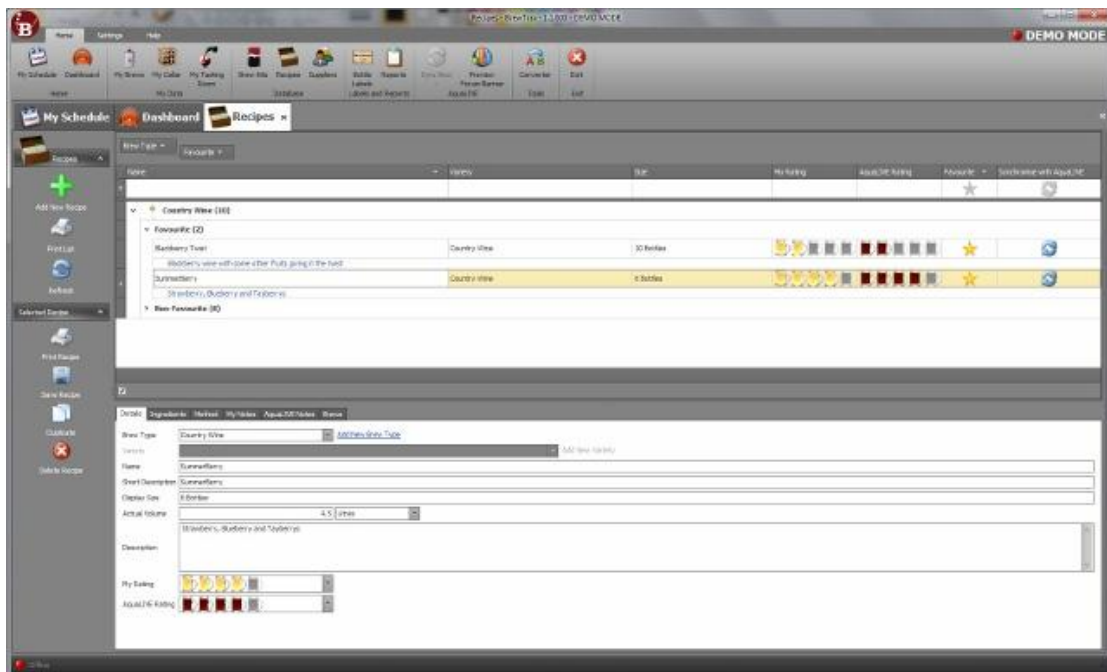
2.7 Recipes Database



The Recipes module is a database of brew recipes which have been added by the AqualIVE user community.

Recipes will be included for wine, beer, lager, ale, country wine, spirits & liqueurs. BrewTrax will already have a number of recipes in the database when you install it, but make sure you synchronise regularly to receive updates on new recipes which have been shared by AqualIVE users. You can add or amend the recipes in the database, as can all other AqualIVE users. Rating a recipe allows AqualIVE users to quickly establish which are the more popular recipes and which ones you should perhaps avoid.

You can use the Recipes module simply as a reference tool (perhaps to decide on your next brew), but you can also view detailed information, rate each recipe; view your own comments and those from other users.



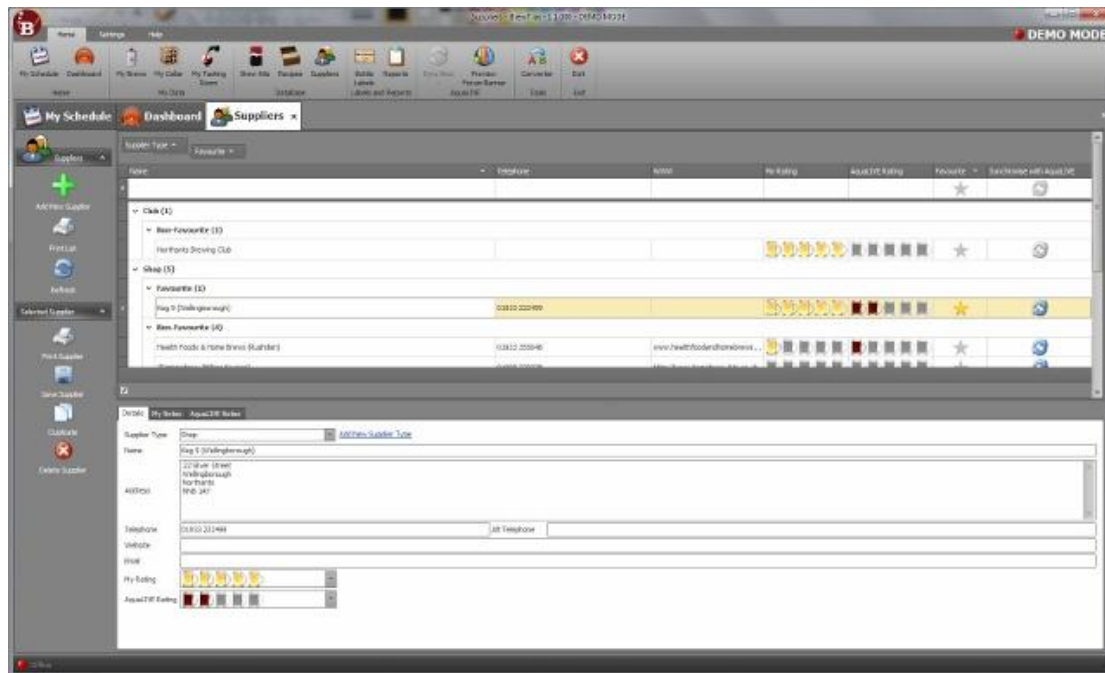
When you come to use one of the recipes to make your own brew, you simply choose it from the database when creating a brew. For recipes you use regularly, you can also mark these as a favourite, which makes them easier and faster to access from other modules. As with all modules in BrewTrax you can amend the display grid to suit your own needs. Add extra fields that are not displayed by default, group by recipe type or variety (for example) and filter to reduce the number of results on screen.

2.8 Suppliers Database



The Suppliers module stores full details on all of your suppliers. Suppliers include Shops, Mail Order Suppliers, Clubs, Friends, Newspapers/Magazines and Websites. You may also add other Supplier types if they do not exist in the database. As well as being able to view the supplier details (such as name, address, contact details, website etc.) you can also:

- **Rate the supplier based on your own experience of them**
- **Share your rating with other BrewTrax users via your AquaLIVE subscription**
- **View the average rating of all other AquaLIVE users**
- **Add and amend your own notes on the supplier**
- **View notes added by AquaLIVE users**
- **Set certain suppliers as your "Favourites" which allows quick access to them from other modules, or for easier viewing when looking through all suppliers**
- **Quickly find out all the kits you have purchased from a particular supplier**



From the left navigation panel, you can create new suppliers either from scratch, or by duplicating an existing supplier and amending the new record. You can also print details for an individual supplier or a list of suppliers. Very handy if you are visiting a shop or club event or wish to compare shops before purchasing items online or mail order.

This module integrates with other BrewTrax modules, such as "My Brews" so that you can link (for example) a Brew to the supplier you purchased it from.

2.9 Bottle Labels



In the Bottle Labels module you can create, view and amend bottle labels for use with your brews. Why pay for bottle labels that have generic branding, images and brew details when you can create your own personalised labels? BrewTrax allows you to create a label from scratch, via a template or even copy an existing label in the system and make your own modifications to make it personal.

A number of labels are provided with BrewTrax and your AquaLIVE subscription allows you to download new labels from other users as they become available. You can also choose to share your own designs with other users.

View labels as a list or browser style from the tabs at the top of the page. You can then drill down into the provided templates provided with the software, duplicate and modify them or begin designing a new label from a blank canvas.



You can rate each design, view other users average rating, mark certain labels as favourites and choose if you wish to share (synchronise) your label with AquaLIVE.

Once you are happy with your labels, you can assign them to a Brew. You can then print labels off on a standard printer. This could be plain white A4 paper and then cut the labels to size, or you may have used (or designed) your designs to print on Avery Labels. A selection of Avery templates and labels are provided with BrewTrax.

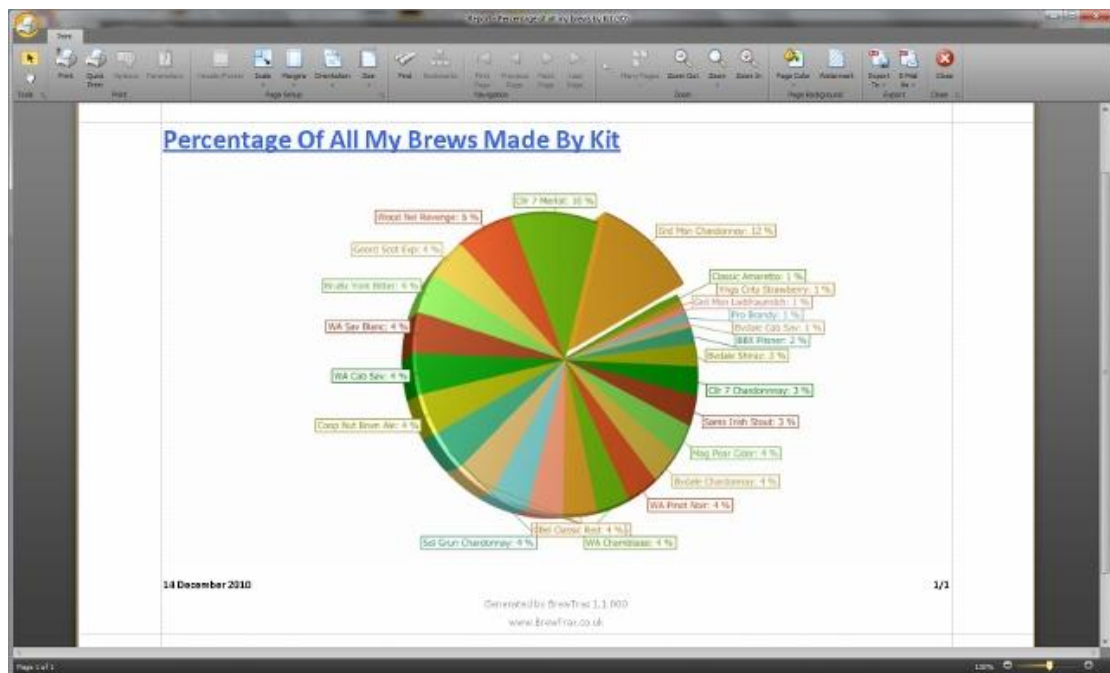
Labels will print details directly from your database so they will automatically add details such as ABV, start date, your brewery name, grape variety, and brew name. Simply amend the label to add or change the data that is printed on the label. Labels can also uniquely identify individual bottles; not just the batch number.

2.10 Reports



The Reports module allows you to view consolidated information about your data in easy to view reports. The information is presented as lists, graphs and charts. It can be viewed on screen, printed, e-mailed, converted to a PDF file or even exported to numerous other formats such as Excel, CSV, HTML, plain text or standard images such as JPEG or Bitmap.

Over 50 reports are provided with BrewTrax which present information on Brew Kits, My Brews and Cellar stock. Try running some of the reports on your own data and you will be surprised how much you can learn from this information.



You can create your own reports and show or report on any database fields you wish. You can start from a blank report and build it to your own specification or duplicate an existing report and tweak your own copy of it.

As with other BrewTrax modules you can rate reports, view the AquaLIVE average rating, mark certain reports as favourites and also choose if you wish to share your own reports with other AquaLIVE users.

Reports that have been created by other users cannot be edited. However, you can take a duplicate of the report and edit it as your own.

2.12 Dashboard



The BrewTrax dashboard is a central location for all of your home-brewing information. It's presented in a graphical format and is customisable, so you only see the information relevant to you. From here, you can see:

- **Your current brews, by kits, recipe and type**
- **Your brews which are ageing**
- **Your cellar stock**



If you have an AquaLIVE subscription you will also find status information, download/upload statistics and other important information such as when you last synchronised with the AquaLIVE database and when you last backed up your data. Each panel in the dashboard can be resized or removed completely.

Note: the brew kit or recipe description used in the dashboard uses the "Short Description" in the kit or recipe entry.

2.12 Converter

BrewTrax includes a number of useful conversion tools. Volume, weight and temperature figures can be input and converted to other units in a matter of seconds. Simply enter the amount to convert and select the scale/unit you are converting from and the tool will display the amount of various other units in the panel to the right.

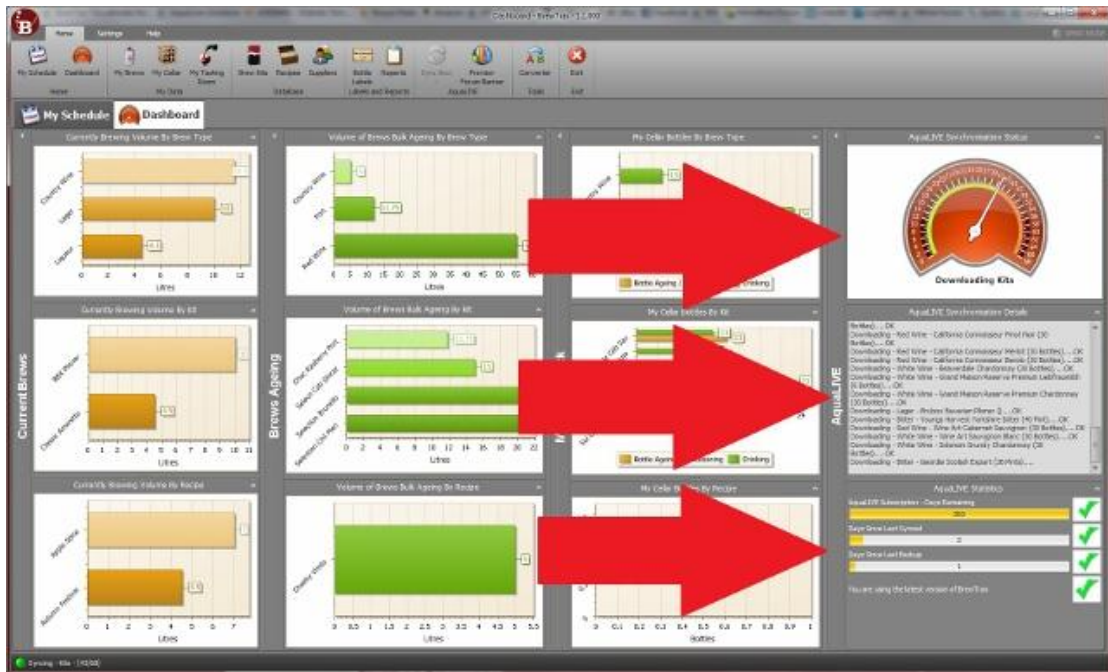
The screenshot shows a 'Converter' window with three sections:

- Volume Converter:** Input: 10.0, Scale: Gallons (US). Output: 10.0 Gallons (US) = 37.85 Litres, 8.33 Gallons (UK), 66.61 Pints (UK), 80 Pints (US).
- Weight Converter:** Input: 50.0, Scale: Lbs. Output: 50.0 Lbs = 800 Ounces, 22679.62 Grams, 22.68 Kgs, 50 Pounds 0 Ounces.
- Temperature Converter:** Input: 25.0, Scale: °C. Output: 25.0 °C = 77 °F.

2.13 AquaLIVE

AquaLIVE is the name we give to the package available in BrewTrax which provides users additional updates and functionality. BrewTrax will come with a free subscription period when you buy the product and you can optionally renew the package at the end of the free term. AquaLIVE for BrewTrax covers you for:

- Software support via our online support centre
- Free software upgrades to new releases of the software
- Access to the AquaLIVE "Sync" system, which provides regular updates to the Kits, Recipes, Suppliers, Bottle Labels and reports modules. All subscribers to AquaLIVE can share these items automatically.
- Ability to upload a forum banner
- Discounts and offers on other AquaCom Solutions products



Your AquaLIVE free subscription period will be activated when you start using BrewTrax and you can see the status of your subscription from the BrewTrax dashboard.