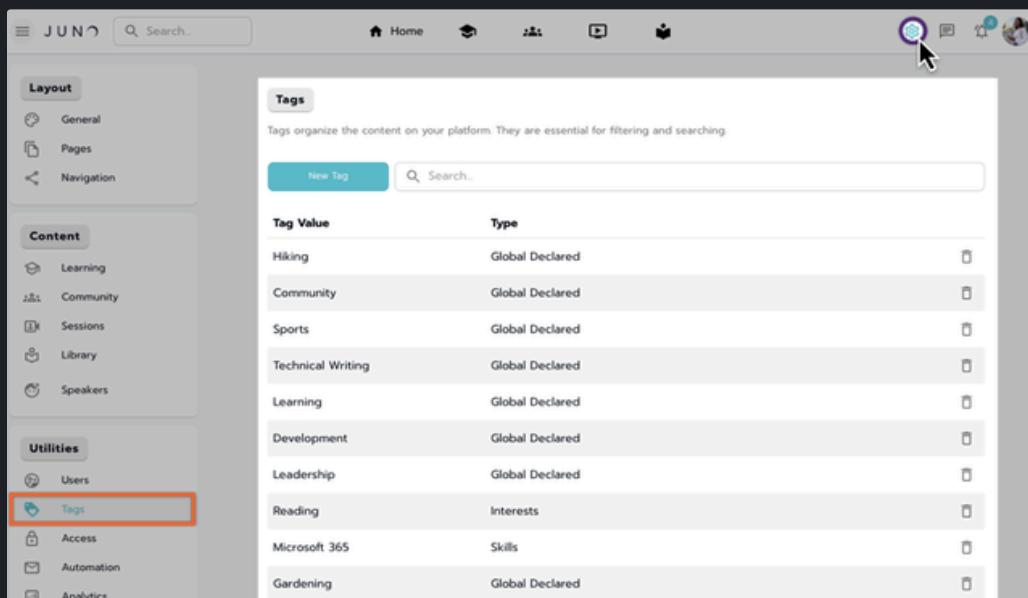


# Create and manage Tags

This document provides a step-by-step guide for site administrators on creating and managing tags through the Tags section under Utilities in the Site Admin.

## Locating the tags section

Select **Tags** from the left-side navigation menu under the **Utilities** section in the Site Admin. This will direct you to the Tags management page.



The screenshot shows the JUNO Site Admin interface. On the left, there is a navigation sidebar with three main sections: Layout, Content, and Utilities. Under Utilities, the 'Tags' option is highlighted with a red box and has a cursor icon pointing at it. The main content area is titled 'Tags' and contains a brief description: 'Tags organize the content on your platform. They are essential for filtering and searching.' Below this is a table with two columns: 'Tag Value' and 'Type'. The table lists ten tags:

Tag Value	Type
Hiking	Global Declared
Community	Global Declared
Sports	Global Declared
Technical Writing	Global Declared
Learning	Global Declared
Development	Global Declared
Leadership	Global Declared
Reading	Interests
Microsoft 365	Skills
Gardening	Global Declared

Accessing the Tags section in the Site admin.

## Managing tags

On the Tags page, you have the following options:

- **Create New Tags:** Add new tags to the system.
- **Search for Existing Tags:** Find specific tags by scrolling through the tags or using the search functionality.
- **Delete Tags:** Remove unwanted tags from the system.

## Creating new tags

1. On the Tags page, select the **New Tag** button. This will open the tag creation form.
2. Fill in the required details for the new tag:
  - **Tag Name:** Enter a tag name in the **Value** field
3. After entering the necessary information, select the **Create** button to create the new tag.
  - Alternatively, the **Cancel** button will discard the tag and close the creation form.

The screenshot shows the JUNO platform interface. On the left, there's a sidebar with sections for Layout, Content, and Utilities. The 'Tags' section under Utilities is highlighted with an orange border. The main area is titled 'Tags' and contains a list of existing tags like Hiking, Community, Sports, etc. A modal dialog box is open in the center, titled 'Create'. It has a text input field labeled 'Value' with the placeholder 'Enter a Tag name'. Below the input field are two buttons: 'Cancel' and 'Create'. A cursor arrow points to the 'Create' button. The status bar at the bottom of the screen says 'Creating a new Tag.'

Creating a new Tag.