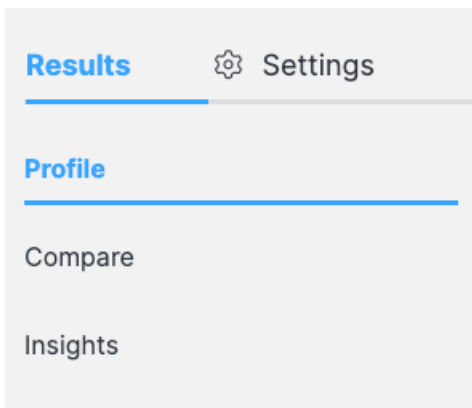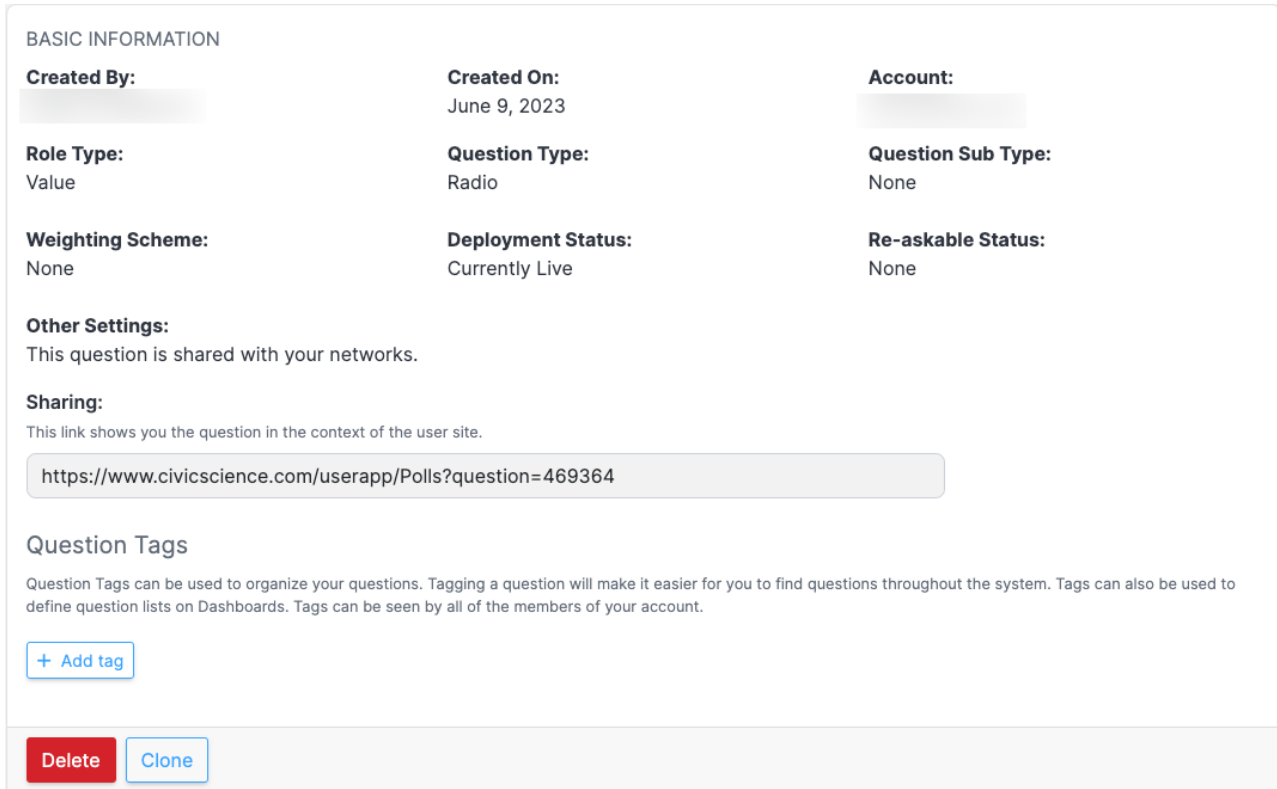# Tags

11/30/2023 11:02 am EST

Question tags can be used to organize your questions. Tagging a question will make it easier for you to find related questions throughout the system. Tags can also be used to define question lists on dashboards. Tags can be seen by all of the members of your account.

To tag a question, click on the question's text in the question list to see the question page.

 Once you're on the question page, click on *Settings*.

Now you're in the *Basic Information* section.

Click on the *Add tag* button. You'll see this dialog:

Add a tag   ✕

| Enter search term | 🔍 |

Question Tags can be used to organize your questions. Tagging a question will make it easier for you to find questions throughout the system. Tags can also be used to define question lists on Dashboards. Tags can be seen by all of the members of your account.

Cancel

Note: You can only add a tag that has already been created in the system. To see the available tags, click on the expanding caret in the tags filter on the question list page.

Enter the desired tag, then hit enter/return or click on the magnifying glass symbol.

I've entered *Apparel* and gotten this list in response:

ADD A TAG   ✕

| apparel | ✕ | 🔍 |

Question Tags can be used to organize your questions. Tagging a question will make it easier for you to find questions throughout the system. Tags can also be used to define question lists on Dashboards. Tags can be seen by all of the members of your account.

Apparel & Accessories   Add

Cancel

I chose *Apparel & Accessories* and clicked the *Add* link to the right of that phrase. The system responded with the message *Tag added successfully.*

✓ Tag added successfully.   ✕

As you can see, the new tag shows up in the *Question Tags* area now. All users in your account will see the new tag.

Question Tags

Question Tags can be used to organize your questions. Tagging a question will make it easier for you to find questions throughout the system. Tags can also be used to define question lists on Dashboards. Tags can be seen by all of the members of your account.

Apparel & Accessories ✕

+ Add tag

Delete   Clone