

# 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.

<a href="#">Manage</a> <a href="#">Add Glossary</a>					
Show	10	entries	Select Bulk Action		Apply
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	<input type="checkbox"/>
9	Knowledge Base	It is a technology used to store complex structured and unstructured information used by Computer System.	Yes	⚡ Actions	<input type="checkbox"/>
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	<input type="checkbox"/>
Displaying 1 to 3 of 3 records			First	Page 1 of 1	Last

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.phpkb.com/kb/article/managing-glossary-terms-92.html>