



Group Moderation quick reference guide

Moderated groups on HSNet allow Group Moderators to review and approve all content (posts, events and comments) before they are made available to other group members.

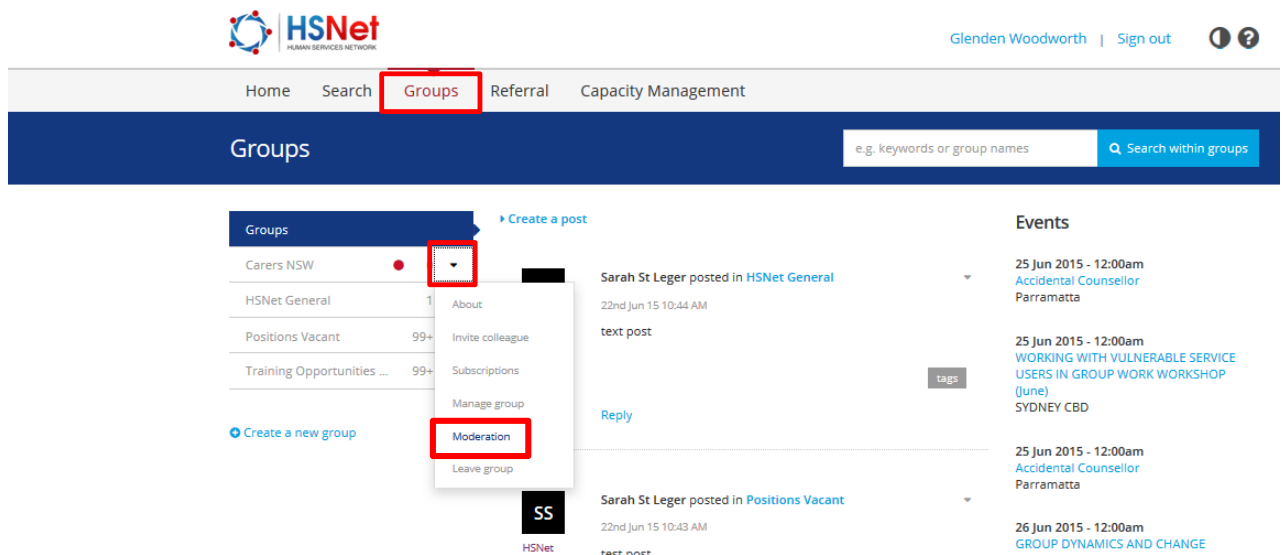
In moderated groups, in addition to regular group functionality, the moderator can:

- **Approve/Reject posts**
- **Approve/Reject events**
- **Approve/Reject comments to an event or post**
- **View tasks pending action**

Note: See the quick reference guide for creating a group to learn how to request a new moderated group.

Follow these steps to perform various moderator functions

1. In the Groups tab select the drop down menu of the group you are a moderator select **Moderation** from the drop down menu to launch the moderation page.



2. Select the **Posts, Events** or **Comments** Tab to see the items requiring **Moderation**. Select approve or reject on each item as required.

Note: You can view the full contents of the item being reviewed by clicking on the text in the first column.



Carers NSW
You are a group moderator of this group

e.g. keywords or group names

Groups

Carers NSW	0
HSNet General	0
Positions Vacant	99+
Training Opportunities...	99+

Moderation

Posts **1** Events **1** Comments **2**

Title	Author	Post Date	Actions
Hi, how is everyone? Just wondering if anyone has a...	Jane Rawson	18 Jun 2015 - 2:37pm	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

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- You will be required to confirm each action. A notification will be sent to the requestor advising them of the outcome of their post. Approved items will then become visible to all group members.

Note: Rejected comments or posts will still be viewable by the moderators and can be **edited, removed or approved**.

Carers NSW
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Groups

Carers NSW	0
HSNet General	1
Positions Vacant	99+
Training Opportunities ...	99+

Moderation

Posts **1** Events **1** Comments **0**

Title	Author	Post Date	Actions
Hi, how is everyone? Just wondering if anyone has a...	Jane Rawson	18 Jun 2015 - 2:37pm	<input type="button" value="Confirm approve"/> <input type="button" value="Cancel"/>

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