

# Tags

04/01/2025 3:35 pm EDT

Question tags can be used to organize your questions in the InsightStore. 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 members of your account.

To tag a question, click on its text in the question list to go to the question page.




[Do you think the risks of submersing a vessel to view the Titanic wreckage are worth it?](#)

Syndicated

Radio

8,014 ▼

Results

 Settings

Profile

Compare

Insights

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

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

BASIC INFORMATION

Created By:

Created On:

June 9, 2023

Account:

Role Type:

Value

Question Type:

Radio

Question Sub Type:

None

Weighting Scheme:

None

Deployment Status:

Currently Live

Re-askable Status:

None

Other Settings:

This question is shared with your networks.

Sharing:

This link shows you the question in the context of the user site.

https://www.civicscience.com/userapp/Polls?question=469364

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.

+ Add tag

Delete

Clone

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

### Add a tag



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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. If you need to use a tag that is not yet available, please contact your account manager.

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

×

🔍

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 is now in the *Question Tags* area. All users in your account will see the new tag.

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Apparel & Accessories ×

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