



Business Owner Guide

Apni profile complete karo, zyada customers pao!
Step-by-step Hindi guide

✨ Complete Profile = Zyada Visibility

helloranchi.in • Ranchi ka apna business directory



Is Guide Me Kya Hai

1. Login kaise karein
2. Profile Complete karne ke steps
3. Photos kaise upload karein
4. Leads kaise dekhein aur follow-up karein
5. CRM Subscription (₹99/month) kya hai
6. Zyada customers pane ke tips
7. Zaroori sawal-jawab (FAQ)

1 Login Kaise Karein

Step 1: Apne phone me **helloranchi.in/login** kholo

Step 2: **Email / Mobile** wale box me apna mobile number ya email likho

Step 3: Password likho aur **Login** dabao



Tip: Password bhool gaye? Dashboard me **Reset Password** option se badal sakte ho.

2 Profile Complete Karne Ke Steps

Login ke baad dashboard me apni business ka card dikhega. Agar ✨ **Complete Profile** button dikh raha hai, matlab profile adhoori hai. Uspe click karo!

Profile me ye sab bharo:

- ✓ **Business ka naam** — sahi spelling me likho
- ✓ **Category** — sahi category chuno (jaise Restaurant, Salon, Gym)
- ✓ **Address** — poora pata: shop no, gali, landmark, area
- ✓ **Phone / WhatsApp number** — sahi number do, customers isi pe call karenge
- ✓ **Description** — apne business ke baare me 2-3 line likho (kya bechte ho, khaas kya hai)
- ✓ **Business Hours** — khulne-band hone ka time (jaise Subah 10 - Raat 9)
- ✓ **Profile Photo (Logo)** — apne dukaan ka logo ya photo
- ✓ **Cover Photo** — dukaan ki badiya si photo

💡 **Tip:** Profile ke upar **completeness bar** dikhta hai (jaise 60%, 80%). **100%** tak pahuchao — poori profile wali listing Google me upar aati hai!

3 Photos Kaise Upload Karein

Step 1: Dashboard me apne business card pe 👤 **Profile** dabao

Step 2: **Photos** wale tab pe jao

Step 3: **Photo chuno** — ek saath 10 tak photos select kar sakte ho

Step 4: **Upload** dabao — photos apne aap chhoti (compress) ho jayengi

Kaunsi photos daalein?

- Dukaan ka bahar se photo
- Andar ka photo (samaan/sitting area)
- Apne products ki photos
- Offer wale posters

4 Leads Kaise Dekhein

Jab koi customer aapki listing se **enquiry** bhejega, wo **Leads** me dikhega.

Step 1: Sidebar ya neeche wale menu me  **Leads** dabao

Step 2: Har lead me customer ka **naam, mobile number aur message** dikhega

Step 3: Turant **call ya WhatsApp** karo — jaldi jawab dene se customer pakka hota hai!

Step 4: Baat hone ke baad lead ka **stage** badlo: New → Contacted → Converted

 **Zaroori:** Lead ko 1 ghante ke andar call karo! Der karne pe customer dusri dukaan chala jata hai.

5 CRM Subscription (₹99/month) Kya Hai?

CRM matlab apne customers ka poora hisaab-kitaab ek jagah:

Feature	Kya milega
 Customers	Sare customers ki list, unki khareed ka record
 Sales (Bills)	Bill banao, GST ke saath
 Purchases	Samaan khareedne ka hisaab
 Reports	Mahine ka profit-loss ek click me
 Page Visitors	Kitne log aapki listing dekh rahe hain

Sirf **₹99/month** me! Sidebar me kisi bhi  locked option pe click karo → Subscribe page khulega.

6 Zyada Customers Pane Ke Tips

1. **Profile 100% complete rakho** — adhoori listing pe customer bharosa nahi karta
2. **Roz photos update karo** — naye products/offers ki photo daalo
3. **Leads ka turant jawab do** — 1 ghante ke andar call karo
4. **Reviews mango** — khush customers se kaho HelloRanchi pe review likhein
5. **Offers daalo** — "10% off" jaisa offer customers ko kheenchta hai
6. **Sahi category chuno** — galat category me customer dhoondh nahi payega
7. **WhatsApp number sahi rakho** — zyada customers WhatsApp pe baat karna chahte hain

7 Zaroori Sawal-Jawab

? Kya listing free hai?

Haan! HelloRanchi pe listing **bilkul free** hai. CRM (₹99/month) optional hai.

? Meri listing Google pe dikhegi?

Haan! Poori profile wali listings Google search me upar aati hain. Isiliye 100% complete karo.

? Password kaise badlu?

Dashboard → Sidebar me **Reset Password** → purana aur naya password daalo.

? Apni listing ka link kaise share karu?

Sidebar me **View My Profile** dabao → jo page khule, uska link WhatsApp pe share karo!

? Madad chahiye to kya karu?

Helloranchi.in pe **Contact** page pe jao ya hamein WhatsApp karo.



All the best for your business!

HelloRanchi — Ranchi ka apna business directory
helloranchi.in