

How to Copy & Paste a Link

Step 1: Find your region at the bottom of the excel spreadsheet and click on it, then find your branch # and name.

The screenshot shows an Excel spreadsheet titled "Google MB Links by Branch_v1 - W...". The spreadsheet has columns A through L. Column A is labeled "Branch #" and Column B is labeled "Name". Column C is labeled "Google Review Link". The data rows are numbered 1 through 18. A red box highlights the bottom of the spreadsheet, including the region tabs and the last row of data.

Branch #	Name	Google Review Link
2	Birmingham	https://g.page/r/Cd99EWINWmrZEAg/review
3	Miami	https://g.page/r/CXZ-xg3tpVOtEAg/review
13	Mobile	https://g.page/r/CWwb1Uel47nuEAg/review
75	Orlando	https://g.page/r/CQu WUVeAXPfEAg/review
79	Lafayette, LA	https://g.page/r/CXaLwso6Dg2JEAg/review
80	New Orleans, LA	https://g.page/r/CQTa2tVJ2uVIEAg/review
110	Jackson	https://g.page/r/CcRctpmkfPVNEAg/review
132	Fort Lauderdale	https://g.page/r/CXkRsxTsyrIPEAg/review
143	Tampa	https://g.page/r/CRMQLsE go4TEAg/review
151	Jacksonville	https://g.page/r/CX7GprdBzt5EEAg/review
202	Ft. Myers	https://g.page/r/CcDHS1of36vHEAg/review
204	Baton Rouge, LA	https://g.page/r/CVsBW84xKgJEEAg/review
212	Panama City	https://g.page/r/CdCdyLiG xaNEAI/review
265	Gulf Breeze	https://g.page/r/CWaPJpeOMn9oEAg/review
269	Hattiesburg, MS	https://g.page/r/CeEAcSs9dQrEAI/review

At the bottom of the spreadsheet, there are tabs for different regions: Mid Central, North Central, Mid Atlantic, ACC, Lone Star, SEC, Northern Cal, Pacific Northwest, South Pacific, Southwest, and Stand Alone Access. A red box highlights the bottom of the spreadsheet, including the region tabs and the last row of data.



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Step 2: Click on your branch link and right click your mouse. Then select “Copy”.

The screenshot shows a Microsoft Excel spreadsheet with a table of branch information. A right-click context menu is open over the link in cell C9. The 'Copy' option is highlighted with a red rectangle. The spreadsheet has columns A, B, and C. Column A is 'Branch #', Column B is 'Name', and Column C is 'Google Review Link'. The table contains 16 rows of data. The context menu also shows options like 'Paste Options', 'Smart Lookup', 'Insert...', 'Delete...', 'Clear Contents', 'Translate', 'Quick Analysis', 'Filter', 'Sort', 'Get Data from Table/Range...', 'New Comment', 'New Note', 'Format Cells...', and 'Pick From Drop-down List...'. The Excel ribbon is visible at the top, and the status bar at the bottom shows 'Ready', 'Scroll Lock', and 'Accessibility: Good to go'.

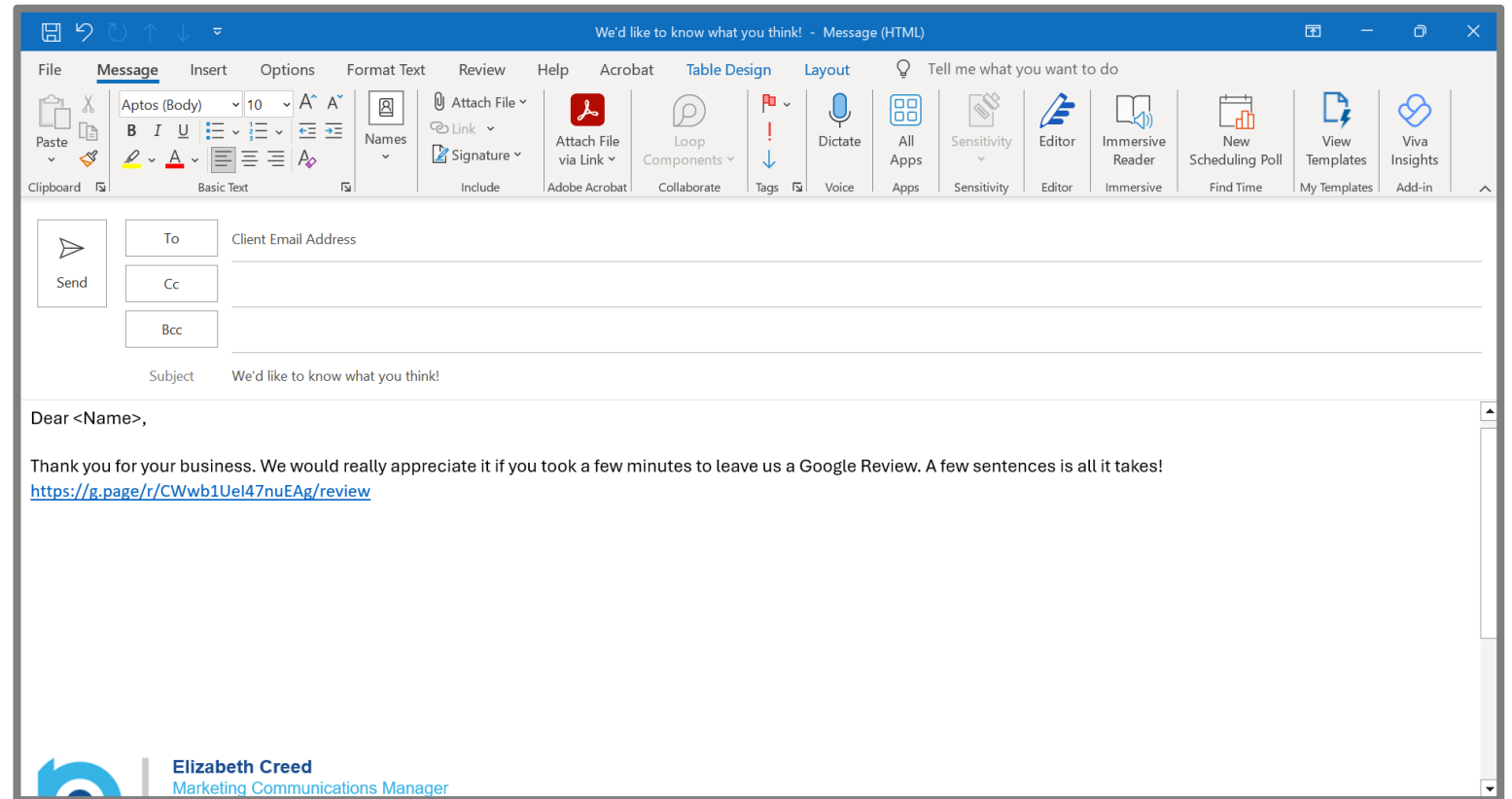
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How to Copy & Paste a Link

Step 3: Open an email in Outlook or a text box in Fuse and type your message and then hold down the control key (ctrl) located on the left side of your keyboard and while holding down the control key, click the letter “v” and the link will appear.

Next click “Send” and the customer will receive your Google Review request.



Thank you for your business. We would really appreciate it if you took a few minutes to leave us a Google Review. A few sentences is all it takes! <https://g.page/r/CWwb1Uel47nuEAg/review>



SEND

