



ACTION ITEMS

INTRODUCTION	2
COMMENTS.....	2
USER CONTRIBUTIONS.....	5

VITA 6.5

UPDATED JANUARY 2025

INTRODUCTION

In general, Site or Agency Administrators are responsible for managing Action Items like Comments and Contributions. The action Items are displayed on the Main Menu.

Action items

- **Review comments (5)**
- **Review User Contributions (36)**

COMMENTS

When a user submits a comment, a linked number will appear beside Review Comments in the Action Items section of the main menu. As well, an alert will be sent to the Feedback email address assigned in the Agency profile (see Agency Management manual).

Click on the Review Comments link to see the Comments queued for review.



Click on the Thumbnail or Image title to see the Comment.

Posted by Jess Posgate, (jposgate@ourontario.ca), 13 Oct 2011 at 10:37

Public Comment Permission

`<p> The reference to Arthur Ponsonby is to Now is the Time: An appeal for peace (1925). </p>`

Approved: Yes No

The user will have specified whether or not their name and/or comment can be made public. If they have chosen not to make the comment public, the number of approved comments will be shown on the public display screen, but only the text from public comments will display to end users.

Posted by [name withheld] _____), 22 Jan 2009 at 20:03

Public Comment Permission

`<p> Thank you for posting this information. It was really helpful in learning about my Uncle Arthur who sailed on this ship from 1942 - 1943. Thank you again. </p>`

Approved: Yes No

Users are required to provide an email address, so you can contact them about their comments.

Click on Yes or No to approve or not approve a comment then click "Update Comment" to publish the comment to the public display side.

Posted by Jess Posgate, (jposgate@ourontario.ca), 13 Oct 2011 at 10:37

Public Comment Permission

```
<p> The reference to Arthur Ponsonby is to Now is the Time: An appeal for peace (1925). </p>
```

Approved: Yes No [Update Comment](#)

The comments were updated at 13 Oct 2011 10:40:47

Posted by Jess Posgate, (jposgate@ourontario.ca), 13 Oct 2011 at 10:37

Public Comment Permission

```
<p> The reference to Arthur Ponsonby is to Now is the Time: An appeal for peace (1925). </p>
```

Approved: Yes No [Update Comment](#)

Public view:

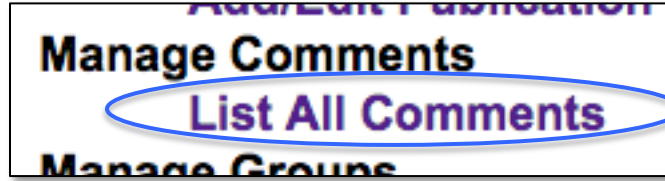
Description **Comments (1)**

Comments from Users

Posted by Jess Posgate, 13 October 2011 at 10:37

The reference to Arthur Ponsonby is to Now is the Time: An appeal for peace (1925).

All comments are indexed and can be reviewed at any time. Click on Review All Comments in the Navigation Bar you can read through any and all comments that have been submitted over time.



You cannot remove comments, only select No for "not approved" and this will suppress those comments you do not want public.



If a record has a comment associated with it, the record cannot be deleted, only made non-public.

USER CONTRIBUTIONS

Click the link in the Action Items box to see a list of user contributions needing review and approval.



Open the linked items and review the information provided by the user.

You can add or modify their information – we recommend tagging any geolocations from the description, for example, or correcting spelling mistakes, add the item to groups (other than the automatic), or add links to other items in the collection if appropriate, etc.

You can also reach out to the contributor using the email they provided for their submission to ask questions or engage in conversation about the item or story.

Then, make the contribution Public to include it in your collection.

See the User Contribution manual for more information on how to showcase user contributions.