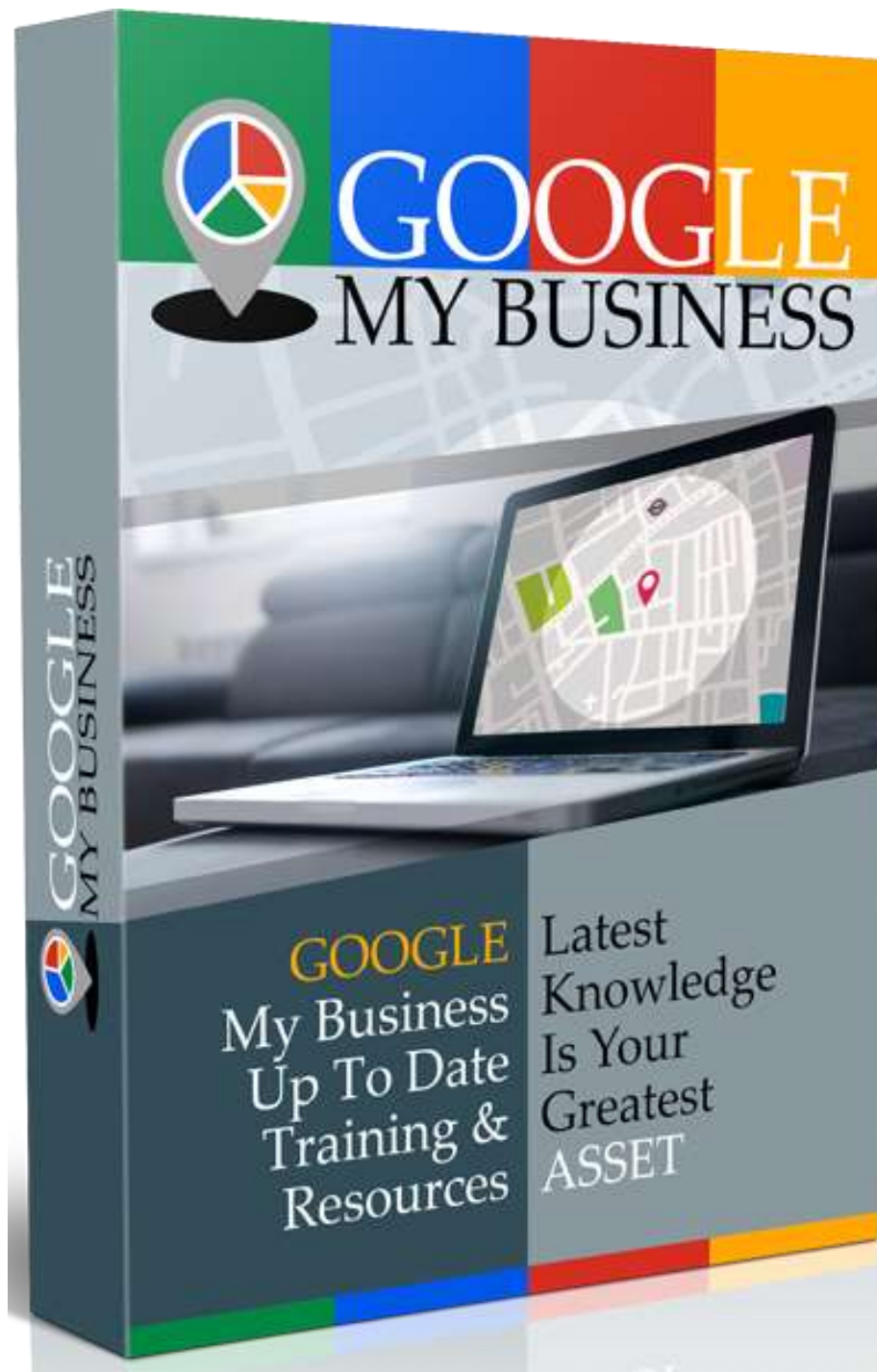


GOOGLE MY BUSINESS

Dashboard



How to Navigate Your Google My Business Dashboard:

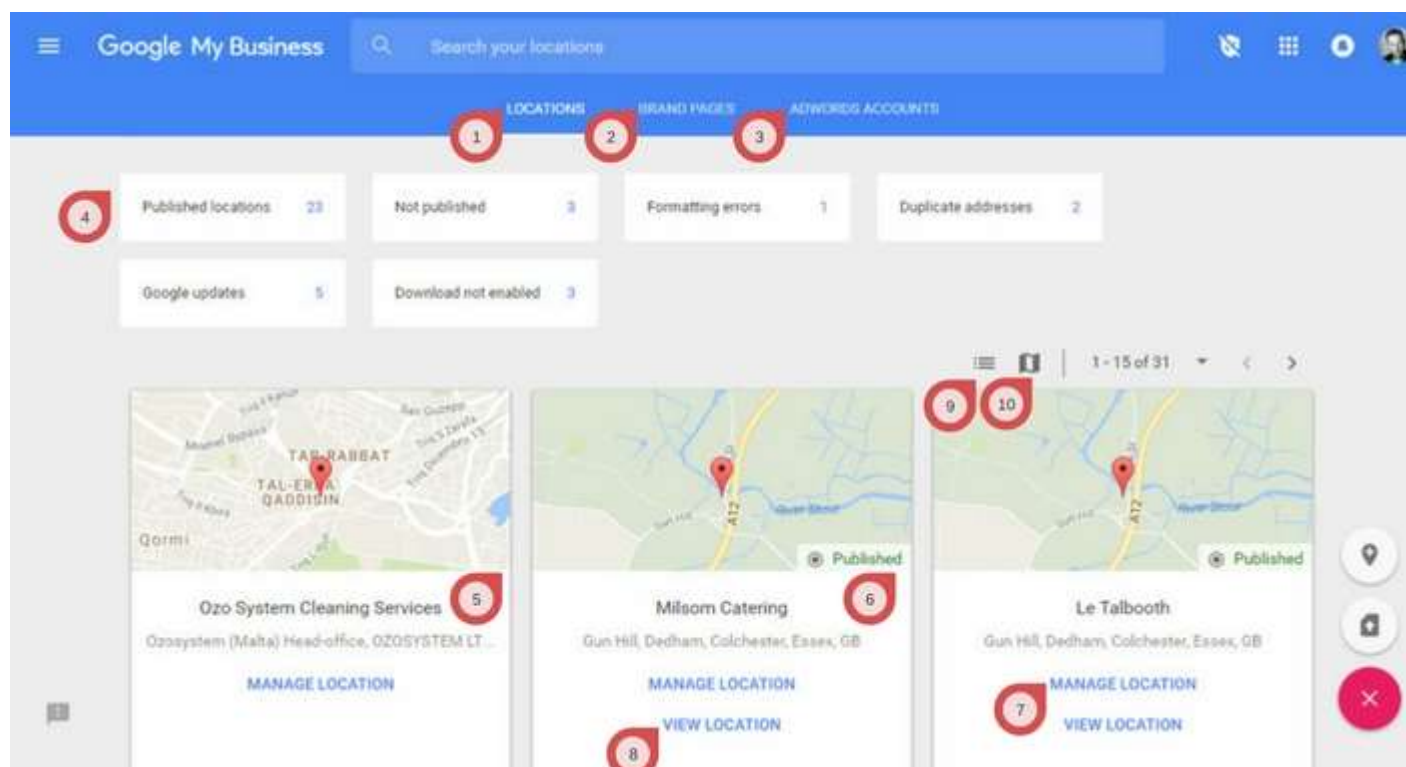
Business Ownership Best Practices

Google My Business pages must be verified by the business owner or a representative that has been authorized by the business owner. Individuals or companies that offer the services of managing Google My Business accounts for other businesses are deemed an authorized agent. Examples might be: SEO or SEM companies, a trusted company employee or friend of the owner. Adding you to the account as the manager would be the best option for the business Owner. Once the invitation has been accepted, the business page will show up in your GMB dashboard.

Google My Business Dashboard

Log into your GMB Dashboard:

<https://business.google.com/manage/>



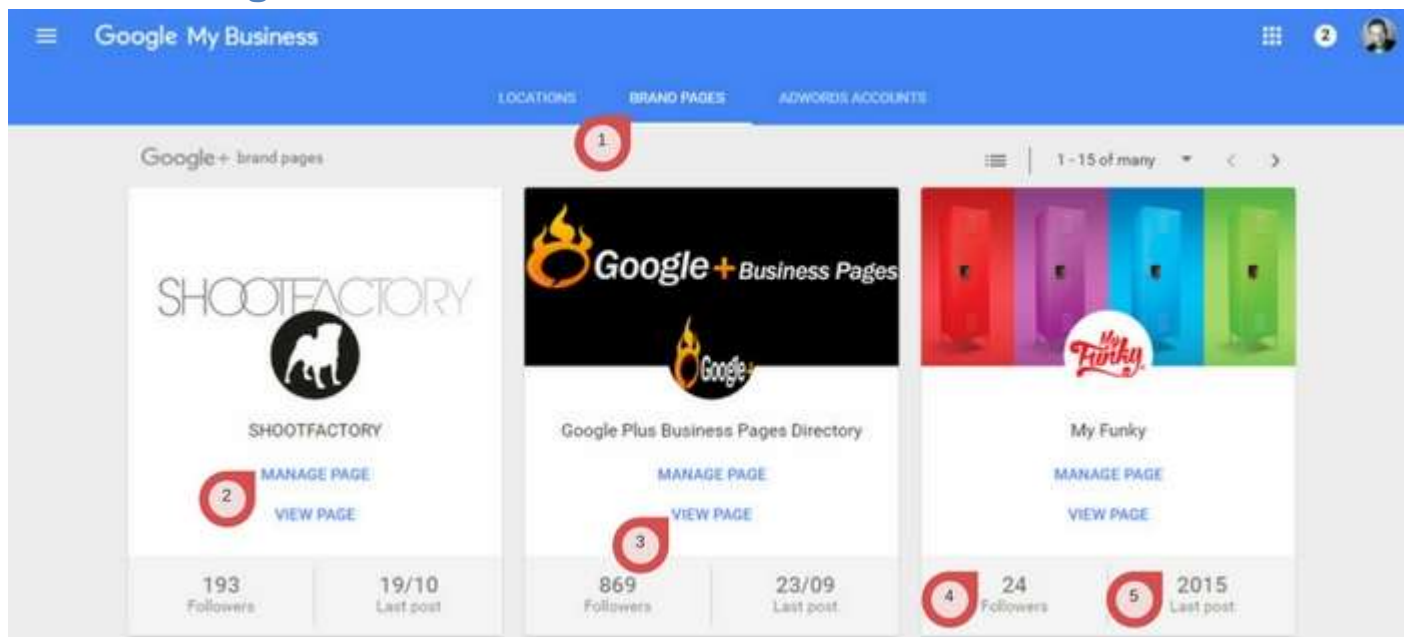
GMB Dashboard Index

1. Locations or Business Pages
2. Brand Pages
3. Adwords Accounts linked to a Business Page
4. Info Blocks and Alerts
5. Not Published or Unverified Business
6. Published or Verified Business
7. Manage Location in Admin
8. View Location in Search Result
9. List View
10. Map View

1: Locations

The locations section is always the first page to open in your GMB dashboard. Here you will see the Verified/Published as well as the Unpublished/Still Need to be Verified. You can view only Published pages by selecting Info Block (4) for Published Locations. You will be able to view Published Pages when you select “Info Block 4 for Published Locations”.

2: Brand Pages



1. Brand Page
2. Manage Page in Admin
3. View Page in Google+
4. Followers for that Brand Page
5. Date of last post on Brand Page

3: Adwords

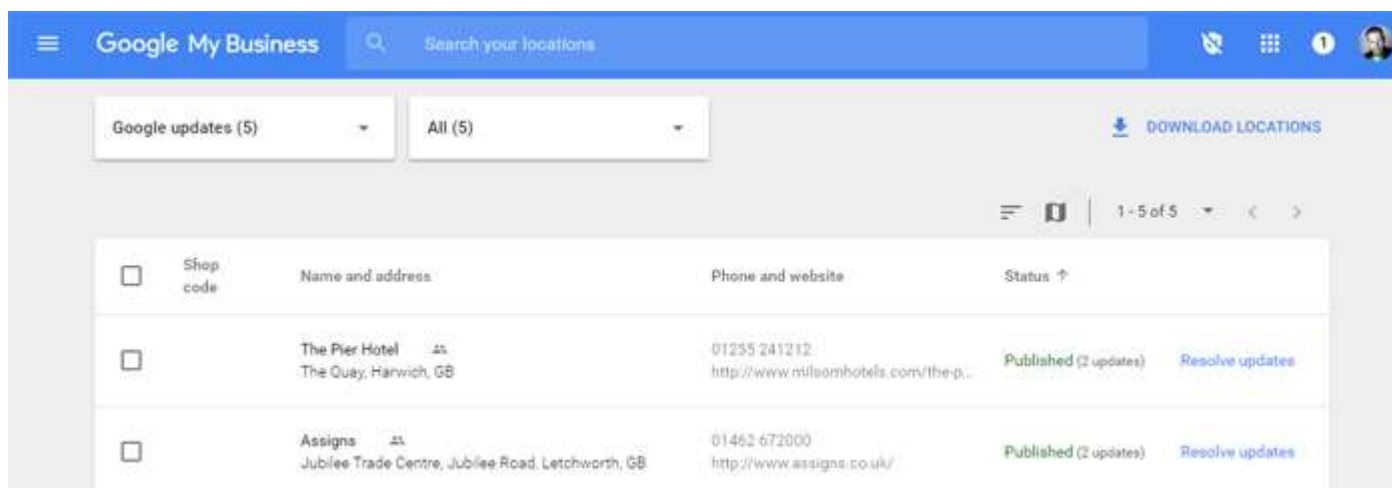
An AdWords account needs to be linked, OR you must use the same account that is connected to your GMB and AdWords account.

4: Info Blocks and Alerts

Locations may be filtered by Published and Non Verified. You may also find Info Blocks listing formatting errors, duplicate addresses and Google Updates.

Google Updates

Google works hard to make certain that the data that is collected and disseminated is accurate. The data is collected from many different sources, some of which are reports from users and licensed content. At times, data that is supplied by business owners is deemed to be inaccurate. If Google performs the update on the data, it will read “Google updates” status. Google may update Locations anytime. When Google does update the information, it will be live in Maps, Search Results and other Google Services. It is important to review the information that you have provided to make certain that it’s accurate – so your customers and clients may easily locate you.



The screenshot shows the Google My Business dashboard. At the top, there's a blue header with the Google My Business logo and a search bar. Below the header, there are two tabs: "Google updates (5)" and "All (5)". To the right of these tabs is a "DOWNLOAD LOCATIONS" button. Below the tabs, there's a table with columns: "Shop code", "Name and address", "Phone and website", and "Status". The table lists two locations: "The Pier Hotel" and "Assigns". Both locations have a status of "Published (2 updates)" and a "Resolve updates" link.

Shop code	Name and address	Phone and website	Status
<input type="checkbox"/>	The Pier Hotel The Quay, Harwich, GB	01235 241212 http://www.milesonhotels.com/the-pier	Published (2 updates) Resolve updates
<input type="checkbox"/>	Assigns Jubilee Trade Centre, Jubilee Road, Letchworth, GB	01462 672000 http://www.assigns.co.uk/	Published (2 updates) Resolve updates

Steps for Accepting, Discarding or Editing Google updates for a listing:

- If your Location has Google Updates, you will see a notification from Google: “Updates from Google” in the upper right corner of the screen. These updates will be displayed in yellow beside your original business information.
- There is a little “Pencil” beside the updates for you to make any changes. Click on “apply” once your changes are complete. There is a notice in the upper right corner of the page, “Accept” (All Updates) – Click Accept.

Spread Eagle Hotel & Spa · South St, Midhurst, West Sussex, GB

Manage users

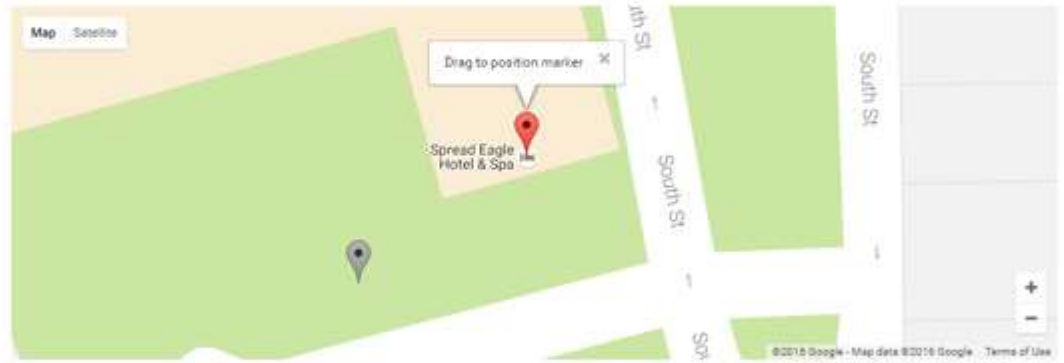


Information you last provided

Published on Google



Map Satellite



©2016 Google - Map data ©2016 Google - Terms of Use



Data you last provided



Published updates to review



I have reviewed and edited this location for accuracy

SUBMIT

Location Marker Update

← Review updates from Google 4 of 4 < >

Italics Restaurant - 63/3 Soi Ruamrueedee, Pathumwan, Bangkok, Bangkok, TH Manage users

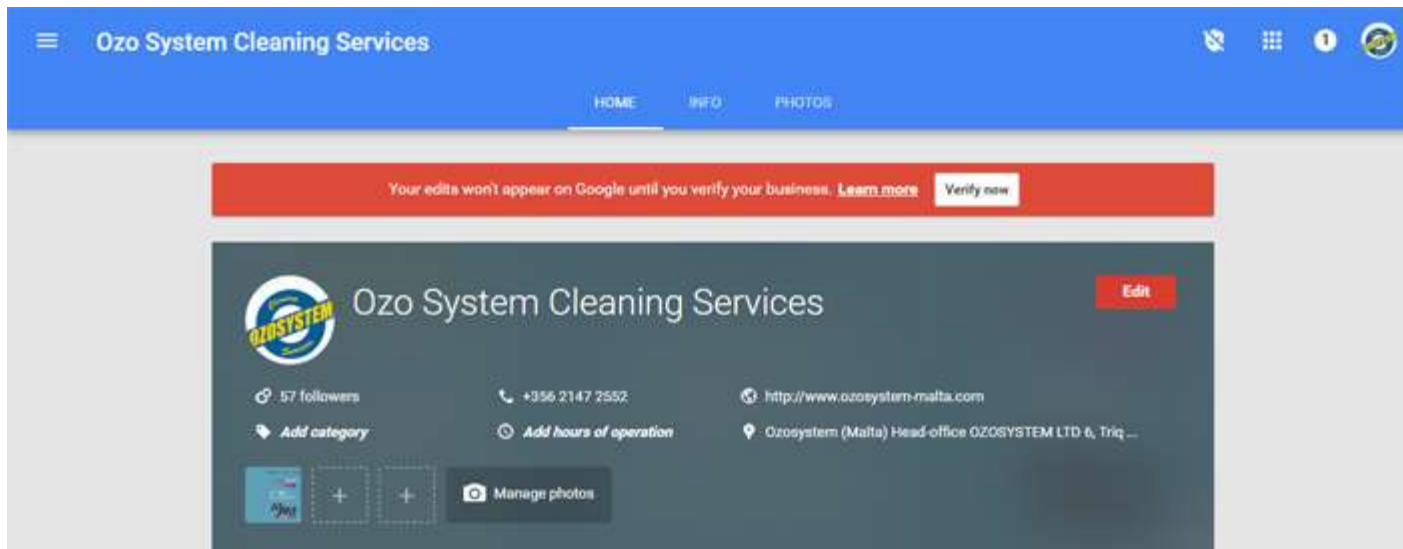
Information you last provided		Published on Google	
Hours		Hours Updated	
Monday	11:30 - 22:00	12:00 - 22:00	<input type="checkbox"/> Closed
		APPLY TO ALL DAYS	
Tuesday	11:30 - 22:00	12:00 - 22:00	<input type="checkbox"/> Closed
Wednesday	11:30 - 22:00	12:00 - 22:00	<input type="checkbox"/> Closed
Thursday	11:30 - 22:00	12:00 - 22:00	<input type="checkbox"/> Closed
Friday	11:30 - 22:00	12:00 - 22:00	<input type="checkbox"/> Closed

Opening Hours Update

It's advisable to make sure that your business hours of operation are correct.

5: Not Published (Unverified) Location

If a location is not published or verified, the green “Published” text will not be displayed. When you select “manage location” you will be taken to the admin page for that location. You will be encouraged to verify this location.



6: Published - Verified - Location

The benefit of having your GMB location published or verified is the Green “Published” text is visible on your GMB dashboard. The verified page will also be live in Maps and SERPS.

7: Manage Location

When you select “manage location” you will be taken to the location or business admin page.



Online Ownership

Verified

Edit

108 followers

Internet Marketing Service

01536 269657

09:00 - 18:00

http://onlineownership.com/

6 Regal Close Corby NN17 1EZ

+25

Manage photos

Add virtual tour



Insights

Insights for your business, last 30 days

3.39K	17K	11.5K
41% ↑	3% ↑	12% ↑
Searches	Views	Actions

View Insights



Reviews

Reviews for your business

4.9	17	9
★★★★★	Reviews on Google	Unresponded reviews

Manage reviews



Google Analytics

onlineownership.com (All Web Site Data view) for the last 30 days

5.48K	4.65K	7.61K
2% ↑	2% ↑	8% ↑
New Visits	Unique Visitors	Pageviews

View analytics




YouTube

Your YouTube Channel for the last 30 days

2	283	982
33% ↑	1% ↑	14% ↑
New Subscribers	Views	Minutes watched

Go to Channel




AdWords Express

It's easy to advertise in minutes

Show up whenever customers are looking for you online – on their computers or mobile devices. Set up in minutes, and only pay when your ad is clicked on. [Learn more](#)

Get started





Google+

Connect to your customers

Click on the **EDIT** button to get to the business details to change/edit/update and of the following information:

- Business Name
- Business Category
- Business Address
- Business Hours
- Special Hours
- Telephone Numbers
- Website URL
- Add Photos

Top Line Navigation:

- Photos: View All and Add
- Reviews: View and Reply
- Insights

8: View Location

By clicking on “View Location” you are taken to the Knowledge Panel in the business page.

Google Online Ownership 6 Regal Close Corby

About 66,200 results (0.74 seconds)

Contact - Online Ownership, Corby, Northamptonshire
onlineownership.com/contact-us/ ▼
 Contact Online Ownership: your bespoke SEO company. ... Online Ownership, 6 Regal Close
 Corby Northamptonshire East Midlands NN17 1EZ. Tel. 01536 ...

Online Ownership - 6 Regal Close, Corby - 118118.com
www.118118.com > ... > Other Northamptonshire > Corby > Advertising ▼
 Find Online Ownership - Advertising in Corby, NN17 1EZ - 118118.com UK Local Directory. Find the
 business you are looking for in your city. Got your Back!

Online Ownership, Corby | Internet Services - Yell
www.yell.com > Corby > Internet Services ▼
 Find Online Ownership in Corby and get reviews, contact details and map directions. Search for local
 ... 6 Regal Close, Corby, Northamptonshire, NN17 1EZ.
 You've visited this page 2 times. Last visit: 9/20/16.

Online Ownership - Google
https://www.google.com/mymaps/viewer?mid...h1en_US ▼ Google +
 Online Ownership is a bespoke local SEO consultancy and specialist: 6 Regal Close Corby
 Northamptonshire NN17 1EZ <http://onlineownership.com>.

Online Ownership-Corby-Corby-Northamptonshire, United Kingdom ...
<https://theukaddress.com/...map/Online-Ownership-Corby-England-UK-137528955> ▼
 6 Regal Ct, Corby NN17 1EZ, UK. Main Location: England. Sub-Location: Northamptonshire. Primary
 Location: Regal Close. PostCode, Address, Post Office ...

Regal Close, Corby, NN17 1EZ - Residents, Businesses, Information ...
www.192.com/places/nn/nn17-1/nn17-1ez/ ▼
 Who lives in Regal Close, Corby, NN17 1EZ? And what ... How much are people paying for property in
 Regal Close? For this and ... Online Ownership - Marketing Consultants, 6, Regal Close, Corby,
 Northamptonshire, NN17 1EZ. T: 01536 ...

House prices in Regal Close, Corby NN17. Property values - Zoopla
www.zoopla.co.uk > House prices > Northamptonshire > Corby ▼ Zoopla +
 Find out how much your property is worth in Regal Close Corby NN17 with Zoopla's free tool. See
 historical sold ... 6 Regal Close NN17 1EZ. Terraced house ...

Online Ownership, Corby NN17 1EZ - The Business File
www.thebusinessfile.co.uk/companies/fullresult.asp?id=31284 ▼
 Company: Online Ownership. Address: 6 Regal Close Corby Northants NN17 1EZ. Description:
 Bespoke search engine optimisation specialist in local SEO.

Online Ownership in Corby NN17 1EZ
www.northamptonbf.co.uk/companies/fullresult.asp?id=31284 ▼
 Company: Online Ownership. Address: 6 Regal Close Corby Northants NN17 1EZ. Description:
 Bespoke search engine optimisation specialist in local SEO.

Online Ownership on Google
 Edit information
 Add photos
 Do more with Google My Business

Online Ownership ★
 4.9 ★★★★★ 17 Google reviews
 Internet Marketing Service
 Address: 6 Regal Ct, Corby NN17 1EZ, UK
 Phone: +44 1536 269657
 Hours: Open today · 9AM-6PM ▼
 Suggest an edit

Reviews Write a review Add a photo
 "A great local SEO service, professional and trust worthy"
 "We just had our most profitable year ever."
 "Tim is one of the most knowledgeable in the industry."
 View all Google reviews

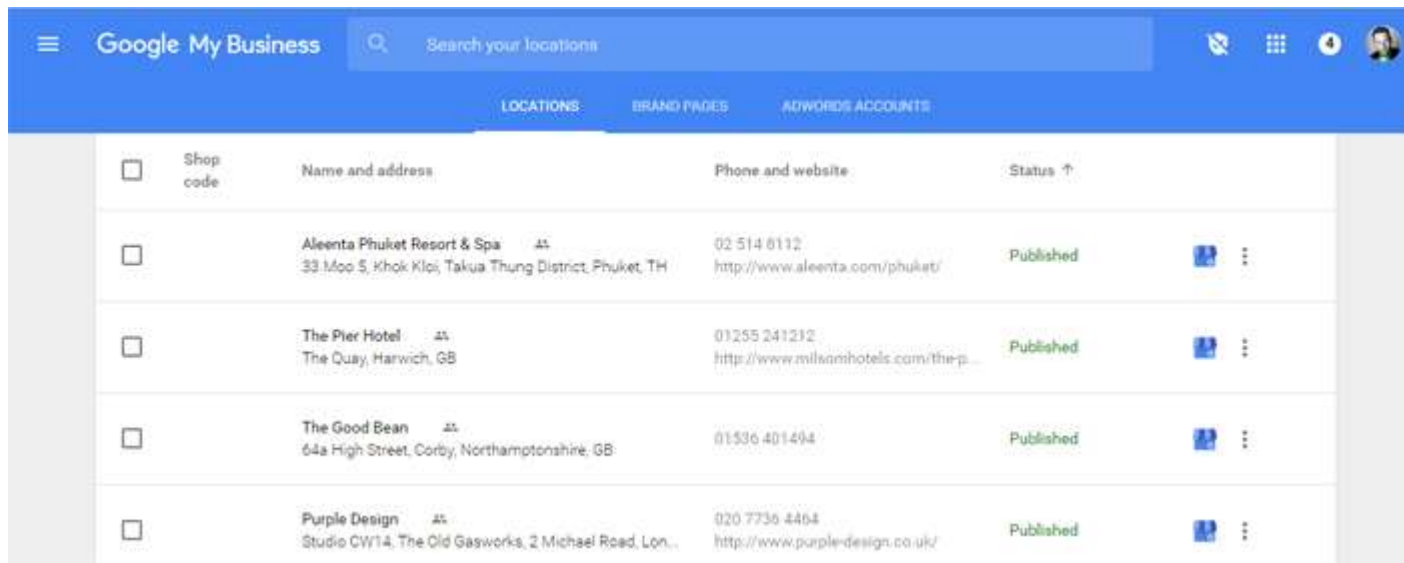
Send to your phone Send

You are also able to [Direct Edit your Business Details in the Knowledge Panel.](http://onlineownership.com/new-knowledge-panel-direct-edit-layout-in-search-results/) <http://onlineownership.com/new-knowledge-panel-direct-edit-layout-in-search-results/>

9: List View

If you manage quite a few locations, you will want to use “List” view. This displays all of the business locations in a neat, concise list. If you do not have many locations to manage, it’s advisable to use the “Card” view. In the “List” view, store codes

and labels may be missing. It's not necessary for an individual business to provide this information.

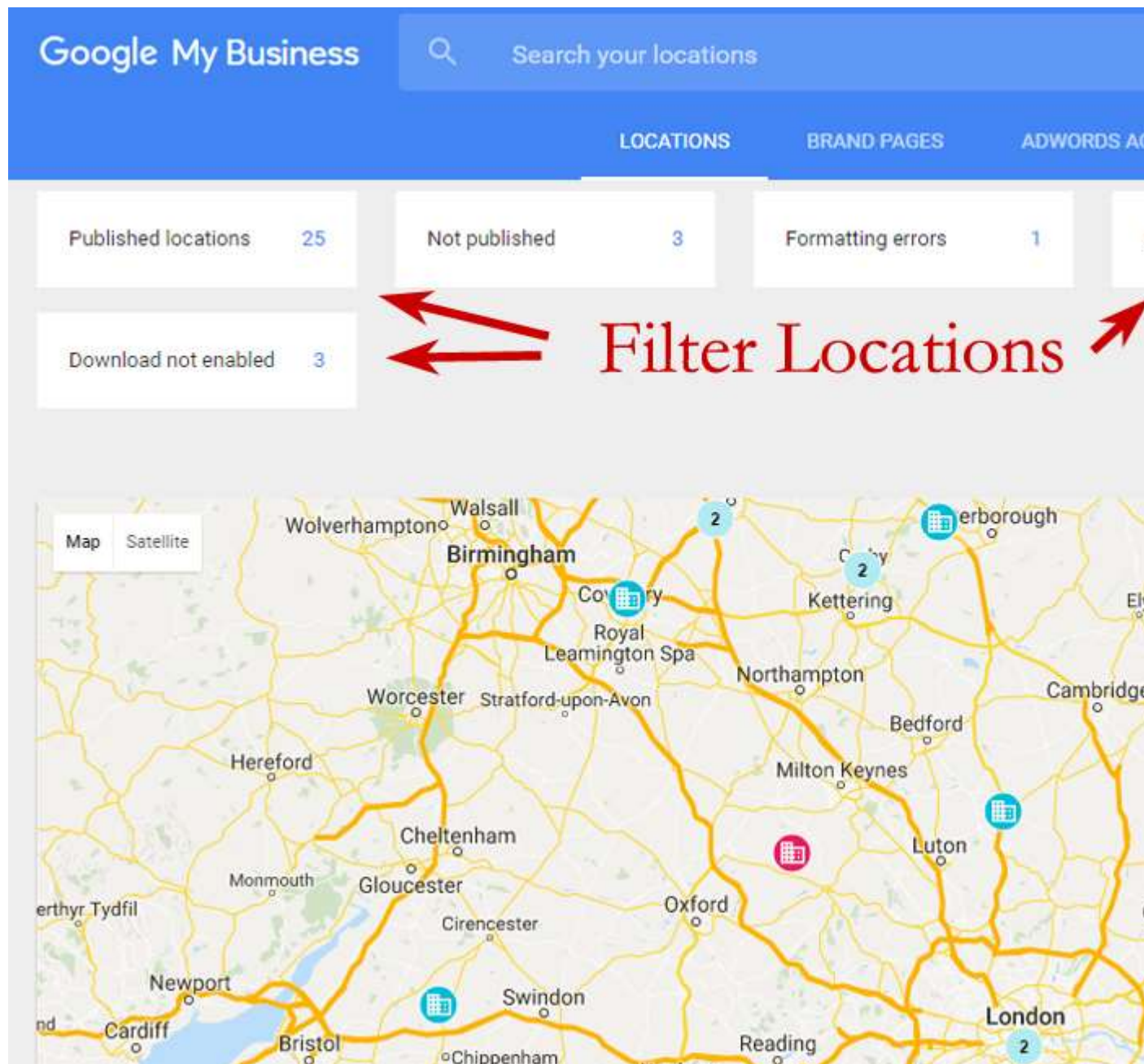


The screenshot shows the Google My Business interface. At the top, there is a blue header with the Google My Business logo, a search bar labeled "Search your locations", and navigation icons. Below the header, there are three tabs: "LOCATIONS", "BRAND PAGES", and "ADWORDS ACCOUNTS". The "LOCATIONS" tab is selected, displaying a table of business locations. Each row in the table includes a checkbox, a shop code, the business name and address, phone and website information, and a status indicator. All listed locations are marked as "Published".

<input type="checkbox"/>	Shop code	Name and address	Phone and website	Status ↑
<input type="checkbox"/>		Aleenta Phuket Resort & Spa 4.5 33 Moo 5, Khok Kloi, Takua Thung District, Phuket, TH	02 514 8112 http://www.aleenta.com/phuket/	Published
<input type="checkbox"/>		The Pier Hotel 4.5 The Quay, Harwich, GB	01255 241212 http://www.milkenhotels.com/the-p...	Published
<input type="checkbox"/>		The Good Bean 4.5 64a High Street, Corby, Northamptonshire, GB	01536 401494	Published
<input type="checkbox"/>		Purple Design 4.5 Studio CW14, The Old Gasworks, 2 Michael Road, Lon...	020 7736 4464 http://www.purple-design.co.uk/	Published

10: Map View

While “Map View” is still, strictly speaking, in beta testing, it's intention is to give the user an elevated view of all the locations that are being managed in the account. This makes it very easy to check the exact PIN location.

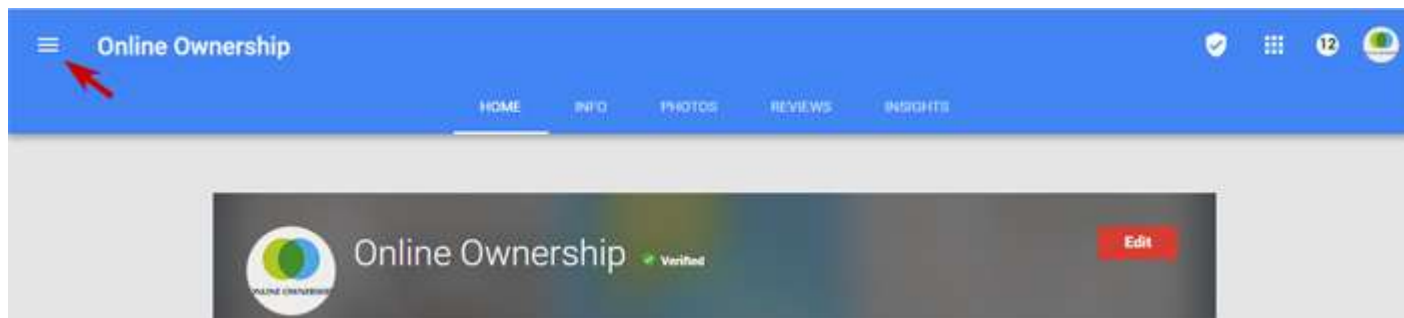


[More Information on Map View Feature](#)

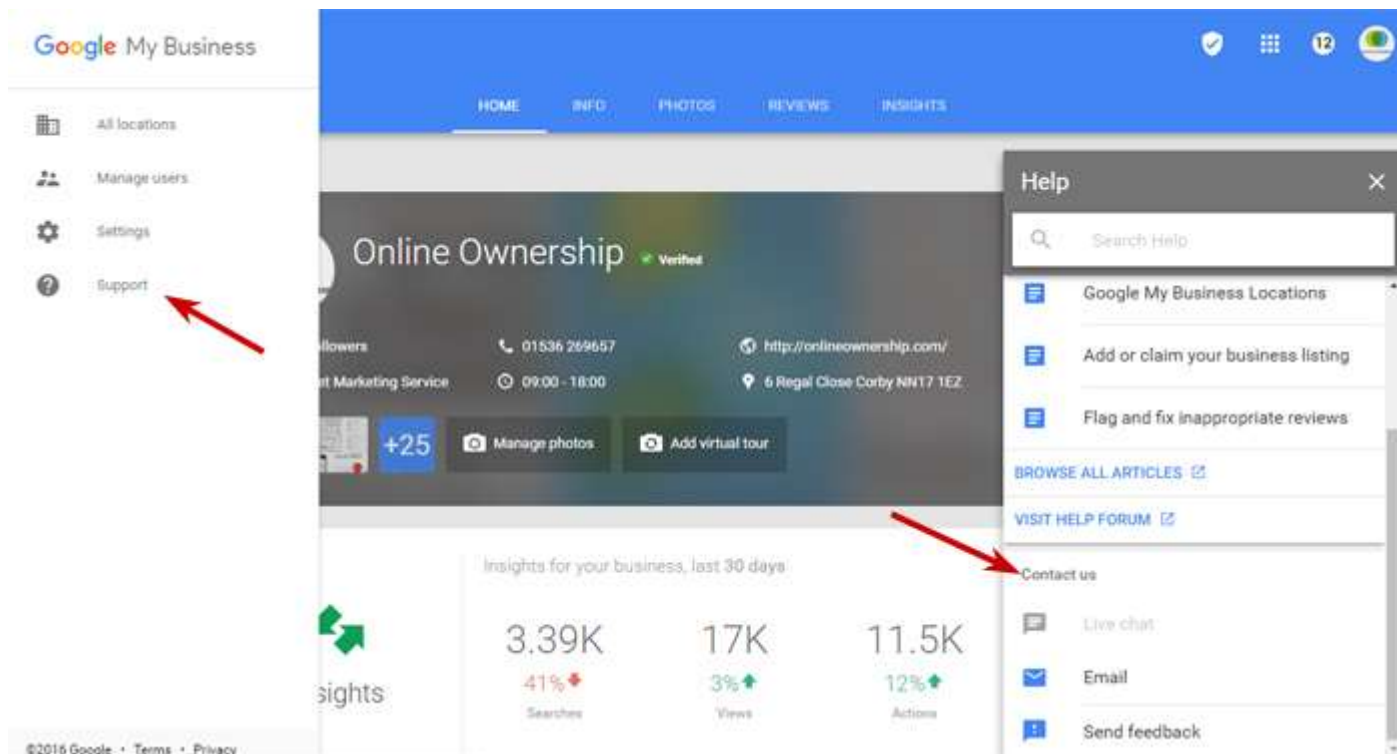
<http://onlineownership.com/map-view-feature-added-to-google-business-dashboard/>

Google Business Support Offers Assistance

From right inside your business listing, it's very easy to contact Google Support if you require assistance with anything related to your account.



Click on the “Hamburger Menu” (stack of three long lines)- top/left corner – and select “Support” from the dropdown menu. After clicking on Support, a new “Help” window opens up. You may add your support request or, go to the bottom of the “Help” window where you will find “contact options”.



Note: While you may send email after hours, telephone support is only available during business hours. For any other assistance or issues that are not about business support, you may also make use of the [Google My Business Help Forum](#).

Disclaimer

Google's algorithm (the rules and guidelines that determine which business listings they display at any given time to any given individual) may have changed since this document was published.

While the steps outlined above were working for us at the time we published this document, Google may have changed its procedures since then.