

Create Local Reviews

User Guide

Version 1.0.0 (April 2015)

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An introduction to Creare Local Reviews

Thank you for oping to use the Creare Local Reviews plugin.

In this guide you will find essential information on how to get started and managing reviews.

It's important to actively encourage customers to leave reviews on your website. Not only do they build customer trust, but they also will count towards Local SEO rankings.

How to get started

Start getting reviews by sending out review requests to your customers, today!

▲

Create Reviews Dashboard Widget

Email Recipient

e.g johnmith@domain.co.uk

Select area you provided service in:

Select your location...

Add sub-area you provided service in:

e.g Brownsover

Select service(s) you provided:

☐ Boiler Repairs

☐ Plumbing

Customer Name

e.g John smith

Send email

↻ Powered by [Create](#)

Step 1

Fill in the form on the website dashboard.

Tip: Fill in as much information as possible so the user doesn't have to.

Step 2

The customer will receive an email prompting them to leave a review.

Step 3

You will receive an email notifying a review has been left. Click on the link in the email & publish the review.


Tip: There is also a notice in the dashboard for reviews that need attention

Leaving a Review

It couldn't be easier for customers to leave you a review.

Your Website

To help us improve our customer service, please write a review below and tell us about your recent experience with us.



Click to rate

Title of your review

Your review

Select your location...

Tick the services we provided:

☐ Boiler Repairs ☐ Plumbing

Leave your name

Submit your review

This is an example of how your Leave a Review page will appear on your website.

Remember, when requesting a review from a customer, pre-fill the dashboard widget with as much information as possible.

Managing Reviews

Remember to keep on top of submitted reviews!

<input type="checkbox"/> Title	Areas	Services
<input type="checkbox"/> 5* Service - Draft	Leicester	Central Heating
<input type="checkbox"/> Extremely happy with our new conservatory	Rugby	Conservatories
<input type="checkbox"/> Excellent customer service	Solihull	Guttering, Plumbing
<input type="checkbox"/> Highly Recommended	Hinckley	Conservatories
<input type="checkbox"/> Great Service	Coventry	Plumbing
<input type="checkbox"/> Great Company	Rugby	Boiler Repairs, Plumbing
<input type="checkbox"/> Title	Areas	Services

Log in to your WordPress admin area and browse to **Reviews**.

This screen will show you a grid view of all Reviews added to your website to-date. Click on a review title to browse to the individual review.

Make sure all the content is filled out where possible and click the 'publish' button which is in the top right of the screen.

Your reviews will now be 'allowed' to show on the website in the relevant areas.

Tip: There is also a notice in the dashboard for reviews that need attention

Thank You!

If you have any feedback or questions, please contact us at:
<http://www.create.co.uk/contact-us>