

How do I copy or move a category, group or task?

1. Right-click on a category, group or task and select **Copy...** or **Move...**
2. Select the location to which the category must be copied or moved.
3. Click on **Save & close.**

When moving a category, you will be prompted if you want to copy the history as well. If you select this option, a copy of the history will be moved to the new location. If you do not select this option, the history will only be available in the current location.

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