

Evenza – Smart
Event Management
and Resourcing
Platform

User Manual

Merchant

IM/2016/046

Step 1: To get started, visit <http://evenza.biz>

Evenza Homepage will appear as below

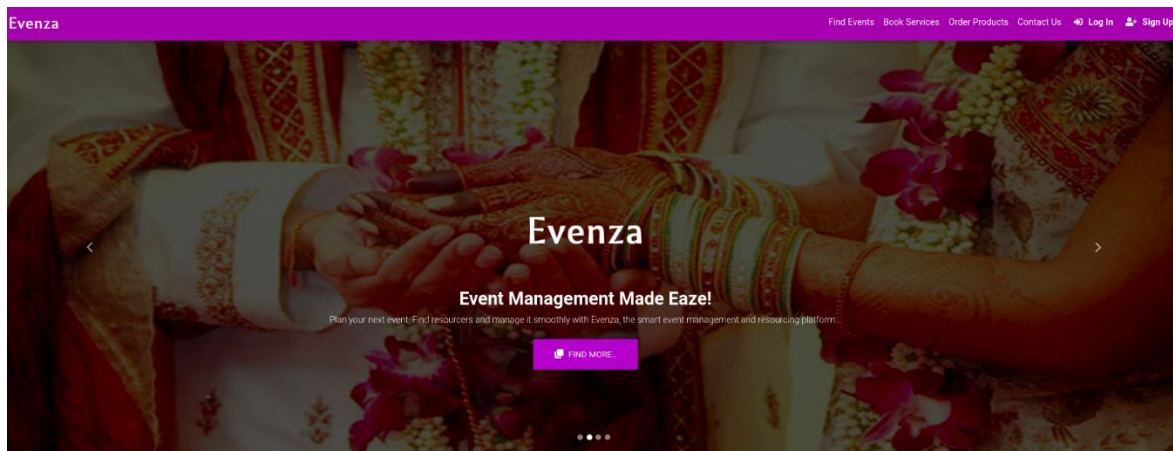


Figure 6. Error! No text of specified style in document..1 Evenza homepage

Step 2: Click on **Sign Up** to sign up as a Merchant to the system.

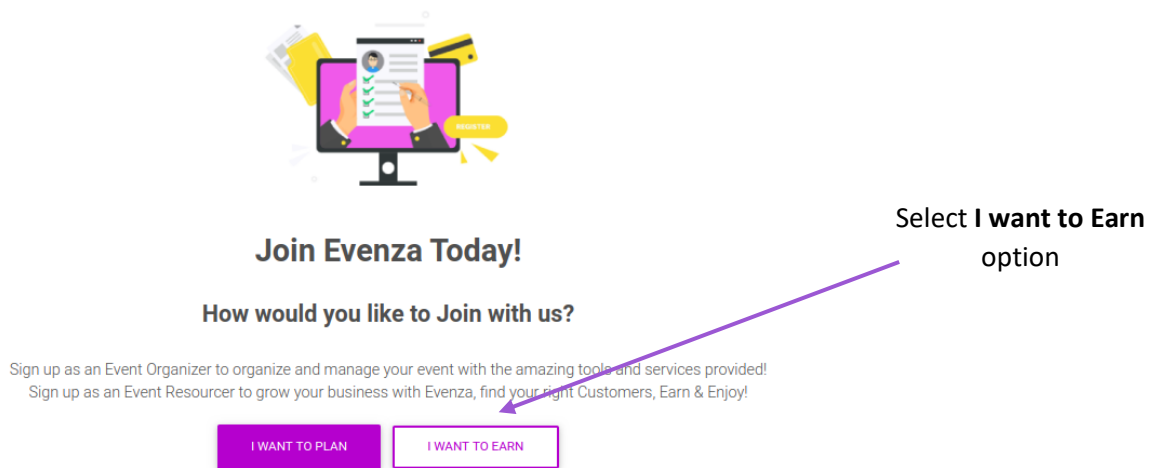




Figure 6. Error! No text of specified style in document..2 Sign up type select screen


Step 3: Fill in the required details and create your account.

Join Evenza Today!


Reach out the most by signing up today..

 First name Last name





 E-mail

 Password

At least 8 characters and 1 digit

 Phone number

or sign up with:


   


By clicking *Sign up* you agree to our [terms of service](#)

You are Almost Done!

Fill below details to continue Sign Up as a Merchant..

Your Business Type *

 Service Provider

 Product Seller

YOUR NIC *

Your Gender *

Your BirthDay *

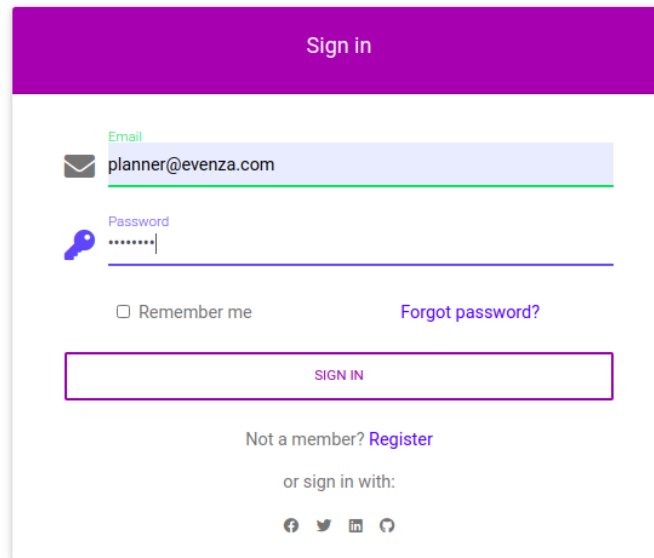
Address Line 1 *

Address Line 2

Postal/Zip Code *

By clicking *Sign up* you agree to our [Merchants' terms of service](#)

Step 4: Once successfully signed up, Log in to System by Clicking on **Log In** on the top bar.



The login screen features a purple header with the text "Sign in". Below the header, there are two input fields: "Email" with the placeholder "planner@evenza.com" and "Password" with a masked password "*****". A "Remember me" checkbox and a "Forgot password?" link are positioned below the password field. A purple "SIGN IN" button is centered below these elements. At the bottom, there is a link "Not a member? Register" and a section "or sign in with:" with icons for Facebook, Twitter, LinkedIn, and Google+.

Figure 6. Error! No text of specified style in document..5 User Login Screen

Step 5: Once logged in, your dashboard will appear as below. In the Home page it will show Realtime sales orders & appointments related statistics and a list of recent bookings or orders.

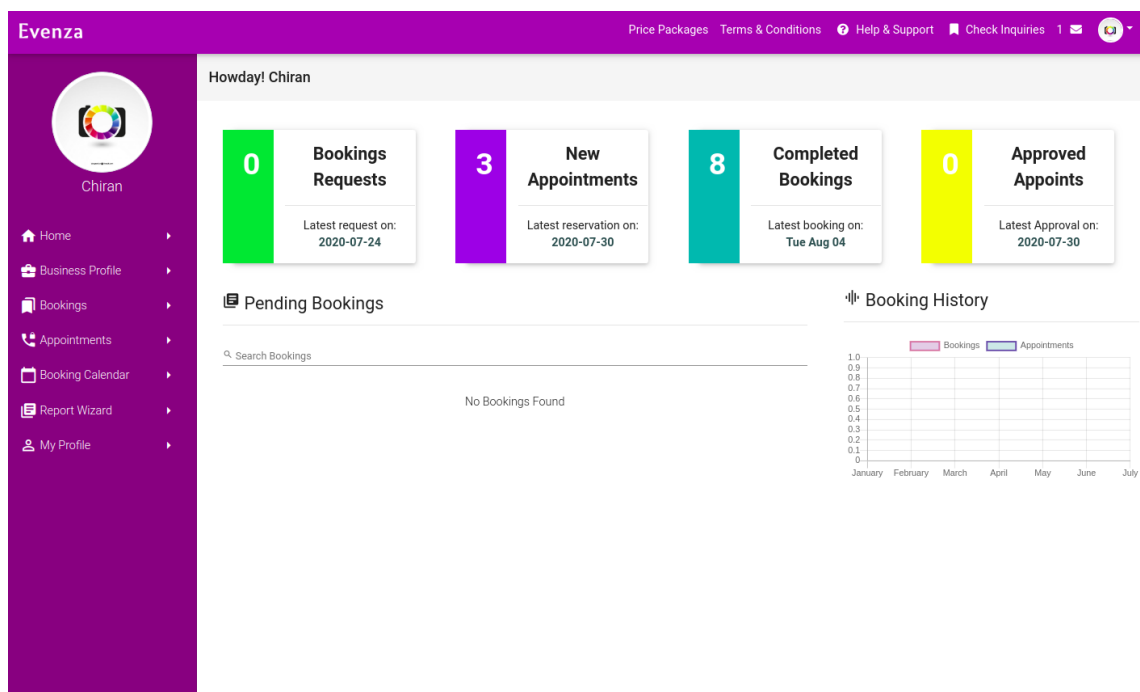


Figure Error! No text of specified style in document..6 Service Provider Dashboard

Step 6: In order to merchandize through the platform, you need to **create a business profile** first, First you need to upload copies of your NIC. After reviewing them by System Admins, you will be given chance to create a business profile. One Service Provider can have only one business profile. After creation, you can mark your business as **Verified (Trusted)** by uploading your BR copy and other certification for a review.



You have not verified yourself Yet!

Unless you verify your Identity, you are not eligible to create a Business Profile and start your Business.
Verify Your Identity Now..

VERIFY IDENTITY

Figure Error! No text of specified style in document..8 ID Verification required before creating a business profile


Verify Identity

×

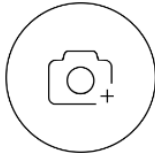
Upload clear images of the **Front Side** and the **Back Side** separate, of your **National Identity Card(NIC)** or **Valid Driving License(DL)** or **Passport**

Select Identity Card Type *

National Identity Card(NIC)



Side A



Side B

SUBMIT FOR VERIFICATION

CLOSE


Figure Error! No text of specified style in document..7 Submit NIC Copies for verification

CHANGE COVER

Create Your Business Profile

Add the business profile content below

Business Logo:



Click to Upload

Business title:

Business Title here *

Describe Business:

Business Description

Opened days:

SET UP OPEN DAYS

Business Location:

UPDATE BUSINESS LOCATION





Figure Error! No text of specified style in document..10 Create the Business Profile

Need to change something? Customize your Business Profile.

CUSTOMIZE PROFILE



Capture it Multimedia

at Sri Lanka

Closed Now


Business Description

Best Photography, Videography services islandwide!!!

Payment Method Added

Services

+ ADD NEW SERVICE




Chiran Photography

best photograp...

MORE DETAILS

45 6

Business Verified



Contact Details

0719725562

Sriplal, Sooriyawatta, 81000

cmadusankahw@gmail.com

Total Paid

Rs. 3670

Due Payments

Rs. 180

Payment Due by 2020-7-28

MAKE PAYMENT

VIEW HISTORY

VIEW ALL EARNINGS

o r a g e

Figure Error! No text of specified style in document..9 Profile view after creation

Step 7: You can set Business Opened Days, Location, Credit/Debit card details or PayPal account details while creating your business profile.

Available Times ×

	Opening time	Closing time
Monday <input type="checkbox"/> Closed	08:00 ▾	18:00 ▾
Tuesday <input type="checkbox"/> Closed	08:00 ▾	18:00 ▾
Wednesday <input type="checkbox"/> Closed	08:00 ▾	18:00 ▾

▼

CLOSE


Figure Error! No text of specified style in document..11
Setting Business Open Days

Figure Error! No text of specified style in document..13 Set
Business Opened Days

Business Location ×

Enter address

Search Nearest Location



Address: 20 Kottawa 1st Ln, Nugegoda, Sri Lanka
Town: Nugegoda

CLOSE

Figure Error! No text of specified style in document..12 Setting Business Location

Step 8: Then you can add services or products (according to your user type) under the business profile, Modify, remove or Add promotions.

+ Create New Service

To create a new service, fill details below...

Service Title *

Select Service Category *
Photography

Capacity per Day *

Service Availability ☒ Available for Booking ☐ Available for Appointments

Service Description

+ Create New Service

☐ Pay on Meet

Note: If Pay on Meet is enabled, no payment will be charged on booking. Payment need to be collected manually. However, system will charge the due commission from you.

Upload feature Images of the product (up to 3 images *5MB Max)

Image 01 Image 02 Image 03

Figure Error! No text of specified style in document..15 Add new Service

Service Details

Chiran Photography

☒ Available for Booking
☒ Available for Appointments

best photography service

Category: Photography

Pay on Meet Available

47 Active Bookings
11 Active Appointments

Owned by Professional Photographer

What others tell about Chiran Photography...

chiran hewawitharana

Add Promotion

Provide required details to create a promotion

Promotion Title Enter Promotion title *
New Promotion

Percentage (On Price) Enter Promotion percentage *
0

Starting Date From Date : *
8/20/2020


To Date To Date : *
8/20/2020

CREATE PROMOTION DISCARD


Figure Error! No text of specified style in document..14 Adding Promotion to a Product or service

Step 9: You can view received Service order details, bookings and visit appointment details on the dashboard. You can also make any pending order or a booking to either Completed/ Delivered state if delivered or completed, or else Cancel them. If they are cancelled, Payment should be refunded.

Howday! Chiran

 Pending Bookings

No Bookings Found

 Completed Bookings

Filter by Category *

Photography

Booking ID	Service Booked	Dates Booked	Category	Amount	ACTION
B41	Chiran Photography	2020-07-24 to 2020-07-24	Photography	14900	<button>ACTION</button>
B42	Chiran Photography	2020-07-24 to 2020-07-25	Photography	29800	<button>ACTION</button>
B44	Chiran Photography	2020-08-01 to 2020-08-01	Photography	32780	<button>ACTION</button>
B45	Chiran Photography	2020-08-02 to 2020-08-02	Photography	32780	<button>ACTION</button>
B46	Chiran Photography	2020-08-01 to 2020-08-01	Photography	7450	<button>ACTION</button>
B54	Chiran Photography	2020-08-04 to 2020-08-04	Photography	14900	<button>ACTION</button>
B53	Chiran Photography	2020-08-04 to 2020-08-04	Photography	14900	<button>ACTION</button>

Figure Error! No text of specified style in document..16 View List of Bookings

Cancel Appointment: A8

Note: Once cancelled you Cannot make the appointment active again!

Cancellation Notice:
Appointment (Id: A8) placed for Chiran Photography on Thu Jul 30 will be cancelled.

Reason for cancellation:
Please state your reason for cancellation.
reason here

CONFIRM CANCELLATIONDISCARD

CLOSE

Figure Error! No text of specified style in document..17 Cancel an order

Step 10: Booking Calendar is a special feature provided for Service Providers. If they have booking on their services provided through the platform, by a third party, then they can reserve those dates, time slots using the booking calendar. If so, those dates and times for the relevant service will not be available for booking.

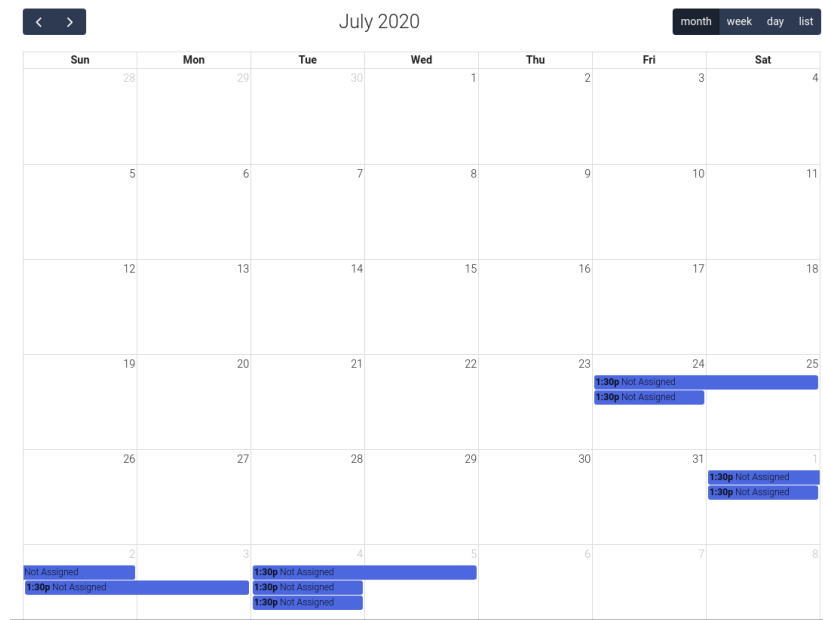


Figure Error! No text of specified style in document..18 Booking Calendar

Step 11: All Service providers, sellers are required to pay a monthly subscription fee since the first month of their registration. First month will be subscription free – as a trial month. Payment section can be found right next to your business profile. If the payments are overdue, You may loose your Sales profits and Account access.

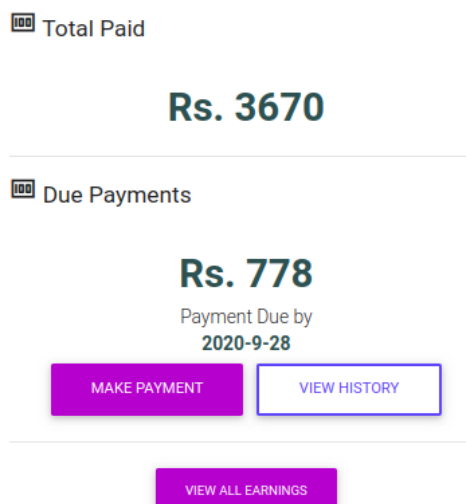


Figure Error! No text of specified style in document..19 Payment section

Step 13: Service Providers and Sellers can generate different Business Reports according to their requirements.

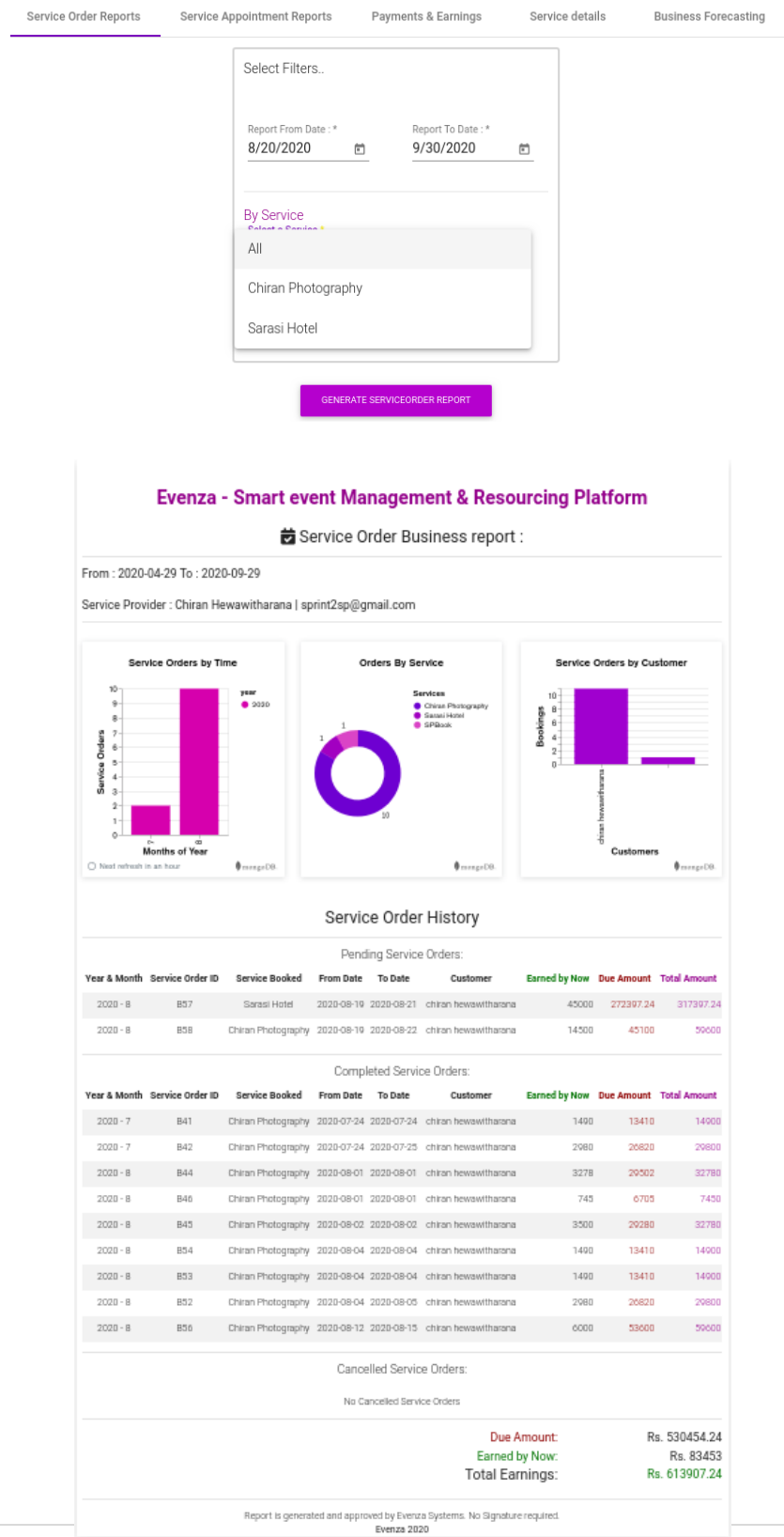


Figure Error! No text of specified style in document..22 Generating Business Reports