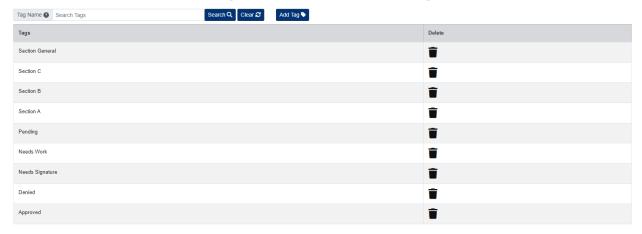
Document Tags

Tags can be assigned to documents so they can be easily located in a global fileroom search on the Content Search page.

Add a Tag

1. From the menu on the left side, go to Admin > Fileroom > Tags.



- 2. Click the Add Tag button.
- 3. Enter the Tag Name.
- 4. Click Save.

Edit a Tag

To edit a Tag, click the Tag under the Tags column to open.

When finished making your changes, be sure to click the Save button.

Delete a Tag

To delete a Tag, click the Delete button under the Delete column.

Assign a Tag to Multiple Documents

- 1. Below the user menu, click the Search button.
- 2. At the Content Search page, locate the documents you want to tag using the search fields, then select the documents using the checkbox under the Actions column.
- 3. After you select the documents you want to tab, click the Fx button above the document list.
- 4. From the Fx menu, click the button next to Tag.
- 5. In the pop-up window, select the tags you want to assign, then close the window.