



Comments moderation overview

Last Modified on 02/07/2024 3:12 pm EST

All comments left on your knowledge base will go to **Reporting > Comments**.

Comments

Awaiting Approval ▾

Create New Comment

Search by content, article, or poster... 🔍

[Approve](#) [Delete](#)

Comments per page: 20 [50](#) [100](#)

<input type="checkbox"/> Comment	Article Commented On	Status	Date Submitted ▲	Submitter
<input type="checkbox"/> La la la we leave comments	Apple	Pending	Kate Sassypants 08/23/2021 2:00 pm EDT	
<input type="checkbox"/> I comment, you comment, we all comment	Apple	Pending	Kate Sassypants 08/23/2021 2:08 pm EDT	

Unless you've checked the box to Auto Approve comments (**Settings > Comments**), all comments must be moderated.

You can use the dropdown in the upper left to show comments by status:

- **Awaiting Approval:** shows only new comments that need to be approved/deleted
- **Approved:** shows comments that have already been approved
- **Deleted:** shows deleted comments
- **All Comments:** shows all comments, regardless of status

See below for information on approving and deleting comments.