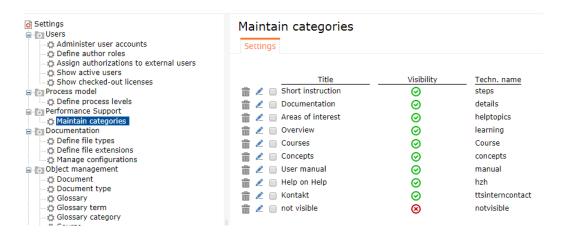
Maintaining Performance Support categories

This documentation shows how to maintain Performance Support categories in the administration view.

The **Maintain categories** tab provides all functions relevant to maintaining Performance Support categories on the server.

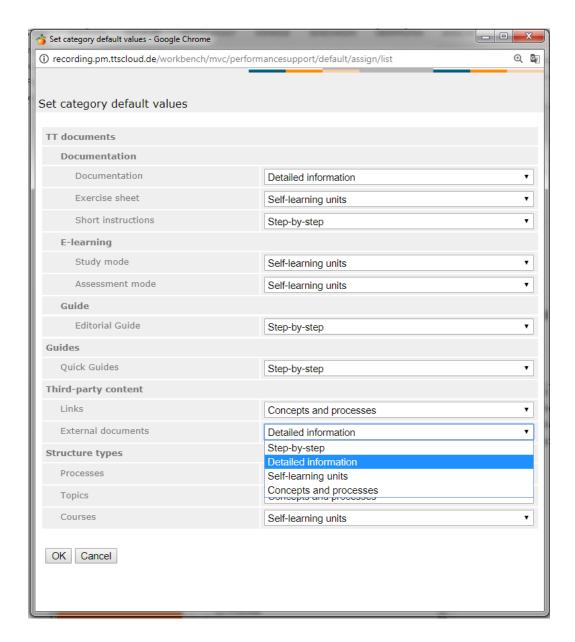


In the right-hand part of the screen, all existing Performance Support categories are shown. There are several ways to manipulate that list:

- To add a new category, simply click the New category button at the top of
 the screen and then assign a title and technical name to it.
 You also need to specify whether this category is to be visible in
 QuickAccess. This option allows you to hide specific content in QuickAccess e.g. to display e-learning content only in the form of courses, or
 documentation only in the form of complete course manuals.
- To delete a category, click the Trash bin icon.
- To edit an existing category's Title (in all available languages) or its Technical name, click the pencil icon.
- To reorder the categories, first select the one(s) to move by clicking the corresponding checkbox(es), then use the "Move up" or "Move down" buttons found on the tab above.

Once the Performance Support categories are set up properly, you will want to make sure that the default values are set accordingly for all content types available. To accomplish this: Click the **Set default values** button.

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Let's assume you would like all third-party external documents to be regarded as "Concepts and processes" by default: Click the **External documents** dropdown button.

- Click the **External documents** dropdown button.
- Click the **Concepts and processes** list item.
- Click the **OK** button.



Please note that changing a default value will trigger a re-indexing of all elements stored on the server. During that process, end users will only have very limited access to the search function (as provided in the QA, the portal, and the Curator).