

4. List of Comments

The **List of Comments** section displays individual user-submitted comments, including all relevant details. This is where administrators can view, edit, approve, deny, or delete each comment manually.

Key Columns in the Comments Table

- **Page ID** - The page to which the comment belongs.
- **Comment** - The full text of the user's comment, often including the user's email.
- **Rating** - Star-based rating submitted with the comment.
- **Creation Date** - Date and time the comment was submitted.
- **Actions** - Icons for approving, editing, or deleting the comment.

Steps to Use the List of Comments Section

Step 1: Access the Section

Navigate to **Comments** → **List of Comments** in the left-hand menu.

Step 2: Review Comments

Scroll through the list to view unmoderated comments. You'll see full comment content and ratings at a glance.

Step 3: Moderate or Manage Comments

In the **Actions** column, use:

- Checkmark to **approve** the comment.
- Pencil icon to **edit** the comment details.
- Trash icon to **delete** the comment permanently.

Editing a Comment

Clicking the **Edit** icon opens a detailed moderation form. Here's what you can manage:

User Name & Email - View who submitted the comment.

Date - Adjust the creation date if needed.

Rating - Modify the star rating (1-5 stars).

Moderation Status - Choose between:

- **Pending** - Awaiting moderation.

- **Approved** - Visible on the platform.
- **Denial** - Hidden or rejected.

Evaluation Sliders - Rate the content across specific metrics:

- Security
- Support
- Usability
- Withdrawal

Advantages & Disadvantages - Optional fields to describe the pros and cons mentioned in the comment.

Comment Field - The full comment text can be edited directly.

Submit the Changes: Once all updates are complete, click **Submit** to save the changes and update the moderation status.

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