

Manage Reviews

Overview

Users can provide reviews about the listing that can be viewed on the Listing page under the Reviews tab. This review will need to be approved by the owner of the listing before it can be seen under this tab.

Viewing Reviews

After logging into the Front Admin, click **Listings**. You can see the available listings. Each listing



has an icon that takes you to the Reviews page.

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Dashboard **Listings** + Add New Products Booking Membership Plans Messages Help

Listings + Insert New ✓ Publish ✗ Unpublish ✗ Delete

Search Clear Sort By Latest Category All

<input type="checkbox"/>	<input type="checkbox"/>	TITLE	CATEGORY	DATE CREATED	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	Women's Designer Jewellery	Jewellery	04 December 2021	<input type="checkbox"/>	<input type="checkbox"/> 113
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	IT Softec	Computer Industry	04 December 2021	<input type="checkbox"/>	<input type="checkbox"/> 75
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	Beagle & Qo	Restaurants	03 December 2021	<input type="checkbox"/>	<input type="checkbox"/> 87

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Reviews Approve Unapprove Delete

Search Clear Sort By Latest 15

<input type="checkbox"/>	TITLE	DATE CREATED
<input checked="" type="checkbox"/>	Beautiful wedding rings	Ann 2021-12-10 10:40:11

Screen 1: Reviews

Provide the options as seen in the following table.

Approve	Select the review you want to approve, and then click Approve .
Unapprove	Select the review you want to unapprove, and then click Unapprove .
Delete	Select the review you want to delete, and then click Delete .
 Publish Item	Click to publish the review.
 Unpublish Item	Click to unpublish the review.

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