## Creating a Category Group

Last Modified on 02/06/2018 9:04 am EST

A Category Group is a collection of categories. This helps to provide another layer of organization for room setup- categories are added to category groups.



To add or edit a category group to the system go to the Setup > Room screen

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## Select the Actions option, then select Category Group

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To add a Category Group enter a name for the group and a description, from

the Display Online menu select if the category group should display to both new and portal registrations (Yes), if the category group should not display to new OR portal registrations (No) or Connect Portal Only to ONLY display on the parent portal.

If a parent can multiselect within the category group change this field to Yesthis means parents could select more than one category under a category group.

Then press Save.

Catgory Group				
Facility	Group Name	Description	Display?	
Category Group	roup ID:			
* Category Group Name School Age Care Category Group Descrip	: ition:			
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This is a School Age Ca	re category group.			Words
P Display Online?				words.
Yes	•			
Allow Multi-Select?				
NO Y				

To edit a category group press the edit icon.

To delete a category group press the red x on the right side.

Setup -> <u>Classroom</u> -> Schedule			
SUCCESS Category Group was successfully saved			
Add New Category Group			-
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Once a Category Group has been created go to the setup > room page

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Click on the first category that should belong to the category group

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Select the Category Group name, then scroll to the bottom of the page and save.

New Classroom Category	
*Classroom Category:	School Age Child Care
Student/Teacher Ratio:	:1
GL Code:	
Show All On Attendance:	No 🔻
# Hours Max For Half Day FTE:	0
Default Revenue Type:	Tuition V
Category Group:	•
Default Reporting Category:	
Daily Sheet:	Sahad Asa Cara
Allow Room Change Request:	School Age Care
Show Only on Scheduling:	No V
Restricted Rates:	0 Restricted Rate Authorizations found Edit
Description:	