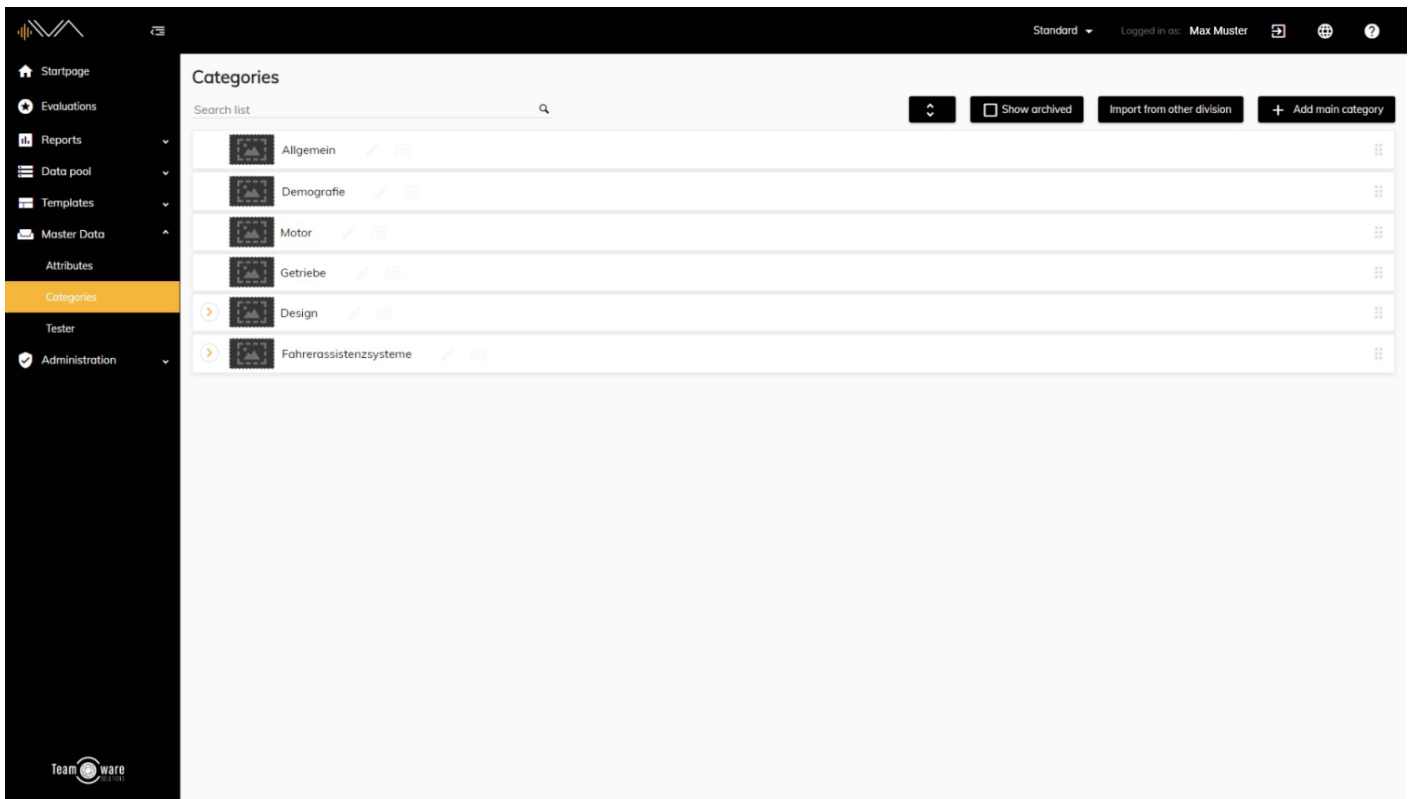


Categories

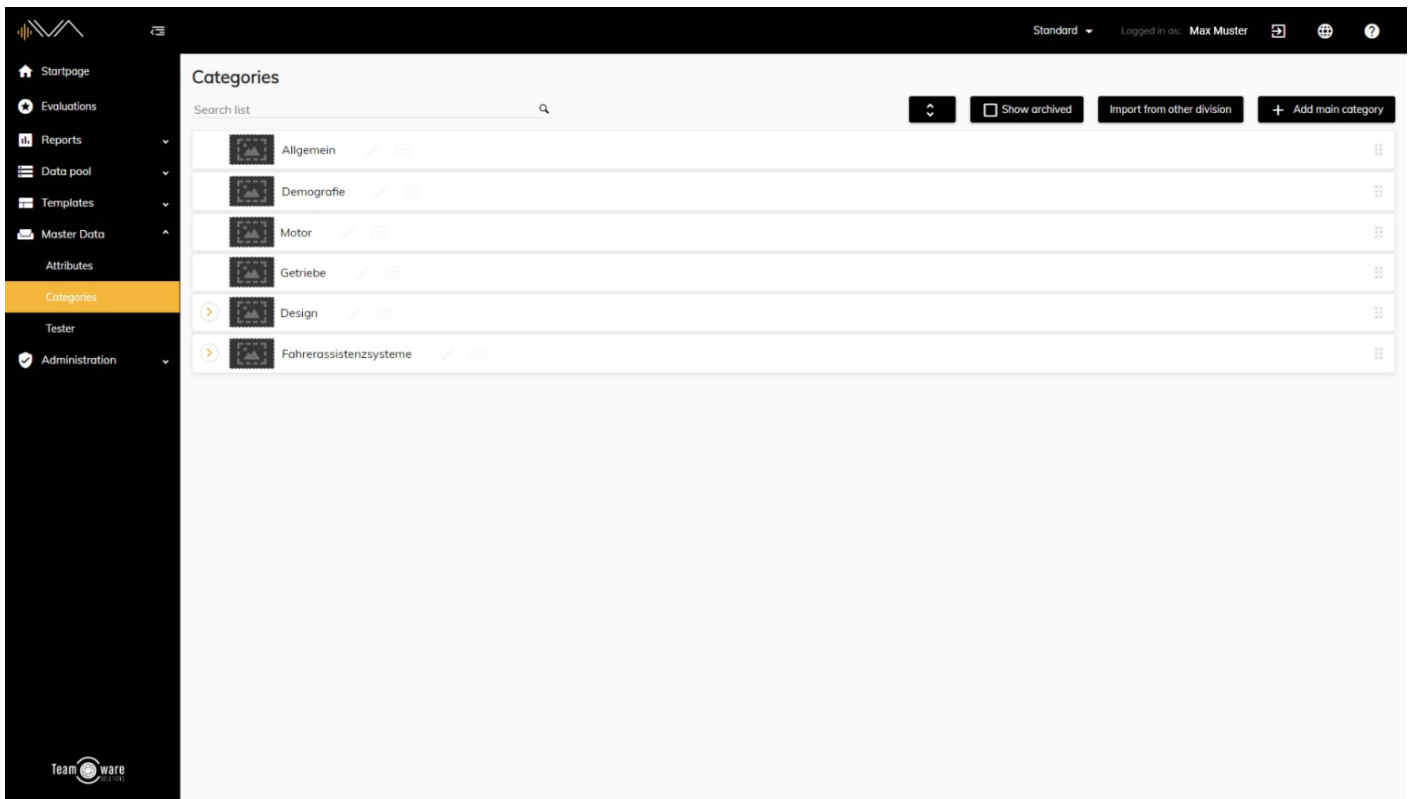
- What are categories?
- How can I add a category?
- How can I edit the categories?
- How do I delete a category?

What are categories?



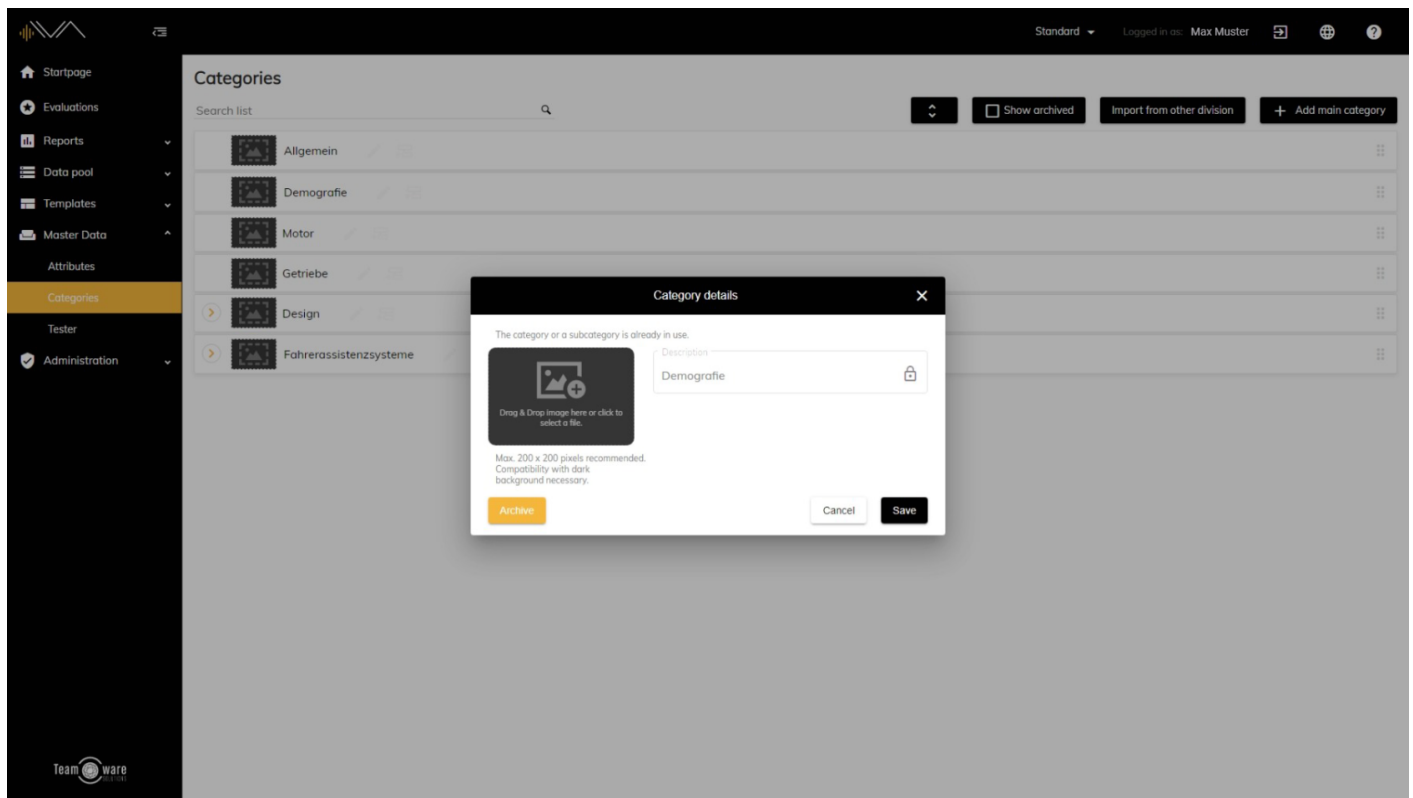
Categories are master data and can therefore also be found under this menu item. They are used so that testers can assign free feedback to a category in a test (e.g. transmission in the context of a vehicle or processor in the context of a smartphone). Categories can be included in different category sets.

How can I add a category?



To do this, first click on Master data in the navigation and then on Categories. You will now see a list of all existing categories. Hover your mouse over one of the existing categories. Two small symbols now appear to the right of the description. The first thing that appears is a pen for editing the category. The symbol next to it is for creating a subcategory. To create a new main category, click on the "+ Create main category" button at the top right, enter a name and then confirm with Enter.

How can I edit the categories?

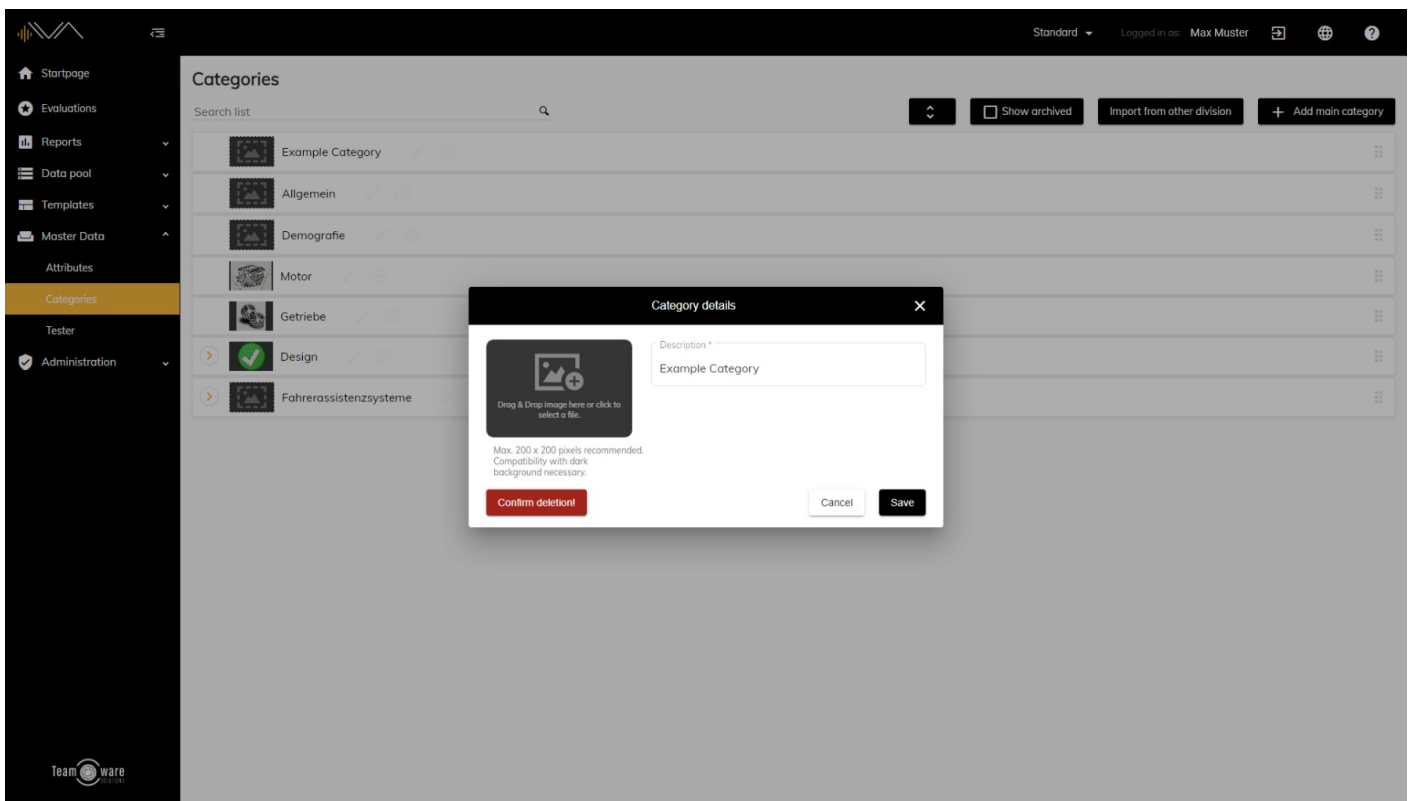


First you have to navigate to the corresponding item under Master data -> Categories. Here you will now see an overview of your categories. You can search through them, expand and collapse the entire category hierarchy and show archived categories. In addition, you can drag and drop categories and subcategories to a different position. If a category has more subcategories, an arrow pointing to the right appears next to the category image. When you click on it, the next category level unfolds.

For each category at each level, you can add a category at the level below. In addition, you can also edit a category. To do this, simply click on the pencil icon or double-click on the corresponding category.

Now a new window opens with the category details. Here you can change the name (mandatory field) and optionally add a (new) image. To do this, simply drag and drop an image to the appropriate place or select one manually from your file explorer. Now click on Save to save your changes.

How do I delete a category?



To delete a category, first navigate to Master data -> Categories. There you will find a list of all categories. Now double-click the corresponding category or click the pencil icon. Now you can click on "Delete" at the bottom left. Please wait a moment. Now you can click again on "Confirm deletion!" and the category will be deleted.