Edit Categories

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Tool Search: Category Bank

You can edit a Category as long as evaluations associated with the Category are not assigned to staff members.

If you mark the **Observation Only** checkbox on a Category that was not previously set up for observations, the rating scale will no longer be required.

If you clear the options for rating at the **Element** or **Sub-Element** level, Rating Scale Definitions for the Element or Sub-Element will be deleted.
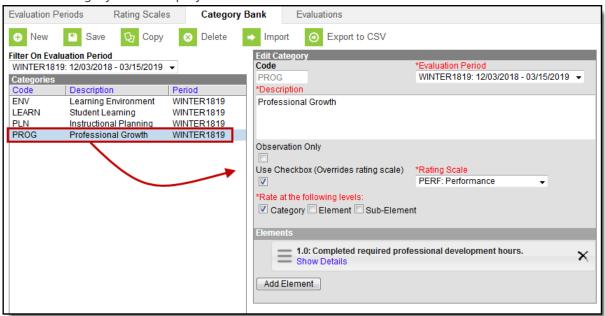
> The Category **Code** cannot be changed.

Complete the following steps to edit a Category.

1. Select the Category you want to edit.
   Result
   The Edit Category editor displays.

2. Make the necessary changes.
3. Click the **Save** button.