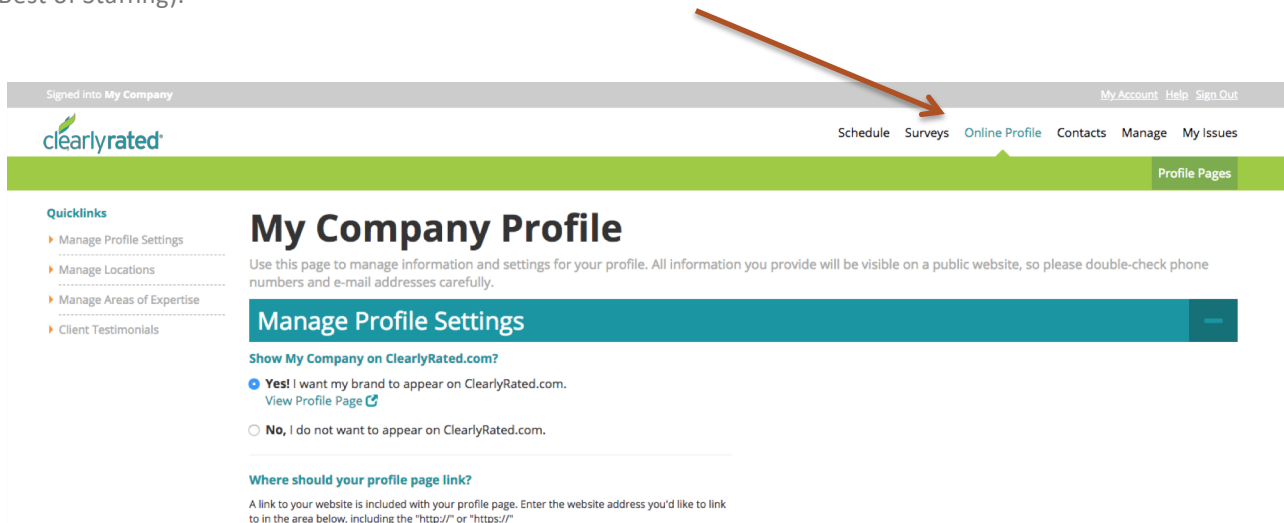


Managing Profile Locations

Where to access your profile page settings -

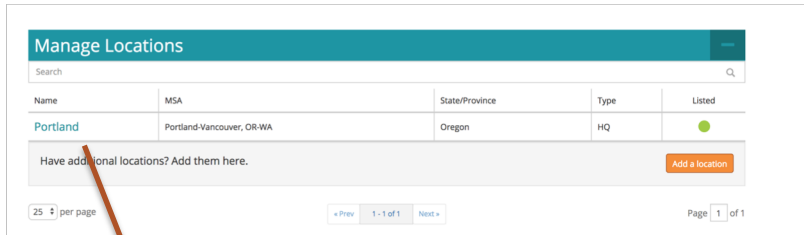
Access your profile page settings within your [ClearlyRated Dashboard](#), in the Online Profile tab (previously called Best of Staffing).



CLEARLYRATED.COM PROFILE PAGE SETTINGS

Location Settings - Single Location

General location information can be updated by clicking into the location name. The more information you can fill in here, the better, for a more complete profile page.

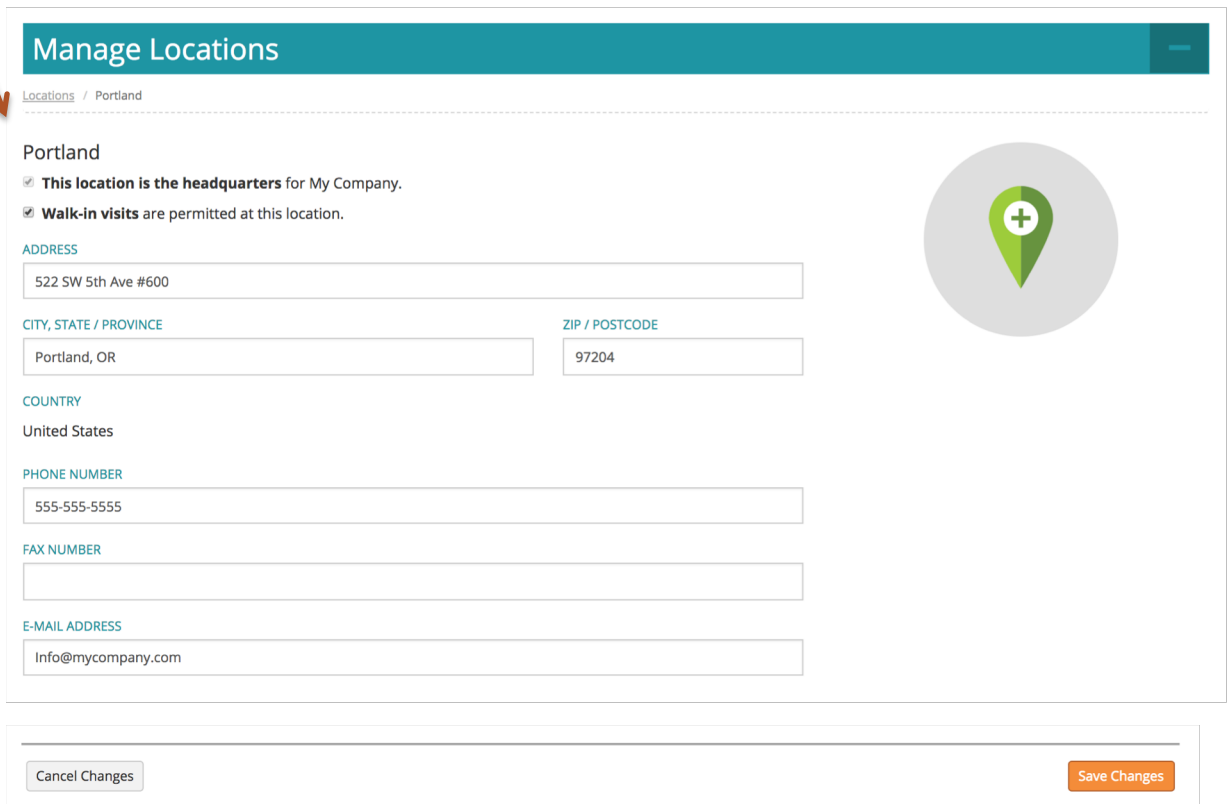


Manage Locations

Name	MSA	State/Province	Type	Listed
Portland	Portland-Vancouver, OR-WA	Oregon	HQ	<input checked="" type="checkbox"/>

Have additional locations? Add them here. [Add a location](#)

25 per page < Prev 1 - 1 of 1 Next > Page 1 of 1



Manage Locations

[Locations](#) / Portland

Portland

- This location is the headquarters for My Company.
- Walk-in visits are permitted at this location.

ADDRESS

522 SW 5th Ave #600

CITY, STATE / PROVINCE **ZIP / POSTCODE**

Portland, OR 97204

COUNTRY

United States

PHONE NUMBER

555-555-5555

FAX NUMBER

E-MAIL ADDRESS

Info@mycompany.com

[Cancel Changes](#) [Save Changes](#)

CLEARLYRATED.COM PROFILE PAGE SETTINGS

Location Settings - Multiple Locations

If you have more than one location, there are a few additional settings you need to configure to get the most out of your profile pages. By clicking into the location name, you can update and configure the following settings:

- Address and contact information
- Turn profile page on or off
- Enable location specific ratings and testimonials
 - This is why having location data in your survey contact list is so important. You are able to enable location specific ratings and testimonials which makes your profile page more valuable and useful for your potential clients and adds another layer of differentiation.
 - If you are unsure if you have locations in your survey data or have questions, reach out to your account manager.
 - This configuration will not be available until you upload your contact list.

The screenshot shows the 'Manage Locations' interface. At the top, there is a search bar and a table with columns: Name, MSA, State/Province, Type, and Listed. The table contains one entry for 'Portland' with MSA 'Portland-Vancouver, OR-WA', State/Province 'Oregon', Type 'HQ', and a green dot in the 'Listed' column. Below the table is a message: 'Have additional locations? Add them here.' with an 'Add a location' button. An arrow points from this message to the 'Portland' location name in the table. Below the table is a '25 per page' dropdown. The main content area is titled 'Manage Locations' and shows the configuration for the 'Portland' location. It includes a location icon, a 'This location is the headquarters' checkbox (checked), a 'Walk-in visits' checkbox (checked), and various address and contact fields: ADDRESS (522 SW 5th Ave #600), CITY, STATE / PROVINCE (Portland, OR), ZIP / POSTCODE (97204), COUNTRY (United States), PHONE NUMBER (555-555-5555), FAX NUMBER, and E-MAIL ADDRESS (Info@mycompany.com). Below these fields are 'Location Profile Page Settings' with radio buttons for 'Yes! I want this location to appear on ClearlyRated.com' (selected) and 'No, I do not want this location to appear on ClearlyRated.com'. There are also settings for 'Show Location Ratings and Testimonials?' with radio buttons for 'Yes! Show location star ratings and testimonials on this page.' and 'No, I do not want to display these features on this page.' (selected). Under 'Survey Location Data', there is a dropdown menu for 'LOCATIONS FOUND IN SURVEYS' with options: '-- Select Location --', Helena, New York, and Portland. A 'Cancel Changes' button is below the dropdown. A 'Save Changes' button is at the bottom right of the configuration area.

