



# CHAPTER 8

## Manage Content

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Revised: May 31, 2011  
OL-21595-04

Administrators can remove unwanted comments or videos from the system.

- [Procedures, page 8-1](#)

## Procedures

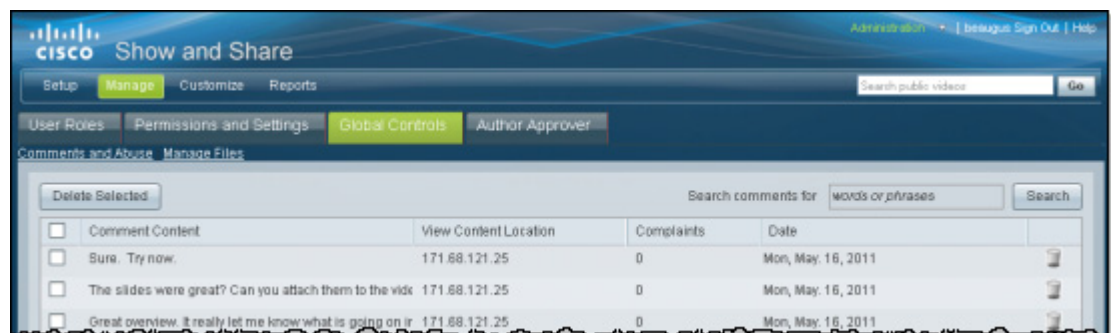
- [Find and Remove Comments, page 8-1](#)
- [Find and Remove Videos, page 8-2](#)

## Find and Remove Comments


### Procedure

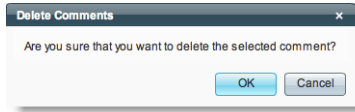
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- Step 1** Choose **Administration** from the global navigation.
- Step 2** Choose **Manage > Global Controls > Comments and Abuse**.
- A table loads with all video comments.

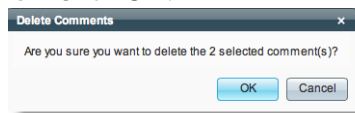


- Step 3** Find the comments that you would like to remove.
- Browse—Use the pagination controls, as needed.
  - Search—Search for words or phrases that violate your community standards.

- Step 4** To remove a single comment, do the following:
- Click the trash can icon  in the corresponding row.
  - Click **OK**.



- Step 5** To remove multiple comments, do the following:
- Check the check boxes to choose multiple comments.
  - Click .
  - Click **OK**.



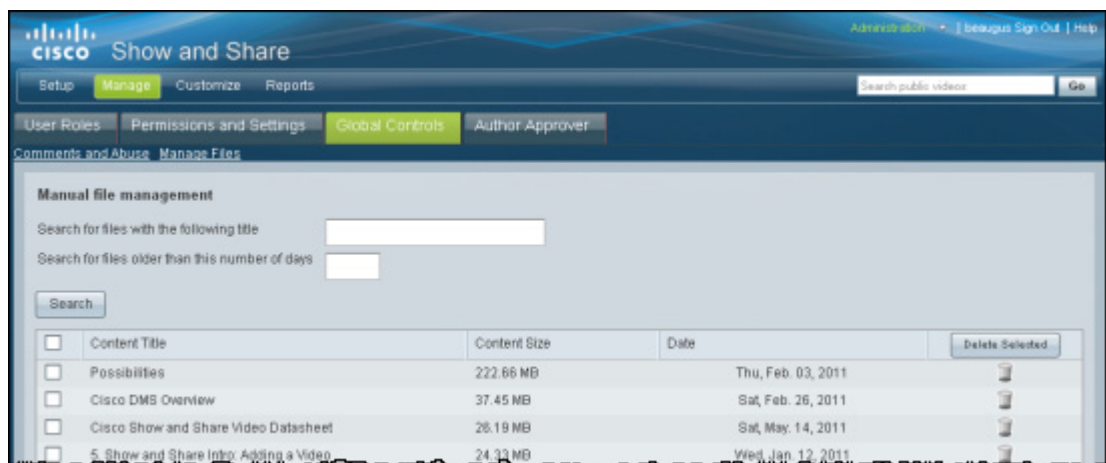
- Step 6** Stop. You have completed this procedure.

## Find and Remove Videos


You might need to remove a video because it is obsolete or contains inappropriate or confidential material.

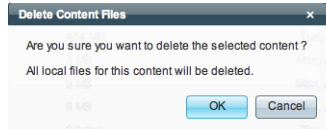
### Procedure


- Step 1** Choose **Administration** from the global navigation.
- Step 2** Choose **Manage > Global Controls > Manage Files**.
- A table of existing videos appears.

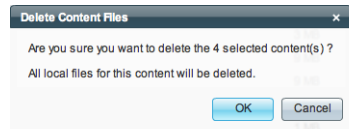


- Step 3** Find the videos that you would like to remove.
- Browse—Use the pagination controls, as needed.
  - Text Search—Search for videos that contain the search term in the title.
  - Age Search—Search for videos that are older than the specified number of days.

- Step 4** To remove a single video:
- a. Click the trash can icon  in the corresponding row.
  - b. Click **OK**.



- Step 5** To remove multiple videos:
- a. Use the check boxes to choose multiple files.
  - b. Click .
  - c. Click **OK**.



- Step 6** Stop. You have completed this procedure.
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