



Category Expert

A **Category Expert** is a user with specialised knowledge in a particular category of the Knowledge Base application.

In Claromentis, a Category Expert can endorse articles and answer category questions.

In this guide, we will cover the following:

- [Assigning Category Expert](#)
- [Answering KB category questions](#)
- [Endorsing KB articles](#)

Assign Category Expert

A Knowledge base application admin can assign Category Experts to each KB category.

To assign Category Experts, follow these steps:

1. Head to **Admin > Knowledge base**
2. Navigate to the **Categories** section and select the relevant Category
3. Add the users who are Category experts:

Category Expert

* Nigel Davies * Barclay Martin * Michael Christian
* Claromentis Administrator * Anne Wilkins

Browse

Experts can Endorse articles - this displays an endorsement on the article view

Only allow Category Experts to respond to questions

Please note: Only Knowledge base application admins can assign Category experts. Category experts cannot access the admin panel and/or assign other experts.

For more information, please check out our Knowledge base: [Overview guide](#)

Answer category questions

A Knowledge base application admin can also allow only Category Experts to answer questions users have submitted.

To set up Category Expert permissions, follow these steps:

1. Head to **Admin > Knowledge base**
2. Navigate to the **Categories** section and select the relevant Category
3. Check the **Only allow Category Experts** options:

Category Expert

Nigel Davies Barclay Martin Michael Christian
 Claromentis Administrator Anne Wilkins

Browse

Experts can Endorse articles - this displays an endorsement on the article view

Only allow Category Experts to respond to questions

If only Category Experts are permitted to answer questions, users will see the following message when viewing a question:

Knowledge Base / Professional Services / **Question**



Jennifer Langdon asked

Question #1

Lorem ipsum dolor sit amet, consectetur adipiscing elit?

Asked on: 26 January 2023

Like | 0 Likes

Follow

Share

Edit

Only Category Experts can respond to this question. Please contact your Intranet administrator if you cannot see the discussion.

Responding to questions is done in the same way as commenting on articles.

For more information, please check out our Knowledge Base: [Questions guide](#).

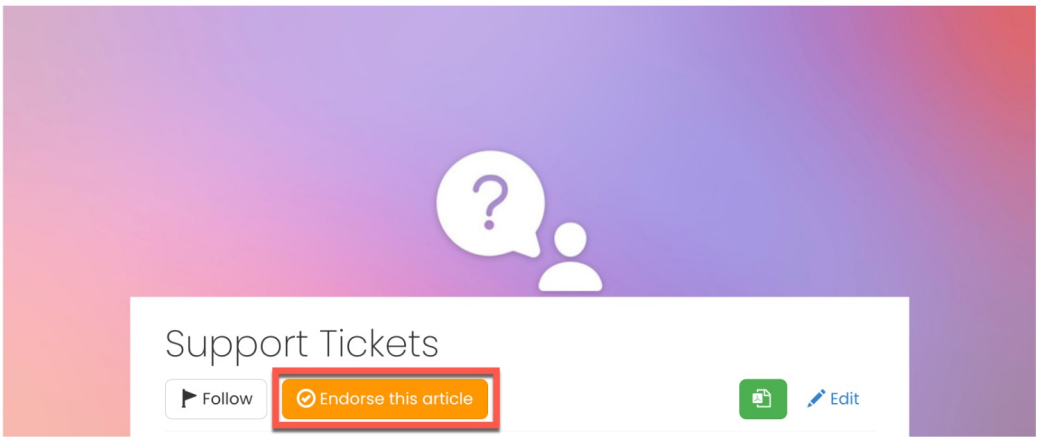
Endorse KB articles

The endorsement functionality is a feature that is available to Category Experts.

It is a useful tool to promote specific articles selected by Category Experts.

Category experts

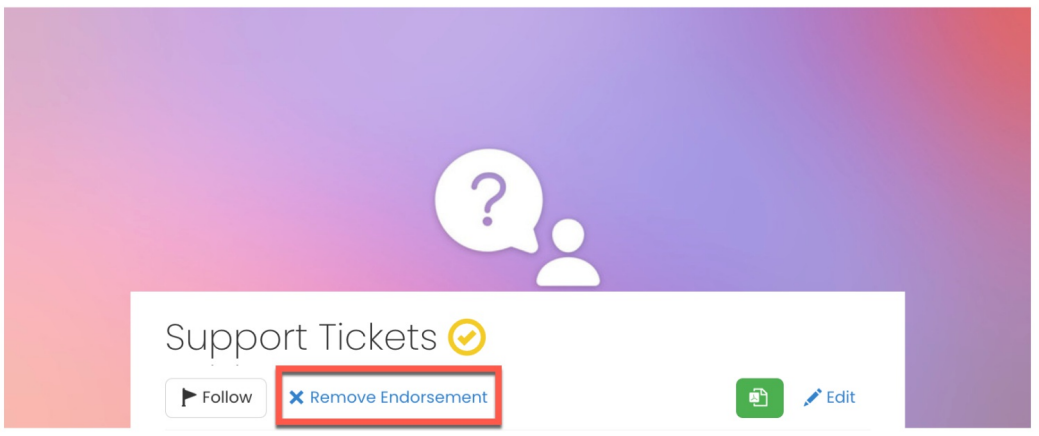
To endorse an article, Category Experts can click **Endorse this article**:



Summary

Users appreciate having a single point of contact to get help for their issues. Here, users are able to submit problems, questions and requests using this form, indicating the urgency of the ticket in order that the support team, who receive, process and respond to them, are able to prioritise accordingly. There is no need to worry about members of the support team responding to the same ticket because everyone on the team can see who is working on the ticket and its status.

To remove an endorsement, Category Experts can select **Remove Endorsement**:



Summary

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Reminder: A Category

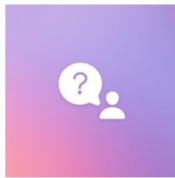
Expert can endorse any article that is under a category they have been defined as the category expert of.

Front-end users

Endorsed articles will display a tick in the articles list to indicate the endorsement for users:

- All categories
- Compliance
- Demo Processes**
- General
- Health & Safety
- Human Resource
- Infocapture
- Intranet Advice
- Professional Services

CMS bpm calculations
content hr
infocapture
intranet plugins
process videos
workplace



Support Tickets ☺

Summary Users appreciate having a single point of contact to get help for their issues. Here, users are able to submit problems, questions and requests using this form, indicating the urgency of the ticket in o...

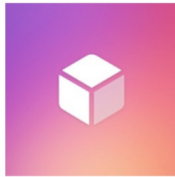
0 comments • Last modified on 15 June 2023 in Demo Processes



Exit Interview

Summary Managers are able to conduct and record surveys with departing employees, using the Exit Interview form. The primary aim of the exit interview is to learn the reasons for the person's departure, on the ...

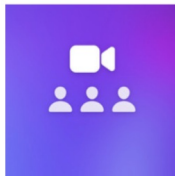
0 comments • Last modified on 7 September 2021 in Demo Processes



Asset Register ☺

Summary Organizations use hundreds of assets on a daily basis, including computer hardware, office equipment, furniture, electrical appliances, etc. Using this form, organizations are able to accurately and eff...

1 comment • Last modified on 7 September 2021 in Demo Processes



Meetings ☺

Summary An essential part of most meetings is taking minutes, in order to: Record summaries of discussions held Confirm any decisions made Record any agreed actions to be taken, who is responsible for those act...

0 comments • Last modified on 7 September 2021 in Demo Processes

Users can use the Advanced Search to filter and look up endorsed articles in any category:

The screenshot shows the Claromentis Knowledge Base interface. At the top, there is a search bar with the text "What are you looking for?". Below this, the "Knowledge Base" section is visible, with a left-hand navigation menu listing categories like Compliance, Demo Processes, General, Health & Safety, Human Resource, Infocapture, Intranet Advice, and Professional Services. The main content area displays three articles: "ISO 9001 Quality Management System", "ISO 27001 Information Security Management System", and "Wellbeing and Wellness in the Workplace". Each article includes a brief summary and a "0 comments" indicator. On the right side, there is a "Search Knowledge Base" section with a search input field and an "Advanced search" link. Below that, a "Recent questions" section lists three questions asked by users like Jennifer Langdon, Claire Bond, and Jacob Black.

Last modified on 30 November 2023 by Hannah Door

Created on 15 June 2023 by Veronica Kim

Tags: endorsement, intranet, kb, knowledgebase, user guide, category, expert