

# 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 shows the LMS Portal interface. At the top, there is a dark blue header with 'LMS Portal' and navigation icons. Below the header is a search bar. The main content area is divided into several sections. On the left, there are navigation tabs for 'e-Learning Programmes', 'Discussion Forum', and 'My Achievements'. The 'Discussion Forum' tab is active, and the breadcrumb trail shows 'Discussion Forum > Categories'. In the main content area, 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: one for 'Pathways' and one for 'Performance Management'. On the right side of the interface, there is a 'Quick Links' sidebar with a list of options: 'Ask The Expert', 'My Questions', 'Moderation', 'Questions', 'Comments', 'Categories', and 'Experts'. The 'Categories' option is highlighted with a red box. 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.

**LMS Portal** ? ✉ 👤

Search ▼

📱 e-Learning Programmes **1**
🔍 Discussion Forum
🎓 My Achievements **18**

Discussion Forum » Discussion Forum Question » Create

### Create a Category

Category Heading \*

**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.

**LMS Portal** ? ✉ 👤

Search

📱 e-Learning Programmes **1**
🔍 Discussion Forum
🎓 My Achievements **18**

Discussion Forum » Categories

**+ Create a Category**

Actions	Category Heading
<div style="border: 1px solid #ccc; padding: 2px;">           Actions ▼           <ul style="list-style-type: none"> <li>✎ Edit</li> <li>🗑 Remove</li> </ul> </div>	Pathways
	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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