News & Updates Categories

The Categories tab allows you to index the News & Update record with categories and additional searching capabilities.

1. To select a category for a document, click News in the navigation bar, then open the record.

2. Click the Categories tab.

3. Click a category to select it and add it to the Current Categories section. The available categories are configured in the Referential Data settings.

News & Updates

General   Files   **Categories**   Properties

Available Categories

- 💡 General
- 💡 Miscellaneous
- 💡 Test
- 💡 Weather

Browse   Filter - Results

[   ]   **Filter**   **Reset**

Current Categories

⊖ Miscellaneous