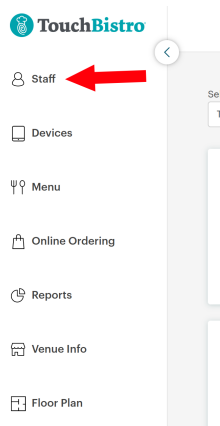


# Touchbistro Customer Setup

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 is titled 'Add Member' and has a 'Cancel' button and a 'Save' button. The 'Email Address' field is highlighted with a red arrow and contains the text 'integrations@bartrack.beer'. The 'Roles and Venues' section is also highlighted with a red arrow. This section contains a table with roles and their permissions, and a 'Venues' dropdown menu. The 'Analyst' role is selected, and the 'Venues' dropdown is set to 'Select venues'.

Roles and Venues	
Select the role of this user and which venues they can access.	
Admin	Full permissions to all current and future venues
Analyst	Full permissions to Reports page only
Guest Engagement	Full permissions to Guest Engagement pages

Venues  
Select venues

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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