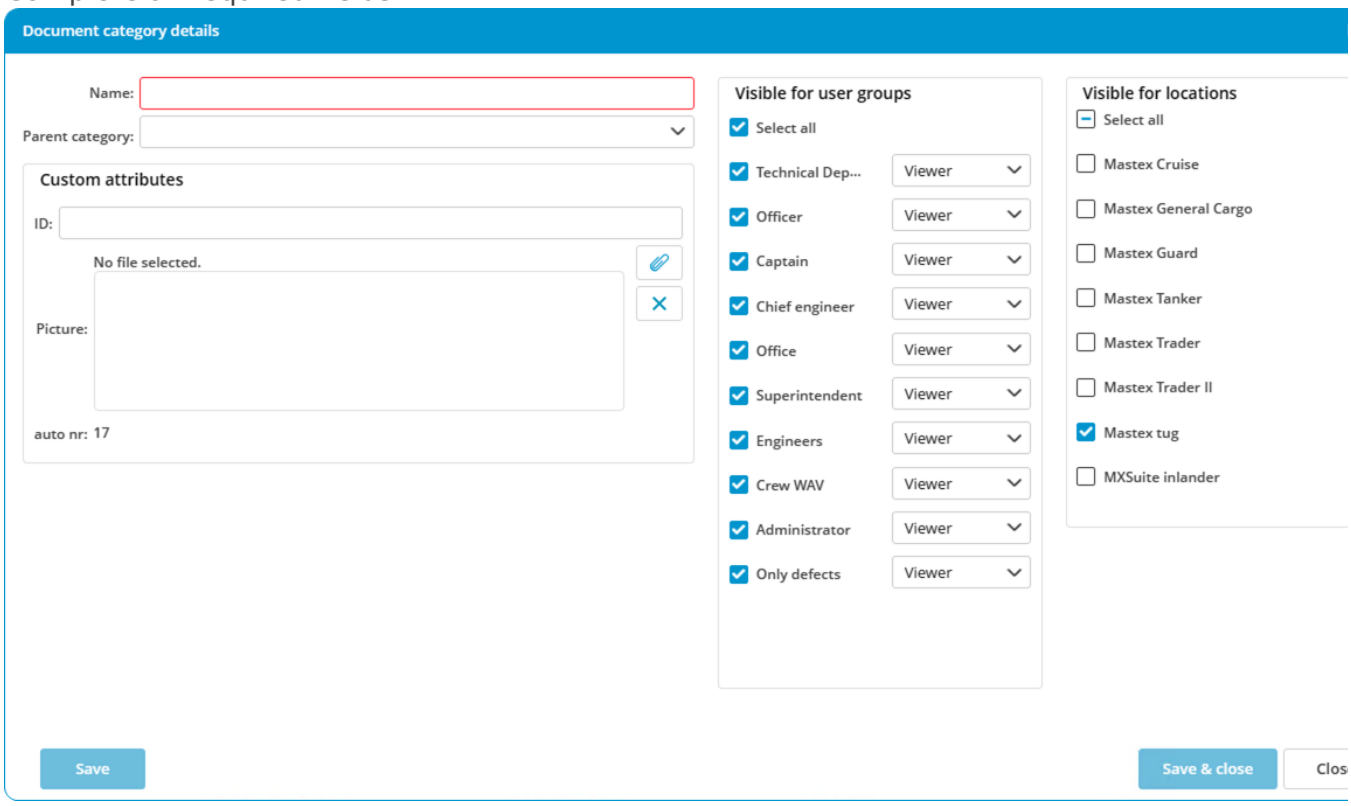
How do I create a new document category?

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



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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