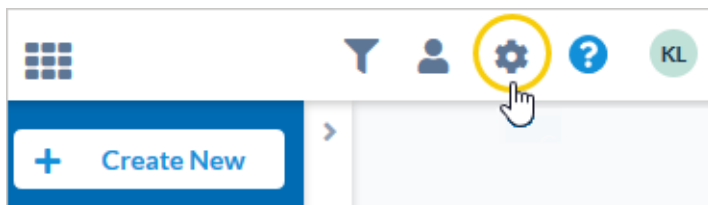


Manage your account settings and maximize the platform experience for users at scale.

All platform users are assigned various roles. Roles determine the menu features are available, the locations you can access, and the permissions within administrative settings. You can access administrative settings from the **Settings** icon in the top, right corner of the platform:



Depending on your own role and the features enabled for your tenant, the following administrative settings may be available:

Name	Description
My Account	Settings for your profile: General Information (authorized locations) and Notifications (email, summary).
General Settings	Settings for your company profile: Company Information, Logos, Filters, Messaging, and API.
Locations	Settings for each location: General Information, Pages, Logos, Competitors, Kiosk, Messaging, and Syndication.
Users	Settings for additional users in the tenant.
<u>Roles</u>	Settings for groups of permissions that apply to user profiles, including Notifications.
<u>Actions</u>	Settings for the <u>Actions</u> solution: Queues, Tags, Stages, Escalations, Ticket Types, Type Configurations.
<u>Automation</u>	Settings for automation rules for ticket configuration: Queues, Tags, Stages, Escalations, Ticket Types, Type Configurations.
<u>Credentials</u>	Location level credentials or connections to third-party sites for responding to reviews, posting social content, and automatically updating business listings from within the platform.
<u>Data Protection</u>	Manage consumer requests for deletion of personal data with accordance to the California Consumer Privacy Act (CCPA) and/ or the EU's General Data Protection Regulations (GDPR).
Kiosk	Settings for kiosk-enabled systems.

Name	Description
Link Tracking	Define and publish custom UTM tracking parameters for your sites.
<u>Listings</u>	Settings for supported and correctable source sites.
Imports	Manage data for listings profiles from <u>spreadsheet import</u> .
Listings	Settings for listing: Sources, Category Mappings, Listings Extraction.
<u>Macros</u>	Settings for <u>macros</u> that are available in Introduction and Signature drop-downs of the <u>response window</u> .
<u>Managed Services</u>	Manage preferences for managed review response services by sentiment (Negative, Neutral, and Positive).
Pages	Manage pages settings for: Index Pages, Group Pages, Media Library, Redirects, and Report Generator.
Reports	Settings for reports: Permissions, Overview, NPS Configuration.
<u>Requests</u>	Settings for review or survey requests: Survey Protection Options, Re-Survey Templates, SMS Opt-In, Sources, Unsubscribed Users.
Social	Manage default <u>campaign preferences</u> .
Sources	Status and capabilities for your enabled <u>sources</u> .
Suggested Responses	Manage sources for suggested responses.
Syndication	Manage settings for publishing reviews to supported sites.
Template Permissions	Manage template permissions for: Custom Dashboards, Custom Reports, Review Requests, Survey, System Dashboard, and System Report.
<u>Widgets</u>	Settings for managing <u>widgets</u> for Reputation Reviews, Reputation Score, Reputation Summary, or Reputation Surveys.