



Approve or delete comments

Last Modified on 04/03/2024 1:12 pm EDT

To view, approve, or delete comments submitted to your knowledge base:

1. Go to **Reporting > Comments**.
2. Use the dropdown near the top of the page to filter to the comments **Awaiting Approval**.

Comments



Awaiting Approval 

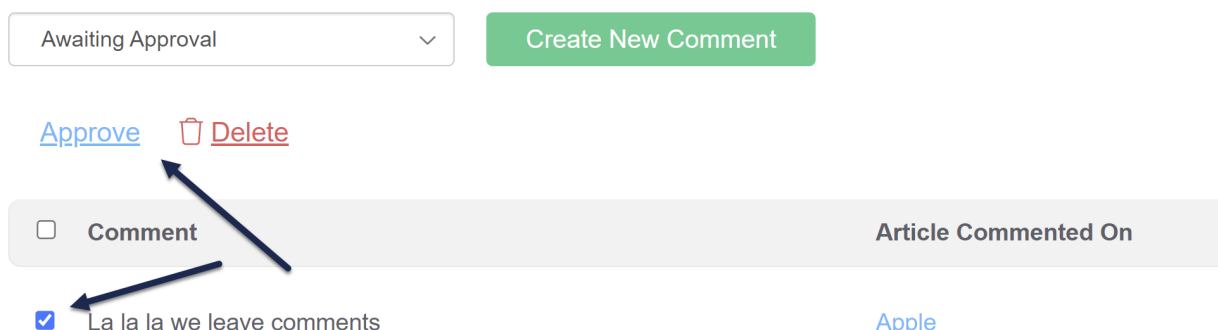
Create New Comment


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

Be sure the Awaiting Approval is selected in the upper left


3. Check the boxes to select individual comments and then use the **Approve** or **Delete** links at the top to approve or delete the selected comments.

Comments



Awaiting Approval 

Create New Comment

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

<input type="checkbox"/> Comment	Article Commented On
<input checked="" type="checkbox"/> La la la we leave comments	Apple

Sample comment approval

Approved comments will be visible to **readers with the appropriate permissions**. Deleted comments are **stored but not shown**.
