Create a collection

Group together collections of documentation or other subsections of related content.

Document generated 10/23/2023

Tags | **Collections** |

Applies to: Free | Basic | **Business** | Enterprise

Enterprise users can access their documentation here. Find your plan.

Use collections to group together content within your team and display them in a list for easier viewing. Collections are designed to work alongside tags. While tags tend to identify a broader topic, collections can span multiple topics. For example, you might group all the on-boarding documentation for a particular position into one collection so that all of the questions are easy to find in one place, rather than creating tags for each position.

Create a new collection

Visit the **Collections** section in the left sidebar and then click on **Create a new collection** at the top right. You will be presented two boxes to enter a title and description, and then can immediately start searching for questions and article to add to it.

Reorder content in the collecting by using the six dots to drag questions up and down or use the cross icon to remove content. All changes to questions and articles are immediate - you only need to click **Save** at the top when making changes to the title or description.

To modify, click on **Edit collection** at the top right of the specific collection. You will be presented the same editor as when the collection was created, allowing you to make any changes. If the collection is no longer useful, you can also **Delete** the collection from this page.

Control who can edit

While editing a collection, you can click on **Permission settings** at the top right to open a new dialog. These settings allow you to change the owner of the collection (once it's been created first) as well as specify users and groups that can edit it.

By default, if no other permissions are specified, the collection can only by edited by the user who created it and team admins.

Search collections

At this time, collections are not searchable. However, the individual questions present in a collection will still appear in search as normal.

Need help? Submit an issue or question through our support portal.