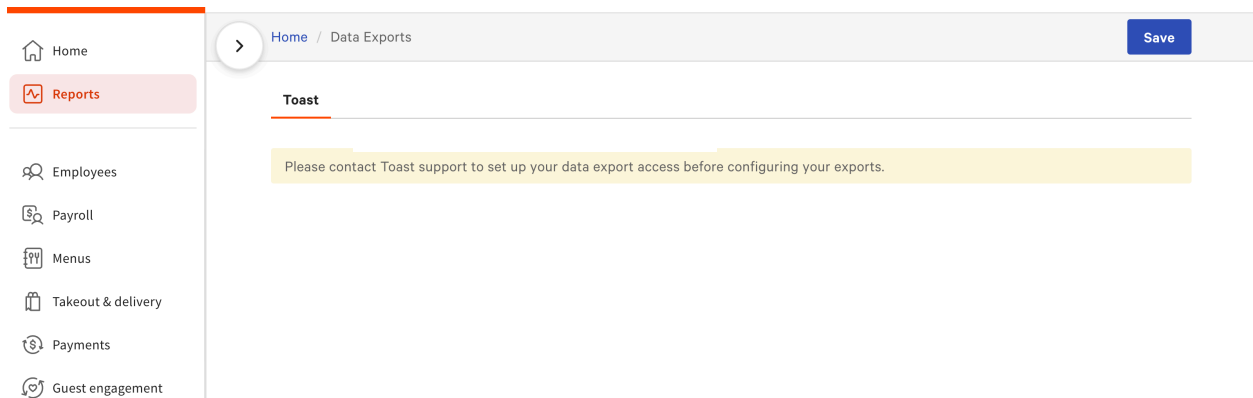


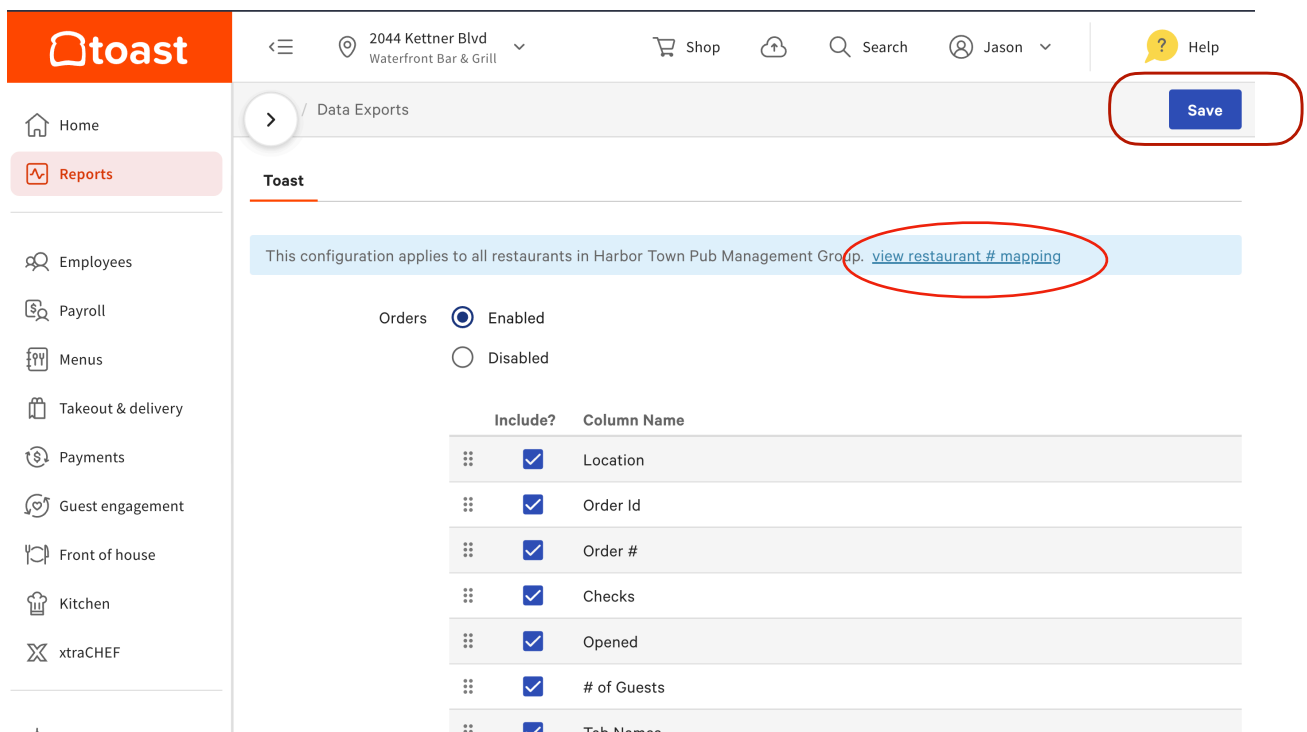


Setting Up Auto Data Import from Toast

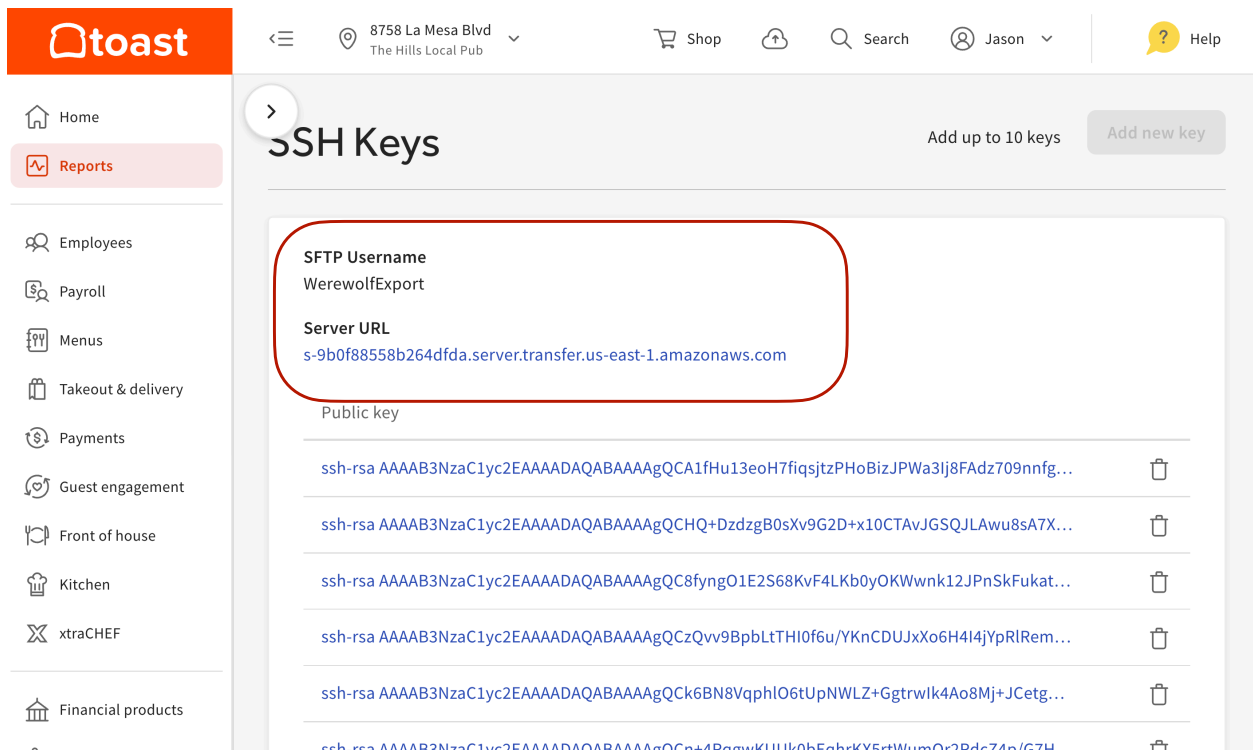
1. The first thing that needs to be done is to contact Toast Support to enable Data Export Access for your account. You will need your Toast Point of Sale code to give to support. If you haven't done this you will see this when you get to step 5:



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.



toast <≡ 8758 La Mesa Blvd The Hills Local Pub Shop Search Jason ? Help

Home Reports Employees Payroll Menus Takeout & delivery Payments Guest engagement Front of house Kitchen xtraCHEF Financial products

SSH Keys

Add up to 10 keys Add new key

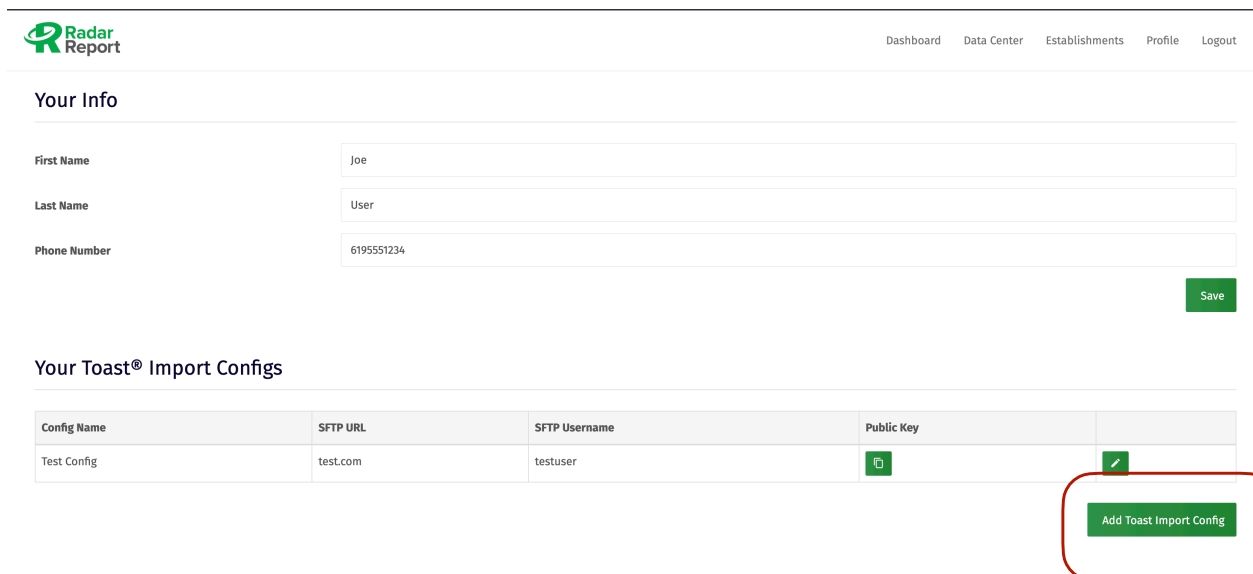
SFTP Username
WerewolfExport

Server URL
s-9b0f88558b264dfda.server.transfer.us-east-1.amazonaws.com

Public key

- ssh-rsa AAAAB3NzaC1yc2EAAAADAQABAAQCA1fHu13eoH7fiqsjtzPHoBizJPWa3lj8FAdz709nnfg...
- ssh-rsa AAAAB3NzaC1yc2EAAAADAQABAAQCHQ+DzdzgB0sXv9G2D+x10CTAvJGSQJLAWu8sA7X...
- ssh-rsa AAAAB3NzaC1yc2EAAAADAQABAAQgQC8fyngO1E2S68KvF4LKb0yOKWwnk12JPnSkFukat...
- ssh-rsa AAAAB3NzaC1yc2EAAAADAQABAAQgQCzQvv9BpbLtTHI0f6u/YKnCDUJxXo6H4I4jYpRIRem...
- ssh-rsa AAAAB3NzaC1yc2EAAAADAQABAAQgQCk6BN8VqphlO6tUpNWLZ+Ggtrwlk4Ao8Mj+JCetg...
- ssh-rsa AAAAB3NzaC1yc2EAAAADAQABAAQgOCn+4RngwKlIIlIk0hFghrKX5rtWumOr2Rdc74n/G7H

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



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

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.



DashboardData CenterEstablishmentsProfileLogout

Your Info

First Name

Joe

Last Name



User

Phone Number

6195551234

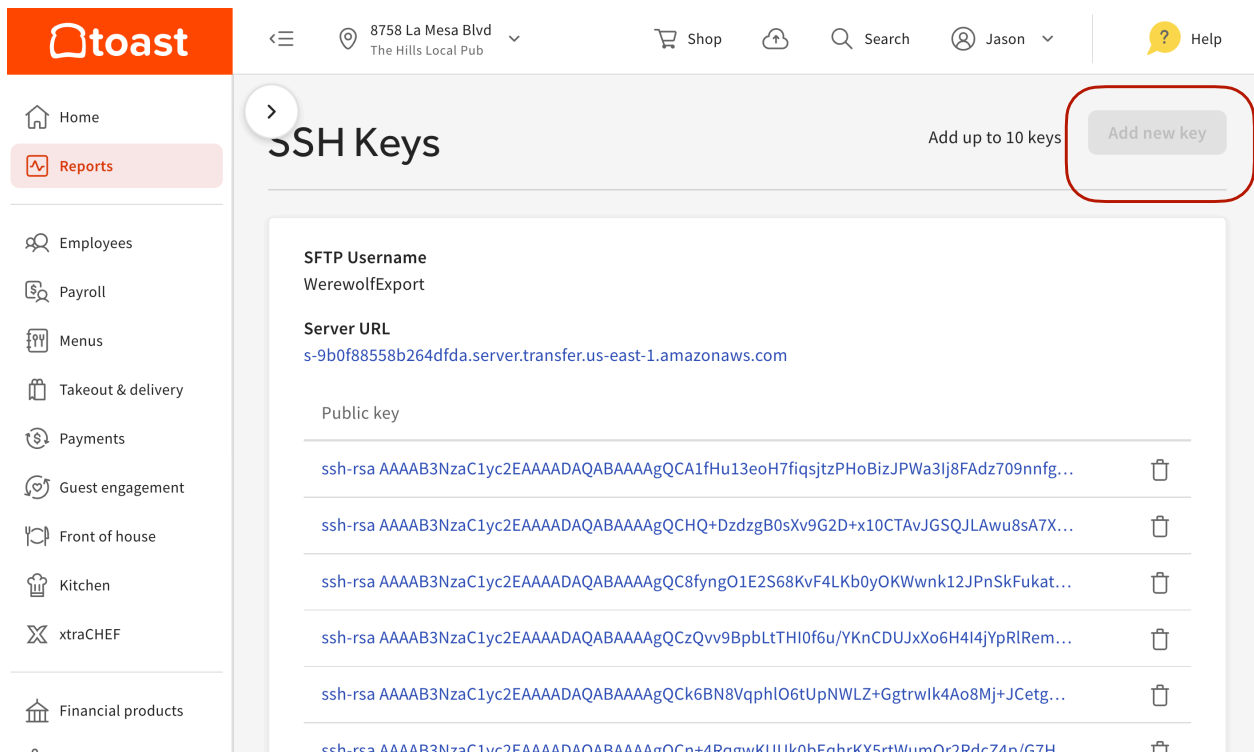
Save

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.

| Restaurant | Location | Export # | GUID | Business Day Cutoff Hour | Time Zone |
|------------|-------------|----------|--------------------------------------|--------------------------|------------------------|
| McDonald's | 123 Main St | 1001 | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX | | A. Standard Co. Region |
| Starbucks | 456 Elm St | 1002 | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX | | A. Standard Co. Region |
| Wendy's | 789 Main St | 1003 | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX | | A. Standard Co. Region |
| McDonald's | 101 Elm St | 1004 | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX | | A. Standard Co. Region |
| Starbucks | 202 Main St | 1005 | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX | | A. Standard Co. Region |
| Wendy's | 303 Elm St | 1006 | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX | | A. Standard Co. Region |
| McDonald's | 404 Main St | 1007 | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX | | A. Standard Co. Region |
| Starbucks | 505 Elm St | 1008 | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX | | A. Standard Co. Region |
| Wendy's | 606 Main St | 1009 | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX | | A. Standard Co. Region |

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 |  | 3,335 | 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.



[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.