


# FaqAdmin

Admin Documentation

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 **Warning:** Not to be confused with a very different but similarly named document on docs: docs:[FAQs Admin](#)

If you expand the application menu listing beneath **FAQs**, you'll be given the option to **Admin FAQs**. You can create and administer FAQs from this page.

## Creating FAQs



The **Create New FAQ** form contains the following options:

Title:	Short name for the FAQ.
Description:	Description to appear in the listing of FAQs.
categorize	Choose a Tiki category to place this FAQ into. This is optional and will not function unless you click the <b>show categories</b> link.
	Select categories from the scrollable list. More than one may be selected by control-clicking. Be sure to check the box next to <b>categorize this object</b> when you're finished.
Users can suggest questions	You'll still have the power to edit or delete questions if you check this.

## Administering FAQs

The FAQ listing permits you to take several **actions** on FAQs, as indicated in the righthand column:

- FAQ configuration (loads the FAQ into the **Create New FAQ** form for editing).
- Edit FAQ questions.
- Remove.



Click the **questions** link to view a page where you can enter a new question, re-use a question from another FAQ, and edit or remove existing questions.



The **Edit FAQ questions** form can be used to edit questions submitted by users and add new questions/answers to the chosen FAQ. Wiki tags function in FAQs and the **Quicklinks** buttons will insert tags into the **Answer** box.

To add new questions/answers, just type them in and then click **Save**. To edit a submitted question, see the **FAQ questions** list on this same page:



In the **action** column, choose the **edit** button. The question will be loaded into the **Edit FAQ questions** form

above where it can be edited. Of course, you can also click the **remove** button to eliminate the question.

# Sorting the Questions/Answers

One limitation to Tiki (version 1.7) is that it does *not* let the admin set the order of the questions/answers. Instead, it lists them alphabetically, regardless of how they were entered.

One workaround for this is to number the questions as you add them, as has been done above. Tiki will order the questions based on your numbering scheme.

Knowledgebase / tutorial / FAQ / How-to

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TikiTeam

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Who is working here generally?

UserPagejbutler

For more information

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