



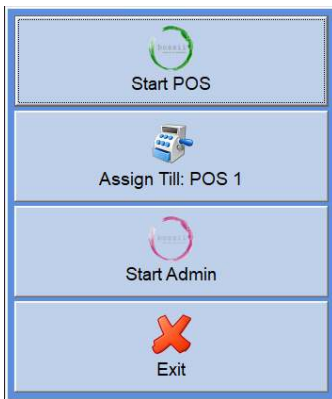
## HOW TO USE NOWBOOKIT WITH BOSSII



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Log into the cloud server using the supplied credentials



**Start POS** will launch BOSSIIPOS

**Start Admin** will launch BOSSIIAdmin



## Setting up for NBI

Launch **BOSSIIAdmin** and log in with the code “111”

Select **Setup -> System Setup -> System Configuration -> NowBookIt** Tab

The screenshot shows the 'System Setup' window for 'NowBookIt' integration. The 'Use NowBookIt Integration' checkbox is checked. The 'NBI API Token' field is empty. The 'NBI URL' field contains 'https://ipos.nowbookit.com'. The 'Hrs from UTC' dropdown is set to '10.0'. The default settings are: Default Payment Type: Online Payment; Default Voucher Type: Online NBI Gift Voucher; Default Booking Type: NowBookIt; Default Booking Status: Enquiry; Default Booking Area: Floor; Default Till: POS1. There are several unchecked checkboxes for data synchronization options.

Tick the **Use NowBookIt** integration box

Click on the **NBI API Token** field and press “ctrl” + “V” on the keyboard to paste the API key that has been copied from NBI and that will now need to be pasted here

The NBI URL allows a differentiation between the NBI test website and the live website

Default time from UTC time zone is set to 10 hours. For all SEQ client businesses, UTC is to be set to 10 hours.

You will now need to select the default settings for the other options

1. Default Payment Type must be chosen. Best practice is to setup a new or use an existing payment type such as “Online Payments”. This payment type **must not** be counted on the Cash Up. If there is no payment type showing in the Selection box, then a new payment type needs to be setup to be linked herein.



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*(If one doesn't exist, go to Setup -> System Configuration -> Payment Types -> copy a similar Payment type and setup as required)*

2. Default Voucher Type must be an "online" voucher type. *(If one doesn't exist go to Pricing & Discounts -> Voucher Types -> copy a similar Voucher type and setup as required)*
3. Default Booking Type is the type of booking that all NowBookIt bookings will be associated with. Best practice is to create a booking type that is called NowBookIt. This way you can report on the number of bookings that NBI bring to your venue. *(If one doesn't exist go to Setup -> Setup Bookings -> Booking Type -> copy a similar Booking type and setup as required)*
4. Default Booking Status. This is the status that the booking will be set to if the booking from NBI has a status which has not been set up. Best practice is to marry the Booking Status's in BOSSII to a corresponding Booking Status in NBI.
5. Default Booking Area. This is the area that the booking will be set to if the booking from NBI is linked to tables that don't exist within BOSSII.
6. Default Till. This is the till against which all NBI voucher sales and booking prepayments / deposits will be placed against.
7. "Only Import bookings with Payments from NBI" allows a venue to only receive bookings into their BOSSII system that have pre-payments associated with them and disregard for transfer any bookings from NBI that do not have any pre-payments.
8. "Allow Non-NBI Fields to be Changed on NBI Bookings in BOSSII" – this option will allow NBI originated bookings to be edited in BOSSII but only the fields that aren't imported from NBI e.g. the food, bar tab, entertainment fields etc for functions
9. "Send Pax back to NBI for NBI Bookings" – editing the booking in BOSSII will send changes made to the pax back to NBI for NBI bookings only
10. "Send Tables back to NBI for NBI Bookings" – editing the booking in BOSSII will send changes made to the allocated tables back to NBI for NBI bookings only



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11. “Send Status back to NBI for NBI Bookings” – editing the booking in BOSSII will send changes to the status back to NBI for NBI bookings only. This includes when the status changes as a result of fully paying the deposit amount in BOSSII
12. “Send Sales back to NBI for NBI Bookings” – once the booking is completely cashed off in BOSSII, an itemised list of the bill and all payments will be sent through to NBI for reporting purposes.
13. “Send Status back to NBI when booking started” – when this option is ticked, starting the booking in BOSSII will trigger a status change in NBI to tell NBI that the booking has started. The status send through to NBI will be what is on the textbox to the right of this option. Normally this would be set to “Seated”
14. “Send Status back to NBI when booking finished” – when this option is ticked, fully paying off the booking in BOSSII will trigger a status change in NBI to tell NBI that the booking has finished. The status send through to NBI will be what is on the textbox to the right of this option. Normally this would be set to “Finished”

### PLEASE NOTE:

1. Bookings originating in BOSSII will not be sent back to NowBookIt
2. Section names in NowBookIt must match exactly with the Section Names in BOSSII
3. Table numbers in NowBookIt must match exactly with the Table Numbers in BOSSII
4. Table numbers/names should be unique – do not have the same table number used in two different sections ie: Section called “Outside” should not have a table 10 as does a section called “Inside” have a table 10
5. A status of cancelled in NBI will mark the booking in bossii as inactive and will be removed from all active bossii bookings



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6. You cannot change the booking date / start time in BOSSII for any bookings that have originated in NBI
  
7. BOSSII will poll NBI for new bookings every 2 minutes. This polling time can be adjusted

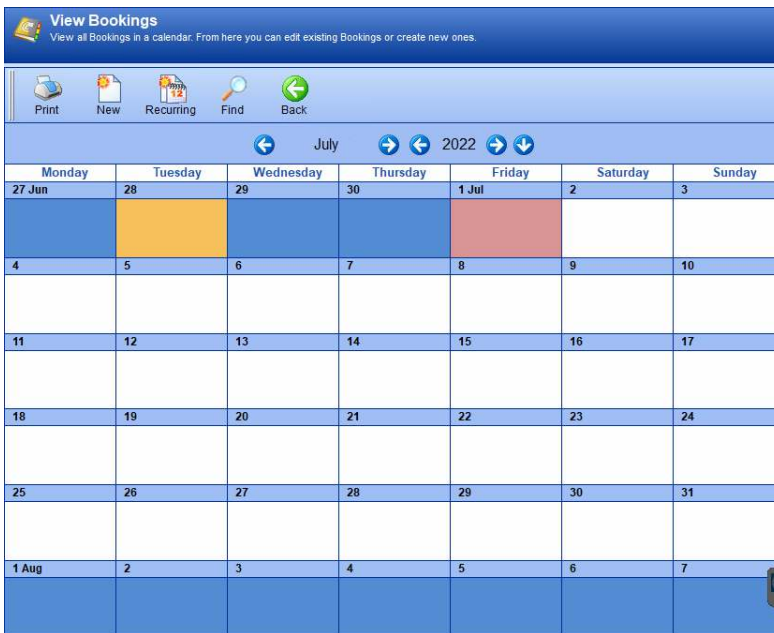


## Viewing Bookings in Admin

Launch **BOSSIIAdmin** and log in with the code "111"

Select **Bookings** → **View Bookings**

You will be presented with a calendar, displaying which days have bookings attached to that day



Double-click on the day you wish to see the bookings for



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**View Bookings**  
View all Bookings in a calendar. From here you can edit existing Bookings or create new ones.

Print New Recurring Edit Notes Back Active

← Fri 24 June 2022 → Status: All Status Max: 60 Bookings, 200 People

Area: All Areas Section: All Sections  Both  With Deposits  Without D

Period	Start	Last Name	First Name	Phone No	Status	NOP	Table No	Dep
Lunch ( 11:00am - 2:59pm )								
*NBI*	2:00pm	Smith	John	+61401479851	Completed	2	7	
*NBI*	2:15pm	Valentine	Jamie	+61401479851	Completed	2	1	

2 Bookings, 4 People

This is a list of all bookings for the selected day.

\*NBI\* in the first column lets you know that this is a booking that has originated from NBI.

Double-click on the booking to view the bookings details

**View Bookings**  
View all Bookings in a calendar. From here you can edit existing Bookings or create new ones.

Save Print Back Log

Booking Pricing Task List Contact Log Documents Booking Package

Booking Details Customer Details Deposits Booking Statistics Allocated Tables Schedule of Events Follow Up Questions

Contact Phone # +61401479851 Email jamie@bossii.com \* NBI Booking \*

First Name Jamie Last Name Valentine

Status Completed

Start Date 24/06/2022 Start Time 2:15pm PAX 2

Finish Date 24/06/2022 Finish Time 3:45pm Duration 90 Mins

Type NBI Booking

Area Restaurant Floor

Section Bar

Details - 1 Details - 2

Reference

Food

Drinks

Bar Tab Entertainment

Misc Booking's Key Color





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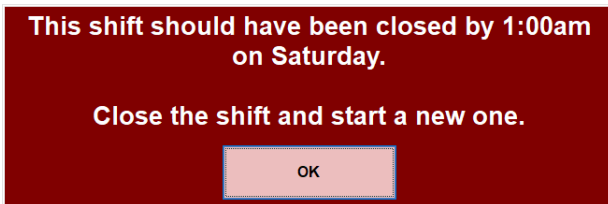
Here we can see the details of the selected booking



## Starting the POS

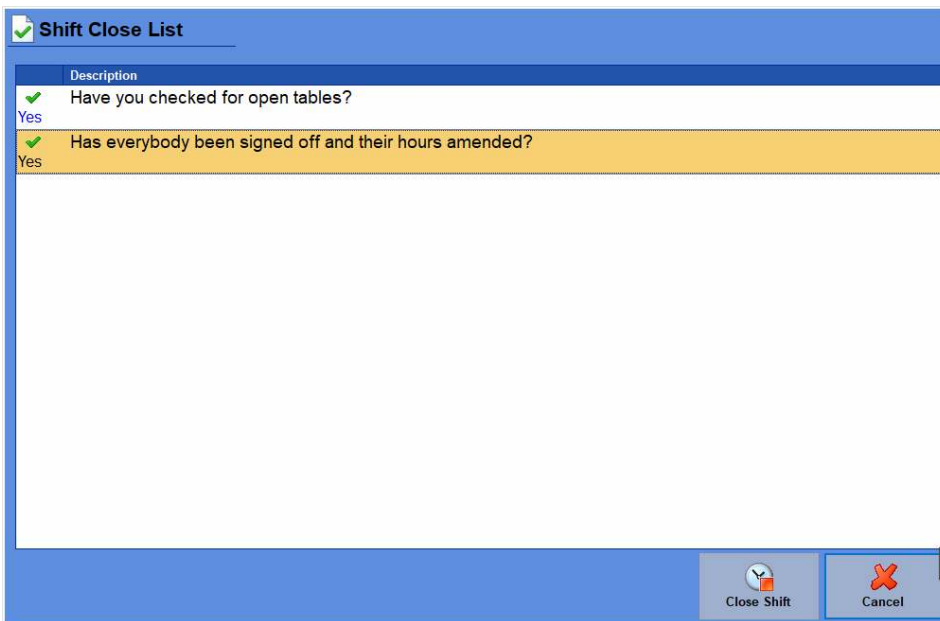
Launch **BOSSIIPOS** and log in with the code “111”

You may be presented with the following screen

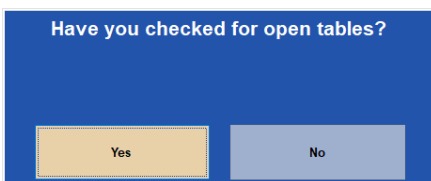


Click **OK**

You will now be prompted to close the shift. To close the shift:



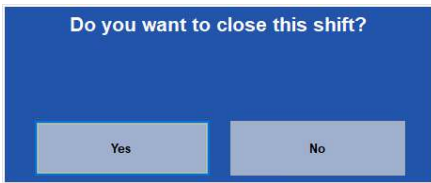
Select each of the options and click **Yes** when prompted





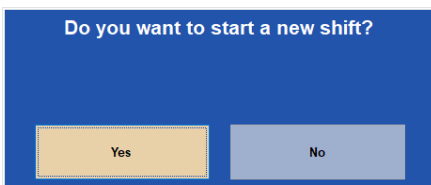
## HOW TO USE NOWBOOKIT WITH BOSSII

Click **Close Shift** when available

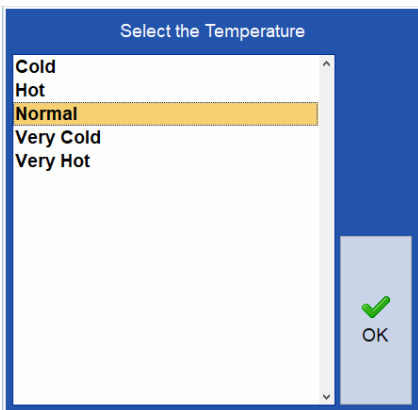


Click **Yes**

You will then be prompted to create a new shift



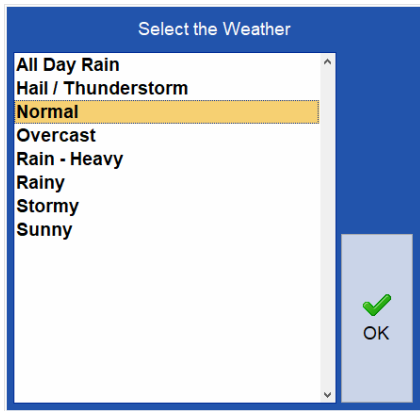
Click **Yes**



Click **OK** to select the Temperature



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Click **OK** to select the weather

No Course		Top of List				Find Product	Up
Description	+1	Cappucino	Chai Latte	Dirty Chai	Flat White	Hot Chocolate	NON ALCOHOLIC
<b>Table: Cash Sale - R/N: New Receipt</b>		Latte	Long Black	Matcha Latte	Mocha	Piccolo Latte	BREAKFAST
		Short Black / Espresso	Tumeric Latte	Takeaway Coffee & Tea SMALL	Takeaway Coffee & Tea MEDIUM	Takeaway Coffee & Tea LARGE	SANDWICH
		Chai Tea	Chamomile Tea	China Green Sencha Tea	Earl Grey Tea	English Breakfast Tea	WRAPS
		Forest Berry Tea	Lemongrass & Ginger Tea	Orange Pekoe Tea	Peppermint Tea		BURGERS & TOASTIES
		FRESH JUICE	SMOOTHIE				HOT MEALS & SALADS
		ICED DRINKS	MILKSHAKES	THICKSHAKES		OPEN BEVERAGE	
Member Name	Total	\$0.00				Go to Page 2	Down
Void	Open Cash Drawer	Print Bill	Single Qty	Ask No Questions	Quick Pay	Options	
Send Production Message	Split Bill	Use Coupon	Sell Products	View Payments	Pay Bill	Table Areas	
LBFC	POS 1	Friday, 1 July 2022			7:21:34am		

Once a new shift has been started you will log into BOSSIIPOS

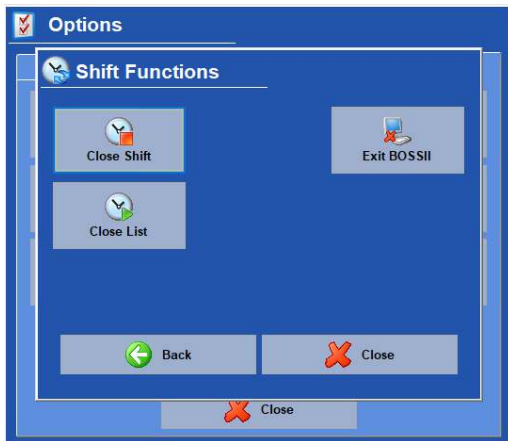
Click the **BOSSII icon** in the top left corner to return to the log in screen



### How to Exit BOSSII

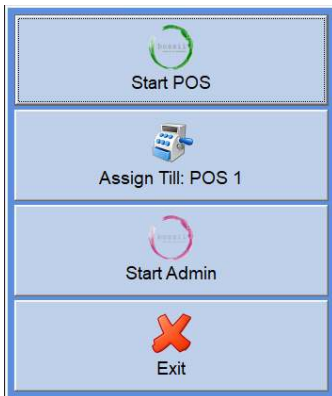
Whilst **BOSSIIPOS** is open, log in with the code “111”

Select **Options** → **Manager Options** → **Shift Functions**



Click **Exit BOSSII**

You will be returned to the Launch screen



Click **Exit** to close out of the logged in session



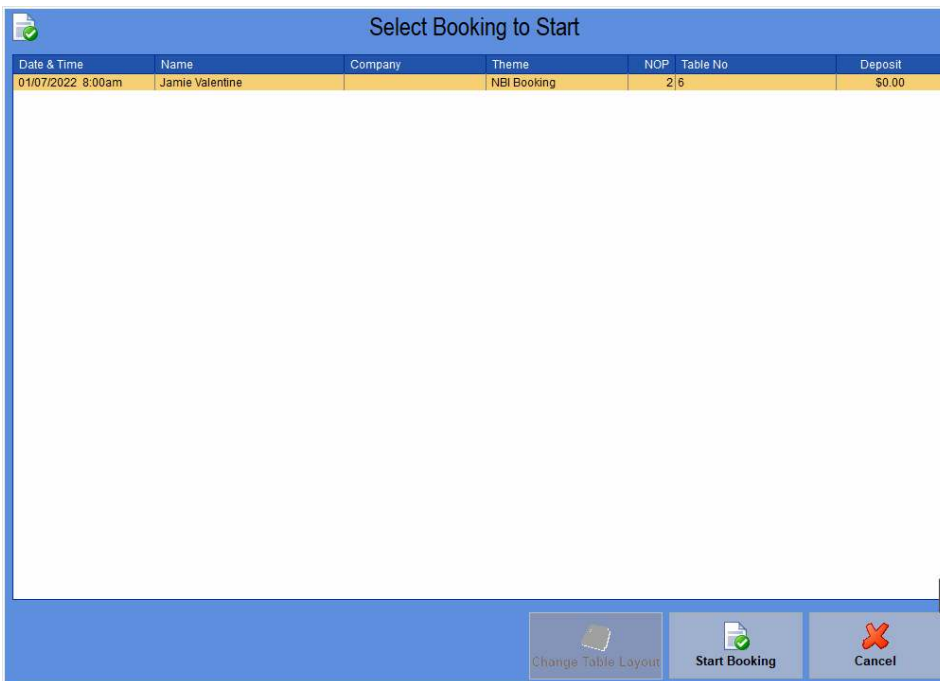
## Starting a Booking

Launch **BOSSIIPPOS** and log in with the code “111”

Select **Options** → **Other Options** → **Start Booking**



This will give you a list of all bookings that are able to be started today



Only **confirmed** bookings are able to be started



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Select the booking you wish to start and click **Start Booking**

Do you want to activate this function onto table 6?

Yes No

Click **Yes** to start the booking onto the specified table

You will now be able to add items to the bill for this booking

The screenshot shows the Bossii POS interface. At the top, there's a navigation bar with 'No Course' and 'Top of List'. Below that, a booking summary for 'Jamie Valentine - NBI Booking' is shown for 'Table: 6 - R/N: 001267304'. The bill items are:

1	x Earl Grey Tea	\$4.50
1	x Chamomile Tea	\$4.50
1	x China Green Sencha Tea	\$4.50

The total is \$13.50. The product grid on the right includes categories like Cappucino, Latte, Short Black / Espresso, etc. A red circle highlights this grid. At the bottom, there are buttons for 'Pay Bill', 'Print Bill', 'Split Bill', etc. The status bar at the bottom shows 'LBFC', 'POS 1', 'Friday, 1 July 2022', and '7:24:57am'.

Add items to the bill by clicking on the product buttons on the right hand side

To finalise the bill, click the **Pay Bill** button



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Quick Cash Off						Finished Calculator
\$100	\$50	\$20	\$10	\$5	\$2	
Total		\$13.50	Use Voucher			Accept Payment
Already Paid		\$0.00				
Still Owing		\$13.50	Pay Full Amount			
Received		\$0.00	Amount Including Surcharge \$0.00			
7	8	9	Cash			
4	5	6	EFTPOS - M/Card & Visa			
1	2	3	Direct Debit			
0	.	C	Promotions & Contra			

Click **Pay Full Amount** to set the payment to the amount owing

Click **Accept Payment**

The screenshot shows the Bossii POS interface. A central modal window displays the transaction summary: "Transaction completed Successfully". The summary includes: Total \$13.50, Received \$13.50, and Change \$0.00. Below the summary are buttons for "Print Receipt" and "Finished". The background shows a menu with items like Earl Grey Tea, Chamomile Tea, and China Green Sencha Tea. The interface also includes a "Member Name" field with "Jamie Valentine" and a "Total" field. At the bottom, there are various function buttons like "Void", "Open Cash Drawer", "Print Bill", "Single Qty", "Ask No Questions", "Quick Pay", "Options", "Send Production Message", "Split Bill", "Use Coupon", "Sell Products", "View Payments", "Pay Bill", and "Table Areas". The status bar at the bottom shows "LBFC", "POS 1", "Friday, 1 July 2022", and "7:25:28am".





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If the bill is completely paid off by this payment then the bill will be finalised and the sales amount sent through to NBI



## Viewing Vouchers in Admin

Launch **BOSSIIAdmin** and log in with the code “111”

Select **Pricing & Discounts** → **Outstanding Vouchers**

Expiry	Voucher #	Type	Amt	Date	Time	Online #	NBI #
19/01/2023	6750	NBI Voucher	\$50.00	20/01/2022	10:54am	000067508LYW	Jc
19/01/2023	6751	NBI Voucher	\$100.00	20/01/2022	11:03am	00006751BBEL	Jc
19/01/2023	6752	NBI Voucher	\$200.00	20/01/2022	11:07am	00006752GCRN	Jc
19/01/2023	6755	NBI Voucher	\$100.00	20/01/2022	3:28pm	00006755D7L8	Jc

Total 4

This is a list of all vouchers available in BOSSII for use in paying bills.

**Voucher #** is the number to be entered into BOSSII to use this voucher

**Online #** is the voucher number in NBI

The voucher # in BOSSII is derived from the NBI voucher number by removing the last 4 characters ie. voucher number + XXXX



# HOW TO USE NOWBOOKIT WITH BOSSII

## Using a voucher in BOSSIIPOS

Launch **BOSSIIPOS** and log in with the code “111”

You can create a new bill in BOSIIPOS just by adding items to an empty bill

The screenshot shows the BOSSIIPOS interface. At the top left, there's a 'bossii' logo and a 'No Course' button. Below it, the user's name 'Jamie Valentine - NBI Booking' is displayed. The main area shows a bill for 'Table: 6 - R/N: 001267304' with three items: 1 x Earl Grey Tea (\$4.50), 1 x Chamomile Tea (\$4.50), and 1 x China Green Sencha Tea (\$4.50). The total is \$13.50. On the right, there's a grid of product buttons categorized by type (e.g., CAPPUCCINO, CHAI LATTE, etc.). At the bottom, there's a toolbar with various action buttons like 'Void', 'Print Bill', 'Pay Bill', etc.

Add items to the bill by clicking on the product buttons on the right

Click **Pay Bill**



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Quick Cash Off							Finished Calculator
\$100	\$50	\$20	\$10	\$5	\$2	\$1	
Total		\$13.50		Use Voucher			Accept Payment
Already Paid		\$0.00					
Still Owing		\$13.50		Pay Full Amount			
Received		\$0.00		Amount Including Surcharge \$0.00			
7	8	9	Cash <b>EFTPOS - M/Card &amp; Visa</b> Direct Debit Promotions & Contra				
4	5	6					
1	2	3					
0	.	C					

Click **Use Voucher** to pay this bill using a voucher

Quick Cash Off							Finished Calculator														
\$100	\$50	\$20	\$10	\$5	\$2	\$1															
Total		\$13.50		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Enter the Voucher No</p> <p>BOSSII Voucher    NBI Voucher</p> <p>XXXX- <input type="text" value="0"/> -XXXX</p> <table border="1" style="width: 100%;"> <tr> <td>7</td> <td>8</td> <td>9</td> <td rowspan="2">  Cancel           </td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td rowspan="2">  OK           </td> </tr> <tr> <td>0</td> <td colspan="2">Clear</td> </tr> </table> </div>			7	8	9	Cancel	4	5	6	1	2	3	OK	0	Clear		Accept Payment
7	8	9	Cancel																		
4	5	6																			
1	2	3	OK																		
0	Clear																				
Already Paid		\$0.00																			
Still Owing		\$13.50																			
Received		\$0.00		Amount Including Surcharge \$0.00																	
7	8	9	Cash <b>EFTPOS - M/Card &amp; Visa</b> Direct Debit Promotions & Contra																		
4	5	6																			
1	2	3																			
0	.	C																			

Click **NBI voucher**

Enter the middle sequence of numbers on your NBI voucher. This is in the format XXXX – voucher number – XXXX



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Click **OK**

A blue rectangular dialog box with white text. The text reads: "Do you want to use voucher # 6750 for \$50.00?". Below the text are two light blue buttons with black text: "Yes" on the left and "No" on the right.

Do you want to use voucher # 6750 for \$50.00?

Yes No

Click **Yes** to use this voucher.

The voucher redemption amount will then be sent to NBI.

If the amount used is less than the amount available on the voucher then a new voucher will be issued to you by NBI for the amount remaining.

This voucher can be used in BOSSII until completely redeemed.