

Viewing Reported Items

Archives

You are using phpFox version earlier than 4.6.0? Please refer instruction for this article [here](#).

This tutorial will show you how to see the items your users have reported and how to manage report categories.

When you first log into Admin CP, there is a Site Statistics block on the Dashboard. At the bottom of the list of items will be the Reported Items. You can click the number to go to the Reported Items page.

Site Statistics	
ONLINE	
MEMBERS:	1
REPORTED ITEMS/USERS	
ABUSE CONTENT:	1
TODAY	
GROUPS:	1
PAGES:	1
PHOTOS:	10
PHOTO ALBUMS:	8
MEMBERS:	3
VIDEOS:	1

Another way to get to Reported Items is to choosing **Reported Items** from **Maintenance** menu.

The View Reports screen shows you the items reported, report category, how many reported it, date reported, who reported it, and feedback.

The screenshot shows the 'Reports' section of the Admin panel. The left sidebar has the 'Reports' menu item highlighted. The main content area features a table with the following data:

Module	Category	Total	Date	Last Report	Feedback
User Status	abuse content	1	December 3, 2017	Harry	Too aggressive.

Below the table, there are two buttons: 'Process selected' and 'Ignore Selected'. Both buttons are highlighted with red boxes, and red arrows point to them from below.

In the image above, you can see we selected one report by clicking to the checkbox on the left. Then we have the option to **Ignore the report** if it we find it is something doesn't violate the rules. Or you can **Process** to decide to take some sort of actions (Manually by perhaps warning a user, removing the item, etc).

If you click the Total number, a popup will show you all of the users that reported the item and the dates.

Browse Reports

Reported by

User	Category	Date
Harry	abuse content	December 3, 2017

Adding Report Categories

You will probably find that you need to add report categories to your site. When in the Report section, click Add Category.

Reports					
Search settings...					
View ReportsAdd New CategoryManage Categories					
☐	Module	Category	Total	Date	Last Report
☒	User Status	abuse content	1	December 3, 2017	Harry
Feedback Too aggressive.					
Process selectedIgnore Selected					

Fill in the name of the category and click Add:

Category Details

Category in English (US)

Add

Managing Categories

If you want to edit, remove or sort the categories, click Manage Categories:

Reports					
Search settings...					
View ReportsAdd New CategoryManage Categories					
☐	Module	Category	Total	Date	Last Report
☒	User Status	abuse content	1	December 3, 2017	Harry
Feedback Too aggressive.					
Process selectedIgnore Selected					

You'll see a list of categories. From here you can select the category you want to remove and click on **Delete Selected**.

View ReportsAdd New CategoryManage Categories

☐		Category	Module
☐	☒	abuse content	Core
☒	☒	New category	Core
☐	☒	training the com	Core

Delete Selected

To Edit the category, click on the arrow next to the name of the category and select **Edit** to edit the item.

Always [clear cache](#) after making any changes to your site.