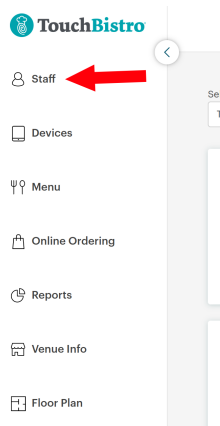


Touchbistro Customer Setup

1. Click on the Staff link in the left-hand navigation menu upon logging in with an administrator account.



2. Invite us to your account with an Analyst role. Select the Venus dropdown and check all the boxes next to locations to enable our access to these.

A screenshot of the 'Add Member' form in the TouchBistro application. The form has a left-hand navigation menu with 'Staff' selected. The main content area is titled 'Add Member' and has 'Cancel' and 'Save' buttons. The form is divided into two sections: 'Basic Information' and 'Roles and Venues'. In the 'Basic Information' section, the 'Email Address' field is highlighted with a red arrow and contains the text 'integrations@bartrack.beer'. In the 'Roles and Venues' section, there is a table with three roles: 'Admin', 'Analyst', and 'Guest Engagement'. The 'Analyst' role is highlighted with a red arrow. To the right of the table is a 'Venues' dropdown menu, which is also highlighted with a red arrow.

3. Click save. That's it, we'll get an invite email saying you've set us up, so we can complete the integration setup on our end.

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