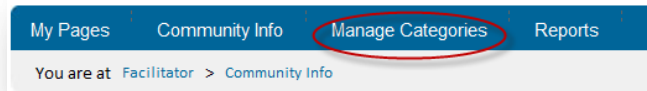
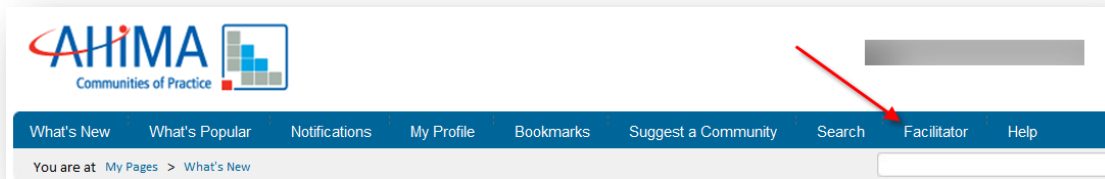


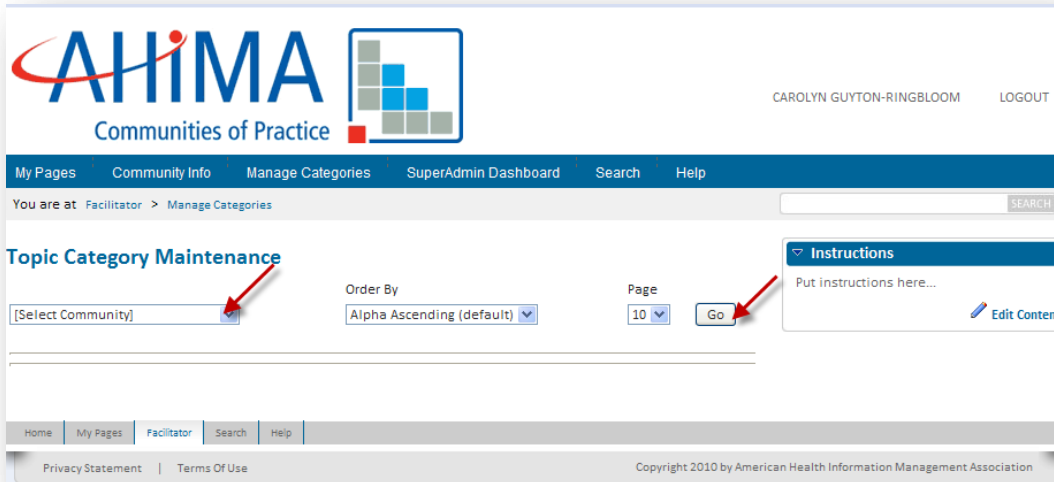


Facilitators: Adding Categories

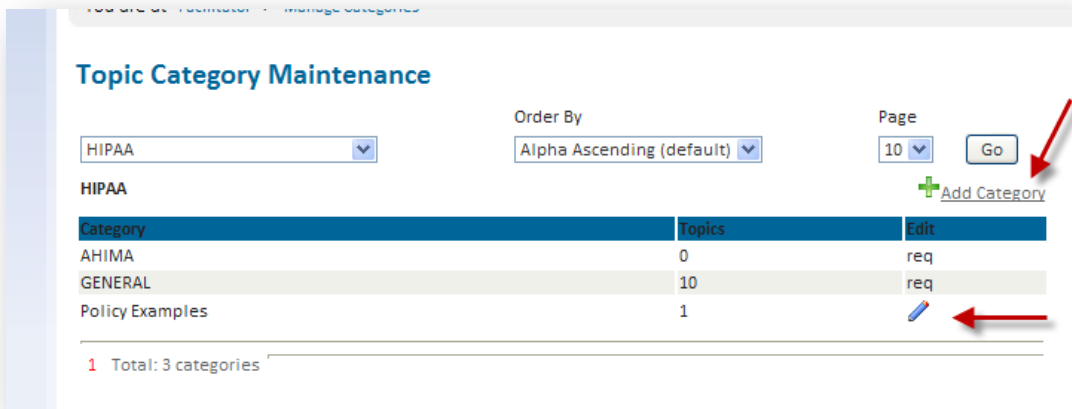
1. To manage categories, choose the **Facilitator** link on the top toolbar and then the **Manage Categories** link.



2. From **Topic Category Maintenance** Click on the **Select Community** drop-down and choose your community.



3. **Add Category** is on the far right side. There are two default categories for all communities: GENERAL and AHIMA. You can also edit a category using the pencil icon.



4. Selecting the **Add Category** icon opens a new window. Type in a new category for your community. Next, click **Update**.

Item Content

Category Add/Edit

Category Name:

Remove Category? Remove

Move topic items to:



5. To edit a category, select the edit pencil on the right. You can rename or even delete the category. If you delete the category, the items move to the **General category**. You can recategorize them via the Topic edit pencil on the community's home page.

Topic Category Maintenance

Super Admins Order By Page

Super Admins [+ Add Category](#)

Association Resources added

Category	Topics	Edit
AHIMA	1	req
GENERAL	1	req
Association Resources	0	 
How to	2	