# How to Create Sub Services in Needto.in by Admin

Steps to Configure the Sub Services:-

1. Login as Admin
2. Navigate to Posts--> Categories
3. Fill following information
   1. Name
   2. Slug
   3. Parent --- select the appropriate Parent from the list
   4. Description
   5. City --- select the check box of available city which you wanted to display the services
4. Click on Add new Category

What just happened?

We have successfully created the subservice for the selected parent service.

Steps to Activate the Sub Services:-

1. Login as Admin
2. Navigate to the Popular\_Services---> Add new popular services
3. Navigate to the right panel and check the above created sub services check boxes
4. Click on Publish button
5. You will see Post published message

What just happened?

We have successfully published the services which you created .