

Annex C – Review Dashboard

Admin Guide

1

Create Order

Go to Orders tab, click "+ New Order", search for the business, enter quantity and daily target.

2

Send TNC Link

Click "Copy TNC Link" on the order card. Send it to your client via WhatsApp. They sign online.

3

Generate Reviews

Go to AI Generator tab. Search the business. Reviews are auto-generated and downloaded as JSON.

4

Assign to Employee

Go to Tracker tab. Click "Assign" next to a company. Select employee, set how many reviews for today.

5

Track Progress

Tracker tab shows live counts. When employee uploads proofs, "Done" count updates automatically.

6

Export & Send

Click "View Proofs" on any order. Download ZIP of all screenshots. Send to client.

Orders Tracker Review Manager **AI Generator** Reports Client Submissions Employees Guide

AI Review Generator

Search for a business to generate 50 reviews automatically.

Search Business

Company Name (optional override)

Additional Instructions

AI Model

Quick

Quality

Tracker

Filter companies...

Manage Assignments

+ Add

Copy All

In Progress 19

Completed 11

☐ Company ▲	Daily	Done	Ordered	Start	End	Left	Comments	Actions
	3	22	20	88	108	-2	PLEASE START	⋮
	3	54	50	8	58	-4	New Client START TODAY	⋮
	1	10	10	8	18	0	Add comment...	⋮
	3	50	50	92	142	0	Add comment...	⋮
	1	51	50	114	164	-1	Add comment...	⋮
	3	19	18	5	23	-1	Add comment...	⋮
	19	40	25	0	25	-15	Add comment...	⋮
	5	31	30	52	82	-1	Add comment...	⋮
	5	32	30	18	48	-2	girl only	⋮
	7	50	50	366	416	0	Strictly do 1 review per day	⋮
	6	51	50	529	579	-1	Add comment...	⋮