

User Guide

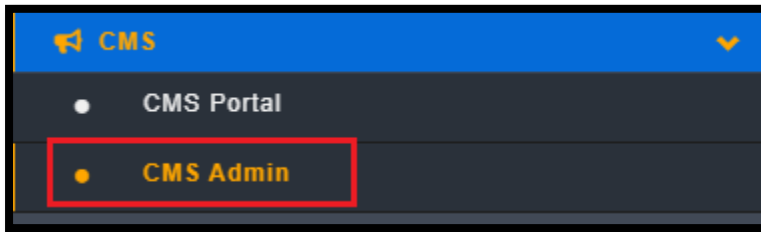
CMS Admin

Category



HOW TO CREATE A NEW CATEGORY

1. CMS – CMS Admin



2. Category – Please fill in the detail in the caption - click Enable – click save

A screenshot of the 'Category Entry' form in the HRMS Application. The form is titled 'Category Entry' and has a tabbed interface with 'Category' selected. The 'Caption' field contains the text 'Create a new Category'. The 'Enable' checkbox is checked. A green 'Save' button is located at the bottom right. Red numbers 1 through 4 are used as annotations: 1 points to the 'Category' tab, 2 points to the 'Caption' field, 3 points to the 'Enable' checkbox, and 4 points to the 'Save' button.

HOW TO DELETE CATEGORY

1. Tick on the Delete – click Delete

[Announcement](#) [Category](#) [Article](#) [Document](#) [External Link](#) [Employee\(s\)-on-Leave Set-up](#)

Category Entry

Caption *

:

Enable

:

☐

Save

History

2

Delete

Category Name	Modified Date	Created Date	Delete	Enable
Create a new Category	2020-07-15	2020-07-15	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>