

Faster Review: Dashboard Guide

Log-in: For Log-in in to Faster Review click on the login link in header menu of home page, on clicking a login page will open. Enter your username and password and click on login button.

LOGIN

Username *

Enter Your USERNAME

Password *

Enter Your PASSWORD

LOGIN

Need help logging in? Recover Password

Don't have an account with Faster Review? Sign up

Figure 1: Login

Dashboard: After Successful login dashboard page will display.

FasterReview

VIEW WEBSITE | MY PROFILE | LOGOUT

Dashboard

Welcome, Faster!

You last logged in on 2:05 AM, Monday, August 5, 2019

REQUEST A REVIEW

MANAGE REVIEWS

PACKAGE & INVOICES

UPDATE COMPANY INFO

SNAPSHOT

TOTAL REVIEWS: 2

TOTAL INCOMPLETE REVIEWS: 0

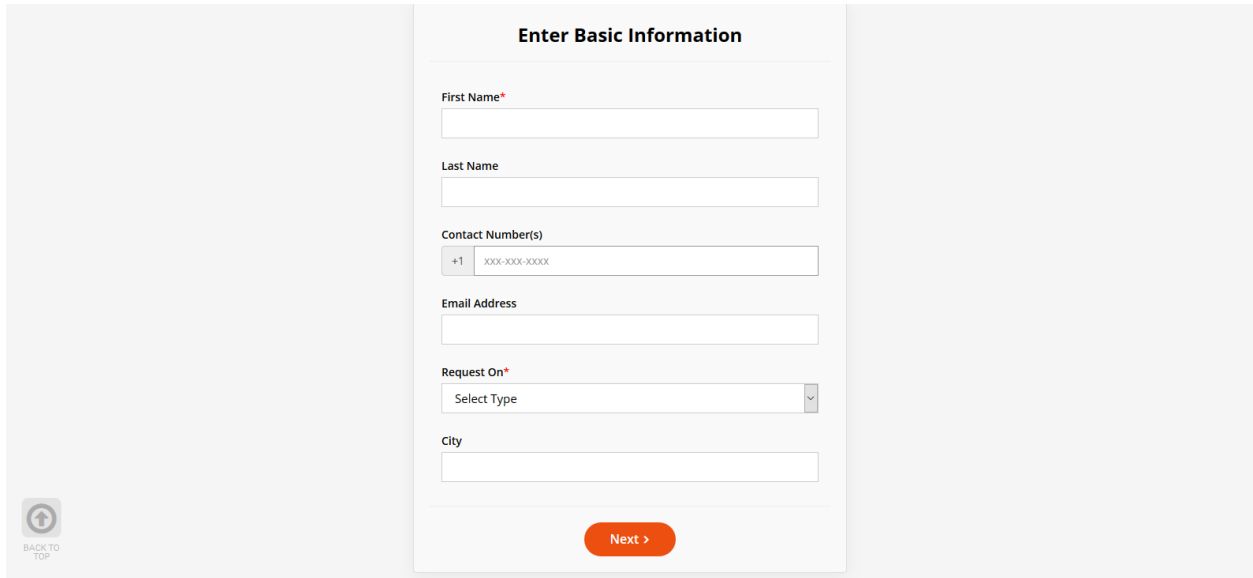
TOTAL PENDING REVIEWS: 2

TOTAL REPLIED REVIEWS: 0

Figure 2: Dashboard

1. Request a Review: Click on request a review link in dashboard; this is three steps process to request a review.

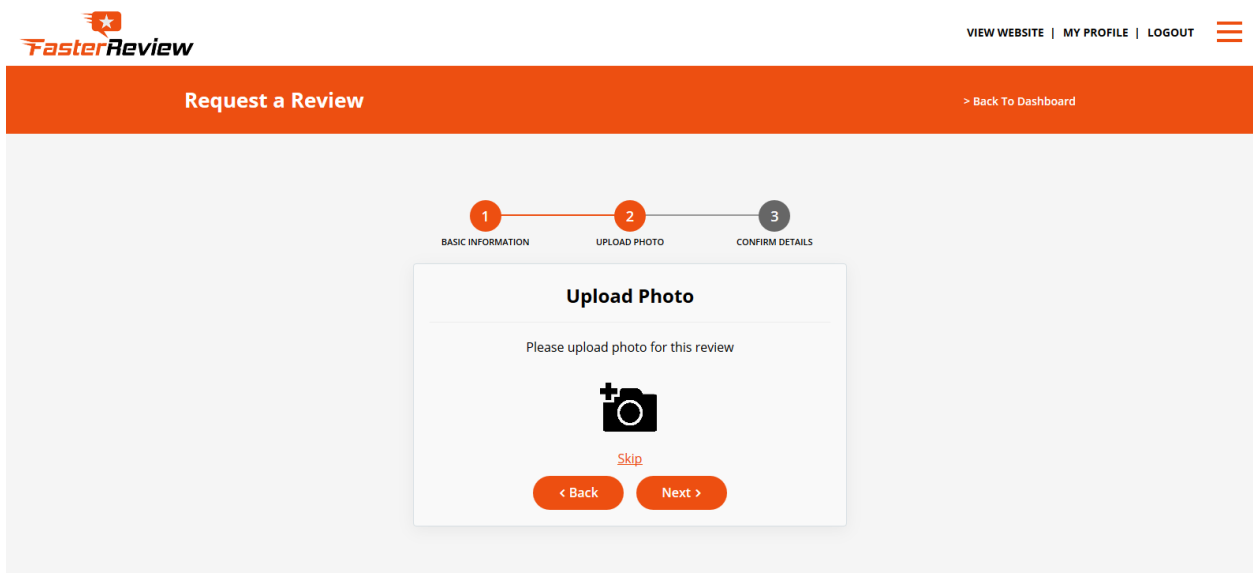
Step 1: Enter Basic Information- Fill basic information of customer such as first name, last name, contact number, email and city. And click Next button.



The screenshot shows a form titled "Enter Basic Information" with the following fields: "First Name*" (required), "Last Name", "Contact Number(s)" (with a country code dropdown set to "+1" and a masked input field), "Email Address", "Request On*" (a dropdown menu with "Select Type" selected), and "City". A "Next >" button is at the bottom right. A "BACK TO TOP" icon is in the bottom left corner.

Figure 3: Basic Information

Step 2: Upload Photo- Upload photo of product and click next button.



The screenshot shows the "FasterReview" website interface. At the top, there is a navigation bar with "VIEW WEBSITE | MY PROFILE | LOGOUT" and a hamburger menu icon. Below this is an orange header with "Request a Review" and a "> Back To Dashboard" link. A progress indicator shows three steps: "1 BASIC INFORMATION", "2 UPLOAD PHOTO" (the current step), and "3 CONFIRM DETAILS". The main content area is a white box titled "Upload Photo" with the text "Please upload photo for this review" and a camera icon. Below the icon is a "Skip" link and two buttons: "< Back" and "Next >".

Figure 4: Upload Photo

Step 3: Confirm Details- Confirm Details if any change is required then you can go back and Make changes otherwise click on Request Review Button.

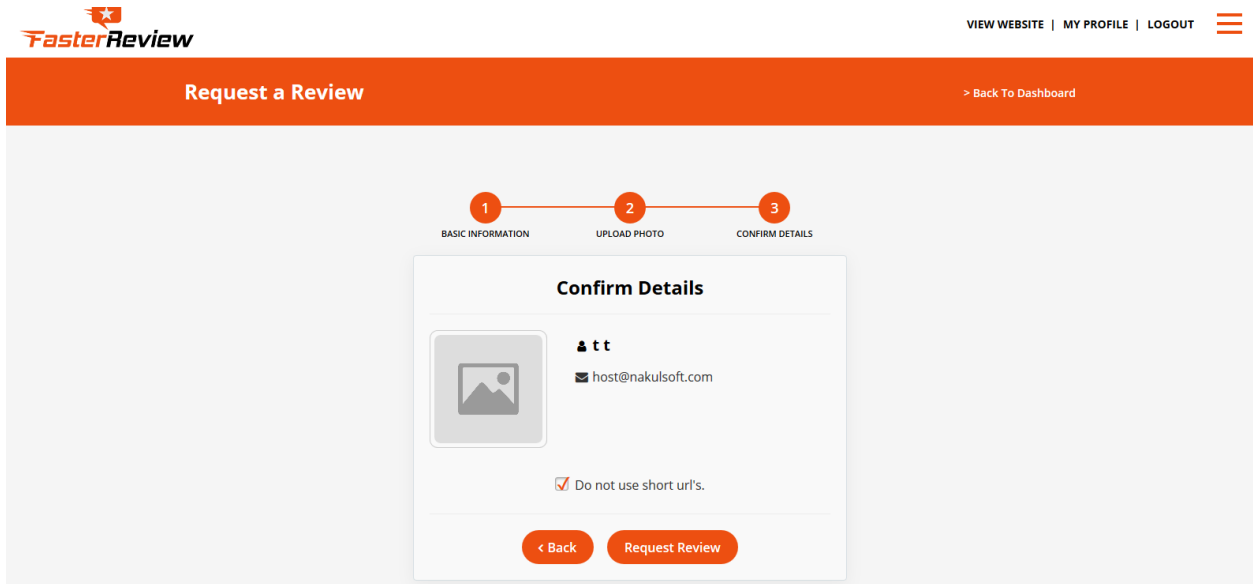


Figure 5: Confirm Details

Upon clicking request review button your review request will be send to customer via selected medium (email or SMS) and a confirmation page will display.

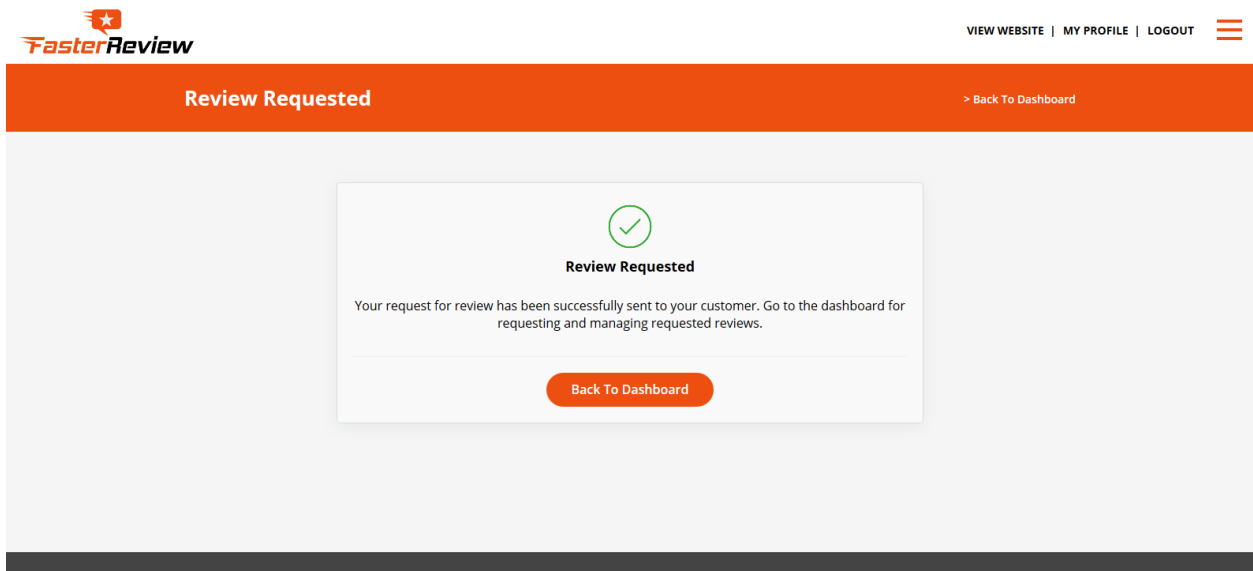


Figure 6: Confirmation page

2. Manage Reviews: Click on manage reviews link in dashboard. Manage review page will appear. Manage review page contains list of reviews with review details such as review code, customer name, contact number, date of request, review status etc. List also contains option to publish, edit, view and delete reviews.

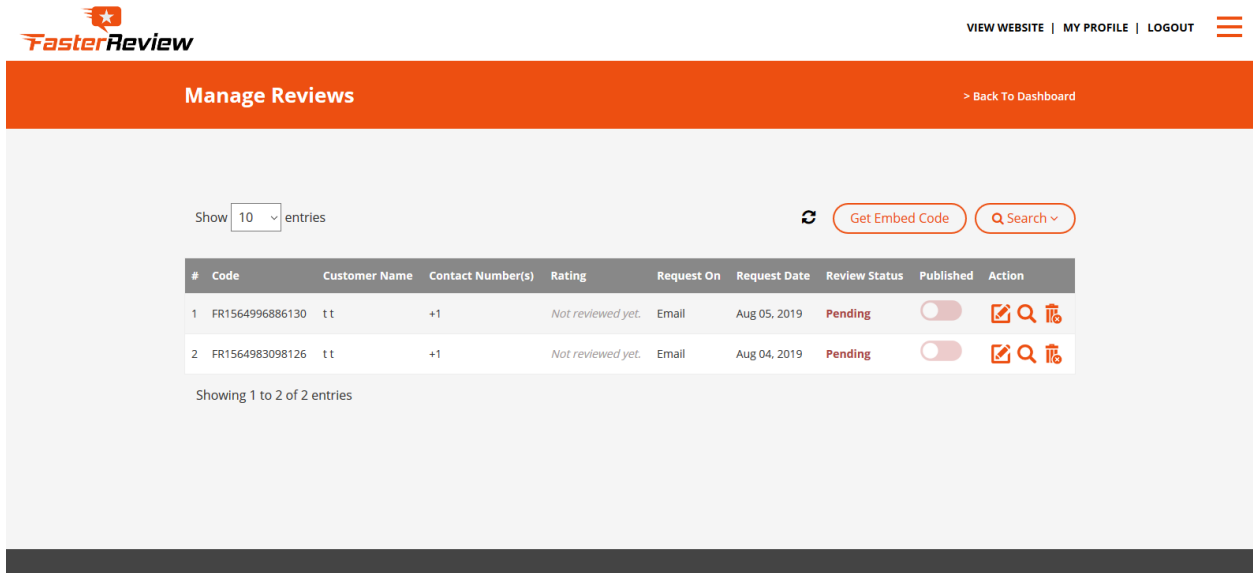


Figure 7: Manage Reviews

Edit: Manger can edit review before it is replied by user. To edit review click on edit icon and update information.

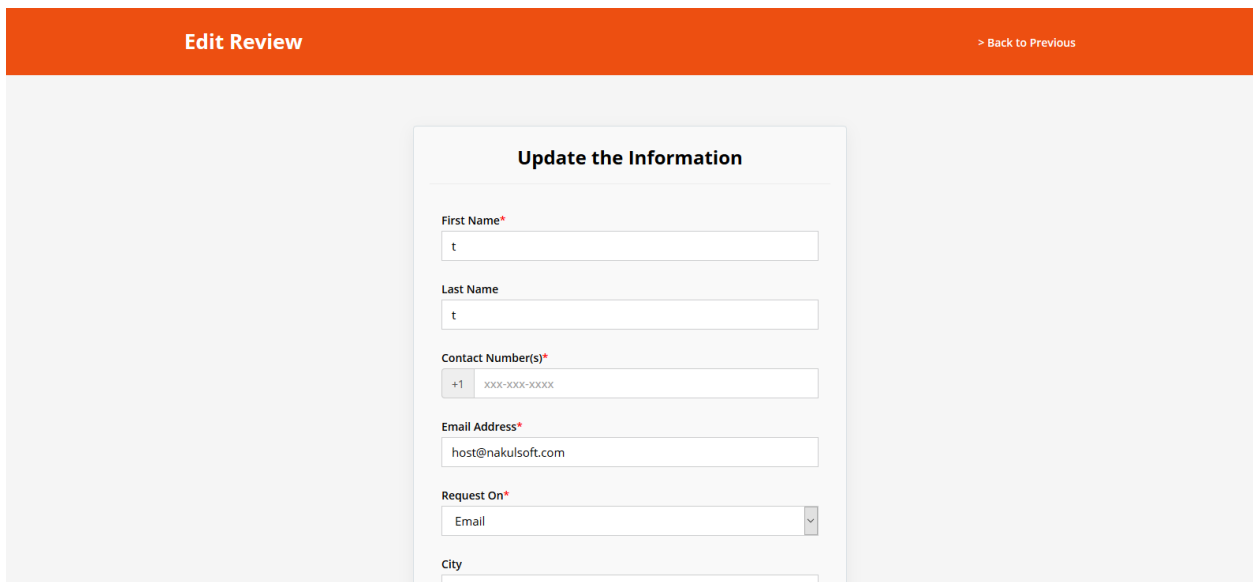


Figure 8: Edit review

View Review Details: To view Review details click on search icon, view review page will display.

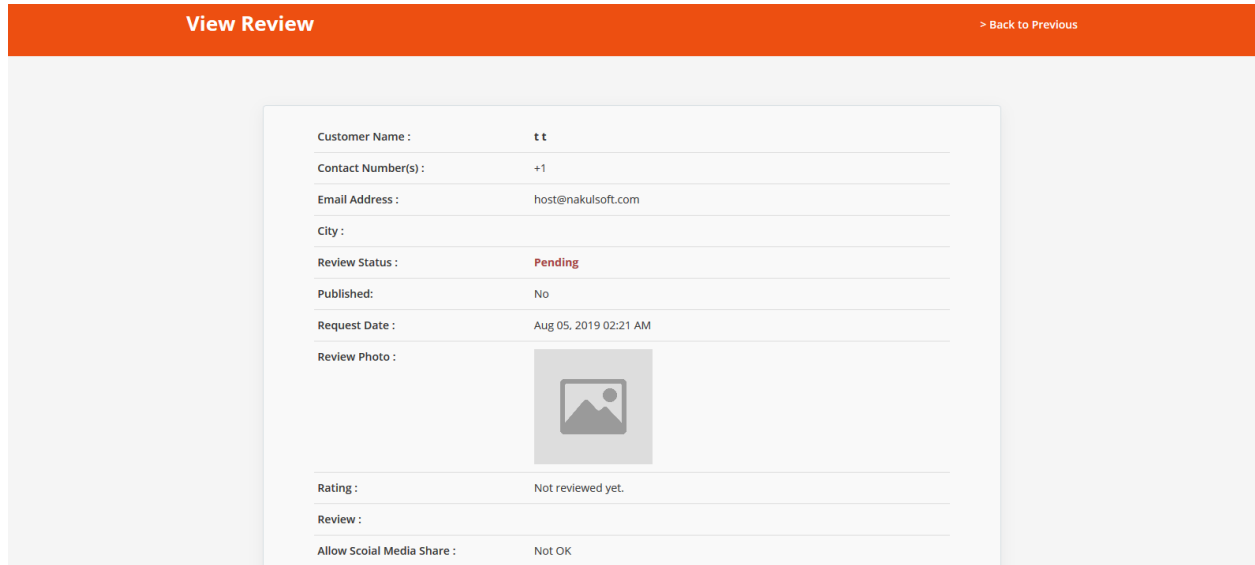


Figure 9: View Review

Publish Review: When customer replies review, then manager can publish review. To publish review turn on the red switch and it will become green thus review will get publish on website.

Delete Review: To delete review manager can click on delete icon and confirm to delete review.

Share review: Manger can share published reviews on social sites such as google+, facebook, twitter etc. by clicking the share icon.

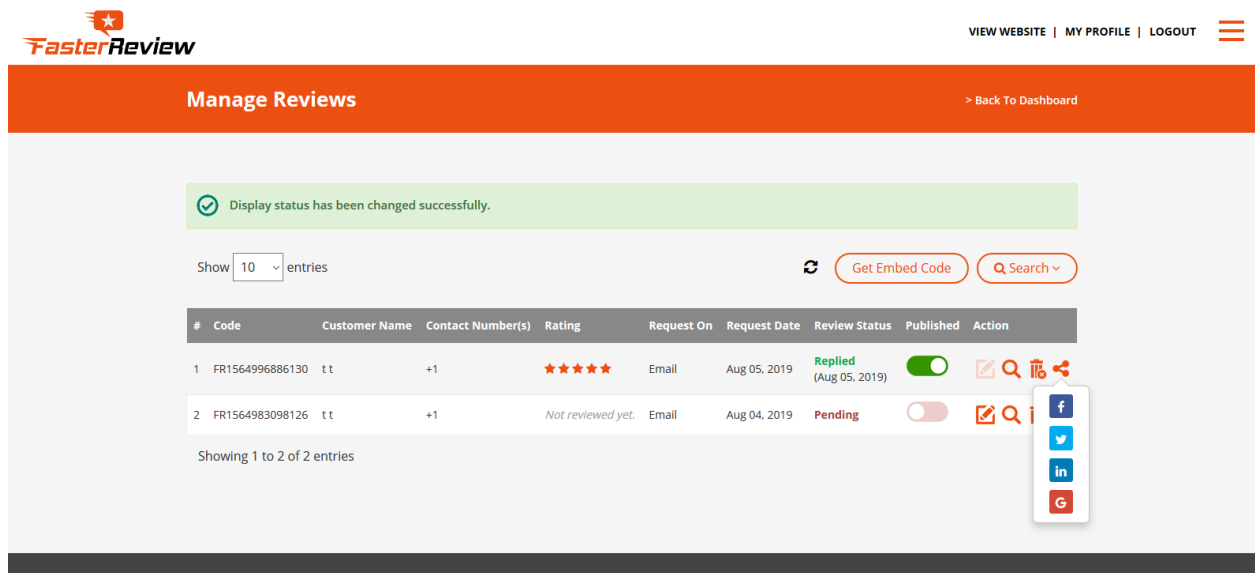


Figure 10: Share Reviews

Embed Code: Manger can get and embed code in websites for their reviews. To get embed code click on get embed code button and copy embed code.

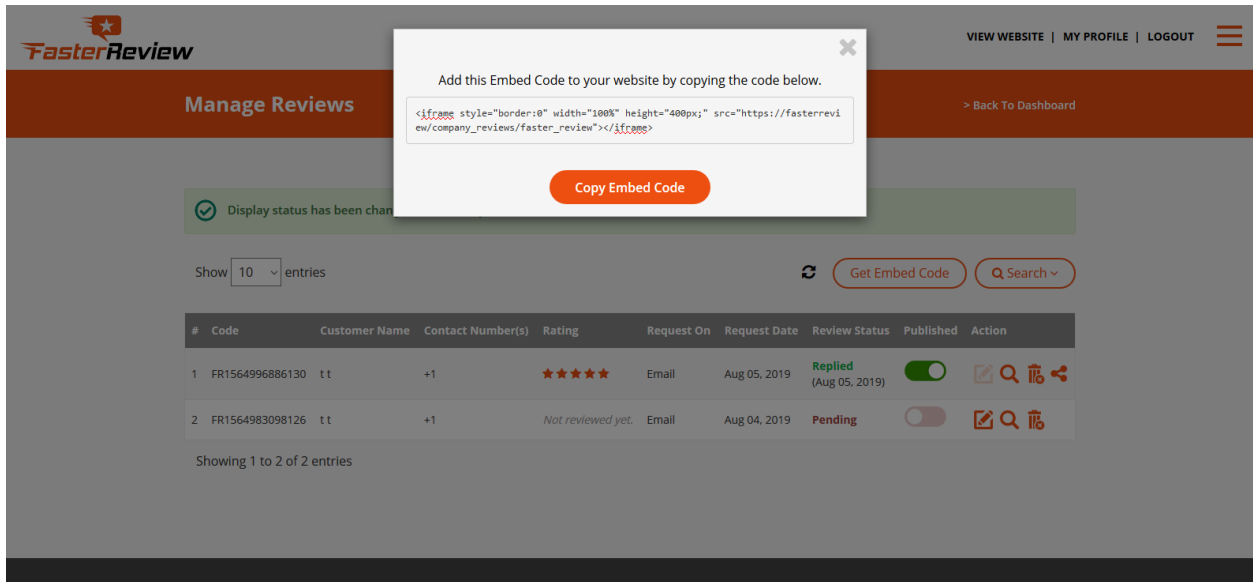


Figure 11: Get Embed Code

Search Review: Manger can search for a review using various filters such as review code, customer name, contact number etc.

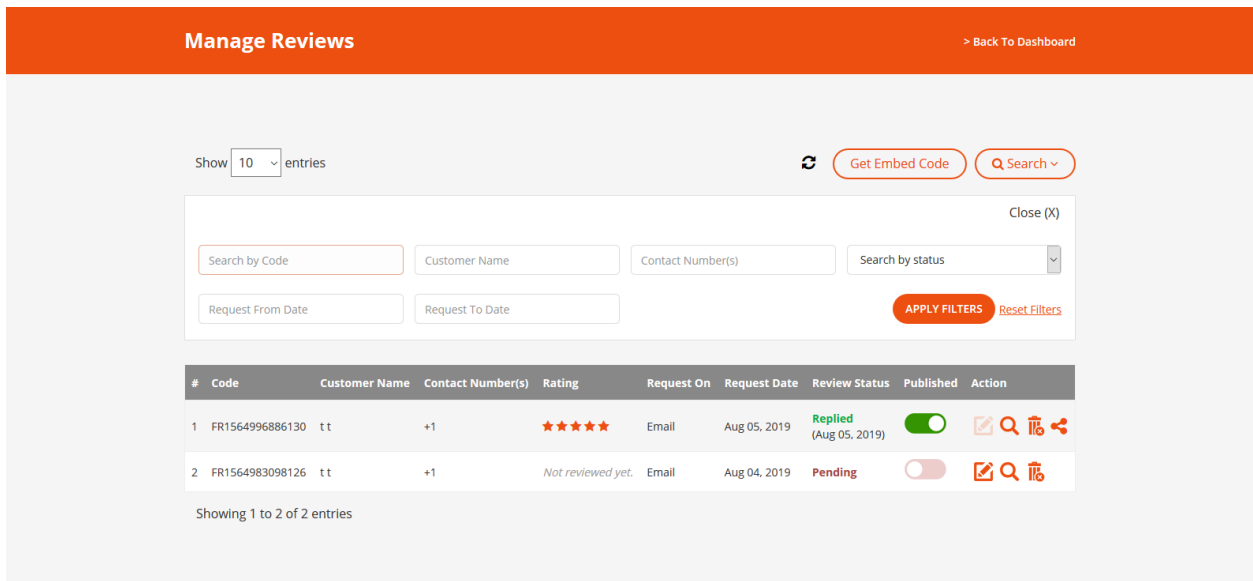


Figure 12: Search Review

3. Package & Invoices: Package & Invoices page contains Package details such as package title, price, purchase date, expiry date, status and invoice details etc. Manger can renew his account here.

Figure 13: Packages & Invoices

4. Update Company Info: Manger can update company information such as company profile name, logo, banner and about company information etc.

Figure 14: Update Company Info

5. Update Personal Info: Here manger can update personal information such as name, address, email and contact number etc.

The screenshot shows the 'Update Personal Info' page. At the top left is the 'FasterReview' logo. At the top right are links for 'VIEW WEBSITE', 'MY PROFILE', and 'LOGOUT'. Below the header is an orange bar with the title 'Update Personal Info' and a '> Back To Dashboard' link. The main content area is a light gray box containing a white form titled 'Personal Info'. The form has the following fields: 'First Name*' (filled with 'Faster'), 'Last Name*' (filled with 'Review'), 'Street', 'City', and 'State'.

Figure 15: Update Personal Info

6. Update Website and Social media: Manger can update website and social media information such as website link, facebook link, google link, twitter link etc.

The screenshot shows the 'Update Website & Social Media' page. At the top left is the 'FasterReview' logo. At the top right are links for 'VIEW WEBSITE', 'MY PROFILE', and 'LOGOUT'. Below the header is an orange bar with the title 'Update Website & Social Media' and a '> Back To Dashboard' link. The main content area is a light gray box containing a white form titled 'Website & Social Media'. The form has the following fields: 'Website Link', 'Facebook Link', 'Google Link', 'Twitter Link', and 'Instagram Link'.

Figure 16: Update Website and Social Media