

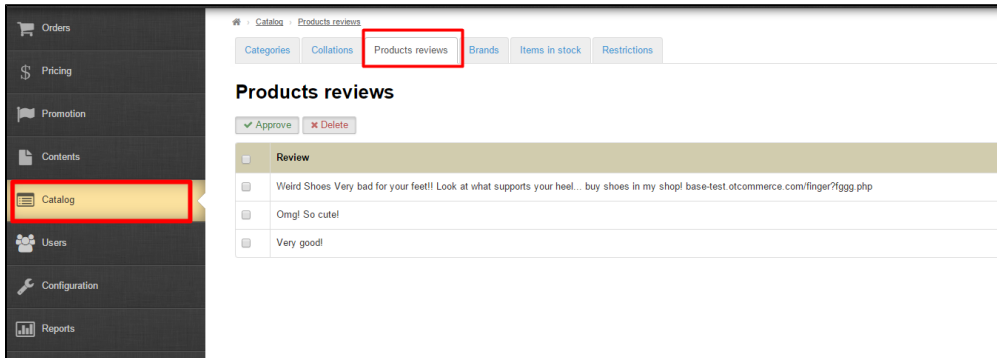
# Product Reviews 1.0



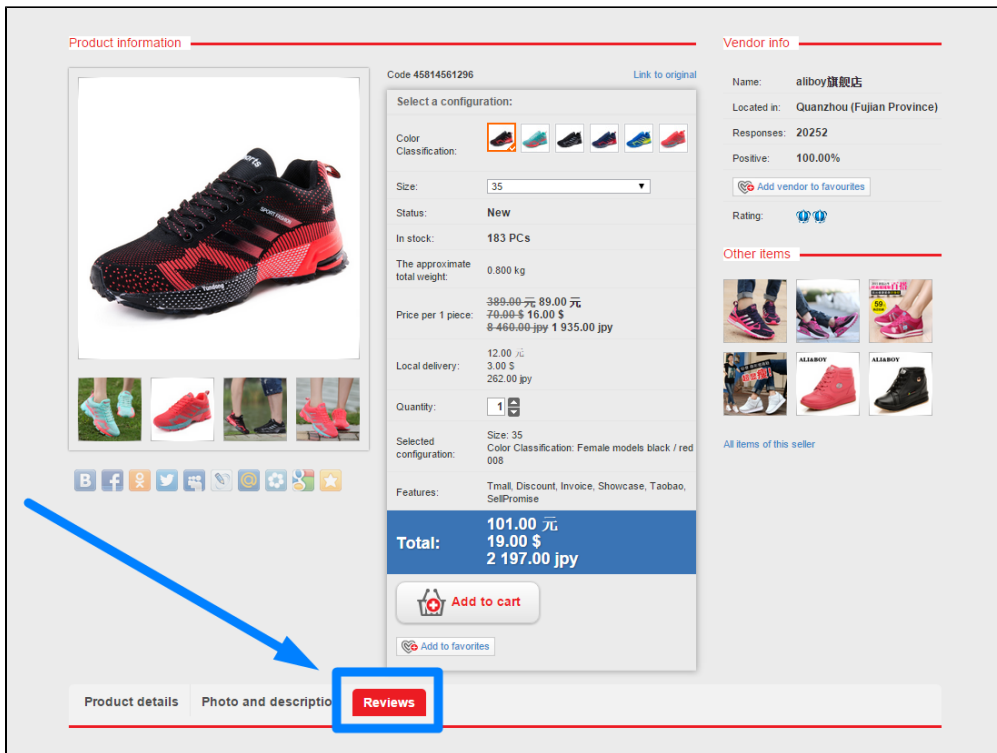
- View
- Moderation
  - Approve
  - Delete

This section will show how to enable product reviews on your website.

Go to: Catalog > Product Reviews in the administrative area.



This section is intended for viewing and moderating product reviews left by customers using the "Product Reviews" form. This form is available on the item page of your website in the "Product Reviews" tab and accessible only to users registered in your store.



By default a product review entered by a customer will be displayed immediately in the "Product Reviews" section.

## View

One can view all reviews entered by customers in the "Product Reviews" section.

**Products reviews**

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<input type="checkbox"/>	Review	User	Created	Actions
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Very good!	shopper	31.08.2015, 09:24	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>

In order to see a product for which the review is entered on your website one need to click on the "Go to Review" button in the "Actions" column.

**Products reviews**

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<input type="checkbox"/>	Review	User	Created	Actions
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Very good!	shopper	31.08.2015, 09:24	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>

## Moderation

You can moderate reviews individually or as a group.

### Approve

In order to approve reviews individually one should take the following steps:

Click on the "Approve" button in the "Actions" column.

**Products reviews**

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<input type="checkbox"/>	Review	User	Created	Actions
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Very good!	shopper	31.08.2015, 09:24	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>

After a review is approved, it will be removed from the list.

**Products reviews**

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<input type="checkbox"/>	Review	User	Created	Actions
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	<input type="button" value="Go to review"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>

In order to approve reviews as a group one should take the following steps:

1. Place the checkmark opposite the desired review.

**Products reviews**

✓ Approve ✗ Delete 25 ▾

<input type="checkbox"/>	Review	User	Created	Actions
<input checked="" type="checkbox"/>	Cool shoes	ymy	31.08.2015, 09:43	
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	
<input checked="" type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	

2. Or place a mark in the checkbox in the table header to select all reviews accessible for moderation.

**Products reviews**

✓ Approve ✗ Delete 25 ▾

<input checked="" type="checkbox"/>	<b>Review</b>	<b>User</b>	<b>Created</b>	<b>Actions</b>
<input type="checkbox"/>	Cool shoes	ymy	31.08.2015, 09:43	
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	
<input type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	

3. Once the review has been selected, it is highlighted in yellow.

**Products reviews**

✓ Approve ✗ Delete 25 ▾

<input type="checkbox"/>	Review	User	Created	Actions
<input checked="" type="checkbox"/>	Cool shoes	ymy	31.08.2015, 09:43	
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	
<input checked="" type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	

4. Click the "Approve" button.

**Products reviews**

✓ Approve ✗ Delete 25 ▾

☒ Rev Approve selected reviews

<input type="checkbox"/>	Review	User	Created	Actions
<input checked="" type="checkbox"/>	Cool shoes	ymy	31.08.2015, 09:43	
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	
<input checked="" type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	

After doing so, reviews are perceived as processed and will be removed from the list.

## Delete

In order to delete reviews individually one should take the following steps:

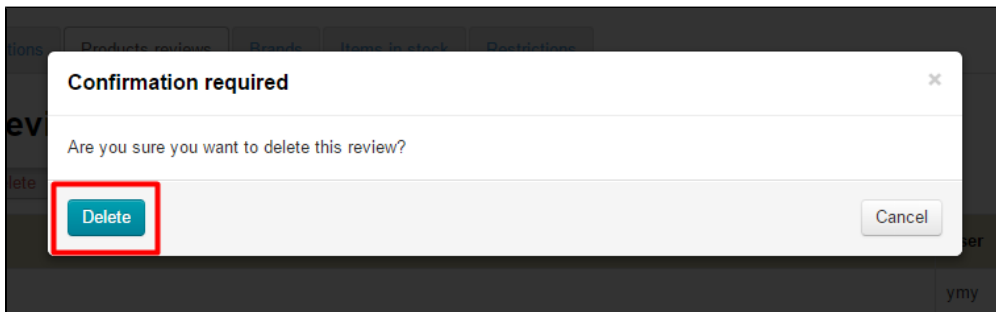
Click on the "Delete" button in the "Actions" column.

**Products reviews**

25 ▼

<input type="checkbox"/>	Review	User	Created	Actions
<input type="checkbox"/>	Cool shoes	ymy	31.08.2015, 09:43	<input type="button" value="🔗"/> <input type="button" value="✓"/> <input type="button" value="✗"/>
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	<input type="button" value="🔗"/> <input type="button" value="✓"/> <input type="button" value="✗"/>
<input type="checkbox"/>	Omgl! So cute!	shum	31.08.2015, 09:25	<input type="button" value="🔗"/> <input type="button" value="✓"/> <input type="button" value="✗"/>

A confirm screen will appear asking if you are sure you want to delete the selected review. Once you click "Delete" the review will be deleted.



In order to delete reviews as a group one should take the following steps:

1. Place the checkmark beside a desired review.

**Products reviews**

25 ▼

<input type="checkbox"/>	Review	User	Created	Actions
<input checked="" type="checkbox"/>	Cool shoes	ymy	31.08.2015, 09:43	<input type="button" value="🔗"/> <input type="button" value="✓"/> <input type="button" value="✗"/>
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	<input type="button" value="🔗"/> <input type="button" value="✓"/> <input type="button" value="✗"/>
<input checked="" type="checkbox"/>	Omgl! So cute!	shum	31.08.2015, 09:25	<input type="button" value="🔗"/> <input type="button" value="✓"/> <input type="button" value="✗"/>

2. Or place a mark in the checkbox in the table header to select all reviews accessible for moderation.

**Products reviews**

25 ▼

<input checked="" type="checkbox"/>	Review	User	Created	Actions
<input type="checkbox"/>	Cool shoes	ymy	31.08.2015, 09:43	<input type="button" value="🔗"/> <input type="button" value="✓"/> <input type="button" value="✗"/>
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	<input type="button" value="🔗"/> <input type="button" value="✓"/> <input type="button" value="✗"/>
<input type="checkbox"/>	Omgl! So cute!	shum	31.08.2015, 09:25	<input type="button" value="🔗"/> <input type="button" value="✓"/> <input type="button" value="✗"/>

3. Once the review has been selected, it is highlighted in yellow.

**Products reviews**

☒ Approve
 ☒ Delete
 25

<input type="checkbox"/>	Review	User	Created	Actions
<input checked="" type="checkbox"/>	Cool shoes	ymy	31.08.2015, 09:43	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

4. Click the "Delete" button.

**Products reviews**

☒ Approve
 ☒ Delete
 25

Delete selected reviews

<input type="checkbox"/>	Review	User	Created	Actions
<input checked="" type="checkbox"/>	Cool shoes	ymy	31.08.2015, 09:43	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Weird Shoes Very bad for your feet!! Look at what supports your heel... buy shoes in my shop! base-test.otcommerce.com/finger?fggg.php	yema	31.08.2015, 09:29	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Omg! So cute!	shum	31.08.2015, 09:25	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5. A confirm screen will appear asking if you are sure you want to delete the selected reviews. Once you click "Delete" the reviews will be deleted.

**Confirmation required**

Are you sure you want to delete selected reviews?

After doing so, reviews are perceived as processed and will be removed from the list.