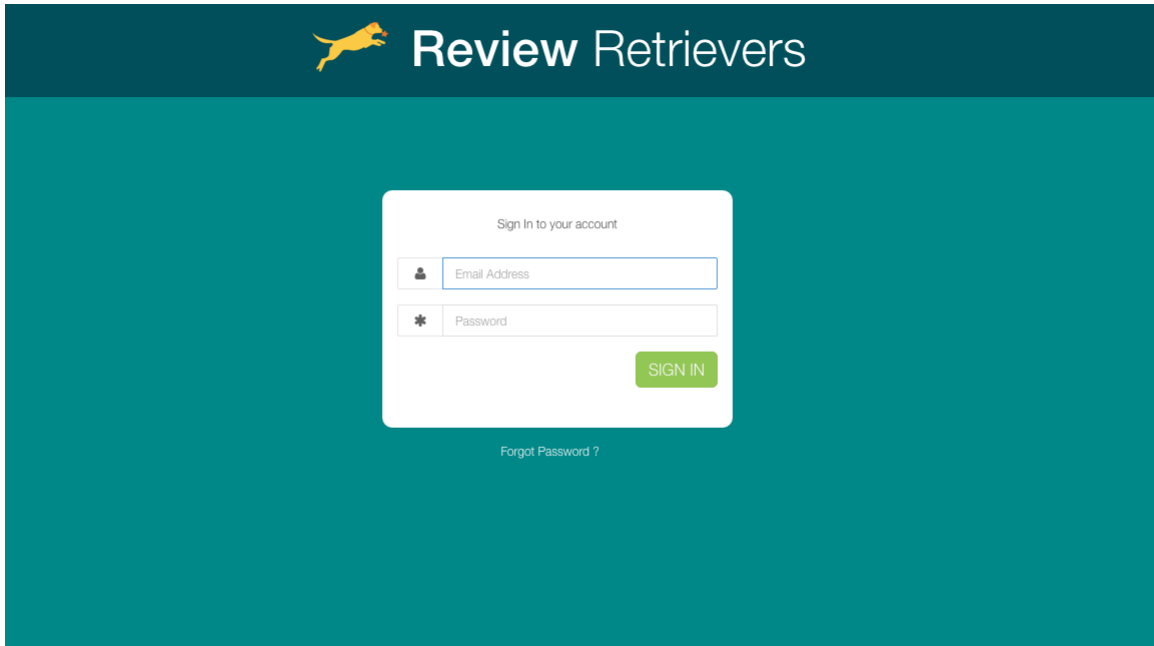
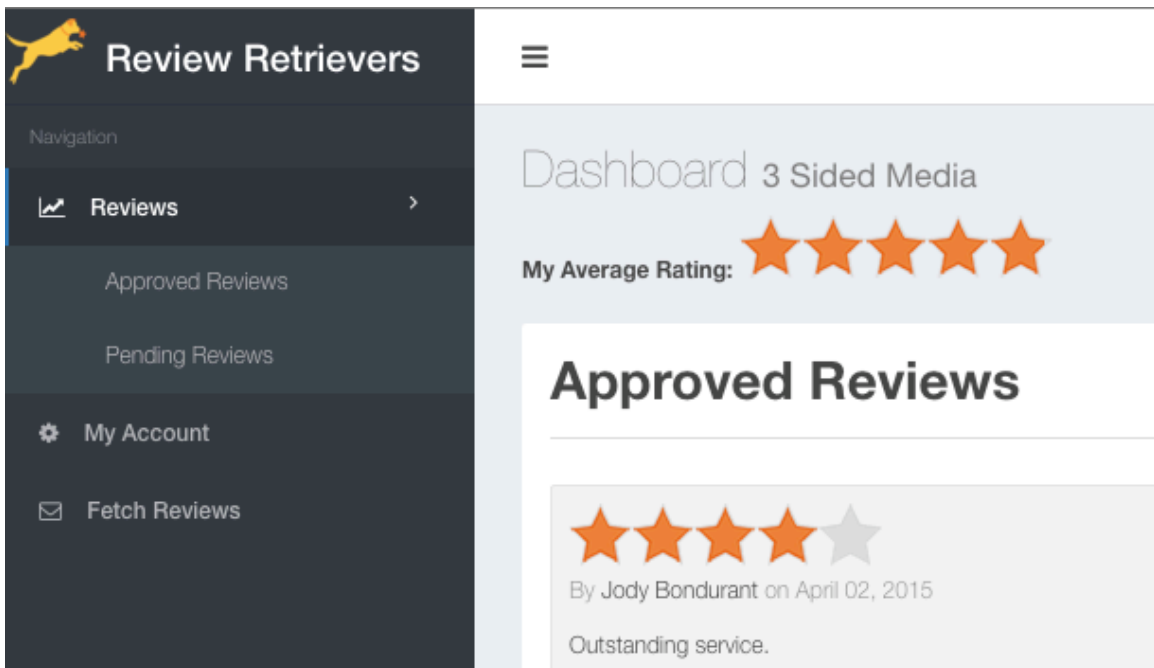


# How to Fetch Reviews Cornerstone



To Fetch Reviews with Review Retriever go to <http://reviews.reviewretrievers.com>  
Login with your email address and password



Click the **Fetch Reviews** tab in the sidebar



## Fetch Reviews 3 Sided Media

Practice Software Type

Select File 

```
practice_name1,cli  
COMPANION ANIMAL HO  
COMPANION ANIMAL HO  
COMPANION ANIMAL HO  
COMPANION ANIMAL HO  
COMPANION ANIMAL HO  
COMPANION ANIMAL HO
```

Fetch.csv

Notification Preference

**Email Template:** Type a custom message below, we will take care of the greeting and closing for you.

**Custom Message**

1. Select **Cornerstone** in the **Practice Software Type** drop-down
2. Click the **Select File** button and browse to your CSV file from your recent search
3. Select your **Notification Preference**

**Email Template:** Type a custom message below, we will take care of the greeting and closing for you.

Rich text editor interface with a toolbar containing options for bold, italic, underline, text color, background color, font family (Roboto), font size, bulleted list, numbered list, indent, text color, background color, link, unlink, and help. Below the toolbar is a large text area with the placeholder text "Enter Custom Message Here".

Preview Email Message

**SMS Template:** Type your message below, it will be sent via SMS text message to the recipient. Please do not edit the text inside double brackets.

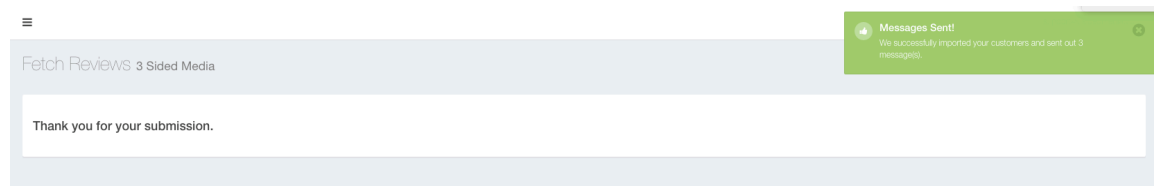
Thank you for your visit to [[ClientName]]. Please take a moment to let us know how we did. [[ReviewLink]]

Send Notifications

The **Email Template** and **SMS Template** sections above allow you to customize your messages if you desire.

- **Email Template** custom message will be placed between the standard message and can be previewed by clicking the **Preview Email Message** button
- **SMS** message will go out exactly like the **SMS Template** above with your name and custom review link filled in. Keep in mind; an SMS is limited to 160 characters per message including your link.

Only click the **Send Notifications** button once



Once sent successfully, you will be redirected to the page above and see a pop-up message with the # of messages successfully sent.

**Thank you for using Review Retrievers!**