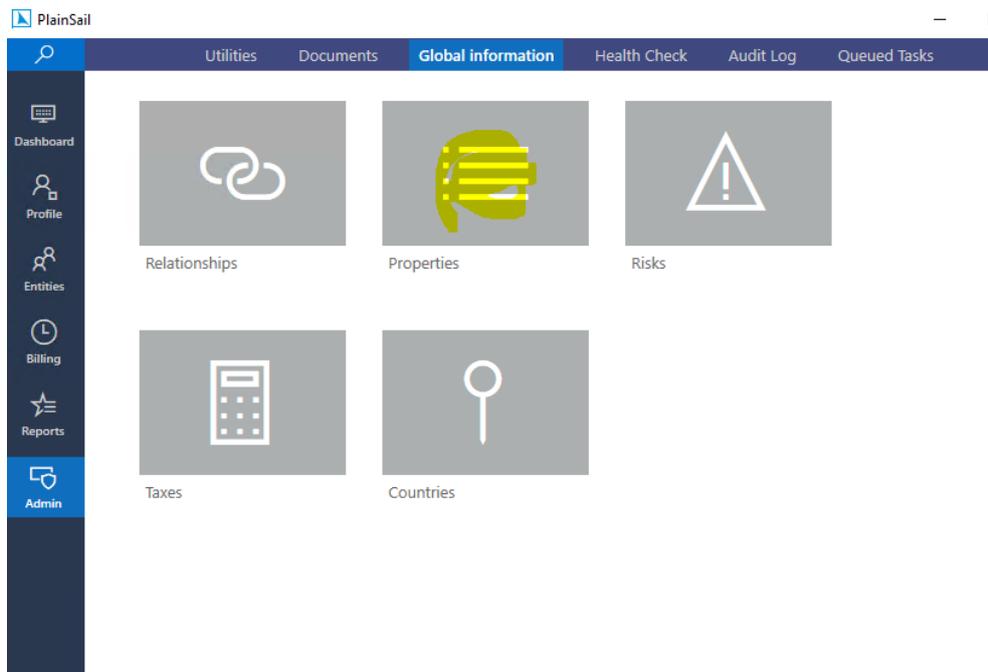
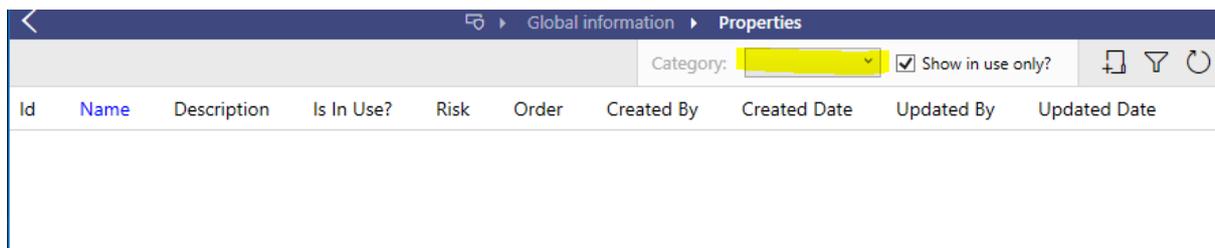


Creating Property Bags

Navigate to Admin -> Global Information . Click **Properties**



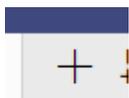
The following screen will be displayed:



If you wish to edit the list of an existing category, click the drop down to select one. If you wish to create an entirely new category click this icon:



This will prompt you to enter a name, please enter a name **without** spaces.



Updated

You can then enter new items to add the to relevant category. If you wish to no longer allow users to select a drop down item, untick the 'Is in use' flag.