**Site Workspace - Visitor Comments**

Prerequisites

* Visitor Comments are enabled for app on homepage
* Add Comments for each test in a different record

**Unapproved Tab – Approve Comment**

1. Login as Homepage Editor/Site Director and Open Site Manager
2. Go to Tools tab then visitor comments
3. Using filters, select Page > App > Record
4. Click Approve
5. Click Yes in confirmation dialog
6. Click I’m done to close Visitor Comments dialog
7. Navigate to app on end user and select record
8. Check to make sure comment is now visible

**Unapproved Tab – Review Comments**

1. Login as Homepage Editor/Site Director and Open site manager
2. Go to Tools > Visitor Comments
3. Using Filters, select Page > App > Record
4. Click Review for unapproved comment
5. Change author name and comment body and mark Approved checkbox.
6. Save Changes
7. Click ‘I’m Done’ to close Visitor Comments Dialog
8. Navigate to app on end user and select record
9. Comment should now display with modified name and body.

**Unapproved Tab – Approve Multiple Comments**

1. Login as Homepage Editor/Site Director and Open site manager
2. Go to Tools > Visitor Comments
3. Using Filters, select Page > App > Record
4. Using the checkboxes next to each comment, select two or more comments
5. Click ‘Approve Selected’
6. Click Yes in confirmation dialog
7. Click ‘I’m Done’ to close Visitor comments dialog
8. Navigate to app on end user and select the record
9. Both comments should now be displayed

**Unapproved Tab – Decline Comment**

1. Login as Homepage Editor/Site Director and open site manager
2. Go to Tools > Visitor Comments
3. Filter records by selecting Page > App > Record
4. Click ‘Decline’ for comment record.
5. Click yes in confirmation dialog.
6. Click ‘I’m Done’ to close Visitor Comments dialog
7. Navigate to app on end user and select the record
8. ‘No Comments have been posted’ should be displayed.

Prerequisites

* Visitor comments are enabled for app on homepage
* Comments should already be approved

**Approved Tab – Unapprove Comment**

1. Login as Homepage Editor/Site Director and open site manager
2. Click ‘All Comments’ in the Visitor Comments widget
3. Click the ‘Approved Tab’
4. Filter Records using Page > App > Record
5. Click ‘Unapprove’ for comment record
6. Select Yes in confirmation dialog
7. Click ‘I’m Done’ to close Visitor Comments
8. Navigate to app on end user
9. Comment should no longer be visible

**Approve Tab – Review Comment**

1. Login in as Homepage Editor/Site Director and open site manager
2. Click ‘All Comments’ in Visitor Comments widget
3. Click ‘Approved Tab’
4. Filter records using Page > App > Record
5. Click ‘Review’ for comment record
6. Change Author Name and comment body
7. Uncheck ‘Approved’
8. Save changes
9. Click ‘I’m Done’ to close visitor comments dialog
10. Navigate to app on end user and select record
11. Comment should no longer be visible

**Approved Tab – Decline Comment**

1. Login in as Homepage Editor/Site Director and open site manager
2. Click ‘All Comments’ in Visitor Comments widget
3. Click ‘Approved Tab’
4. Filter records using Page > App > Record
5. Click ‘Decline’ for comment record
6. Click Yes in confirmation dialog
7. Click ‘I’m Done’ to close visitor comments
8. Navigate to app on end user and select record
9. Comment should no longer be visible