



RECAST SOFTWARE

Create a Category

Last Modified on 08.08.25

Creating a new category allows you to organize objects in the portal. Two categories with same name and same parent category cannot be created.

To create a new category:

1. Enter a **Category name**.
2. Select the **Parent category** for the new category. Specifying the parent category allows your to create category hierarchy. If a category should be created at the root level, select '(none)' as a parent category.
3. Click **Add**.

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