

# Adding and editing a category

To add a category open Settings - Categories.

To add a category enter category name and click Add.

To add subcategories select a category, enter the name of new subcategory in the Subcategories field and click Add.

To save changes click the Save button.

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Name	Author	Category	Rating	Status
<div></div> <div>My practice 31</div>	<div>user A</div> <div>Novus-HCM</div> <div>11.09.2024 21:56</div>		<div></div> <div></div>	<div></div>
<div></div> <div>My practice 2</div>	<div>user A</div> <div>Novus-HCM</div> <div>11.09.2024 14:49</div>		<div></div> <div></div>	<div></div>

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