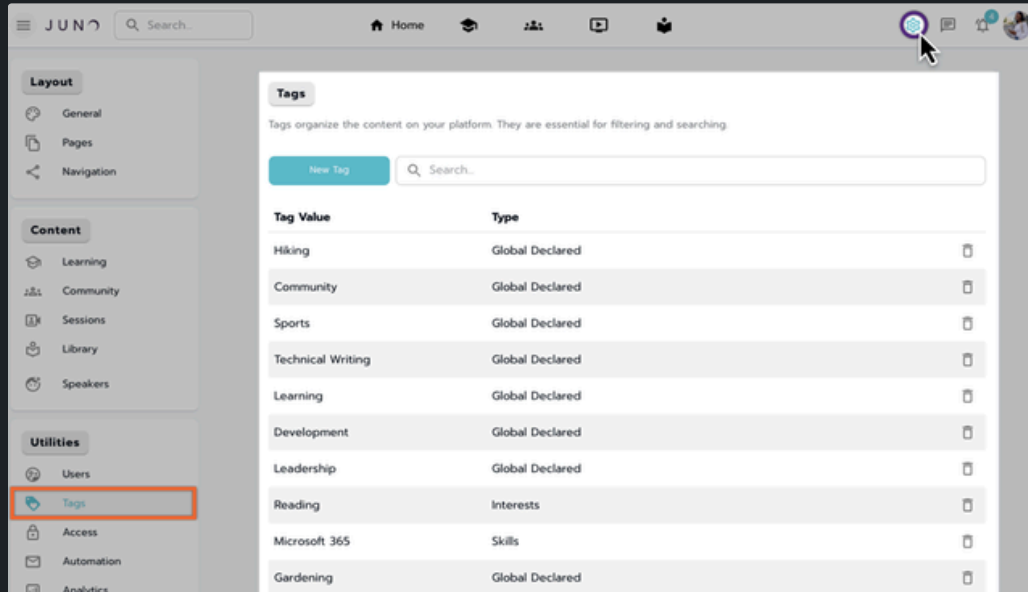


Create and manage Tags

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.



Accessing the Tags section in the Site admin.

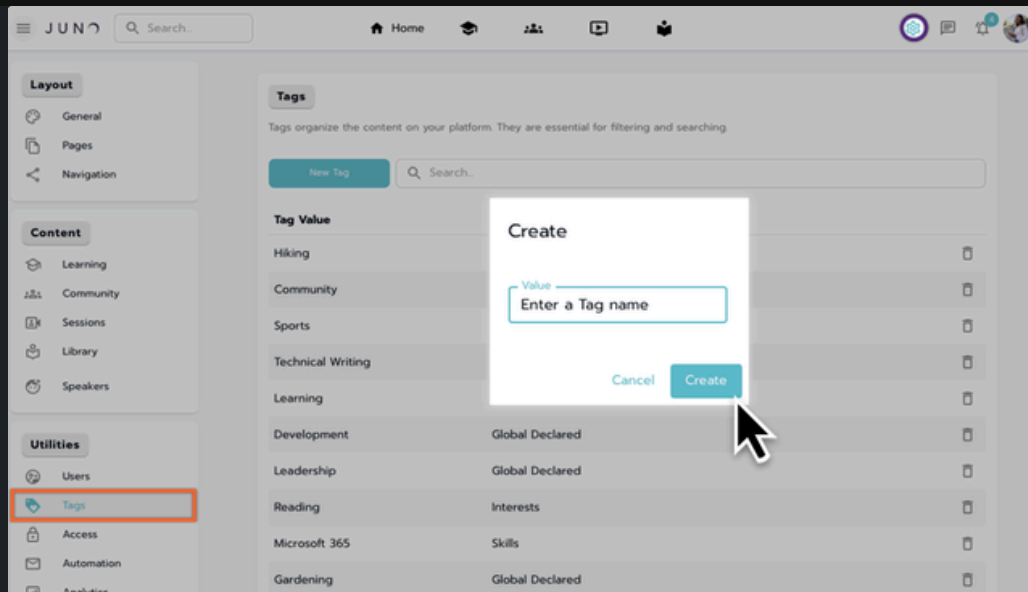
Managing tags

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.



Creating a new Tag.

Deleting tags

1. Identify the tag you want to delete.
2. **Select the Trashcan Icon**
 - To the right of the tag, select the **trashcan** icon.
3. **Confirm Deletion**
 - In the Delete Tag Dialog, select **Delete** to confirm.
 - Alternatively, select **Cancel** to discard changes and close the Delete Tag Dialog.