

Athena Categories: Adding a Category

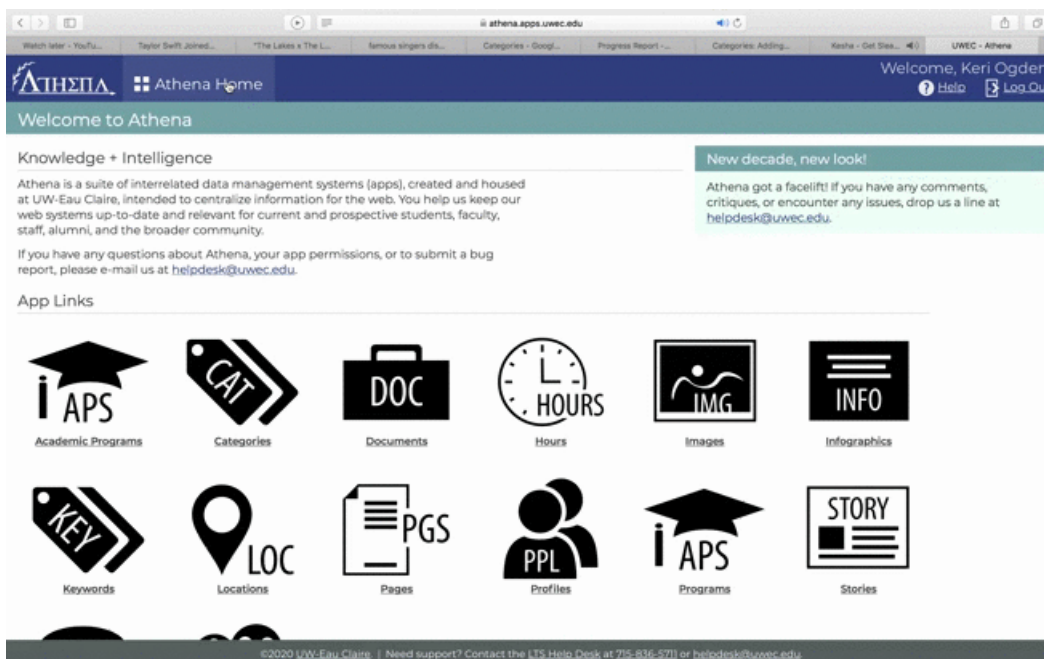
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1. Log in to Athena

NOTE: If you do not see this option in the menu, you do not have permissions to this area. Contact the Help Desk if you think you should have access but do not.

Note: If you are looking to activate or deactivate an already created item [click here](#)

2. Select **Categories** from the navigation menu.



3. Click **Add Category** in the upper right



4. Enter the **Name** of the category.

NOTE: The name will be used for searching within the Athena apps and may also be displayed to end users in some situations.

NOTE: The Slug will be automatically generated; generally, it should not be altered. If you think it needs to

