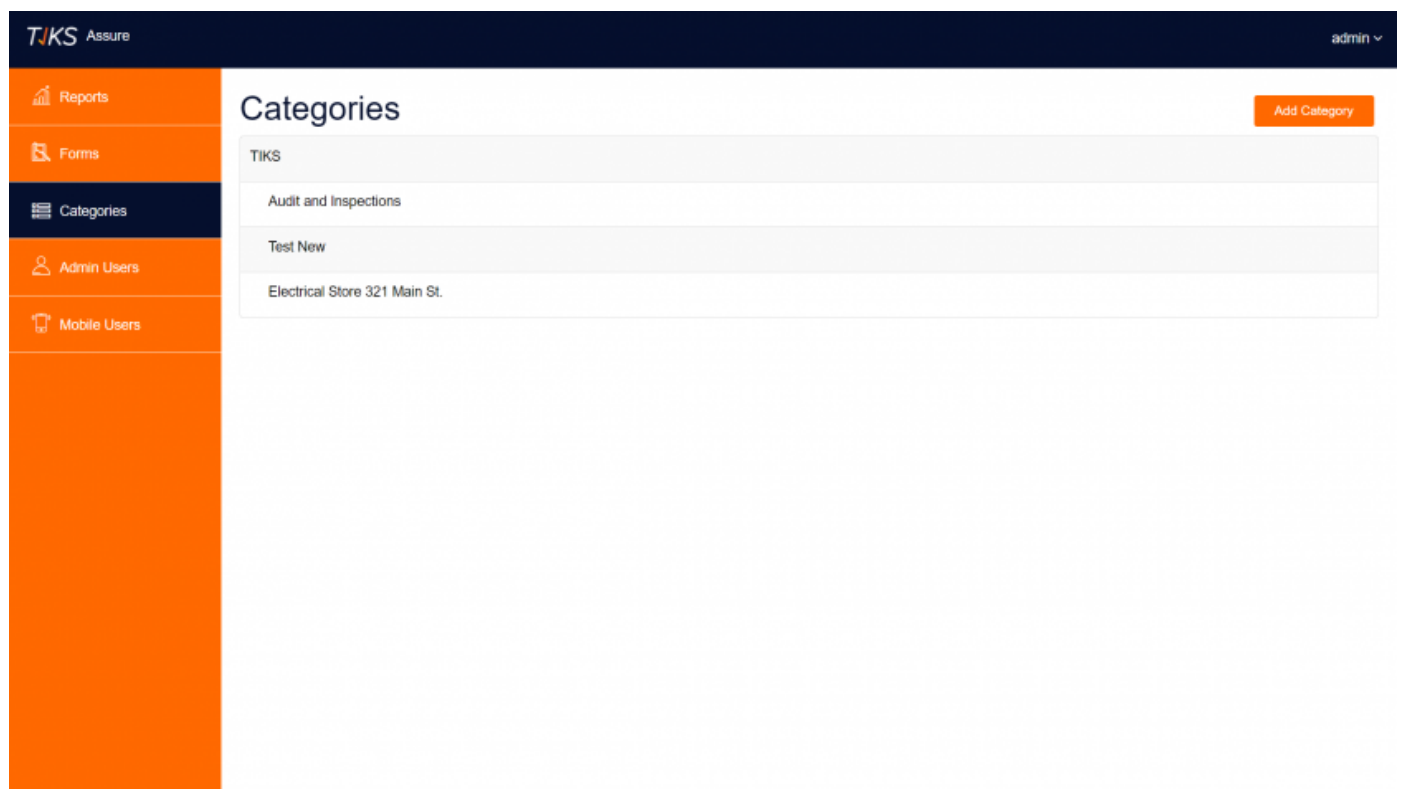


# Categories

Categories tab is located on the menu bar at the left of your screen. Create new categories, edit or delete existing categories.

## Families

Families are different groups that forms are Published into. Users see families' in-app as a levelled menu. Families make it easy for users to find forms.



The screenshot displays the 'Categories' management interface in the TIKS Assure application. On the left is a vertical orange sidebar with navigation links: Reports, Forms, Categories (highlighted), Admin Users, and Mobile Users. The top header is dark blue with the 'TIKS Assure' logo and a user profile 'admin'. The main content area is titled 'Categories' and contains a table with the following data:

TIKS
Audit and Inspections
Test New
Electrical Store 321 Main St.

An orange 'Add Category' button is located in the top right corner of the categories list.

## Add Category

To add categories select the blue *Add Category* button. This will bring you to a new page, which displays a list of all existing categories.

- To add new categories simply type a label into the *Title* field;

- Then select which family it can be accessed from.
- New categories can only be assigned to one family group.

## Edit Categories

By editing a category you can either update the title – or change the family it belongs to. To edit a category, hover the cursor to bring up the blue *Edit* button. Selecting edit will bring you to a new page; this displays a list of all categories.

- Note that categories being edited do not display a radio button.
- To finish editing a category, select the green *Update*

## Delete Categories

You may need to delete a category if it is no longer valid. To delete a category select the red Delete button. Auditor will prompt you to confirm your decision through a browser alert.

- Select 'OK' to confirm
- If you do not wish to delete select 'Cancel'

Forms can belong to more than one category. If a form belongs to a single category and that category is deleted, the form will return to *Unpublished Forms\**

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Created 3 years ago by [Robert Milagre](#)

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