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# SMART User Manual

Create an Empty Category



# Create an Empty Category

Set the Category properties and define its attributes (such as name, description, elements, and so on), according to the related business issue.

## Before you begin

[Analyze your Business Needs](#)

## Procedure

1. Select **Category Manager**.
2. In the Category list, select **All** to create a new independent category or select an existing category to create a new subcategory.
3. Click **New Category**  or right-click **All** and click **New Manual Category** .

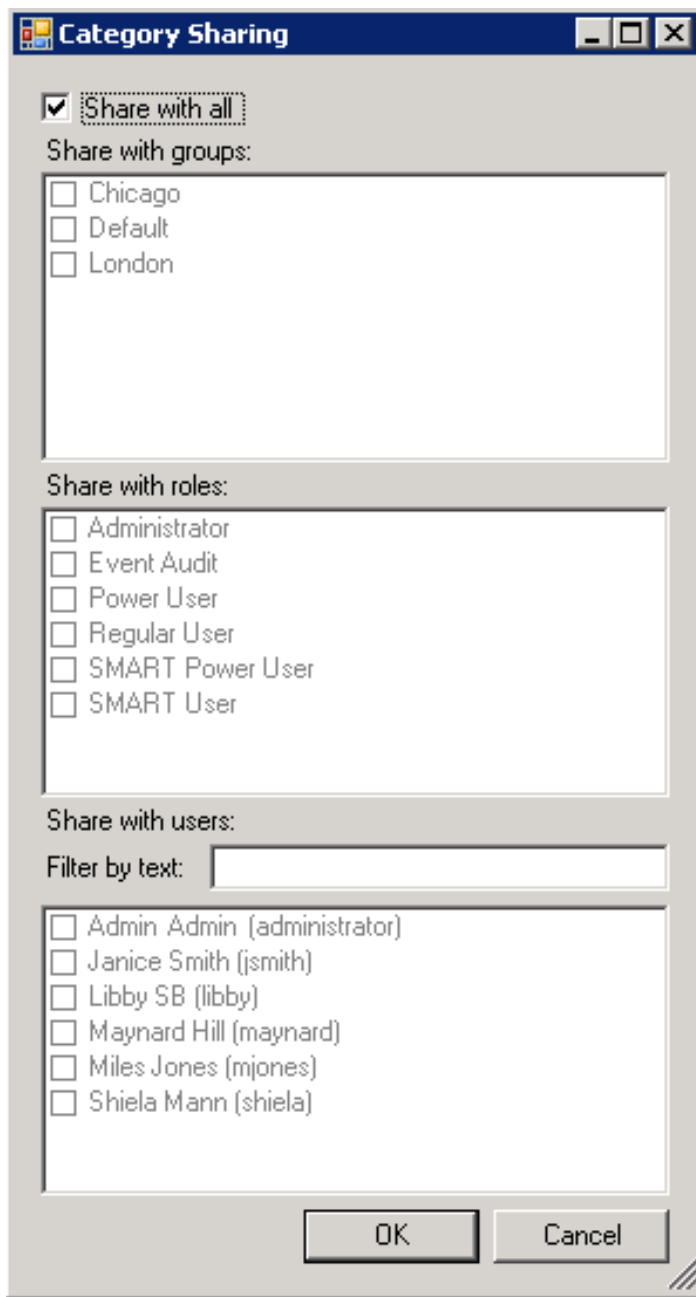
The blank new category properties window opens

The screenshot shows a software dialog box for creating a category. At the top, there is a 'Name' field with the text 'New Category(4)' and a 'Shared with' dropdown menu currently set to 'All'. To the right of the 'Shared with' dropdown is an 'Edit...' button. Below these is a large, empty text area for the 'Description'. Underneath the description area is a toolbar with buttons for logical operators: 'And', 'Or', 'Not', '(', ')', and '->', as well as 'Copy' and 'Paste' buttons. At the bottom of the dialog, there is an 'Element Properties' section with a 'Type' dropdown menu and an 'Add' button.

4. In the **Name** field, enter a category name.
5. To limit the types of SpeechMiner users that have access to this category: (optional)
  - a. Click **Edit**.

The **Category Sharing** dialog box opens.

By default, Categories are shared with all SpeechMiner users. You can change this by specifying groups, work groups, roles, and/or specific users with whom a category should be shared. Category sharing does not affect which interactions a user can see or play back.



- b. Select the groups, roles, and/or users with which the Category should be shared.
- c. Click **OK**.

4. Under **Description** enter a description of the Category. (optional)

5. Click **Save**.

### Important

If the new category is a regular category, you can configure its conditions, as explained under [Configure Category Conditions](#), before you save it. If the category is a parent category or a manual category, it does not require any additional configuration, and must be saved at this point.

### What to do next

[Configure Category Conditions](#)

### Related Topics

[Categories](#)

[Introducing the Category Interface](#)