

Manage Space: Idea Categories

Version 12

Published 3/1/2017 07:44 PM by [Anonymous User](#) Last updated 5/7/2021 08:08 PM by [Grace Kamau](#)

Categories are a way to organize idea in a space. [Content List Widgets](#) can be filtered by idea category. Add, edit, and delete idea categories in Manage Space.

TABLE OF CONTENTS

- [Add Idea Category](#)
- [Edit Idea Category](#)
- [Delete Idea Category](#)

Add Idea Category

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click **Ideas**.
4. Click **Categories**.
5. Click **Add Idea Category**.
6. Fill in the following information:
 - **Category:** A name for the category.
 - **Category description:** The description is for administrative purposes.
 - Check **Is active** to allow ideas in this category.
7. Click **Save**.

Edit Idea Category

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click **Ideas**.
4. Click **Categories**.

5. For a category, click the edit icon.
6. Make changes to the category.
7. Click **Update**.

Delete Idea Category

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click **Ideas**.
4. Click **Categories**.
5. For a category, click the delete icon.
6. Select a category to move content to.
7. Click **Move content & delete category**.

tags : member