



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

Tags  tags, user guide, infocapture

popular tags: intranet, [user guide](#), [infocapture](#), people, module

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.

Admin / Tags

Tag management [Rights to create new tags](#)

Permissions	Start typing to add...	Browse	Remove
	Group[+]: Claromentis Internal		

View matching users...

[Apply permissions](#)

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

2010	No translations	Not used	0	edit
2011				edit
2012			0	edit
360			4	edit
6.0			5	edit
6.1			0	edit
6.2				edit
8.2	No translations	News	2	edit
acceptable	No translations	Policies	7	edit
acco	No translations	Documents	4	edit
accommodation	No translations	Not used	0	edit
account manager	No translations	News	1	edit

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

Merging and deleting tags

ad

advent

23

admin

1

ad

1

Merge

Delete

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.

Merging and deleting tags

client, clients

clients

1

Merge

Delete

