



## 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.

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	<a href="#">edit</a>
2011				<a href="#">edit</a>
2012			0	<a href="#">edit</a>
360			4	<a href="#">edit</a>
6.0			3	<a href="#">edit</a>
6.1			0	<a href="#">edit</a>
6.2				<a href="#">edit</a>
8.2	No translations	News	2	<a href="#">edit</a>
acceptable	No translations	Policies	7	<a href="#">edit</a>
acco	No translations	Documents	4	<a href="#">edit</a>
accommodation	No translations	Not used	0	<a href="#">edit</a>
account manager	No translations	News	1	<a href="#">edit</a>

Edit tag 'accommodation'

Tag (default)

Translations [Add translation](#)



### 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

The screenshot shows a search bar containing the text 'ad'. A dropdown menu is open, displaying a list of tags with their respective counts: 'advent' with a count of 23, 'admin' with a count of 1, and 'ad' with a count of 1. The 'advent' tag is highlighted in blue. Below the search bar, there are two buttons: 'Merge' and '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

The screenshot shows a search bar containing the text 'client, clients'. A dropdown menu is open, displaying a list of tags with their respective counts: 'clients' with a count of 1. The 'clients' tag is highlighted in blue. Below the search bar, there are two buttons: 'Merge' and 'Delete'.

---

Last modified on 6 December 2023 by [Hannah Door](#)

Created on 26 July 2019 by [Michael Christian](#)

Tags: [user guide](#), [tags](#)