

Kijiji My Business Manager

New *Reports* Functionality

Kijiji My Business: *Real Estate* (2020)

Kijiji My Business Manager

Reports tutorial

This tutorial will teach you how to use the new Reports feature in Kijiji My Business Manager:

- Navigate the new tool
- Account summary
- Custom reports
- Additional details

The Kijiji My Business Manager is a central place for your team to login and manage your Kijiji advertising, including posting and editing ads, increasing visibility of listings with features, tracking engagement and managing your locations.

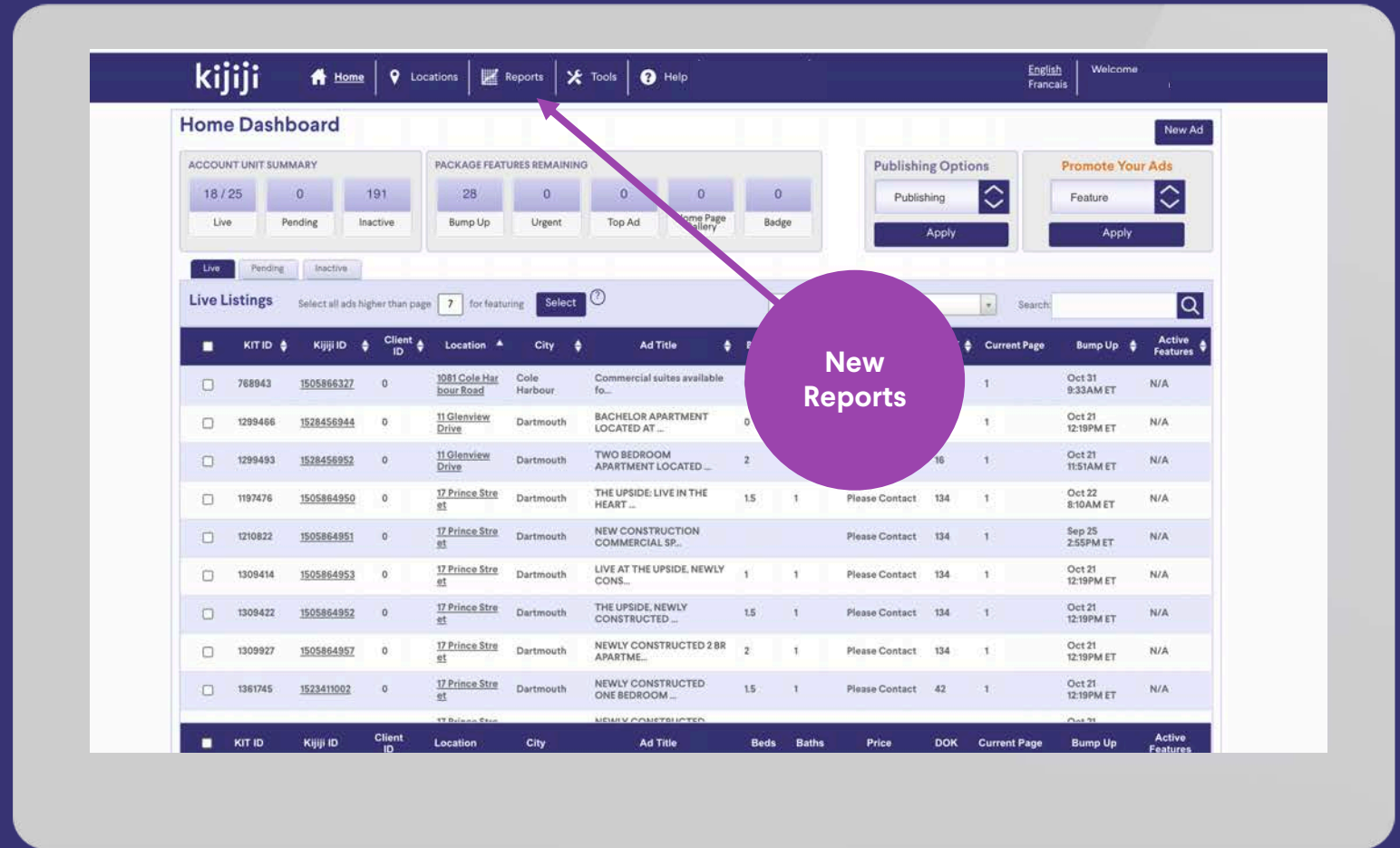
Discover more about your leads with our new features



New Reports

<https://re.kit.kijiji.ca/en/login>

The New Reports tool lives within the Kijiji My Business Manager – you can access it from the toolbar.



New Reports

Starting today, you and your team can now:

1. Quickly view an overview of your account performance and gain insights about activity, feature usage, locations (buildings) and units with **Generate Account Summary**.
2. **Create Custom Reports** in three easy steps to review Feature usage, user engagement and leads generated of selected units.

We've also updated the tool with new filters, sortable columns and historical data.

The screenshot displays the 'Kijiji My Business Reports' dashboard. At the top, there is a navigation bar with 'Home', 'Locations', 'Reports', 'Tools', and 'Help'. The main content area is titled 'Kijiji My Business Reports' and instructs users to 'Use the two steps below to create a report:'. Step 1, 'Select the time period:', includes a dropdown menu set to 'last 30 days' and a date range selector from '09/23/2020' to '10/23/2020'. Step 2, 'Select the type of report you want to create:', features two buttons: 'Generate Account Summary' and 'Create Custom Report'. Below the 'Generate Account Summary' button is a description: 'A high level look at your account performance and feature usage.' Below the 'Create Custom Report' button is a description: 'A report that provides location and unit performance details.' Two purple callout circles are positioned at the bottom of the screen. The left circle, labeled 'Generate Account Summary', has an arrow pointing to the corresponding button. The right circle, labeled 'Create Custom Reports', has an arrow pointing to the corresponding button.

Kijiji My Business Reports

Time period

You can choose between a set search parameter from the last 12 months, or you can choose custom dates in the fields on the right.

Type of report

Here you can click 'Generate Account Summary' to be taken to an overview screen for your account or 'Create Custom Report' to build a report with your choice of data for one or more of your locations.

The screenshot shows the Kijiji My Business Reports interface. At the top, there is a navigation bar with the Kijiji logo and links for Home, Locations, Reports, Tools, and Help. On the right side of the navigation bar, there are links for English and Français, and a Welcome message. The main content area is titled "Kijiji My Business Reports" and includes the instruction: "Use the two steps below to create a report:". Step 1 is "Reported Company:*" with a dropdown menu showing "Kijiji Real Estate". Step 2 is "1. Select the time period:" with a dropdown menu showing "September" and a date range field showing "09/23/2020" to "10/23/2020". Step 3 is "2. Select the type of report you want to create:" with two buttons: "Generate Account Summary" and "Create Custom Report". Below the "Generate Account Summary" button is the text: "A high level look at your account performance and feature usage." Below the "Create Custom Report" button is the text: "A report that provides location and unit performance details."

Generate Account Summary

Quickly view account performance and decide which listings to prioritize

Reporting Period

Update to any chosen period for insights into how your company performed on our marketplace during a day, week, month etc.

Activity Summary

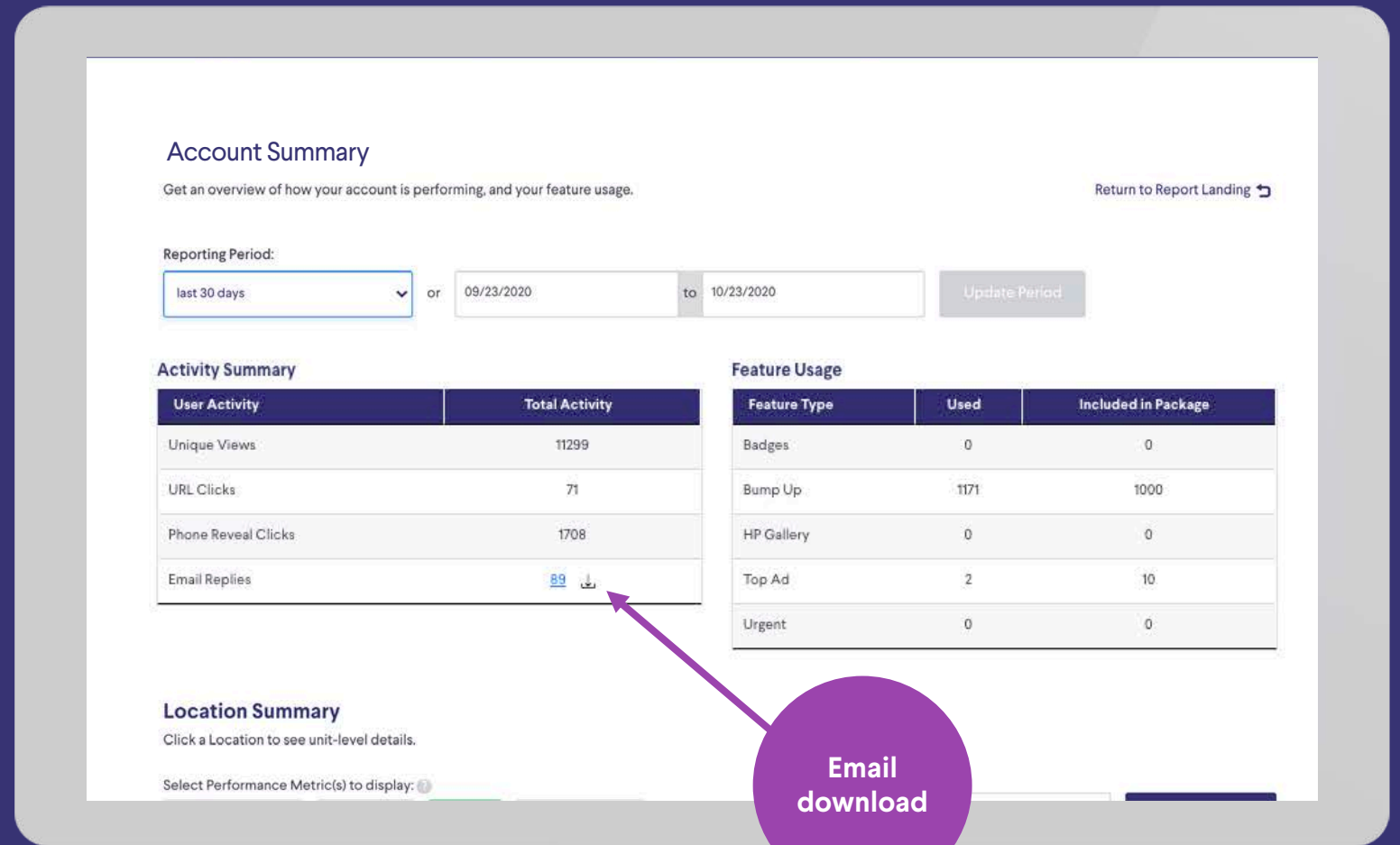
This is how Kijiji users have engaged with your listings for the time period you have selected.

Email Downloads

You can always download the Email replies from this row using this button.

Feature Usage

Feature usage displayed is an estimate only. Your monthly billing report will reflect your final feature usage and associated costs.



Location Summary

This displays your building performance overview for the time period selected.

Select Performance Metrics

Use the filters to look at the details and data you're interested in. For each option you select, one or more new columns will appear in the table. Click on a green highlighted option to remove it from the display.

The table can be scrolled across vertically and horizontally as you add more options.

The leads option will display 'email replies', 'phone reveal clicks', 'unique views' and 'url clicks'.

Search bar

Use the search bar to refine your search based on the current view. Examples for the best way to use search here: building name, province, street address, postal code.

Location Summary
Click a Location to see unit-level details.

Select Performance Metric(s) to display: ?

Address Details Ad Status **Leads** Feature Usage

Search and filter by any visible field [Download CSV](#)

Show 10 entries

Building	City	Province	Email Replies	Phone Reveal Clicks	Unique Views	URL Clicks
Jeff's Towers!	Jeff's Town	ON	0	8	360	0
Building	Toronto	ON	0	0	66	0
ate test location	Iqaluit	NU	0	4	46	0
	Barrie	ON	0	0	0	0
1 Crown Hill Place, Etobicoke, ON M8Y 4C1	Etobicoke	ON	0	0	0	0
1 Rannock Street, Scarborough, ON M1L 2N9	Scarborough	ON	0	0	0	0
1 Templehill Place NE	Calgary	AB	0	0	0	0
1-23 Reading Crescent, Saint John, NB E2H 2A4	Saint John	NB	0	0	0	0
1-607 McMillan Ave.	Winnipeg	MB	0	0	0	0
10 Brentwood Common NW - 1310	Calgary	AB	0	0	0	0

Showing 1 to 10 of 1,152 entries

Previous 1 2 3 4 5 116 Next Last

Location Summary

Download CSV

Use this button to download the Location Summary table. The CSV you download will include the columns that are visible. This download will not include unit-level details. To do that you will need a Custom Report.

View Location Details

To view further information about an individual location (building) click on the corresponding row in the table. The new insights will be generated in a table below.

Location Summary
Click a Location to see unit-level details.

Select Performance Metric(s) to display: Address Details Ad Status Leads Feature Usage

Search and filter by any visible field Download CSV

Show 10 entries

Building	City	Province	Email Replies	Phone Reveal Clicks	Unique Views	URL Clicks
Jeff's Towers!	Jeff's Town	ON	0	8	360	0
Test Building	Toronto	ON	0	0	66	0
Remote test location	Iqaluit	NU	0	4	46	0
1	Barrie	ON	0	0	0	0
1 Crown Hill Place, Etobicoke, ON M8Y 4C1	Etobicoke	ON	0	0	0	0
1 Rannock Street, Scarborough, ON M1L 2N9	Scarborough	ON	0	0	0	0
1 Templehill Place NE	Calgary	AB	0	0	0	0
1-23 Reading Crescent, Saint John, NB E2H 2A4	Saint John	NB	0	0	0	0
1-607 McMillan Ave.	Winnipeg	MB	0	0	0	0
10 Brentwood Common NW - 1310	Calgary	AB	0	0	0	0

Showing 1 to 10 of 1,152 entries

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Location Summary

Location Unit Details

This table is generated when you click on a row in the Location Summary table.

It shows detailed information about each of the units in the corresponding building (location).

You can also use the performance metric filters, search bar and download CSV tools in the same way as with the previous table.

1-607 McMillan Ave.	Winnipeg	MB	0	0	0	0
10 Brentwood Common NW - 1310	Calgary	AB	0	0	0	0

Showing 1 to 10 of 1,152 entries

Previous 1 2 3 4 5 ... 116 Next Last

Location Unit Details

Select table details to display: Address Details Ad Status Leads

Search and filter by any visible field [Download CSV](#)

Show 10 entries

Kijiji Ad ID	Building Name	Ad Status	Email Replies	Unique Views	Phone Reveal Clicks	URL Clicks
1344659	08_Edit_Pending/Inactive_Ads	live	0	13	0	0
1371449	test html-tags	live	0	14	0	0

Showing 1 to 2 of 2 entries

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Create Custom Report

To look at how a set of units or a single unit are performing use the Custom Report tool. Follow these steps to create your report.

- Set reporting period and determine metrics**
 Set the reporting period using the instructions from the previous slides (make sure to click the update period button if a change is made. Click on a performance metric to select it, if it is highlighted in green it will appear in the table.
- Select location**
 Click the check box next to each location (building) you would like further details on.
- Click next**

Custom Reports
See how your listings are performing. [Return to Report Landing](#)

Step 1 of 3: Select the location(s) you are interested in and then click Next.

Reporting Period:
 or to

Select table details to display:

Show entries

Select	Building	City	Province	Live Ads	Pending Ads	Inactive Ads	Emails Replied
<input type="checkbox"/>	test unit 1	anytown	ON	0	0	0	0
<input type="checkbox"/>	Test	toronto	ON	0	0	0	0
<input type="checkbox"/>	Skyline	Anytown	ON	0	0	1	0
<input type="checkbox"/>	Kijiji Test	Toronto	ON	0	0	5	0

Create Custom Report

4. Confirm selections

The next page will give you the opportunity to review the details you have selected to include in the report. If correct – click continue. If incorrect – click back to make the required changes.

5. Report successfully generated!

On the next page (Step 3 of 3) you will find your custom report. You can make further changes and download to a .csv by following the next instructions.

Missed something?

Quickly return to the report creator by clicking the ‘back’ or ‘back to step 2’ button in the bottom right corner of the page.

Custom Reports
See how your listings are performing. [Return to Report Landing](#)

Step 2 of 3: Review the location(s) selected and then click Generate Report to continue.

Selected reporting period: 09/23/2020 to 10/23/2020

Select table details to display: Address Details Ad Status Leads Feature Usage

Search and filter by any visible field

Show 10 entries

Select	Building	City	Province	Live Ads	Inactive Ads	Pending Ads	Email Replies
<input checked="" type="checkbox"/>	133 Kijiji Way	Iqaluit	NU	0	0	14	0
<input checked="" type="checkbox"/>	Kijiji Test	Toronto	ON	0	0	5	0

Showing 1 to 2 of 2 entries 2 Listings Selected [Previous](#) 1 [Next](#)

Step 2 of 3 [Back](#) [Continue](#)

Custom Reports

Selected Locations Performance

The table shows aggregate totals for all locations confirmed in 'Step 2: Select Location'. You can use the performance metrics to show totals for ad status, leads and feature usage.

Individual Location Performance

This table shows a row by row breakdown of each of the locations (buildings) you had selected.

Email Replies

Clicking the arrow or highlighted number will automatically download a file of email replies for the dates and location selected. It will include date sent, sender, building name, ad ID, ad title and the message content.

Custom Reports
See how your listings are performing. [Return to Report Landing](#)

Step 3 of 3: Review Report.

Selected reporting period: 09/26/2020 to 10/26/2020

Selected Locations Performance

Select table details to display:

Company Location Totals	Live Ads	Inactive Ads	Pending Ads	Emails Replies	Phone Reveal Clicks	Unique Views	URL Clicks
GSI Test Account	5	0	0	5	7	444	0

Individual Location Performance

Select table details to display:

Show 10 entries

Location Totals	Live Ads	Inactive Ads	Pending Ads	Emails Replies	Phone Reveal Clicks	Unique Views	URL Clicks
Jeff's Towers!	2 (111)	2	0	0	3	328	0
Test Building	2 (111)	6	0	0	0	67	0
Remote test location	1 (111)	0	0	0	4	49	0

Showing 1 to 3 of 3 entries

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Custom Reports

Location Unit Details

This table shows a row by row breakdown of all units associated with the selected locations (buildings).

Unit Attributes

In this table you can also filter by attributes such as number of bedrooms, unit type and furnished/unfurnished. Ensure the 'Unit Attributes' option is highlighted green, then select the specific attribute filter using the drop down at the top of each column.

Download CSV

When you download a CSV version of this data it will appear in the same way it does on screen. i.e. the same filters will be applied, and the rows will be sorted in the same order.

Location Unit Details

Select table details to display: Address Details Unit Attributes Leads Download CSV

Show 10 entries

Kijiji Ad ID	Building Name	Title	Bedrooms	Bathrooms	Type	Furnished
			All	All	All	All
1281651	Jéff's Towers!	Tower!!	0	1	condo	
1312335	Jéff's Towers!	testing COVID attributes.	0	1	apartment	yes
1321936	Jéff's Towers!	Ontario (ON)	2	2	house	no
1344654	Jéff's Towers!	test august 4	4	4		no
1130679	Remote test location	PLEASE DO NOT DELETE - TEST - IGNORE	0	1		no
1267412	Test Building	Test Apartment	0	15	apartment	no
1267414	Test Building	Test Condo	1	1	condo	no
1267416	Test Building	Test House	2	2	house	yes
1267417	Test Building	Test Basement	2	3	basement	no
1267418	Test Building	Test Townhouse	3	3	townhouse	no

Showing 1 to 10 of 13 entries Previous 1 2 Next Last

Step 3 of 3 Back to Step 2 Download CSV

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Questions?

We're happy to help!

Contact our local support team
by phone at

1-866-Kijiji-6 (866-545-4546)

or email us at

housing_support@kijiji.ca

