

Multi-location review work tracker

Give each review task one location, one responsible role and a clear next action. Use this for operational ownership across branches, rather than ranking branches by their average star score.

Use the worksheet

1. Confirm each location code against the correct public profile. Agree on a responsible role, backup and escalation route for each branch without sharing login credentials.
2. Keep one row per unique task. Use an internal review reference; if a direct public review link is necessary, keep the file access restricted. Do not copy full review text, customer contact details or case records.
3. Use New, Waiting for facts, Ready for approval, Submitted, Verified live, Hold or No public reply. Record a reason for a hold or a decision not to reply.
4. Set realistic internal due dates. Safety, discrimination, legal or sensitive personal concerns go to the responsible manager; a due date does not authorize a response or an unsupported promise.
5. Check the final text belongs to the correct branch and approved version. Record actual submission and later public visibility separately. Track the customer-service resolution in its authorized system.
6. At the weekly handover, find unowned tasks, missing facts and recurring issues. Carry unresolved work forward. A live reply is not evidence that the underlying issue is resolved.

Open and reuse

Download multi-location-review-tracker.csv and keep an untouched master copy. Open or import it as UTF-8, comma-separated CSV in your spreadsheet app. All columns are text; no formulas, macros or external data connections are included. Set reference, phone and date columns to Text if your app changes them. Delete synthetic example rows before using your own records. Add rows as needed and restrict access to completed copies.

CSV files do not preserve column widths or text wrapping. After importing, select the populated cells including headers and turn on wrapping (Google Sheets: Text wrapping > Wrap in the toolbar). Widen columns containing long descriptions and check that every row is fully visible. Save your working copy in the spreadsheet application's native format to retain this layout; downloading it again as CSV does not retain formatting.

Worked decision

The synthetic DEMO-001 task stays Waiting for facts until the branch checks the event. If a reply is later submitted, record Submitted. Only a separate check of the correct public profile allows Verified live. No customer or posted reply is represented by this example.

Scope and privacy

This file is a manual operating template. It does not verify Google account access, bulk-verification eligibility, platform publication or Ajanslokal feature availability. Do not build a public customer dossier from the tracker.

Sources checked October 18, 2026

- <https://support.google.com/business/answer/3474050?hl=en>
- <https://support.google.com/contributionpolicy/answer/7400114?hl=en>

Printable records

Keep completed copies private. Examples are illustrative, not customer results. Print at actual size on Letter or A4. Copy blank records as needed.

Record 1 / 3

Row type	Synthetic example
Location code	Example A
Internal review reference	DEMO-001
Topic	Waiting time
Owner role	Branch manager
Backup role	Operations lead
Status	Waiting for facts
Next action	Check the relevant service stage
Due date	
Approved version	
Submitted date	
Live check date	
Resolution record status	Separate authorized system

Record 2 / 3

Row type	Worksheet
Location code	
Internal review reference	
Topic	
Owner role	
Backup role	
Status	New
Next action	
Due date	
Approved version	
Submitted date	
Live check date	
Resolution record status	

Record 3 / 3

Row type	Worksheet
Location code	
Internal review reference	
Topic	
Owner role	
Backup role	
Status	New
Next action	
Due date	
Approved version	
Submitted date	
Live check date	
Resolution record status	