

All reports are organized into categories in a hierarchical tree. We recommend keeping reports that monitor related actions in one category. You can manage the categories in the **Reporting** application.

Creating new categories

1. Open the **Reporting** application.
2. Select the root of the reporting tree (the **All reports** category by default).
3. Click ... next to the **New report** button and select **New category**.
4. Type a name of the new category into the **Category display name** field.
5. Type a code name or leave it as *(automatic)*.
6. Click **Save**.

The system creates a new report category.