

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.

Category details

General

ID:

Name:

Priority: %

Parent category: 100 Superstructure

Comments:

Default counter:

Documents

New... Link from documents... Actions...

Drag and drop documents in the box below

<input type="checkbox"/>	Name	Size	Link...
No records available.			

Properties

New... Print Email Default view

Attribute	Value	Show on service orders	Show on product
No records available.			

Save Save & close 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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