Link to article: https://discover.claromentis.com/knowledgebase/articles/603



Managing Tags

What are tags?

Tags are a label in which you can associate a document, knowledge base article, news, e-learning courses, and policies within Claromentis. It helps to organise content with certain keywords for ease of filtering and searching.

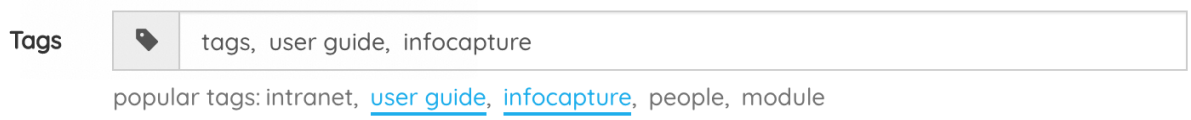
Creating and assigning tags

How to assign tags?

You can start typing keywords and suggestions will be given based on previous popular tags. If you have permission to create new tags, it is also possible to create new tags on the fly.

Separate tags using commas.

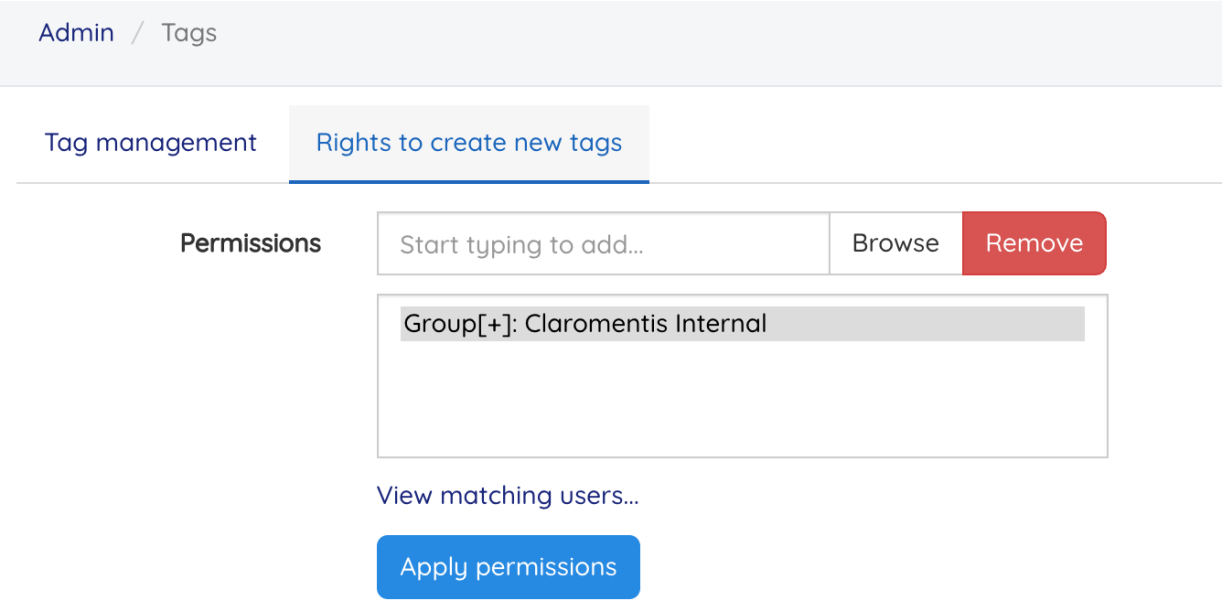
Here is an example of tag fields



How to grant permission to a user to create new tag ?

Navigate to Admin > Tags > Right to create new tags

Through this permission dialog, you can assign individual or group or roles who can create a new tag throughout the system.

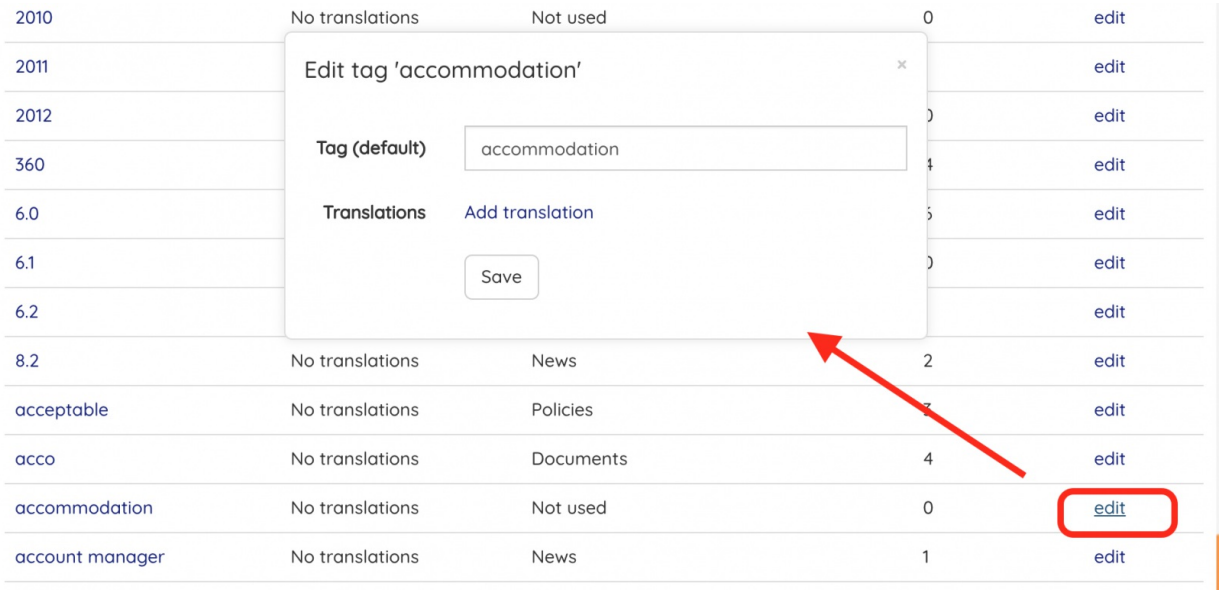


Managing Tags

How to edit existing tags ?

Navigate to Admin > Tags > Tag Management

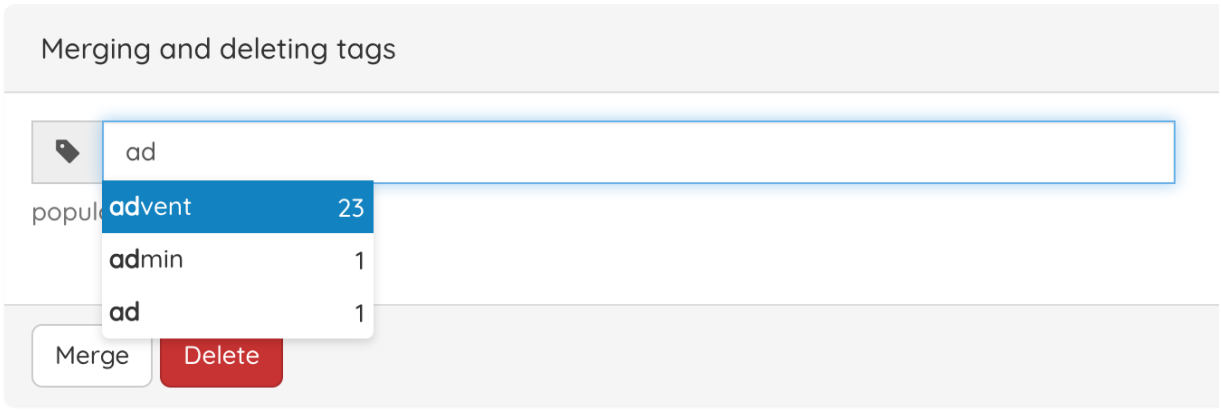
Click on the **edit** link on the right to edit, rename or adding translation to existing tag



How to delete existing tags ?

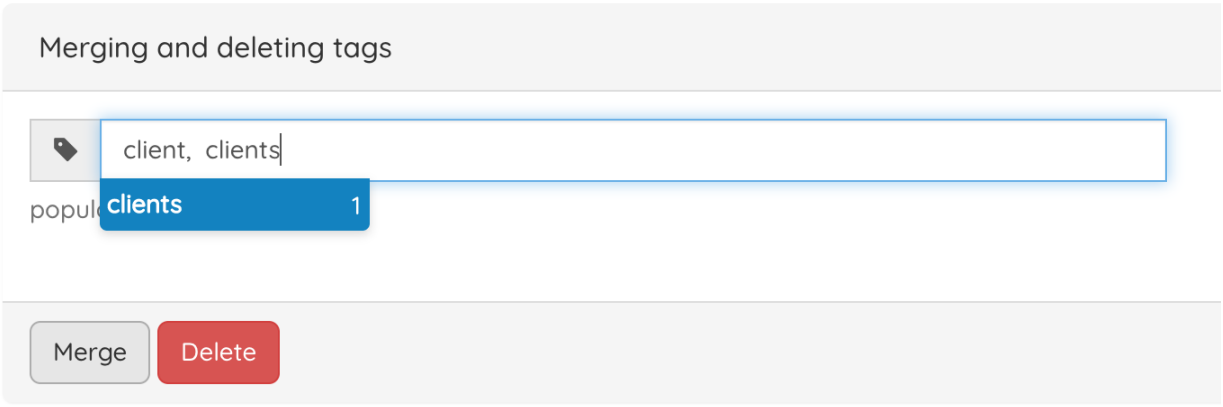
Navigate to Admin > Tags > Tag Management

Scroll down to the section of Merging and delete tag.
Begin typing tag you wish to delete and click **Delete** button



How to merge similar tags ?

You can also merge similar tags by selecting more than one (separated by commas) and then click Merge to combine two similar tags into a single one.



Last modified on 6 December 2023 by Hannah Door

Created on 26 July 2019 by Michael Christian
Tags: user guide, tags