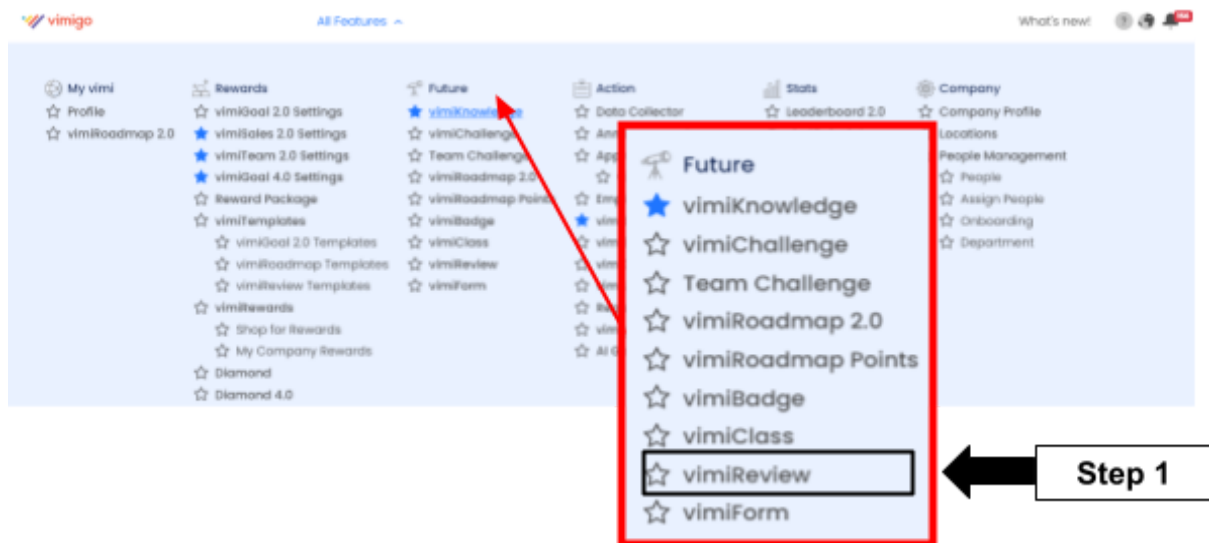


What is vimiReview?

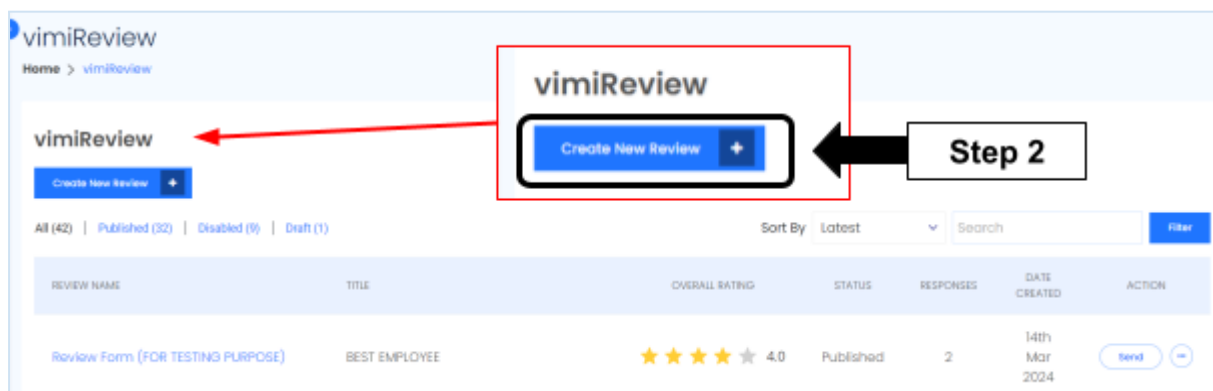
- is similar to a quick survey or a review form.

How to create vimiReview and send it to customers?

Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Future** list, click on **vimiReview**.



Step 2: Click **Create New Review**.

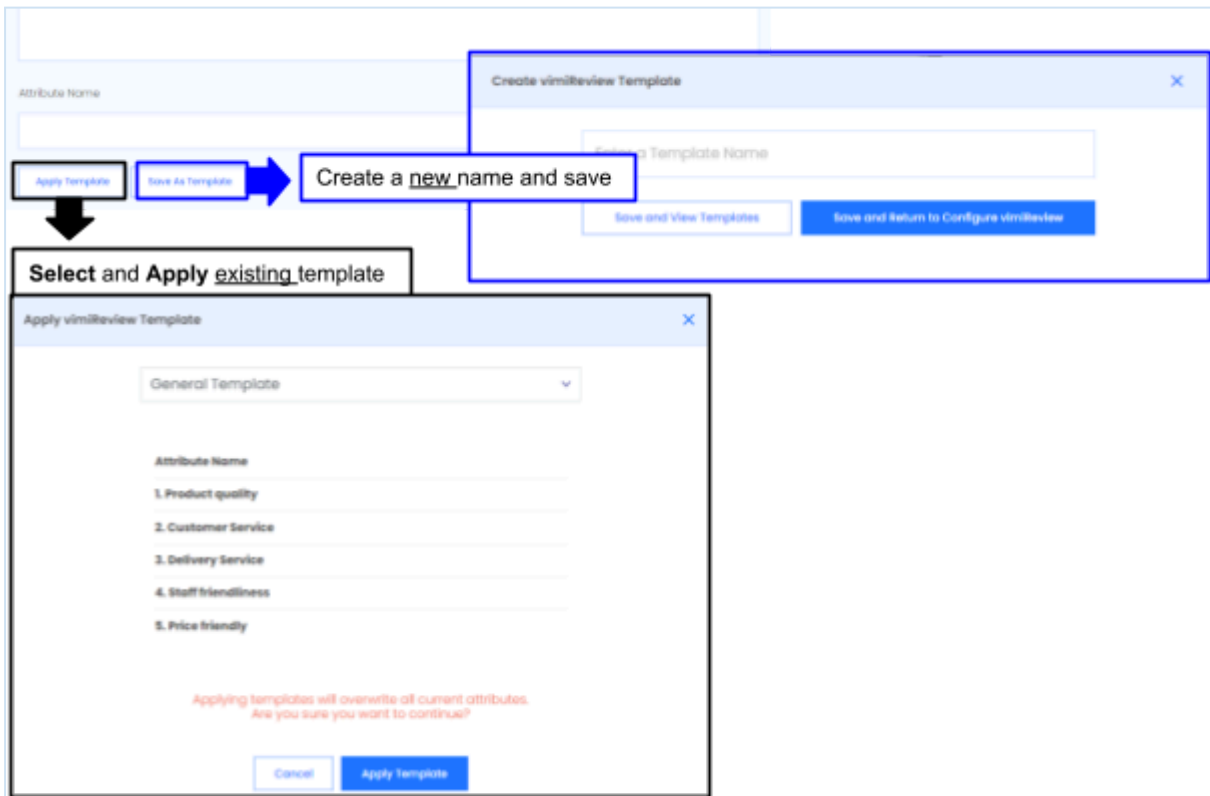


Step 3: Fill in all the details of vimiReview.

The screenshot shows the 'Create New Review' form with several fields and options. Annotations explain the purpose of each:

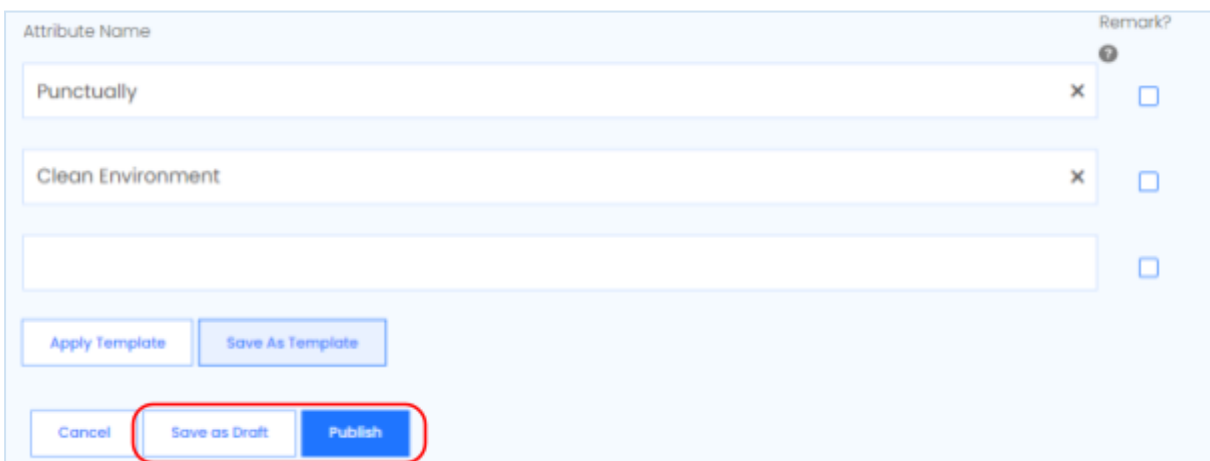
- Privacy Settings:** At the top, there are icons for visibility (eye), a lock (lock), and a bell (notification). An annotation states: "User can add watcher, editor, and notifier for the vimiReview. The review form will automatically become private review form if watcher, editor or notifier is added."
- Review Name:** A text input field labeled "Review Name (For internal use)". An annotation says: "Name for internal use."
- Options:** Three checkboxes are present: "Feedback", "Anonymous Review", and "Track Responses". An annotation explains:
 - Tick **Feedback** will create a text box for customer feedback.
 - Tick **Anonymous Review**, customer can anonymous name and contact.
 - Tick **Track Responses** means gone track customer feedback.
- Upload Logo:** A section with a camera icon, a "Choose File" button, and "No file chosen" text. A "No/Yes" toggle is to the right. An annotation says: "Click **Yes** to add **Company Logo** (Optional)."
- vimiReview Image:** A section with an "Upload image" button and a "No/Yes" toggle. An annotation says: "Click **Yes** to add **Image** you want to display (Optional)".
- Image Caption:** A text input field. An annotation says: "Image caption or description. (Optional)".
- Title Header:** A text input field. An annotation says: "Title Header".
- Description:** A larger text input area. An annotation says: "Description of the title or add content."
- Attribute Name:** A table with a header "Attribute Name" and a row "Time". A blue plus icon is in the top right corner. An annotation says: "Click to the tick and create a new attribute name."

Step 4: **Apply existing template** or create a **new** template.

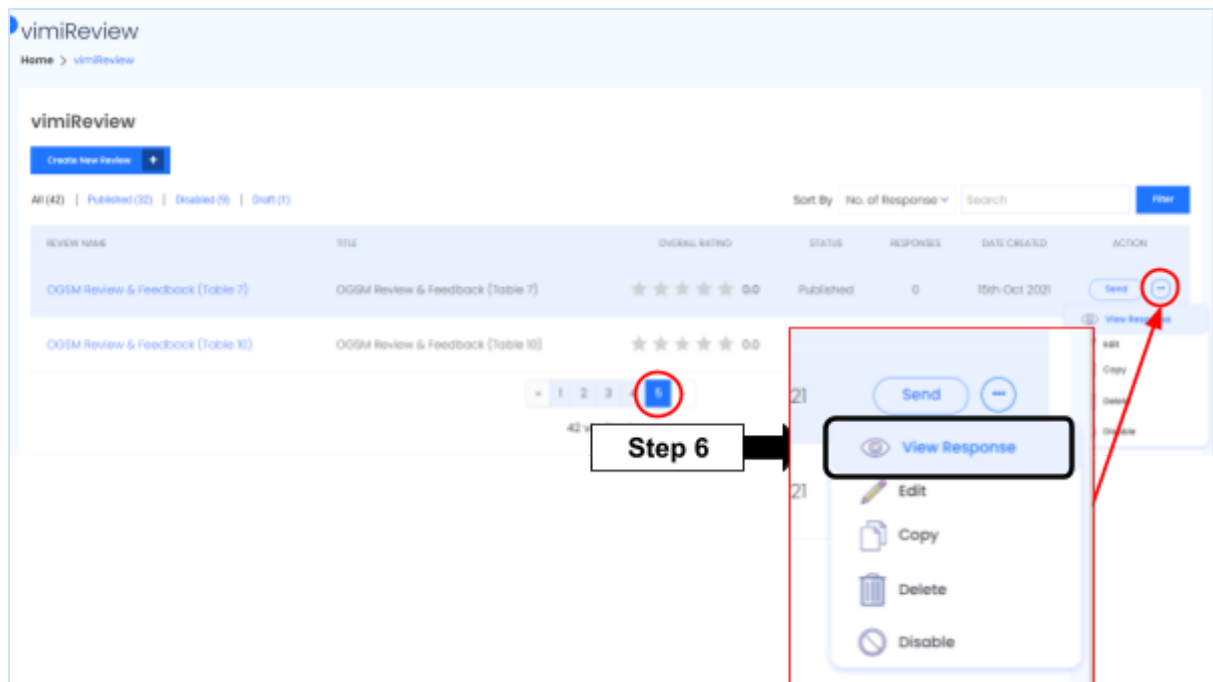


Step 5:

- I. If you want to save it first and work on it later, click **Save as Draft**
- II. Once completed, click **Publish**.



Step 6: Go to the **last page** to find the new created vimiReview. Click the **3 dot icon** and click **View Response**.



Step 7: Click **Send Review**.



Step 8: Send vimiReview via **WhatsApp Phone** or **copy link**.

The image shows a 'Send Review' dialog box with a close button (X) in the top right corner. The dialog is titled 'Send Review'. Under the heading 'Send to Phone', there is a 'Phone Number' input field. The field contains a flag icon for the United States, a dropdown menu showing '+60', and the number '12-345 6789'. Below the input field is a blue button labeled 'Send via WhatsApp'. Below this section, the text 'Share a link instead' is displayed. Underneath, there is a text input field containing the URL 'https://admin.vimigoapp.com/reviews/r'. To the right of the input field is a button labeled 'Copy Link'.