

Measure review activity fairly

Report request activity and observed reviews without claiming unsupported attribution.

THE FINISHED RESULT

The report can be reconciled to source records and contains no fabricated conversion or review-gating claim.

Before you start

Environment: Google Business Profile; HighLevel only for workflow exercises

Access and plan: Authorized Business Profile access for link and QR tasks. A real customer experience is required to post a review; these exercises do not publish test reviews.

Practice project: One verified business location

Use a separate demo project and fictional information. Record the exact project and version you use. Keep passwords, verification codes and private customer information out of screenshots and notes.

Official walkthroughs

[Google Business Profile: Reviews](#)

Open the credited publisher walkthrough for current interface instructions and available screenshots, then return to the SETLY exercise. External courses remain with their publishers; this PDF does not reproduce their complete tutorial.

Your practice task

Finish one action at a time. Inspect the resulting screen or record before moving on. If a control differs, check the matching official instructions instead of guessing.

01 / Step 1

Choose a date range and record eligible visits, requests attempted, requests delivered where known and newly observed reviews.

Check: record what changed and confirm you are still working in the intended demo project.

02 / Step 2

Exclude tests and duplicate requests. Keep public review totals separate from individual-customer data unless a legitimate supported link exists.

Check: record what changed and confirm you are still working in the intended demo project.

03 / Step 3

Report counts and limitations without assuming every new review came from the workflow or every request produced a review.

Check: record what changed and confirm you are still working in the intended demo project.

04 / Step 4

Compare the process over time using the same definitions. Review whether all eligible customers have an equal opportunity to respond.

Check: record what changed and confirm you are still working in the intended demo project.

Test, troubleshoot, repeat.

If something goes wrong

If delivery counts are unavailable, label attempts accurately rather than treating them as delivered messages.

If your screen is different

Compare the product, editor, user permissions and selected account with the guide. Open the official reference for your version. Do not perform a live change whose effect you cannot verify.

Final verification

The report can be reconciled to source records and contains no fabricated conversion or review-gating claim.

Repeat the task with one small variation. Record the test date, project/version, expected result, observed result and a non-sensitive evidence reference. Mark skipped checks as untested.

Your evidence record

Test date: _____ Project/version: _____

Observed result: _____

Evidence reference: _____

Remaining issue and next action: _____

Sources and guide status

Original exercise by Ray / SETLY. Credited technical references are linked on page one. Prepared 1 October 2026. SETLY screen recording and independent learner reproduction are not yet complete. No platform affiliation is implied.

[Open the online practice guide and editable checklist](#)