ClubRunner

Help Articles > Website Guides > Stories & Online Editor > Where can I manage comments left on our website?

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 Al	I						
Filter records:									
Comment 🗸						Creator 🗸	Created Date 🗸	Modified Date 🗸	Actions
We should or	ganize a team to	help raise	funds for then	n!		Norma Bennett	Apr 16, 2019 at 9:28 AM		-
This is such a	n 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

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ds:			
ent 🗸	Created Creator → Date →	I Modified Date ↓	,
ould organize a team to help raise funds for them!	Norma Apr 16, Bennett 2019 at 9:28 AN	И	
s such an inspiring story!	Kevin Apr 16, Turner 2019 at 9:26 AN	A	

- 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:
 - $\,\circ\,\,$ View This lets you view the comment on the page it was commented on.
 - $\circ~$ **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				

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	
We should organize a team to help raise funds for them!	Norma Bennett	Apr 16, 2019 at 9:28 AM	♀ ♀ ♀ ∅ Delete		
This is such an inspiring story!	Kevin Turner	Apr 16, 2019 at 9:26 AM			

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