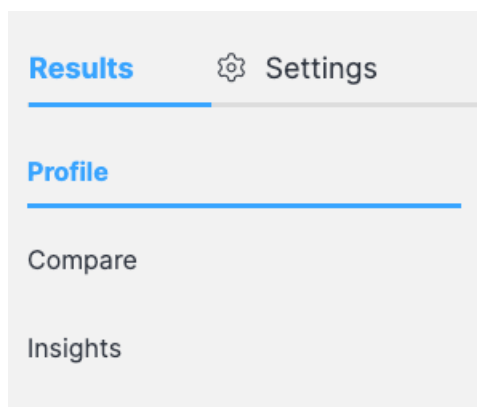


Tags

11/19/2024 11:02 am EST

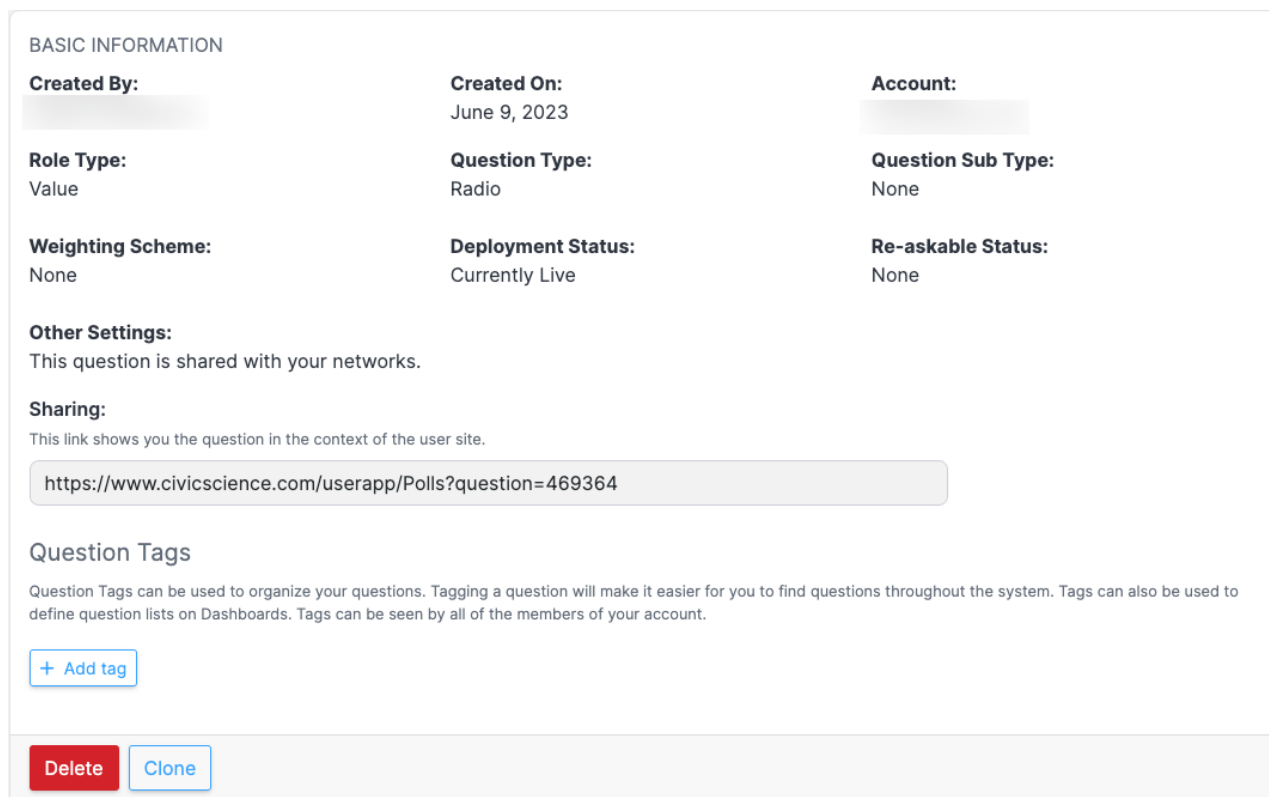
Question tags can be used to organize your questions. Tagging a question will make it easier for you to find related questions throughout the system. Tags can also be used to define question lists on dashboards. Tags can be seen by all members of your account.

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



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. 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.

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

