

# Testimonial Management User Guide

Use this guide to manage the testimonials that are displayed on your website.

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## Logging in

1. Begin by navigating to the Testimonial Administration login page. This is located at <http://<your website address>/testimonial-admin>
2. Login using the username & password provided.

If you experience any issues logging in please contact the Motorcentral Support team.

## Adding a new testimonial

1. Once logged in, click the **Add New** button located towards the top of the screen.



2. Enter the relevant pieces of information about your testimonial:  
Name: the name of the person/people giving you their testimonial  
Date: the date of the testimonial. Note: your testimonials are ordered Newest to Oldest based on this date.  
Comment: the testimonial itself
3. Upload a photo of the person/people giving you the testimonial.
  - a. Click **Choose File** and browse to the image on your computer to select it
  - b. Click the **Upload** button once you have selected your file. Once uploaded a thumbnail view of your image will displayed

If you opt not to choose a photo then a default image will be displayed instead (normally your logo).

4. Click **Save** to publish the testimonial to your website.

## Editing a testimonial

1. Once logged in, locate the testimonial you would like to modify and select the **Edit** link below it.
2. Complete **steps 2 thru 4** in the **Adding a new testimonial** section above.

## Deleting a testimonial

1. Once logged in, locate the testimonial you would like to modify and select the **Delete** link below it.
2. Click **Yes** to confirm deletion.