

Comments Administration

The **Comments Admin** tool, available from the Website Administration main menu, allows you to configure certain aspects of your website's Reader Comments feature. **NOTE:** Before this item will appear on the main menu, the Comments feature must first be enabled on your website by an Our-Hometown representative. The Comments feature also requires the use of the Paid Module for online subscriptions.

When you open the tool, you will see two main sections. The first section consists of various settings for the Comments system, which can be turned on or off by checking the box next to them:

The first three options, under the **Allow** heading, control the users' ability to enter certain info that will appear with their comments:

Alternative Name – When the box is checked, users are able to post comments under an **alias** of their choosing.

Email Link – When a user posts a comment, their name will function as a "mailto" link containing his or her email address.

Other Info – Allows users to create a **profile** for themselves (i.e. biographical information, a favorite quote, a link to a favorite website, etc). Clicking a user's name or alias from one of his comments will open his profile in a small window. A link to the user's email address will also appear. However, if a user does not enter any profile information, no link to that user's profile will appear.

Automatic authorization to comment – If this is checked, then every new subscriber will be automatically authorized to leave comments as soon as they order a subscription. If it is unchecked, new subscribers will not be able to leave comments until they are approved (for instance, once their credit card clears).

One can always enable or disable comments for specific subscribers by going to **View Subscribers** (from the Website Administration main menu) and clicking on a person's name:

The screenshot shows the top navigation with 'Main Menu' and 'Logout...' links. Below is a dropdown menu for 'GMN Classifieds' with an 'Edit ...' button. The main settings area is titled 'Allow:' and contains three checked checkboxes: 'Alternative Name', 'Email Link', and 'Other Info'. Below these is the option 'Automatic authorization to comment:' which is also checked. A text input field for 'Comments Email Address:' contains 'example@email.com'. An 'Update' button is located at the bottom right of the settings area.

The screenshot shows a yellow background with the text 'Can Post Comments' followed by two radio buttons: 'Yes' (which is selected) and 'No'.

Comments Email Address – Enter the email address to which users may also **report** offensive, inappropriate or off-topic comments.

Illustrations:

Reader Comments

Posted By [Alias](#) (9/5/2007 2:14 PM EDT):

[Edit Post](#) [Report Post](#)

This looks like fun!

[Add Comment](#)

Users may click here to **report** a bad post.

If the user entered profile information, clicking their name opens the **profile window**.

Profile window



In the profile window, the user's **alias** is a link to their email address.

List of comments

By default, a listing of all comments to date appears below the configuration options (the list is paginated, with ten comments on each page). Each comment is given a **Comment ID** and a **Story ID**, to allow for easy reference. Furthermore, if a reader reports an offensive comment to you, you will receive an automated notification email containing the Comment ID and Story ID of the contested comment. You can use the search function to locate this comment easily.

To **search** for a specific comment, simply enter the comment's Story ID, Comment ID, or the alias or user name of the commenter, and then click Search.

To see all comments again after making a search, click the **All** button.

To delete one or more comments, check the boxes next to them and click the **Delete Selected Comments** button. The comments will be removed from the website, but will remain here on the Administration page for reference. Deleted comments are displayed in the list with a **D** next to them (see illustration below).

As mentioned above, the Comments Administration page displays ten comments at a time. To see the next group of ten comments, click the **Next** button.

The screenshot shows the 'Query DB' section with search fields for 'ALL', 'Story ID', 'Comment ID', and 'User Name/Alias', along with a 'Search' button. Below this is the 'All Comments' section, which contains a table of comments. The first comment is marked as 'Deleted' with a 'D' in the 'Sel ID' column. The table has columns for 'Sel ID', 'StoryID', 'Owner', and 'Comment'. At the bottom of the table are 'Next' and 'Delete Selected Comments' buttons.

Sel ID	StoryID	Owner	Comment
D 31	585692	Dale	My name is Dale and I couldn't agree with the author more. These renovations WILL transform the stations.
<input type="checkbox"/> 30	585691	Sandy	When is this project scheduled for completion?