



## Site Checklist

### Daily checklist


 Log on to the iDraught website and follow the traffic light prompts to investigate any issues.

E.g.  Check number of drinks served against till transactions.

E.g.  Drinks are being served warm.


 If you are entering your own tilled data then it makes sense to get into the habit of doing this daily, this way you can act on any issues immediately!


### Weekly checklist

 Print off the key reports (yield) and make them available to your staff. Discuss targeted improvements or areas you may be concerned about. If staff are made aware of the system and how it works then this can work as a push towards better practice as they understand you can now see what happens to each drink they pour.

 Use iDraught as part of your weekly team meetings. Any issues or trends with regards to loss will easily be seen.

### Monthly checklist

-  Use iDraught to track your trade.
- How did this month compare with last?
  - What was successful?
  - What promotions/events worked or failed?
  - Which brands are not pulling their weight?
  - What could you be selling more of?

 Did or do you have any issues that whilst not affecting volumes may need addressing, for example - does someone need to come and look at the coolers? Use the data to pre-empt quality issues and ensure your site runs like clockwork.