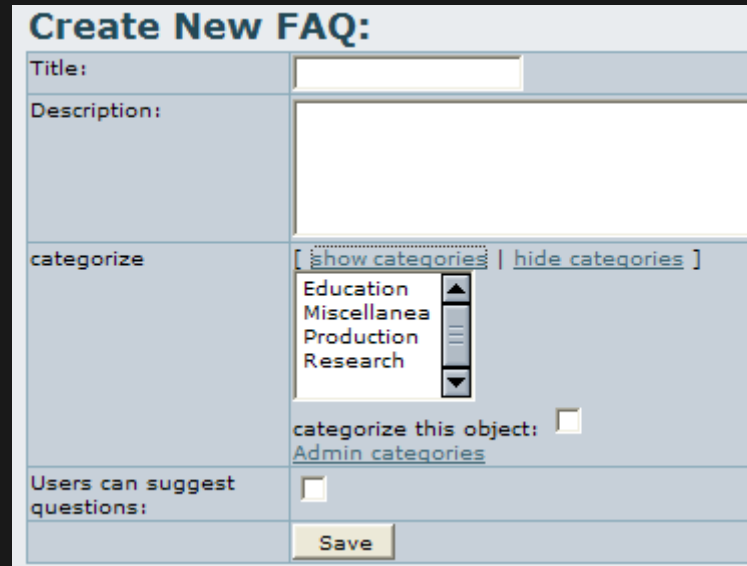


Creating FAQs



The screenshot shows a web form titled "Create New FAQ:". It has a light blue header and a light blue body. The form is divided into several sections. The first section has a "Title:" label and a text input field. The second section has a "Description:" label and a large text area. The third section is labeled "categorize" and contains a dropdown menu with the following options: Education, Miscellanea, Production, and Research. Above the dropdown menu are two links: "[show categories]" and "[hide categories]". Below the dropdown menu is a checkbox labeled "categorize this object:" and a link labeled "Admin categories". The fourth section is labeled "Users can suggest questions:" and contains a checkbox. At the bottom of the form is a "Save" button.

Title:	<input type="text"/>
Description:	<div></div>
categorize	<div>[show categories] [hide categories]</div> <div>Education Miscellanea Production Research</div> <div>categorize this object: <input type="checkbox"/></div> <div>Admin categories</div>
Users can suggest questions:	<input type="checkbox"/>
<div>Save</div>	

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

Title:

Description:

categorize

Short name for the FAQ.

Description to appear in the listing of FAQs.

Choose a Tiki category to place this FAQ into. This is optional and will not function unless you click the **show categories** link.

Users can suggest questions

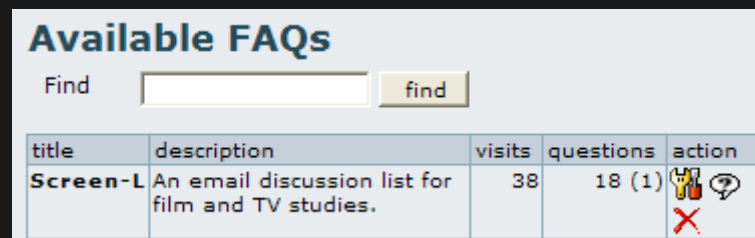
Select categories from the scrollable list. More than one may be selected by control-clicking. Be sure to check the box next to **categorize this object** when you're finished.

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.



The screenshot shows a web interface titled "Available FAQs". It includes a search bar with the label "Find" and a "find" button. Below the search bar is a table with the following data:















title	description	visits	questions	action
Screen-L	An email discussion list for film and TV studies.	38	18 (1)	 

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.

Edit FAQ questions

Question:

Quicklinks

B *I* U              

Answer:

Save







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:

FAQ questions

Find

find

ID	question	action
4	1.1.0 What is Screen-L's founding principle?	 
5	1.2.0 Are there other film/TV discussion groups that are less "academic" than Screen-L?	 
6	1.3.0 Are there guidelines or limits to the discussions on Screen-L?	 

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

TikiTeam

Who is working here generally?

UserPagejbutler

For more information

[FAQ](#)

[FaqDoc](#)

[doc:FAQs Admin](#)