

Delete a category in KMC

Last Modified on 08/05/2025 5:04 pm IDT

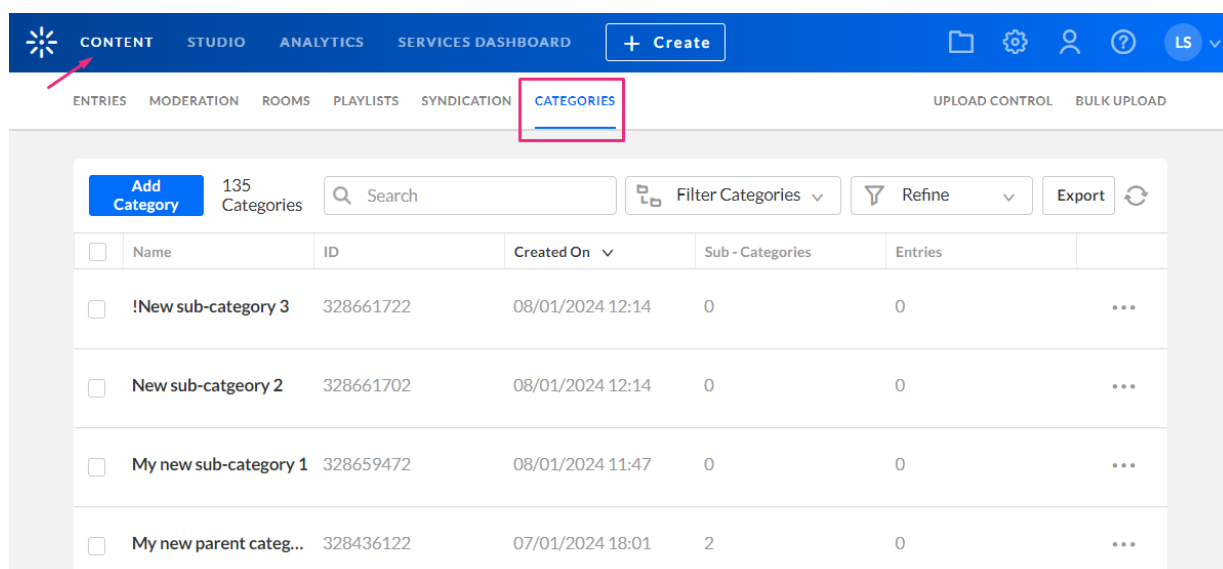
 This article is designated for administrators.

About

You can easily delete categories in the KMC, and the deletion is reflected across other applications. Deleted categories automatically move their entries to the parent category.

Delete a category / sub-category

1. Log into your KMC.
2. Under the **Content** tab, select the **Categories** tab.



<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	!New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	0	...

3. Click the **three-dot menu** to the right of the category you want to delete, and click **Delete**.

<div> Add Category 135 Categories <input type="text" value="Search"/> Filter Categories Refine Export </div>						
<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	!New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	
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<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	0	

Edit
View Entries
Move Category
Add Service Rule
View Analytics
Delete

A warning message displays: *Are you sure you want to delete this category?*

- Click **Yes** to delete.

Delete multiple categories / sub-categories

- Under the **Content** tab of your KMC, select the **Categories** tab.
- Check the boxes to the left of the categories you want to delete. This prompts a Trash can icon to appear at the top of the page.

135 Categories • 2 Selected <input type="checkbox"/> Bulk Actions Cancel Export						
<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input checked="" type="checkbox"/>	!New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input checked="" type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	0	...

- Click the **Trash can icon**.

A warning message displays: *Are you sure you want to delete these categories?*

- Click **Yes** to delete.