

# How do I create a new category?

1. Right-click on a category. The new category will be created as a subcategory of the selected category. To create a new main category, click on an empty part of the tree structure.
2. Click on **New category...**
3. Complete all required fields.

The screenshot shows the 'Category details' form with the following sections:

- General:** Fields for ID, Name (highlighted with a red border), Priority (with a percentage sign), Parent category (set to '100 Superstructure'), Comments, and Default counter.
- Documents:** Includes buttons for 'New...', 'Link from documents...', and 'Actions...'. Below is a table with columns 'Name', 'Size', and 'Link...'. The table is empty with the message 'No records available.'.
- Properties:** Includes buttons for 'New...', 'Print', and 'Email'. Below is a table with columns 'Attribute', 'Value', 'Show on service orders', and 'Show on product'. The table is empty with the message 'No records available.'.

At the bottom of the form are buttons for 'Save', 'Save & close', and 'Close'.

4. Click on **Save & close.**

If you clicked on the wrong category in step 1, you can change the parent category in this window.

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