

Review One Clear Decision at a Time

A practical guide to Review Center, field-by-field decisions, photo review, and direct publishing through Verifier Submit.

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Choose What You Are Doing Today

The correct starting point depends on whether you are reviewing someone else's submission or publishing information you have already verified.

1. Review submitted work

Use Review Home for queued cultivar, information, and photo submissions.

[Open Review Home](#)

2. Publish verified information

Use Verifier Submit only when you independently know the information is correct.

[Open Verifier Submit](#)

3. Uncertain or destructive work

Use Hold. Send merges, removals, Trash, disputes, and unclear permission to the administrator.

[Email administrator](#)

Do not guess

A careful Hold is better than publishing uncertain identity, permission, parentage, or a duplicate record.

1. Open Your Verifier Account and Admin Pages

1. Open Login / Profile.

Use Contribute in the public website menu, then choose Login / Profile.

What to expect: You will see a login form when signed out or your role dashboard when signed in.

2. Sign in with the approved Verifier account.

Use the exact email or username approved for the Plumeria Verifier group.

What to expect: A contributor account alone cannot open Review Center.

3. Open the protected admin area.

Choose Review Submissions on your account page, then Review Center and Review Home in the left admin menu.

What to expect: The four review paths and their current submitted-item counts appear.

4. Return when needed.

Use Review Center in the left menu. To return to the public site, use the site name in the top WordPress bar and choose Visit Site.

What to expect: Your signed-in session remains active until you sign out or it expires.

2. Choose Review Work

Action	Use it when	What happens
New Cultivars	A full new cultivar request is waiting.	Review photo, name, duplicate risk, and submitted record.
Information Changes	One or more fields were suggested for an existing cultivar.	Compare existing and suggested values field by field.
Photo Submissions	A new photo was submitted for a cultivar.	Compare it with all existing photos and verify permission and credit.
Photo Corrections	A public photo or its details need correction.	Move, reclassify, hide, correct, or send destructive work to the administrator.

What the count means

The number on each path is the number of actual submitted items waiting. Blank fields on public cultivar records do not create review items by themselves.

3. Review a New Cultivar Submission

1. Review the required photo.

Confirm the cultivar shown is plausible, the image is useful, the photographer is identified, and permission is confirmed.

What to expect: A missing or unusable required photo means the record should not be approved.

2. Check the name and AKA.

Search the exact name, punctuation variations, close spellings, and AKAs. Compare possible matches.

What to expect: Do not approve a duplicate as a second cultivar record.

3. Review the submitted details.

Check identity type, parents, originator, introducer, history, sources, and selected traits. Correct standard choices only when you know the right value.

What to expect: Unknown information may remain blank.

4. Choose one decision.

Use the action that accurately describes the result.

What to expect: Check the notice after saving before moving to the next item.

Action	Use it when	What happens
Approve as New Cultivar	The name is new, identity is supported, and the photo is acceptable.	Your verifier approval is saved for the administrator. It does not become public until the administrator completes approval.
Merge With Existing Cultivar	The submission is the same cultivar as an existing name or AKA.	Send it to the administrator so useful information and photos can be retained without leaving a duplicate.
Edit Before Approval	A spelling or standard dropdown choice needs correction.	The corrected value is used with the decision.
Hold / Needs Verification	Identity, permission, source, or duplicate status is uncertain.	The request stays out of public view for more review.
Reject	The request is unsupported, unusable, or should not become a record.	It leaves the active queue without changing the public database.

4. Review an Information Change

The screen should show only the decision you need

The changed main category and individual field are highlighted. Existing Value and Suggested Value appear together. Review only the submitted field or fields.

1. Open the highlighted field.

The category and field identify exactly what was submitted.

What to expect: Other record information is context, not an instruction to fill blank fields.

2. Compare both values.

Read Existing Value and Suggested Value together. Check source notes and photos when relevant.

What to expect: Decide whether the suggestion improves the live record.

3. Edit only when needed.

For standard fields, use an approved dropdown choice. Correct names, history, or description text directly only when supported.

What to expect: The edited value becomes the value you are deciding on.

4. Save, reject, or hold.

Save This Update changes that field only. Reject removes the suggestion. Hold preserves it for more evidence.

What to expect: After Save, the live record and dependent search or collection displays update from the same field.

5. Review a New Photo

1. **Compare all photos.**

Review the submitted image beside existing cultivar photos to find duplicates, near-duplicates, wrong cultivars, or the wrong photo type.

What to expect: Do not approve an identical duplicate.

2. **Confirm credit and permission.**

The photographer and permission must be clear before approval.

What to expect: Use Hold if rights are uncertain.

3. **Correct details when needed.**

Edit photo type, date, time, region, or notes when supported by the image, submitter, or metadata.

What to expect: The approved photo carries those corrected details.

4. **Choose the result.**

Approve, Hold, Reject, or Move to Another Cultivar as appropriate.

What to expect: If the cultivar has no hero photo, the first approved usable image becomes the hero automatically.

Administrator-only hero changes

Choosing or replacing the hero when a cultivar already has one is an administrator action.

6. Correct a Public Photo

- Search Photo Corrections by cultivar name or AKA and select the exact photo.
- Correct cultivar assignment, photo type, photographer credit, date, region, or notes when supported.
- Send removals, Trash, merges, and unclear duplicate decisions to the administrator.
- Normal crop, resize, and presentation adjustments are acceptable; never alter true flower color or identifying features.

7. Use Verifier Submit

Verifier Submit is for information you have already verified. New cultivars, field changes, and photos publish immediately under your account and do not return to the approval queue.

Action	Use it when	What happens
New Cultivar	You verified the identity, name, duplicate check, source, and required photo.	The cultivar publishes immediately and a detailed notice goes to info@plumeriadb.com.

Action	Use it when	What happens
Correct a Record	You verified the exact field and replacement value.	That field updates immediately and a detailed notice goes to the administrator.
Add a Photo	You verified cultivar identity, permission, credit, type, and available context.	The photo publishes immediately and the administrator receives its details.

Do not use Verifier Submit for

Uncertain identity, disputed names or AKAs, unclear duplicate records, merges, removals, Trash, or questionable photo permission.

8. Five Checks Before You Save

- Identity: Is this the correct cultivar, name, and AKA?
- Evidence: Does the photo or source support the submitted value?
- Permission: Is photo credit and the right to publish confirmed?
- Comparison: Did you compare the existing record and existing photos?
- Outcome: Will the selected action create the intended public result?

9. Quick Troubleshooting

Action	Use it when	What happens
Access Required	The signed-in account lacks Verifier access.	Sign out and use the exact approved Verifier account.
Same list returns	The action may have saved or shown a notice.	Read the notice, refresh once, and confirm status before clicking again.
Item keeps showing	Its status may not have changed as expected.	Do not repeat actions. Report the cultivar and item link to the administrator.
Uncertain result	Identity, permission, duplicate status, or destructive work is unclear.	Use Hold and email info@plumeriadb.com .