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An introduction to Creare Local Reviews

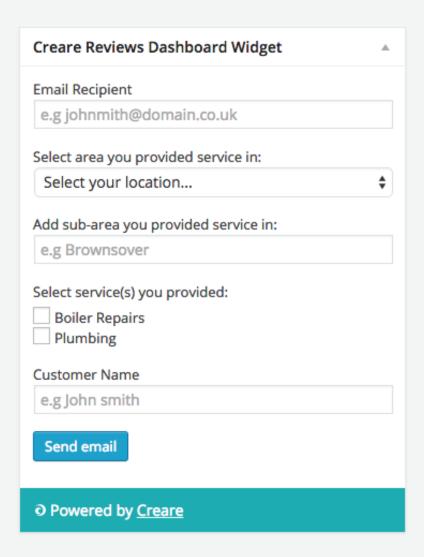
Thank you for oping to use the Creare Local Reviews plugin.

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!



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.

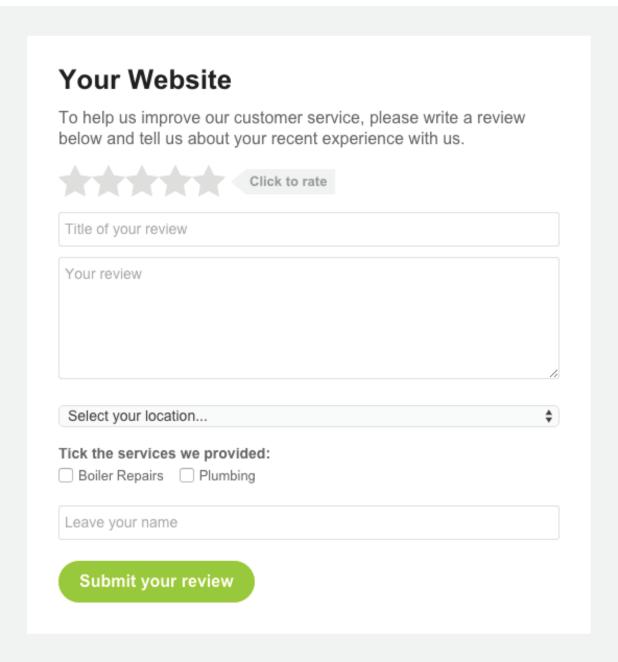
Step 3

You will receive and 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.



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!

Title	Areas	Services
5* Service - Draft	Leicester	Central Heating
Extremely happy with our new conservatory	Rugby	Conservatories
Excellent customer service	Solihull	Guttering, Plumbing
Highly Recommended	Hinckley	Conservatories
Great Service	Coventry	Plumbing
Great Company	Rugby	Boiler Repairs, Plumbing
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 feeback or questions, please contact us at: http://www.creare.co.uk/contact-us