

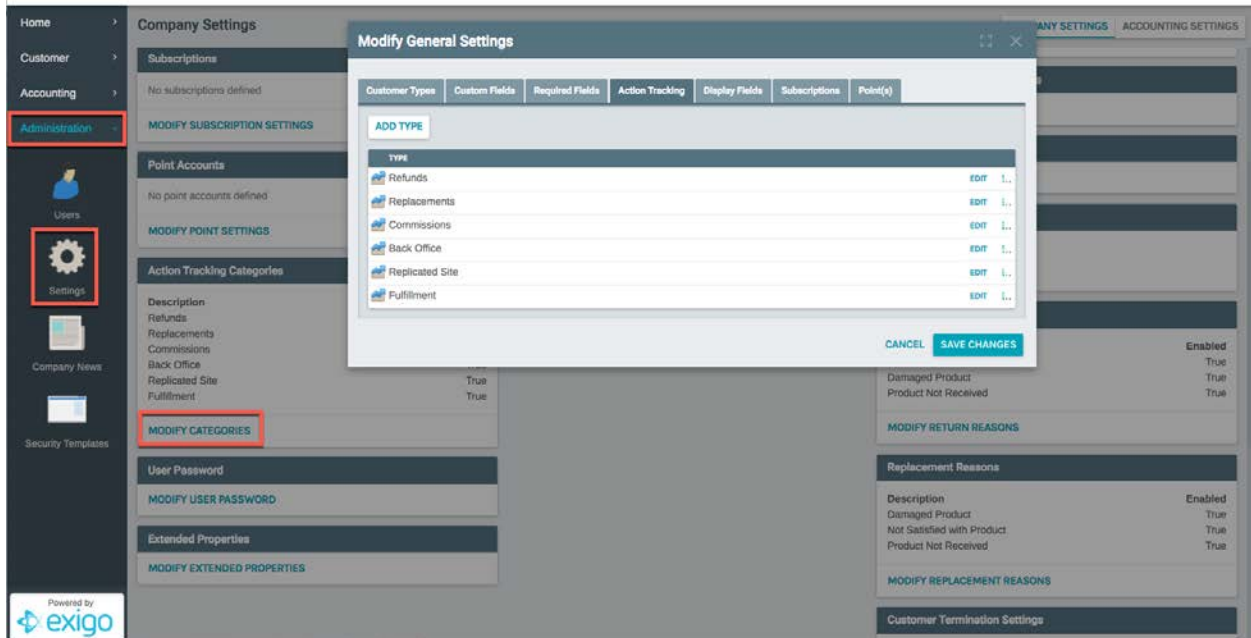


**Action Tracking:
Creating and Managing
Categories**

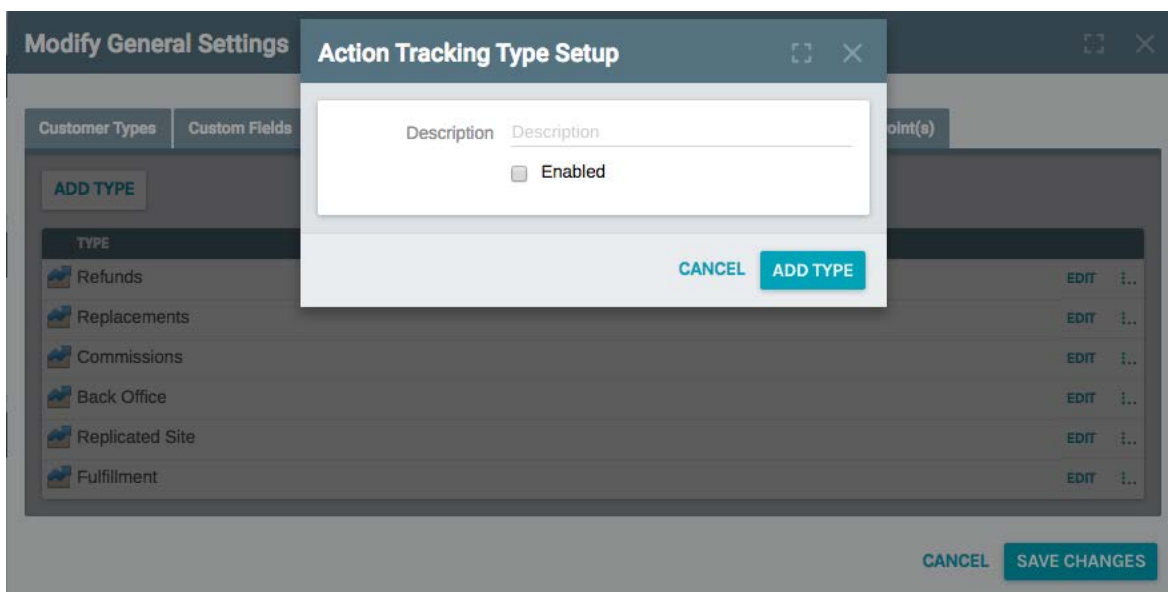
v 1.0

MANAGING ENTRIES

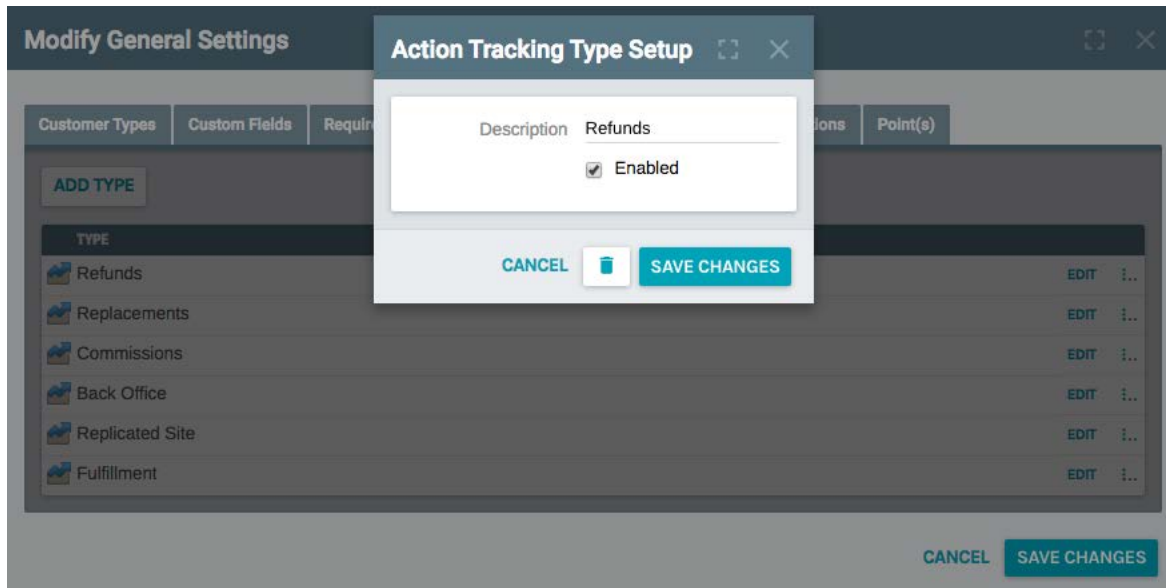
1. Log in to Exigo.com.
2. To set up Action Tracking Categories, Go to Administration > Settings > Action Tracking Categories.
3. Click on "MODIFY CATEGORIES".



4. To Add Action Tracking Categories, 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".