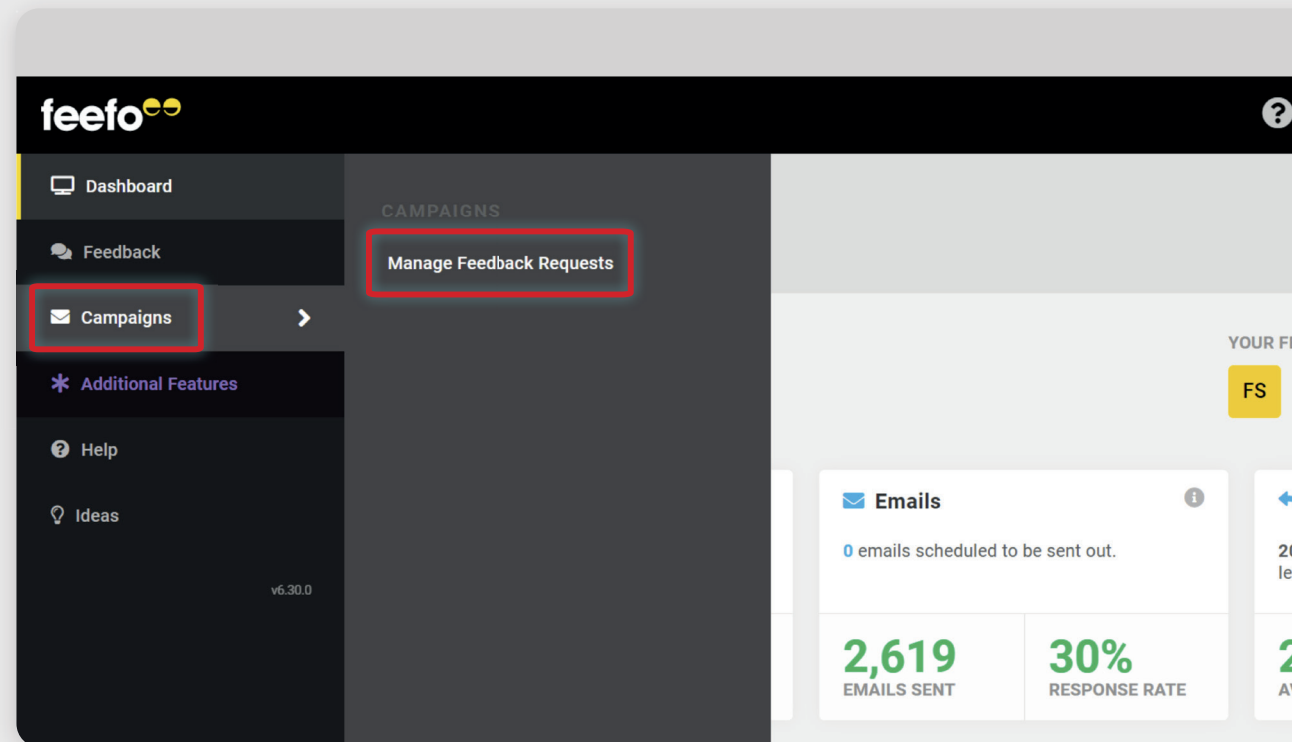# How to check if a **review request** has been sent in the Feefo Hub

When you have logged into the Feefo Hub using a single sign on, you will land on our **Dashboard page.**

From here, go to Campaigns > **Manage Feedback Requests.**

This will take you to the 'Manage Feedback Requests' page, which allows you to check if a feedback request has been sent, view the request and even resend it.

To check if an email address has received a Feefo feedback request, enter the email address into the 'Email Address' field.

Manage Feedback Requests

Mar 15, 2021 - Apr 14, 2021   Send Date

Campaign	Status	Channel	Request Type	Order Ref	Email Address
All ▾	Pending ▾	Email ▾	Feedback Request ▾	Eg.: P$912	

🔍 **SEARCH FEEDBACK REQUESTS**

0 Feedback Requests

	Send Date ⇕	Requested Date	Sale Date ⇕	Name	Email	Status	Actions

There is no table data to display.

AutoTrader

feefo

You will need to **adjust the date range** in the top right-hand corner of the screen to the date your feedback request was sent. Once you've done this, click 'Apply'.

Next, change the **'Status' field** to 'Sent' and click **'Search feedback requests'.**

Manage Feedback Requests

| Apr 14, 2021 - Apr 14, 2021 | 🗓 | Send Date | ☰ |

Campaign	Status	Sent Status	Channel	Request Type	Order Ref
All ⌄	Sent ⌄	All ⌄	Email ⌄	Feedback Request ⌄	Eg.: P$912

Email Address

🔍 SEARCH FEEDBACK REQUESTS

0 Feedback Requests

	Send Date ⇕	Requested Date	Sale Date ⇕	Name	Email	Status	Actions

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The request that you're looking for will display here.

From here, you can use the 'Actions' drop-down, to resend another email to this specific customer to ask them to leave a review for your dealership.

Campaign	Status	Sent Status	Channel	Request Type	Order Ref
All ⌄	Sent ⌄	All ⌄	Email ⌄	Feedback Request ⌄	Eg.: P$912

Email Address

🔍 SEARCH FEEDBACK REQUESTS   RESET

1 Feedback Requests

	Sent Date ⇕	Requested Date	Sale Date ⇕	Name	Email	Status	Actions
☐	14-Apr-2021 13:09	13-Apr-2021 13:09	13-Apr-2021 13:09			Sent (0 failed attempts, 0 resend attempts)	Actions ⌄

10 per page ⌄

Actions ⌃

ℹ️ View Sale Info

👁 View

✈ Resend

🌐 Feedback

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