

# 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 is divided into three sections: 'e-Learning Programmes' (with a '1' badge), 'Discussion Forum' (with a '1' badge), and 'My Achievements' (with a '18' badge). The 'Discussion Forum' section is active, showing a breadcrumb trail 'Discussion Forum » Categories'. Below this, there is a button labeled '+ Create a Category'. To the right of the main content area 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' 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 includes the 'LMS Portal' title, a search bar, and navigation icons. The main content area has a breadcrumb trail: 'Discussion Forum » Discussion Forum Question » Create'. Below this, the 'Create a Category' section features a 'Category Heading' label and a text input field containing 'Pathways'. At the bottom of this section are 'Save' and 'Back' buttons. The footer displays '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

Schema: [1] Signify Academy | Subgroup: All Employees V8.8.0.3 Copyright © 2019 Signify. All Rights Reserved.

- 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 is identical to the previous page. The breadcrumb trail is 'Discussion Forum » Categories'. A '+ Create a Category' button 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 page.

**LMS Portal**

Search

e-Learning Programmes 1 Discussion Forum My Achievements 18

Discussion Forum » Categories

+ Create a Category

Actions	Category Heading
Actions ▾	Pathways
Edit	Finance Management
Remove	

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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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