



OZEE MARKETS BOOKING MANAGER

User Guide to Manage your Markets Online

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1.INTRODUCTION

As a Market Organiser you will find Ozee Markets Booking Manager much easier and straight-forward to use with all the necessary features and functionality.

Ozee Markets Booking Manager helps you save time by eliminating the burden of paperwork and creates an organized markets management and booking confirmation system.

2.GLOSSARY

A. Market Organiser: They are the managers and key administrators for the markets, who rent out stall locations, enforce rules, manage payments and keep records.

B. Market Sub-Admin: These are the market assistance and coordinators that help the Market Organiser with the management and administration of the markets.

C. Stallholders: Business and vendors who are looking for a market stall to sell their products.

D. Verification Code: This is sent to you to confirm your contact details during registration.





D. Markets: These are markets uploaded and managed by the market organisers.

E. Real-time availability: You can distinguish the stall availability by a color indicator on the market stall map or layout.

F. Market Map: this is the layout of the market to check the availability of stalls in the market.

G. Transaction ID: Every stall order request has a transaction number that is unique.

H. Transaction Status: The colored flags for the stall booking transaction/payments are for your easy reference. It is your responsibility as the market organiser to approve or reject the booking transaction. There are 3 status indicators:

- Pending  – This is indicated in yellow, until the booking transaction/payment is accepted.
- Completed  – This is indicated in green, after the booking transaction/payment has been accepted.
- Rejected  – This is indicated in red, when the booking transaction/payment is rejected. If the transaction is rejected the payment will be automatically refunded to the prospective Stallholder
- Cancelled  – This is indicated in red, when the booking transaction/payment is cancelled. This flag is used when a transaction was previously Accepted and the transaction subsequently

cancelled after the acceptance the payment will be automatically refunded to the Stallholder

3. MARKET INTRODUCTION

Ozee Markets Booking Manager will manage all your market and Stallholder data. This application automates all aspects of market stall management from stall availability, descriptions, booked stalls, stall pricing, stall bookings, payments and schedules. Market stall bookings can be managed and reported including market day booking listings to check stallholders and stall positions during the market.

Note: Please Login and Manage your market through desktop version for better experience.

Step 1: **Visit Ozee Markets Booking Manager at**

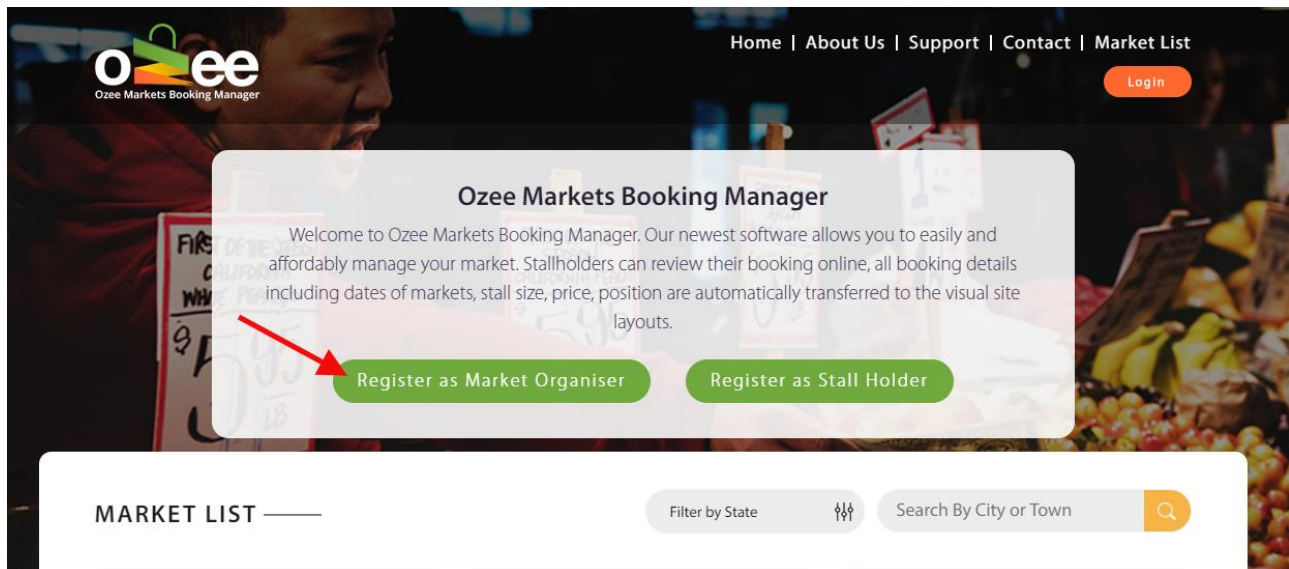
<https://www.ozeemarkets.com.au>

Step 2: **Proceed to *3.1 New Registration if you are a new organiser or skip to 3.2 if you are already registered.***

3.1 New Registration

Step 1: **The website will open in your web browser, and you will view the options for registering as either a:**

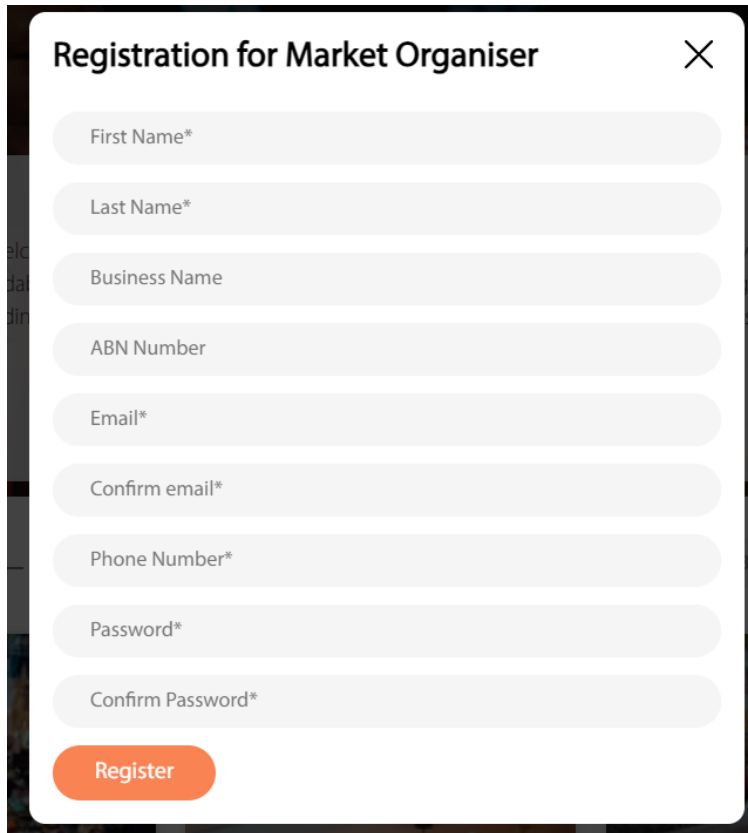
- Market Organiser – Manages and organises the market event days
- Stallholder – Books a stall as a vendor to sell products in the markets



Step 2: Click ***Register as a Market Organiser***

Step 3: Please complete the web form with your personal and business information like First Name, Last Name, Business Name, ABN Number, Email Address, contact Phone Number, and set-up your own Password.

[Note: All information on the form is mandatory except for the Business Name and ABN Number which you can add later if this information is not yet available. You can update this later].



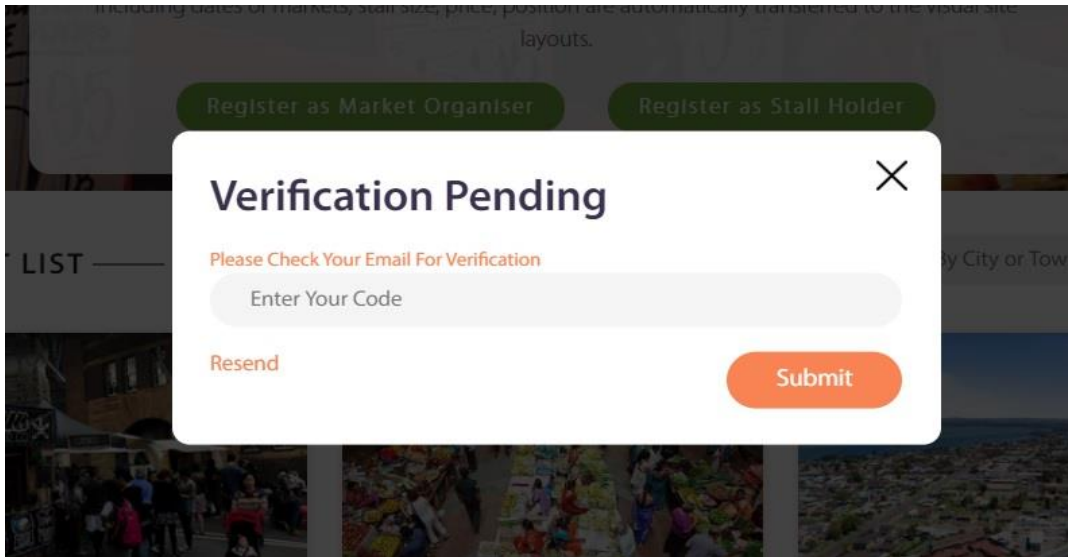
The image shows a registration form titled "Registration for Market Organiser" with a close button (X) in the top right corner. The form contains the following fields: First Name*, Last Name*, Business Name, ABN Number, Email*, Confirm email*, Phone Number*, Password*, and Confirm Password*. At the bottom of the form is an orange "Register" button.

Please note:

- The web form uses Google reCAPTCHA v3 against SPAM submissions bots

Step 4: **Once the registration form is complete, click *Register*.**

Step 5: **You will see the image below pop-up on your screen asking for verification code.**



Step 6: Go to your email inbox and wait for your Market Organiser Verification Code Email with your code. Enter your verification code on the Verification Pending Pop-up as displayed above and click Submit. After successfully verifying your email, you will receive your account registration details. Now you are ready to use the system!

Step 7: If you had already closed your web browser before you received the verification code. Simple go to <https://www.ozeemarkets.com.au/>, click on the orange Login button, enter your registered email address, the password your created and the verification pop-up will open where you can input your verification code to complete your Market Organiser registration.



Hi Najma,

Please verify your account using the below Code :

Authentication Code : 599226

Sincerely,

Your Booking Support Team

Ozee Markets Booking Manager



Hi Najma,

Thank You For Registering As Market Organiser

Your login credentials are below :

Username : naj@mailinator.com

Password : 123456

Sincerely,

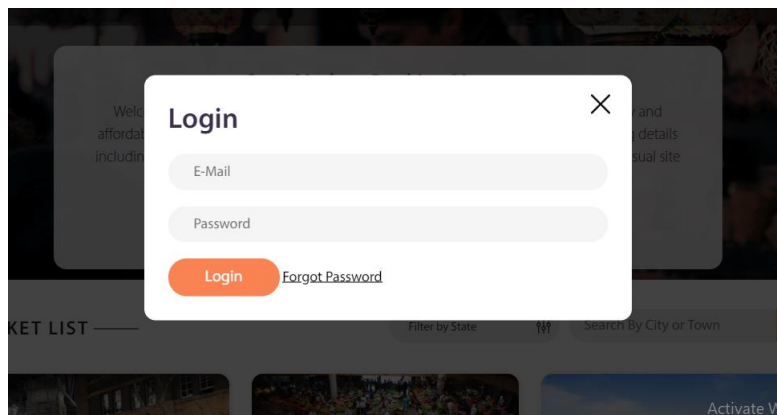
Your Booking Support Team

Ozee Markets Booking Manager

3.2 Login

Step 1: Now that you have registered as a market organiser on the system, please log in to your account using your registered email and password.

Step 2: And click *Login*.



3.3 Interface

This is the admin console that will be displayed after you are logged in.

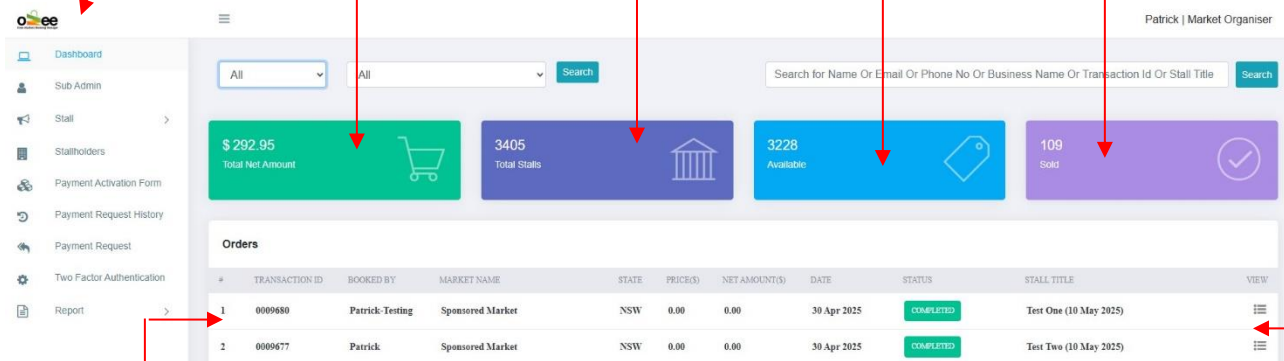
A collapsible dashboard which you can either choose to view or hide by clicking this button.

Your total sales revenue

The total stalls you have available over your market days

Quantity of Stalls available for booking

The number of stalls that have been booked



Patrick | Market Organiser

Dashboard

Sub Admin

Stall

Stallholders

Payment Activation Form

Payment Request History

Payment Request

Two Factor Authentication

Report

All

All

Search

Search for Name Or Email Or Phone No Or Business Name Or Transaction Id Or Stall Title

Search

\$ 292.95
Total Net Amount

3405
Total Stalls

3228
Available

109
Sold

Orders

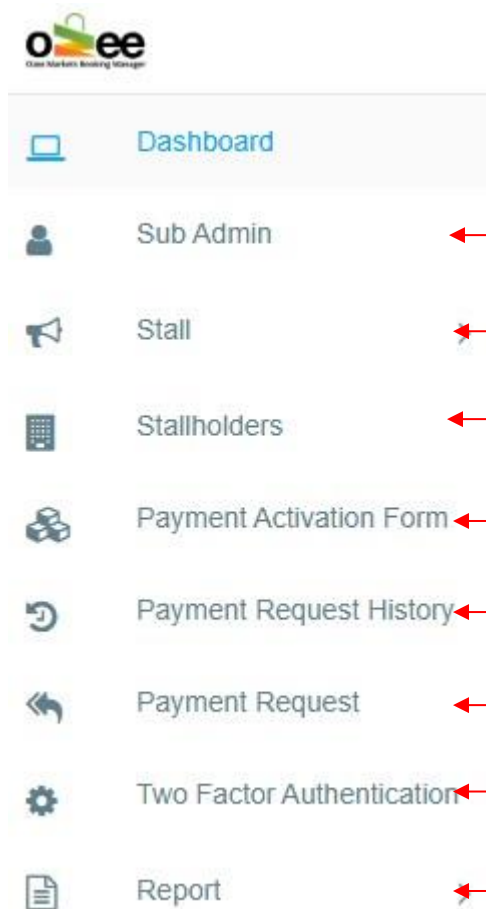
#	TRANSACTION ID	BOOKED BY	MARKET NAME	STATE	PRICE(S)	NET AMOUNT(S)	DATE	STATUS	STALL TITLE	VIEW
1	0009680	Patrick-Testing	Sponsored Market	NSW	0.00	0.00	30 Apr 2025	COMPLETED	Test One (10 May 2025)	
2	0009677	Patrick	Sponsored Market	NSW	0.00	0.00	30 Apr 2025	COMPLETED	Test Two (10 May 2025)	



















A list of all your market stall booking orders is displayed here

You can view individual booking transaction details

3.4 Navigation Menu

This is the collapsible menu from where you have access to all the management sections.



			
	Dashboard		
	Sub Admin		Create Market Sub-Admin accounts for your market coordinators and assistants
	Stall		You can manage all aspects of your market/s here
	Stallholders		View information on your stallholders and send notes to them
	Payment Activation Form		Add your bank details for the payment of your net booking funds.
	Payment Request History		View previous payment requests
	Payment Request		The payment request section
	Two Factor Authentication		Set-up 2FA authentication to work with your access credentials
	Report		Various stall booking and management reports

4. MARKET MANAGEMENT DASHBOARD

4.1 Order summary view

This section will help you understand the reporting dashboard to help manage your market/s.

Total Net Amount (sales): The total net sales revenue you accumulated for the period

Total Stalls: The total stalls you have for the market/s for the scheduled published market calendar.

For Example: When you have Stall 1 open for two different weekend market dates, the number of stalls reported is counted as two.

Available: The number of stalls still available for booking.

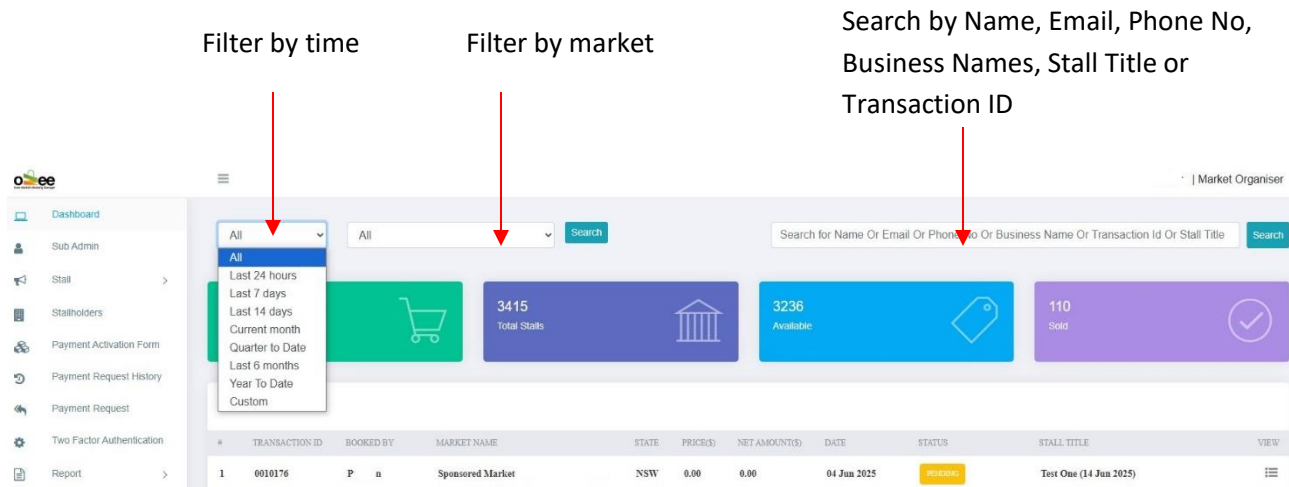
For Example: When you have a stall open for two different dates, and the stall on the first date is sold or the date has passed; the available stall will be one.

Available Stalls = Total Stalls – Booked (Sold) stalls

Sold: The number of stalls that have been booked and paid for online including any administrative assigned as sold from offline payments.

Step 1: You can view the dashboard booking statistics. Use the filter to drill down into your booking statistics.

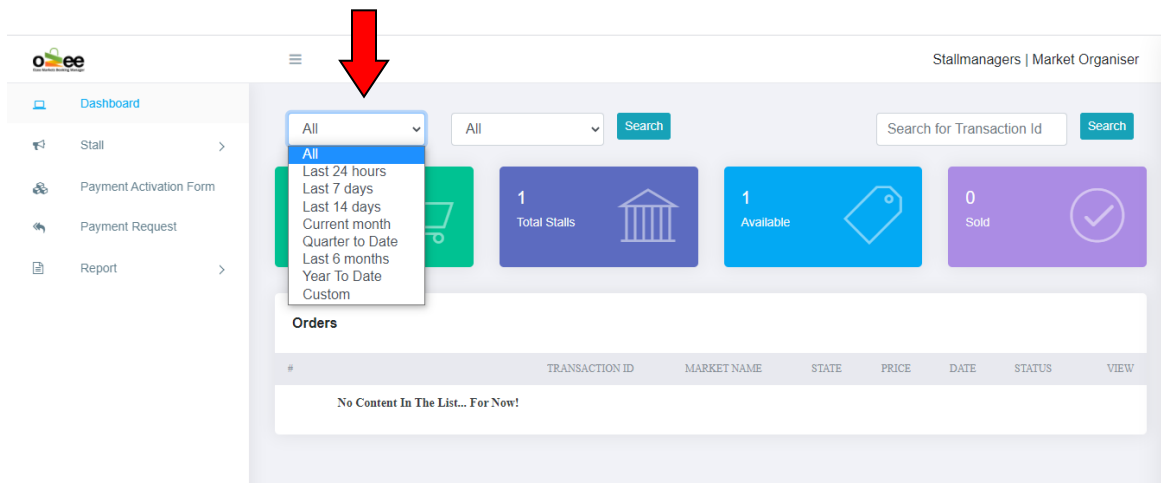
Filter by time Filter by market Search by Name, Email, Phone No, Business Names, Stall Title or Transaction ID



The dashboard shows a sidebar with navigation links: Dashboard, Sub Admin, Stall, Stallholders, Payment Activation Form, Payment Request History, Payment Request, Two Factor Authentication, and Report. The main area has a top filter bar with 'All' selected for time and 'All' for market. A search bar is on the right. Below the filters are four statistics cards: 3415 Total Stalls, 3236 Available, and 110 Sold. A table below shows transaction details.

#	TRANSACTION ID	BOOKED BY	MARKET NAME	STATE	PRICE(S)	NET AMOUNT(S)	DATE	STATUS	STALL TITLE	VIEW
1	0010176	P	Sponsored Market	NSW	0.00	0.00	04 Jun 2025	Placed	Test One (14 Jun 2025)	

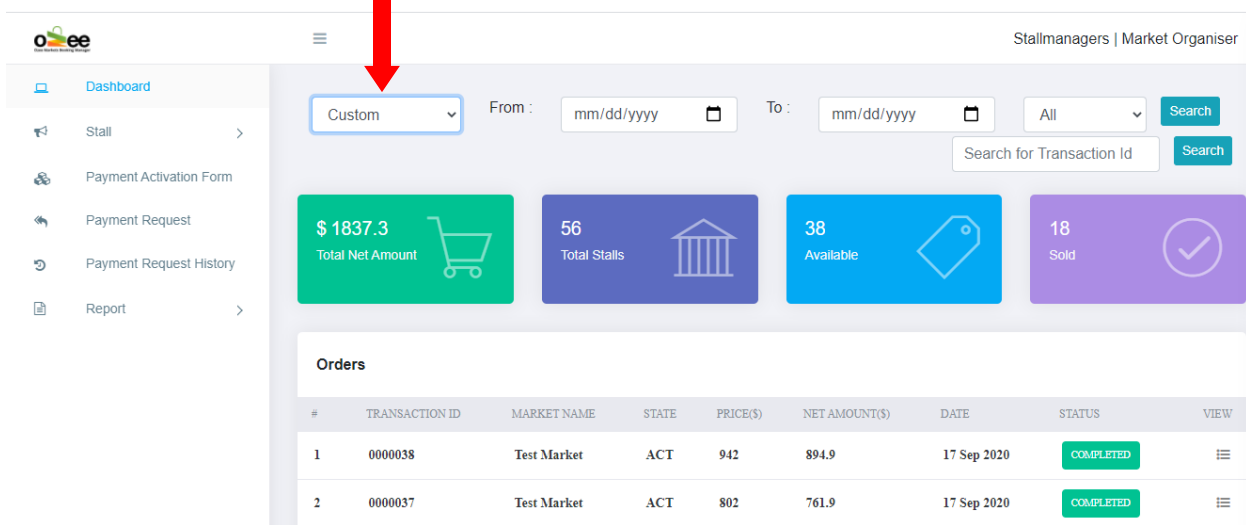
Filter by time period



The screenshot shows the 'Filter by time' dropdown menu open, displaying options: All, Last 24 hours, Last 7 days, Last 14 days, Current month, Quarter to Date, Last 6 months, Year To Date, and Custom. The dashboard statistics show 1 Total Stalls, 1 Available, and 0 Sold. The 'Orders' section below is empty, displaying 'No Content In The List... For Now!'.

This will Show you only the orders that were placed in that specific time frame.

You can Filter for a defined date range by choosing **Custom**.



Stallmanagers | Market Organiser

Custom From : mm/dd/yyyy To : mm/dd/yyyy All Search

Search for Transaction Id Search

\$ 1837.3 Total Net Amount

56 Total Stalls

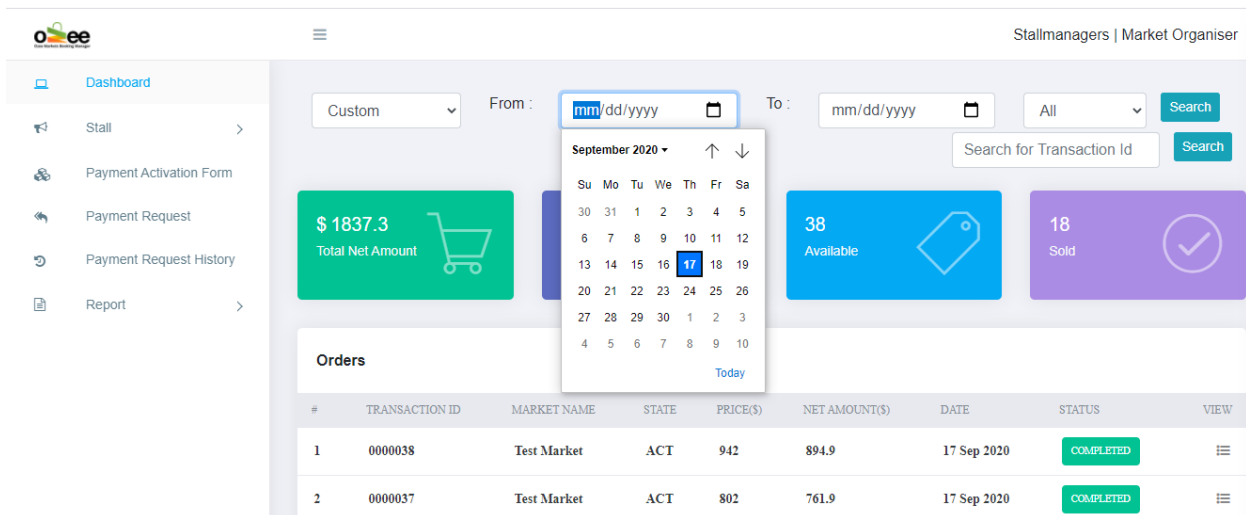
38 Available

18 Sold

Orders

#	TRANSACTION ID	MARKET NAME	STATE	PRICE(\$)	NET AMOUNT(\$)	DATE	STATUS	VIEW
1	0000038	Test Market	ACT	942	894.9	17 Sep 2020	COMPLETED	
2	0000037	Test Market	ACT	802	761.9	17 Sep 2020	COMPLETED	

Select a start date and an end date from the calendar and hit **Search**.



Stallmanagers | Market Organiser

Custom From : mm/dd/yyyy To : mm/dd/yyyy All Search

Search for Transaction Id Search

\$ 1837.3 Total Net Amount

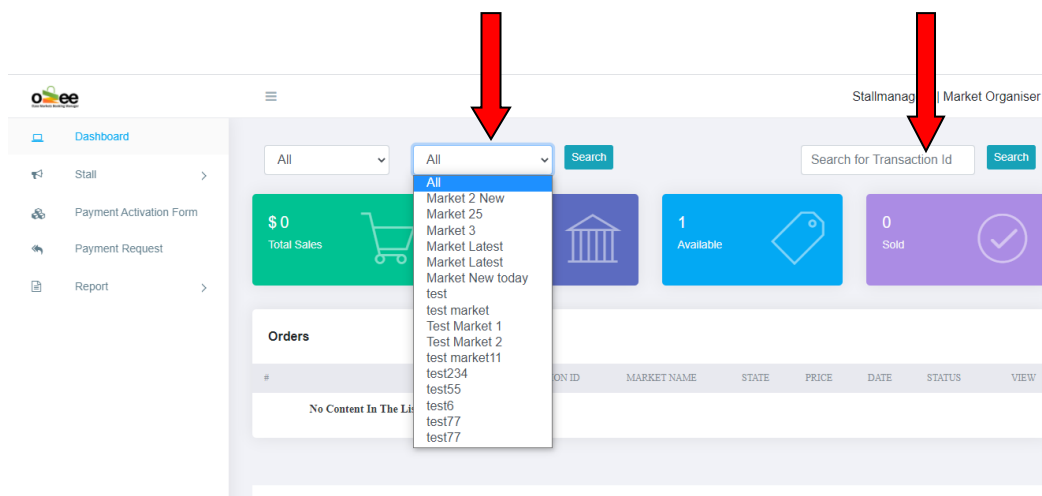
38 Available

18 Sold

Orders

#	TRANSACTION ID	MARKET NAME	STATE	PRICE(\$)	NET AMOUNT(\$)	DATE	STATUS	VIEW
1	0000038	Test Market	ACT	942	894.9	17 Sep 2020	COMPLETED	
2	0000037	Test Market	ACT	802	761.9	17 Sep 2020	COMPLETED	

Filter by markets (if you are managing more than one market under the same Market Organiser credentials). You can search for specific booking transactions by searching by either the Name, Email, Phone No, Business Names, Stall Title or Transaction ID.

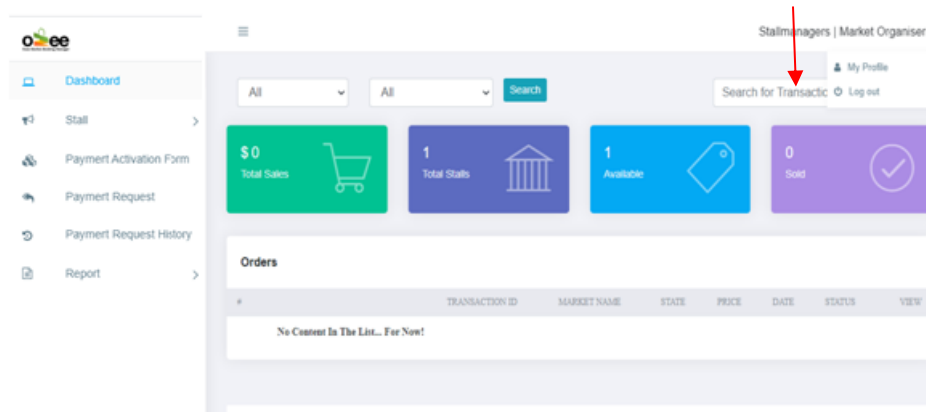


Then Click *Search*.

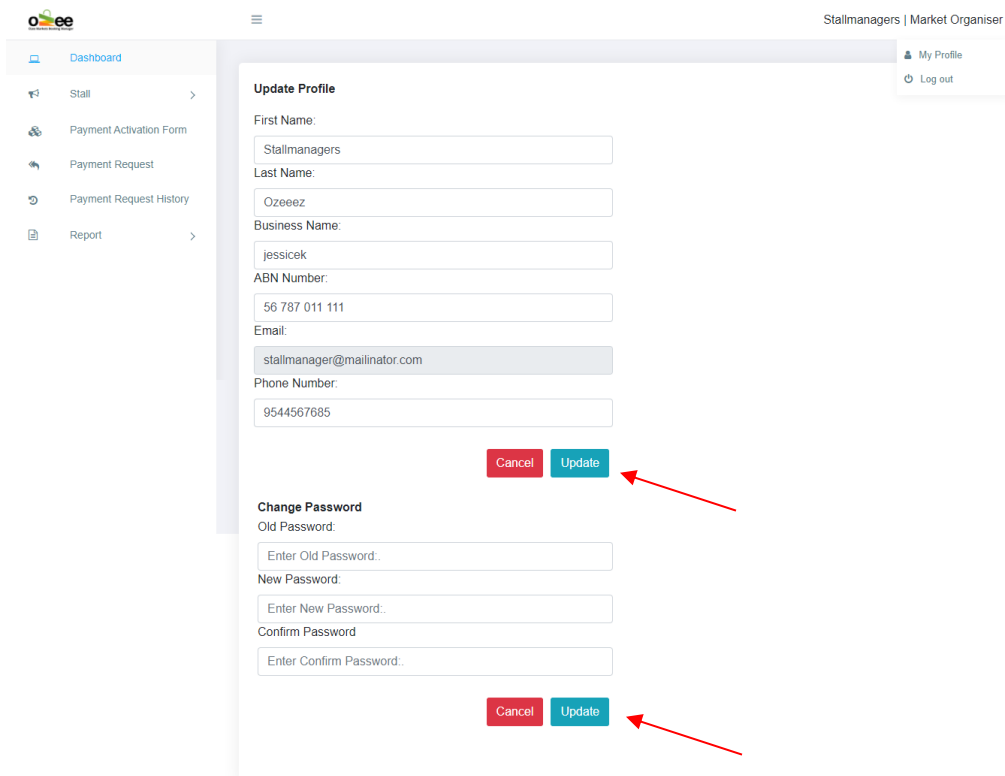
5. MANAGE YOUR PROFILE

You can edit your Market Organiser account profile details anytime you want from the dashboard itself.

Step 1: **Click on your username.**



Step 2: **Click *My Profile*.**



The screenshot shows the 'Update Profile' form. The form contains the following fields: First Name (Stallmanagers), Last Name (Ozeeez), Business Name (jessicek), ABN Number (56 787 011 111), Email (stallmanager@mailinator.com), and Phone Number (9544567685). Below these fields are 'Cancel' and 'Update' buttons. A red arrow points to the 'Update' button. Below the 'Update Profile' section is a 'Change Password' section with fields for Old Password, New Password, and Confirm Password, followed by 'Cancel' and 'Update' buttons. A red arrow points to the 'Update' button in this section.

Step 3: **Update** or complete your profile details and click *Update*.

Step 4: Likewise, you can change and update your old password with a new password after clicking *update*.

Note: Only the Market Organiser credentials have access to the organisation's bank account and payment transfer requests. See [User Guide to Market Organiser Payment Requests](#) for details.




5.1 Two-Factor-Verification



As an additional security option, we offer Two Factor Authentication for Market Organiser and Market Sub Admin access.

To enable the 2FA security, simply click on the 'Two Factor Authentication' at the left-hand vertical navigation menu.

Two-Factor Authentication

 **Setup Using Email**


Enabling this feature will send code on your email account [@bigpond.com](#) for log in.

Enable

After which click on 'Enable'. Next time you login with your email address and password credentials you will be challenged to provide the 2FA verification code which is sent to your registered email address. Please check your email inbox for the verification code email and click enter to complete your secured admin login.

STALL ORGANISER | 2FA Authentication Code

 Ozee Markets Booking Manager <info@ozeemarkets.com.au>
To: patrick@pmzmarketing.com



Ozee Markets Booking Manager

Hi Patrick,

Please verify your account using the below Code :

Verification Code : 922767

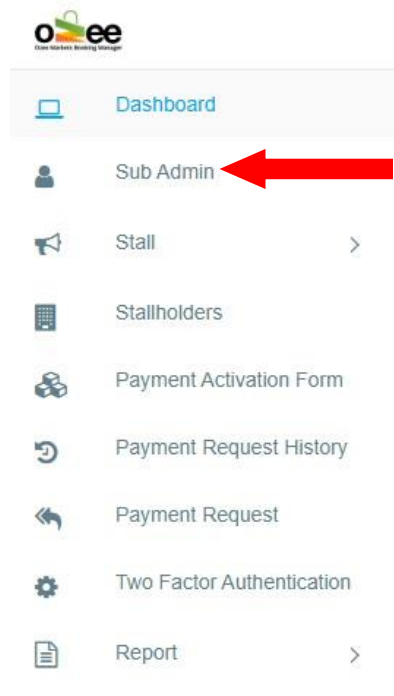
Sincerely,

6. ASSIGN MARKET ADMINISTRATION ASSISTANTS

You can add and create additional login credentials for market Administration assistants.

6.1 Add/Create a Market Sub-Admin login credentials

Goto the left navigation item 'Sub-Admin' to create the new administration account.



At the Sub-Admin Listing page, click on the 'Add New Sub-Admin. Note: Any sub-admin no longer with the organisation must be deleted by using the Trash Can icon under the Manage column to the right of their name.



Enter the name details for your Market Sub-Administrator or Coordinator inclusive their unique contact details. Note: The email address must not have been registered previously as an existing user on Ozee Markets.

User :: Add Sub Admin

First Name

Last Name

Email

Phone Number



6.2 Add/Create Market Support login credentials

The Market Support login credentials will have a limited and restricted functionality specifically working with the 'Preview' layout. (Note: Not available for all listed markets)

Goto the left navigation item 'Market Support' to create the new limited market support account and at the Market Support Listing page, click on the 'Add New Market Support'.

Note: Any market support no longer with the organisation must be deleted by using the Trash Can icon under the Manage column to the right of their name.

7. MANAGE STALL BOOKING TRANSACTIONS

Management of your stall booking order requests and transactions are always performed when you login as a Market Organiser or Market Sub-Admin. The automated email notifications for stall order requests emailed to your registered email address are only to prompt to you that stall booking order requests have been received and are pending attention.

As each Market listed has its own set of operational procedures in use, the frequently that you login to perform these functions are guided by your own market operations. We do recommend that at least once a week during a designated time and day of the week should be sufficient for market frequencies of monthly, quarterly or annually. For weekly markets these would most likely be performed daily.

7.1 Process stall booking transactions received

Log into your account using your admin credentials. View the complete listing of all your market stall bookings with the transaction status to guide you on the transaction bookings requiring your attention.

#	TRANSACTION ID	BOOKED BY	SUBJECT NAME	STATE	PRICE	DATE	STATUS	STALL TITLE
1	000041	Joanli		NT	30.00	17 Jun 2025	COMPLETED	Site 22 Power (29 Jun 2025)
2	000040	Rob		NT	30.00	17 Jun 2025	COMPLETED	Site 20 (29 Jun 2025)
3	000039	Lynnda		WA	30.00	17 Jun 2025	PENDING	Car-Bay 51 & 52 (22 Jun 2025)
4	000038	Chris		NT	60.00	16 Jun 2025	PENDING	Site 1 Food Vendor (29 Jun 2025)
5	000037	Jessica		NT	30.00	16 Jun 2025	COMPLETED	Site 35 (28 Jun 2025)
6	000036	Annette		WA	30.00	16 Jun 2025	PENDING	Car-Bay 10 & 11 (22 Jun 2025)
7	000035	Brianne		WA	30.00	16 Jun 2025	PENDING	Car-Bay 139 & 140 F (22 Jun 2025)
8	000034	Stephen		WA	170.00	16 Jun 2025	COMPLETED	Car-Bay 14, 17 & 18 (06 Jul 2025), Car-Bay 14, 15 & 16 (13 Jul 2025), Car-Bay 14, 17 & 18 (20 Jul 2025), Car-Bay 14, 15 & 16 (27 Jul 2025)
9	000033	ENGRIED		NSW	60.00	16 Jun 2025	PENDING	Site 29 (04 Oct 2025)
10	000032	Elisamson		NSW	120.00	16 Jun 2025	PENDING	E20 (04 Oct 2025)
11	000031	Yicki		NSW	55.00	16 Jun 2025	PENDING	Site 4 (04 Oct 2025)

To process the pending booking transactions, click on the three-dot-bar icon on the right-hand side column under 'View'.

STATUS	STALL TITLE	VIEW
COMPLETED	Site 22 Power (29 Jun 2025)	⋮
COMPLETED	Site 20 (29 Jun 2025)	⋮
PENDING	Car-Bay 51 & 52 (22 Jun 2025)	⋮
PENDING	Site 1 Food Vendor (29 Jun 2025)	⋮

This action will open the complete details for both the stallholder and the stall booking transaction for review, approval or rejection. All the information that is needed to decide on the stall booking is visible for review under a unique order transaction number generated by the stall booking system (ie. **Order No :: 0010333**).

Order Summary

SI	MARKET DETAIL	STALL TITLE	BOOKING DATE	AREA	FOOD PERMIT / LICENSE DOCUMENT	EXPIRY DATE	INSURANCE DOCUMENT	EXPIRY DATE	PRICE
1		Site 28	04 Oct 2025	3m X 3m	Nil	Nil	Download Document	07 Jul 2025	\$ 40.00
No Options Selected!									
Discount Amount									\$ 0.00
Grand Total									\$ 40.00

Product Details : WE MAKE BABY BURP AND FACE CLOTHS AND HOODED TOWELS OUT OF TOWELLING - SENSORY TEETHING RATTLES

Contact Details

Name : INGRID
Business Name : B Creations
Phone Number :
Email : @outlook.com

Additional Documents

Nil

Accept Reject Shift Order

This action will open the complete details for both the stallholder and the stall booking details for Market Administrative review leading to either an approval or rejection of the booking. The details from this view are as follows:

- Unique Transaction Order Number for reference
- Contact Details:
 - Name
 - Business Name (if supplied)
 - Phone Number
 - Email Address
- Stall Booking Details
 - Booking Date/s (if multiple dates included in the order)
 - Stall Title/s (Stall Name/s) for the booking
 - Insurance Document & Expiry Date [Note: Clicking on 'Download Document' will allow the administrator to view/download/print the document submitted to check compliance]
 - Food Permit/License Document & Expiry Date [Note: If the Stall Category is food related uploading will have been required during booking. Clicking on 'Download Document' will allow the administrator to view/download/print the document submitted to check compliance]
 - Product Details – during the stall booking process the stallholder is required to provide information on the products they will be offering at the market

- Additional Documents [Note: Clicking on 'Document Name' will allow the administrator to view/download/print the document submitted per the requirements of the market organiser]
- Price Details:
 - Stall price rates paid
 - Discounts applied
 - Optional items included in the order and price rates paid
 - Total amount paid

Based on your own management and market operational criteria from view the above information, proceed to Step1 below.

Step 1: **Approve the stall booking order request**

If all details comply with your market rules and operational requirements, proceed to approve and accept the stall booking order request. Click on 'Accept' and the transaction is Completed. An automated email with the transaction number will be sent to the stallholder to confirm acceptance of their stall booking.



After the acceptance of the booking transaction two functions will appear that can act on the accepted transaction, these are 'Cancel Order' and 'Shift Order'. We will discuss both functions later in this section.



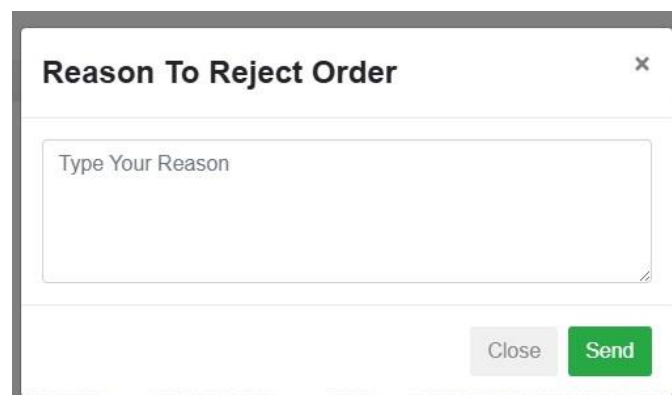
Step 2: **Reject the stall booking order request**

If the stallholder has failed to comply with the market rules (ie. Submission of their insurance currency certificate and/or food permit/license) their booking must be rejected. Likewise, operationally your market may not accept certain products for sale at the market, and this would also trigger an order rejection.

To reject an order, click on 'Reject Order'. [Note: Once an order has been rejected it cannot be recalled or reversed]



A small window will open to allow you to enter the reason for the rejection. This note will be sent to the stallholder with the order transaction number. If they had a deficiency in their original order, it would give them the opportunity to remedy and rebook an available stall for your approval and acceptance. If for whatever operational reason they are not acceptable for trading in your market, you will have the opportunity to explain the situation to them through this note.



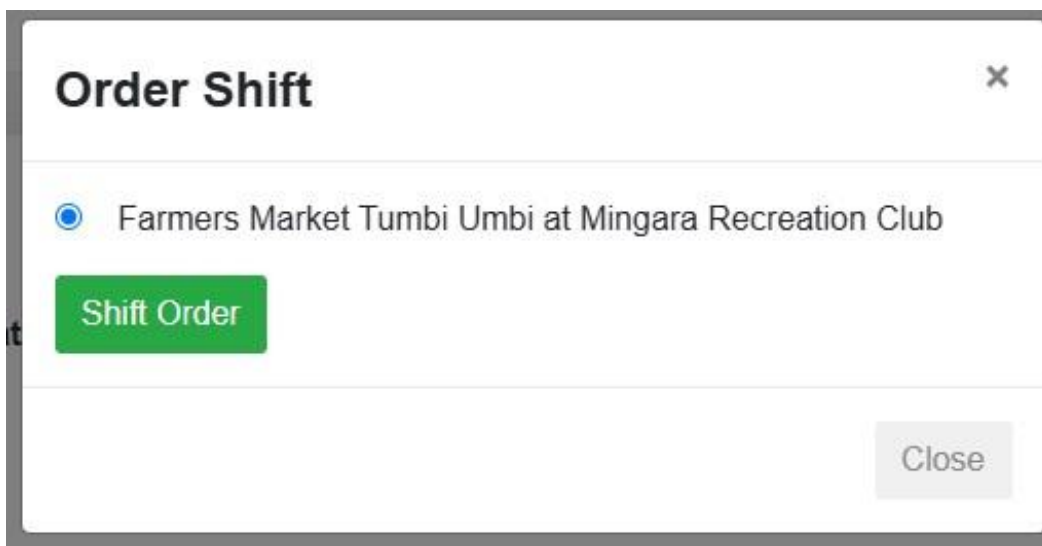
When you click 'Send' an automated email will be sent to the stallholder with your note message

Step 3: Shift an accepted booked stall position to another spot on the same market date or a future market date

Select the stall transaction and click on view details icon as below:



Next click on 'Shift Order' on the detailed transaction page. On the pop-up select your Market for the Shift Order movement.



Two options for shifting will be displayed: (1) Date Shift and (2) Stall Shift.

The most common Shift movement is the 'Date Shift'. This assumes that the shift will be for the same available Stall Title/Name or position that is available for a future date.

Order No :: 0010062

Market Name : Farmers Market Tumbi Umbi at Mingara Recreation Club

NOTE: Farmers Market Tumbi Umbi

Order Summary

DATE SHIFT STALL SHIFT

SELECT FOR SHIFT	SI	MARKET DETAIL	STALL TITLE	BOOKING DATE	SHIFT DATE	ACTION
<input checked="" type="checkbox"/> Shift Edit	1	Farmers Market Tumbi Umbi At Mingara Recreation Club , TUMBI UMBI	Stall 28	07 Jun 2025	2025-06-21	Shift

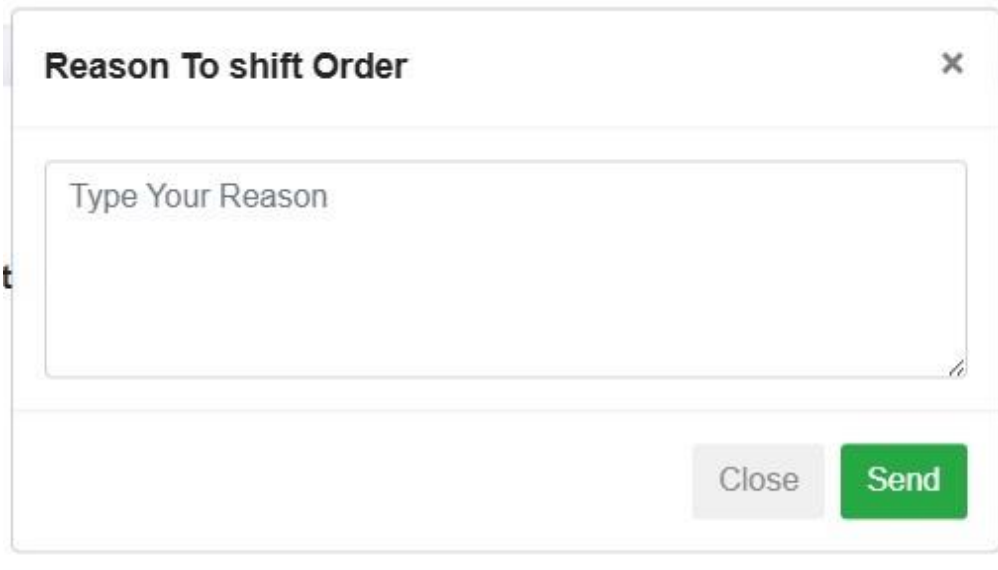
Product Details : testing

Contact Details

Name : Patrick
 Business Name :
 Phone Number : 0403436889
 Email : patrick@zuluaga.info

Date Shift Steps:

1. Ensure that the selected tab is 'Date Shift'
2. Click on 'Edit Shift'
3. Select the future date from the 'Shift' Date drop down [Note: if the stall name is already booked for a future date, it will not appear on the list only future dates with that Stall Title/Name position available will appear in the drop down]
4. Click the green 'Shift' action button and a note window will open to allow you to provide information related to the move. When you click 'Send' an automated email will be sent to the stallholder with your note message



A screenshot of a web application dialog box titled "Reason To shift Order". The dialog has a close button (X) in the top right corner. Inside the dialog, there is a large text input field with the placeholder text "Type Your Reason". At the bottom right of the dialog, there are two buttons: a grey "Close" button and a green "Send" button.

5. The records for the Stallholder's booking records will be updated to reflect the shift date completed.

The above shift operations are normally used for the following situations:

- When you approve a request from a stallholder that their booking be transferred to a future date
- When a market event was cancelled for a weather event or any other reason – all stall bookings are transferred to another future market date
- When a stall booking is acceptable to participate in your market however you have more than enough of the product range for the market date booked

The most comprehensive Shift movement is the ‘Stall Shift’. This function will allow Stall Title/Name or stall position shifting to the same market date at a different stall position and at a future market date at a different stall position. [Note: If you run several Markets under one Market Organiser account, it is possible to transfer a stall booking from one market to another market – contact Ozee Markets at info@ozeemarkets.com.au or on 0403 436 889 for more information]

Stall Shift Steps:

1. Ensure that the selected tab is ‘Stall Shift’
2. Click on ‘Edit Shift’
3. Select the market date from the ‘Shift Date’ drop down for the Shift action to take place [Note: shift action can be for the same market date as the original booking to transfer to another stall site]
4. Select from the ‘Shift Stall’ drop down and available stall [Note: if the stall name is already booked for the selected market date, it will not appear on the list only Stall Title/Name positions that are available will appear in the drop down]

Order No :: 0010062

Market Name : Farmers Market Tumbi Umbi at Mingara Recreation Club

NOTE: Farmers Market Tumbi Umbi

Order Summary

DATE SHIFT **STALL SHIFT**

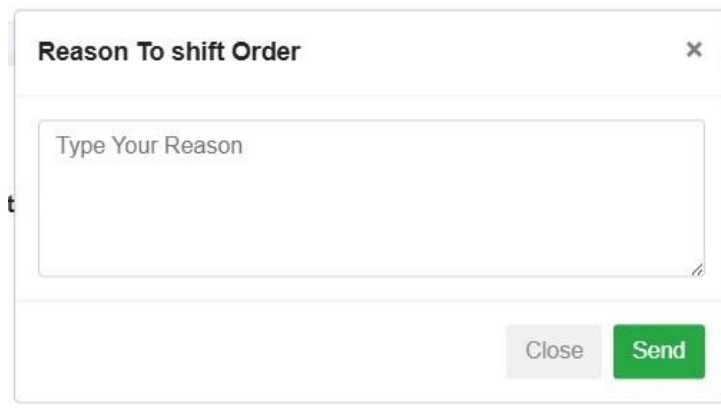
SELECT FOR SHIFT	SI	MARKET DETAIL	STALL TITLE	BOOKING DATE	SHIFT DATE	SHIFT STALL	ACTION
<input checked="" type="checkbox"/> Shift Edit	1	Farmers Market Tumbi Umbi At Mingara Recreation Club , TUMBI UMBI	Stall 28	07 Jun 2025	2025-06-21	Stall 9	Shift

Product Details : testing

Contact Details

Name : Patrick
 Business Name :
 Phone Number : 0403436889
 Email : patrick@zuluaga.info

5. Click the green 'Shift' action button and a note window will open to allow you to provide information related to the move. When you click 'Send' an automated email will be sent to the stallholder with your note message.



A screenshot of a web application dialog box titled "Reason To shift Order". The dialog has a close button (X) in the top right corner. Inside the dialog, there is a large text input area with the placeholder text "Type Your Reason". At the bottom right of the dialog, there are two buttons: a grey "Close" button and a green "Send" button.

6. The records for the Stallholder's booking records will be updated to reflect the shift date completed.

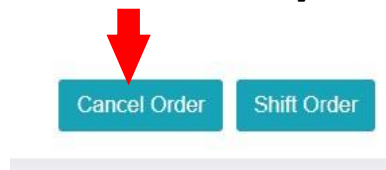
The above shift operations are normally used for the following situations:

- When you approve a request from a stallholder that their booking be transferred to another available stall site on the same market date
- When a market event was cancelled for a weather event or any other reason – all stall bookings are transferred to another future market date at available stall sites
- When a stall booking is requested that their booking be transferred to another of your listed markets

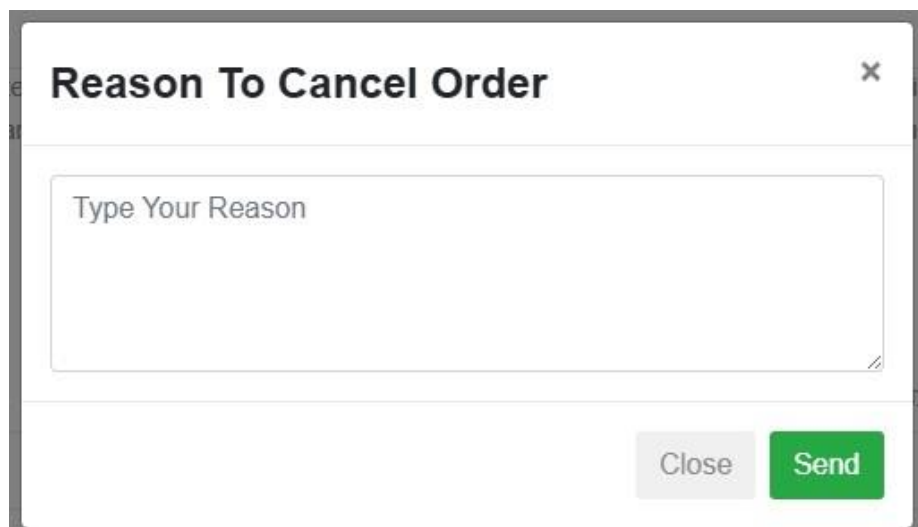
Step 4: **Cancel a previously accepted stall booking transaction**

If your market operational rules allow a stallholder to have their stall booking cancelled (Normally we recommend asking the stallholder if they can make a future market date – if so, perform a ‘Shift Stall’ function to move their booking to a future market date that they can attend) otherwise use the ‘Cancel Order’ function.

To cancel an order, click on ‘Cancel Order’. [Note: Once an order has been cancelled it cannot be recalled or reversed]



A small window will open to allow you to enter the reason for the cancellation. This note will be sent to the stallholder with the order transaction number. You will have the opportunity to explain the cancellation situation to them through this note. When you click ‘Send’ an automated email will be sent to the stallholder with your note message.

A screenshot of a dialog box titled 'Reason To Cancel Order'. It has a close button (X) in the top right corner. Below the title is a large text input area with the placeholder text 'Type Your Reason'. At the bottom right of the dialog are two buttons: 'Close' and 'Send'.











7.2 Stallholder Information and Management



To view stallholder information, click 'Stallholders' on the left-hand vertical navigation menu.

Users :: Stallholder List

Search Using: First Name or Last Name or Business Name or Mobile Phone or Email Address Search Clear





#	NAME	EMAIL	PHONE NUMBER	ABN NUMBER	BUSINESS NAME	MANAGE
1	Patrick Info	Patrick@Zuluaga.Info	0403436889			 
2	Kathrin A	Mindl @Outlook.Com	0426886251		MindBody	 
3	Renee C	Renee @Outlook.Com	0402596163	50 530 607 694	R&R J	 
4	Praveen P	Praveer @Mailinator.Com	199759487	13737383838	My Busi	 
5	Patrick-Testing Zuluaga-Testing	Patrick@Zuluaga.Es	0403436889			 

You can search for a stallholder by viewing the listed pages displayed (20x stallholders per page) or performing a search function by either the First Name, Last Name, Business Name, Mobile Phone or Email Address.

Click on the 'Documents' icon to open the current and historical documents submitted by the stallholder (Insurance Currency Certificate and Food Permit/License). You can download the document for your records or viewing.

Likewise, if you wish to send or to view any note messages previously sent to the stallholder click on the 'Note Folder' icon.

Users :: Stallholder Notes Export Notes Add New Note

#	NAME	NOTE ADDED BY	NOTE ADDED ON	NOTE	MANAGE
1	Patrick Info	Agnes	09 May 2025	Testing Stallholder Notes On Live	
2	Patrick Info	Patrick Zuluaga	09 May 2025	MO Testing On Live	
3	Patrick Info	Patrick Zuluaga	15 May 2025	Testing Changes To Updates	
4	Patrick Info	Patrick Zuluaga	24 May 2025	Testing To See Who Gets A Copy Of This Note/Email	

To send a new note message to the stallholder click on 'Add New Note'. Enter your message and click 'Submit'. This will send an email to the stallholder while similar email copies of the message will also be sent to the market's organiser, sub-administrator and assistants.

Note: Your note will be emailed directly to the stallholder's email address for informational and recording purposes

Write your note here...

Submit

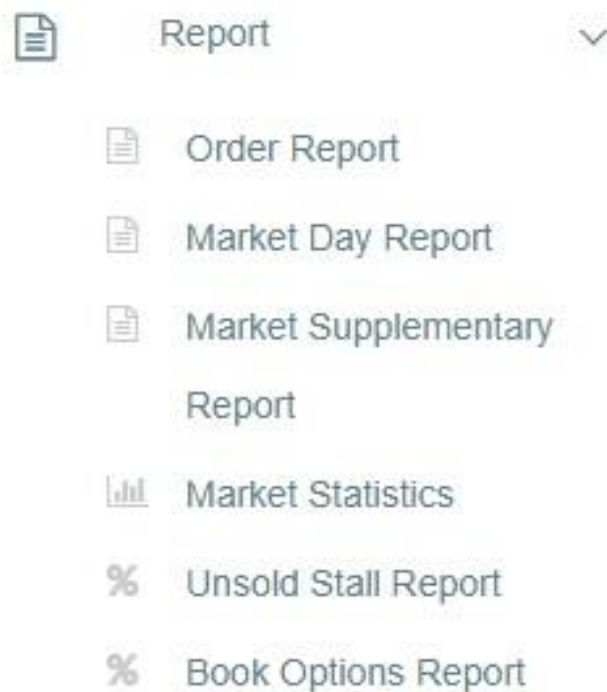
Back

8. MANAGEMENT REPORTS

The detailed reports available contain all the management and accounting information at transaction levels necessary for the stall bookings accepted, the net revenue collected and quantity of stall bookings with optional items booked and paid over the define period for the reports.

Other management reports are developed for the market day operations to verify stallholders at their stall positions with all the requisite information to determine if the stallholders have the necessary approvals and documentation to trade.

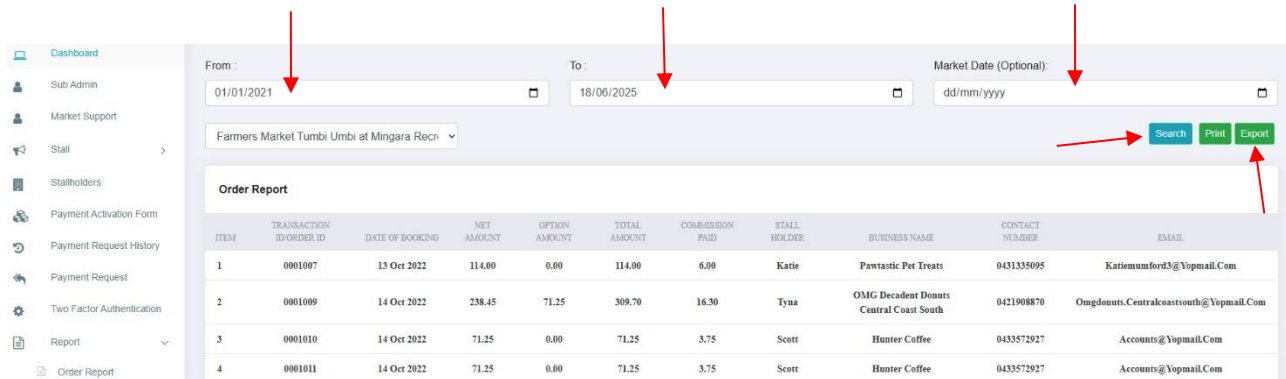
Here are the reports available on the left navigation menu:



- **Order Report** (Financial information for the time period selected)

Step 1: You will see a drop-down under **Reports**. Click **Order Report**.

Step 2: You can filter by a time range and by market.



From: 01/01/2021 To: 18/06/2025 Market Date (Optional): dd/mm/yyyy

Farmers Market Tumbl Umbi at Mingara Recn

Search Print Export

Order Report

ITEM	TRANSACTION ID/ORDER ID	DATE OF BOOKING	NET AMOUNT	OPTION AMOUNT	TOTAL AMOUNT	COMMISSION PAID	STALL HOLDER	BUSINESS NAME	CONTACT NUMBER	EMAIL
1	0001007	13 Oct 2022	114.00	0.00	114.00	6.00	Katie	Pawtastic Pet Treats	0431335095	Katiumumford3@Yopmail.Com
2	0001009	14 Oct 2022	238.45	71.25	309.70	16.30	Tyna	OMG Decadent Donuts Central Coast South	0421908870	Omgdonuts.Centralsouth@Yopmail.Com
3	0001010	14 Oct 2022	71.25	0.00	71.25	3.75	Scott	Hunter Coffee	0433572927	Accounts@Yopmail.Com
4	0001011	14 Oct 2022	71.25	0.00	71.25	3.75	Scott	Hunter Coffee	0433572927	Accounts@Yopmail.Com

Step 3: Select the period or time range desired for the report

Step 4: Select the market from the drop down (if more than one market)

Step 5: Click Search. [Note: the report can be run for any market date]

Step 6: Now you can see the order details. At the bottom of the report, you will see any stall bookings that have been 'shifted' in that time range including any credit card fees applicable.

20

000101

30 Oct 2022

71.25

0.00

71.25

3.75

Zoe

Boudie & The Markets

0413141840

Cashin@Yopmail.Com

1

2

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+

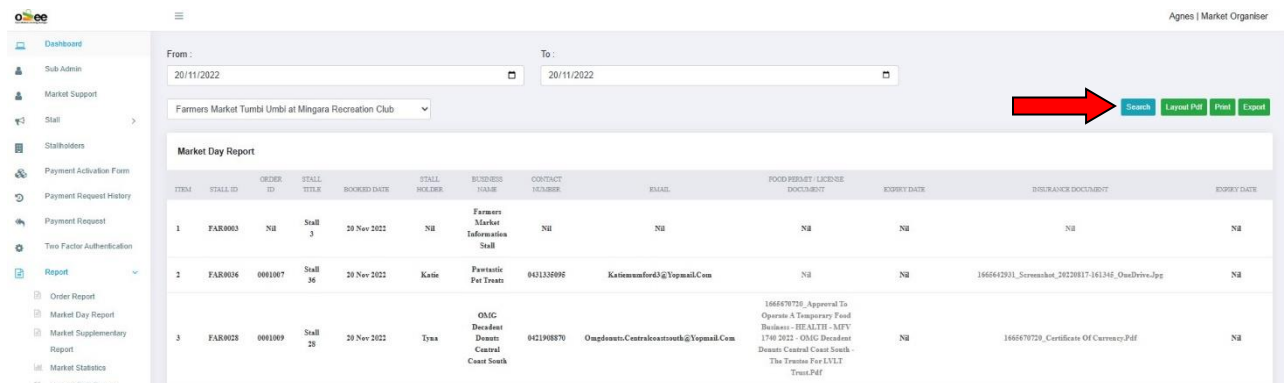
Shift-In

ITEM	TRANSACTION ID/ORDER ID	DATE OF BOOKING	NET AMOUNT	OPTION AMOUNT	TOTAL AMOUNT	COMMISSION PAID	STALL HOLDER	BUSINESS NAME	CONTACT NUMBER	EMAIL
No Content In The List... For Now!										
Total Stall Orders Amount									1720.45	
Total Stall Option Amount									71.25	
Total Stall Commission Paid									94.5	
Total Stall Orders									1791.7	
Total Shift-In Orders Amount									0	
Total Shift-In Option Amount									0	
Total Shift-In Commission Paid									0	
Total Shift-In Orders									0	
Cancelled Order IDs:									0001283 (\$ 1.80), 0001790 (\$ 1.80), 0001883 (\$ 1.80), 0001948 (\$ 1.80), 0001947 (\$ 4.26), 0002187 (\$ 1.80), 0002231 (\$ 1.80), 0002230 (\$ 1.80), 0002240 (\$ 1.80), 0002302 (\$ 1.80), 0003064 (\$ 1.79)	
Reversed Card Transaction Fee									22.56	
Overall Market Day Order Revenue									1769.14	

The Order Report is viewable online, available to print or export in Excel format.

- **Market Day Report** (Detailed info on stallholders & stalls booked)

Step 1: Click on the *Market Day Report*



The screenshot shows the Ozee Markets Booking Manager interface. On the left is a sidebar menu with options like Dashboard, Sub Admin, Market Support, Stall, Stallholders, Payment Activation Form, Payment Request History, Payment Request, Two Factor Authentication, and Report. The 'Report' section is expanded, showing sub-options: Order Report, Market Day Report, Market Supplementary Report, Market Statistics, and Unpaid Stall Renewal. The main content area is titled 'Market Day Report' and includes a search bar with 'From' and 'To' date pickers (both set to 20/11/2022) and a dropdown menu for 'Farmers Market Tumbl Umbi at Mingara Recreation Club'. A red arrow points to the 'Search' button. Below the search bar is a table with columns: ITEM, STALL ID, ORDER ID, STALL TITLE, BOOKED DATE, STALL HOLDER, BUSINESS NAME, CONTACT NUMBER, EMAIL, FOOD PRESENT - LICENSE DOCUMENT, EXPIRY DATE, INSURANCE DOCUMENT, and EXPIRY DATE. The table contains three rows of data.

ITEM	STALL ID	ORDER ID	STALL TITLE	BOOKED DATE	STALL HOLDER	BUSINESS NAME	CONTACT NUMBER	EMAIL	FOOD PRESENT - LICENSE DOCUMENT	EXPIRY DATE	INSURANCE DOCUMENT	EXPIRY DATE
1	FAR003	NB	Stall 3	20 Nov 2022	NB	Farmers Market Information Stall	NB	NB	NB	NB	NB	NB
2	FAR006	0001067	Stall 36	20 Nov 2022	Katie	Pawtastic Pet Treats	0411338896	Katienunford3@Yopmail.Com	NB	NB	1665642931_Screenshot_20220817-161246_OneDrive.jpg	NB
3	FAR0028	0001069	Stall 28	20 Nov 2022	Tyna	OMG Decadent Desserts Central Coast South	0421908870	Omgdesserts.centralcoastsouth@Yopmail.Com	1665679729_Approval To Operate A Temporary Food Business - HEALTHY - MPV 1748 2022 - OMG Decadent Desserts Central Coast South - The Tynette For LVL.T Tyna.PDF	NB	1665679729_Certificate Of Currency.Pdf	NB

Step 2: Select the date for the market.

Step 3: Select the market and hit *search*

The Market Day Report is viewable online, available to print or export in Excel format.


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- **Market Supplementary Report (Add'n Info on Stallholder products)**

Step 1: Click on the *Market Supplementary Report*

From : 17/08/2025 To : 17/08/2025

Farleigh : Market Organiser

 [Search](#) [Print](#) [Export](#)

9	0009621	Stall H	FAR0124	Susan	17 Aug 2025	Orchids, Cactus/Succulents And Supplies	Garden Supplies And Plants
10	0009621	Stall I	FAR0125	Susan	17 Aug 2025	Orchids, Cactus/Succulents And Supplies	Garden Supplies And Plants
11	0009648	Stall 18	FAR0018	Clare	17 Aug 2025	Face Painting, Glitter Tattoos And Rainbow Hair Accessories.	Air Brush Tattoos, Face Painter, Henna Art
12	0009649	Stall 50	FAR0050	Anita	17 Aug 2025	Candles,Burnt Hats,Macrame & Plants	Candles & Melts
13	0009649	Stall 51	FAR0051	Anita	17 Aug 2025	Candles,Burnt Hats,Macrame & Plants	Candles & Melts
14	0009649	Stall 52	FAR0052	Anita	17 Aug 2025	Candles,Burnt Hats,Macrame & Plants	Candles & Melts
15	0009651	Stall 48	FAR0048	Debbie	17 Aug 2025	Ladies Short Sets & Handbags. Kids Clothing & Accessories. Handmade Dogs Clothing & Accessories.	Fashion, Sewn Items, Scarves, T-Shirts, Dresses
16	0009651	Stall 49	FAR0049	Debbie	17 Aug 2025	Ladies Short Sets & Handbags. Kids Clothing & Accessories. Handmade Dogs Clothing & Accessories.	Fashion, Sewn Items, Scarves, T-Shirts, Dresses
17	0009652	Stall 91	FAR0091	John Katrina	17 Aug 2025	New And Secondhand Items Shed Household Boating Etc	Resale Or Second-Hand Items
18	0009652	Stall 90	FAR0090	John Katrina	17 Aug 2025	New And Secondhand Items Shed Household Boating Etc	Resale Or Second-Hand Items
19	0009657	Stall C	FAR0119	TROY	17 Aug 2025	Wood Turned Items	Wooden Hand Made Products

Step 2: Select the date for the market.

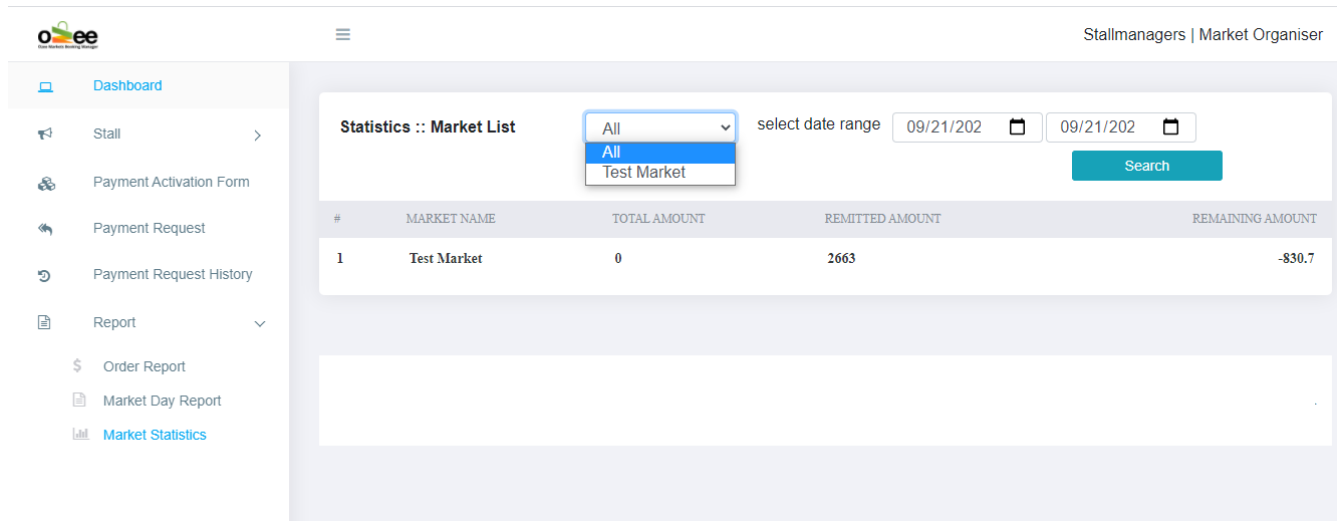
Step 3: Select the market, Market Organiser and hit *search*

The report includes product description information submitted during the stall booking process and the previously selected stall product categories at the time of their stallholder registration.

It is also possible to search for specific details on a stallholder booking for the selected market date.

The Market Supplementary Report is viewable online, available to print or export in Excel format.

- **Market Statistics**



Stallmanagers | Market Organiser

Statistics :: Market List

select date range 09/21/202 09/21/202

Search

#	MARKET NAME	TOTAL AMOUNT	REMITTED AMOUNT	REMAINING AMOUNT
1	Test Market	0	2663	-830.7

Step 1: **Select the period or time range**

Step 2: **Select the market from the drop down**

Step 3: **Click *Search*.**

This report will provide a comparison of financial amounts for different markets that are managed under one Market Organiser account. Not relevant if only one market is listed.

- **Unsold Stall Report** (To identify stalls that remain unsold)

Step 1: **Select the forthcoming market date**

Step 2: **Select the market from the drop down**

Step 3: **Click Search.**

From :

Unsold Stall Report

ITEM	STALL ID	STALL TITLE	AVAIL DATE	AREA	PRICE	STATUS
21	ROC0093	Car-Bay 93 & 94	22 Jun 2025	4.8mx5.6m	30	Active
22	ROC0095	Car-Bay 95 & 95b Woodchip	22 Jun 2025	4.8x5.6m	30	Active
23	ROC0097	Car-Bay 96 & 97	22 Jun 2025	4.8mx5.6m	30	Topdressclothing@Hotmail.Com
24	ROC0099	Car-Bay 98 & 99F	22 Jun 2025	4.8mx5.6m	30	Active

This report identifies stalls that remain available for a coming market date. It also lists the email address of any 'Reserved' stalls for regular and permanent stallholders that have not paid for their stall at the time you run the report. This report could be used for promotional efforts and if on the day drive in stallholders is allowed, this could be used to allocate available stalls.

The Unsold report is viewable online, available to print or export in Excel format.

- **Booked Options Stall Report** (Detailed report for options taken up)

Step 1: **Select the period or time range**

Step 2: **Select the market from the drop down**

Step 3: **Click *Search*.**

From :

To :

Springs Community Market

Market Organiser

Search Print Export

Book Option Report

ITEM	ORDER ID	BOOKED DATE	OPTION NAME	DAYS REQUESTED	PRICE PER OPTION	QUANTITY BOOKED	TOTAL REVENUE
1	0010281	2025-06-12	Trestle Table Hire	1	6	2	12
2	0010282	2025-06-12	Trestle Table Hire	1	6	1	6

Sub-Total of Trestle Table Hire (3) : 18.00
Grand Total: 18

The report includes information on options that have been hired/booked for the period selected. [Note: If your market is offering day cover insurance, reviewing how many times the day insurance was taken up can allow some negotiation on the addition premium for this offer to be available on your own insurance agreement.]

It is also possible to search for specific details on a stallholder booking for the selected market date.

The Booked Options Report is viewable online, available to print or export in Excel format