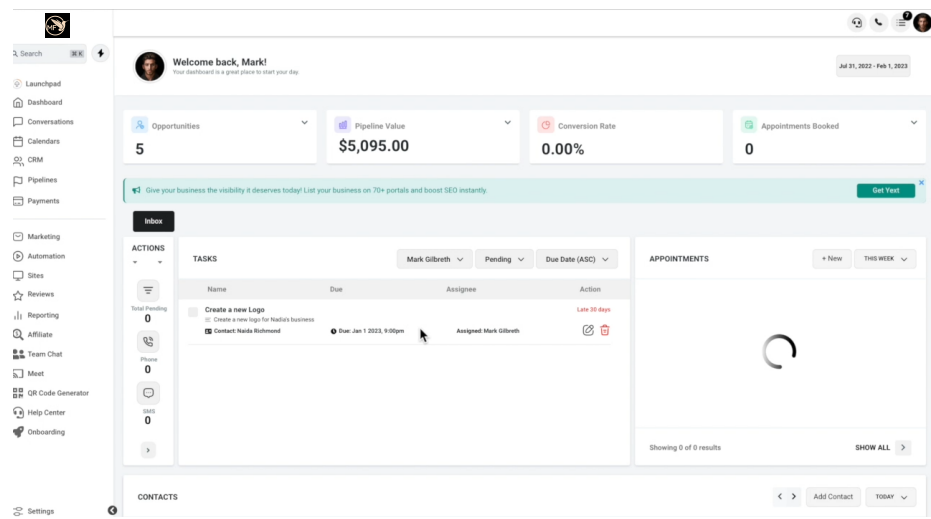


Step 1 – Business Info

Modified on Tue, 28 Feb 2023 at 03:51 AM



The screenshot shows a dashboard for a business management system. The left sidebar contains a search bar and a list of navigation items: Launchpad, Dashboard, Conversations, Calendars, CRM, Pipelines, Payments, Marketing, Automation, Sites, Reviews, Reporting, Affiliate, Team Chat, Meet, QR Code Generator, Help Center, and Onboarding. The main content area is titled "Welcome back, Mark!" and displays several key metrics: Opportunities (5), Pipeline Value (\$5,095.00), Conversion Rate (0.00%), and Appointments Booked (0). Below these metrics is a green banner with a message: "Give your business the visibility it deserves today! List your business on 70+ portals and boost SEO instantly." The dashboard is divided into three main sections: ACTIONS, TASKS, and APPOINTMENTS. The ACTIONS section shows a list of tasks with columns for Name, Due, Assignee, and Action. The TASKS section shows a list of tasks with columns for Name, Due, Assignee, and Action. The APPOINTMENTS section shows a list of appointments with columns for Name, Due, Assignee, and Action. The bottom section is labeled "CONTACTS" and includes buttons for "Add Contact" and "Today".

Navigate To Business Info

On your left-hand menu, scroll to the bottom and click on settings. On the next screen, make sure you are on the Business Info tab.

Update Your Information

Make sure all that your information is correct on this page, particularly your timezone, as this can affect your automation. Watch the video on the left for more details about the other settings. Click "Business Info Done" when you have finished updating this information.