Help Desk | Legend Web Works - Model 5.0 Helpdesk - Editing Tools



Editing Subcategories

To Create a Subcategory:

Click Page Settings under the dropdown menu

Click Create a Subcategory

Select a category from the dropdown menu

Type in the subcategory name

Click save

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To Hide a Subcategory

Click **Page Settings** under the dropdown menu Click the eye icon next to the subcategory you wish to hide

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To Unhide a Subcategory

Click Page Settings under the dropdown menu

Click the eye icon next to the subcategory you wish to unhide

NOTE: All new subcategories are automatically hidden, so you will need to unhide the subcategory when you're ready to display the subcategory on your website

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To Delete a Subcategory

Click **Page Settings** under the dropdown menu Click the red trashcan icon to the right of the subcategory name Click **okay** on the pop-up

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Delete a Subcategory

To Edit a Subcategory Name

Click Page Settings under the dropdown menu

Click the subcategory name

Edit the name as desired

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Edit a Subcategory Name