Category Manager [Content: All]

Last Updated Monday, 09 April 2007

Please note that at the present time a number of Help icons in Joomla! direct you to this Help Screen. In fact there are now separate Help Screens for these functions as follows: Contact Category Manager ; News Feed Category Manager ; Web Link Category Manager

Type:

com_categories

Access:

menu=>Content=>Category Manager

or

Quick Icons=>Category Manager

User Level:

Manager; Administrator; Super Administrator.

Screenshot

Category Manager [Content All]

Description:

The Category Manager shows a list of the Categories defined on the web site.

Categories are ordered by the Section they belong to. Using the Filters, described below, allows the Categories belonging to a particular Section to be displayed separately.

Toolbar:

Publish: Check the check box next to the Category that is to be Published (displayed). Multiple Categories may be selected. Then click the Publish icon.

Unpublish: Check the check box next to the Category that is to be Unpublished (not displayed). Multiple Categories may be selected. Then click the Unpublish icon. Unpublishing a Category does not delete it.

Move: Check the check box next to the Category to be moved. Click the Move icon. The Move Category screen will open. Check multiple check boxes to move several Categories at the same time.

Copy: Check the check box of the Category that is to be the copied. Click the Copy icon. The Copy Category screen will appear. Check multiple check boxes to copy several Categories at the same time.

Delete: To delete a Category, check the check box next to the name of the Category to be deleted and click the Delete icon. A pop up dialogue box will appear requesting a confirmation of the required delete operation. Click the OK button to delete the Category. Select the Cancel button to abort the delete operation.

NOTE: It is not possible to delete Categories that contain Content Items. It is necessary to move or delete the Content Items before being able to proceed with the deletion of the Section.

WARNING: Deletion of the Category will be permanent. The Category will not be moved to the Trash Manager and is not therefore recoverable except via a backup, if one exists.

Upon completing the deletion - or cancelling the action - the administrator will be returned to the Category Manager screen. It is possible to delete more than one Category at a time simply by checking more than one check box.

Edit: Click the name of the Category to be edited, or select the check box next to the name and click the Edit icon. This opens the selected Category file in the Category: Edit [category_name] screen.

New: Click the New icon to create a new Category. The Category: New screen will be displayed.

Help: Click the Help icon at any time to view this Help Screen

Filter:

Filter by Section: The list of Categories can become quite extensive with time, or upon a large community portal such as Joomla!. To assist in narrowing down the display of Categories in the Table in the Category Manager select the Section, from the drop down list of all Sections, to which a group of Categories belongs. The displayed Table will refresh to show just those Categories, in that particular Section. To reset the filter simply click the - Select Section - option within the filter list.

Columns:

#: This is simply an indexing number automatically inserted by Joomla! for ease of reference. It has no particular bearing on the use of the Section Manager.

Check Box: The column of check boxes are the means by which individual Categories are selected before clicking one of the appropriate icons in the Toolbar. Single Items can also be opened, for editing, by clicking upon the Category Name.

NOTE: A padlock icon replacing the Check box next, to the Category Name, shows that the item is already checked-out. To check the Category back in, click the name to continue editing, followed by the Save icon to keep any changes or Cancel icon to discard the same. Super Administrators can also click the menu=>System=>Global Checkin function.

WARNING:
This will close all open Items for the whole web site not just the single item currently under review. Any Content of other Users not already Saved will be lost.

Category Name: The name that identifies the Category and is used as its heading in displayed pages.

Clicking the Category name opens the Category Manager in edit/view mode. This allows the details of the Category to be changed if necessary using the information above.

Published: The icons in this column identify the current publication status of a particular Category, as follows

- The Published icon identifies that a Category is published. Clicking this icon will unpublish the Category.
- The Unpublished icon identifies that a Category is unpublished. Clicking this icon will publish the Category.

Order: If you wish to change the order of the Categories in this Back-end table, then type in the new order number and click the Save Order icon in the heading of this column.

Access: Click the Public, Registered, or Special text link to change the User Access Level. The three levels scroll through in a continuous loop when clicked.

Section: This column shows the name of the Section to which a Category belongs

Category ID: This is the Category Identification Number automatically assigned by Joomla! when the Category was first created.

Active: This column shows the number of active (Published and
Unpublished) Content Items that have been created in the Category. This count does not include Content Items that have been Archived or Trashed.

Trash: This column shows the number of Content Items that were
created within this Category but that have since been consigned to the Trash Manager but have not yet been deleted.
Related Information:

Category: New/Edit
Category Manager

Copy Category
Archive Manager

Move Category
Trash Manager

Content Items

NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

The User Documentation Team