# Creating and managing categories

Using categories and grouping projects into them, you can organize the structure of your server projects' repository according to your needs.

By default, there is a single category *Uncategorized*, but you can create as many categories as you need. A project can be created directly in a selected category and later easily moved to another one. The category can be created in advance or while adding the project to the server. Categories can be renamed and removed. Also, they can have sub-categories.

> ⚠️ The TWCloud project categories in the modeling tool dialogs will be hidden if a user does not have the *Manage Categories* or *Read-Only* permission to at least one project inside of these categories.

Read the following to learn how

- To create a single category
- To rename a category
- To move a project to another category
- To remove the category
- To hide empty categories

> ⓘ Categories can also be managed via the Resource application. Learn more about this in Teamwork Cloud User Guide.
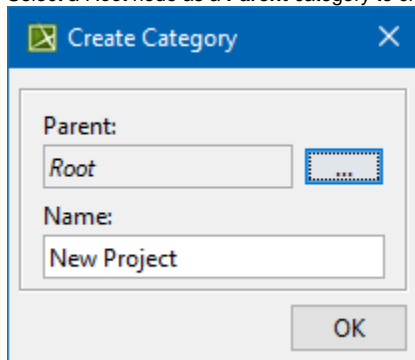
> 🛇 You need to have the Manage categories permission assigned to the Global scope to be able to create categories.

To create a category

1. From the **Collaborate** menu, choose **Projects**. The **Manage Projects** dialog opens.
2. Be sure the Categorized View is turned on in the dialog. If it is not, click ▦ on the toolbar of the dialog.
3. Choose one of the following:

   - Click ⊞ on the toolbar of the open dialog.
   - Right-click anywhere in the project list area and then select ⊞**Create Category**.

4. After the **Create Category** dialog opens, select a **Parent** category and type a new category name.

   > ⚠️
   > - Select an existing category as a **Parent** category to nest a new category within.
   > - Select a *Root* node as a **Parent** category to create a new top-level category.
   >
   > **Create Category**
   >
   > Parent:
   > Root [ ... ]
   >
   > Name:
   > New Project
   >
   > [ OK ]

5. Click **OK** to confirm the creation.
   The category is created. You can find it in the project list ordered alphabetically.

To rename a category

1. From the **Collaborate** menu, choose **Projects**. The **Manage Projects** dialogs opens.
2. Select a category or a project that belongs to the category you want to rename and then do either:
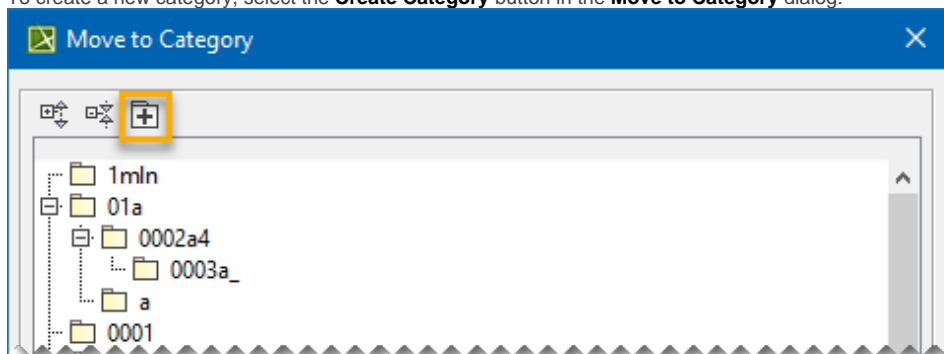
- Click ⊞ on the toolbar of the open dialog.
- Right-click the selection and then select ⊞ **Rename Category**.

> ⚠ The *Uncategorized* category cannot be renamed.

3. When the **Rename Category** dialog opens, type a new category name.
4. Click **OK**.
   The category is renamed.

To move a project to another category

1. From the **Collaborate** menu, choose **Projects**. The **Manage Projects** dialogs opens.
2. Select the project you want to move and do one of the following:

   - Click ▣ on the toolbar of the open dialog.
   - Right-click the selection and then select ▣ **Move to Category**.

3. When the **Move to Category** dialog opens, select the category to which you want to move the project.

   - To create a new category, select the **Create Category** button in the **Move to Category** dialog:



4. Click **OK**.
   The project appears in the selected category.

> ⊙
> - You need to have the Manage Resources permission to delete the selected category.
> - You need to have the Read Resources/List Resources/List All Resources and Remove Resources permissions to delete all the resources within the selected category.

To remove the category

1. From the **Collaborate** menu, choose **Projects**. The **Manage Projects** dialogs opens.
2. Select the category or the project that belongs to the category you want to remove and then do either:
   - Click ⊟ on the toolbar of the open dialog.
   - Right-click the selection and then select ⊟ **Remove Category**.

> ⚠ The *Uncategorized* category cannot be removed.

3. Click **Yes** to confirm your decision.
   The category is removed from the server repository **together with all the resources in it**.

Empty categories are by default shown in the **Manage Projects** and **Open Server Project** dialogs, but you can simply hide them.

To hide empty categories

- Click ![icon] on the toolbar of the open dialog. Click the button once more to show the empty categories again.