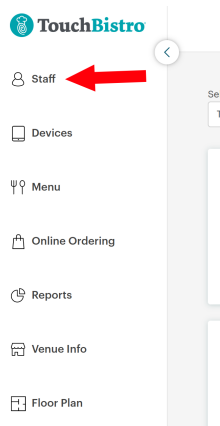


Touchbistro Customer Setup

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. The 'Roles and Venues' section is also highlighted with a red arrow. The 'Roles and Venues' section contains a table with three roles: Admin, Analyst, and Guest Engagement. The 'Analyst' role is selected, and the 'Venues' dropdown is set to 'Select venues'. A red arrow points to the 'Analyst' role, and another red arrow points to the 'Venues' dropdown.

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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