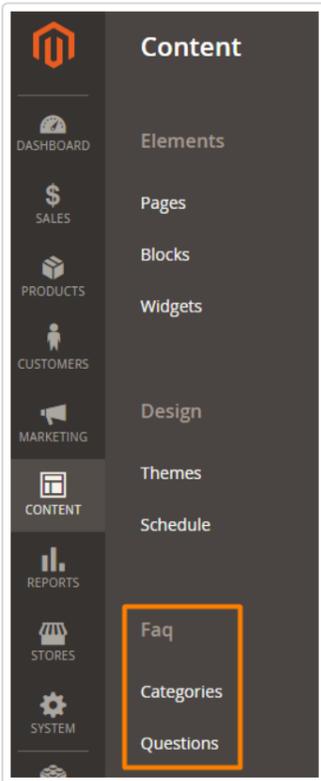


Fancy FAQ M2 - Manage Categories

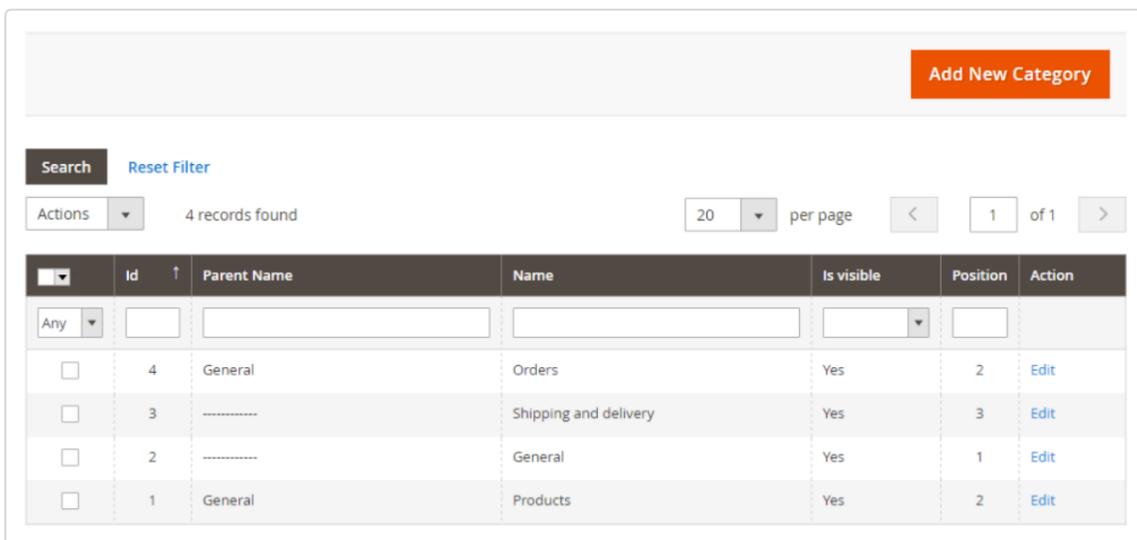
Edit this Article (<https://secure.helpscout.net/docs/558fe040e4b01a224b42f30a/article/582ddb77c697916f5d051bb8>)

Create Questions Categories

To create your set of categories, go to **Content** → **FAQ** → **Categories** in the Admin Panel .



Here is the grid with questions categories.

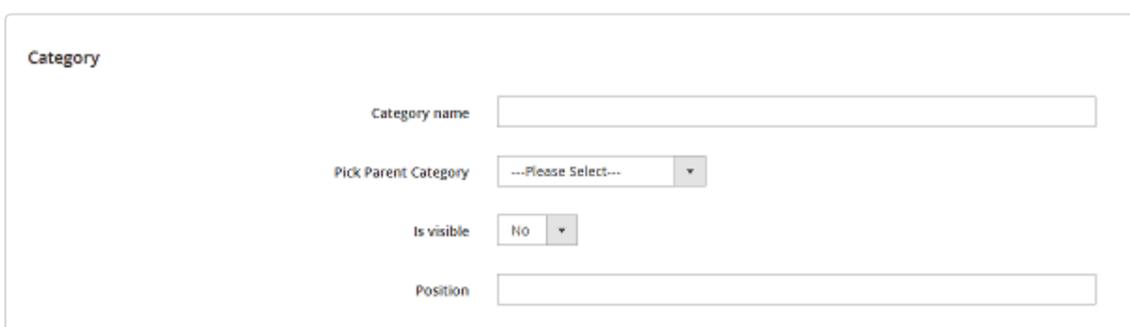
A screenshot of the 'Categories' grid in the Admin Panel. At the top right, there is an orange 'Add New Category' button. Below it, there is a search bar with 'Search' and 'Reset Filter' buttons. The grid shows 4 records found, with a dropdown for 'Actions' and a '20 per page' selector. The grid has columns for 'Id', 'Parent Name', 'Name', 'Is visible', 'Position', and 'Action'.

Id	Parent Name	Name	Is visible	Position	Action
4	General	Orders	Yes	2	Edit
3	-----	Shipping and delivery	Yes	3	Edit
2	-----	General	Yes	1	Edit
1	General	Products	Yes	2	Edit

To add a new Category click on the "Add New" button.

In the New Category form, the admin must fill up the following fields:

- **Category Name:** define the category name
- **Pick Parent Category:** Defines if it will be main or sub-category. If it is one of the main Categories, leave it empty. If you want to create a sub-category, choose the parent category from the dropdown.
- **Is visible:** defines if the Category is visible on frontend or not.
- **Position:** defines sort order of Categories

A screenshot of the 'New Category' form. It has a title 'Category' and four input fields: 'Category name' (text input), 'Pick Parent Category' (dropdown menu with '---Please Select---'), 'Is visible' (radio buttons for 'No' and 'Yes'), and 'Position' (text input).

Categories that are set to be visible, will be shown on the FAQ page as the screenshot below.

Home > Faq

Customer Login

FAQ Topics

- General (6)
- Products (2)
- Orders (2)
- Shipping and delivery (2)

Search FAQ

Must i have an account in order to purchase products?
No, you do not need to have an account to buy an item. You can always check out as a guest but having an account does allow you to check out much faster.

Can I cancel my order?
Yes you can, please write to us using contact form and we'll try to help you



Get more information about the **Fancy FAQ Extension** (<https://www.cminds.com/magento-extensions/fancy-faq-extension-for-magento-2-by-creativeminds/#description>) for Magento®2.

Find other Magento products at the **CreativeMinds Magento Store** (<https://www.cminds.com/ecommerce-extensions-store/>).



Let us know how we can **Improve this Product Documentation Page** (<https://www.cminds.com/support-documentation-feedback/>).

To open a **Support Ticket** (<https://www.cminds.com/httpsecommerce-cminds-comcm-support/>) visit our support center.

Last updated on November 21, 2016

RELATED SUPPORT DOCUMENTS

- Fancy FAQ M2 - Configuration (/article/1435-fancy-faq-m2-configuration)
- Fancy FAQ M2 - Manage Questions and Answers (/article/1437-fancy-faq-m2-manage-questions-and-answers)

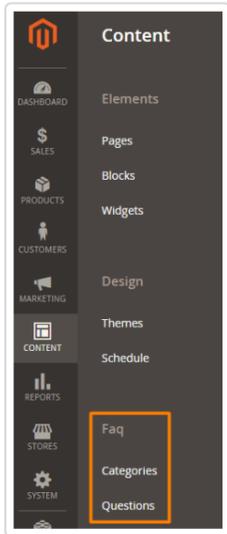
- CreativeMinds Homepage (<https://www.cminds.com/>)
- Hot Deals and Special Offers (<https://www.cminds.com/creativeminds-hot-deals-special-offers-coupon-codes-discounts/>)
- WordPress Plugins Store (<https://www.cminds.com/wordpress-plugins/>)
- Magento Extensions Store (<https://www.cminds.com/magento-extensions/>)
- Open a Support Ticket (<https://www.cminds.com/wordpress-plugin-customer-support-ticket/>)

Fancy FAQ M2 - Manage Questions and Answers

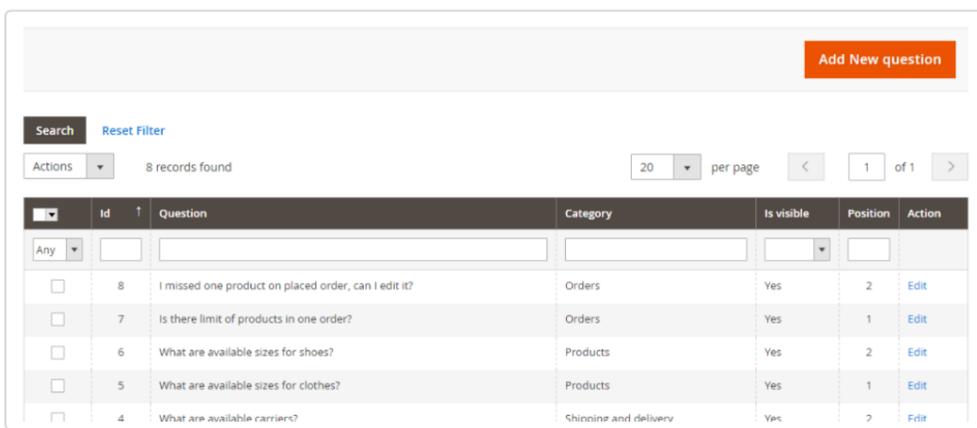
Edit this Article (<https://secure.helpscout.net/docs/558fe040e4b01a224b42f30a/article/582ddca8c697916f5d051bcd>)

Manage Questions and Answers

In order to manage all questions of the FAQ section, go to **Content** → **FAQ** → **Questions**.



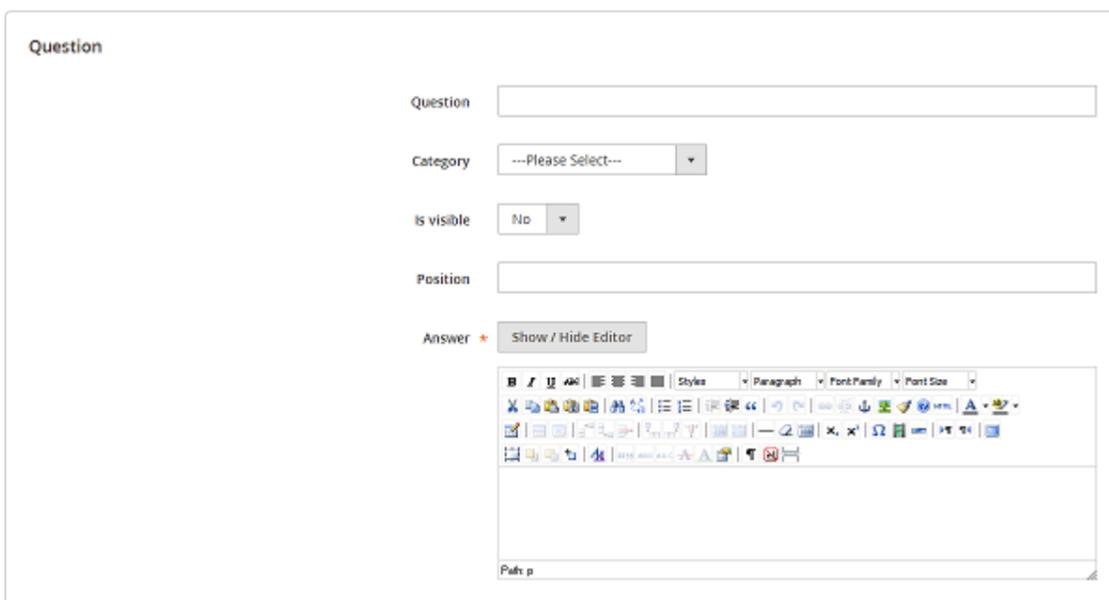
On the next screen you will find a grid with all questions and answers.



	Id	Question	Category	Is visible	Position	Action
Any						
<input type="checkbox"/>	8	I missed one product on placed order, can I edit it?	Orders	Yes	2	Edit
<input type="checkbox"/>	7	Is there limit of products in one order?	Orders	Yes	1	Edit
<input type="checkbox"/>	6	What are available sizes for shoes?	Products	Yes	2	Edit
<input type="checkbox"/>	5	What are available sizes for clothes?	Products	Yes	1	Edit
<input type="checkbox"/>	4	What are available carriers?	Shipping and delivery	Yes	>	Edit

To add a New Question, click on the "Add New" button.

You may define the question and assign it to a specific Category, choose the visibility and position, and fill the content of the answer.



Question

Question

Category

Is visible

Position

Answer

The screenshot below shows how the FAQ page will look at the frontend.

The admin may add as many Questions and Categories as desired and customers can navigate through Questions or Categories by clicking on them or by using the "Search FAQ" search bar.

Home > Faq

Customer Login

FAQ Topics

- General (6)
- Products (2)
- Orders (2)
- Shipping and delivery (2)

Search FAQ

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No, you do not need to have an account to buy an item. You can always check out as a guest but having an account does allow you to check out much faster.

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RELATED SUPPORT DOCUMENTS

- [Fancy FAQ M2 - Manage Categories \(/article/1436-fancy-faq-m2-manage-categories\)](/article/1436-fancy-faq-m2-manage-categories)
- [Fancy FAQ M2 - Video Overview \(/article/1433-fancy-faq-m2-video-overview\)](/article/1433-fancy-faq-m2-video-overview)

- [CreativeMinds Homepage \(https://www.cminds.com/\)](https://www.cminds.com/)
- [Hot Deals and Special Offers \(https://www.cminds.com/creativeminds-hot-deals-special-offers-coupon-codes-discounts/\)](https://www.cminds.com/creativeminds-hot-deals-special-offers-coupon-codes-discounts/)
- [WordPress Plugins Store \(https://www.cminds.com/wordpress-plugins/\)](https://www.cminds.com/wordpress-plugins/)
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- [Open a Support Ticket \(https://www.cminds.com/wordpress-plugin-customer-support-ticket/\)](https://www.cminds.com/wordpress-plugin-customer-support-ticket/)