

5. Reviews: to moderate or edit a review

- Click on an existing review or click new if you have received one by email
- In detail view, edit the fields you need and click “Update”

The screenshot shows the WordPress admin dashboard for 'Testimonials'. The left sidebar contains a menu with items like Dashboard, All in One SEO, Posts, Media, Pages, Comments, Trips, Portfolio, Testimonials (highlighted), All testimonials, Add new testimonial, Categories, Generate shortcode, Saved Shortcodes, Submission form, Saved forms, Contact, Forms, WooCommerce, Products, Forums, Topics, Replies, Appearance, Plugins (2), Users, Tools, Settings, MailChimp Forms, Arevico Settings, Recent Tweets, Social Share & Locker Pro, and Collapse menu. The main content area is titled 'Testimonials' and includes a search bar, a filter dropdown set to 'All dates', and a table of testimonials. The table has columns for Order, Image, Name, Position, Company, Rating, Author, Categories, and Date. There are 7 items in the table, all with a rating of 0 and published on 2015/06/18. The first item is by Marina Jershanovich, and the last is by Linda Ross. Each row has a checkbox and a set of action links (Edit, Quick Edit, Trash, Clone, New Draft, Clear this cache).

Order	Image	Name	Position	Company	Rating	Author	Categories	Date
<input type="checkbox"/>	0	None	Marina Jershanovich Edit Quick Edit Trash Clone New Draft Clear this cache			Admin	Reviews	2015/06/18 Published
<input type="checkbox"/>	0	None	Michelle Brook			Admin	Reviews	2015/06/18 Published
<input type="checkbox"/>	0	None	Jonathan Shin			Admin	Reviews	2015/06/18 Published
<input type="checkbox"/>	0	None	Nenssi Brook			Admin	Reviews	2015/06/18 Published
<input type="checkbox"/>	0	None	Batya lipsker			Admin	Reviews	2015/06/18 Published
<input type="checkbox"/>	0	None	Rachael Ovadia Zuckerman			Admin	Reviews	2015/06/18 Published
<input type="checkbox"/>	0	None	Linda Ross			webmasteradmin	Reviews	2015/06/17 Published