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

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

B. Stall Holders: Business and vendors who are looking for a market stall to sell their products.

C. 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

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

G. Transaction ID: Every transaction is unique and has unique IDs.

H. Status: The colored flags for the 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 **PENDING** – This is indicated as yellow, until the booking transaction/payment is accepted.

- Completed **COMPLETED** – This is indicated by green, after the booking transaction/payment has been accepted.

- Rejected **REJECTED** – This is indicated by red, when the booking transaction/payment is rejected. If the transaction is rejected the payment will be automatically refunded to the prospective Stall Holder

3. MARKET INTRODUCTION

Ozee Markets Booking Manager will manage all your market and Stall Holder 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 booking listings to check at your markets.

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

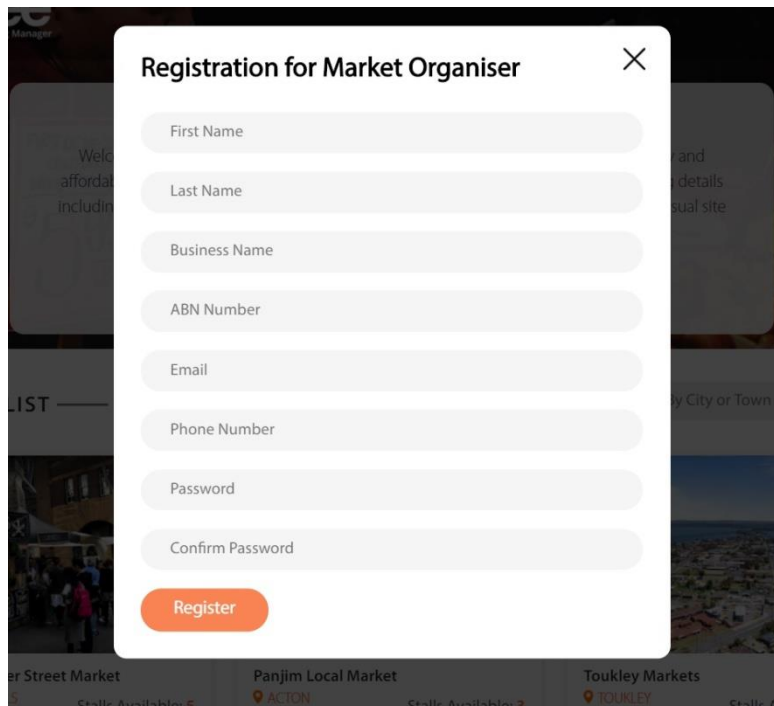Step 1**: The website will open in your browser and you will see the options for registering as either a**:

- Market Organiser – Manages and organises the market event days
- Stall Holder – Books a stall as a vendor to sell products in the markets
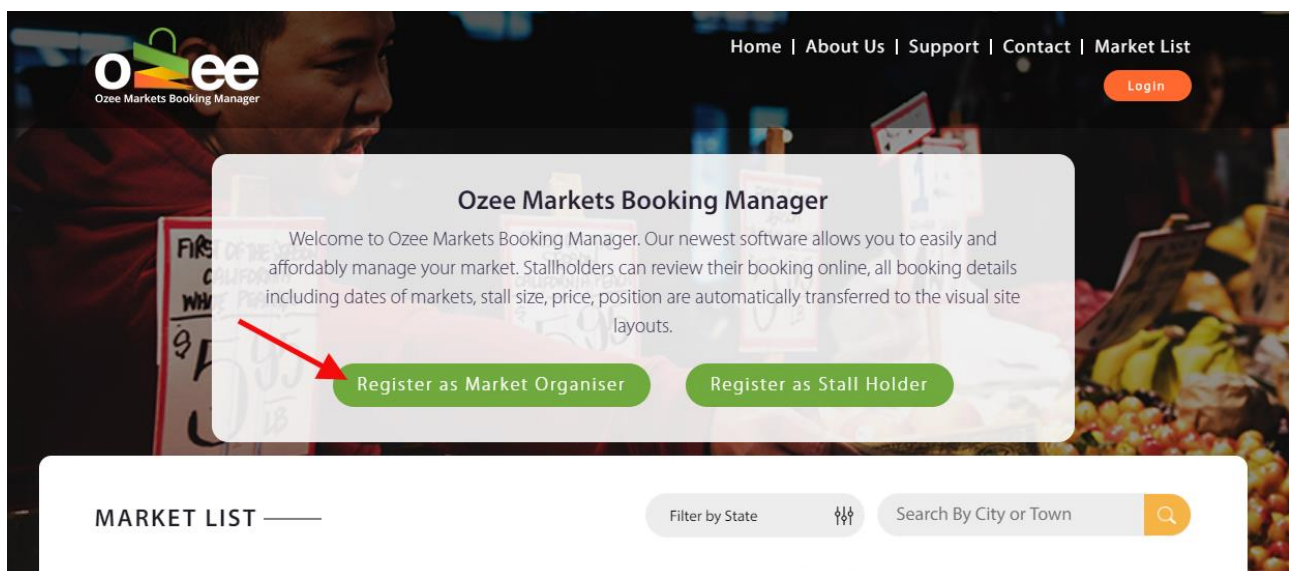
Step 2: **Click** *Register as a Market Organiser*

Step 3: **Please complete the form with your personal information like first name, last name, business name, ABN number, email address, phone number, and to set-up your password.**

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

Please note:

- the web form uses Google reCAPTCHAv3 against SPAM submissions bots
- All information on the registration form is mandatory except for the Business Name and ABN Number.
- You can update this information later.

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

Step 5: **You will see the below image pop-up on your screen asking for verification code**.
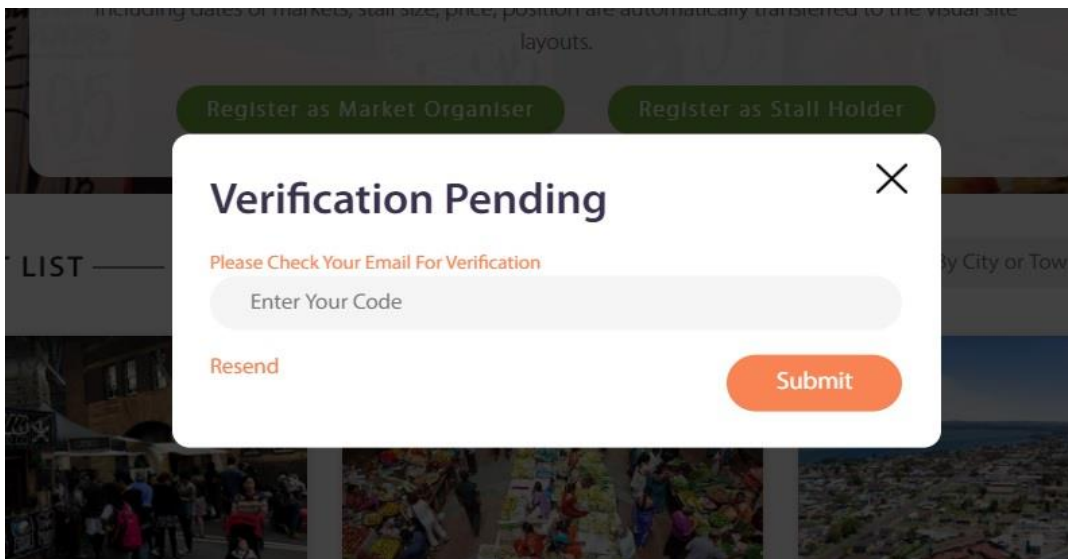
Step 6: **Go to your email inbox and wait for your Market Organiser registration email and Verification Code Email with your code**.

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

Step 7: **Once you have received your Verification Code Email, the message will look like this below.**

Hi Najma,

Please verify your account using the below Code :

Authentication Code : 599226

Sincerely,

Your Booking Support Team

Ozee Markets Booking Manager
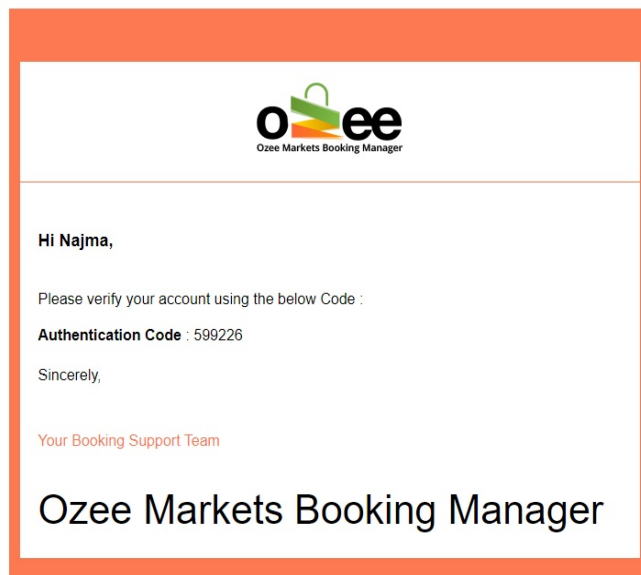
Step 8: **Now enter the verification code and Click *Submit*.**

Step 9: **Now you are ready to use the system! You will be presented with a login screen**

3.2 Login

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

Step 2: **And click *Login*.**
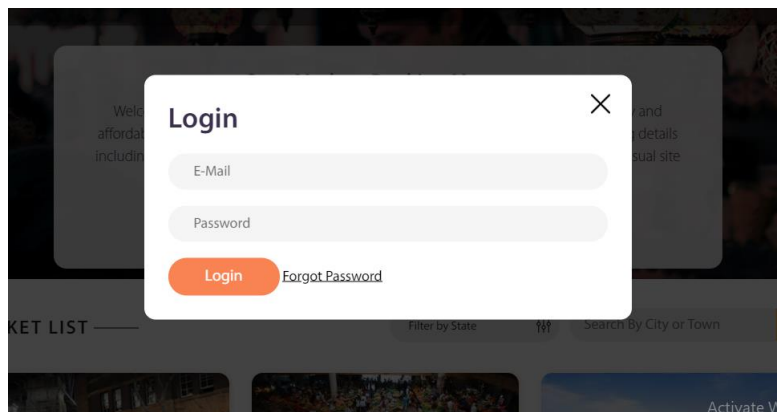
3.3 Interface

This is the screen 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
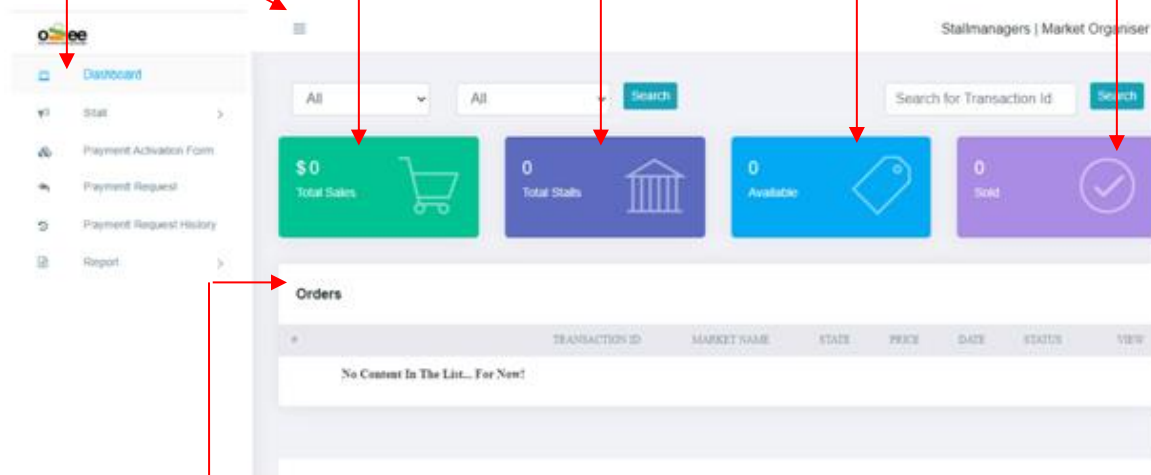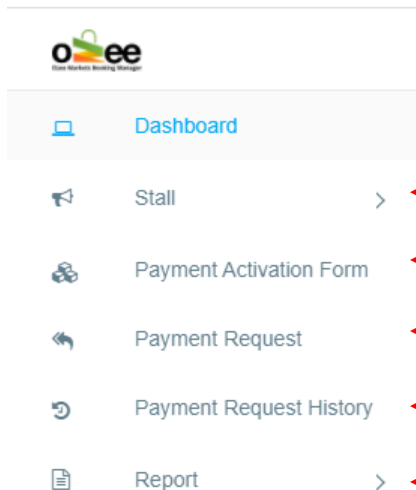
A list of all your market stall booking orders are displayed here

You can view individual booking transaction details

3.4 Dashboard

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

You can manage all aspects of your market/s here

Add your bank details for the payment of your net booking funds.

The payment request section

View previous payment requests

Various stall booking and management reports

4. MARKET MANAGEMENT

4.1 Order summary view

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

Total sales: The total sales revenue you accumulated for the period

Total stalls: The total stalls you have for the market/s for the scheduled future.

For Example: When you have a Stall # 1 open for two different weekend 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 online.

Ozee Markets Booking Manager

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 transaction ID
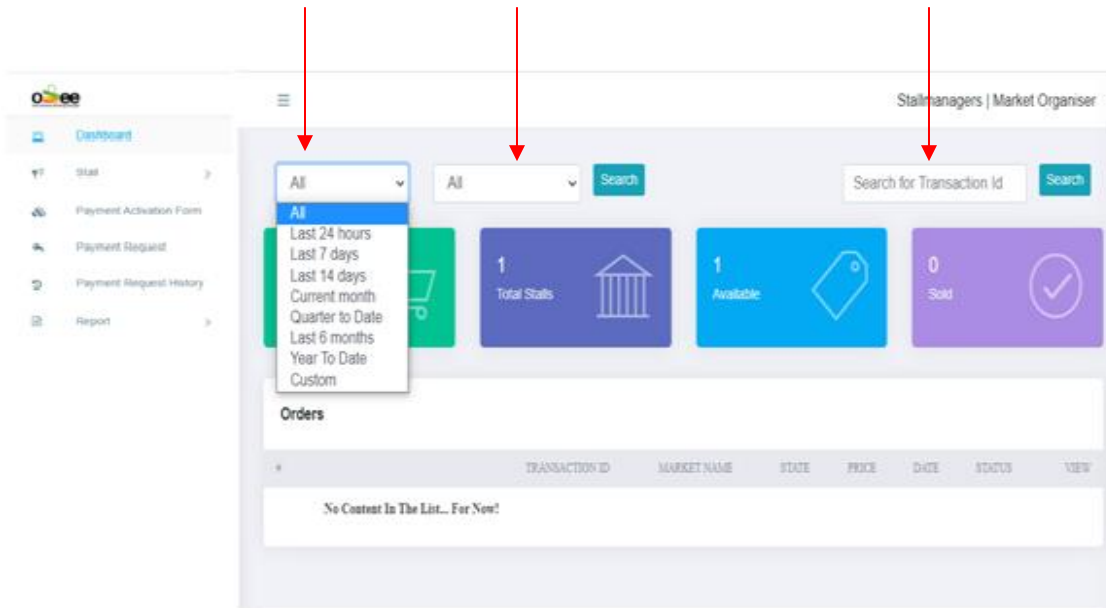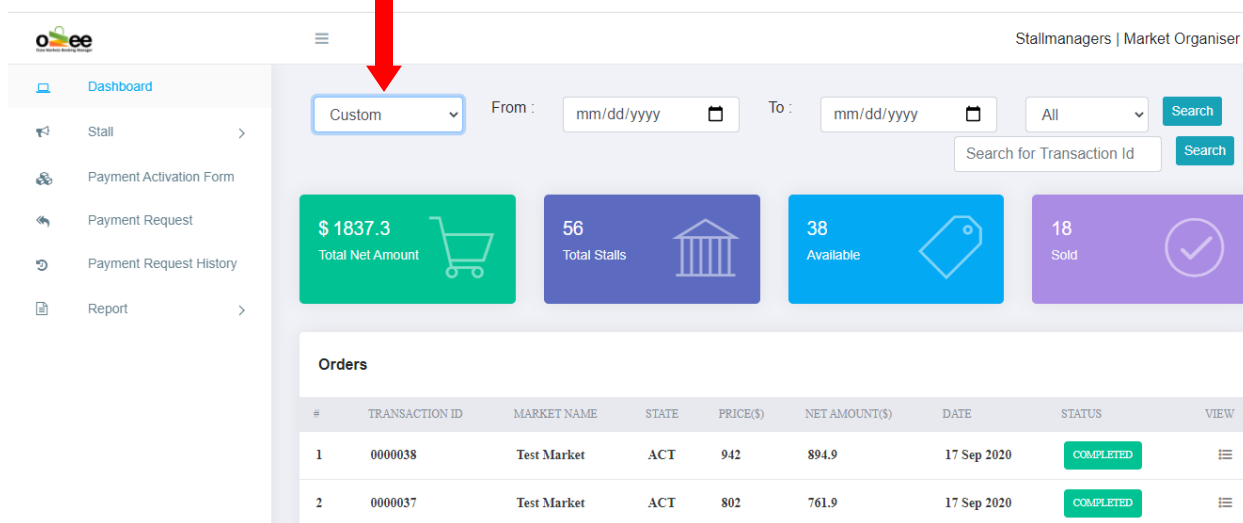
Filter by time period
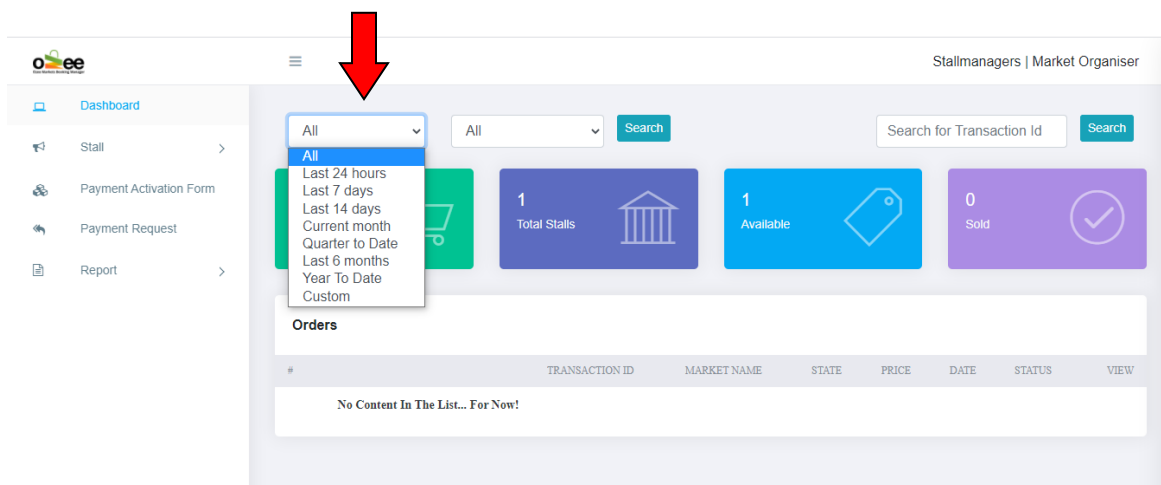
This will Show you only the orders that were placed in that specific time frame.

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

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

Filter by markets or with transaction ID
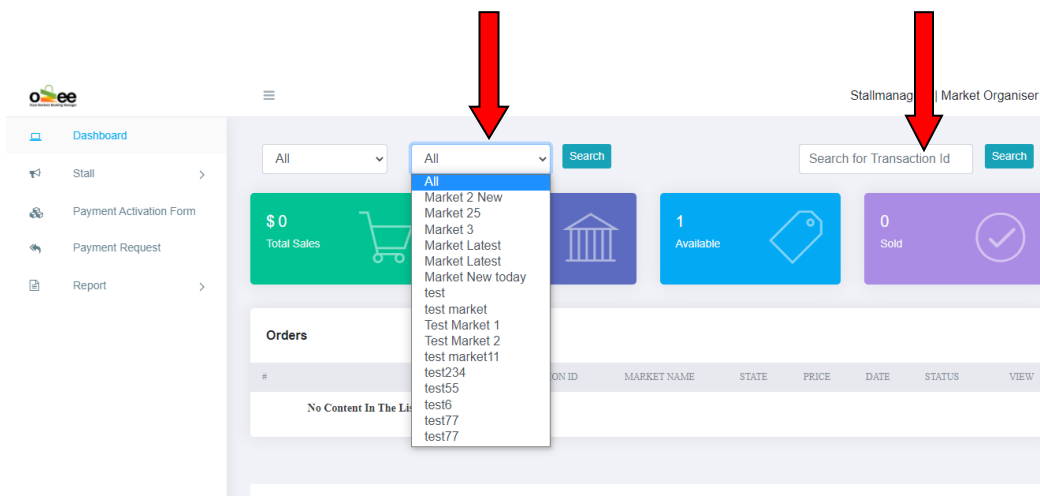
Then Click *Search.*

4.2 Set-Up your market/s

Step 1: **On the dashboard onthe left side. Click on** *Stall > Manage Market***.**
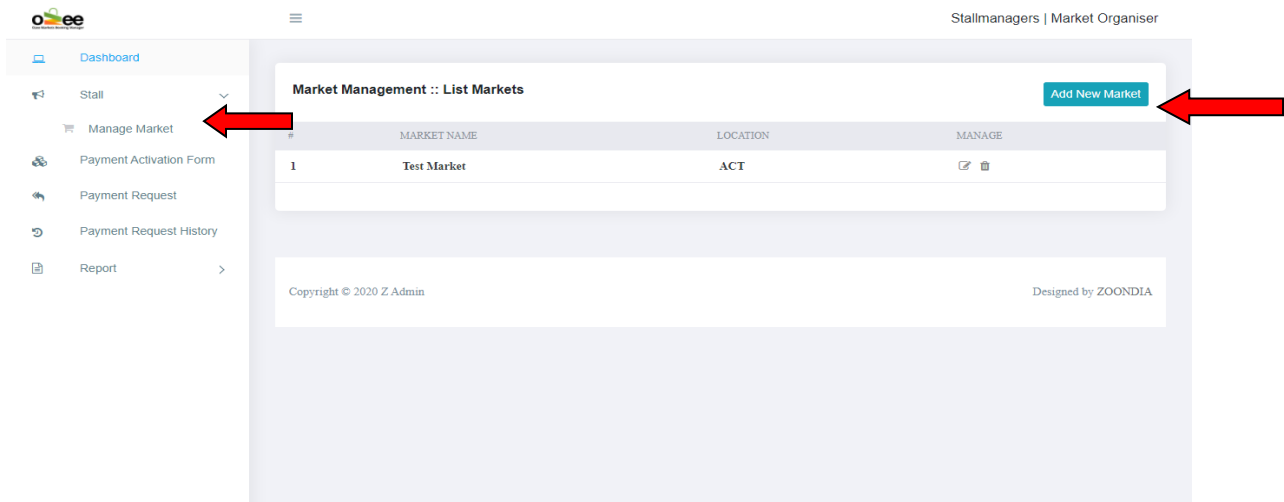
Step 2: **Click *Add New Market***

Step 3: **You will now see this web form displayed on your screen. You can now add the**

- **Market Name** – The market name you use in promoting this market
- **Date Range** – The date range indicates the dates when your market will be operating. For example, you might select every Saturday or every 4th Sunday of the month.
- **Select the State and City/Town** from the dropdown for the location of your market
- **Street Address** – provide a street address for the market venue location
- **Meta Title** – This title is essential for your market listing in search engine results.
- **Meta Description** – This is the description that will show up in the search results.

- **Meta Key Value** – Input your unique value statement that will attract stall holders and the public to your market. The information you provide for the Meta Title, Meta Description and Meta Key Value helps your potential customers find your market while searching on the Internet.
- **Short Description** – When a web visitor selects your market, this brief description of your market is displayed.
- **Long Description** – This is the detailed description of your market which will be displayed on your market profile page. Remember to include all important details for potential Stall Holders and the public.

Ozee

☰   Stallmanagers | Market Organiser

Ozee

- 🖥 Dashboard
- 📢 Stall   >
- 🐌 Payment Activation Form
- ↩ Payment Request
- 🕘 Payment Request History
- 📄 Report   >

Stall Management :: Create Market

MARKET DETAILS   STALL DETAILS   PREVIEW

Market Name	Enter Market Name	State	Select State
Date Range	Enter Start Date	City	Select City
Short Description	Enter Short Description (Maximum 255 Characters Allowed)	Street Address	Enter Street Address

Upload Agreement Document   [Choose Files] No file chosen
Maximum Size of 2MB, PDF

Upload Rules Document   [Choose Files] No file chosen
Maximum Size of 2MB, PDF

Location Image   [Choose Files] No file chosen
Maximum Size of 700k, JPG, PNG
🗑 Delete

NO IMAGE AVAILABLE

Layout Image   [Choose Files] No file chosen
Maximum Size of 700k, JPG, PNG
🗑 Delete

NO IMAGE AVAILABLE

Meta Title   Enter Meta Title   Meta Key Value   Enter Meta Key Value

Meta Description
Enter Meta Description (Maximum 100 Characters Allowed)

Long Description

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| B I S I_x | ≔ ≔ | ▸≣ ≣◂ | 99 | Styles ▾ | Format ▾ | ? |

                                                                   [Create Market] [Cancel]

Stall List

☐	#	STALL ID	PRICE	TITLE	AVALABLE STALL	STALL SOLD	STATUS	MANAGE

No Stall In The List... For Now!

Step 4: **At this stage, you will now add the images needed to publish your market for online stall booking.**

Step 5: **Add a promotional image, make sure it is a good picture of your market in either jpg or png image file format for viewers and interested stall holders. Please ensure that your photo image of your market has a file size of not more than 700kb**.

Step 6: **Click on *Choose Files* to upload the market image. It will be used for your market profile page and for the Market Listing**.
Make sure it reflects a promotional image you would like viewers to see of your market. You can choose a web-ready image previously saved in your computer to upload.

Step 7: **Next add an image for your market stall layout in either jpg or png image file format. Please ensure that your market stall layout image has a file size of not more than** 700kb in either jpg or png image file format. **The layout image is used for selecting and booking stalls within your market**.

Step 8: **Click on *Choose Files* to upload the market stall layout. You can select a web-ready image previously saved in your computer**.

Step 9: **Upload the Market Agreement document with your local council or property owner to allow the operation of your market in the defined**

location. **This document will be used by Ozee Market Administration to approve the listing of your market ready to accept and process Stall Holder bookings online**.

Step 10: **Click on *Choose Files* to upload**.

Step 11: **Upload your Market Rules &Regulations Document that you want all your stall holders to read and agree to follow while they operate their stall in your market**.

Step 12: **Click on *Choose Files* to upload**.

Step 13: **When all the required details on the web form are complete, Click *Create Market*.**
The Ozee Markets Booking Manager will build the market functions to allow you to complete the set-up of your stall information and pricing.

The next steps are to add stall booking details

4.3 Create or Assign Stall Details

You will see the Market Stall Layout image you previously uploaded on your screen.

Note: If you had previously logged out of the booking system, you can return to the map layout to add more stall details by Clicking on the *Stall Details* tab.

Step 1: **To add stall title, Click on *ADD+* on the green bar below.**
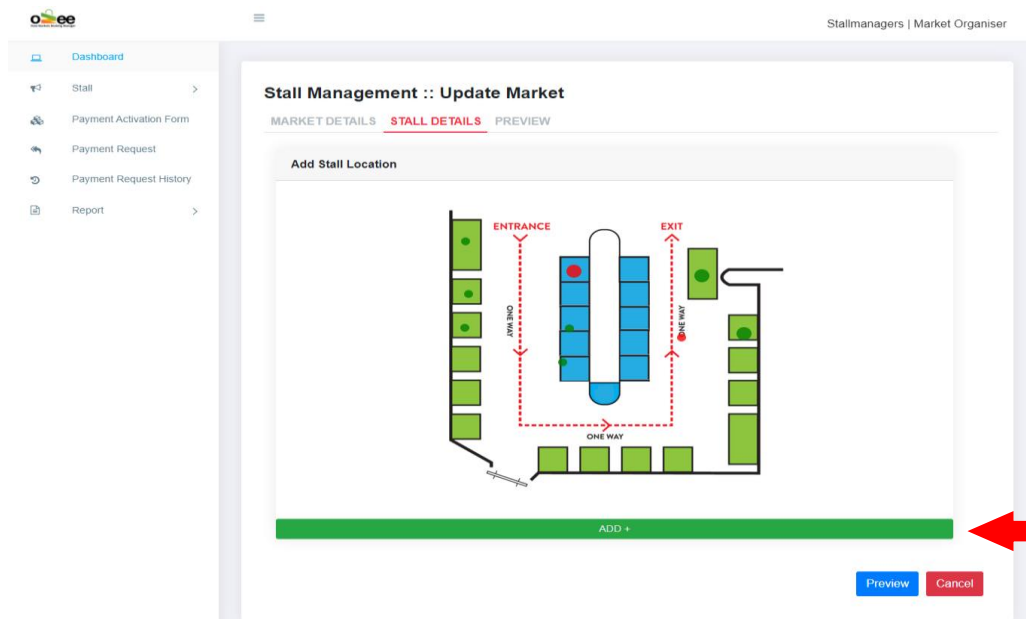
Now, you will see a small pop up on the image you uploaded.
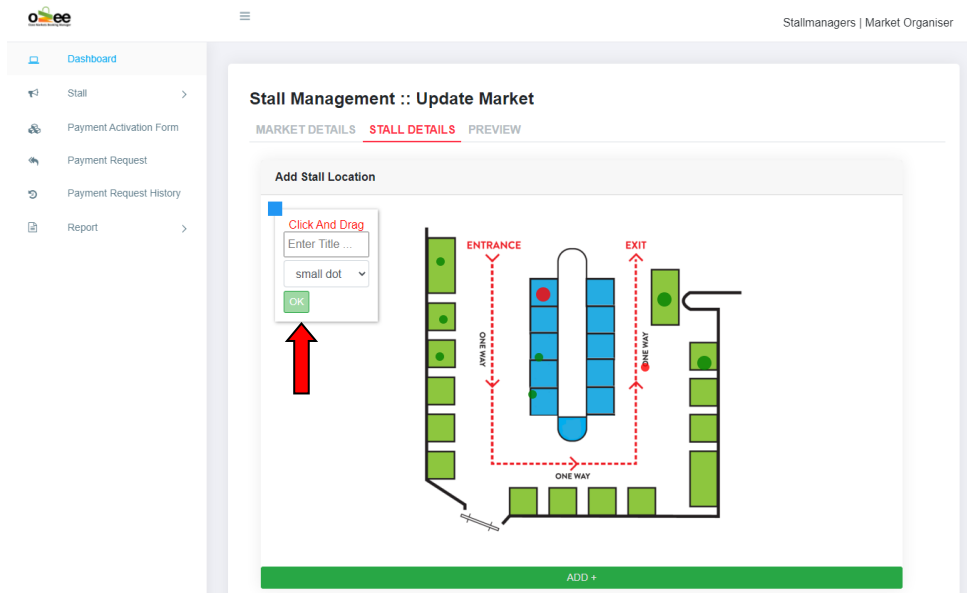
Note: Please set-up your market stalls using the desktop version of https://www.ozeemarkets.com.au for a better experience and Avoid using mobile device for assigning stall details.

Step 2: **Enter the stall title or name and the size of the stall dot for the layout (not the actual stall size) as *small dot, medium dot or large dot*... Note: This will be used to display the size of the stall dots in the layout image.**
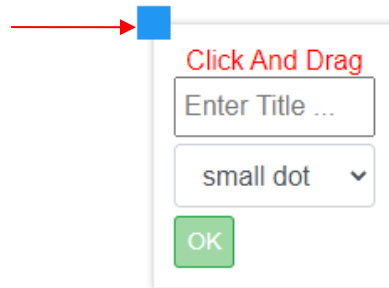
Step 3**: Use the blue square as the marker to drag & drop the stall dot exactly over the stall location on the map layout.**

Step 4: **Click *OK*. You may add more stall by repeating steps 1 to 3.**
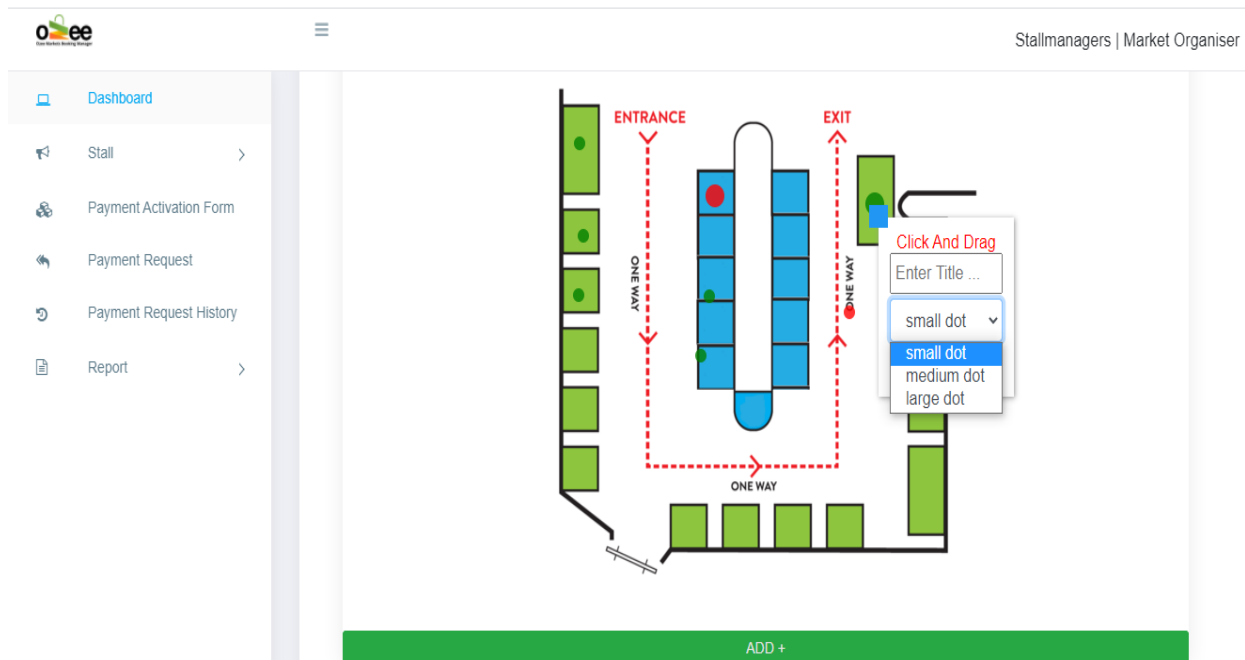
Step 5**: Click *Update Stall.***

You can now see the stall list at the end of the page.

Now you need to set the price, stall categories and categories for your market stall
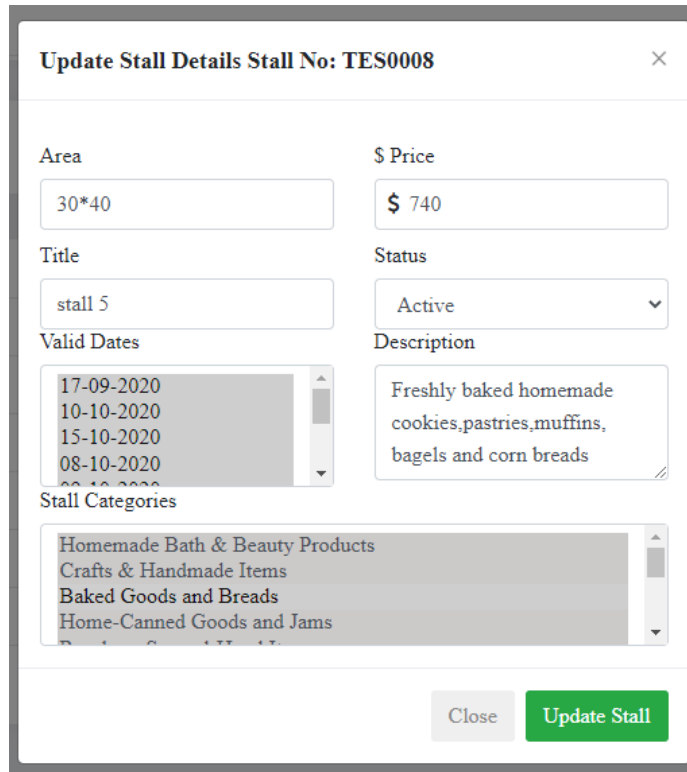
Step 6: **Click on the edit icon under manage**.

You will see an 'Update Stall Details' information form pop-up on your screen

Step 7: In the area box, **enter the physical size dimensions for your stall area in meters (i.e. 2x2 metres).**

Step 8: **Enter the booking rate or price for the stall.**

Step 9: **Select the valid dates for the stall. This will be the market dates that this stall will be available for booking.**

Step 10: **Provide a short description. This will be helpful for the user's selection with relevant stall information.**

Step 11: **Select an 'Active' Status from the dropdown. This will indicate that the stall is available in the market for booking and payment processing. Leave the status as 'Inactive' for the dates that you may have a reservation for that stall position from one of your Stall Holders. If you have prearrangements and received payments for the stall, change the Status to 'Sold' for the appropriate paid or sold market dates.**
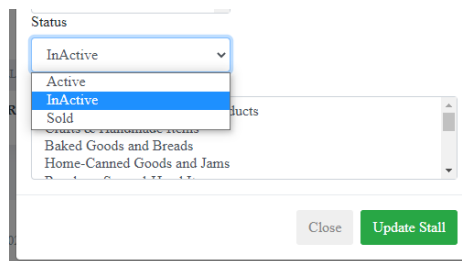
Step 12: **Select the category or categories of the product/s that you will allow to be sold in that stall location.**

Step 13: **Click *Update stall.***
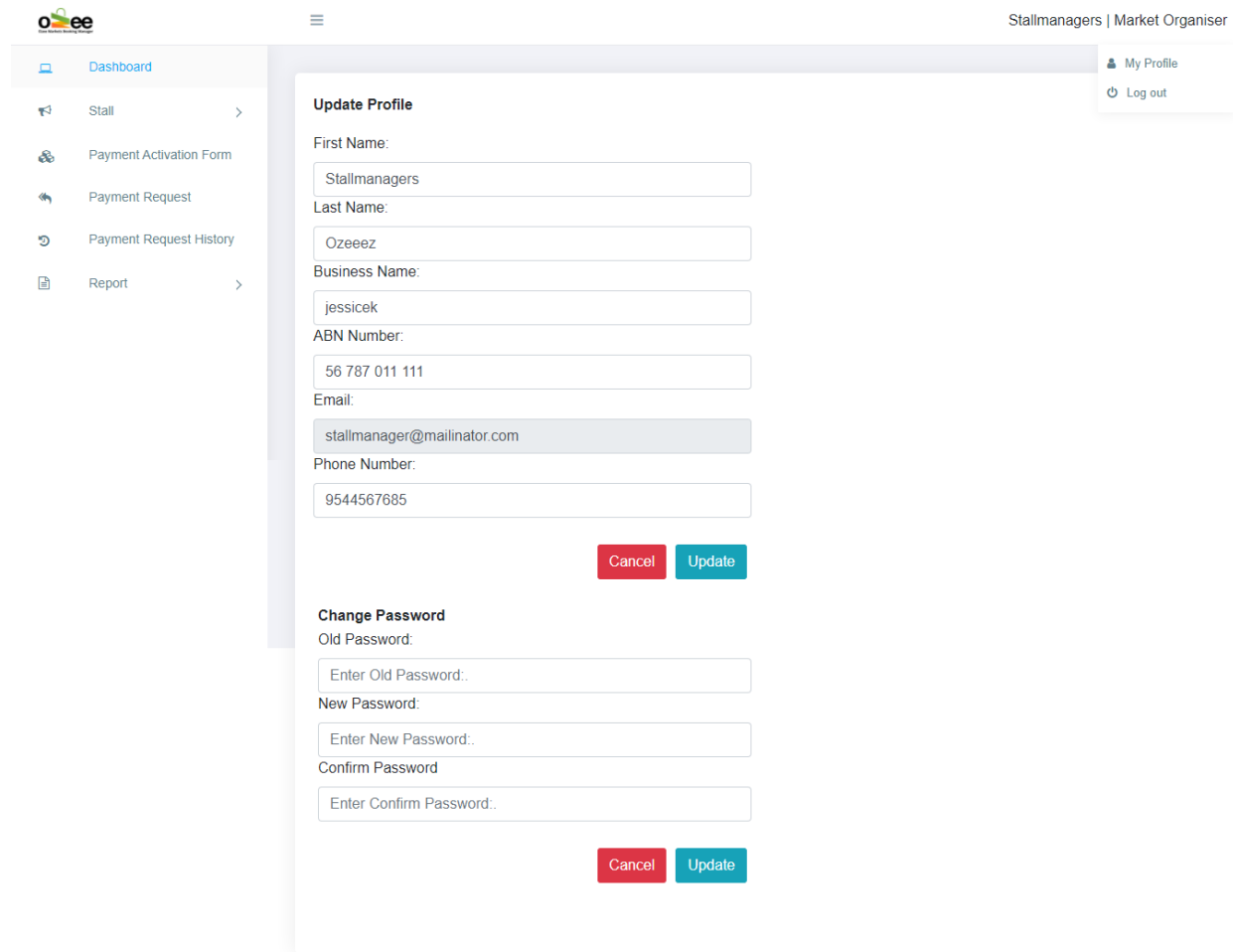
5. MANAGE YOUR PROFILE

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

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

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

Step 3: **Fill up the details and click *Update.***
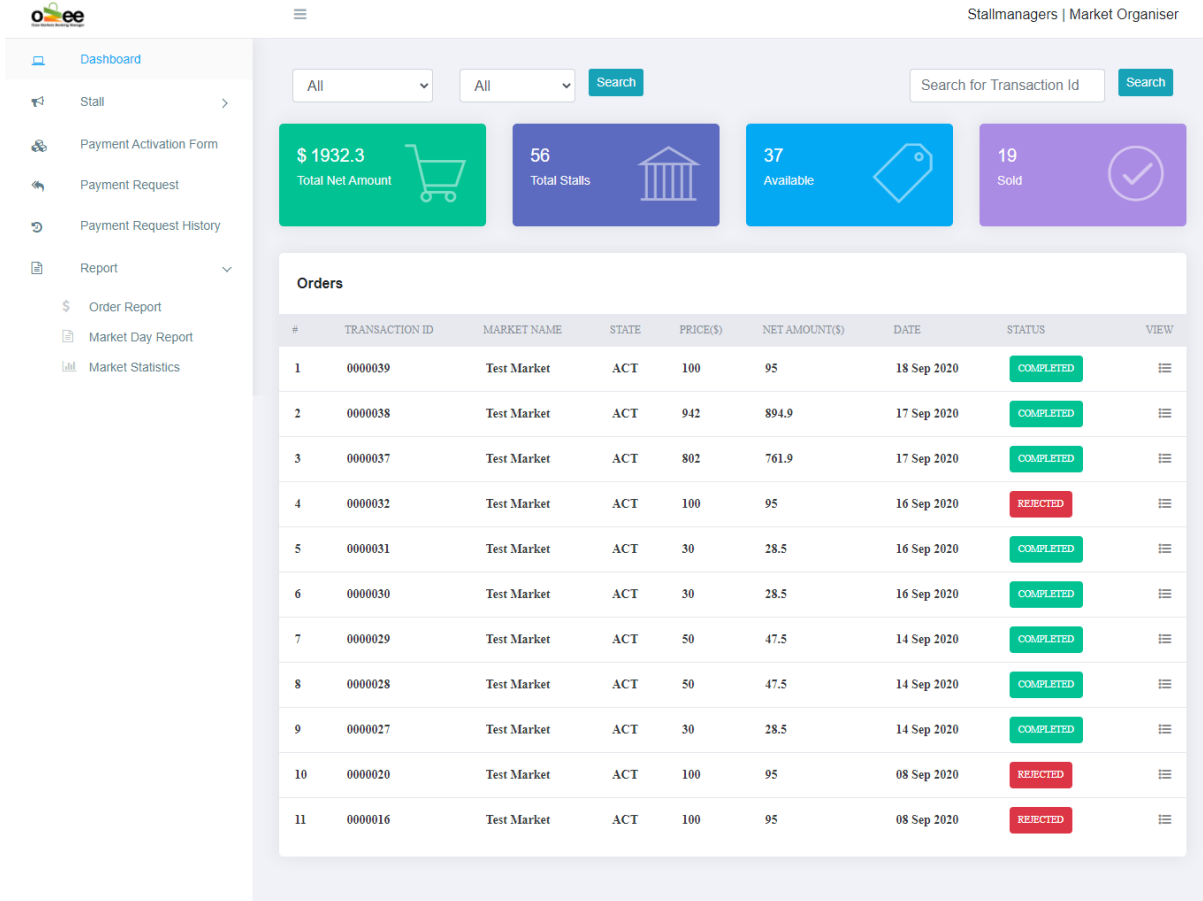
Step 4: **You can change and update it with new password and click *update.***

6. SALES REPORTS

The detailed report gives light into the amount and quality of bookings received.

- Order Report

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.**

Step 3: **Select the time period or time range**

Step 4: **Select the market from the drop down**

Step 5: **Click Search.**

Step 6: **Now you can see the order details.**

- Market Day Report

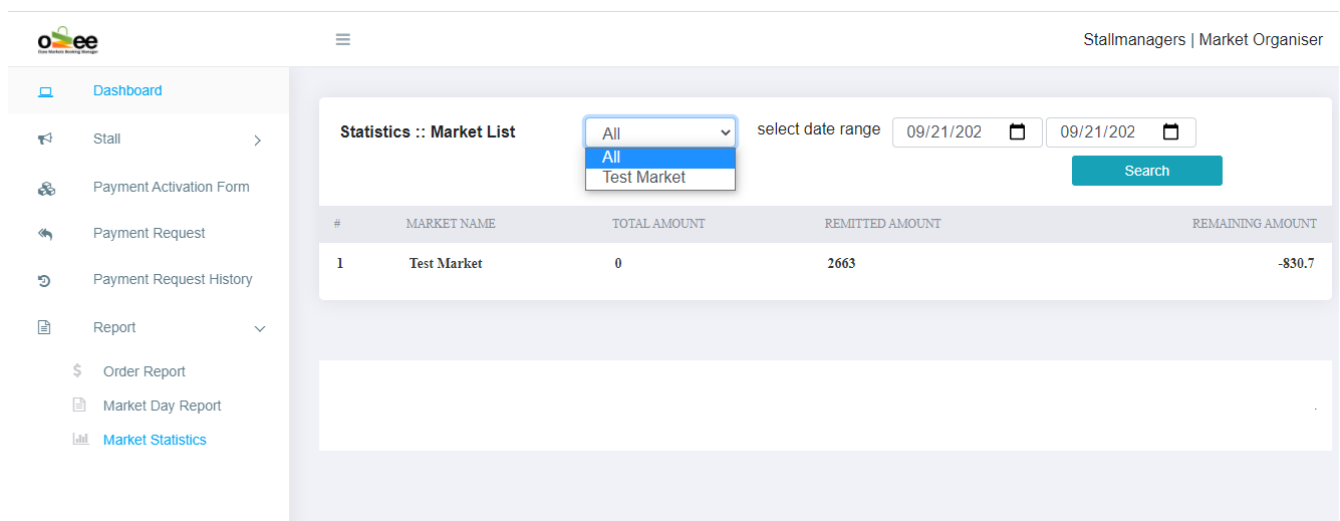Step 1: **Click on the *Market Report***

Ozee Markets Booking Manager

Step 2: **You can select the dates for the markets.**

Step 3: **Select the market and hit** *search*

- Market Statistics

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

Step 4: **Select the market from the drop down**

Step 5: **Click *Search*.**

Now you have all reports, you can evaluate your transactions and stall details.