



# **Ozee Markets Booking Manager**

**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 market management features and functionality.

Ozee Markets Booking Manager helps you save time by eliminating the time-consuming burden of manual paperwork and creates an organised 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:** Sellers 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 stall booking transaction is unique and has unique IDs that can be used to track details for the specific booking order.

**H. Status:** The colored symbols and flags for the booking transactions and payments are for your easy reference. It is your responsibility as the

market organiser to approve or reject the stall booking transaction. There are 3 status indicators:

- Pending  – This is indicated as yellow, the stall booking transaction/payment is waiting your management attention to accept or reject the stall booking request.
- Completed  – This is indicated by green, after the stall booking transaction/payment has been accepted.
- Rejected  – This is indicated by red when the stall 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 provides complete online functionality to manage all your market and Stall Holder data. This application automates all aspects of market stall management from stall availability, descriptions, booked & available stalls, stall pricing & discounting, stall booking records, successful payments, and market calendar schedules. Market stall bookings are managed and reported including market booking listings to check during your market dates.

**Note: Please Login and set-up your market through the desktop version of <https://www.ozeemarkets.com.au> for a better experience.**

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

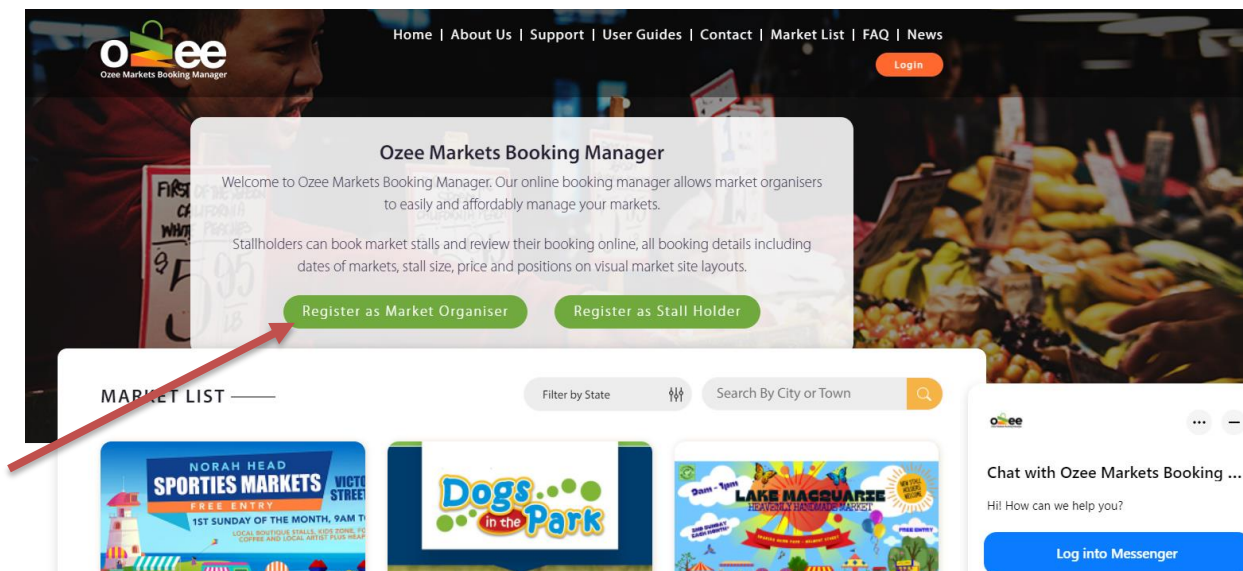
<https://www.ozeemarkets.com.au>

**Step 2:** Proceed to **3.1 New Registration** if you are a new Market 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

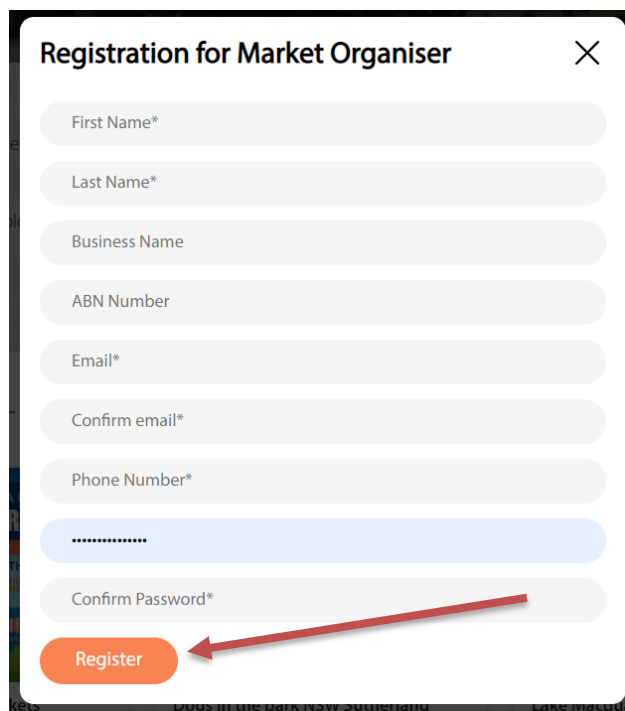


**Step 2:** Click **Register as a Market Organiser**

**Step 3: A registration form will be displayed for your use.**

Please complete the form with your personal information like first name, last name, business name (Optional), ABN number (Optional), 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 later if available using your profile update].

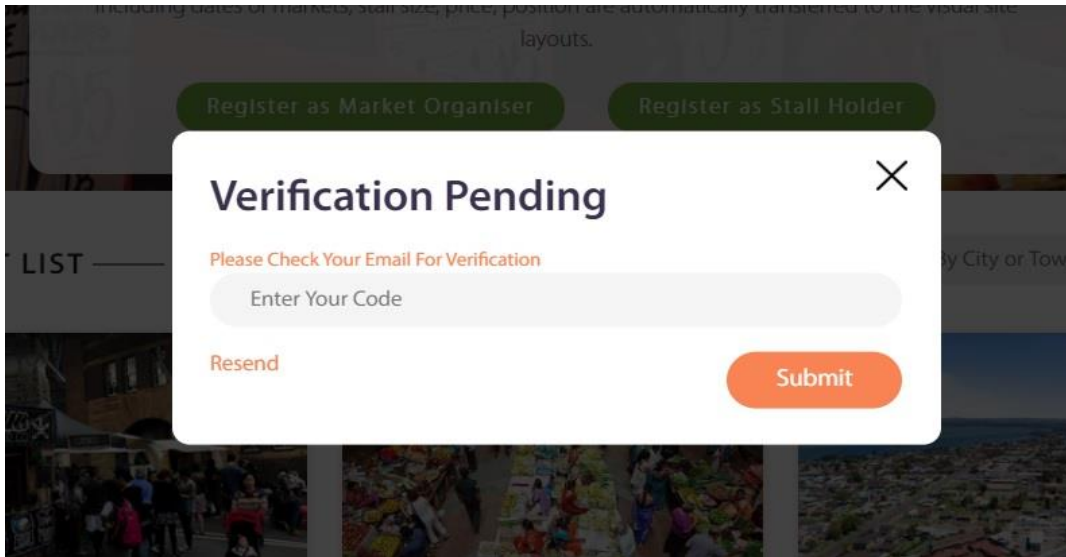


The image shows a mobile registration form titled "Registration for Market Organiser" with a close button (X) in the top right corner. The form contains the following fields: "First Name\*", "Last Name\*", "Business Name", "ABN Number", "Email\*", "Confirm email\*", "Phone Number\*", a password field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

Please note the web form uses Google reCAPTCHA v3 against SPAM submissions bots.

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

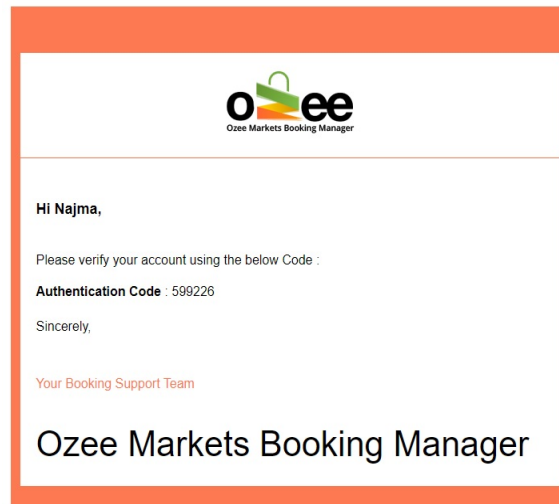
**Step 5: A pop-up (see below) will be displayed on your screen requesting input of your verification code.**



**Step 6:** Please check your registered email address inbox for your Market Organiser registration email and Verification Code Email with your code.



**Step 7:** You have received your Verification Code Email as below.



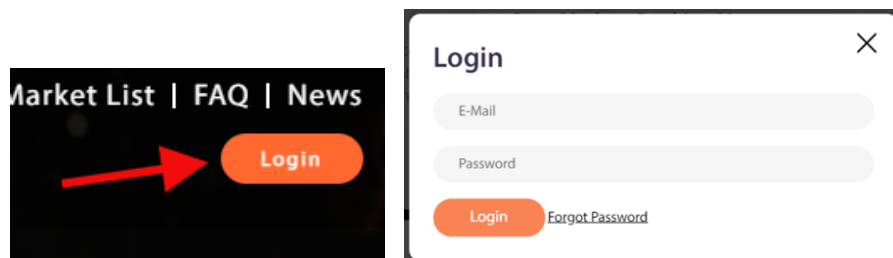
**Step 8:** Now enter the code provided on the Verification Pending form and Click *Submit*.

**Step 9:** Now you are ready to use the system for setting up, listing and managing your market/s

### 3.2 Login

**Step 1:** Now that you have a Market Organiser account, please login to your account using your registered Email and Password at <https://www.ozeemarkets.com.au>.

**Step 2:** And click *Login and enter your access credentials*.





### 3.3 Interface

Once you have logged in you will be presented with the market administrative console.

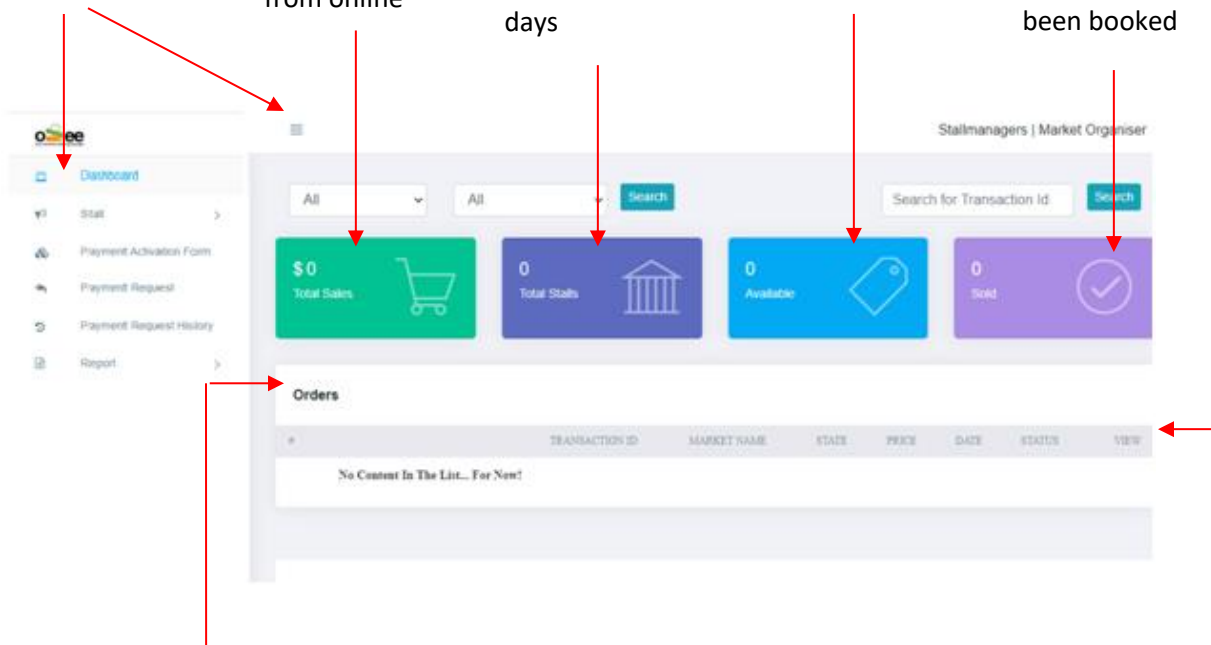
A collapsible dashboard which you can either choose to view or hide by clicking this button.

The total sales revenue from online

The total # stalls you have available over your market days

No. of Stalls that are still available for booking

The number of stalls that have been booked

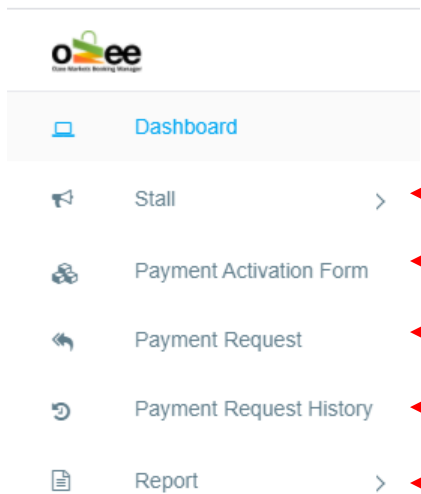


A list of all your market stall booking orders is displayed here

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.



The screenshot shows a vertical menu with the Ozee logo at the top. The menu items are: Dashboard (highlighted), Stall, Payment Activation Form, Payment Request, Payment Request History, and Report. Red arrows point from the text descriptions on the right to the corresponding menu items.

Menu Item	Description
Dashboard	
Stall	You can manage all aspects of your market/s here
Payment Activation Form	Add your bank details for settlement payments
Payment Request	Payment settlement request form
Payment Request History	View previous payment settlement requests
Report	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 and market dates that are scheduled.

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 total 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.

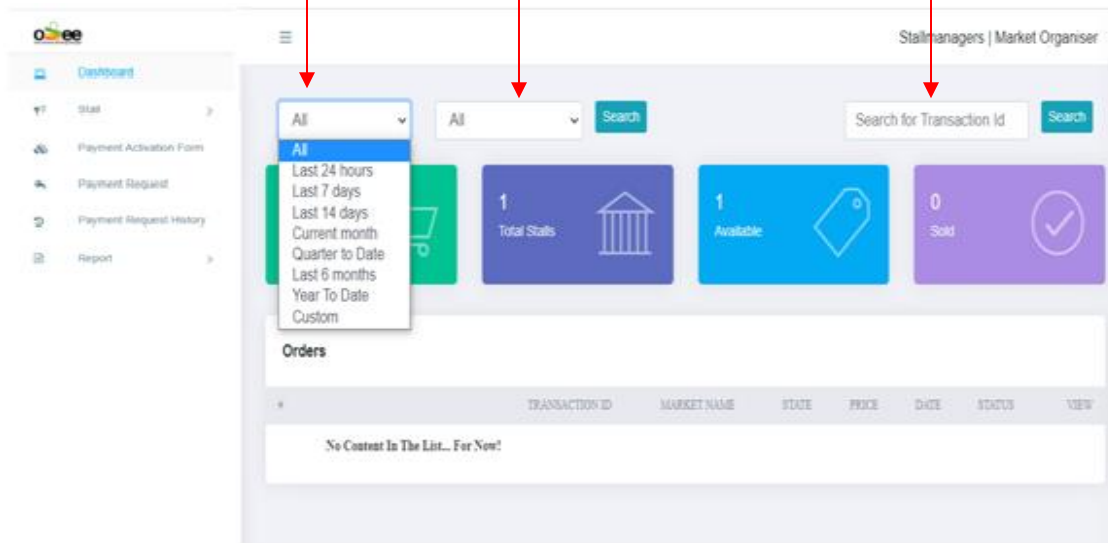
**Step 1:** You can view the dashboard booking statistics. Use the filter to drill down into your booking statistics. Once you have received your stall booking orders, these will be displayed under the orders list. You can change the listing view either by

- **Filter by time period:** This will display only the booking orders received during the specific time frame.
- **Filter by Market name (if you are managing multiple markets)**
- **Search with the booking transaction ID**

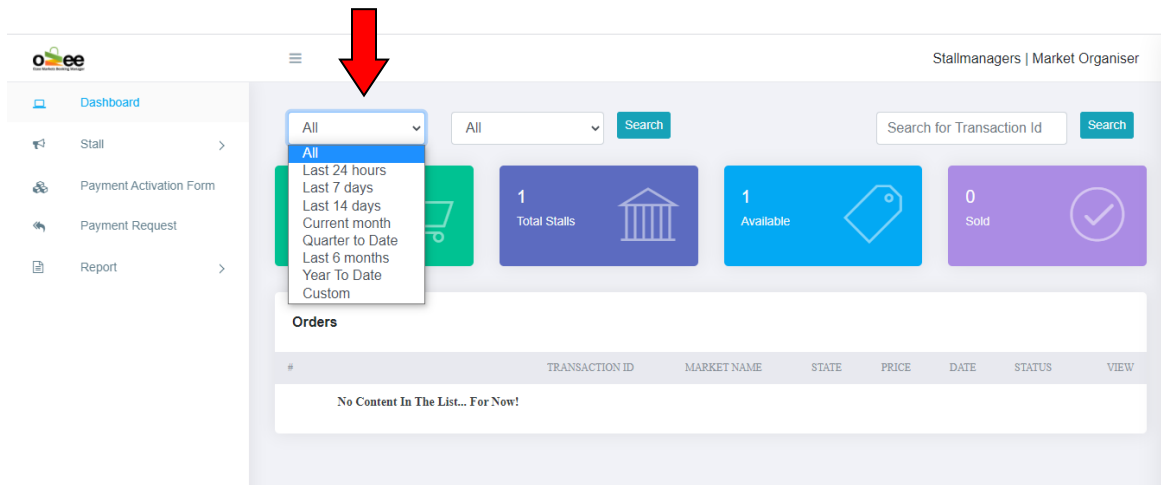
Filter by time

Filter by market

Search by transaction ID



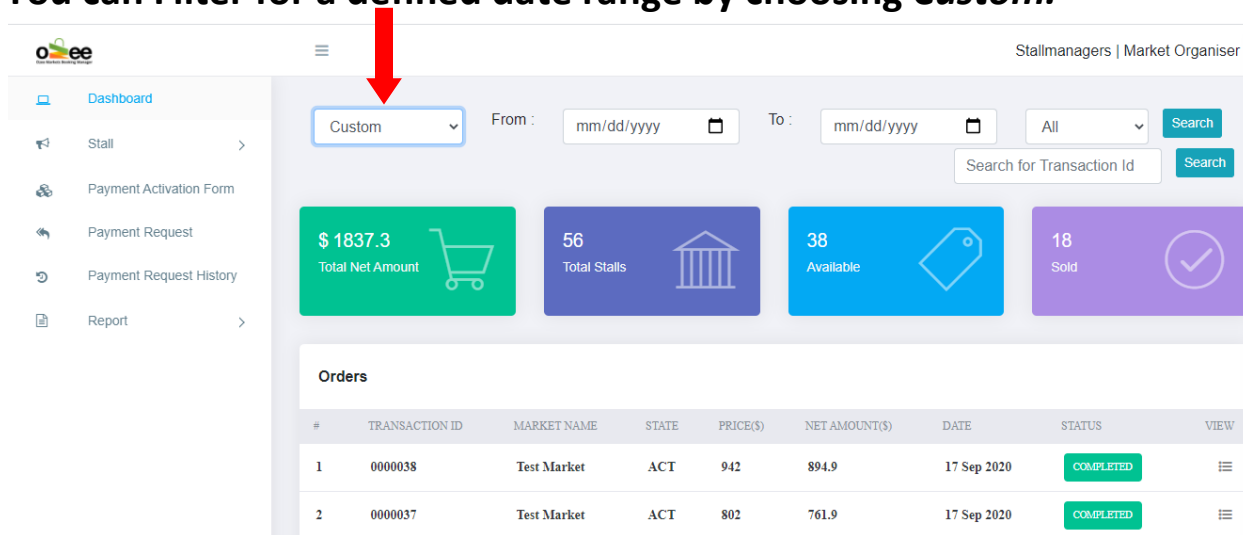
## Filter by time period



The screenshot shows the dashboard with the time period filter dropdown menu open. The menu options are: All, Last 24 hours, Last 7 days, Last 14 days, Current month, Quarter to Date, Last 6 months, Year To Date, and Custom. A red arrow points to the dropdown menu.

This will display only the booking orders received during the specific time frame.

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



The screenshot shows the dashboard with the Custom filter selected. The filter is set to 'Custom' with 'From' and 'To' date fields. A red arrow points to the Custom filter dropdown.

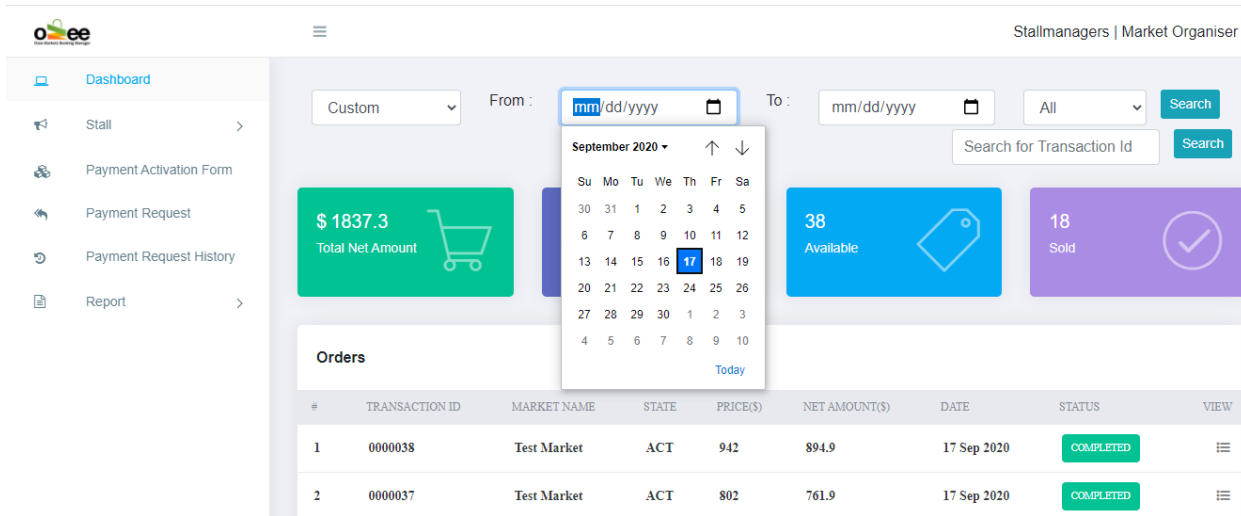
**Summary Cards:**

- Total Net Amount: \$ 1837.3
- Total Stalls: 56
- Available: 38
- Sold: 18

**Orders Table:**

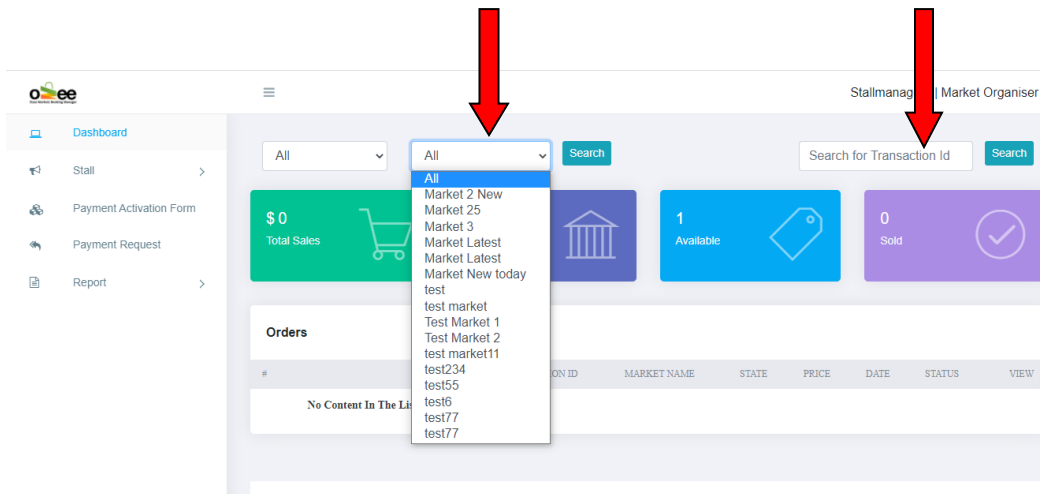
#	TRANSACTION ID	MARKET NAME	STATE	PRICE(\$)	NET AMOUNT(\$)	DATE	STATUS	VIEW
1	0000038	Test Market	ACT	942	894.9	17 Sep 2020	COMPLETED	
2	0000037	Test Market	ACT	802	761.9	17 Sep 2020	COMPLETED	

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



#	TRANSACTION ID	MARKET NAME	STATE	PRICE(S)	NET AMOUNT(S)	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 or with transaction ID



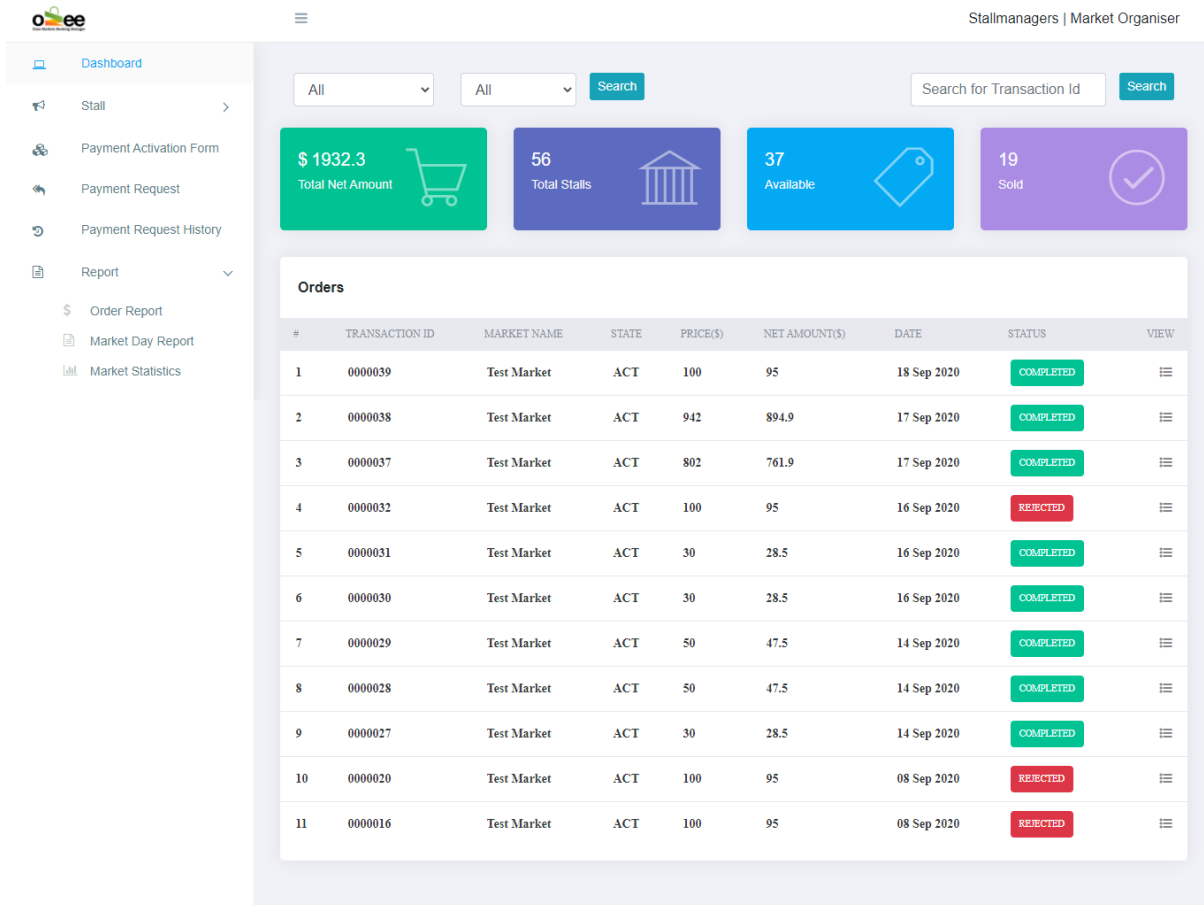
Then Click **Search**.

## 5. SALES REPORTS

The detailed management reporting is available to provide information on stall booking revenue amounts and quality of bookings received.

- Order Report

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



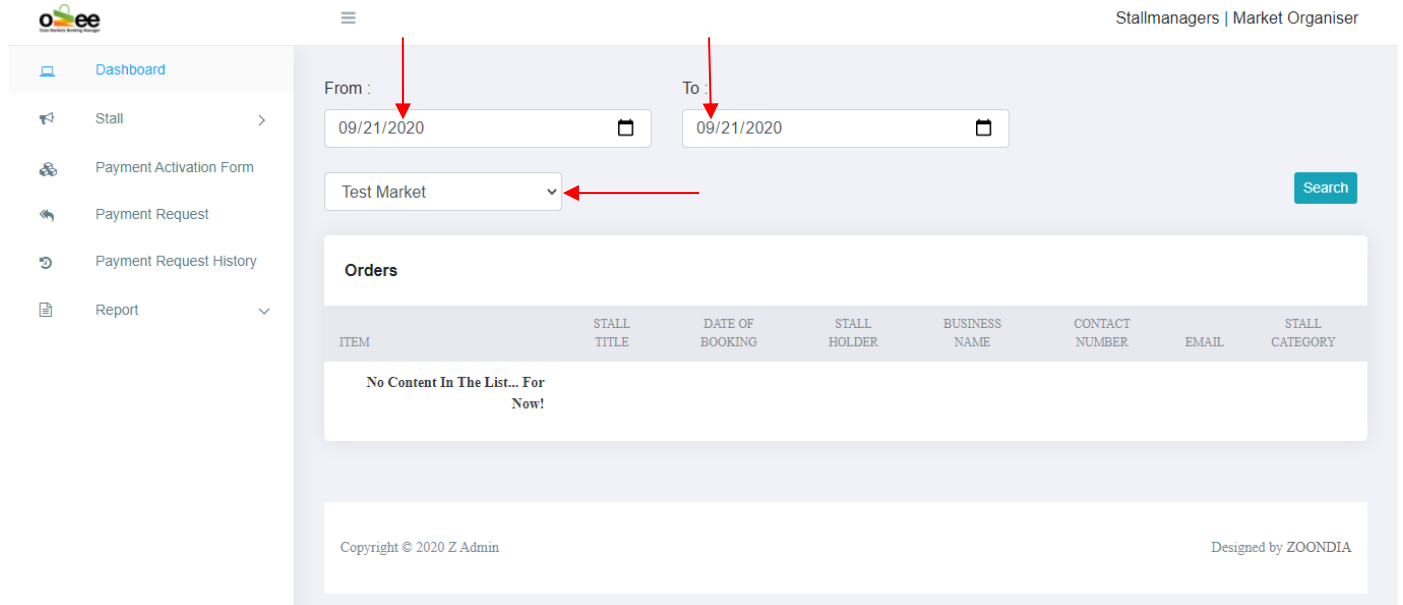
Stallmanagers | Market Organiser

Summary Cards:

- Total Net Amount: \$ 1932.3
- Total Stalls: 56
- Available: 37
- Sold: 19

#	TRANSACTION ID	MARKET NAME	STATE	PRICE(\$)	NET AMOUNT(\$)	DATE	STATUS	VIEW
1	0000039	Test Market	ACT	100	95	18 Sep 2020	COMPLETED	
2	0000038	Test Market	ACT	942	894.9	17 Sep 2020	COMPLETED	
3	0000037	Test Market	ACT	802	761.9	17 Sep 2020	COMPLETED	
4	0000032	Test Market	ACT	100	95	16 Sep 2020	REJECTED	
5	0000031	Test Market	ACT	30	28.5	16 Sep 2020	COMPLETED	
6	0000030	Test Market	ACT	30	28.5	16 Sep 2020	COMPLETED	
7	0000029	Test Market	ACT	50	47.5	14 Sep 2020	COMPLETED	
8	0000028	Test Market	ACT	50	47.5	14 Sep 2020	COMPLETED	
9	0000027	Test Market	ACT	30	28.5	14 Sep 2020	COMPLETED	
10	0000020	Test Market	ACT	100	95	08 Sep 2020	REJECTED	
11	0000016	Test Market	ACT	100	95	08 Sep 2020	REJECTED	

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



The screenshot shows the 'Stallmanagers | Market Organiser' interface. On the left is a navigation menu with options: Dashboard, Stall, Payment Activation Form, Payment Request, Payment Request History, and Report. The main content area has search filters: 'From : 09/21/2020' and 'To : 09/21/2020', a dropdown menu set to 'Test Market', and a 'Search' button. Below the filters is an 'Orders' section with a table header: ITEM, STALL TITLE, DATE OF BOOKING, STALL HOLDER, BUSINESS NAME, CONTACT NUMBER, EMAIL, and STALL CATEGORY. The table body contains the message 'No Content In The List... For Now!'. At the bottom, it says 'Copyright © 2020 Z Admin' and 'Designed by ZOONDIA'.

**Step 3:** Select a specified period or time range

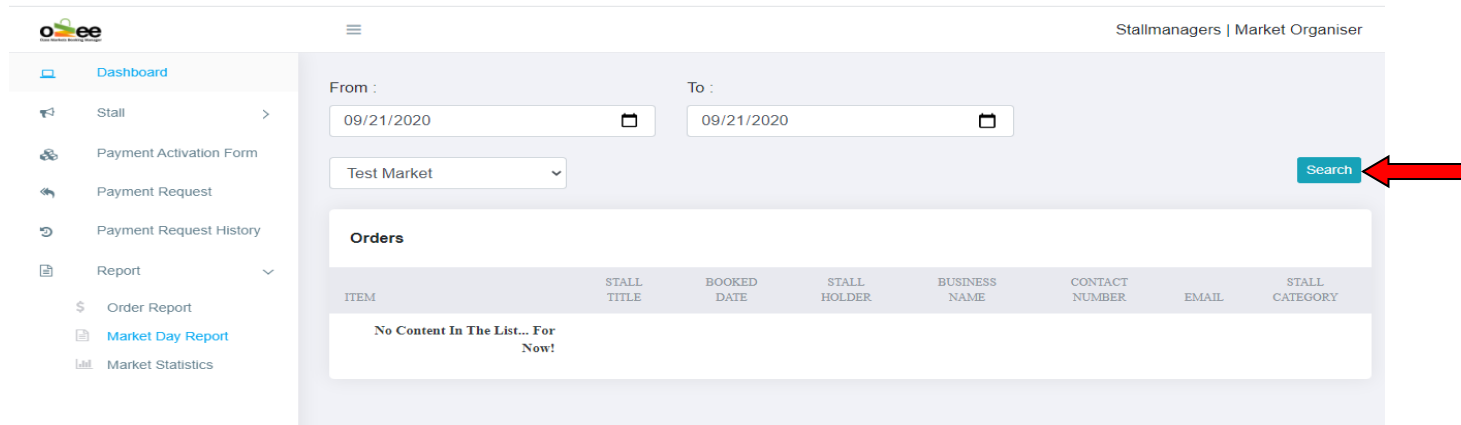
**Step 4:** Select the market from the drop down

**Step 5:** Click Search.

**Step 6:** The order details is generated based on your search parameters.

- Market Day Report

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



This screenshot is similar to the previous one but highlights the 'Market Day Report' option in the left navigation menu. A red arrow points to the 'Search' button in the top right of the search filters area.



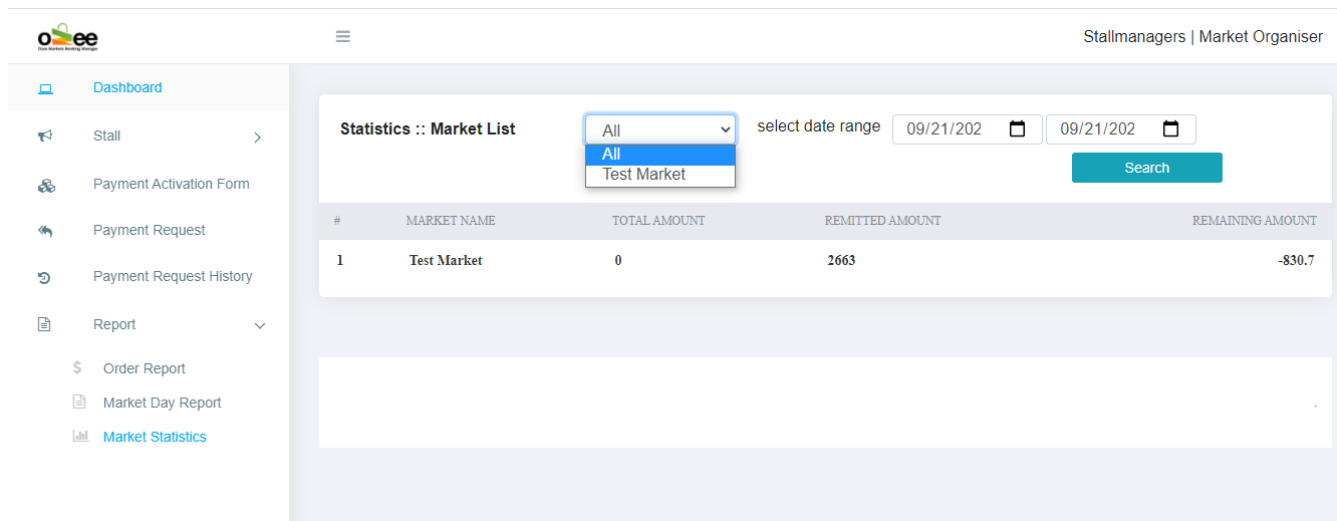
**Step 2:** Select the market from the drop down

**Step 3:** Select a specified period or time range

**Step 4:** Click Search.

**Step 5:** The order details is generated based on your search parameters

- Market Statistics



Statistics :: Market List

All (dropdown menu)  
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 specified period or time range

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

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

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