## 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.

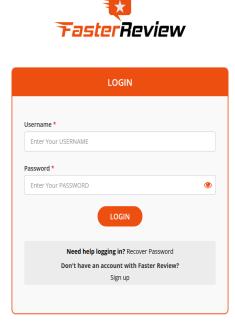


Figure 1: Login

**Dashboard:** After Successful login dashboard page will display.



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.

	Enter Basic Information
	First Name*
	Last Name
	Contact Number(s) +1 200-3000
	Email Address
	Request On* Select Type v
	City
$\odot$	Next >
BACK TO TOP	



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

TasterReview		
Request a Review		> Back To Dashboard
	1 2 3 EASIC INFORMATION UPLOAD PHOTO CONFIRM DETAILS Upload Photo	
	Please upload photo for this review	
	<pre>Skip <back next=""></back></pre>	



Step 3: Confirm Details- Confirm Details if any change is required then you can go back and

TasterReview		VIEW WEBSITE   MY PROFILE   LOGOUT
Request a Review		> Back To Dashboard
	1 2 3 BASIC INFORMATION UPLOAD PHOTO CONFIRM DETAILS	
	Confirm Details	
	▲ t t ■ host@nakulsoft.com	
	☑ Do not use short url's.	
	< Back Request Review	

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.

TasterReview		VIEW WEBSITE   MY PROFILE   LOGOUT
Review Reques	ited	> Back To Dashboard
	Review Requested Your request for review has been successfully sent to your customer. Go to the dashboard for requesting and managing requested reviews. Back To Dashboard	

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.

<b>TasterReview</b>								VI	EW WEBSITE   M	Y PROFILE   LOGOUT	≡
М	anage Revi	ews						> B	lack To Dashboard		
st	how 10 v entrie	es				e	Get Embed	d Code (	Q Search ~	)	
#	Code	Customer Name	Contact Number(s)	Rating	Request On	Request Date	Review Status	Published	Action		
1	FR1564996886130	tt	+1	Not reviewed yet.	Email	Aug 05, 2019	Pending		🗹 Q ቬ		
2	FR1564983098126	tt	+1	Not reviewed yet.	Email	Aug 04, 2019	Pending		🗹 Q ቬ		
SI	howing 1 to 2 of 2 e	entries									

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.

Edit Review		> Back to Previous
	Update the Information	
	First Name*	
	t	
	Last Name	
	Contact Number(s)*	
	+1 xxx-xxx-xxxx	
	Email Address*	
	host@nakulsoft.com	
	Request On* Email	
	City	

Figure 8: Edit review

View Reviev	v		> Back to Previous
	Customer Name :	tt	
	Contact Number(s) :	+1	
	Email Address :	host@nakulsoft.com	
	City :		
	Review Status :	Pending	
	Published:	No	
	Request Date :	Aug 05, 2019 02:21 AM	
	Review Photo :		
	Rating :	Not reviewed yet.	
	Review :		
	Allow Scoial Media Share :	Not OK	

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.

	N							VIEW WEB	SITE   MY	PROFILE   LOGOUT	≡
Show 10 ventries       Code       Customer Name       Contact Number(s)       Rating       Request On       Request Date       Review Status       Published       Action         1       FR1564996386130       tt       +1       *****       Email       Aug 05, 2019       CO	Manage Reviews							> Back To [	ashboard		
Show 10 ventries       Code       Customer Name       Contact Number(s)       Rating       Request On       Request Date       Review Status       Published       Action         1       FR1564996386130       tt       +1       *****       Email       Aug 05, 2019       CO											
#       Code       Customer Name       Contact Number(s)       Rating       Request On       Request Date       Review Status       Published       Action         1       FR1564996886130       t.t       +1       ★★★★★       Email       Aug 05, 2019       Replied (Aug 05, 2019)       Image: Comparison of the status       Comparison of the status         2       FR15649883098126       t.t       +1       Not reviewed yet.       Email       Aug 04, 2019       Pending       Image: Comparison of the status       Image: Comparison of the status         Showing 1 to 2 of 2 entries       L	Display status has been changed	successfully.									
1       FR1564996886130       t.t       +1       ★★★★★       Email       Aug 05, 2019       Replied (Aug 05, 2019)       Image: Control of the	Show 10 v entries				i	Get Emb	oed Code	) Q Se	arch ~		
1       PR1564983098126       tt       +1       Aug 04, 2019       (Aug 05, 2019)       C       16         2       FR1564983098126       tt       +1       Not reviewed yet. Email       Aug 04, 2019       Pending       C       1         Showing 1 to 2 of 2 entries       Image: Control of 2 entries	# Code Customer Name	Contact Number(s)	Rating	Request On	Request Date	Review Status	Published	Action			
Showing 1 to 2 of 2 entries in	1 FR1564996886130 tt	+1	****	Email	Aug 05, 2019			<b>Z</b> Q	16 <		
Showing 1 to 2 of 2 entries in	2 FR1564983098126 tt	+1	Not reviewed yet.	Email	Aug 04, 2019	Pending		ΒQ	_		
	Showing 1 to 2 of 2 entries										

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.

<b>T</b> asterReview	v						×		VIEW WEBSITE   MY	PROFILE   LOGOUT	≡
Manage Reviews			Add this Embed Code to your website by copying the code below. <pre><iftcose height="400px;" src="https://fasterrevi&lt;br&gt;ew/company_reviews/faster_review" style="border:0" width="100%">former/style="border:0" style="border:0" style="type:0</iftcose></pre>						> Back To Dashboard		
	Display status			Copy Embe	ed Code		C Get Emi	ped Code	) Q Search ~		
	# Code	Customer Name	Contact Number(s)	Rating	Request On	Request Date	Review Status	Published	Action		
	1 FR1564996886130	tt	+1	****	Email	Aug 05, 2019	<b>Replied</b> (Aug 05, 2019)		🗹 Q 🕫 <		
	2 FR1564983098126	tt	+1	Not reviewed yet.	Email	Aug 04, 2019	Pending		<b>⊠</b> Q îŝ		
	Showing 1 to 2 of 2	entries									

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.

Manage Reviews							> Back To	Dashboard
Show 10 ~ entries				i	Get Eml	oed Code	<b>Q</b> Se	earch ~
							C	lose (X)
Search by Code	Customer Name		Contact Numb	er(s)	Search	by status		~
Request From Date	Request To Date				(	APPLY FILT	ERS <u>Res</u>	<u>et Filters</u>
# Code Customer Name	Contact Number(s)	Rating	Request On	Request Date	Review Status	Published	Action	
1 FR1564996886130 tt	+1	****	Email	Aug 05, 2019	<b>Replied</b> (Aug 05, 2019)		<b>Z</b> Q	16 <
2 FR1564983098126 tt	+1	Not reviewed yet.	Email	Aug 04, 2019	Pending		ΜQ	16
Showing 1 to 2 of 2 entries								

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.

?W					VI	EW WEBSITE   MY PROFILE   LOGOU
Package & In	voices				> 8	lack To Dashboard
Your Package						
Package Title	Price	Purchased Date	Expiry Date	Status	Action	
PROFESSIONAL	\$10.99	08/04/2019	09/03/2019	Active	Renew Now	
Your Invoices						
	es					
Show 10 v entri	-					
Show 10 v entri	Due Period	Payable Amount	Transaction Confir	nation #	Payment Status	Action

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.

TasterReview		VIEW WEBSITE   MY PROFILE   LOGOUT
Update Company Info		> Back To Dashboard
ĺ		
	Company Info Profile Name*	
	FasterReview Logo* (Suggested dimension for logo are 180*130 px)	
	Browse No file selected.	
	Banner Image* (Suggested dimension for Banner are 2000*550 px) Browse No file selected.	
	FasterReview About Company Try now our FasterReview	

Figure 14: Update Company Info

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

TasterReview		
Update Personal Info		> Back To Dashboard
	Personal Info	
	First Name*	
	Faster	
	Last Name* Review	
	Street	
	City	
	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.

FasterReview		VIEW WEBSITE   MY PROFILE   LOGOUT
Update Website & Social Media		> Back To Dashboard
	Website & Social Media         Website Link         Facebook Link         Google Link         Twitter Link	
	Instagram Link	

Figure 16: Update Website and Social Media