

ThoughtTrace Admin Guide



Managing Tags

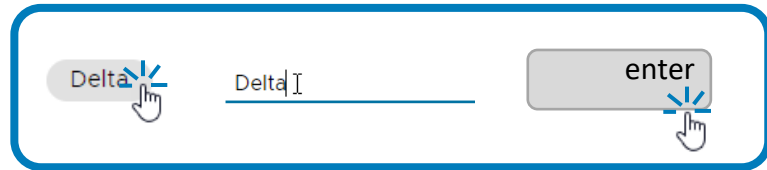
+ Adding A New Tag

1. Navigate to the tag admin menu using the admin gear.
2. Click the “+ Tag” button, type your new tag, then hit add.



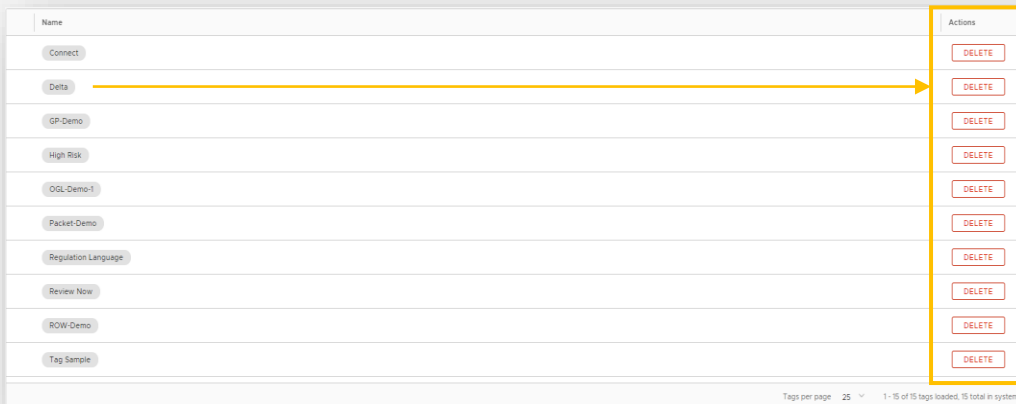
✎ Edit a Tag

1. Click on the **chip** that contains the tag you would like to edit.
2. Enter the new tag name and hit the ENTER key.



✎ Delete

You can remove any tag from your entire system by selecting the delete button to the right of the tag and then clicking confirm. This will permanently delete this tag.



TIP!

All edits made on this page are global. They will apply to new and existing tags.