Using Tags

Tags are keywords that categorize a workspace, folder, or entry. Tagging functionality in UMVibe enables you to create virtual containers for places and entries. As with folders in your e-mail, you can categorize information and then come back to it at a later time.

Tagging Workspaces or Folders

- Navigate to the workspace or folder that you want to tag.
- Click either the Workspace menu or Folder menu in the Action Toolbar, depending on whether you are in a workspace or a folder.
- Click either Tag this Workspace or Tag this Folder. The Tag this Workspace/Folder dialog box will appear:

![Tag this Folder dialog box]

- Select either Personal Tag or Global Tag, depending on whether you want this tag to be visible only to yourself or to the entire community.
  - **Personal Tag** – Personal tags are for your use only.
  - **Global Tag** – Global tags can be used and viewed by anyone who has rights to view the workspace, folder, or entry where a global tag is implemented. You can tag places and entries with a global tag only if you have appropriate rights to do so.
- Begin typing the name of the tag that you want to apply. This field uses type-to-find functionality, so if a tag already exists with the desired name, it appears in the drop-down list. If the name does not appear in the drop-down list, you are creating a new tag.
- Finish typing the name of the tag, or select it from the drop-down list.
- Click the Add icon ( + ).
- Click OK.
Tagging Entries

- In the entry that you want to tag, click the **Tags** tab.

  ![Tags Tab](image)

- Click **Add Tags**. The Tag this Entry dialog box will appear, as seen on Pg. 1 of this document.
- Select either **Personal Tag** or **Global Tag**, depending on whether you want this tag to be visible only to yourself or to the entire community.
- Begin typing the name of the tag that you want to apply. This field uses type-to-find functionality, so if a tag already exists with the desired name, it appears in the drop-down list. If the name does not appear in the drop-down list, you are creating a new tag.
- Finish typing the name of the tag, or select it from the drop-down list.
- Click the **Add** icon (➕).  
- Click **OK**.

Locating Tagged Items

Vibe enables you to locate all places and entries that have a particular tag.

- Click the **Search Options** icon (🔍). The Search Options dialog box will appear.
- Select **Tags**.
- In the provided field, specify the name of the tag that you are searching for.
- Select the tag from the drop-down list.

For further instructions on conducting a search in UMVibe, please see the **Searching for Information** document.