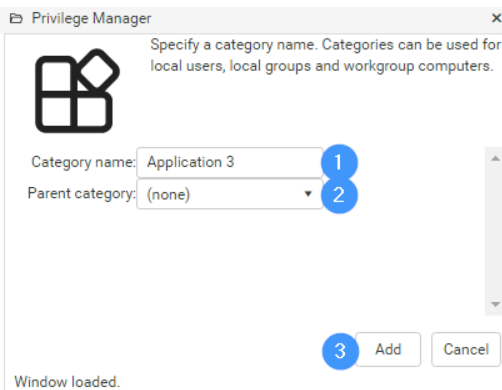


Create a Category

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**.