

VFW Post 12196 Web Site Instruction

MAINTAIN USER SUBMITTED COMMENTS

4/7/21

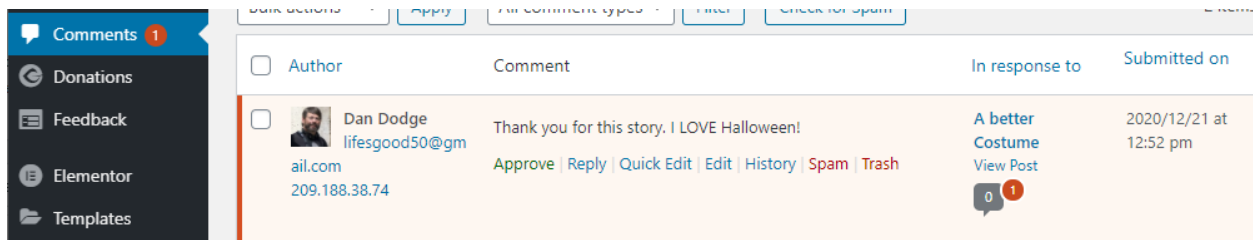
PURPOSE: This instruction is to be used to edit and publish comments submitted by readers. Readers can submit comments on any story. Editors need to audit and verify comments prior to publishing them. Publishing comments makes them viewable to other readers.

ASSUMPTIONS:

- Your website userid is an administrator
- You may have received an email indicating that a comment has been submitted
- Some comments that are submitted ARE SPAM and should be deleted
- No comments are published immediately. The only way the public sees a comment is if the administrator approves it.
- If you are signed onto the website as an administrator AND you submit a comment, that comment will be automatically approved! It does not go into a “awaiting approval” status.

PROCESS:

1. From **ADMINISTRATIVE** page, log into website and select option to maintain comments



2. Any unedited or unapproved comments will have a red dot on them. Hovering your cursor over the comment causes a small menu to come up under it. You can read the comment contents above the menu.
 - a. APPROVE: If you feel the comment is ready to go, click APPROVE
 - b. REPLY: This will allow you to send a message to the writer of the comment AND it will approve it. So if you don't want to approve, don't use this option.
 - c. Quick Edit: This opens up a window with the comment text allowing you to change it. Just edit the text and click the blue UPDATE COMMENT button. This will NOT approve the comment.
 - d. EDIT: Allows you to update the text and gives you a Save Status button for approving
 - e. HISTORY: Shows you a history of changes and updates to the comment

- f. SPAM: Mark the comment as SPAM
- g. TRASH: Delete the comment

EMAILS:

Each time someone comments, an email is sent to the administrator signaling them that a comment has been submitted and needs to be reviewed.

Who receives an email: VFWPPost12196@gmail.com | allforyoumaster@gmail.com

STANDARD NOTIFICATION EMAIL:

A new comment on the post "This is a test Story" is waiting for your approval
<https://capefearvoices.allforyou.biz/wp/this-is-a-test-story/>

Author: Dan Dodge (IP address: 209.188.38.74, 209-188-38-74.dsl.atmc.net)

Email: lifesgood50@gmail.com

URL:

Comment:

Test comment for Eric and Gerald

Approve it: <https://capefearvoices.allforyou.biz/wp/wp-admin/comment.php?action=approve&c=20#wpbody-content>

Trash it: <https://capefearvoices.allforyou.biz/wp/wp-admin/comment.php?action=trash&c=20#wpbody-content>

Spam it: <https://capefearvoices.allforyou.biz/wp/wp-admin/comment.php?action=spam&c=20#wpbody-content>

Currently 2 comments are waiting for approval. Please visit the moderation panel:

https://capefearvoices.allforyou.biz/wp/wp-admin/edit-comments.php?comment_status=moderated#wpbody-content

EMAIL GENERATED by NOTIFICATIONS PLUGIN:

Alert! A new comment has been received. Please see fields below for information regarding the comment. Click on the appropriate link to approve, delete or mark as spam.

Site Title: Cape Fear Voices and The Teen Scene

Site Tagline: Providing an outlet for creativity in the Cape Fear Region

Site URL: <https://capefearvoices.allforyou.biz/wp>
Site Admin Email: admin@capefearvoices.allforyou.biz
Current Date: December 22, 2020
Current Time: 10:14 am

Comment Moderation Link: <https://capefearvoices.allforyou.biz/wp/wp-admin/comment.php?action=editcomment&c=20>

Comment Moderation - Approve: [Approve](#)

Comment Moderation - SPAM: [Spam](#)

Comment Moderation - Delete: [Delete](#)

Comment ID: 20

Comment Post ID: 5246

Comment Author: Dan Dodge

Comment Author Email: lifesgood50@gmail.com

Comment Author URL:

Comment Author IP: 209.188.38.74

Comment Date: December 22, 2020 10:14 am

Comment Content: Test comment for Eric and Gerald

Comment Karma: 0

Comment Status: Awaiting Moderation