
Business & Owner Dashboards

All Business Partners require at least one location address and billing address regardless of their current plan. The following document outlines, in detail, how these addresses are added, adjusted and managed within the Local Owner and Business Dashboards.



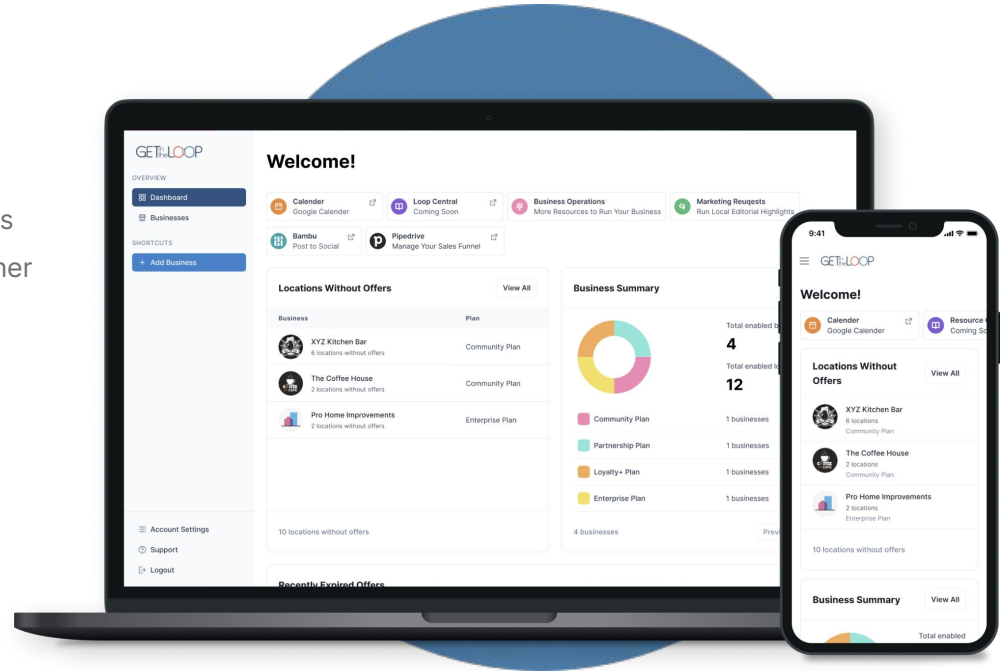
Overview

GetintheLoop has 2 different Dashboards for managing Businesses and Offers:

- The **Business Dashboard** is used by Local Businesses
- The **Owner Dashboard** is used by you, the Local Owner

The primary goals for the Business & Owner Dashboards are:

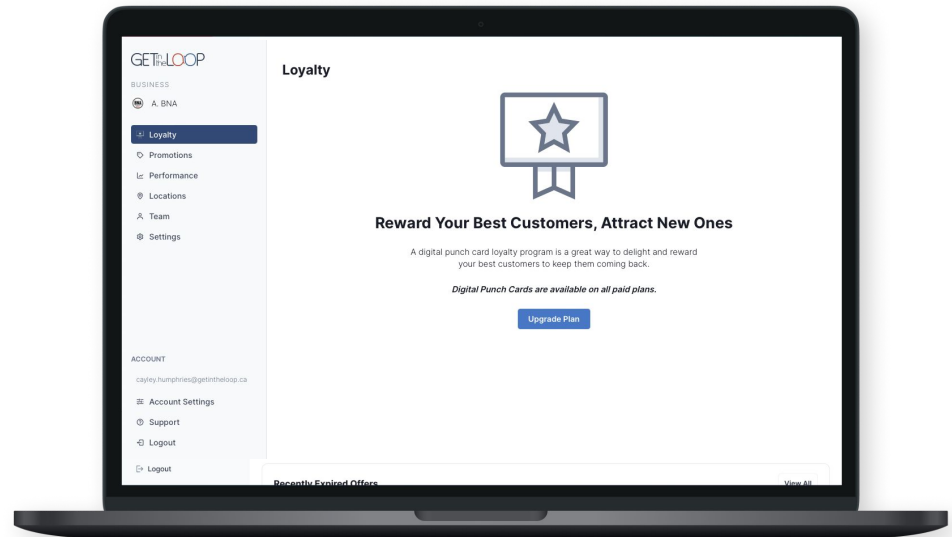
- Business sign up, profile and location management
- Plan and payment management
- Create and manage offers
- Measuring business, location and offer performance



Business and Location Management

Overview of Business & Owner Dashboards

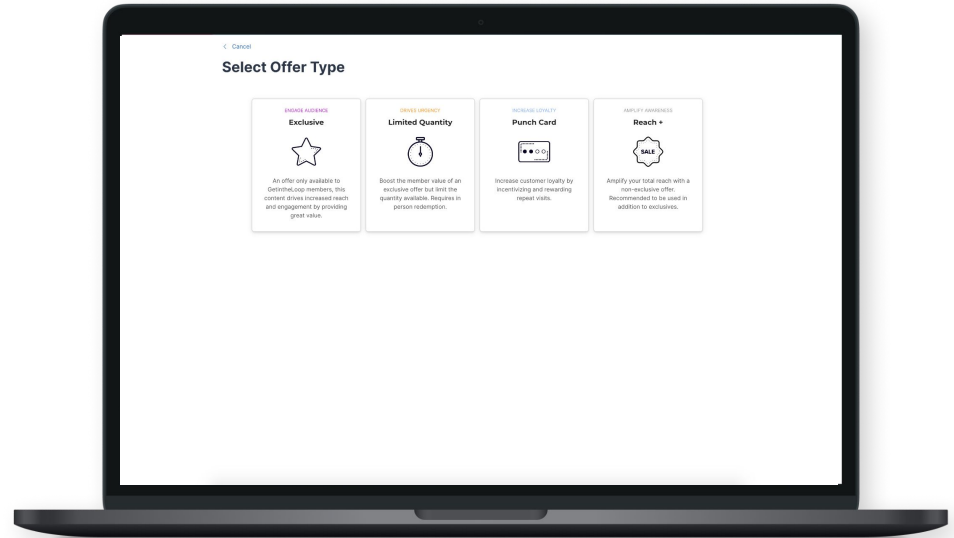
- Access to certain areas of the dashboard are controlled by the partner's current plan. For example, partners on the community plan do not have access to all stats, are limited in the total number of live offers as well as the type of offers.
- Local owners should always use their personalized invite link when sending to a partner to ensure the business partner is attributed to the right local owner.
- Locations can be added to a business by going to the locations tab and clicking "add location". Depending on the plan the business is currently on, adding additional locations will increase their monthly subscription.



Creating and Managing Offers

Overview of Business & Owner Dashboards

- There are 4 main offer types available to Partners
- Access to these offer types can vary depending on the plan the partner is on
- Each offer type is designed with a specific loyalty reward or promotion in mind
- You can find more detailed information on each offer type and how they can be used on the Offers Management asset on Loop Central..



Measuring Performance

Overview of Business & Owner Dashboards

There are 3 places performance can be measured from: The Business' overall Performance dashboard, and performance stats on a per-location or offer level. These stats measure how many times an promotions were shown, responded to, and used or actioned.

What Is Measured?

Total Reach: Number of times people are seeing your brand in emails, push notifications and impressions in the app.

Total Response: Number of times people interact with your promotions: clicking for more details, liking an offer in the app, and sharing an offer with friends.

Total Actions: Number of times people call, visit your website, and walk through your front door to use an offer.

Demographics: A demographic breakdown highlighting age and gender per performance metric. This helps the business see who they are reaching.

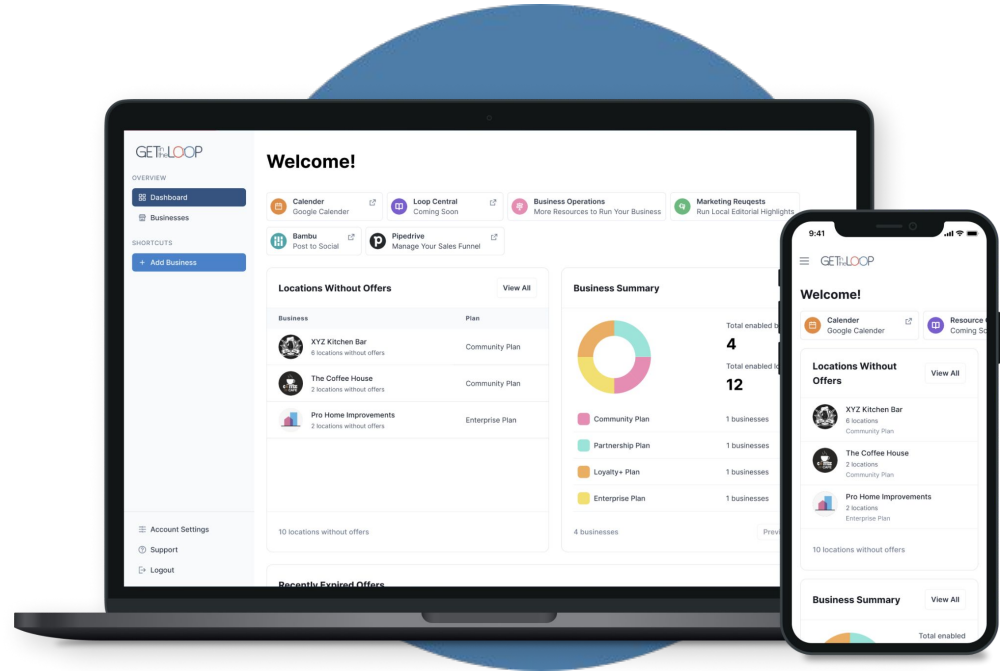
Total Loyalty Members: *(Punch Card Only)* Unique number of members that have opted in to the punch card offer.

Total Earned: *(Punch Card Only)* Number of times someone has redeemed the punch card reward.

How To

Managing Business Profiles & Locations

GETin
theLOOP



Address Management

All Business Partners require at least one location address and billing address regardless of their current plan.

The following outlines, in detail, how these addresses are added, adjusted and managed within the Local Owner and Business Dashboards:

- Business Sign Up
 - Initial Location Address
 - Billing Address
- Managing Addresses
 - Location Address
 - Changing Billing Address

Business Sign Up

1 Location Address

On business sign up, the address must be entered for the primary location. Selecting between Canada and the United States will adjust the address fields appropriately. By default, the billing address is set to be the same as the location address.

2 Adjusting Billing Address

If the credit card billing address is different then the location address specified, you must uncheck **Same as my location address** and fill in the billing address details.

Note: The currency the partner is charged is dictated by the country specified in the billing address.

What's the Location Address

If you have more than one location, use the address of your primary location. You can add additional locations later by contacting support.

Country

Canada

Street Number

1234

Street Name

Main St

Unit/Suite

Optional

City

Kelowna

Province

British Columbia

Postal Code

V1Y2N9

Phone Number

Optional

604-555-1212

The phone number of this specific location

Billing Address

☒ Same as my location address

NEXT

Have a Question? Contact support@getintheLOOP.ca.

What's the Location Address

If you have more than one location, use the address of your primary location. You can add additional locations later by contacting support.

Country

Canada

Street Number

1234

Street Name

Main St

Unit/Suite

Optional

City

Kelowna

Province

British Columbia

Postal Code

V1Y2N9

Phone Number

Optional

604-555-1212

The phone number of this specific location

Billing Address

☐ Same as my location address

Country

United States

Street Number

1234

Street Name

Oak St.

Unit/Suite

Optional

City

Toronto

State

Choose...

Zip Code

12345

NEXT

Have a Question? Contact support@getintheLOOP.ca.

Business Sign Up

3 Billing Address Confirmation

As part of business sign up, a billing confirmation popup appears in order to enter credit card details (depending on the plan) and confirm the billing address. The billing address can be updated by clicking the **Edit** button next to **Billing**.

Business Name

GETintheLOOP

Loyalty+ Plan (Incl tax) \$105.00 >

Enter coupon code

Account

Img.oauth@gmail.com

Company My Business

Edit →

Billing

1353 Ellis St

Kelowna V1Y 1Z9 British Columbia

Canada

Edit →

Payment

VISA ending 1111

Edit →

☒

By submitting this form, I certify that all information here is complete and accurate, and that I have authority to sign on behalf of the business stated above. I also certify that I agree to all

I also certify that I have read & agree to all terms and conditions at

[Terms of Service](#) and [Privacy Policy](#)

Pay \$105.00 & subscribe

Secure Checkout by Chargebee

Editing billing address

Address Line1 (Optional)

1353 Ellis St

Address Line2 (Optional)

City (Optional)

Kelowna

Zip (Optional)

V1Y 1Z9

State (Optional)

British Columbia ▾

Country

Canada ▾

Update

Managing Addresses

1 Adjusting Location Address

A location address can be adjusted after signup by going to the specific location within the Local Owner or Business Dashboard and selecting “Edit Details”. Adjusting the Location Address will NOT update the Billing Address

2 Adjusting Billing Address

The billing address is displayed within the Plan Management section of the dashboard. If the billing address of a partner needs to be updated after signup, you must contact support@getintheloop.ca to have it changed.

Move & Flow > Locations > Location Details

Location Details

Move & Flow [Edit Details](#)


Address:
589 Lawrence Avenue, Kelowna, British Columbia, Canada

Phone Number:
778-215-0847

Website:
<https://moveandflow.ca/>

bc0011

Settings

 **My Business**
[Accessories Store](#)

Plan: Community Plan
[My Business](#)

Plan Management

Current Plan
Community Plan

Change plan features?
[See Plans](#)

Billing Address
1353 Ellis St
Kelowna, BC, Canada
V1Y 1Z9