

# How To Use the Document Tag Feature

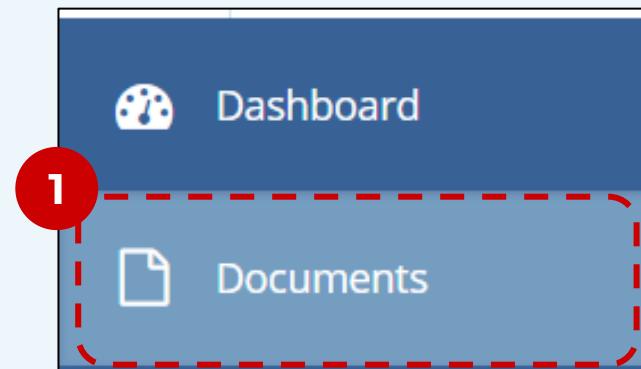
## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate / eISF

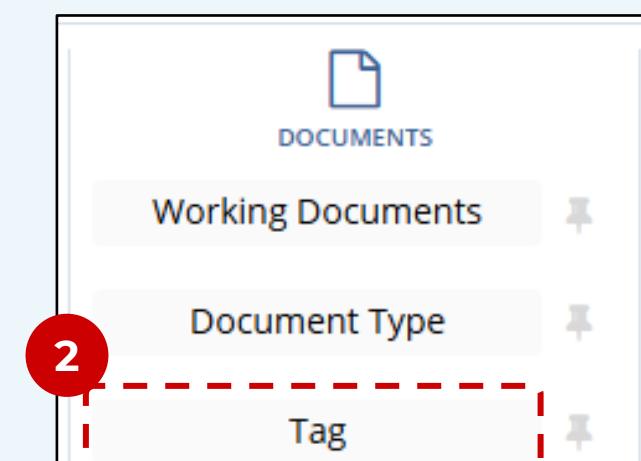
**Document Tags** can be enabled in TI rooms to provide an alternative way to identify, filter, search for, and group documents. Tags can be found in searches like all metadata, or through a dedicated 'View By Tag' in the Documents library.

## To View Tags

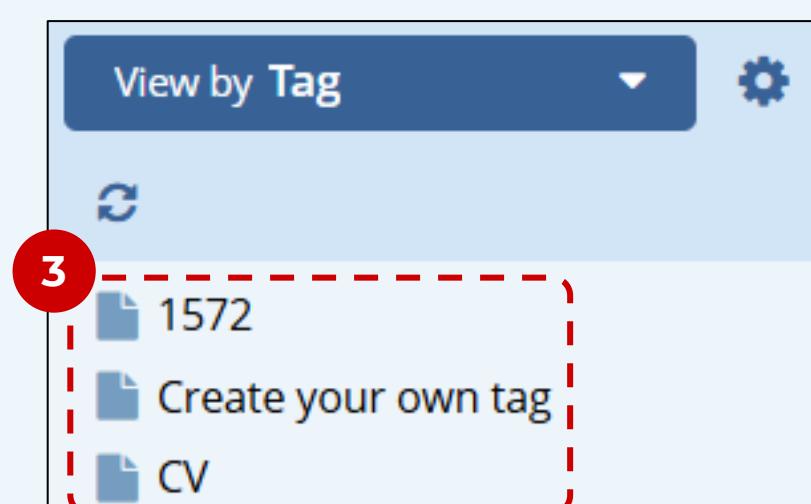
- 1 Navigate to the **Documents** library.



- 2 Select the **Tag** documents view.



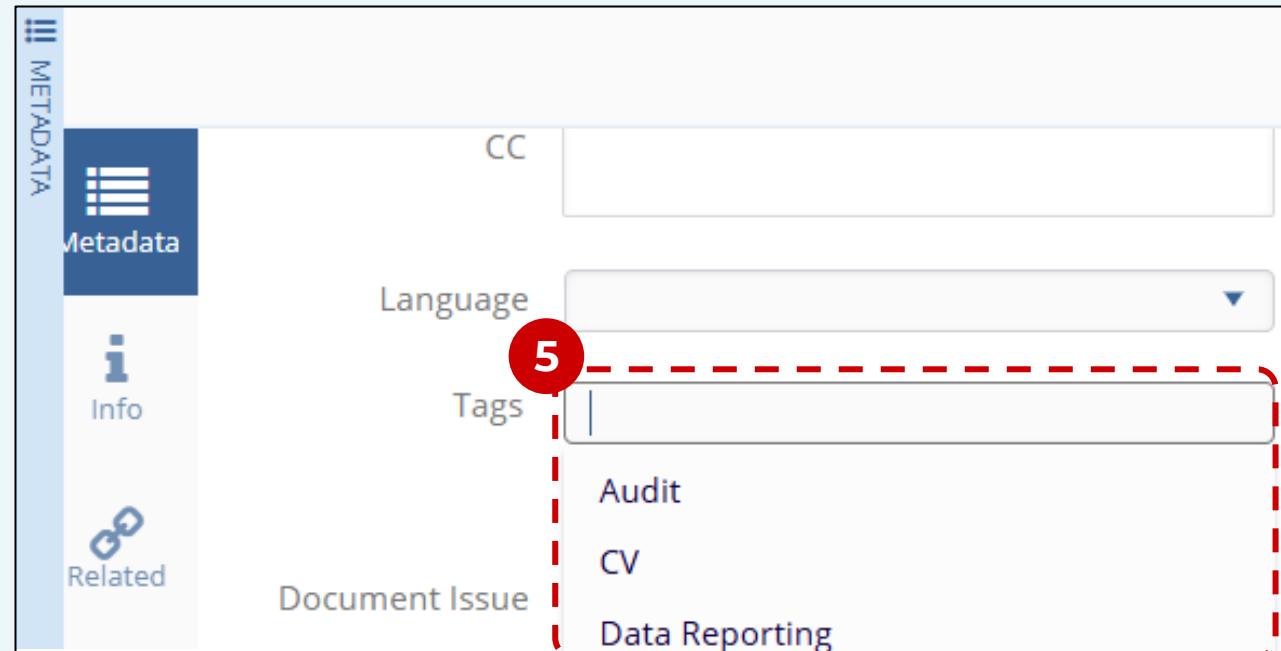
- 3 Existing tags will display as folders. **Click one** to see a list of documents that are currently associated with that tag.



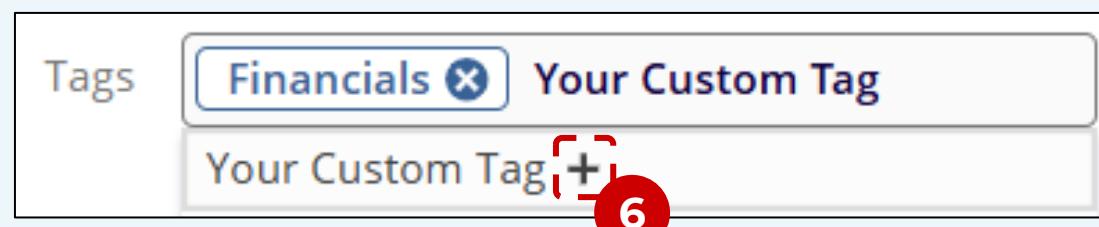
# How To Use the Document Tag Feature

## To Assign Tags

4 Select a document and expand the metadata panel.



5 Locate the **Tags** field (location may vary), and start typing a new tag - or select one of the existing options.



6 You may add new tags simply by typing, then clicking the ‘+’ button.



7 For the changes to take effect, do not forget to click on the **Save** (or **Save&Next**) button at the bottom of the panel.