

www.visitmacedonranges.com



**My Orders –
Order Management on VMR**



MACEDON RANGES
NATURALLY COOL

Important note:

This tutorial assumes that you have already setup your main listing, you have product(s) in your online shop and that you have an order *to view* in the My Orders section of your administration area.

If you do **not** have a basic listing established, then please view the 'Edit My Listing' tutorial before continuing. You can find this presentation by typing 'edit my listing' into the search bar at the top right of the homepage.

If you have a basic listing, but no shop or products please view the 'Edit my Shop' tutorial. Again this can be found with a quick search on 'edit my shop'.

Step 1 – Log in



- Go to <http://www.visitmacedonranges.com>
- Look to the top right of screen and 'Sign in' with your supplied username and password.

Welcome Guest, Sign in | Register



Macedon Ranges - Visit Macedon Ranges today

Welcome to the Macedon Ranges!

Right on Melbourne's doorstep, the Macedon Ranges is a picturesque fertile river valleys, rolling hills and tree-clad ranges, woven together with a mix of diverse towns and tiny villages. Each town is a thriving community with its own artistic, historic and culinary energy.

Farmland and bluestone cobblestones, contemporary art and rural dramatic landscapes that change with the seasons, world class events and off-the-way hiding places combine to make the Macedon Ranges region

News & Events

More E



Kyneton Daffodil and Festival

4-14 September 2008
Find out more [here](#).



Lancefield Agricultural Show

19 October 2008
Find out more [here](#).

Step 2: Go to your listing

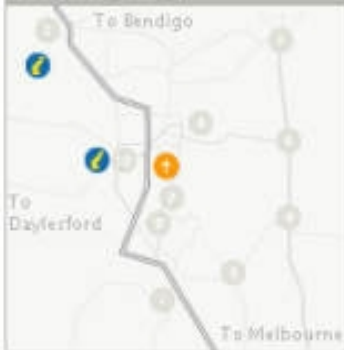


Welcome back, testlisting | [Sign out](#)

[Home](#) [Accommodation](#) [Arts & Culture](#) [Festivals & Events](#) [Food & Wine](#) [Activities](#) [Natural Attractions](#) [Conferencing](#) [Getting Here](#) [Contact us](#)



Regional Map



You are now logged in

[Take me to my listing](#)



To create a new package or upgrade your existing package, please read the information below and contact listings@visitmacedonranges.com with your preference.

Which package is best for you?

Visitmacedonranges.com.au offers visitors a better way to plan a trip to the Macedon Ranges. It's designed to funnel the ever expanding online tourism market straight to your virtual door (and you do not need to be a VISA merchant to accept the online purchases that may result). Our web marketing initiatives have a long term perspective with your exposure as the highest priority.

The world is changing and people are looking for authentic experiences based on local knowledge and traveller tips. This is reflected in people's online habits too. People act on reviews of services, rather than just responding to the same old sales pitch.

Step 3 – Click view under 'My Orders'



Regional Map

To Bendigo
To Daylesford
To Melbourne

- Gisborne
- Malmsbury
- Lancefield
- Hanging Rock
- Macedon
- Romsey
- Mount Macedon
- Riddells Creek
- Kyneton
- Woodend

My Packages

- Test Listing with Shopping

[View](#) [Edit](#) [Delete](#)

My Products

- Gift Light

[View](#) [Edit](#) [Delete](#)

Create Product

My Orders

View



Step 4 – Your order

The newest orders appear at the top of the list. An item will not appear in 'Your Order' if the customers account had insufficient funds. The sale will be rejected when customer enters credit card.



MACEDON RANGES
NATURALLY COOL

Regional Map

To Bendigo
To Daylesford
To Melbourne

- 1 Gisborne
- 2 Malmsbury
- 3 Lancefield
- 4 Hanging Rock
- 5 Macedon
- 6 Romsey
- 7 Mount Macedon
- 8 Riddells Creek
- 9 Kyneton
- 10 Woodend

Your Orders

Customer Information

Cameron
0355555555
info@pace-optimisation.com

Shipping Address

1 Main Rd

Hepburn Springs
AU-VI
AU
3444

Items

Name	Quantity	Cost per item	Total Cost
Gift Light	1	55.0	55.0

Order Status

New

Step 5 – change order to 'dispatched' when posted and the customer is automatically informed of the change of status



Regional Map



- 1 Gisborne
- 2 Malmsbury
- 3 Lancefield
- 4 Hanging Rock
- 5 Macedon
- 6 Romsey
- 7 Mount Macedon
- 8 Riddells Creek
- 9 Kyneton
- 10 Woodend

Natural Attractions

Your Orders

Customer Information

Cameron
0355555555
info@pace-optimisation.com

Shipping Address

2 Main Rd

Kyneton

AU-VI

AU

3444

Items

Name	Quantity	Cost per item	Total Cost
Gift Light	1	55.0	55.0

Order Status

New

- New
- Dispatched**
- Cancelled

Customer Information

Cameron
0355555555
info@pace-optimisation.com

Notes:

- Over the next month (during Jan 09), the ordering system will include *archiving* to assist with organisation and order search functions.
- A Pre-authorisation occurs on funds in the customer's account ensuring your payment for goods purchased.
- Take time to re-read the end customer's terms and conditions for purchase (found at <http://www.visitmacedonranges.com/website-terms>). It clearly states that all goods and services are purchased under a 'no refunds' policy. However, it is in all operators' best interests to ensure that your end customers are happy with their transaction to entice return custom.