

# HOW TO: MANUALLY ENTER A TESTIMONIAL

If you have testimonials you would like to add, you can do so manually. These testimonials could have been recieved through email, text or perhaps in writing. Here's how you can manually add those testimonials individually.

## STEP 1: LOG INTO YOUR ACCOUNT

- You can log into your account through Testimonial Tree's webiste or through the Cab Corner shortcut.

Sign In

Sign in using your registered account:

Username or Email Address

Password

☐ Remember me next time.

Log In

Sign In

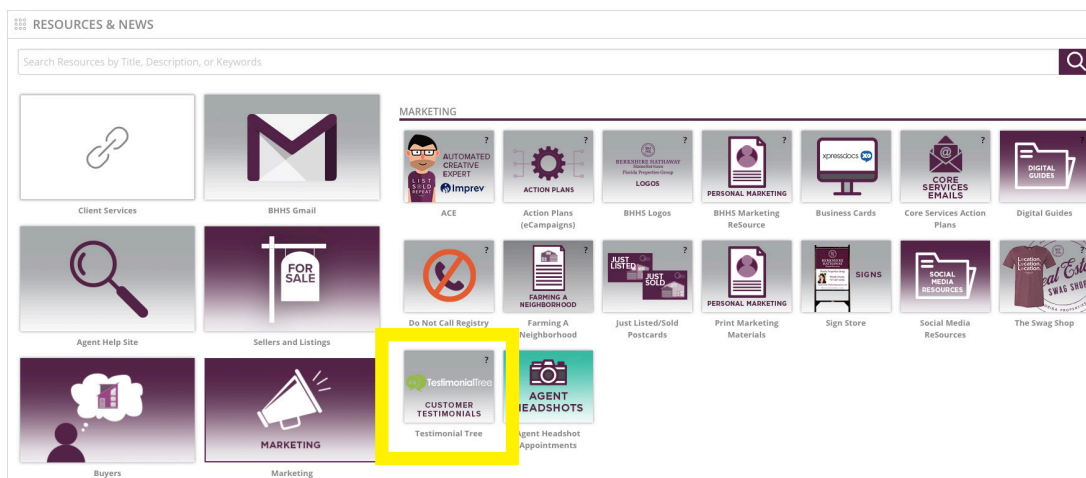
Sign in using Social Media:

Sign In

Sign in with Facebook

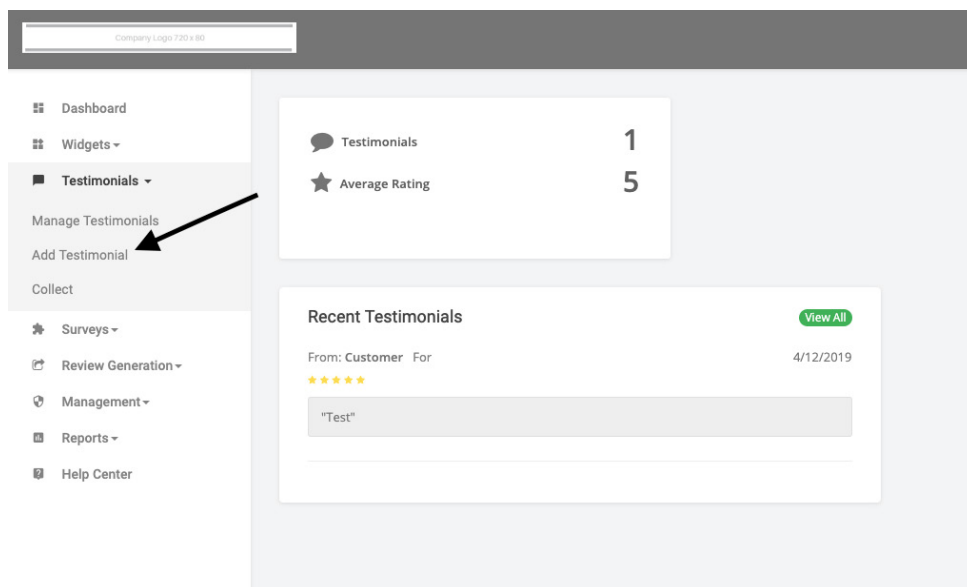
Sign in with MoxiWorks

Forgot your password? click here  
Want to create a free account? click here



## STEPS 2 AND 3:

- Locate the left-hand navigation column, click Testimonials
- A drop down box will open, click on Add Testimonial
- The Add Testimonial Page will now open



## STEPS 4 THROUGH 8: ADD EXISTING TESTIMONIALS

- Enter the testimonial in the word box provided
- Click and select stars on the Star Rating, if applicable
- Fill in the fields provided
- You can also add the Testimonial to one or more of your Website Widgets

The screenshot shows the 'Add Existing Testimonial' form. Arrows point to the following fields:

- Testimonial**: A large text area for the testimonial content.
- Video Testimonial URL**: A text field for a video URL.
- Associated Images or Videos**: A button to upload media.
- Rating: Excellent (5 stars)**: A star rating system with five stars, where the first star is selected.
- Name (Testimonial Author)**: A text field for the author's name.
- Author's company/organization or relationship with:**: A text field for the author's affiliation.
- Author's Email (Optional)**: A text field for the author's email.
- Recording Date**: A date picker set to 04/19/2019.
- Recording Time**: A time picker set to 6:50 PM.
- Custom Fields**: A section for additional data fields.
- Add to Your Website Widgets**: Checkboxes for 'Dedicated Page Widget' and 'HomePage Widget'.
- Return To Dashboard** and **Save**: Action buttons at the bottom.

**Additional Information**: A sidebar note stating, 'You can add or edit testimonials using this form and view the responses for the survey if there was a survey related to the testimonial. Use the checkboxes under "Marketing" to display the testimonial wherever you like.'

## STEP 9: MANAGE TESTIMONIAL

- The Manage Testimonial page will now open
- Here you can see the Testimonial you have just added to your account

The screenshot shows the 'Manage Testimonials' page. It includes a sidebar with navigation links and a main content area with a filter section and a table of testimonials.

**Filter Testimonials**

From Date: [ ] To Date: [ ] Attachments: ☐ Picture ☐ Video

Testimonial Content: [ ] Filter By User: [ Select ] Rating: [ Any rating ]

Team: [ Any team ] Location: [ Any location ] [ Search ]

Subject User(s)	Testimonials / Reviews	Published	Source	Shared	Favorited?	Actions
Company	<b>★★★★★</b> "Test" 4/12/2019 - Customer	Yes				<b>Actions</b>