

# Location CMS

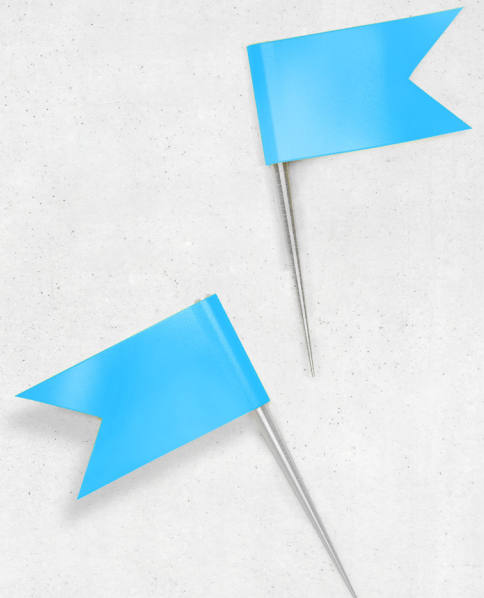




## Seamlessly customize and update content for each and every location



- The essential details about your locations
- Rich content that differentiates your locations and drives engagement
- Tools to manage 10 locations or 10,000
- Controls for your account and clients' info
- Store and use a library of assets
- Smart technology to quickly transfer your data
- Simple tool to get into Google



# Location CMS: Geodata

Automatically sync 26 core geodata fields, like name and address, that define each unique location.

**Location Name:** Depending on your needs, the CMS provides specialized options, like alternate phone numbers, delivery addresses, privacy settings, and the like.

**Search Categories:** Stand (out) at attention: Select up to five categories from our list of 2,500-mapped Facebook base. Search terms are linked to like category queries, so you're sure to be found.

**Address**  
**Hide Address**  
(for non-physical businesses)

**Main Phone Number**  
**More Phone Numbers**

**Search Subcategories**

The screenshot displays the 'Location CMS' interface for a business named 'The Melting Pot'. The interface includes a navigation menu with options like 'Locations', 'Menus', 'Products & Services', 'Bios', 'Events', 'Assets', 'Capture', and 'Approvals'. The main content area is divided into sections: 'Required Listing Information' (Business Name: The Melting Pot), 'Categories' (Food & Dining > Restaurants > Fondue Restaurants, Food & Dining > Restaurants, Food & Dining > Catering Services > Caterers, Food & Dining > Restaurants > American Restaurants, Food & Dining > Restaurants > Family Style Restaurants), 'Address' (88 W. Colorado Blvd., Second Floor, Pasadena, CA 91105, United States), and 'Map Marker' (a map showing the location in Pasadena, CA). The map includes a scale bar (200ft/50m) and a 'mapquest' logo.

**Map Positioning Information:** Pinpoint locations with precise accuracy. Even drag pins to specific coordinates.

**Routable Lat/Long:** Provide detailed driving directions to exact locations.

**Location Website:** Link directly to a unique location url or deep link.

**Holiday Hours:** Update special hours for all your locations, in bulk or individually. Plan updates in advance or make them in real time — either way, your regular hours automatically return when the holiday ends.

**Hours:** Knowing when you're open for business is key. List store hours and update them with ease.

**Payment Methods:** Choose payment methods from major credit cards to wire transfers to invoicing.

**Contact Email:** Field location-specific correspondence with a unique email account.

**Business Logo:** Fly your flag on your digital properties.



# Location CMS: Rich Content

Going beyond geodata basics, rich content can help highlight and hone in on important aspects of your business. From photos to custom messaging to video, rich content offers additional custom tools to bolster customer service and attract eyeballs.

**Up to 100 Photos per Location:** Give customers a peek into your spaces with vivid 1280 x 1024 photos.

**Embedded Video:** Bring your locations and features to life at 24 frames per second.

**Photo Caption:** Put words to your imagery

**Social Media Profiles**

Photos and Video See guidelines

Business Logo Replace | Remove

More Photos

+ Add photos

YouTube Video Click to add

**Social Media**

Twitter Handle @TheMeltingPot

Facebook Page URL <https://www.facebook.com/themeltingpotrestaurants>

**Products/Services, Calendars, Staff Bios and Menus**

Products and Services	Special Occasions Chef's Corner
Calendars	Club Fondue Events
Staff Bios	Join Club Fondue
Menus	Cheese Fondue Salads Entrees Chocolate Fondue

**Business Description:** Describe your business in your own words, with a unique business description for each of your locations.

**Menus:** Serve up menus and pertinent info like calorie count, nutritional value, photos, and more.

**Staff Bios:** Tout your talent with location-based staff bios, roles, profile pics, and accreditations.

**Display URL for Clickable Featured Message:** Customize how a hyperlink appears.

**Clickable Featured Message:** Hyperlinks transport your customers to specials, info, and more.

**Products & Services:** Communicate the core of your business with multiformat pricing, imagery, and custom messaging.

**Calendars:** Help your customers plan: Announce special events along with images and links—even categorize them.

**Facebook Cover Photo**

**Facebook Profile Picture**

**Foursquare Special**

**Twitter Handle**

# Location CMS: Multi-Location Management

Not quite infinite, but close. Manage as many locations as you need to effortlessly. Organize your locations by setting up folders, filters, permissions, and other automations. Bulk edit across all your locations at once, or bulk edit specific locations. The platform gives you robust options so you can manage scale quickly and easily.

**Bulk Edit:** Smart editing instantly updates content for as many locations as you need simultaneously.

**Location Search:** Effective search for all your locations.

**Filters:** Filter results by Business Name, Address, Categories, Internal Fields, With or Without Data, Country, Email, and Rating.

**Advanced Filter:** Advanced settings for finding a location or specific info.

**Folder Organization:** Organize your locations with custom folders.

**Folder Permissions:** Set access levels by folder to manage your organization.

**Browse Location View:** Browse and find specific locations.

The screenshot displays the Location CMS interface. At the top, there is a navigation bar with tabs for 'Locations', 'Menus', 'Products & Services', 'Bios', 'Events', 'Assets', 'Capture', and 'Approvals'. Below this is a header area with 'Add Location', 'Edit', and 'More Actions' buttons. The main content area is divided into two sections: a sidebar on the left and a main table on the right. The sidebar, titled 'All Locations(110)', shows a tree view of folders: 'The Melting Pot (110)' with sub-folders 'Canada (1)', 'Midwest (20)', and 'Northeast (34)'. The 'Northeast' folder is expanded, showing states like CT, DC, DE, MA, MD, NJ, NY, and PA with their respective counts. A context menu is open over the 'Northeast' folder, showing options: 'Rename', 'Move', 'Add a Folder', and 'Delete'. The main table, titled 'All Locations(110)', has columns for 'Location', 'Store ID', 'Main Phone', and 'Review Count'. It lists several 'The Melting Pot' locations with their addresses and phone numbers. A search bar and an 'Advanced Filter' button are located above the table. A 'Columns' dropdown menu is also visible.

**Custom Template Upload:** Efficiently add new locations using our custom template.

**Custom View:** Rearrange columns and rows as necessary.

# Location CMS: Access Controls

Built for flexibility and control—settings ensure the right people in your organization have access to specific content and updates. The platform allows your trusted employees to do what they do best, but keeps you in control the entire time.

**Content Editing Options:**  
Activate which fields are editable by role.

**Location Access:** Control which locations are accessible and editable.

Location CMS Listings Social Analytics Sample User Help

Account Information  
**Personal Settings**  
**User Management**  
Account Features  
Linked Accounts  
Notification Settings

Billing and Subscriptions  
**Billing Settings**  
Billing History  
Your Subscriptions

Content and Templates  
Custom Fields  
Profile Templates  
Manage Data Files  
Manage Export Settings  
Resource Library

### User Management

Add New User

Search Search

Name ▲	Email	Role
Franchisee, Joe	franchisee@yext.com	Location Manager ●
Keeley, Jennifer	jennifer@yext.com	Full Control ●
Regional, Bill	regional@yext.com	Location Manager ●
User, Sample	rrenshaw@yext.com	Full Control
Young, Rich	ryoung@yext.com	Full Control
Z, Eric	eziphone@yext.com	Full Control

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**Access Levels:** Authorize users at different levels of access.

# Location CMS: Digital Asset Manager

Store and manage a full library of text and photo assets for your brand or specific locations to use across Listings, Social and Pages to help you maintain brand consistency and enhance location profiles.

**Asset Search:** Powerful search for all your assets by name, description, or custom labels.

**Custom View:** Rearrange columns and rows as necessary.

**Advanced Filter:** Advanced settings for finding an asset or specific info.

The screenshot displays the 'Assets' section of the Location CMS. The interface includes a top navigation bar with 'Listings', 'Social', and 'Pages'. Below this is a secondary navigation bar with 'Locations', 'Menus', 'Products & Services', 'Bios', 'Events', 'Assets', and 'Approvals'. The main content area features a search bar, a 'Columns' dropdown, and a 'Show 25' dropdown. A table lists assets with columns for 'Type', 'Name', 'Updated', 'Location', 'Approval', and 'Labels'. The table contains several rows of asset data, including 'BCTKN Print Center Overview', 'FedEx\_Interior.jpg', 'FedEx\_Sustainable\_Future.jpg', 'FedEx\_Entrance.jpg', 'New Packing Materials.jpg', and 'fed-ex-logo.jpg'. A left sidebar provides filters for 'All Assets (201)', 'Type' (All Types, Text, Photo), 'Approval Status' (All Statuses, Requested, Approved, Rejected, None), and 'Labels' (All Labels, Exterior, Interior, Packing, Printing, Products, Shipping, Shipping Center, Sustainability).

**Filters:** Filter results by 7 dimensions to find precisely what you need.

**Folder Organization:** Organize your assets with custom folders.

**Descriptions:** Include a detailed description of each asset visible to other users.

**Location Assignment:** Assign assets for use at specific locations or a subset of locations.

**Use Count:** Track the number of times an asset is used on a location.

**Scheduled Assets:** Schedule key updates to text assets in advance, then watch them appear online at the right moment.

# Location CMS: Import & Export

Transfer your all-important data consistently and securely. Smart upload with XML that maintains spreadsheet format fidelity so you're up and running in no time. Flexible export lets you push data in multi-formats supported by Google Places, InfoUSA, Localeze, and many others.

**Custom Export Formats:** Export files in customized formats.

**Bulk Import:** Smart upload automatically structures your content for each of your locations at once.

**API Import:** API integration with your geodata and local content.

**10+ Pre-defined Export Formats:** Pre-defined export formats for the most popular services



# Location CMS: Google Export

The CMS custom formats your data to upload specifically for Google's mercurial format requirements, so accessing the world's most popular site is never a problem. We share the same goal: Helping people find what they're after - only we're keen on local.

Location CMS   Listings   Social   Analytics Sample User   Help

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**1. Basic Info** > **2. Column Preferences** > **3. Export**

**Your exported file will contain the following columns (Edit)** ? Character Set: Unicode

1 1 location contains Suite/Apt/Floor information in Address 1, which is automatically moved into Address 2 as required by Google Places.

- Store Code
- Name
- Address Line 1
- Address Line 2
- District
- City
- State
- Postal Code
- Country Code
- Latitude / Longitude
- Categories
- Main Phone
- Alt Phone
- Mobile Phone
- Fax Phone
- Home Page
- Email
- Hours
- Description
- 1 25 locations will be truncated
- Payment Types
- Images

**Cancel**   **< Back**   **Export Locations >**

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# Location CMS

## Geodata

Automatically sync 26 core geodata fields, like name and address, that define each unique location.

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### Location Name

Depending on your needs, the CMS provides specialized options, like alternate phone numbers, delivery addresses, privacy settings, and the like.

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### Address

- Address Lines
- Street Name
- City
- State
- Zip Code
- Country
- Hide Address (for nonphysical businesses)

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### Main Phone Number

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### More Phone Numbers

Tracked Phone Number, Alternative Phone Number, Toll Free Number, Fax Number

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### Map Positioning Information

Pinpoint locations with precise accuracy. Even drag pins to specific coordinates.

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### Search Categories

Stand (out) at attention: Select up to five categories from our list of 2,500-mapped Facebook base. Search terms are linked to like category queries, so you're sure to be found.

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### Routable Lat/Long

Provide detailed driving directions to exact locations.

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### Hours

Knowing when you're open for business is key. List store hours and update them with ease.

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### Holiday Hours

Update special hours for all your locations, in bulk or individually. Plan updates in advance or make them in real time — either way, your regular hours automatically return when the holiday ends.

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### Payment Methods

Choose payment methods from major credit cards to wire transfers to invoicing.

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### Contact Email

Field location-specific correspondence with a unique email account.

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### Location Website

Link directly to a unique location url or deep link.

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### Business Logo

Fly your flag on your digital properties.

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## Rich Content

Going beyond geodata basics, rich content can help highlight and hone in on important aspects of your business. From photos to custom messaging to video, rich content offers additional custom tools to bolster customer service and attract eyeballs.

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### Description

Describe your business in your own words, with a unique business description for each of your locations.

# Location CMS

<b>Up to 100 Photos per Location</b>	Give customers a peek into your spaces with vivid 1280 x 1024 photos.
<b>Photo Caption</b>	Put words to your imagery.
<b>Embedded Video</b>	Bring your locations and features to life at 24 frames per second.
<b>Social Media Profiles</b>	Make some new friends. Link to your location's social media profiles
<b>Clickable Featured Message</b>	Hyperlinks transport your customers to specials, info, and more.
<b>Display URL for Clickable Featured Message</b>	Customize how a hyperlink appears..
<b>Products &amp; Services</b> <ul style="list-style-type: none"><li>• <b>Description</b></li><li>• <b>Multiformat Pricing</b></li><li>• <b>Photo</b></li><li>• <b>Video</b></li><li>• <b>URL</b></li><li>• <b>URL Field</b></li><li>• <b>ID</b></li></ul>	Communicate the core of your business with multiformat pricing, imagery, and custom messaging. <i>All the details customers need</i> <i>Display the pricing the way you do at your business</i> <i>Up to 5 photos per item</i> <i>YouTube Video</i> <i>Link to a URL for more information</i> <i>External links for SEO</i> <i>Track your available products and services according to internal IDs</i>
<b>Staff Bios</b> <ul style="list-style-type: none"><li>• <b>Name</b></li><li>• <b>Title</b></li><li>• <b>Photo</b></li><li>• <b>Education</b></li><li>• <b>Affiliations and Certifications</b></li><li>• <b>Services Provided</b></li><li>• <b>URL</b></li></ul>	Tout your talent with location-based staff bios, roles, profile pics, and accreditations. <i>Name or Nickname</i> <i>Their role at your business</i> <i>Add a face to the name</i> <i>Highlight qualifications like education</i> <i>Information on skills, background, and qualifications</i> <i>Up to 100 per person</i> <i>Link to a URL for more information</i>
<b>Calendars</b> <ul style="list-style-type: none"><li>• <b>Name</b></li><li>• <b>Event Type</b></li><li>• <b>Time</b></li><li>• <b>Description</b></li><li>• <b>Photos</b></li><li>• <b>Videos</b></li><li>• <b>URL</b></li></ul>	Help your customers plan: Announce special events along with images and links—even categorize them. <i>Descriptive title for each calendar</i> <i>Categorize events by type</i> <i>Event Time and Duration</i> <i>Details and information about your event</i> <i>Up to 5 photos per event</i> <i>YouTube video</i> <i>Link to a URL for more information or external RSVPs</i>
<b>Menus</b> <ul style="list-style-type: none"><li>• <b>Multi-Section</b></li><li>• <b>Name</b></li><li>• <b>Product Name</b></li><li>• <b>Price</b></li><li>• <b>Calories</b></li><li>• <b>Descriptions</b></li><li>• <b>Photos</b></li></ul>	Serve up menus and pertinent info like calorie count, nutritional value, photos, and more. <i>Organize with sections for breakfast, lunch, dinner, seasonal specials and more</i> <i>Item Name</i> <i>Product or Service Name</i> <i>Flexible pricing options</i> <i>Display calorie counts</i> <i>Include nutritional information or other details</i> <i>Let the food speak for itself with photos</i>
<b>Facebook Cover Photo</b>	Vivid 851x315 Cover Photo.
<b>Facebook Profile Photo</b>	Beautiful 160x160 Profile Photo for your logo or another image unique to that location.
<b>Foursquare Special</b>	Special offers available to Foursquare users.
<b>Twitter Handle</b>	Link to your Twitter account.



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<b>Folder Organization</b>	Organize locations into custom folders.
<b>Folder Permissions</b>	Apply user access controls by folder to manage your team and organization.
<b>Location Search</b>	Powerful search to surface details about all your locations.
<b>Filters</b>	Filter by Business Name, Address, Categories, Internal Fields, Without Data, With Data, Country, Email Address, Rating.
<b>Custom View</b>	Rearrange columns for your needs.
<b>Browse Location View</b>	Browse and find specific locations.
<b>Bulk Edit</b>	Intelligent editing to instantly update details for up to thousands locations at once.
<b>Custom Template Upload</b>	Save time by adding new locations based on a custom template.

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## Access Controls

Built for flexibility and control—enterprise-grade settings ensure the right people in your organization have access to specific content and updates. The platform allows your trusted employees to do what they do best, but keeps you in control the entire time.

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<b>Access Levels</b>	Authorize users at different levels of access.
<b>Roles (Enterprise)</b>	Roles: Admin, Full Control, Location Manager, Location Manager + Linked Accounts, Location Viewer
<b>Content Editing Options</b>	Activate which fields are editable by role.
<b>Location Access</b>	Control which locations are accessible and editable.

## Digital Asset Manager

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## Import & Export

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<b>API Import</b>	API integration with your geodata and local content.
<b>Bulk Import</b>	Smart upload automatically structures your content for each of your locations at once.
<b>Custom Export Formats</b>	Pre-defined export formats for the most popular services.

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10+ Pre-defined Export Formats

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