



ONLINE MEDIA DIRECT

ReviewVault

Plugin User Guide

Manual reviews, display widgets, public submissions, reports and SEO schema markup.

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Primary shortcodes	[reviewvault], [reviewvault_badge], [reviewvault_report], [reviewvault_submit]



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1. What ReviewVault does

ReviewVault is a lightweight WordPress plugin for collecting and displaying manual customer reviews. It focuses on clean presentation, strong trust signals and simple moderation. Audio or voice features are not included.

Key features

- Manual reviews stored in WordPress (admin managed).
- Display modes: carousel, grid, list, badge and report.
- Public submission page shortcode (shareable review request URL).
- CSV import templates for fast onboarding.
- Source icons (favicons) and optional review photos.
- Optional JSON-LD schema markup to help search engines understand your reviews pages.

Recommended uses

- 1 Local service sites (trades, agencies and consultants) needing social proof blocks on service pages.
- 2 A single “Reviews” hub page with charts and a full list of testimonials.
- 3 Lightweight badges for footers, headers or sidebars.



2. Install and first setup

Install from a ZIP file in WordPress admin:

- 1 Go to Plugins → Add New → Upload Plugin.
- 2 Choose the plugin ZIP and click Install Now.
- 3 Activate the plugin.
- 4 You will see a new admin menu item: ReviewVault.

First setup checklist

- 1 Create your first review (ReviewVault → Add Review) to confirm the front-end display.
- 2 Create a Reviews page and add one of the display shortcodes.
- 3 Create a Submission page for customers if you want inbound reviews.

```
[reviewvault mode="carousel" theme="led" count="6" rotate="on" interval="6500"]
```



3. Add and moderate reviews

Reviews are created and edited like standard WordPress content, with dedicated review fields.

Core fields

- 1 **Reviewer name** - Display name shown on the card (you can abbreviate surnames).
- 2 **Rating** - 1 to 5 stars.
- 3 **Review text** - The testimonial text.
- 4 **Review date** - Use YYYY-MM-DD format for consistency.

Optional trust fields

- 1 **Town** and **Service** - Useful for local SEO context on service pages.
- 2 **Source** - Manual, Google, Facebook, Trustpilot, Checkatrade and others.
- 3 **Featured** - Pin or prioritise reviews depending on display mode.
- 4 **Status** - Draft, Pending, Approved or Archived.
- 5 **Verified** - Optional internal flag for QA.

Moderation tip

- Public submissions arrive as Pending by default. Review them in wp-admin then mark Approved to publish.
- Use Archived to hide a review without deleting it.

4. Display reviews on your site

Add shortcodes to pages or posts using a Shortcode block (Gutenberg) or your page builder.

Main shortcode

```
[reviewvault]
```

Display modes

Mode	Shortcode example	Best for
Carousel	<code>[reviewvault mode="carousel" count="6" rotate="on"]</code>	Homepages and service pages (compact).
Grid	<code>[reviewvault mode="grid" count="9"]</code>	Dedicated reviews page sections.
List	<code>[reviewvault mode="list" count="20" show_date="on"]</code>	Long-form testimonials page.
Badge	<code>[reviewvault mode="badge" show_icons="on"]</code>	Headers, footers and trust strips.
Report	<code>[reviewvault mode="report"]</code>	Overview page with charts and a full list.

Common options

- 1 **count** - Number of reviews to show (1-50).
- 2 **theme** - *clean, led or minimal*.
- 3 **rotate** - on/off for carousel auto-rotation.
- 4 **interval** - rotation interval in milliseconds (e.g., 6500).
- 5 **source** - filter by platform/source (e.g., google).
- 6 **min_rating** - only include reviews at or above a threshold (optional).

Dedicated shortcodes (optional)

ReviewVault also provides convenience shortcodes if you prefer a clearer block list:

```
[reviewvault_carousel]
[reviewvault_badge]
[reviewvault_report]
[reviewvault_submit]
```



5. Badge and trust strip

Use the badge shortcode when you want a small, high-impact trust signal rather than a full carousel.

```
[reviewvault_badge theme="clean" show_icons="on"]
```

Badge options

- 1 **show_icons** - on/off to show platform icons (Google, Facebook, etc.).
- 2 **theme** - clean, led or minimal.
- 3 **min_rating** - only include reviews above a threshold (optional).

Where to place the badge

- Footer trust strip on every page.
- Header area near the main call-to-action button.
- Sidebar on local landing pages.



6. One page report (bar and pie charts)

The report page gives you a single URL that shows key review metrics plus the full list of testimonials.

```
[reviewvault_report]
```

Report options

- 1 **per_page** - set a number, or use *all* to show the full list without pagination.
- 2 **show_charts** - on/off.
- 3 **show_list** - on/off.

```
[reviewvault_report per_page="all" show_charts="on" show_list="on"]
```



7. SEO schema markup for your reviews page

ReviewVault can output JSON-LD schema markup when you display reviews. This helps search engines understand that the page contains customer reviews and, on report pages, an aggregate rating summary.

What this improves

- Clearer page understanding (a dedicated reviews list rather than generic text).
- Better indexing signals for a “Reviews” hub page.
- Eligibility support for rich results where search engines allow it (not guaranteed).

What ReviewVault outputs

- 1 **Review schema** for reviews visible on the page (rating, text, author and date).
- 2 **CollectionPage + ItemList schema** on list/report pages to describe the ordered list of review items.
- 3 **AggregateRating** on report pages where the average summary is shown.

Where it appears

- 1 Pages using `[reviewvault mode="list"]`.
- 2 Pages using `[reviewvault_report]`.
- 3 Other modes still mark up the reviews displayed, but without the full list page wrapper.

Controls and compatibility

- 1 Go to **ReviewVault** → **Settings** → **Schema** to control schema output.
- 2 **Schema mode**: Off, On or Auto. Auto disables schema if common SEO plugins are detected (Yoast, RankMath, SEOPress, AIOSEO) to avoid duplicates.
- 3 Set **Business type** (default LocalBusiness), **Business name** and **Business URL** for the AggregateRating entity.

Important notes

- 1 Schema helps interpretation but does not guarantee star ratings in Google results. Search engines decide when rich snippets are shown.
- 2 Avoid duplicating review schema from multiple plugins on the same page.



- 3 ReviewVault only marks up reviews that are visible on the page, including pagination on report pages.

Testing

Validate by pasting the page URL into Google's Rich Results Test or the Schema Markup Validator.



8. Public submission page

Create a public page for customers to submit reviews. You can share the URL by email or WhatsApp.

```
[reviewvault_submit]
```

Submission behaviour

- 1 Submissions are stored as Pending for moderation.
- 2 You can approve or archive submissions in wp-admin (ReviewVault → All Reviews).
- 3 The form shows the ReviewVault logo at the top by default.

Optional settings

```
[reviewvault_submit title="Leave a review" subtitle="Tell us how we did" require_consent="on" button_text="Send review"]
```



9. Importing reviews via CSV

The importer is header-based. It maps columns by name, so you can include only the fields you need.

Required columns (exact header names)

reviewer_name, rating, review_text, review_date

Optional columns (exact header names)

source, service, town, is_featured, status, source_icon_url, photo_url, external_reference

Important

- Your CSV header row must match the field names above exactly.
- The example below uses shortened column headings for readability only.

CSV example (readable preview)

name	stars	text	date	source	town	featured	status
Jane D	5	Arrived on time and did a tidy job, would use again.	2026-02-15	manual	Brighton	1	approved
Mark P	4	Good communication, fair price.	2026-01-28	google	Hove	0	approved

Import rules

- Dates should use YYYY-MM-DD.
- Unknown columns are ignored.
- If status is missing, the importer defaults to approved.
- If source is missing, it defaults to manual.



10. Source icons and review images

To make reviews look more real and platform-like, you can add small source icons (favicons) and optional photos.

Source icons (favicons)

- 1 Each review can use a default source icon (Google, Facebook, etc.) or a custom icon uploaded in the review edit screen.
- 2 You can also set `source_icon_url` in CSV imports to point to an image URL.

Review photos

- 1 Add a featured image to a review for a photo (optional).
- 2 Or set `photo_url` via CSV import if you have hosted images.

Image guidelines

- Keep icons square (e.g., 64×64 or 128×128).
- Use JPG/PNG/WebP for photos and keep them under 300 KB where possible.
- Use HTTPS URLs for any externally hosted images.



11. Troubleshooting and FAQs

The shortcode shows nothing

Confirm you have at least one Approved review then clear caches. Also check that the shortcode is inside page content, not in a header/footer builder that strips shortcodes.

Design looks odd on mobile

Try theme="clean". Some themes apply global styles to tables or lists. If needed, add a wrapper CSS rule around the shortcode output.

Icons do not load

Check that icon URLs are HTTPS and publicly accessible. If using a cache/CDN, purge it after changing icons.

Submission form does not send

Check if the page builder strips forms or if a security plugin blocks POST requests. Test using a plain WordPress page with only the shortcode.

Charts do not render

If a script minifier defers or combines scripts, exclude the ReviewVault chart script from optimisation.

Shortcodes quick reference

- [reviewvault] (mode: carousel | grid | list | badge | report)
- [reviewvault_carousel]
- [reviewvault_badge]
- [reviewvault_report]
- [reviewvault_submit] (public submission form)