

# 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'. On the right side of the interface, there is a 'Quick Links' menu with the following items: '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' on the left and 'V8.8.0.3 Copyright © 2019 Signify. All Rights Reserved.' on the right.

- 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 'LMS Portal' header with a search bar and navigation icons. Below the header, there are three main navigation tabs: 'e-Learning Programmes' (1), 'Discussion Forum' (18), and 'My Achievements' (18). The 'Discussion Forum' tab is active. Below the tabs, a breadcrumb trail reads 'Discussion Forum » Discussion Forum Question » Create'. The main heading is 'Create a Category'. There is a text input field labeled 'Category Heading \*' with the text 'Pathways' entered. Below the input field are two buttons: 'Save' and 'Back'. At the bottom of the page, the footer text reads '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 18 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 'LMS Portal' header with a search bar and navigation icons. Below the header, there are three main navigation tabs: 'e-Learning Programmes' (1), 'Discussion Forum' (18), and 'My Achievements' (18). The 'Discussion Forum' tab is active. Below the tabs, a breadcrumb trail reads 'Discussion Forum » Categories'. There is a button labeled '+ Create a Category'. Below this button is a table with two columns: 'Actions' and 'Category Heading'. The table has two rows. The first row has 'Pathways' in the 'Category Heading' column. The second row has 'Finance Management' in the 'Category Heading' column. The 'Actions' column for the first row has a dropdown menu with 'Edit' and 'Remove' options. At the bottom of the page, the footer text reads '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 18 My Achievements 18

Discussion Forum » Categories

+ Create a Category

Actions	Category Heading
Actions ▾	Pathways
Edit Remove	Finance Management

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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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