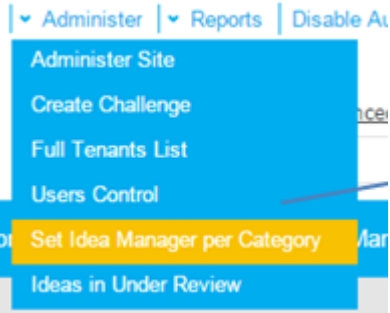

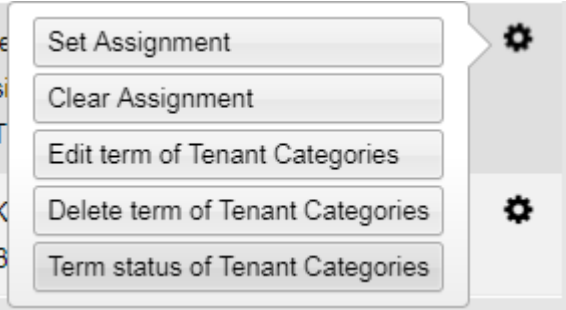
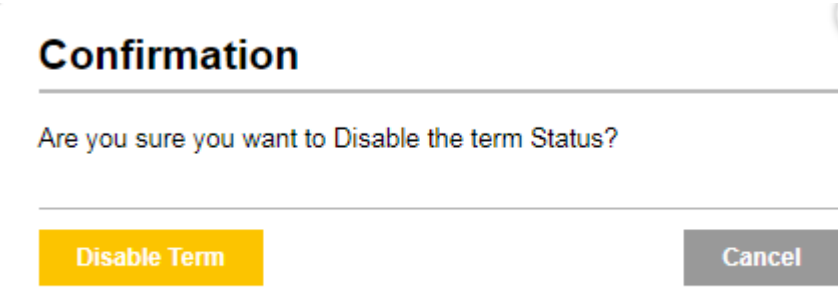


Disable / Enable idea category of a tenant site

Purpose: This is to disable idea category of a tenant site (Once disable, idea category will no longer available for selection)

Who has access to do this? Local admin (of its own tenant site), support admin

Procedure	Screenshot
1. Go to Administer > Set Idea Manager per Category	 A screenshot of a web application's navigation menu. The menu is blue with white text. It includes items like 'Administer Site', 'Create Challenge', 'Full Tenants List', 'Users Control', 'Set Idea Manager per Category' (highlighted in yellow), and 'Ideas in Under Review'. At the top, there are tabs for 'Administer', 'Reports', and 'Disable Au'.
2. Filter the Tenant Site (using Tenant Categories selection list)	 A screenshot of a 'Filters' section in a web application. It features several dropdown menus: 'Tenant Categories' (set to 'x Solvay Business Services'), 'Assigned Idea Manager', and 'Show 100 lines'. There are also buttons for 'Clear Filter' and 'Filter search'.
3. Mouse over the setting button of the idea category and select "Term Status of Tenant Categories"	 A screenshot of a context menu overlaid on a button. The menu contains five options: 'Set Assignment', 'Clear Assignment', 'Edit term of Tenant Categories', 'Delete term of Tenant Categories', and 'Term status of Tenant Categories' (which is highlighted). Gear icons are visible on the right side of the menu.
4a. If the status of that Tenant Categories is currently enable, it will asked whether you want to disable this Tenant Categories. Click Disable Term to disable this Tenant Categories.	 A screenshot of a 'Confirmation' dialog box. The title is 'Confirmation' and the question is 'Are you sure you want to Disable the term Status?'. At the bottom, there are two buttons: 'Disable Term' (highlighted in yellow) and 'Cancel' (grey).

4b. If the status of that Tenant Categories is currently disable, it will asked whether you want to enable this Tenant Categories.

Click Enable Term to enable this Tenant Categories.

✕

Confirmation

Are you sure you want to Enable the term Status?

Enable TermCancel