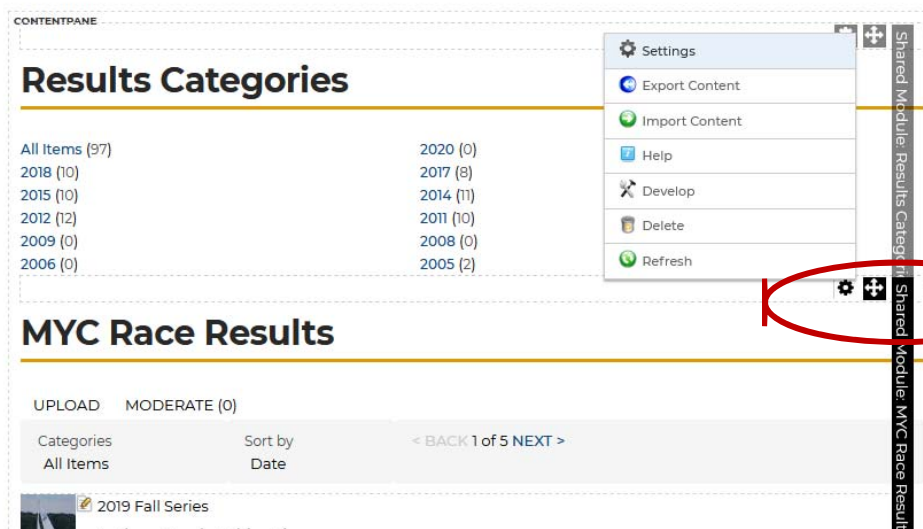


Repository Module

Managing Categories

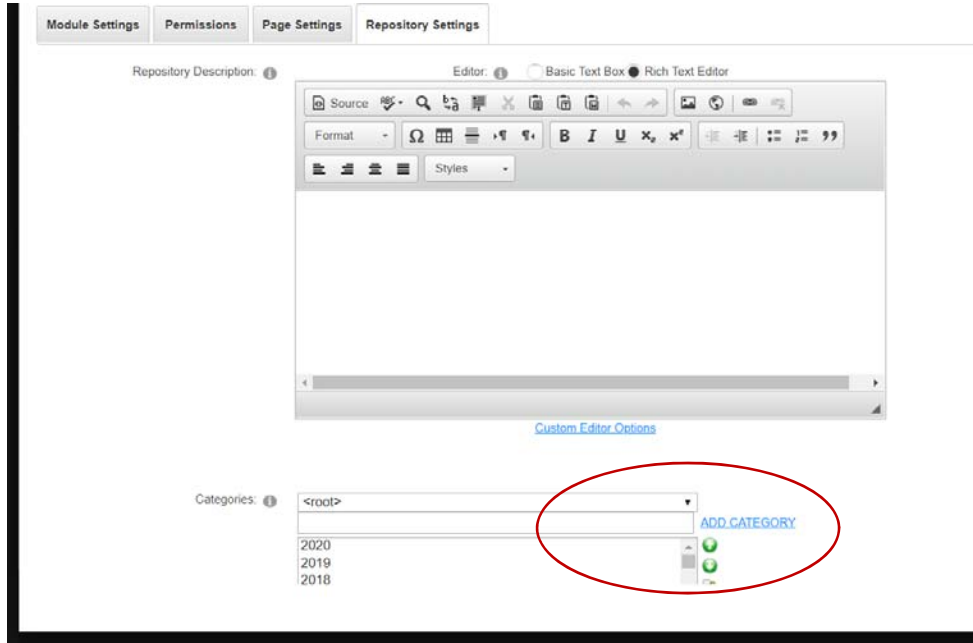
Add a category

1. Go to the page the “Repository Module” is on.



2. Click on the Wheel Icon and choose Settings next to the module showing the results. This is NOT in the Category area.
3. Click on the Repository Settings Tab.
4. Scroll down to Categories.
5. Type in the new category name you want in the field next to “Add Category”

6. Click Add Category

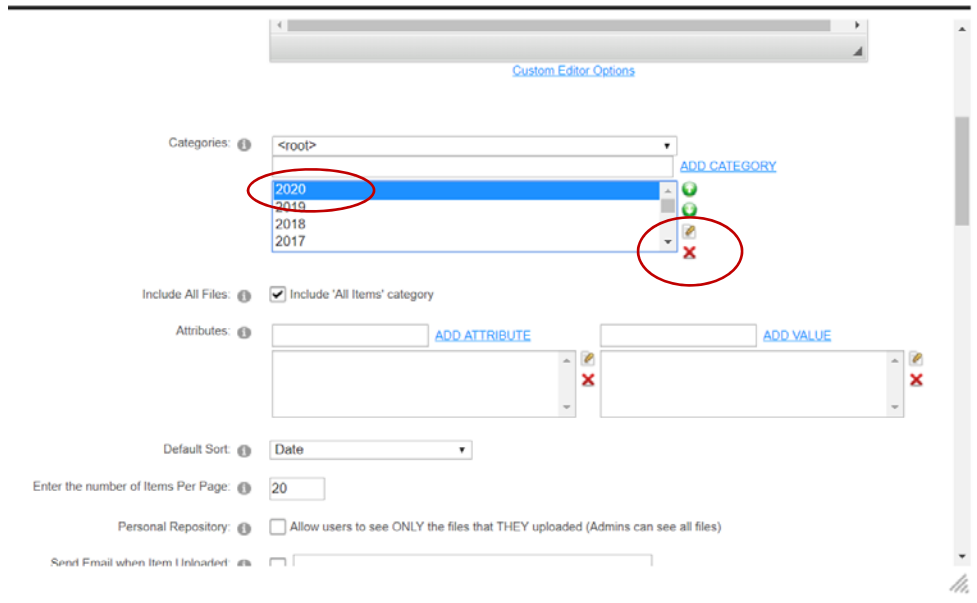


7. You can add as many categories as you want.

Delete a Category

1. Go to the page the "Repository Module" is on.
2. Click on the Wheel Icon and choose Settings next to the module showing the results. This is NOT in the Category area.
3. Click on the Repository Settings Tab.
4. Scroll down to Categories.
5. Click on the category you want to remove.

6. Once its highlighted, click the Red X.



Re-Order Categories

1. Go to the page the "Repository Module" is on.
2. Click on the Wheel Icon and choose Settings next to the module showing the results. This is NOT in the Category area.
3. Click on the Repository Settings Tab.
4. Scroll down to Categories.
5. Click on the category you want to move.
6. Use the Green up and down arrows to move that category to the correct order.

Add an item to a Repository

1. Click Upload in the Repository area.

Results Categories


All Items (97)	2021 (0)	2020 (0)
2019 (9)	2017 (8)	2018 (10)
2016 (6)	2015 (10)	2014 (11)
2013 (12)	2012 (12)	2011 (10)
2010 (5)	2009 (0)	2008 (0)
2007 (0)	2006 (0)	2005 (2)

MYC Race Results

UPLOAD MODERATE (0)

Categories
Sort by
< BACK 1 of 5 NEXT >

All Items
Date



2019 Fall Series

Author :: Randy Rubinstein

Date :: Sun 03/08/2020 @ 02:50

[Add Article Summary...](#)

2. Enter the title of the article/item

Add New Item

Submit an Article

MODERATION NOTICE: Since you are an Moderator for this library, your article will NOT require moderation and will be automatically approved.

Title of the Article ?

Categories ? 2021

2020

3. Select the category it should be displayed in.

- You can add your information or skip it. It will automatically fill in based on the user logged in.

Your Name ⓘ SuperUser Account

Your EMail Address ⓘ it@rlcomputing.com show my email address

Your Picture ⓘ No file chosen

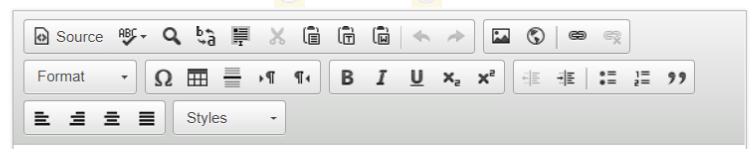
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No file chosen

Article Summary ⓘ

Editor: ⓘ Basic Text Box Rich Text Editor



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- The article text is the full/detailed description.
- Click **Upload**.