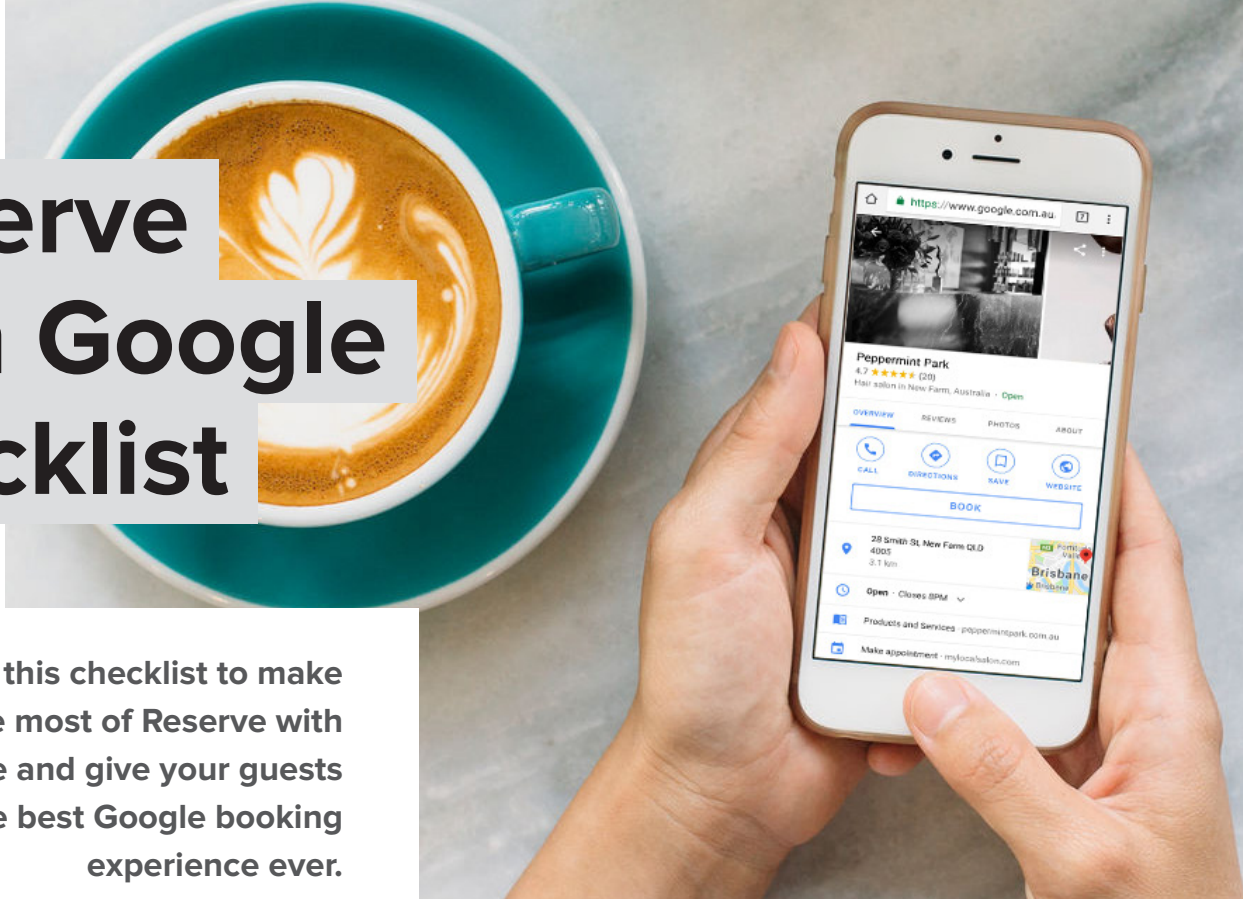


# Reserve with Google checklist

Follow this checklist to make the most of Reserve with Google and give your guests the best Google booking experience ever.



## Shortcuts Fusion

### Business details

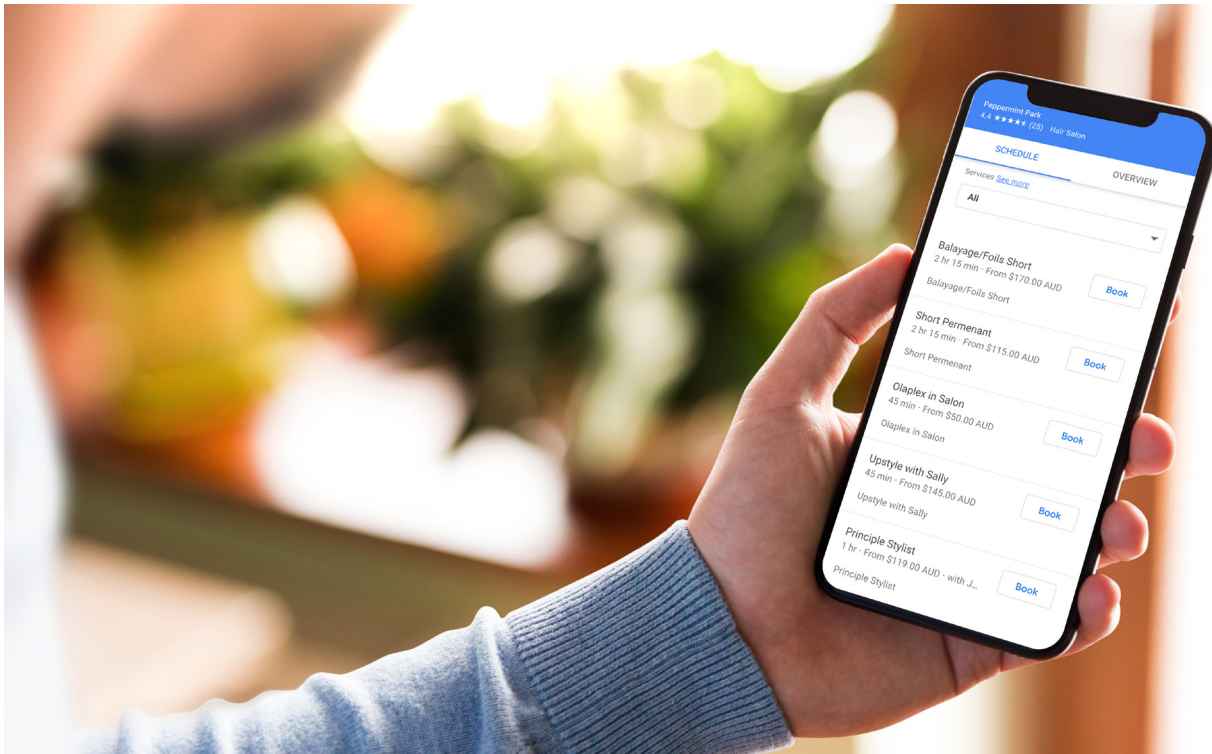
- Check business details match and are up to date with your Google My Business listing.

### Employees

- Check your employees are available for online bookings.
- Check rosters are set up at least 30 days ahead.
- Check all of your employees are up to date with their service capabilities if you have Capabilities configured.

### Services

- Review your service categories and service names. Reserve with Google will display your services as “category name: service name” so ensuring these make sense together will help your clients choose the right service for them. Remember to keep it simple!
- Check all services times and break/processing times are correct.
- Resources are configured and up to date.



### Computer maintenance

- Make sure to restart your computer twice a week.
- Check you're on the latest version of Shortcuts. Remember, the latest is greatest!
- Make sure you have a good internet connection.
- Run regular client merges to eliminate client duplicates.

### Shortcuts Console

- Check your business details (name, address, website) are up to date in your Shortcuts Console and match with your Google My Business listing.
- Check your website has been added into site settings.

### Google My Business listing

- Check you have a claimed Google My Business listing. If not, get in touch with our Digital Marketing expert, Naomi, on (07) 3834 3238 and she can help you get started.