



Add, delete and reorder categories

Follow this procedure to add, remove and reorder categories

 Difficulty **Easy**

 Duration **10 minute(s)**

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Comments

Prerequisites tutorials

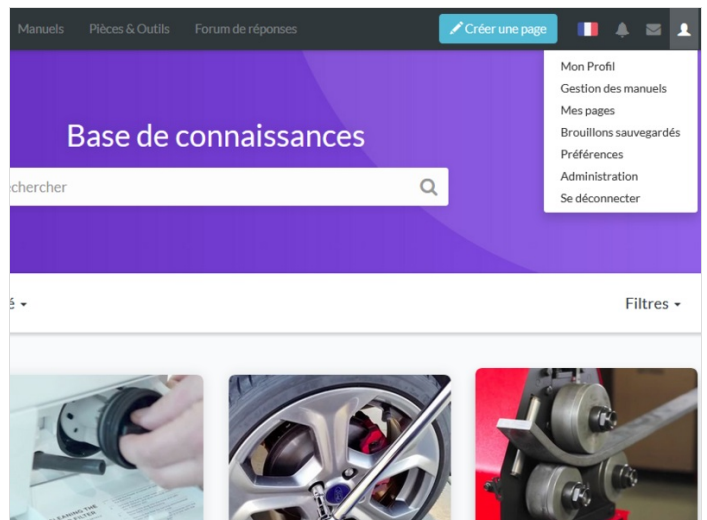
 Se connecter et se déconnecter

Step 1 - Go to the administration area of Category Management

On the home page, click on the avatar icon at the top of the screen.

Select **Administration**

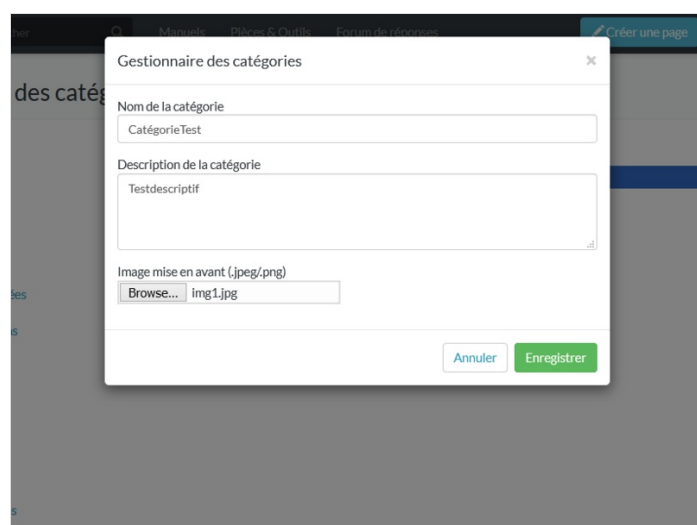
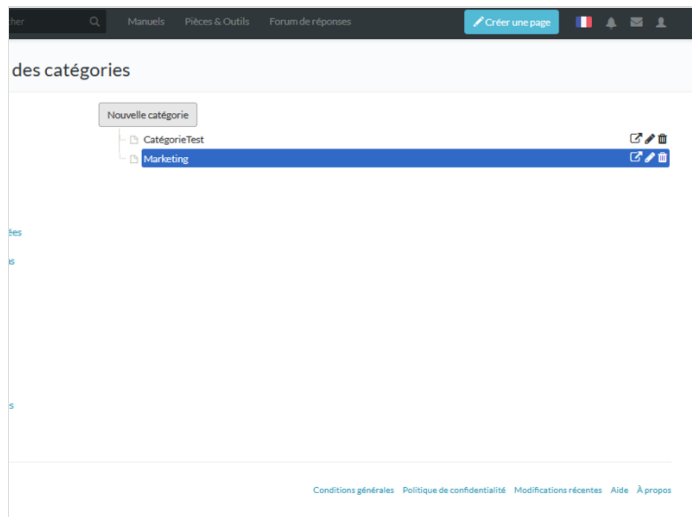
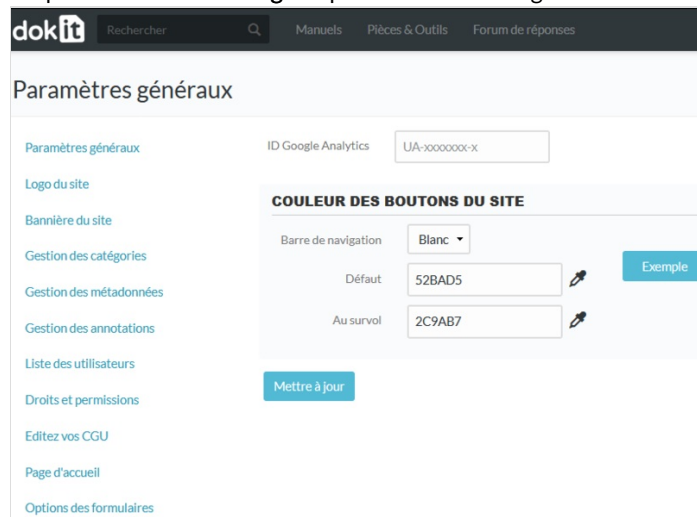
In Admin Panel, select *Category Management*.



Step 2 - Create a category

Accédez au **gestionnaire des catégories**

Cliquez sur **Nouvelle catégorie** pour créer une catégorie.



Step 3 - Reorganize categories

Drag the mouse between the two categories to move them or display the sub-categories.

Drag to view sub-categories.

Click on the **pencil icon** to edit, rename or translate a category.

Click on the **trash icon** to delete a category.

