

Delete a category

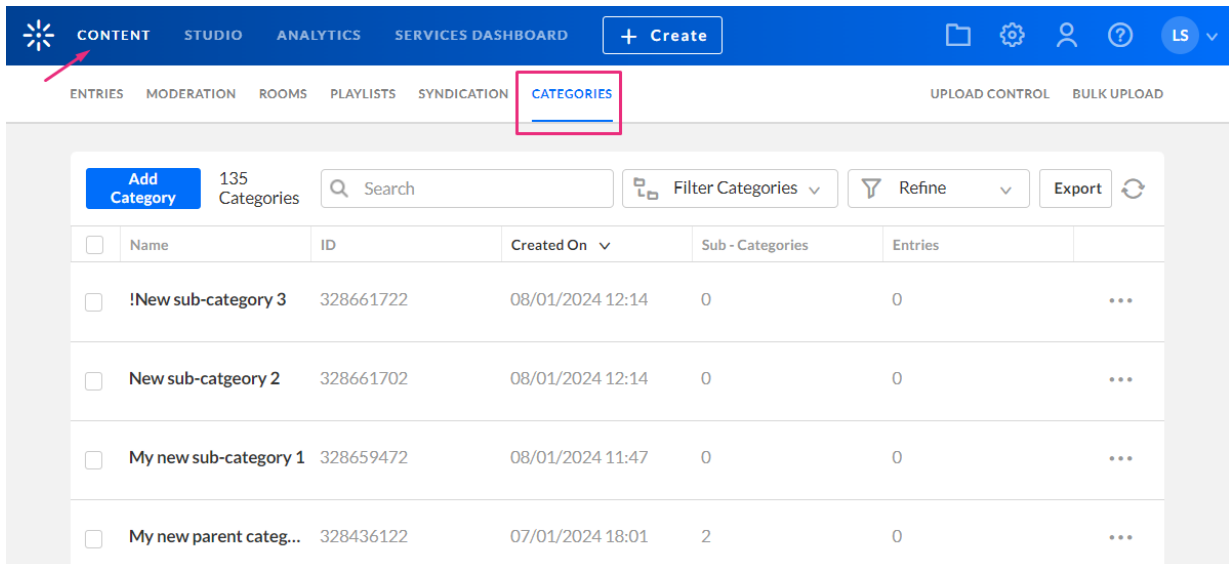
Last Modified on 01/26/2025 11:24 pm IST

 This article is designated for administrators.

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.

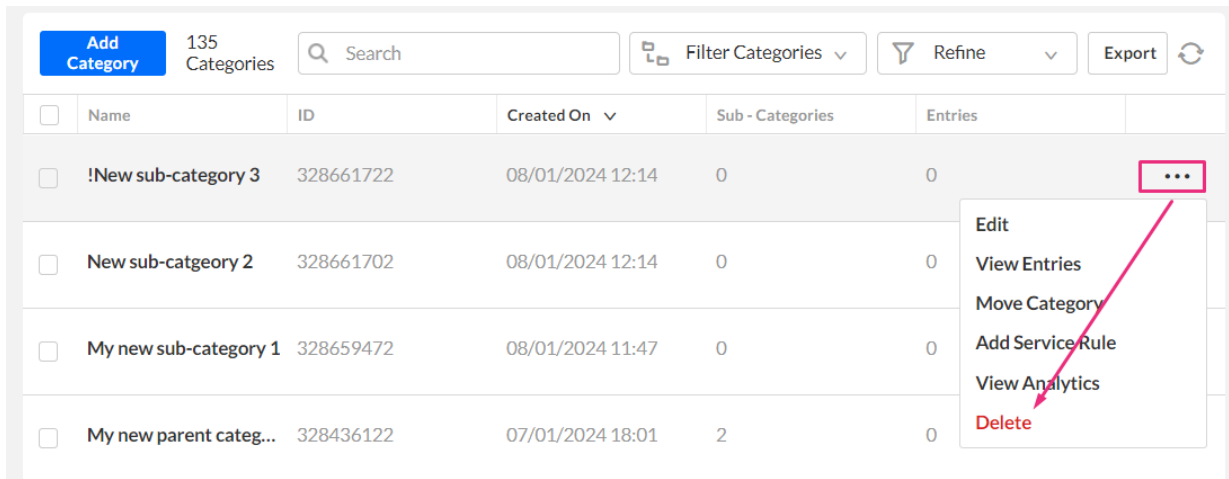
Delete a category / sub-category

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 **3 dots menu** to the right of the category you want to delete, and click **Delete**.



<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	...

- Edit
- View Entries
- Move Category
- Add Service Rule
- View Analytics
- Delete

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

Delete Category

Are you sure you want to delete this category?

Yes

No

4. Click **Yes** to delete.

Delete multiple categories / sub-categories

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

<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	...

3. Click the **Trash can icon**.

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

Delete Categories

Are you sure you want to delete these categories?

Yes

No

4. Click **Yes** to delete.
