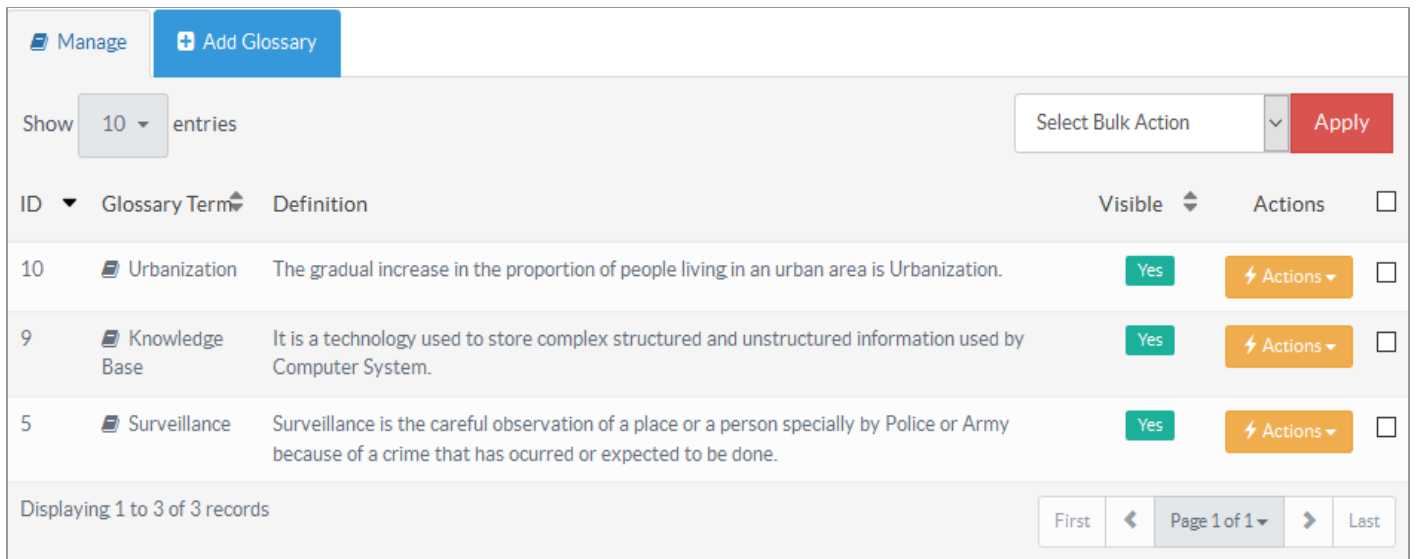


Managing Glossary Terms

Click "**Manage**" link in Glossary section of left navigation bar to open "**Manage Glossary**" page. In ML editions, admin users can view/manage glossary of a particular language by changing the language from language drop-down (Refer [Admin Control Panel Interface](#)) available on right side of the screen.



The screenshot shows the 'Manage Glossary' interface. At the top, there are two buttons: 'Manage' and 'Add Glossary'. Below them is a 'Show 10 entries' dropdown and a 'Select Bulk Action' dropdown with an 'Apply' button. The main table has the following columns: ID, Glossary Term, Definition, Visible, and Actions. There are three rows of data. At the bottom, it says 'Displaying 1 to 3 of 3 records' and has navigation buttons for 'First', 'Page 1 of 1', and 'Last'.

ID	Glossary Term	Definition	Visible	Actions
10	Urbanization	The gradual increase in the proportion of people living in an urban area is Urbanization.	Yes	⚡ Actions
9	Knowledge Base	It is a technology used to store complex structured and unstructured information used by Computer System.	Yes	⚡ Actions
5	Surveillance	Surveillance is the careful observation of a place or a person specially by Police or Army because of a crime that has occurred or expected to be done.	Yes	⚡ Actions

The columns of the screen are explained below:

1. **ID:** This column displays the serial ID of the glossary term in the knowledge base.
2. **Glossary Term:** This column shows the word or phrase defined in the glossary. In front-end, glossary terms are highlighted in the article content and appropriate description is shown on mouse over.
3. **Definition:** The explanation of the glossary term that is displayed to users on mouse over of the term.
4. **Visible:** This column defines the visibility of the glossary term in end user interface. **Yes** label shows that the term is visible in glossary page and is auto linked with the articles; vice versa for **No** label.
5. **Actions:** This column contains a drop-down list of operations that can be performed on these terms. The actions are:
 - **Edit** - Click to modify the glossary term.
 - **Delete** - Click to remove the glossary term from the knowledge base.
6. You can perform the same action on more than one glossary term using "**Select Bulk Action**". For this, you need to mark the check boxes corresponding to the terms for which action is required and then select the desired action in select bulk action drop-down and click on "**Apply**" button.

Custom Fields

Applicable To: Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

Online URL: <https://www.knowledgebase-script.com/kb/article/managing-glossary-terms-92.html>