

# Toast

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## Cloud Integration



BarTrack

# How to Configure BarTrack with Toast Partner Connect

In order for us to access your POS data and begin providing analytical reports, you first must add the BarTrack integration via the Toast Partner Connect portal. This guide will walk you through how to get everything set-up so that you may begin getting the full benefits available to BarTrack customers.

## YOU WILL NEED THE FOLLOWING:



An existing Toast restaurant account



Toast administrator access, specifically the 'Manage Integrations' permission



An active Toast Partner Connect subscription

## TO ACTIVATE THE TOAST PARTNER CONNECT PORTAL & ADD THE BARTRACK INTEGRATION TO YOUR TOAST ACCOUNT, FOLLOW THESE INSTRUCTIONS:

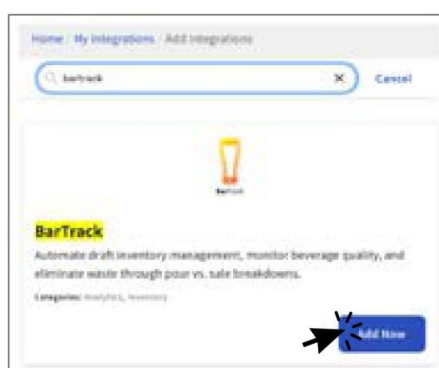
1. Sign into a user on your Toast Account that has access to the **Manage Integrations** permission. If this isn't you, then you'll need to contact your store owner.
2. Once you've logged in, use the left-hand navigation bar to find the **Integrations** button - select **Integrations** and then select **Browse and Purchase Integrations**.



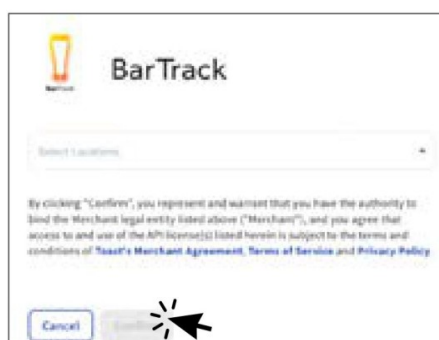
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**TO ACTIVATE THE TOAST PARTNER CONNECT PORTAL AND ADD THE BARTRACK INTEGRATION TO YOUR TOAST ACCOUNT, FOLLOW THE INSTRUCTIONS:**

3. If you do not already have an active **Toast Partner Connect subscription**, you'll need to follow the steps outlined [here](#) under the **Activating the Partner Connect Portal** section before proceeding. Otherwise, skip ahead to Step 4.
4. While on the **Add Integrations page**, utilize the search box to find BarTrack under the list of integrations. Once you've located it, click the **Add Now** button.



5. Once you've clicked **Add Now**, the **Add Partner** page will prompt you to select all of the locations that you'd like to grant us access to. In order to avoid any confusion, please choose only the location(s) that you utilize BarTrack's services. Once you've completed that, select the **Confirm** button to continue.



6. Upon successfully adding the BarTrack integration to your Toast Account, you will receive a confirmation email and one of our team members will reach out to discuss next-steps.

Congratulations, BarTrack can now connect to your restaurant. You will receive an email confirming the addition of this integration. Please work with your BarTrack contact to complete any required configuration. X