## Creating Property Bags

Navigate to Admin -> Global Information . Click Properties

Dutilities Documents Global information Health Che	eck Audit Log Queued Tasks
Pashboard Profile	Ţ
Relationships Properties Risks	
© Billing ★ Reports	
Admin Taxes Countries	

The following screen will be displayed:

C Global information > Properties		
U V L		
lated Date		
d		

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.