

User Guide

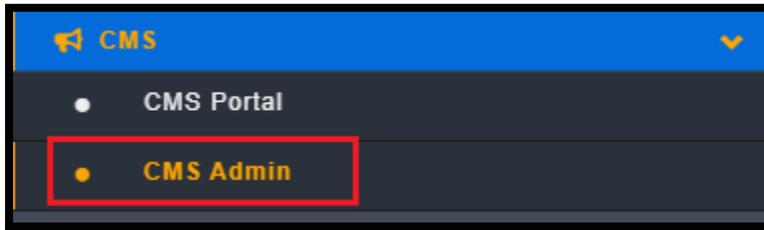
CMS Admin

Category



HOW TO CREATE A NEW CATEGORY

1. CMS – CMS Admin



2. Category – Please fill in the detail in the caption - click Enable – click save



HOW TO DELETE CATEGORY

1. Tick on the Delete – click Delete

Announcement **Category** Article Document External Link Employee(s)-on-Leave Set-up

Category Entry

Caption * :

Enable :

Save

History

Category Name	Modified Date	Created Date	Delete	Enable
Create a new Category	2020-07-15	2020-07-15	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>

2 Delete