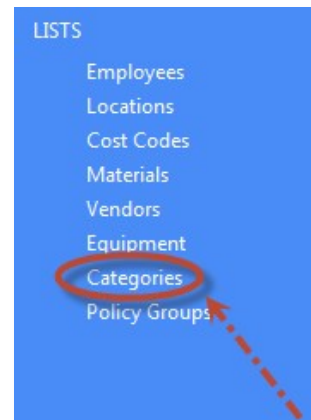
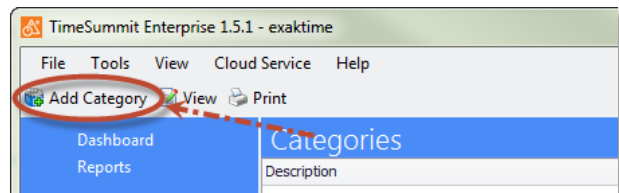


The category view lists all of your categories by name and category type (Employee, Location, and Cost Code). While not required, categories allow you to group Employees, Location and Cost Codes in your reports. For example you can use this option to distinguish your different types of employees (supervisor, general laborer, etc.) or crews (John's crew, David's crew, etc.) and then select those categories using the filters options in the Reports screen.

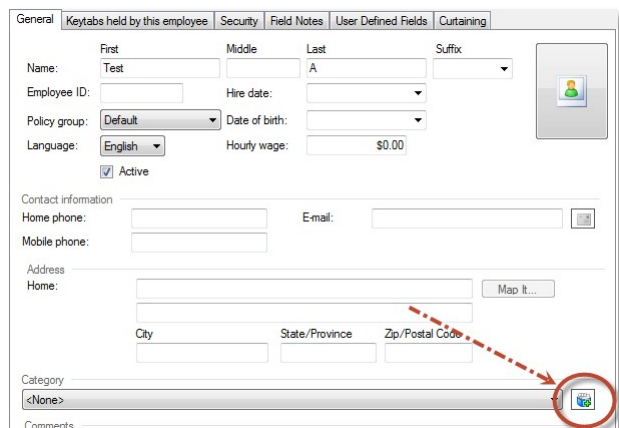
From Navigation, go to Lists and click **Categories**.



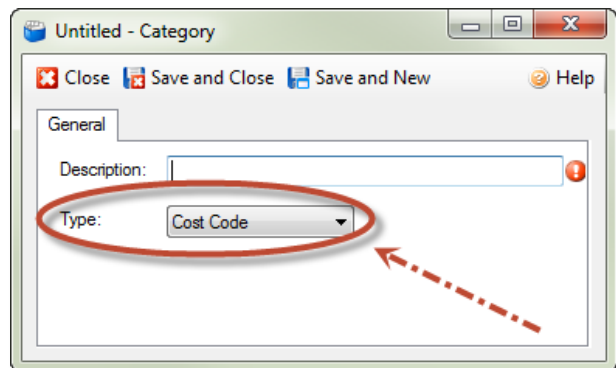
Click **Add New Category** from the Category Tasks menu or...



...Click the **Add Category** icon in the detail screen of an Employee, Cost Code, or Location.

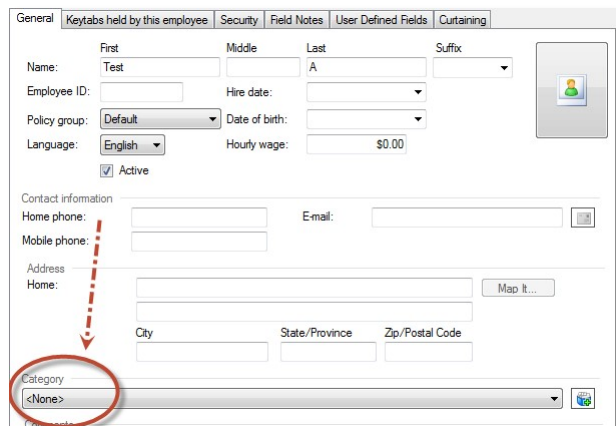


The Add New Category detail screen allows you to enter the Description of the Category and select the Type of category it is: Employee, Cost Code, Location, Material, Vendor, or Equipment.



The screenshot shows a web browser window titled "Untitled - Category". The window has a menu bar with "Close", "Save and Close", "Save and New", and "Help". Below the menu bar is a "General" tab. The form contains a "Description:" text input field and a "Type:" dropdown menu. The dropdown menu is currently set to "Cost Code". A red dashed arrow points to the dropdown menu, and a red oval highlights the "Cost Code" option.

You will then need to assign your Employee, Cost Code, Location, Material, Vendor, or Equipment to the category you just created within the View Details screen for that particular type.



The screenshot shows a web browser window titled "View Details" for an employee. The window has a menu bar with "General", "Keytabs held by this employee", "Security", "Field Notes", "User Defined Fields", and "Containing". The "General" tab is active. The form contains various fields for employee information, including "Name", "Employee ID", "Hire date", "Policy group", "Date of birth", "Language", "Hourly wage", "Active", "Home phone", "Mobile phone", "Email", "Address", "City", "State/Province", and "Zip/Postal Code". A red dashed arrow points to the "Category" dropdown menu, which is currently set to "<None>". A red oval highlights the "<None>" option.