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	
ONLINE MEMBERS:	1
PENDING APPROVAL BLOGS:	1
FORUM THREADS:	1
PHOTOS:	13
USERS PENDING APPROVAL:	9
REPORTED ITEMS/USERS	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							
	Repo	rted by					
RE		MODULE	CATEGORY	TOTAL	DATE	LAST REPORT	FEEDBACK
		User Status	Test	1	October 5, 2016		this is bad
View Reports Add Category	0	Comment	Test	1	September 25, 2015		
Manage Categories						Igr	nore 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.

	нер	oorts							
SITE									
			Reported by						
d		F	RE			MODULE	CATEGORY		TOTAL
В	rowse Repor	ts						×	2
s									
	Reported I	by							1
	U	SER		CATE	EGORY		DATE		
ips				Test		October 5,	2016		
iel				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:

Add a Category					
RE		Category Details			
		*Category Name:			
View Re	eports				
Add Category					
Manage	e Categories	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							
		CATEGORY	MODULE				
RE	Ø	Test	Core				
View Reports		test4	Core				
Add Category							
Manage Categories			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						
			CATEGORY			
RE	•	Test				
View Reports		test4				
Add Category						
Manage Categories						

Be sure to click Update when done editing.

Edit a Category				
			Category Details	
RE		*Category Name:		
View R	leoorts		test4	
Add Ca	ategory			
Manag	e Categories		Update	

Always clear cache after making any changes to your site.