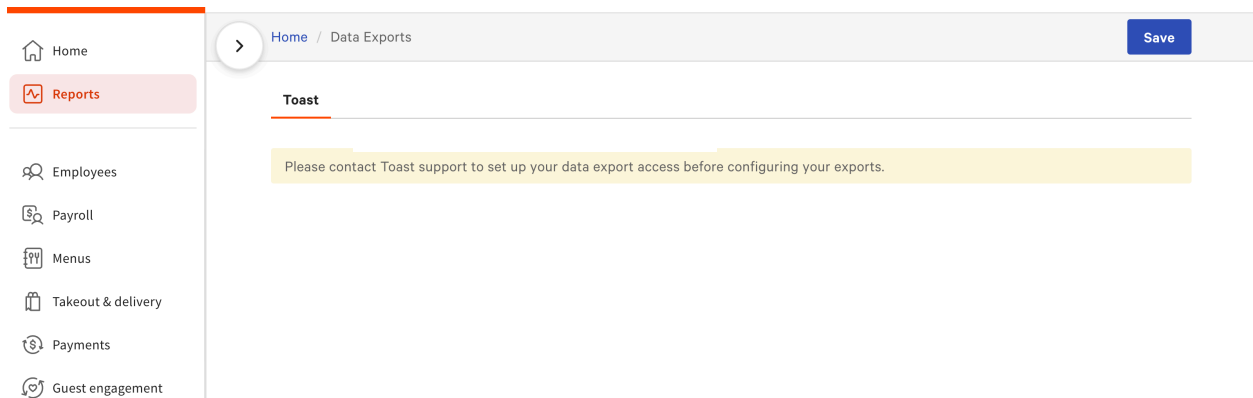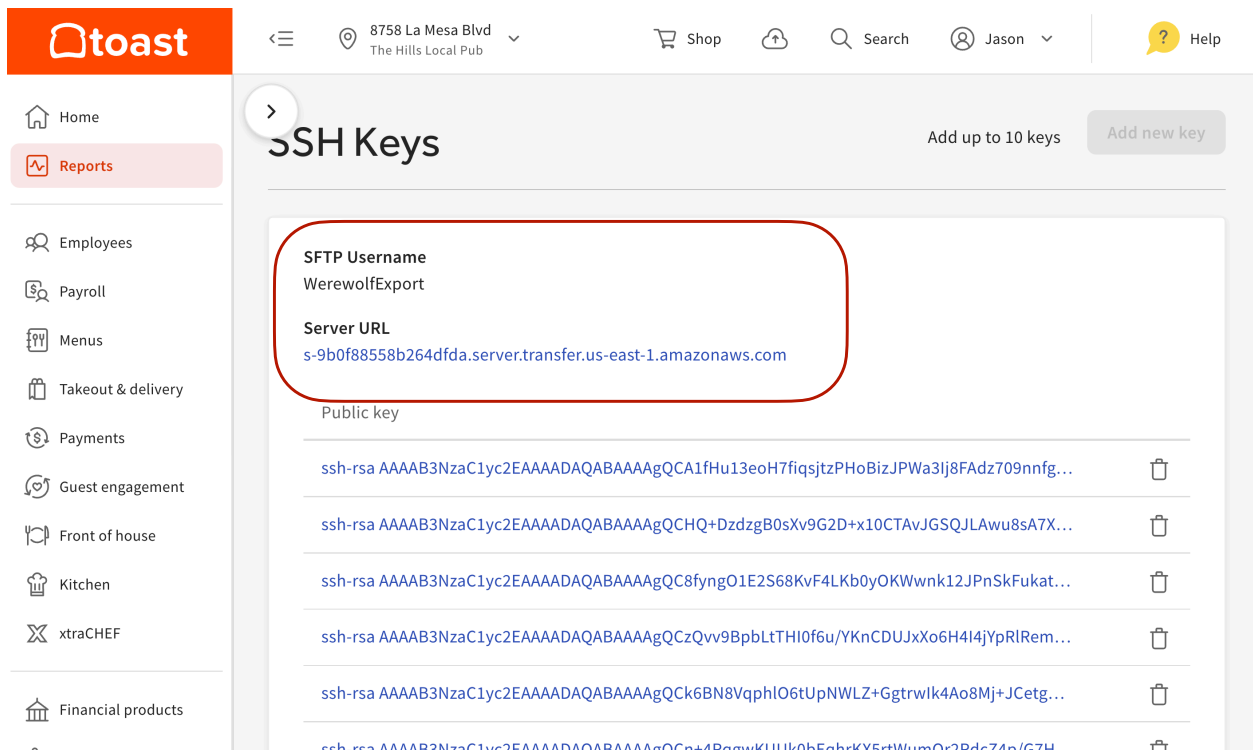# Setting Up Auto Data Import from Toast

1. The first thing that needs to be done is to contact Toast Support to enable Data Export Access for your account. You will need your Toast Point of Sale code to give to support. If you haven't done this you will see this when you get to step 5:

2. In Toast, go to Reports -> Settings -> Data Exports. Enable all exports and make sure all data points are checked. Then click Save. Also, click on the "new restaurant # mapping" link to download a CSV spreadsheet that contains your toast restaurant IDs. The filename will be "LocationExportNumberMapping.csv".
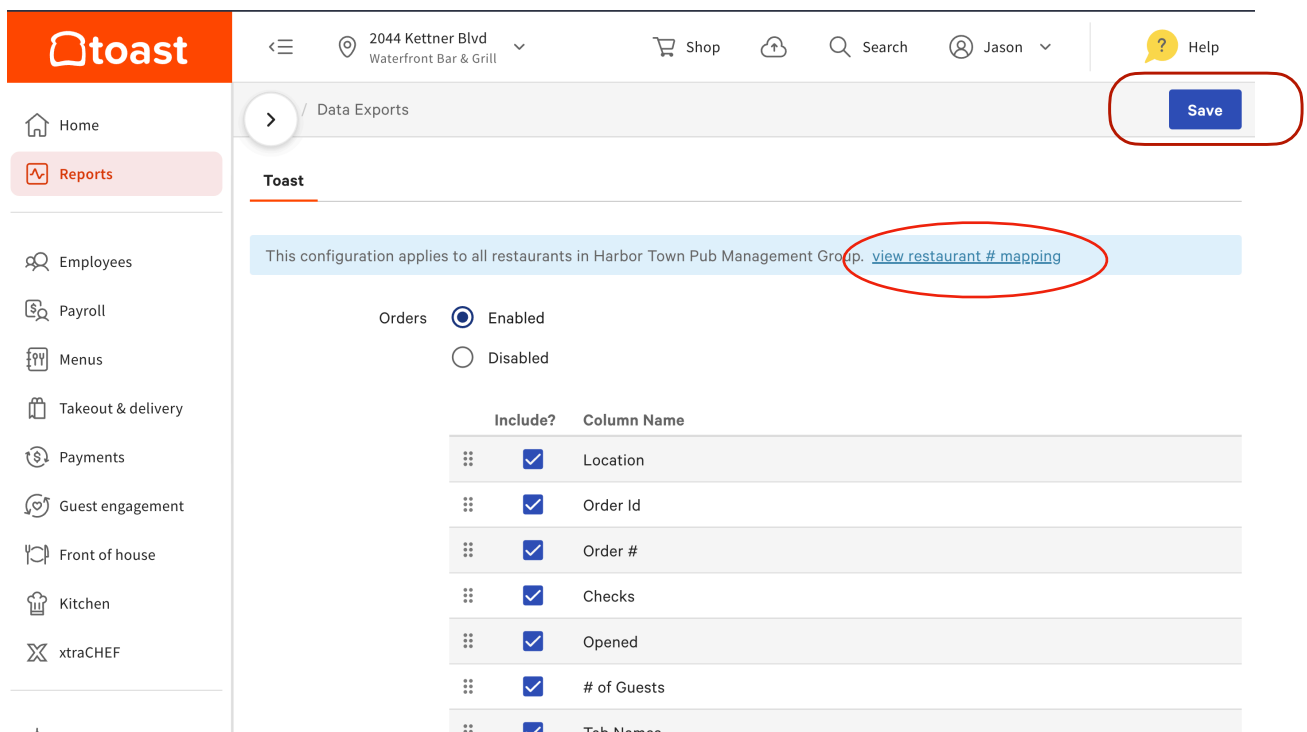
3. In Toast, go to Reports -> Settings -> SSH Keys. You will need the SFTP Username and ServerURL that are on this page for step 5.

4. In Radar Report go to the Profile section and click the Add Toast Import Config button.

5. In the form that pops up, enter the information from step 3. For Name, you can enter anything you want.

Edit Toast Import Configuration   ✕

Name	Configuration Name
SFTP Username	SFTP Username
SFTP URL	SFTP Url

Cancel   Save

6. After creating a config, click on the copy icon of the Public Key column of the config in the table. This will copy your public key into your system clipboard.

Radar Report

Dashboard   Data Center   Establishments   Profile   Logout

Your Info

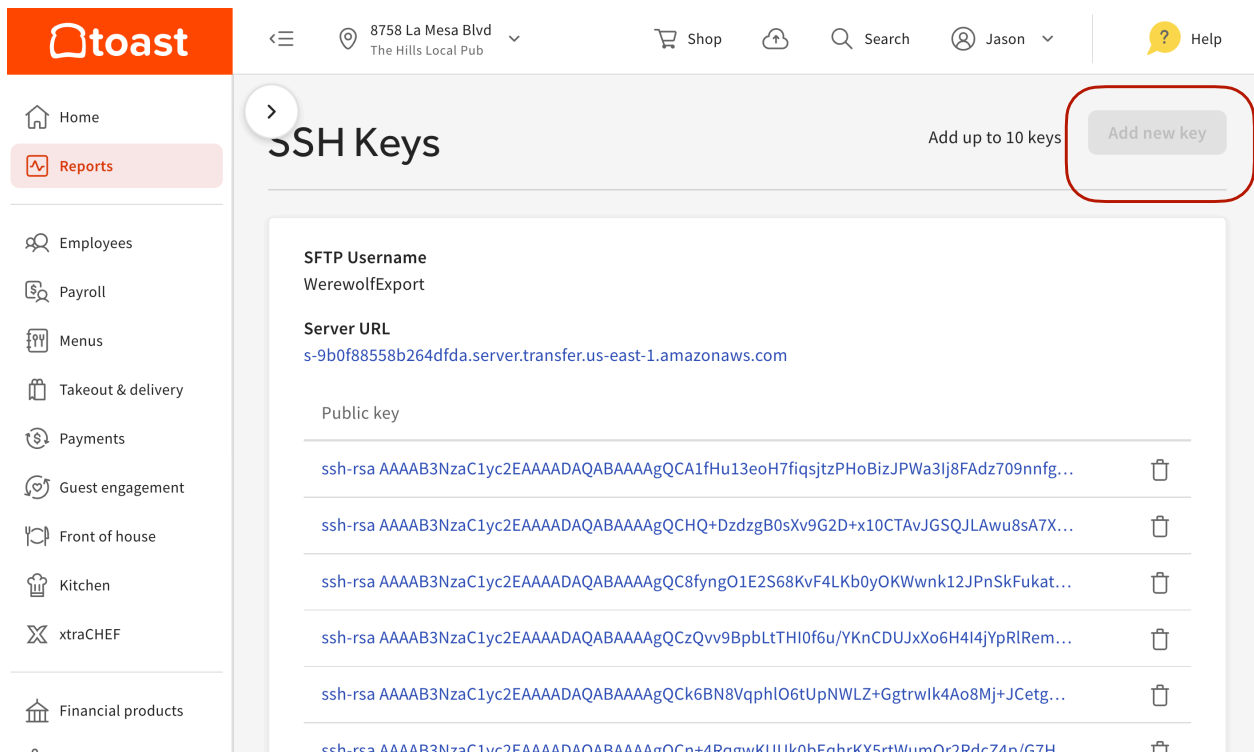| First Name | Joe |
| Last Name | User |
| Phone Number | 6195551234 |

Save

Your Toast® Import Configs

Config Name	SFTP URL	SFTP Username	Public Key	
Test Config	test.com	testuser	📋	✏️

Add Toast Import Config

7. In Toast, go to Reports -> Settings -> SSH Keys. Click the Add new key button, and paste the key you copied from Radar Report into the box that comes up. Hit Save.

7. Open the "LocationExportNumberMapping.csv" you downloaded in step 2 with any Spreadsheet application (e.g. MS Excel or Apple Numbers). The value in the Export # for the Restaurant you are configuring to use with Toast Data exports is the Restaurant ID you will need in step 9.

LocationExportNumberMapping

Restaurant	Location	Export #	GUID	Business Day Cutoff Hour	Time Zone

8. Go back to Radar Report and click on the Edit icon in the Data Source column for the restaurant you are configuring.

Your Establishments

Name	Subscription Type		Data Source		Sq. Footage	Lease Rate	
AAA Restaurant	PREMIUM	🟢	Manual	✏️	3535	533	✏️

Add Establishment

9. On the next page, you will check the box to enable Toast imports, choose the config you created in step 5 from the drop down box, and enter the Restaurant ID from step 7. Then click Save.

Radar Report   Dashboard   Data Center   Establishments   Profile   Logout

Toast® Data Import: AAA Restaurant

☐ Enabled

| Toast Configuration | CassStreetExportUser |
| Toast Restaurant ID | Toast Restaurant ID |

Cancel   Save

10. You have now configured Toast Imports for this establishment. If you have multiple establishments in the same Toast account, you only need to repeat steps 7-9 for the rest of the establishments.