

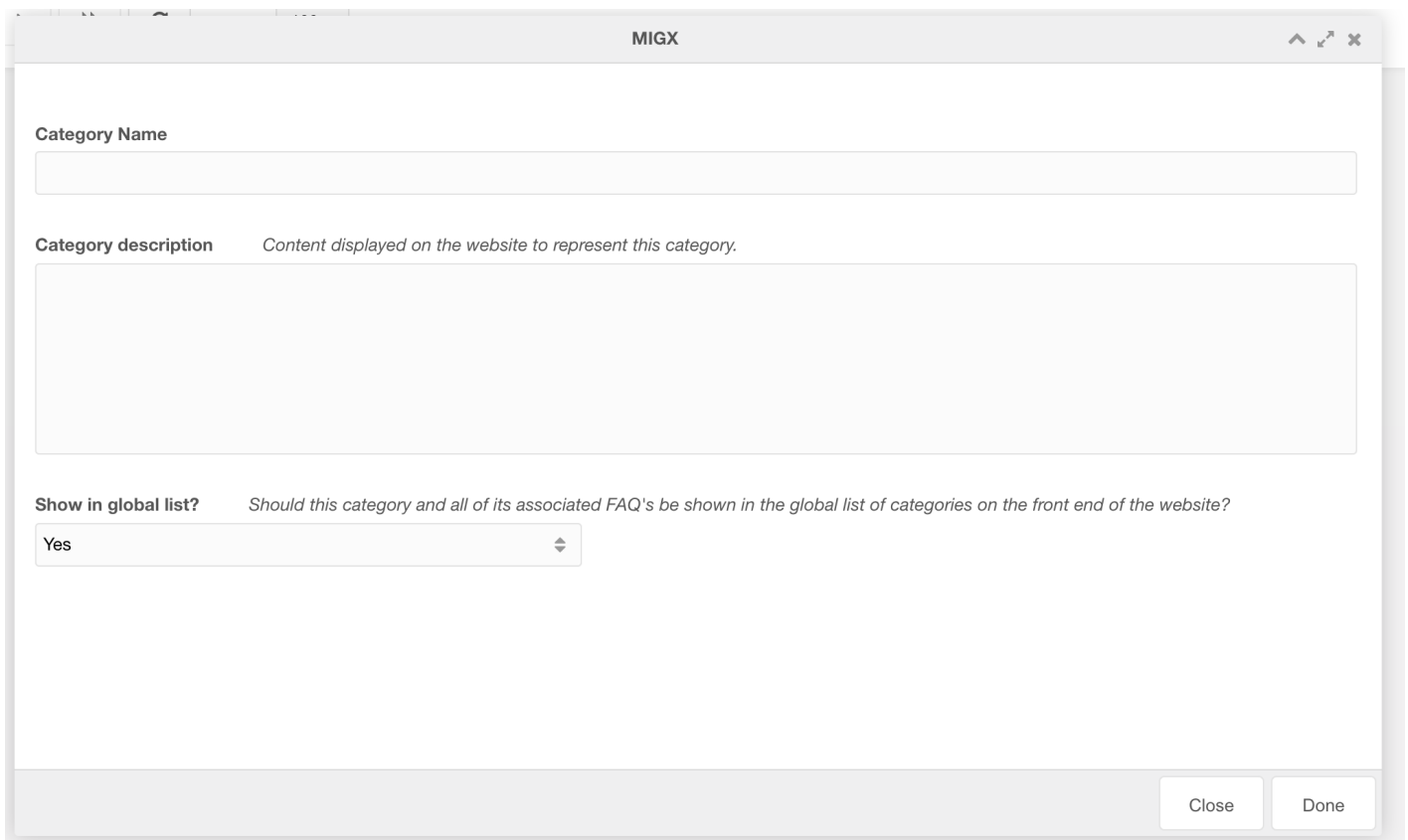
FAQ Categories

Create and manage FAQ categories

All FAQ's should be assigned to a category, categories help organise questions and answers so they can be pulled through on the frontend of the website through a Content Block field

Adding a category

1. Click 'Create category'
2. Enter category name, description and select if this category should be published on the website



The screenshot shows a web browser window titled 'MIGX'. Inside the browser is a form for creating a new FAQ category. The form has three main sections: 1. 'Category Name' with a single-line text input field. 2. 'Category description' with a multi-line text area; the label includes a tooltip that says 'Content displayed on the website to represent this category.' 3. 'Show in global list?' with a tooltip that says 'Should this category and all of its associated FAQ's be shown in the global list of categories on the front end of the website?'. Below this is a dropdown menu currently set to 'Yes'. At the bottom right of the form are two buttons: 'Close' and 'Done'.

Updating a category

1. Right click the category row you want to update
2. Click 'Edit'
3. Update category details

