

# How do I create a new document category?

1. Click **New Category...** or right-click on an empty part of the tree structure and select **New...**
2. Complete all required fields.

**Document category details**

Name:

Parent category:

**Custom attributes**

ID:

No file selected.

Picture:

auto nr: 17

**Visible for user groups**

Select all

Technical Dep...

Officer

Captain

Chief engineer

Office

Superintendent

Engineers

Crew WAV

Administrator

Only defects

**Visible for locations**

Select all

Mastex Cruise

Mastex General Cargo

Mastex Guard

Mastex Tanker

Mastex Trader

Mastex Trader II

Mastex tug

MXSuite inlander

3. In the middle column, select the **user groups** that can view this new category and assign the desired rights.
4. In the right column, select the **locations** that can view this category.
5. Click on **Save & close**.

Right-click on an existing category and then click **New...** to fill the above category.

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