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Getting Started

Subscription Options and Self Subscription

1. Visit the subscription link.
2. Review our available pricing plans and included features.
3. Select the desired plan and complete the self-subscription process.

Logging in with Two-Factor Authentication

1. Enter your email address and password on the login popup.
2. A code will be sent to the registered email address.
3. Enter the code to login to your account.

User Management

Adding, Editing, and Removing Users

1. Navigate to the 'User Maintenance' section.
2. To add a user:
 - a. Click '+New User' and complete the required information.
 - b. The user will be sent a temporary password.
 - c. On first login, the user will be prompted to create a new password.
3. To edit a user:
 - a. Click 'Edit' next to the user you would like to edit.
 - b. Once the information is edited, click 'Save' to save the account information.
4. To remove a user:
 - a. Click 'Delete' next to the user you would like to remove.
 - b. You will be prompted to confirm deletion of the user.

Customizing Communication Templates

Altering Email and Text Message Templates

Admin Users can modify communication templates.

1. Click the 'Templates' section to reveal 'Email' and 'SMS' sections.
2. To edit templates:
 - For Email:
 - Select the 'Email' tab.
 - Make the necessary changes.
 - Click 'Save'.
 - For SMS:
 - Select the 'SMS' tab.
 - Make the necessary changes.
 - Click 'Save'.

Consumer Management

Opt-Out Options for Email Recipients

Consumers can click the 'opt out here' link at the bottom of the email.

*Once opted out, the email address will no longer receive communications from GoStar.

Tracking and Metrics

Viewing Metrics

1. Navigate to the 'Dashboard' section.
2. Analyze performance with the available charts for requests and results in real time.