


# Viewing Reported Items

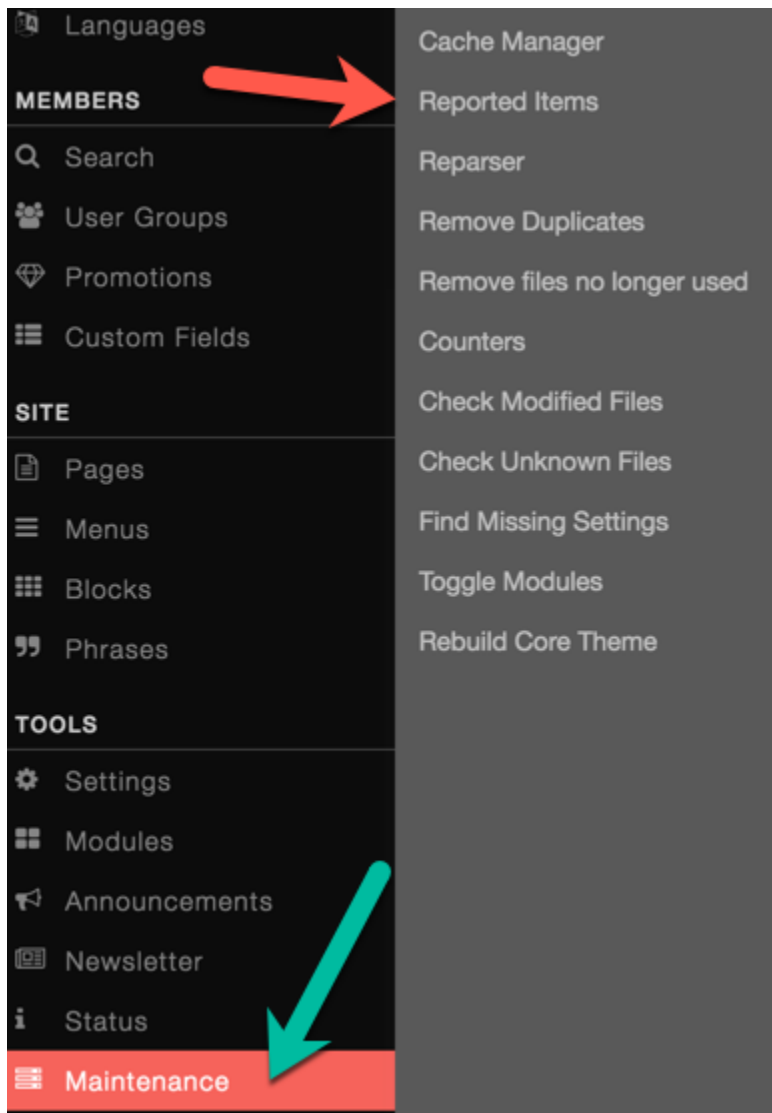
This tutorial will show you how to see the items your users have reported and how to manage report categories.

When you first log into AdminCP, on the right you will see a Statistics block. 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	
<b>ONLINE</b>	
MEMBERS:	1
<b>PENDING APPROVAL</b>	
BLOGS:	1
FORUM THREADS:	1
PHOTOS:	13
USERS PENDING APPROVAL:	9
<b>REPORTED ITEMS/USERS</b>	
TEST:	2



Another way to get to Reported Items is to click Maintenance >> Reported Items.



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

Reports						
<div>RE</div> <div>View Reports</div> <div>Add Category</div> <div>Manage Categories</div>	Reported by					
	<input type="checkbox"/>	MODULE	CATEGORY	TOTAL	DATE	LAST REPORT
	<input checked="" type="checkbox"/>	User Status	Test	1	October 5, 2016	
	<input type="checkbox"/>	Comment	Test	1	September 25, 2015	
						Ignore Selected

In the image above, you can see we selected one report by clicking to the left. We can then choose to ignore it if we find it is something that we don't need to deal with. You would check each item and decide whether to ignore it or 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.

REPORTS

RE

Reported by

MODULE	CATEGORY	TOTAL
		2
		1

Browse Reports

Reported by

USER	CATEGORY	DATE
	Test	October 5, 2016
	Test	October 5, 2016

### Adding Report Categories

You will probably find that you need to add categories to your site. When in the Report section, click Add Category, fill in the name of the category and click Add:

REPORTS

RE

View Reports

Add Category

Manage Categories

Category Details

\*Category Name:

Add

### Managing Categories

If you want to edit, remove or sort the categories, click Manage Categories and you'll see a list of categories.

Manage Categories

RE

[View Reports](#)  
[Add Category](#)  
[Manage Categories](#)

<input type="checkbox"/>	CATEGORY	MODULE
<input checked="" type="checkbox"/>	Test	Core
<input type="checkbox"/>	test4	Core

[Delete Selected](#)

In the image above, we clicked to the left of a category we want to delete. That enables the Delete Selected option to delete the category.

To Edit the category, just click the category name and it will open the screen to see and edit the category.

Manage Categories

RE

[View Reports](#)  
[Add Category](#)  
[Manage Categories](#)

<input type="checkbox"/>	CATEGORY
<input type="checkbox"/>	Test
<input type="checkbox"/>	test4

Be sure to click Update when done editing.

Edit a Category

RE

[View Reports](#)  
[Add Category](#)  
[Manage Categories](#)

Category Details

\*Category Name:  
test4

[Update](#)

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