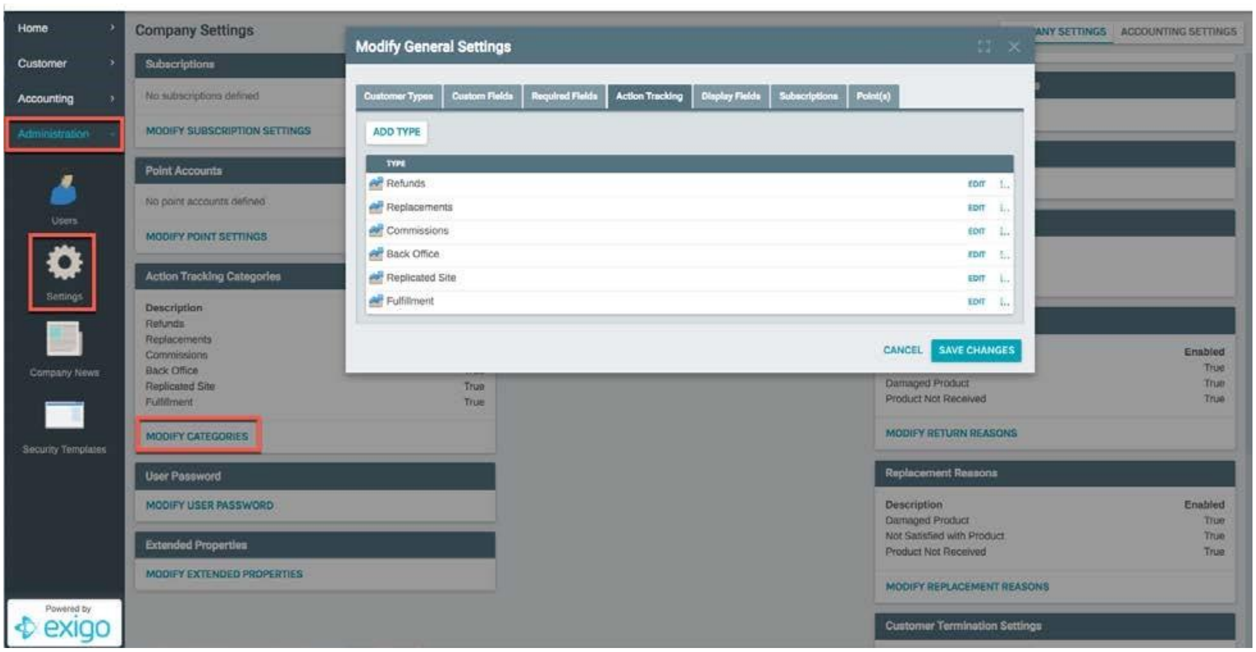
Action Tracking:

Creating and Managing Categories

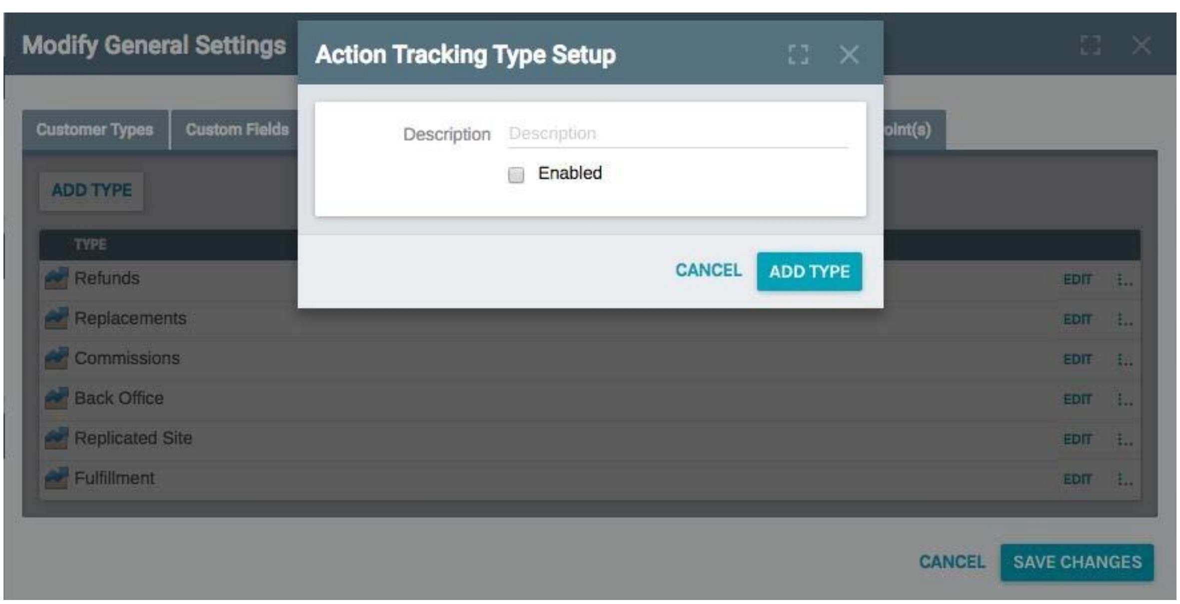
v 1.1

MANAGING Categories

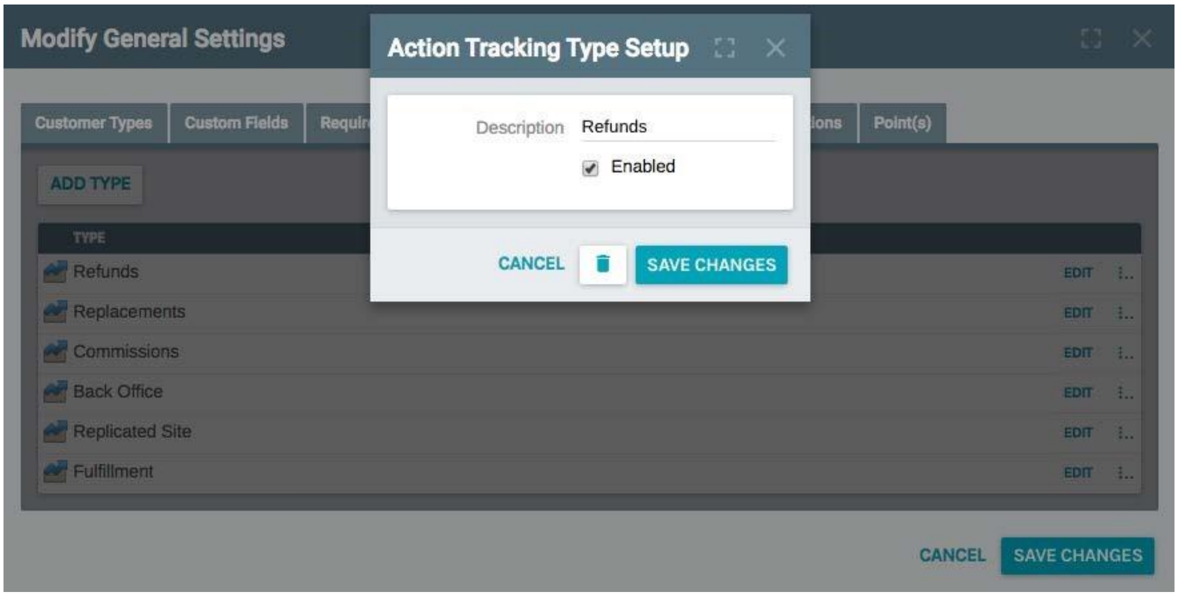
1. Log in to Exigo.com.
2. To set up Action Tracking Categories, Go to Administration > Settings > Action Tracking Categories.
3. Click on "**MODIFY CATEGORIES**".



4. To Add a new category, click on "**ADD TYPE**".



5. Type a Description.
6. Click “Enabled”.
7. Click “SAVE CHANGES”.
8. To Modify existing Categories, click “EDIT” on the Category.



9. To Delete the Category, click the Trash Can Icon.
10. To Edit the Description, Type the new Description and Click “SAVE CHANGES”.

The new “Action Tracking Category” will be available when submitting a new “INQUIRY”. For further details refer to the document “Action Tracking – Creating and Managing Entries”