

# Function Table Allocation App

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The Function Table Allocation App makes it simple to see, manage, and change seating for functions at your event, either weeks beforehand or while onsite during the function.

You can define table layouts for specific functions, and assign guests to tables ahead of time.

When guests are arriving to the function or stopping by a desk to pick up function tickets, late registrations with no table assigned, guests who want to switch tables, and 'no-shows' are all common. This app lets you see a list of all guests at your function, see which table they're assigned to, and easily change table assignments as needed. If you have late registrations (without a table assignment) you can also assign them to available tables by using the app.

## Setting up the Function Table Allocation App

### Details

As for all apps/portals, you need to set up a name, Alias (URL), brand, live dates, and messaging for before and after the app is live. [Read this article for more information.](#)

### Localization

#### Changing the wording in the app/portal

Changes made to the default language in Application Settings will affect all events. However, you can still make unique local changes for each portal in each event in the Portal Setup. [Read more about Localization.](#)

## Content

Configure the Navigation link description, the Heading, and the page content for the following pages:

- **Search** – lets you define the default labels and content text viewed on this page. You have two extra options:
  - **Enable Allocate to Table** – allows you to assign a guest to a specific table.

- **Enable Unallocate from table** – allows you to remove a guest from a specific table.
- **Email** – lets you define the default labels and content text viewed on the email reminder page.
- **Info** – lets you define the default labels and content text viewed on the info page.

## Users Tab

In this tab, you set up who's allowed to access the app. To add a new user, click the plus sign next to **App Users**, and complete the fields below. When you've finished adding users, press **Save**.

**Note:** You must set up **Users** here before anyone can use this app.

Click on **App Users** to create a new user, then fill in the following:

- **Email Address**
- **Password**
- **First Name**
- **Last Name**
- **Organization**
- **User Type** – (Leave as Basic – the default. No other user types for this app.)
- **User Level** – (Leave as Standard – the default.)
- **Is Disabled** – check this to disable the account, so the user cannot sign in.
- **Last Logon** – shows the date and time this user last signed in.

## Setting up the functions module

If you want to use the Function Table Allocation App, follow these steps:

1. Navigate to the **Setup Panel**.
2. Select **Functions Module**.
3. Select the **function** that you want to enable the Function Table Allocation App for.
4. In the Details Tab, check **Enable Table Allocation**.
5. Optionally, you can also check **Track Ticket Collection**, which will record statistics about collection numbers.

## Collected Ticket Notification

All attendees whose tickets or table seating were marked as collected will display the date and time of the collection in their attendee record, in the function ticket details, as shown below:

Functions <span>✕</span>							
Details	Guests	Itinerary	Payment Schedule	Tax	Table Allocation		
ID	Title	First Name	Last Name	Organization	Position	Email Address	Ticket Collected
0	Dr.	Edmond	Aikens	Mr D's IGA	Director	e.aikens@iga.com	<input checked="" type="checkbox"/>

## Using the Function Table Allocation App

First, select the function you want to manage seating assignments for. Then you can select:

- **Search** – searches for the person checking in or collecting tickets
- **Results**– displays their name along with their organization, who they're guest of [if applicable], table number, and the following check-in or collection options:
  - **Unallocate** – unassign them from a specific table
  - **Collected** – mark them as arrived and checked in (if you have enabled **Track Ticket Collection** – see below)
  - **Table Number** – if they're NOT assigned to a table, assign them by selected the desired table number

## Extra features

- **Email** – search for and select attendees who haven't checked in or picked up tickets for this function so you can email a reminder directly from the app.
- **Info** – displays a summary of ticket allocations and function information:
  - Allocated
  - Waitlist
  - Total
  - Canceled
  - Collected
  - Not Collected