

Create, edit, and delete Glossary

Jenny Kongkalai - 2023-12-06 - Manage Content

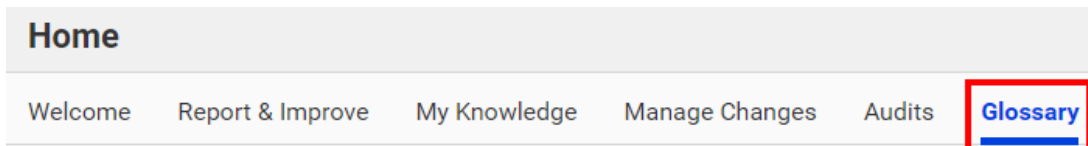
[Create, Edit, and Delete Glossary in Holocentric Connect](#)

This article is split into 3 sections:

1. Create a new Glossary Term
2. Edit Glossary Term
3. Delete Glossary Term

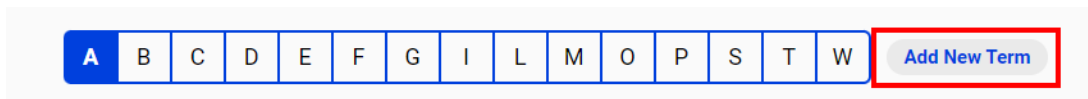
1. Create a new Glossary Term

1.1. Access the **Home** tab and click the **Glossary** subtab.

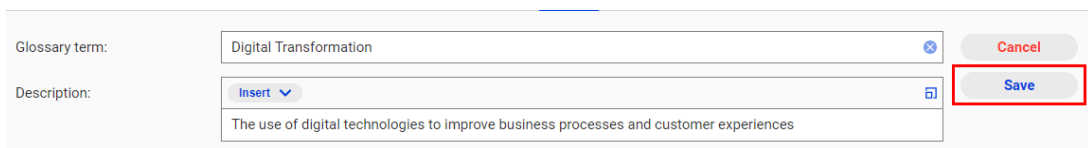


**Image is for illustrative purposes only. Menu bar options vary based on your permissions or organisation's subscription .*

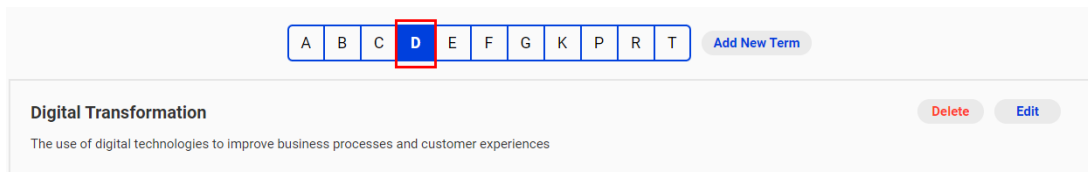
1.2. Click **Add New Term**



1.3. Enter a glossary term and definition. Click **Save**.

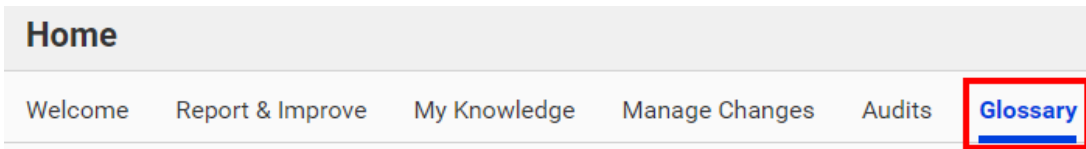
A screenshot of the glossary form. It has two input fields: 'Glossary term:' with the value 'Digital Transformation' and a 'Cancel' button to its right; and 'Description:' with a dropdown menu set to 'Insert' and a 'Save' button to its right. The 'Save' button is highlighted with a red rectangular box.

1.4. The new term will appear under the relevant letter.



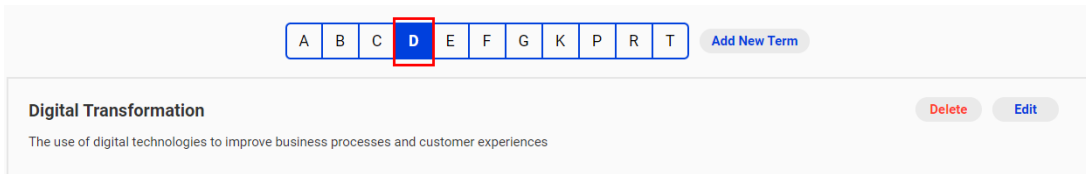
2. Edit glossary term

2.1. Access the **Home** tab and click the **Glossary** subtab.

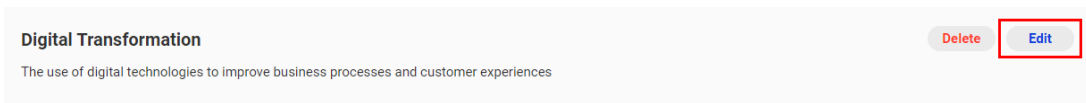


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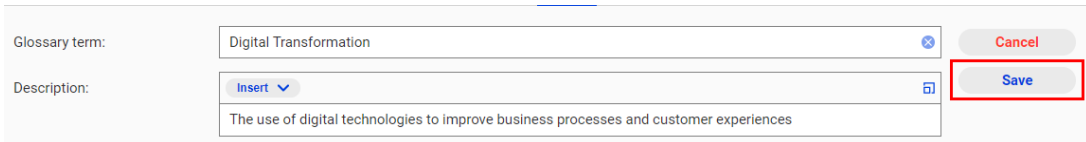
2.2. Navigate to the term by clicking on the relevant letter.



2.3. Click **Edit**.

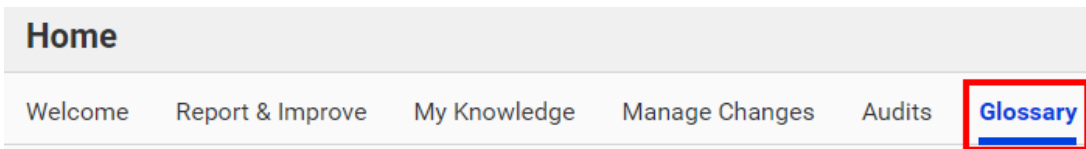


2.4. Make the relevant changes and click **Save**.



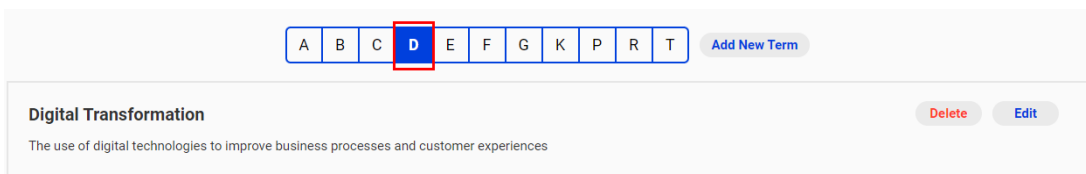
3. Delete Glossary Term

3.1. Access the **Home** tab and click the **Glossary** subtab.

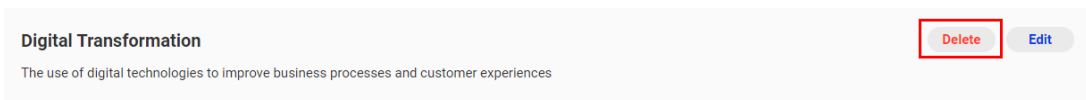


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3.2. Navigate to the term by clicking on the relevant letter.



3.3. Click **Delete**.



3.4. Click **Delete** again to finalise the deletion.

Delete Glossary Term



Do you really want to delete this glossary term?

Cancel

Delete

END