ULTIMATE REVIEWS

GETTING STARTED GUIDE

ÉTOILE WEB DESIGN

Table of Contents

This manual will guide you on how to perform the basic tasks to get going with the Ultimate Reviews plugin.

Once you have installed the plugin, go to the plugin Dashboard. Dashboard gives you option to upgrade to premium (full) version to enjoy all plugin features. It also displays a comprehensive Reviews summary, like: the number of Reviews, last Review posted, number of views, and a list of all Reviews posted so far.

If you have any trouble using our plugin, go to our support options and our ultimate support will assist you with your queries.

Accept Review Submissions

Place the *[submit-review]* shortcode in the visual/text editor area of any post/page you've created and it will display form that visitors can use to submit reviews.

Creating your First Review

Once you have installed the plugin, go to the Reviews plugin and then navigate to Reviews tab. This page lists a table of all the reviews that you have added.
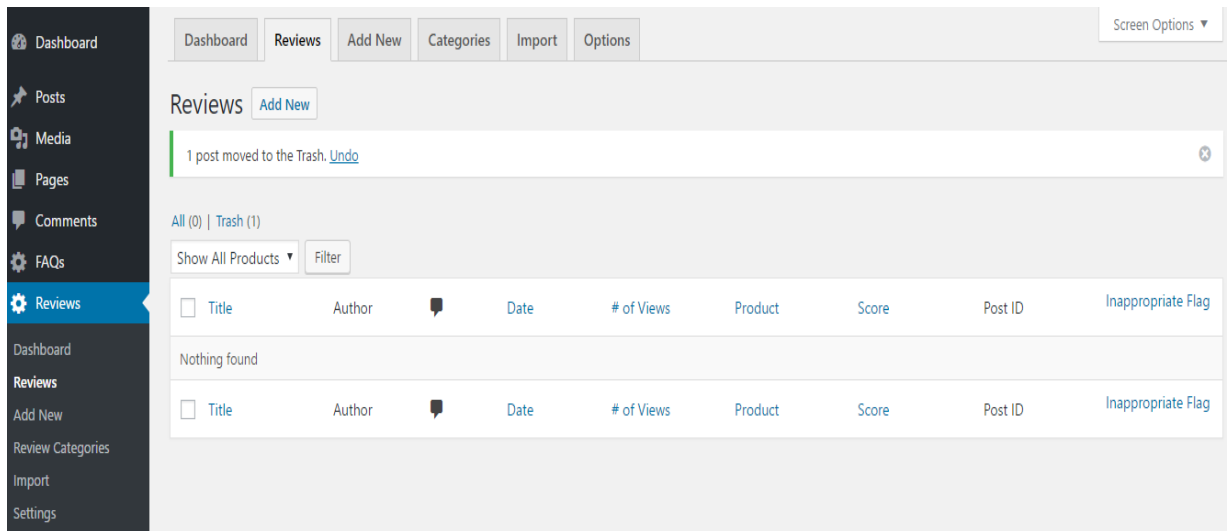
To add a new review manually simply click on *Add New* button under reviews or jump to the Add New tab.
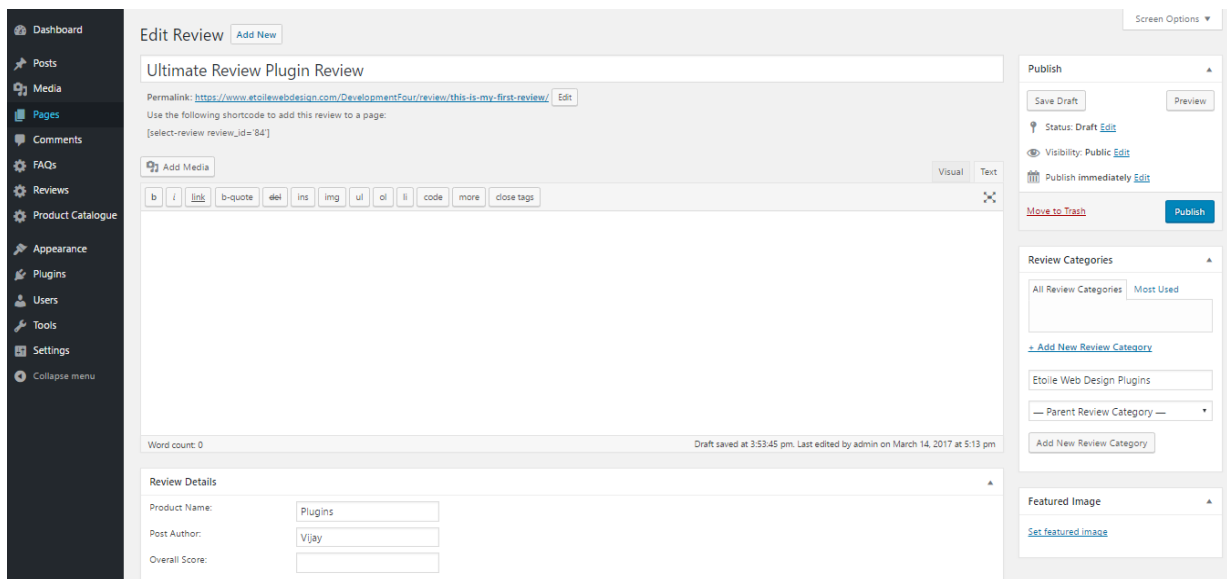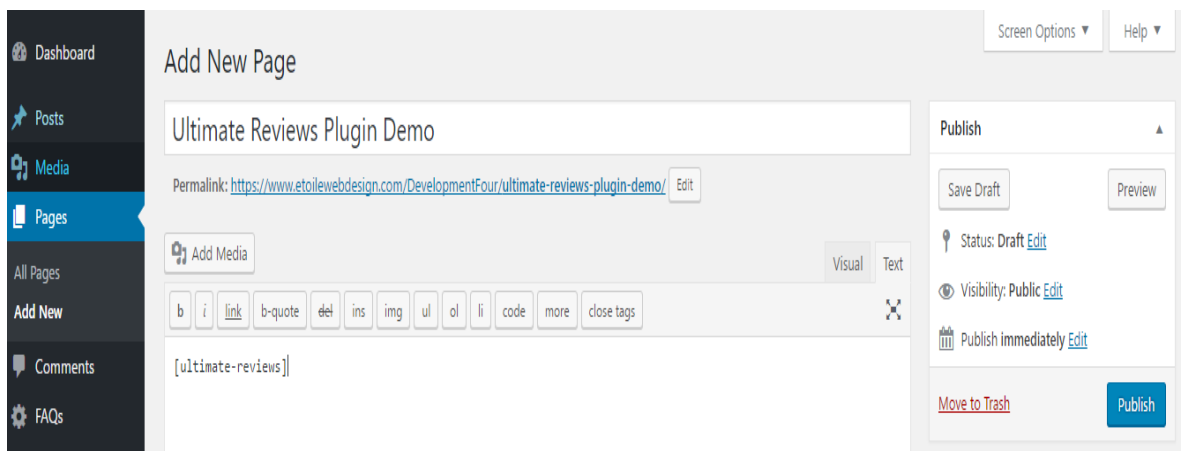
1. Enter the title of the review in the title area.
2. Enter the review content in the main post visual/text editor area.
3. Set the review details (product name, author, score, etc.) using the 'Review Details' section under the main post content area.

   Note: By default, *Review Style* is set as *Points* and the overall score is out of 5 (these options explained further down).

4. You can add this review to a Category. We will learn more about Categories later.
5. Click the 'Publish' button.
6. Once you have published a review you will notice it's shortcode being automatically generated below the Title area. You can use this shortcode to add the review to a post or page.

Displaying Reviews

Place the [ultimate-reviews] shortcode in the visual/text editor area of any post/page you've created and it will display your reviews.
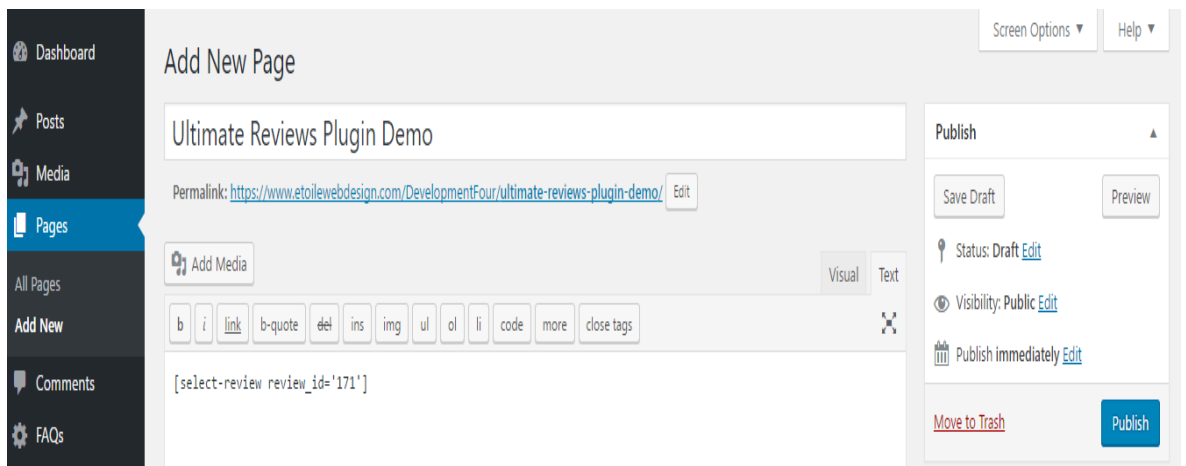
To display a specific review, type the following shortcode in a post or page:

[select-review review_id='X']

Note: Replace X by the review ID

Categories

Categories act as a way to organize your Reviews. It also acts as title for your categories that will group your individual Reviews.

To add a new category, go to the Categories tab and enter the following:

1. **Name:** The name of this category is how it appears on your site.
2. **Slug:** The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.
3. **Parent:** If you are adding a sub-category, you can assign it to parent category.
4. **Description:** The description is not prominent by default; however, some themes may show it. Add New Review Category.

Import [Premium]

1. WooCommerce Import

You can import your reviews from WooCommerce if you have WooCommerce integration on in the Options tab→WooCommerce.

To import the reviews from the WooCommerce plugin, simply click the Import button in the Import tab and it will import all WooCommerce reviews.
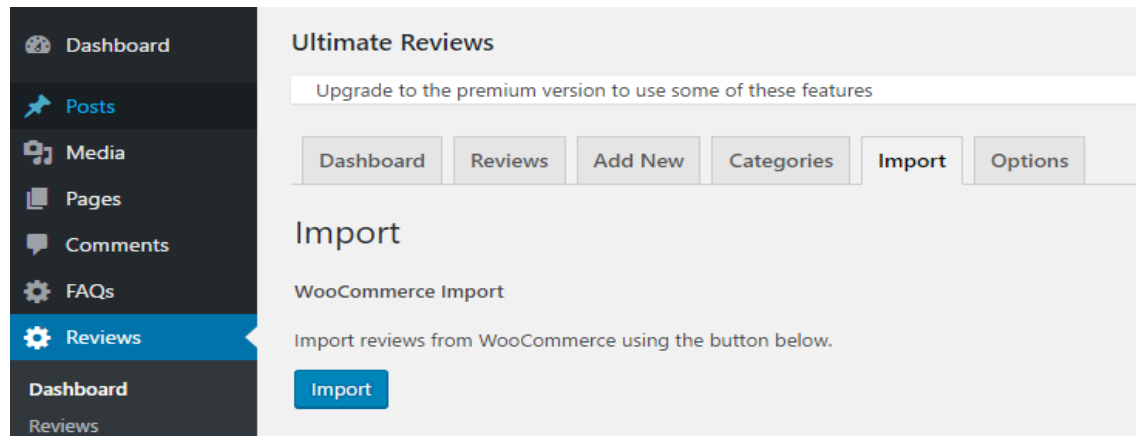
2. Import Reviews from a Spreadsheet

Use spreadsheet to import Reviews all at once. Make sure that the column title names are the same as the field names for Reviews (e.g: Title, Author, Categories, etc.), and that any categories are written the same way as they are online. Also, note that categories are not automatically created on import and need to exist before the import.
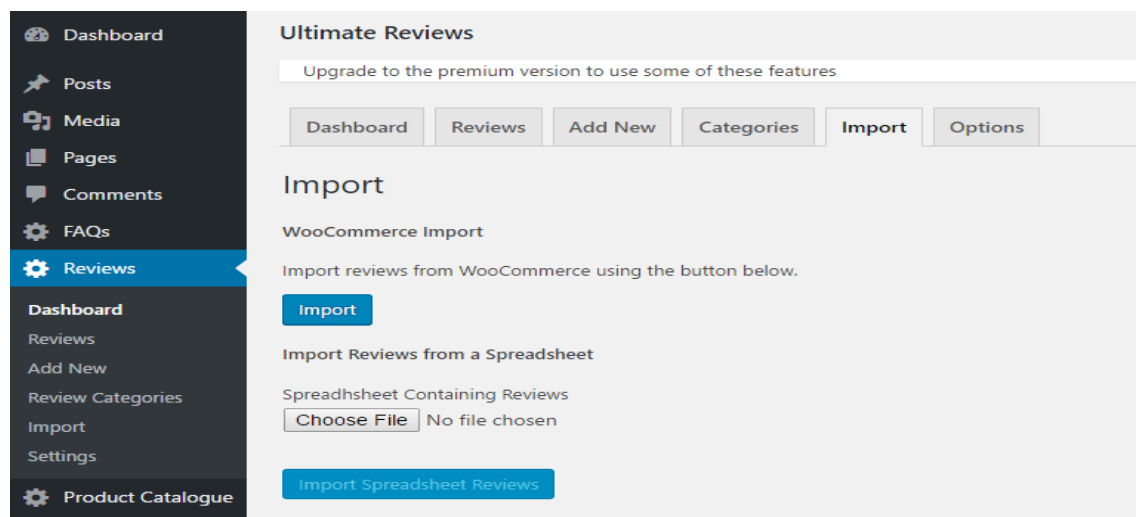
Options

1. Basic

a. General

1. **Custom CSS:** You can add custom CSS styles for your reviews in this box
2. **Maximum Review Score:** What should the maximum score be on the review form? Common values are 100 for the 'percentage' review style, and 5 or 10 for the other styles.

Maximum Review Score   [100]

What should the maximum score be on the review form? Common values are 100 for the 'percentage' review style, and 5 or 10 for the other styles.

3. **Review Style:** *Points or Percentage?* What style should the submit-review form use to collect reviews?

Review Style
  ○ Points
  ● Percentage

What style should the submit-review form use to collect reviews?

Review with *Review Style* set as percentage will look like this:

Review for URP

99.9% ⓘ **Ultimate Reviews Plugin**

Description of the review goes here..

4. **Review Score Input:** *Text, Select or Stars?* What type of input should be used for review scores in the submit-review shortcode?

A review with *Review Score Input* set as *Stars* will look similar as shown in the image below:

Review for UFAQ	Review for UPCP	Review for URP
★★★★★ 5/5 ⓘ	★★★★★ 5/5 ⓘ	★★★★★ 5/5 ⓘ
Ultimate FAQs Plugin	**Ultimate Product Catalog Plugin**	**Ultimate Reviews Plugin**
Posted by **admin**	Posted by **admin**	Posted by **admin**
Read More	Read More	Description of the review goes here..
		Read More

Note: You need to have *Reviews Skin Style* (Options→Styling) set as *Simple Stars* to display the stars in your reviews.

5. **Review Image:** *Yes or No?* Should there be a field for reviewer to upload an image of what they're reviewing?

6. **Review Video:** *Yes or No?* Should there be a field for reviewer to embed a video with their review from an external site (YouTube, Vimeo, etc.)?

Review for URP

5/5 ⓘ **Ultimate Reviews Plugin**

Ultimate Reviews

1/5

ULTIMATE REVIEWS

▶
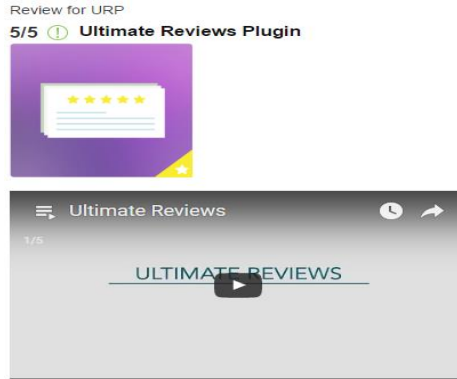
7. **Review Filtering:** *Review Score, Product Name and Review Author?*
Should visitors be able to filter reviews by product name, score or
review author?

8. **Shortcode Builder:** *Yes or No?* Should a shortcode builder be added to
the tinyMCE toolbar in the page editor?

b. Functionality

1. **Submit Review Toggle:** *Yes or No?* Should the submit review form be
hidden until a button is clicked to show it?

2. **Autocomplete Product Names:** *Yes or No?* Should the names of the
available products display in an auto-complete box when a visitor starts
typing? Products need to be entered in the list below or UPCP
Integration has to be turned on for this to work.

3. **Link To Post:** *Yes or No?* Should the review title link to the single post
page for the review?

4. **Flag Inappropriate Content:** *Yes or No?* Should visitors be able to flag
content as inappropriate, so that admins can then review it?

5. **Review Author Links:** *Yes or No?* Should the author's name be clickable,
so that visitors can see other reviews by the same author?

6. **Allow Review Comments:** *Yes or No?* Should comments be allowed, if
they "Allow Comments" box for individual reviews is selected from the
edit review screen?

7. **Review Character Limit:** What should be the limit on the number of
characters in a review? Leave blank for unlimited characters.

c. Products Available for Review

1. **Restrict Product Names:** *Yes or No?* Should the names of the products
be restricted to only those specified?

2. **Product Name Input Type:** *Text or Dropdown?* Should the product
name input be a text field or a dropdown (select) field? (Select only

works if UPCP integration is turned on or "Products List" is filled in below)

3. **UPCP Integration:** *Yes or No?* Should the product names be taken from the Ultimate Product Catalogue Plugin if the names are being restricted or the product name input type is set to "Dropdown"? (Ultimate Product Catalogue plugin needs to be installed to work correctly)

4. **Products List:** If UPCP integration is set to "No", and the product names are restricted or the input type is set to "Dropdown", the list of products above will be used to restrict the possible product names.

d. Display and Layout

1. **Display Author Name:** *Yes or No?* Should the author's name be posted with the review?

Review for URP

5/5 (!) **Ultimate Reviews Plugin**

Posted by **admin**

Description of the review goes here..
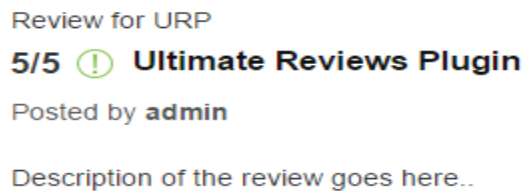
2. **Display Date Submitted:** *Yes or No?* Should the date the review was submitted be posted with the review?

3. **Reviews Per Page:** Set the maximum number of reviews that should be displayed at one time.

4. **Pagination Location:** *Top Bottom or Both?* Where should the pagination controls be located, if there are more reviews than the maximum per page?

Review with the *Pagination Location* set as *Both* will look similar to the image below:

3 reviews « ‹ 3 of 3 › »

Review for URP

5/5 **Ultimate Reviews Plugin**

Posted by **admin**

Description of the review goes here..

3 reviews « ‹ 3 of 3 › »

2. Premium

a. General

1. **Review Format:** *Standard, Expandable, Thumbnail or Image?*

A review with the *Review Format* set as *Thumbnail* will look similar to the image below:
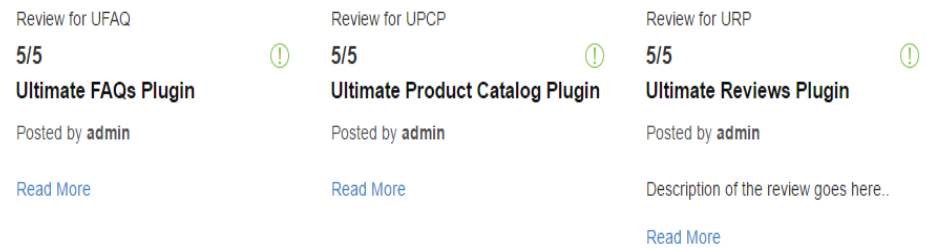
2. **Captcha:** *Yes or No?* Should Captcha be added to the submit review form to prevent spamming? (requires image-creation support for your PHP installation)
3. **Weighted Reviews:** *Yes or No?* Should reviews be weighted when the average rating is calculated, so that some reviews count more? These weights can be set below the review's content when turned on.
4. **Review Karma:** *Yes or No?* Should visitors be allowed to vote up or down reviews that they find or don't find useful? ("Did you find this review helpful?") Uses cookies to make it more difficult to vote up or down multiple times.
5. **Infinite Scroll:** *Yes or No?* If there are more than the maximum number of reviews per page displayed, should the next page of reviews be loaded automatically by AJAX so that the page doesn't need to be reloaded? This may not work if you also have a review widget displaying on the same page.
6. **Include Microdata:** *Yes or No?* Should microdata (rich snippets/schema) be added to the reviews when they're displayed? Microdata helps search engine to display your reviews in a more helpful format.
7. **Pretty Permalinks:** *Yes or No?* Should an SEO friendly permalink structure be used for the link to this Review?
8. **Admin Notification Email:** *Yes or No?* Should an email be sent to the WordPress admin when a new review is submitted?

b. Display Features
1. **Summary Statistics:** *Full, Limited or None?* Should a summary of the reviews be displayed at the top? (average score, etc.) This feature may not work as expected with in-depth reviews and/or pagination.

Note: A snapshot of average score is shown in the image below. For this to work, you should have *Group by Product* set to *Yes* in the *Ordering* tab of the *Options* menu.

Summary for UFAQ

Average Score: 5 (1 rating)

★★★★★ **5/5** ⊙

Ultimate FAQs Plugin
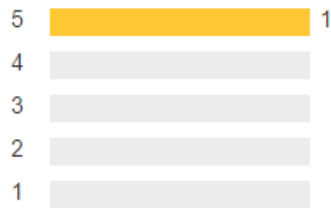
Posted by **admin**

Read More

2. **Clickable Summary Stats:** *Yes or No?* Should visitors be able to click on the summary statistic bars ("Summary Statistics" must be set to "Full") to view all reviews with that score?
3. **Thumbnail Characters:** What is the maximum number of characters that should be shown in the preview in thumbnail format?
4. **Thumbnail 'Read More' AJAX:** *Yes or No?* If you have selected the "Thumbnail" format, should the content be loaded on the same page when clicking "Read More"?

c. Restrictions

1. **Require Admin Approval:** *Yes or No?* Should new reviews have their status set to 'draft' until an admin decides to publish them?
2. **Require Author Email:** *Yes or No?* Do reviewers have to include their email address (not publicly displayed) when they post a review?
3. **Require Email Confirmation:** *Yes or No?* Do reviewers have to confirm their email address before their review is displayed?
4. **Display Form on Confirmation:** *Yes or No?* Should the submit review form be displayed when someone is confirming their email address?
5. **Require Login:** *Yes or No?* Do reviewers have to login before they can post a review?
6. **Login Options:** *WordPress, Front-End Only Users, Twitter and Facebook?* What methods should users be able to use to log in before posting a review? WARNING: "Verified Buyers" in the "WooCommerce" options section will override this option.

3. WooCommerce [Premium]
    a. General
        1. **Replace WooCommerce Reviews:** *Yes or No?* Should the "Reviews" tab on the WooCommerce product page use Ultimate Reviews instead of the default WooCommerce system?
        2. **WooCommerce Review Type:** *Default or Most recent reviews, Top reviews and Most voted reviews* ("Review Karma" in "Premium" options must be set to "Yes") How should WooCommerce reviews be organized?
        3. **Override WooCommerce Theme:** *Yes or No?* Should the "Ratings" area under the product name on the WooCommerce product page be overwritten if you're using a custom theme?
        4. **Verified Buyers:** *Yes or No?* Should only verified buyers be allowed to leave reviews?
        5. **WooCommerce Minimum Days Since Purchase:** The minimum days a customer needs to wait after making a purchase before they can review, if using verified buyers.
        6. **WooCommerce Maximum Days Since Purchase:** The maximum days after a purchase that a customer can leave a review, if using verified buyers.
        7. **Match WooCommerce Categories:** *Yes or No?* Should review catgories match the product categories in WooCommerce, and automatically attach a product's categories to reviews of that product?
        8. **Display Category-Product Reviews:** Display reviews for other products in the same category (or categories) if there are less than the number of reviews above.

    b. Review Reminder Emails

Review Reminders

	Email to Send	Reminder Interval	Reminder Unit	Status
Delete	▾	Immediate ▾	Hour(s) ▾	▾

        1. You can create as many reminder emails as you'd like using the table above.
        2. Reminder Interval and Unit combine to set the amount of time after an order has been set to the selected status before a reminder to review is sent out.
        3. Reminders can be stopped for a specific order by going to the WooCommerce "Orders" tab and unselecting the "Send Reminders" checkbox.

4. Alternatively, reminders will automatically stop if "Review Codes" are required for your site, and the code for a specific order is used.

c. E-mail Messages

E-mail Messages

		Message Subject	Message
	Delete		

- Set an email with a Subject and the email Body to be sent to the users.
- You can use [section]...[/section] and [footer]...[/footer] to split up the content of your email. You can also include a link button, like so: [button link='LINK_URL_GOES_HERE']BUTTON_TEXT[/button].
- You can also put [purchase-date] or [review-code] (if "Review Code" is one of the login options you have selected) into the message body or subject, to put in the date of the purchase or the review code for the purchase, respectively.

d. Reminder Email Styling

Allows you to set the styling options for the reminder email.

Reminder Email Styling

Email Background Color

Inner Background Color

Email Text Color

Button Background Color

Button Back Hover Color

Button Text Color

Button Text Hover Color

e. Send Sample E-mail

To send a sample email click on "Send Sample E-mail" button. Make sure that you click the "Save Changes" button below before sending the test message, to receive the most recent version of your email.

4. Fields

a. **In-Depth Reviews:** *Yes or No?* Should the reviews have multiple parts rather than just the standard fields/an overall score?

b. **In-Depth Review Fields:**

- Use the table below to add fields to your submit review form (requires that in-depth reviews be enabled).
- You can drag and drop the elements in the table to arrange the order in which they will appear.
- The "Review Line" field type will add a new in-depth category that visitors can rate and that will count towards the overall score (ex: Appearance, Value, etc.).
- For the "Radio" and "Checkbox" field types, supply a comma-separated list of your desired input values in the "Options" column.

Category Name	Required?	Allow Explanation	Type	Filterable	Options
Product Name (if applicable)	Yes ▾	N/A	Default	N/A	
Review Author	No ▾	N/A	Default	N/A	
Reviewer Email (if applicable)	No ▾	N/A	Default	N/A	
Review Title	Yes ▾	N/A	Default	N/A	
Review Image (if applicable)	No ▾	N/A	Default	N/A	
Review Video (if applicable)	No ▾	N/A	Default	N/A	
Review	Yes	N/A	Default	N/A	

A review form with the In-depth Review Fields settings set above will look like the image below:

Product Name: [   ]

Review Author: [   ]
What name should be displayed with your review?

Review: [   ]

Review Title: [   ]
What title should be displayed with your review?

Overall Score: ☆ ☆ ☆ ☆ ☆

[Send Review]

5. Ordering
   a. **Group By Product:** *Yes or No?* If the product_name attribute is left blank, should the reviews be grouped by the product they review?
   b. **Group By Product Direction:** *Ascending or Descending?* If products are grouped by name, should they be grouped in ascending or descending order?
   c. **Ordering Type:** *Submitted Date, Review Karma (Not possible if grouping by product name), Rating (Not possible if grouping by product name) or Review Title?* What type of ordering should be used for the reviews?
   d. **Order Direction:** *Ascending or Descending?* Should the ordering be ascending or descending?

6. Labelling [Premium]

Labelling options allows you to replace the default text on the reviews pages. You have the options to customize the following labels:

Review Content

Posted	By	On	Score	Explanation

Submit Review

Product Name	Review Author	Author 'Comment'	Review Title	Title 'Comment'

Overall Score	Review	Category 'Score'	Category 'Explanation'	'Send Review' Button

Messages

Submit Success Message

Submit Draft Add On Message

7. Styling
   a. Styling Options
      1. **Display Score:** *Yes or No?* Should review score be shown beside the review?
      2. **Reviews Skin Style:** What styling skin should the reviews use?

3. **Review Group Separating Line:** *Yes or No?* Add a separating line between each each group of reviews (must have "Group By Product" enabled).
4. **In-Depth Review Categories Layout:** *Regular or Alternating Background Color?* Choose a layout for the display of the different categories when in-depth reviews are enabled.
5. **"Read More" Style:** *Standard Link or Button?* In the thumbnail review format, should the "read more" text be a standard link or a button?

b. Premium Styling Options [Premium]

You can customize the styling for reviews plugin to match with your native WordPress theme. You have the following customizing options:

Review Score

Font Family
ex: Ariel,Times,etc

Font Size
ex: 10px, 1em,etc.

Font Color
[ ] [⊠] ▾

Margin
ex: 10px, 1em,etc.

Padding
ex: 10px, 1em,etc.

Note: You can use any font size, no need for ";"

Review Color Options

Summary Statistics Color
[ ] [⊠] ▾

Simple Bar Color
[ ] [⊠] ▾

Color Bar High
[ ] [⊠] ▾

Color Bar Medium
[ ] [⊠] ▾

Color Bar Low
[ ] [⊠] ▾

Review Background Color
[ ] [⊠] ▾

Review Header Background Color
[ ] [⊠] ▾

Review Content Background Color
[ ] [⊠] ▾

Read More Button Color Options

Requires that "Read More" Style be set to "Button"

Background Color
[ ] [⊠] ▾

Text Color
[ ] [⊠] ▾

Hover Background Color
[ ] [⊠] ▾

Hover Text Color
[ ] [⊠] ▾

"Image" Review Style

Background Color
[ ] [⊠] ▾

The background color for the score and title areas.

Circle Graph Colors

Background Color
[ ] [⊠] ▾

Fill Color
[ ] [⊠] ▾

Shortcodes

1. [submit-review]

a. Function

To display a review submission form.

b. Description

It might be necessary for you to let your customers leave their reviews on your products. In order to display a submission form onto your website, simply put in *[submit-review]*. If you only want visitors to be able to submit a review for one particular product, add the attribute "product_name" and set it equal to the name of the product that you would like them to be able to review.

c. Example

[submit-review]

2. [ultimate-reviews]

a. Function

To display product reviews.

b. Description

While customers may send reviews, it is also an amazing feature to be able to display them. The shortcode will help you display all the reviews that have been created.

c. Example

[ultimate-reviews]