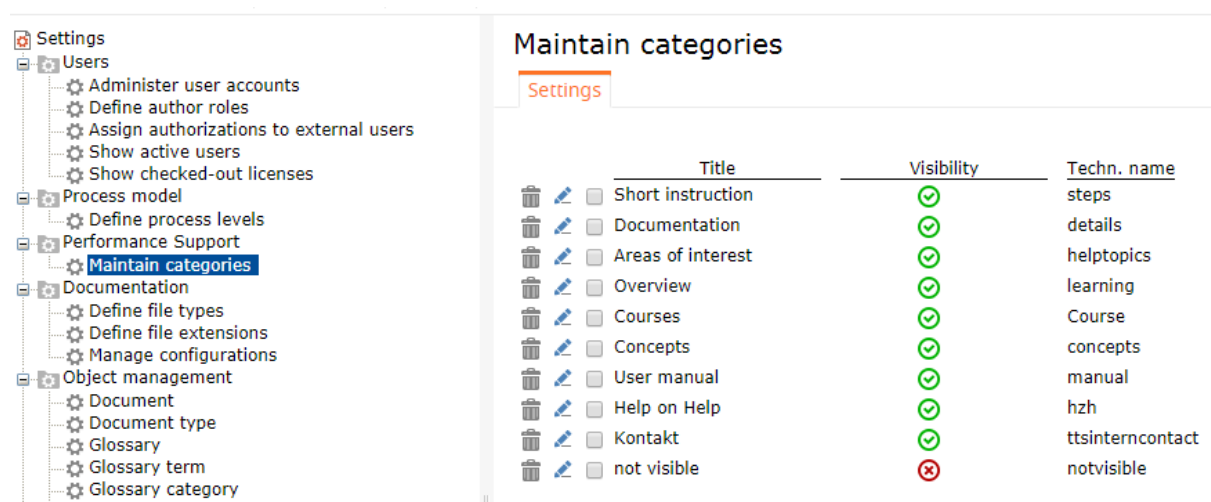# Maintaining Performance Support categories

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.

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).

Reserved Performance Support Categories

Reserved Performance Support Categories were developed to complement the SIOS feature (SIOS: Search In Other Sources). Further information can be found under the SIOS search term.

The Search In Other Sources function is designed to allow the display of additional, context-sensitive search sources and to pass on the various components of the QuickAccess search to these external search engines.

Performance Support Category for SIOS:

Technical name: sios-show-always

The "Pinned" Performance Support Category has the following three properties: It is displayed in the search result **to all users,in all contexts and for every search** . This function should be used sparingly, as pinned documents are always displayed. The "Pinned" Performance Support Category works in conjunction with the #pinned **context hashtag**:

Performance Support Category for pinned:

Technical name: pinned