

# Administration - Categories

A category must be created before any questions can be added by users.

- A question has to be linked to a category and more than one question can be linked to a category.
- The Categories option will be available to the Administrator on the Quick Links option on the right-hand side of the Ask the Expert screen.

## Create a Category

## Where do I find the Categories option?

To add a category, select the Categories menu item and after the page has loaded, click on the Create Category button.

The screenshot displays the LMS Portal interface. At the top, there is a dark blue header with the text 'LMS Portal' and three icons: a question mark, an envelope, and a user profile. Below the header is a search bar. The main content area features a navigation bar with three tabs: 'e-Learning Programmes' (with a '1' badge), 'Discussion Forum' (with a question mark icon), and 'My Achievements' (with a '18' badge). Below the navigation bar, the 'Discussion Forum' tab is active, showing a breadcrumb trail 'Discussion Forum » Categories'. A button labeled '+ Create a Category' is highlighted with a red box. Below this button is a table with two columns: 'Actions' and 'Category Heading'. The table contains two rows: 'Pathways' and 'Performance Management', each with an 'Actions' dropdown menu. On the right side of the interface, a 'Quick Links' menu is visible, listing 'Ask The Expert', 'My Questions', 'Moderation', 'Questions', 'Comments', 'Categories' (highlighted with a red box), and 'Experts'. At the bottom of the page, there is a footer with the text 'Schema: [1] Signify Academy | Subgroup: All Employees' and 'V8.8.0.3 Copyright © 2019 Signify. All Rights Reserved.'

- Select the **Categories** menu item from the **Quick Links**.
- Click the **Create a Category** button.

The Create a Category page opens.

The screenshot shows the 'Create a Category' page in the LMS Portal. The header is dark blue with 'LMS Portal' on the left and navigation icons (help, mail, user) on the right. Below the header is a search bar. A navigation bar contains three items: 'e-Learning Programmes' with a count of 1, 'Discussion Forum' with a question mark icon, and 'My Achievements' with a count of 18. A breadcrumb trail reads 'Discussion Forum » Discussion Forum Question » Create'. The main heading is 'Create a Category'. Below it, the label 'Category Heading \*' is next to a text input field containing 'Pathways'. At the bottom are 'Save' and 'Back' buttons. The footer shows 'Schema: [1] Signify Academy | Subgroup: All Employees' and 'V8.8.0.3 Copyright © 2019 Signify. All Rights Reserved.'.

LMS Portal

Search

e-Learning Programmes 1 Discussion Forum My Achievements 18

Discussion Forum » Discussion Forum Question » Create

### Create a Category

Category Heading \* Pathways

Save Back

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- Click the **Save** button. The new category will be listed on the categories page and can be edited or removed.

The screenshot shows the 'Categories' page in the LMS Portal. The header and navigation bar are identical to the previous screenshot. The breadcrumb trail is 'Discussion Forum » Categories'. A button labeled '+ Create a Category' is visible. Below it is a table with two columns: 'Actions' and 'Category Heading'. The first row shows 'Pathways' in the 'Category Heading' column. The 'Actions' column has a dropdown menu open, showing 'Edit' and 'Remove' options. The footer is the same as the previous screenshot.

LMS Portal

Search

e-Learning Programmes 1 Discussion Forum My Achievements 18

Discussion Forum » Categories

+ Create a Category

Actions	Category Heading
Actions ▾	Pathways
Edit	Pathways
Remove	Pathways

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# Actions

Click Actions:

- **Edit** to edit the Category.
- **Remove** to remove the Category.

**Try It Out:** Add a Category on the Discussion Forum module

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