**User Login -** [**http://admin.upcomingsite.com/**](http://admin.upcomingsite.com/)

Dashboard – Glance at latest reviews coming through review system, from 3rd party websites, and aggregate numbers for both. Also, QUICK ADD button at the top of all pages to quickly add a user to the review queue.

* My Feedback (selected – dashboard home)
* My Visibility
  + Show detail (for any listing)
* My Contact Manager – List of First Name, Last Name, Email, Phone, Status, Employee, Action Button (Edit/Delete), and Option Checkbox (for bulk actions). Bulk actions – Send Special Notification, Start Initial Feedback Sequence (if it hasn’t been started).
  + Add Contact
  + Upload CSV
  + Export CSV
* My Email Manager
  + Add Email
* Reporting – Feedback breakdown by rating, percentage of customers emailed who left feedback, percentage of each level of stars left, overall aggregate rating.
  + Show Report by (time)
  + Filter by employee
  + View review (next to each person’s name, info, etc. that left a review)
* Setup
  + Business Information
  + Micro Page
  + Online Review Sites
  + Review Site Promotion
  + Feedback Thresholds
  + Feedback Pages
  + Feedback Email
  + Email Alert Setup
  + Review Plugin
  + Change Password
  + Social Media Set Up
* Training

**Agency Login - <http://admin.upcomingsite.com/public/agency>**

* Feedback Center – Table of businesses by business name, average rating, last review date, last login, total reviews, searchable. Overall feedback rating of all businesses. Top 3 list of best/worst rated businesses.
  + Add New Business – This button is also a button on the top like the Quick Add at the user level.
* My Site – Limited white label tools. Title, header color, site bar color, bg color, bg image, favicon
* Manage Business – Subscriber #, Biz Name, Category, URL, Registration Date, Status (Red/Green Icon), Account Type (Paid), Action button (edit, password, delete, resend credentials, manage).
* Reporting – Same as user login reporting, filter by business.
* Admin – Admin company’s details, registration email customization, upload logo/banner, change password, change plan, credit card details, transaction details.
* Training
* Visibility – Select business and view their visibility report.