

Where can I manage comments left on our website?

Omar S. - 2021-03-05 - Stories & Online Editor

We have created a page which allows you to be able to view and delete one or more comments. To learn how to use this page please follow the steps below:

Note: To turn comments on a story please create or edit a story and click **Enable Comments** located near the bottom of the page.

1. To view the comments that have been posted on a story within your website, you will first need to login to your website and access the **Member Area**.
2. In the navigation menu at the top of the Member Area, click on the **Website** option, and then select **Website Content**.
3. On the left hand side of the page, click on **Libraries**.
4. You will then be brought to the Getting Started page. To proceed, click on the **Comments** link.
5. This will take you to the **Comment Management** page, where you will be able to review any comments made on your website.

Comments Management

Show Active

Show Deleted

Show All

Filter records:

Comment	Creator	Created Date	Modified Date	Actions
We should organize a team to help raise funds for them!	Norma Bennett	Apr 16, 2019 at 9:28 AM		
This is such an inspiring story!	Kevin Turner	Apr 16, 2019 at 9:26 AM		

6. There are three different displays you can choose from:
 - **Show Deleted** - This displays deleted comments.
 - **Show All** - This displays all comments.
 - **Show Active** - This displays non-deleted comments.

Comments Management

Show Active Show Deleted Show All

Filter records:

Comment ▾	Creator ▾	Created Date ▾	Modified Date ▾	Actions
We should organize a team to help raise funds for them!	Norma Bennett	Apr 16, 2019 at 9:28 AM		▾
This is such an inspiring story!	Kevin Turner	Apr 16, 2019 at 9:26 AM		▾

7. The chart has 5 different headings:

- **Comment** - This is the comment.
- **Creator** - The person who wrote the comment.
- **Created Date** - The date the comment was written.
- **Modified Date** - The date when it was modified.
Note: If this field is blank then it was not modified.
- **Actions** - If you click on the arrow button you can choose two options:
 - **View** - This lets you view the comment on the page it was commented on.
 - **Delete** - Removes the comment from the page.

Comments Management

Show Active Show Deleted Show All

Filter records:

Comment ▾	Creator ▾	Created Date ▾	Modified Date ▾	Actions
We should organize a team to help raise funds for them!	Norma Bennett	Apr 16, 2019 at 9:28 AM		▾
This is such an inspiring story!	Kevin Turner	Apr 16, 2019 at 9:26 AM		▾

8. To delete a comment from your website, click on the drop down menu underneath the **Actions** column, and select the **Delete** option

Comments Management

Show Active Show Deleted Show All

Filter records:

Comment ▾	Creator ▾	Created Date ▾	Modified Date ▾	Actions
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Open Post
Delete

Related Content

- [How do I delete and restore stories?](#)
- [How do I create and edit a story?](#)