Categories

Overview

The **Categories** section allows administrators to organize pages into a structured hierarchy. Categories make it easier to manage, navigate, and display related pages within the application.

> **Note:**
> A default **Root** category is available in the system and acts as the top-level parent for all categories.

Create a New Category

To create a new category:

1. Navigate to **Pages → Categories**.
2. Click **Add New Category**.
3. Fill in the required details.
4. Click **Create** to add the category.

Category Fields

Field	Description
Title	Enter the name of the category. Maximum **255 characters**.
Parent Category	Select the parent category under which the new category will be created. By default, **Root (/)** is available.
Description	Enter a brief description of the category (Optional).

Category List

After a category is created, it is displayed in the **Categories** table.

The table contains the following information:

Column	Description
Parent Category	Displays the parent category of the current category.
Title	Displays the category name.
Status	Indicates whether the category is **Visible** or hidden.
Modified At	Displays the date and time when the category was last updated.

Additional features available on this page include:

- **Search** to quickly find a category.
- **Entries** to control the number of records displayed per page.

Default Root Category

The application includes a default **Root** category.

- The **Root** category serves as the top-level category.
- New categories can be created directly under **Root** or under any existing parent category.
- Organizing categories under appropriate parent categories helps maintain a clear and structured hierarchy.

> **Best Practice:**
> Use meaningful and descriptive category names to keep the page structure organized and easy to manage.

Revision #5
Created 2026-07-08 06:55:35 UTC by Akshit Jain
Updated 2026-07-13 05:58:24 UTC by Akshit Jain