

# OIT Web Services | CommonSpot Help Guide

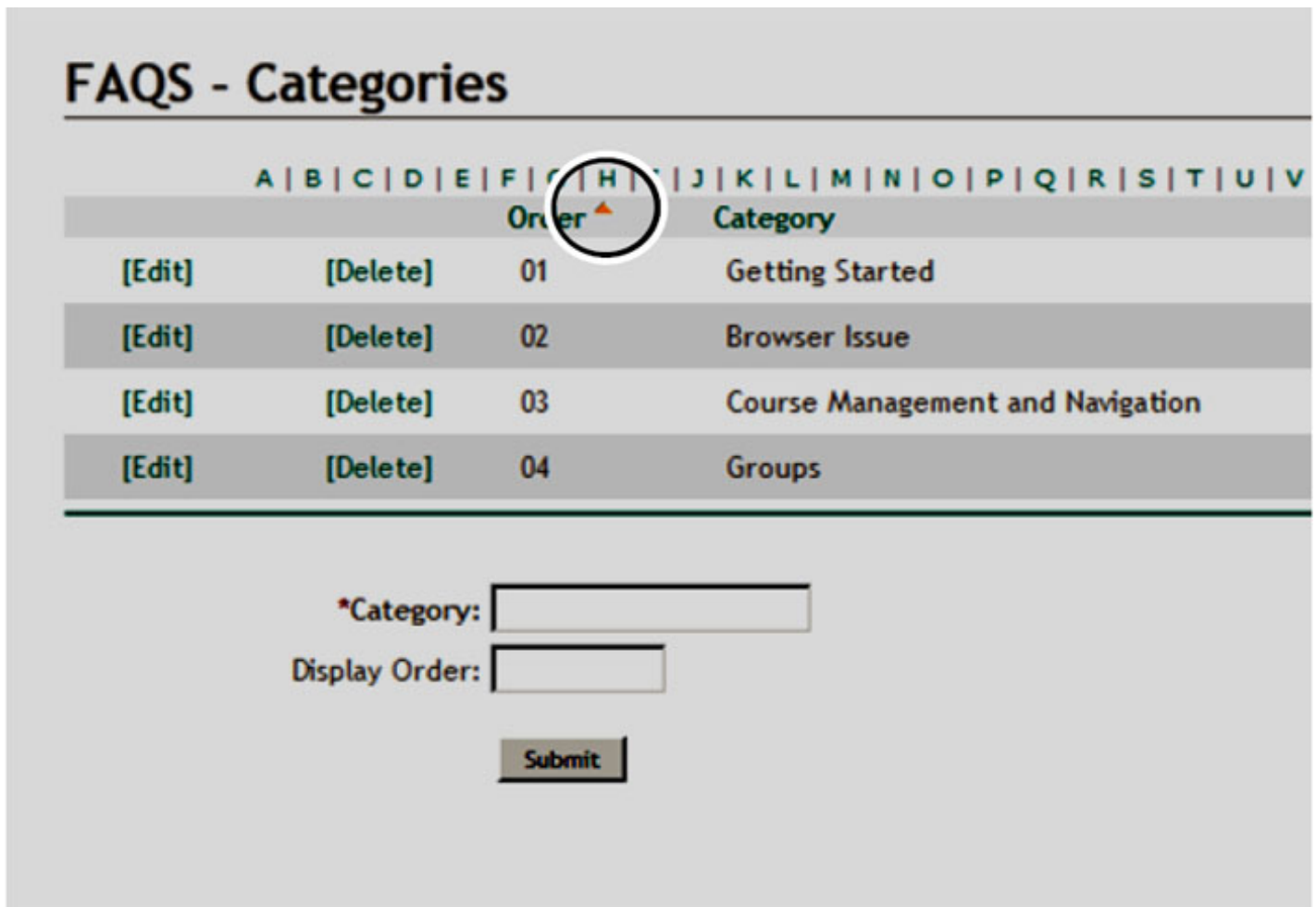
## Guide to Editing FAQ Categories

<http://www.ohio.edu/web/help/docs/faq/guide-to-editing-faq-ategories.cfm>

1. Enter Commonsport and enter **Manage: (Your FAQ Categories page name)**.

· **Existing** categories are listed at the top of the page.

· **New** categories can be added using the **Category** and **Display Order** fields at the bottom of the page, as shown below.



**FAQS - Categories**

A   B   C   D   E   F   G   <b>H</b>   I   J   K   L   M   N   O   P   Q   R   S   T   U   V			
		Order ▲	Category
[Edit]	[Delete]	01	Getting Started
[Edit]	[Delete]	02	Browser Issue
[Edit]	[Delete]	03	Course Management and Navigation
[Edit]	[Delete]	04	Groups

\*Category:

Display Order:

### To sort columns on the FAQs- Categories page:

1. Click the **column header name** (in this case, **Order** or **Category**) for the column you want to sort.

· A **yellow arrow** (circled above) will appear next to the column header name that was clicked.

2. Click the **yellow arrow** to change its direction.

· When the arrow points **upward**, the column is sorted in **ascending** order.

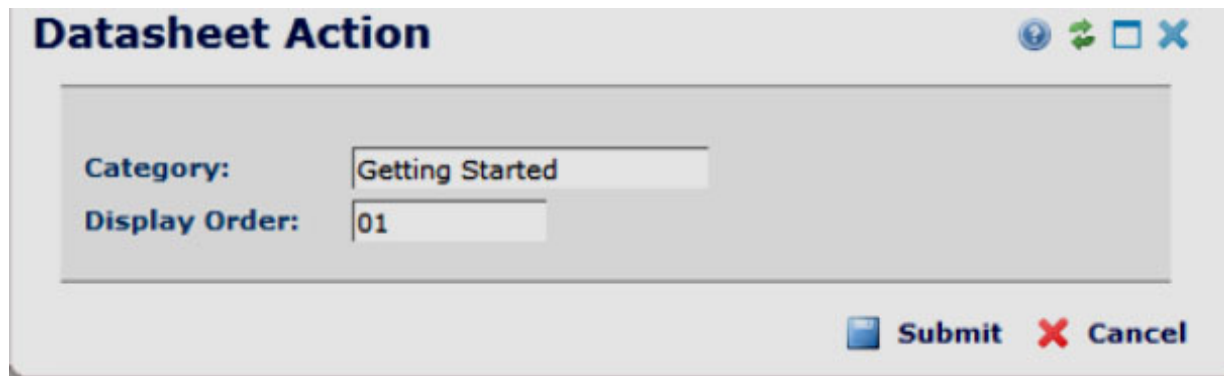
· When the arrow points **downward**, the column is sorted in **descending** order.

· Each click will reverse the direction of the arrow.

### Edit a Category

1. Click **Edit** adjacent to the category name you wish to edit.

· The **Datasheet Action** window will appear, as shown next.



**Datasheet Action**

Category: Getting Started

Display Order: 01

Submit Cancel

2. Edit the **Category** or **Display Order** fields (or both).

3. Click **Submit** to save the changes.

### Create a New Category

1. Scroll to the bottom of the page to reveal the fields for **Category** and **Display Order**, as shown below.

# FAQS - Categories

A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   Q   R   S   T   U   V		Order ▲	Category
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[Edit]	[Delete]	04	Groups

\*Category:

Display Order:

2. Enter a **Category** name.

3. Enter a **Display Order** number.

·It is **recommended that Display Order numbers be incremented by around 10** to make re-ordering and adding new categories easier in the future.

4. Click **Submit**.