Administration - Categories

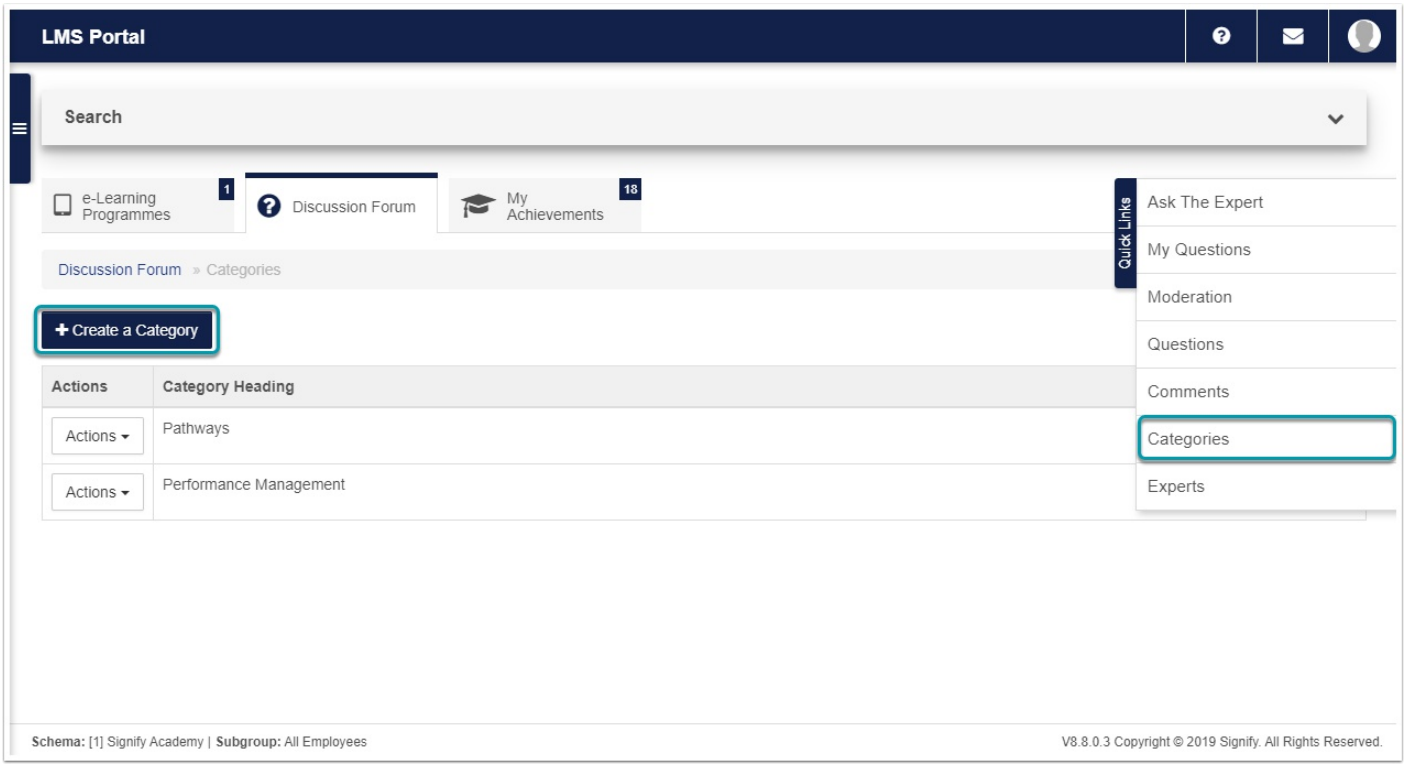
A category must be created before any questions can be added by users.

- 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

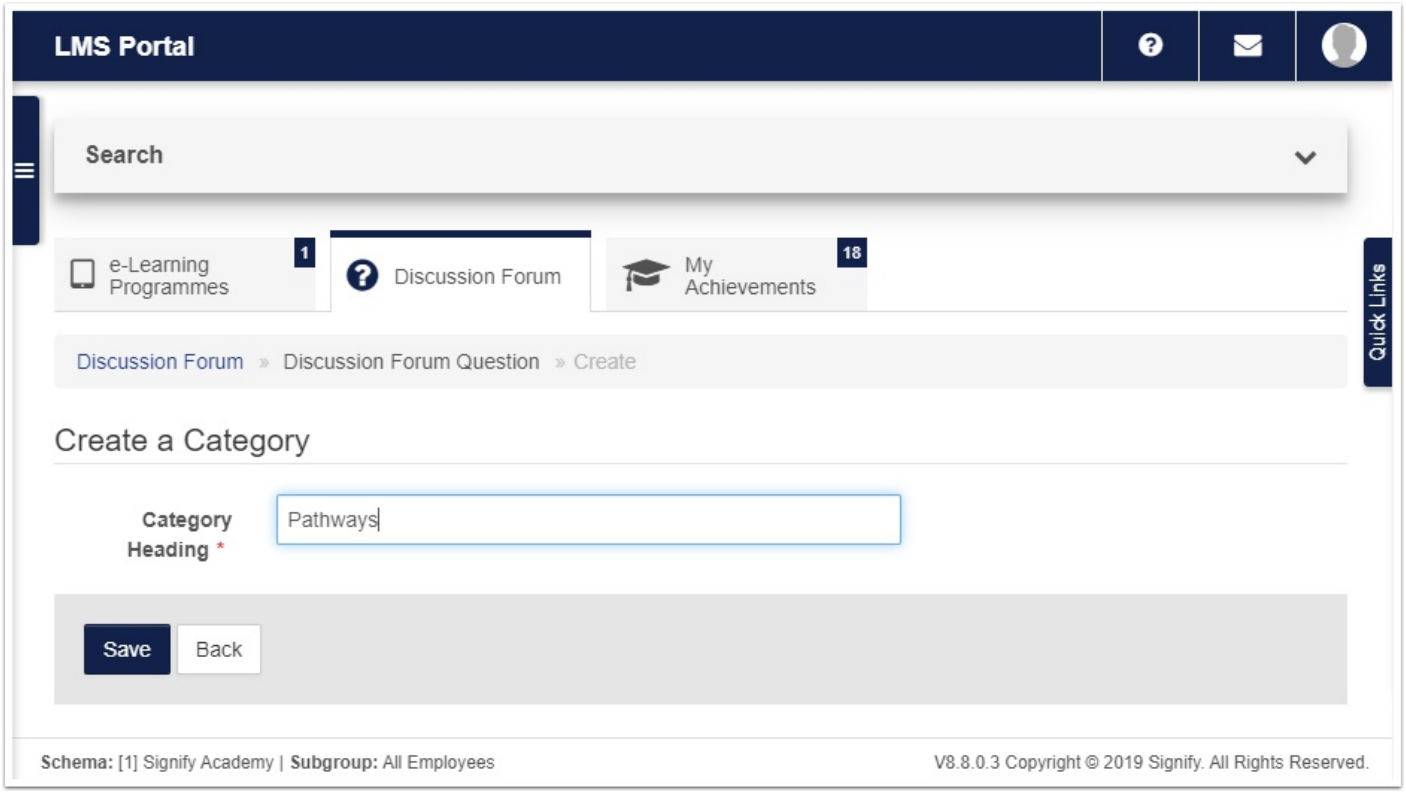
Where do I find the Categories option?

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

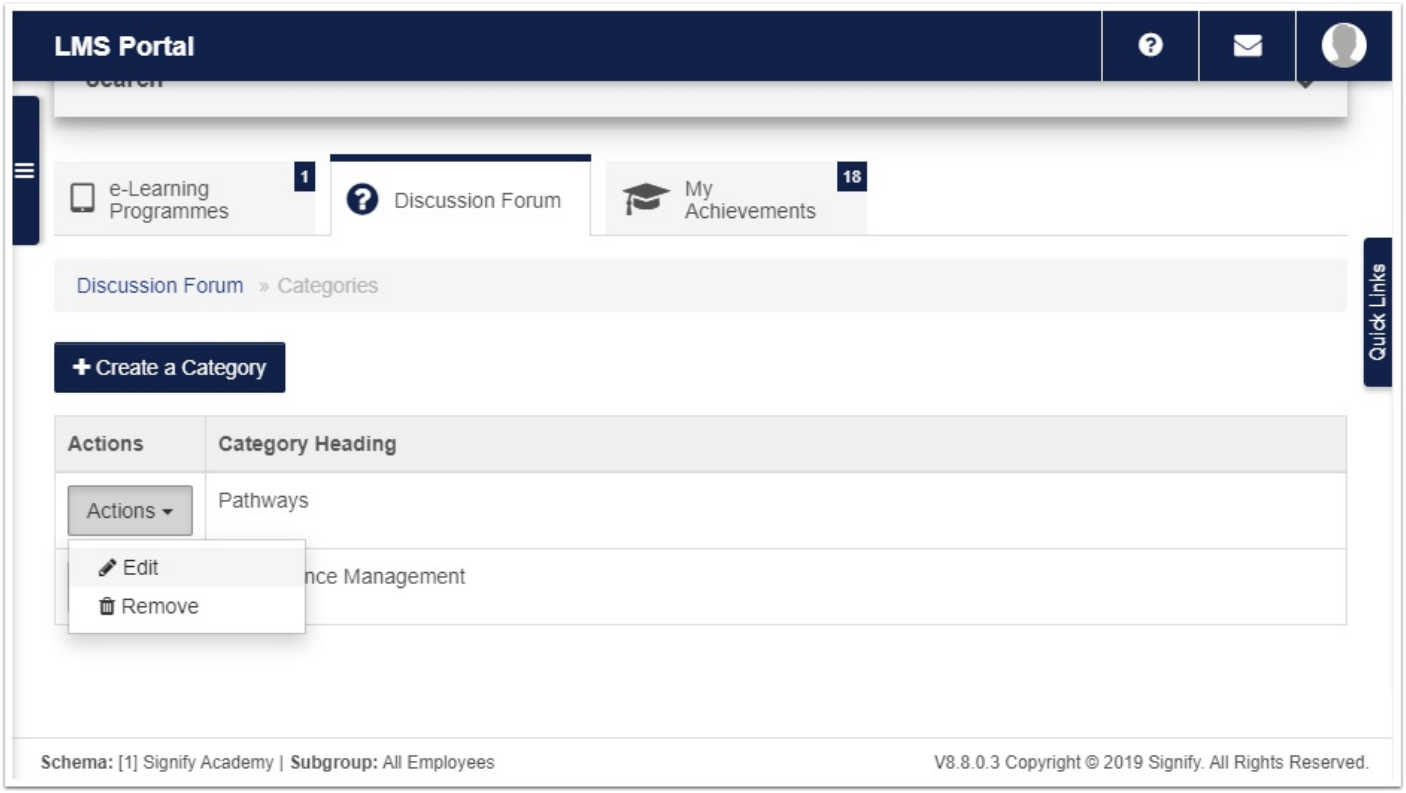


- Select the **Categories** menu item from the **Quick Links**.
- Click the **Create a Category** button.

The Create a Category page opens.



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



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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