

# Reviews Security Preferences

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## Security



Tools > Preferences > Security > Account tab

There are three settings in your Security preferences that affect reviews and Reviews Management.

### Security > Tools > Reviews

The first is the Reviews dropdown menu in the Tools security tab. These settings determine how individuals belonging to a particular security group are allowed to interact with Reviews Management.

- **No Access.** If this setting is selected, nobody belonging to this security group has access to Reviews Management; the Reviews selection will be disabled in the Management section of Tools.
- **View.** Those with this security setting are only allowed to view submitted reviews in the Reviews Management window.
- **Edit.** Those with this security setting are only allowed to view and edit reviews in the Reviews Management window.
- **Remove.** Those with this security setting are allowed to view, edit, and remove reviews in the Reviews Management window.

### Security > Account > Reviews

Depending upon your security group settings, you can determine if newly submitted reviews require approval or are always automatically approved by default.

- **Add - Requires Approval.** The default status for new reviews is Needs Approval; when the status is changed, the name of the operator who approved the review and a date and time stamp are added to the record.
- **Add - Always Approved.** The default status for all new reviews will be Approved and the Reviewed On/By fields in the Reviews interface window are left blank.

### Security > Account > Show Reviewer As

More often than not, having a patron's full name associated with a review presents several legal obstacles and a load of paperwork for school librarians in order to stay in compliance with their district policies regarding names and/or pictures being displayed over the internet. Thankfully, you can update patron security preferences so reviews will post the patron's whole name, first name and last initial, initials only, or nothing at all. The patron still has to Log In to write a review and you will still see the name of the patron submitting the review, but you can essentially "opt out" of having the patron's name appear in Researcher modules.

Students love being recognized—and this way, they still can—in a form that circumvents the massive amounts of paperwork that full names require.

- **Anonymous.** Not even a single character of the reviewer's name will appear on reviews shown in Researcher modules.
- **Initials.** Reviews in Researcher modules will only display the reviewer's initials. For example, a reviewer with the name of "Mark Arias" would appear as "MA".
- **Full First Name and Last Name Initial.** Reviews in Researcher modules will display the reviewer's first name and last name initial only. For example, a reviewer with the name of "Mark Arias" would appear as "Mark A".

# Reviews Security Preferences

Full First Name and Full Last Name. Reviews in Researcher modules will reveal the reviewer's full name. For example, "Mark Arias" will be shown simply as "Mark Arais".

Last Updated: `$action.dateFormatter.formatDateTime($content.getLastModificationDate())`