How To Delete A Category

1. Navigate to the Categories list page by clicking on the 'Admin' and then the 'Categories' links.
2. Click 'Delete' next to the Category you wish to delete. NB You can only delete a category that has no documents assigned to it.
3. On the 'Confirm Delete' page click 'Delete', the Category will be removed from the system and the application will then navigate back to the list of Categories remaining.