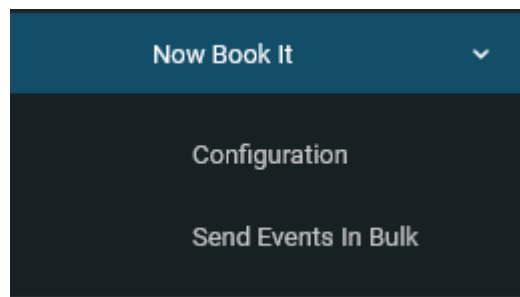


## LINKING FUNCTION TRACKER TO NOW BOOK IT

### Step 1 - Connect with the Now Book It API

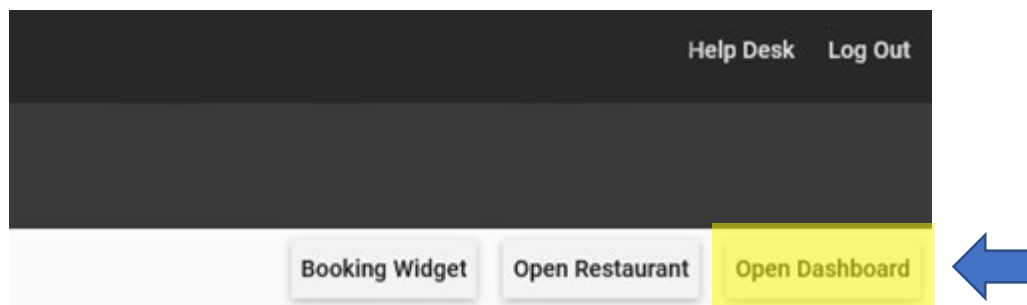
#### In Function Tracker

Under Side Men > Admin > Third Party Integrations > Now Book It > Configuration - you will see a field where you first have to enter your Now Book It "API" Key.

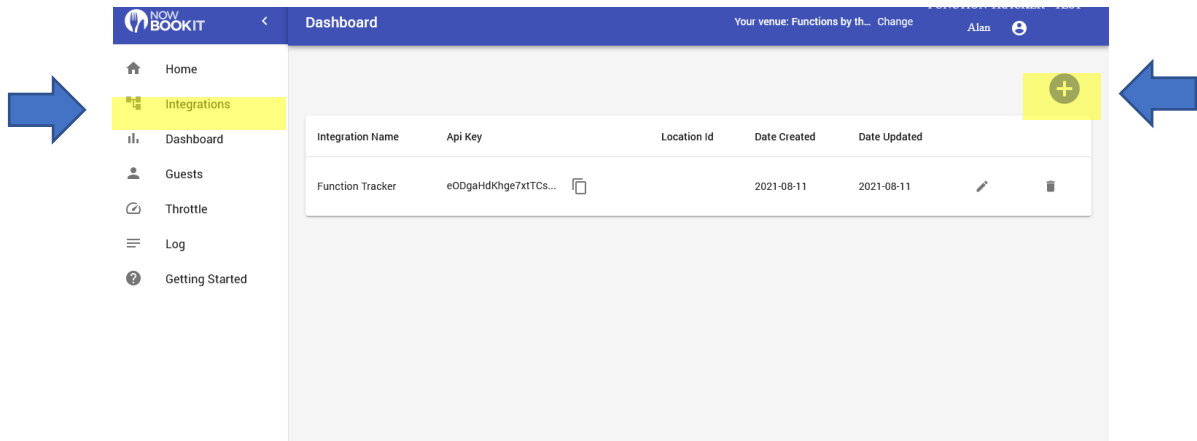


#### In Now Book It – Creating the API Key

To create this key, you need to go to your Now Book It "Dashboard". You should see a button like this to click on. Click on Open Dashboard.

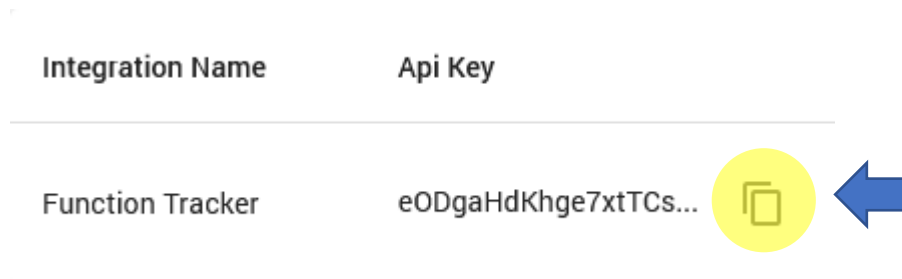


On the Dashboard, click on the **Integrations tab**, on the left hand side, then click on the large **Blue Plus icon** to create an API key.



On the following screen, just type in the text Function Tracker for the POS Vendor Name - then click on Save.

To copy the API Key, click on the copy icon, and paste this code into the Function Tracker configuration page.



Paste this into the Function Tracker Now Book It Integrations Page and click on Connect.

## Step 2 - In Function Tracker

### 1. Map your Spaces/Tables

Once connected with the API Key, you need to first map your Function Tracker event spaces to their equivalent NBI sections. You can choose to also select tables. If you do not select any tables Function Tracker will automatically create an event for all available tables for the section.

### 2. Map your Event Status

Also map your Function Tracker event status to their equivalent NBI booking status.

### 3. Set Up Complete

**FUNCTION TRACKER** 🔍 My Profile

Home / Third Party Integrations / Now Book It

### Now Book It

#### Event Space Mapping

Map your Function Tracker event spaces to their equivalent NBI sections. You can also choose tables if required. If no tables are chosen all available tables will be used.

Event Space	Now Book It Section(s)	Now Book It Table(s)
Blue Room	Beach Bar x	
Green Room	Beach Bar x Function Room x	
Yellow Room	Function Room x	

#### Event Status Mapping

Map your Function Tracker event status to their equivalent NBI status.

Function Tracker	Now Book It
Confirmed	Confirmed
Enquiry	Unconfirmed
Lost Business	Cancelled
Not Active	Cancelled
Pending	Unconfirmed
Tentative	Unconfirmed

#### Options

Yes  No Auto Check the NBI Table Status on the Function Tracker Event Details Page. Function Tracker will check and warn if Tables have been deleted from NBI

#### Disconnect

[Disconnect From Now Book It](#)

## Now What Happens?

From this point forward as soon as you create a new event in Function Tracker it will be sent to Now Book It. Existing events can be sent individually to NBI by simply editing the individual event in Function Tracker and clicking on Submit.

## Bulk Sending of Events to Now Book It

You can also send events in bulk to NBI using the function found under Side Menu > Admin > Third Party Integrations > Now Book It > Send Events in Bulk.

## When connected to Now Book It

- You can Edit the event in FT and change the Tables if required on the edit page at the bottom.
- On the Event Details page there is a "Now Book It" notes field, if you add in text here, it appears in NBI.
- If you move the event in Function Tracker it will move it in Now Book It.
- Any changes to the event in Function Tracker including Status, Date/Time, Contact Details and Number of Guests will be reflected in Now Book It.

## Step 3 - In Now Book It

Bookings from Function Tracker that appear in Now Book It are highlighted with a Blue FT.

The screenshot displays the 'Events By The Bay Bookings' interface for Tuesday, August 31, 2021. The interface is divided into several sections:

- Header:** Shows the date 'Tue 31 Aug 2021' and the section 'All'.
- Summary:** Displays 'TOTAL BOOKINGS 4' and 'COVERS 0/37'.
- Booking List:** Lists four bookings for 'SALNAN WIBOWO':
  - 4:00AM - 12:00AM (P10, T3, T5, TT1)
  - 5:00AM - 7:00AM (P5, TT2, TT1)
  - 8:00AM - 11:00AM (P10, T1, T3, TT1) - This booking is highlighted in blue, indicating it is from Function Tracker (FT).
  - 3:30PM - 4:30PM (P12, T2, T4, T5)
- Calendar View:** Shows a grid of time slots from 8AM to 1PM. The highlighted booking is visible in the 8:00AM - 11:00AM slot.
- Bottom Summary:** Shows '5 CONFLICTS', '0 CANCELLED', and '0 FINISHED'.

Opening the Booking you will see the Booking Name, Number of People, Space Details and also a link back to the Booking in Function Tracker.

If you move the event in Now Book It, it will move it in Function Tracker.

Events By The Bay Bookings 5.1.287

Mon 30 Aug 2021 Section All

Booked: 15:04 12/08/21 Updated: 15:04 12/08/21 Ref: 80643861

TOTAL BOOKINGS 6 COVERS 0/41

0 WAIT LIST 6 BOOKINGS

8:00AM - 11:00AM SALNAN WIBOWO

10:30AM - 12:00PM JEM M

11:30AM - 12:30P... SALNAN WIBOWO

12:00PM - 3:00PM CRAIG

12:00PM - 3:00... JEMMA FT P10

3:00PM - 5:00P... JEMMA P8

4 CONFLICTS 1 CANCELLED 0 FINISHED

### Craig, Mon 30 Aug

Status: Confirmed People: 4 Duration: 180

Summary DETAILS CRAIG BOOKING OPTIONS 0

Links  
Link To FT Event #20

Time: 12:00pm Table: TT1 \* C2 Function Room

No tables available.

Any Function Room Beach Bar

Amount Spent

CHANGE DATE Resend confirmation CLOSE SAVE