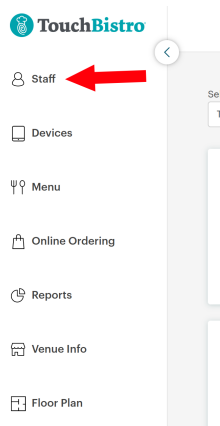


# Touchbistro Customer Setup

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 form is divided into two main sections: 'Basic Information' and 'Roles and Venues'. In the 'Basic Information' section, there is a field for 'Email Address' with the text 'integrations@bartrack.beer' entered. A red arrow points to this field. In the 'Roles and Venues' section, there is a table with three roles: 'Admin', 'Analyst', and 'Guest Engagement'. The 'Analyst' role is selected, and a red arrow points to it. To the right of the table is a 'Venues' section with a 'Select venues' dropdown menu. A red arrow points to this dropdown menu.

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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