

WL General

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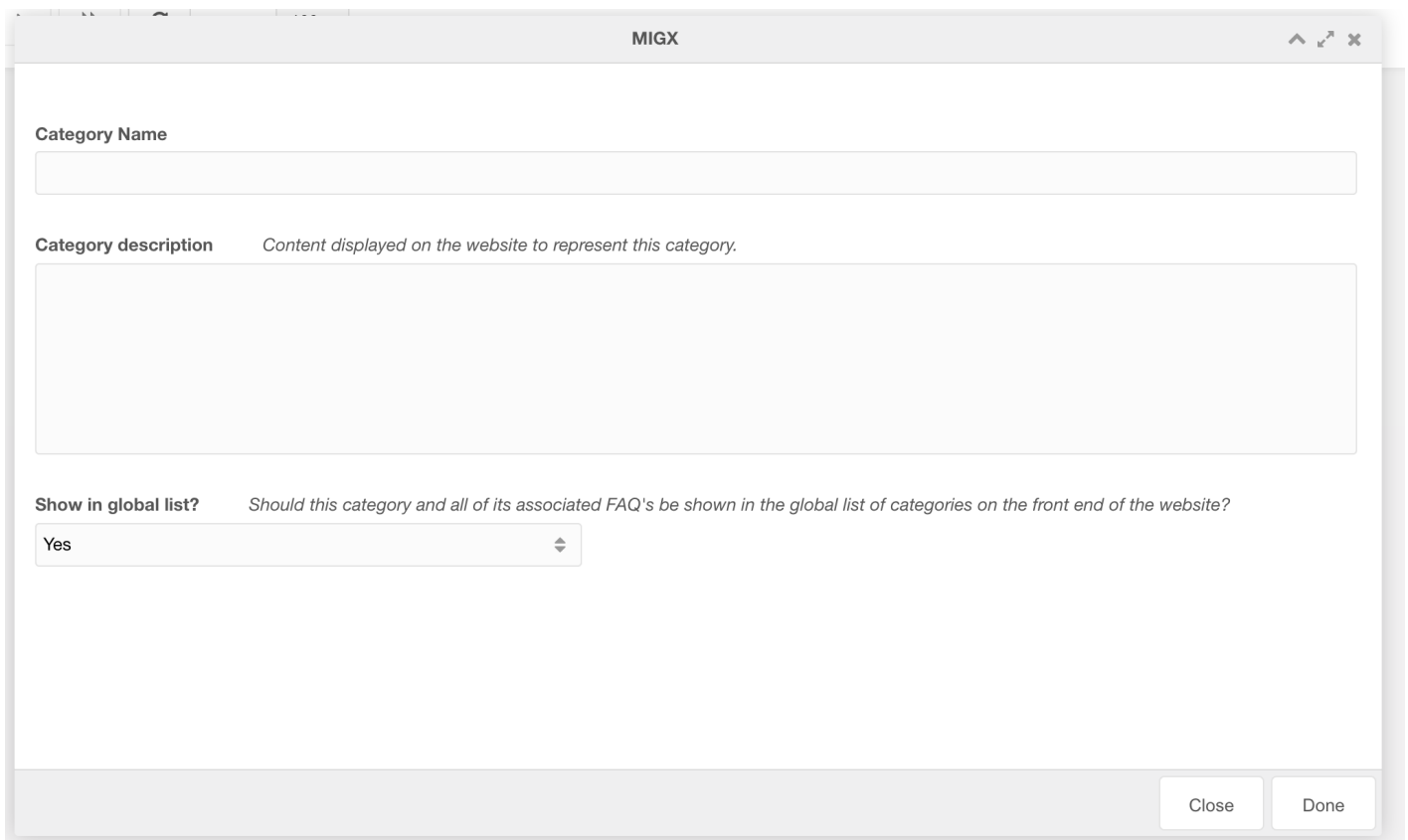
FAQ Categories

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'. The form contains the following fields and options:

- Category Name:** A text input field.
- Category description:** A text area with the placeholder text 'Content displayed on the website to represent this category.'
- Show in global list?:** A dropdown menu with 'Yes' selected and a downward arrow.

At the bottom right of the form, there 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

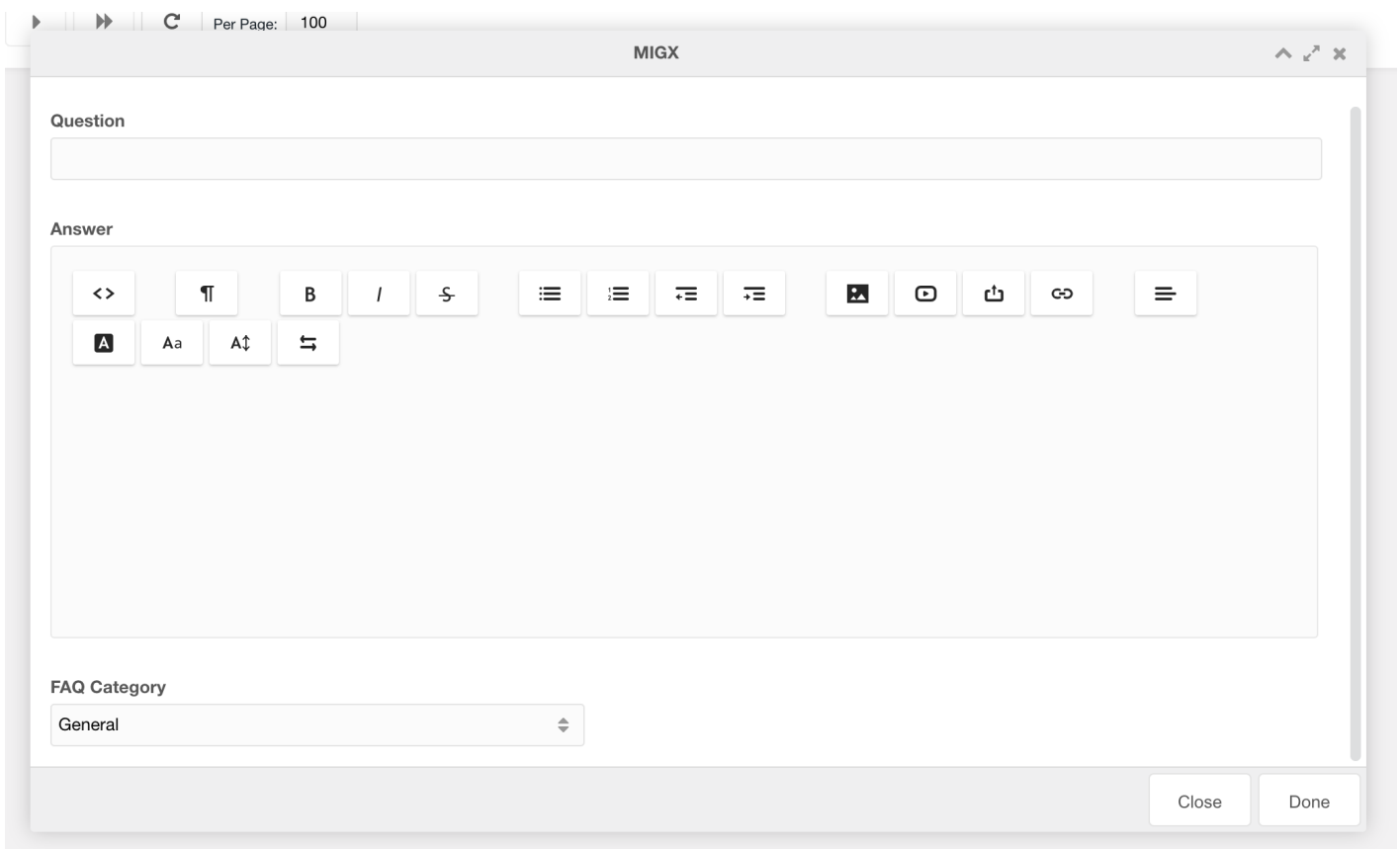
FAQ's

Create and manage FAQs

FAQs help answer any questions users possibly have to reduce blocks and increase conversions

Adding an FAQ

1. Click 'Add FAQ'
2. Enter the Question, Answer and the Category ([See creating categories](#)) that this question will belong to. You can also choose to Publish or Unpublish this question to prevent it from being shown on the frontend.



The screenshot shows a web browser window titled "MIGX" with a toolbar at the top indicating "Per Page: 100". The main content area is a form for adding a new FAQ. It consists of three main sections: "Question", "Answer", and "FAQ Category".

- Question:** A single-line text input field.
- Answer:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, decrease indent, increase indent, insert image, video, link, unlink, and table. Below the toolbar are icons for text color (Aa) and text background color (A↑).
- FAQ Category:** A dropdown menu currently set to "General".

At the bottom right of the form, there are two buttons: "Close" and "Done".

Updating a category

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