


Managing Categories

Expand **Categories** in left **Navigation Bar** and click on **Manage** to open manage categories screen.

 **Manage Categories**

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Categories are used to structure your knowledgebase into easily manageable portions. This section display the list of **public categories** of your knowledgebase in a tree based structure. There are various actions (edit, delete, show/hide, add article, add sub-category) related to each category that you can perform in this section.

Public

Private

Subscribers

Show 10 entries

ID	Name	Priority	Visible	Hits	Subcats	Articles	Actions
23	 Billing	0	Yes	1001	0	2 2	 Actions
9	 Knowledge Base News	0	Yes	9538	0	1 1	 Actions
6	 Documentation	5	Yes	392793	1	15 15	 Actions
8	 SQL Server Edition	0	Yes	500817	0	1 1	 Actions

- ID** is the serial number of a category in the knowledge base.
- Name:** This column displays the name (title) assigned to a category. The root category is displayed at the top and sub-categories are displayed underneath it.
- Priority:** This column lets you set the [custom display order of categories](#) in the public-facing area of the knowledge base. Categories are listed from lower to higher priority in the front-end area i.e. lower the priority number, the higher the category position in the front-end area.
Please note that category priority would be effective only if the Sort Order of categories is changed from "Alphabetic order" to "Priority" in [Feature Settings](#) (under the Manage Settings) section of the admin area.
- Visible:** You can turn on/off the visibility of a category in the front end through this column. By default, the current category status is visible. To change, the visibility status, click on the YES/NO label.
- Hits:** Hits depicts the total views of all the articles under their respective categories and their sub-categories.
- Subcats:** This column shows the total count of sub-categories of a category.
- Articles:** This column contains two values separated by a pipeline (|) symbol. The first value shows the total count of the published articles (approved and featured) and the second value depicts the total count of all articles (irrespective of their status) present under this category.
- Actions:** This column contains a drop-down menu of the operations that can be performed on a category. These operations include:
 - Edit** - Click to modify a category.
 - Delete** - Click to delete the selected category. A category can only be deleted if it is empty (does not contain any subcategories or articles) else the system will generate warning messages.
 - Add Subcategory** - Click to add a new sub-category under it.
 - Add Article** - Click to add a new article in this category.
 - Subscribers** - Click to manage the list of subscribers (See: [Managing Category Subscribers](#)) of this category.

Custom Fields

Applicable To: Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

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