

Delete a category in Rich Media CMS

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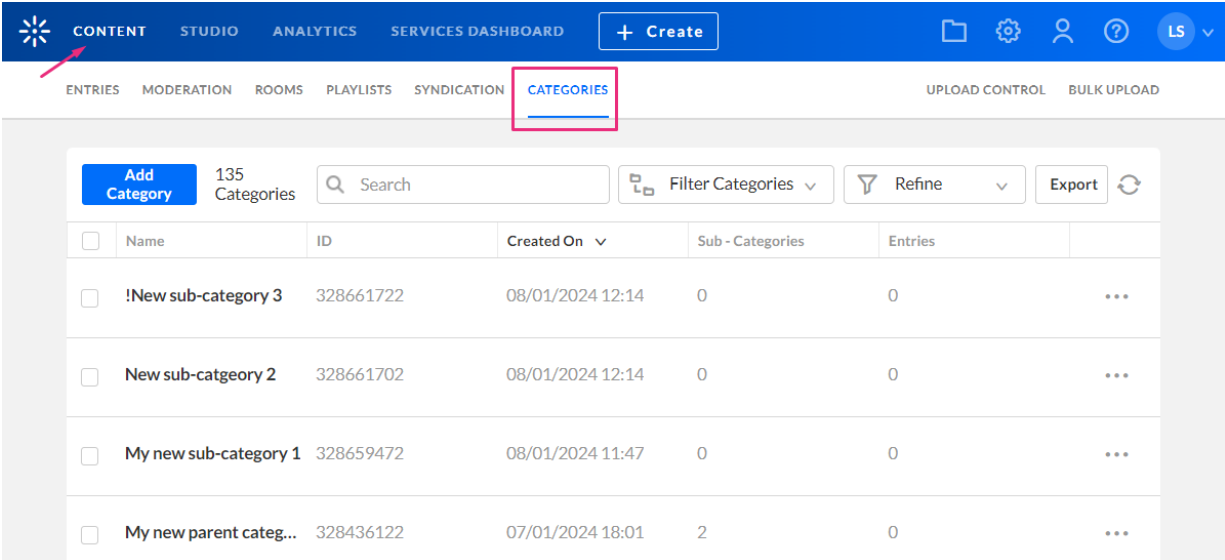
 This article is designated for administrators.

About

You can easily delete categories in the Rich Media CMS, 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 Rich Media CMS.
2. Under the **Content** tab, select the **Categories** tab.



The screenshot shows the Rich Media CMS interface. At the top, there is a navigation bar with tabs for CONTENT, STUDIO, ANALYTICS, and SERVICES DASHBOARD. A red arrow points to the 'CONTENT' tab. Below this, there is a sub-navigation bar with tabs for ENTRIES, MODERATION, ROOMS, PLAYLISTS, SYNDICATION, and CATEGORIES. The 'CATEGORIES' tab is highlighted with a red box. Below the navigation bar, there is a table of categories. The table has columns for Name, ID, Created On, Sub-Categories, and Entries. Each row has a three-dot menu icon to its right.

<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**.

<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	

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

4. Click **Yes** to delete.

Delete multiple categories / sub-categories

1. Under the **Content** tab of your Rich Media CMS, 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?*

4. Click **Yes** to delete.