# How to manage tags

#### STEP 1

### <u>Go to https://crm.partneringupva.com/</u>

#### STEP 2

## **Click on Settings**



# Click on Tags

Email Services	
Conversation Providers	Business Website
Tags	
Labs New	Pusipass Nicho
Audit Logs	Busiliess Niche
Companies	

#### STEP 4

## Click on New Tag

	<b>C</b>
	+ New Tag
	Q Search Tags
Updated On	
	:

# Add a new Tag Name

Add Tag	×	
Name *		
. pr. 10 2020	Cancel	

#### STEP 6

### **Click on Create**

	:
Cancel	:
	:
	:

# To edit or delete a tag, click on the three dots of the tag

	Q Search Tags
Updated On	
	:
	:
	:

#### STEP 8

### Click on Delete

Updated On	
	:
	<ul><li>Edit</li><li>Delete</li></ul>
	:
	:

# And then Confirm to delete a tag

	:
l contacts, triggers and campaigns. Are you sure	:
Cancel	:
Apr 10 2022	:
	: