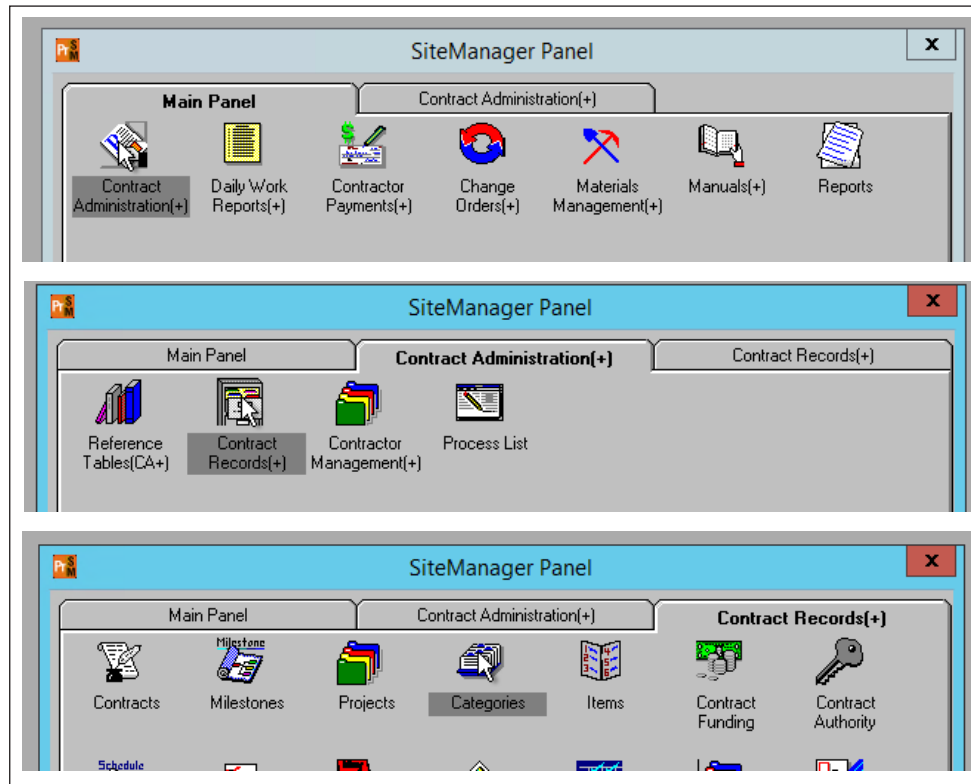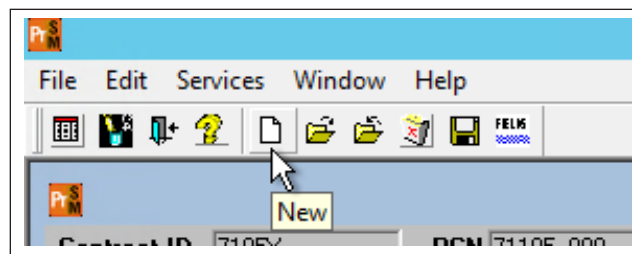# Adding a Category of work to a Project in SiteManager

1. After successfully logging into SiteManager with a role (ex. Project Manager) providing access to add a category. Navigate to the Categories window
   a. Contract Administration → Contract Records → Categories
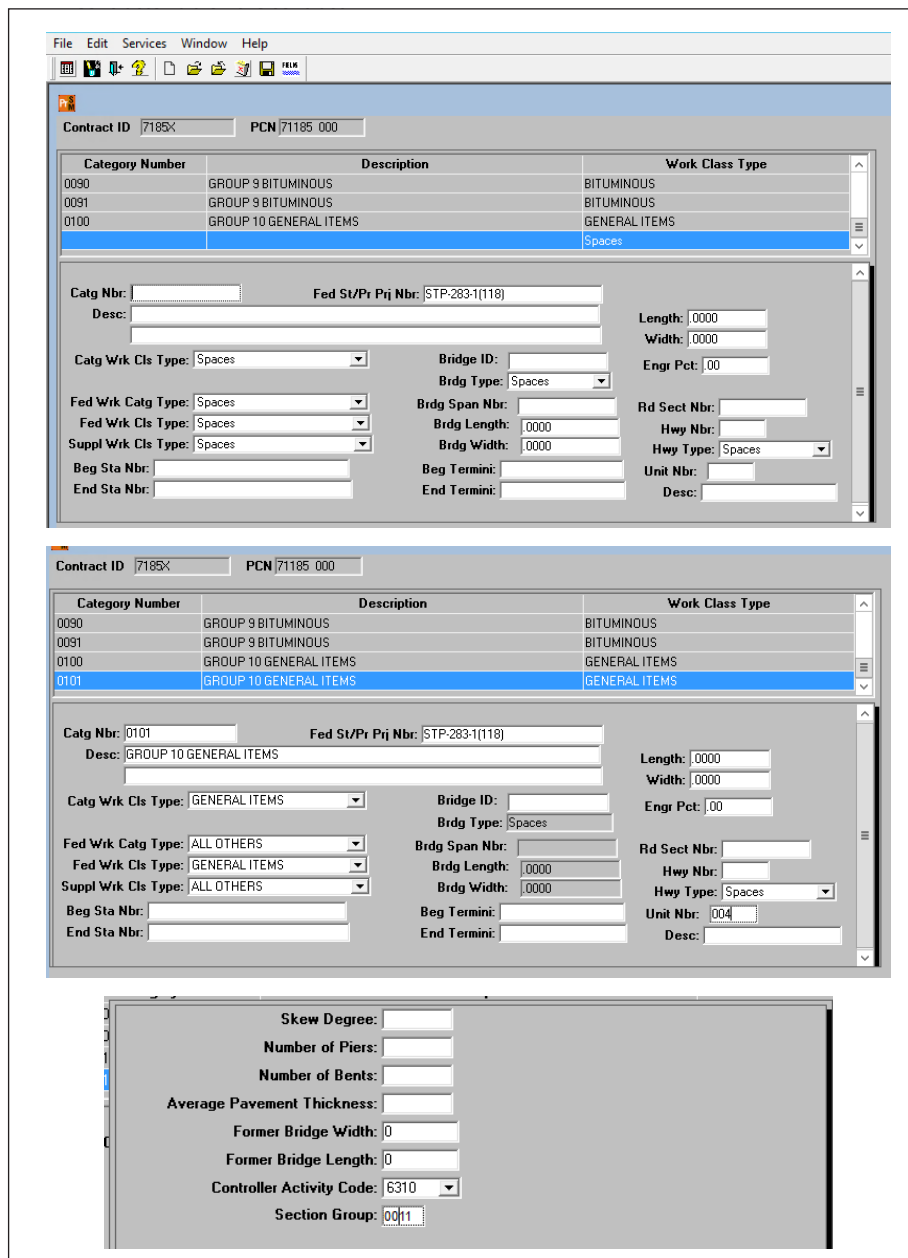


2. Once the Contract and Project have been selected, the list of Categories will be shown with their extended details. Most details can be seen on this screen but use of the "Generic Fields" button or menu option will display additional details.
3. To add a new Category, select the "New" button or "New" selection from the File menu.

4. The new row will be displayed. Populate the details of the new Category to align with what is being created. Click the "Fields" button to access the generic fields, be sure to pay special attention to the values that are commonly populated and to the "Generic Fields".
   a. Controller Activity Code – this value is used by Controller to group costs associated to the contract
   b. Section Group – this value dictates which Categories will be grouped together to align with how Contractor bid on the contract