

# How to manage tags

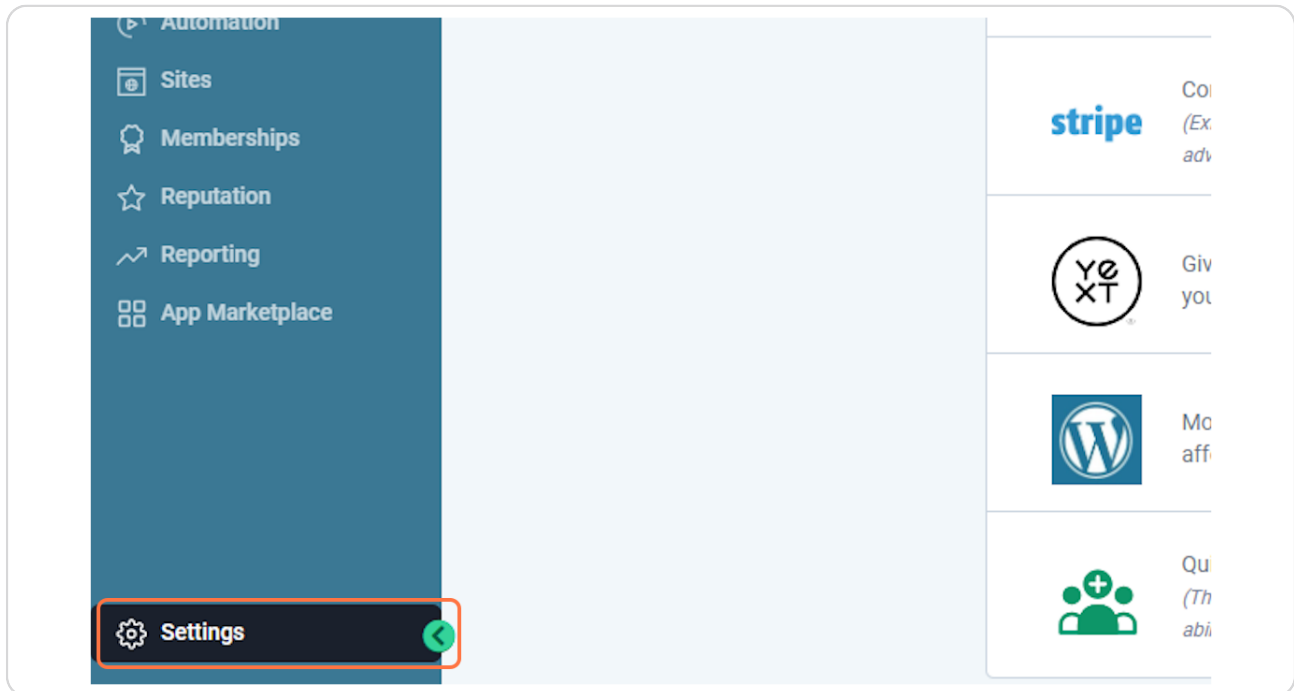
---

## STEP 1

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

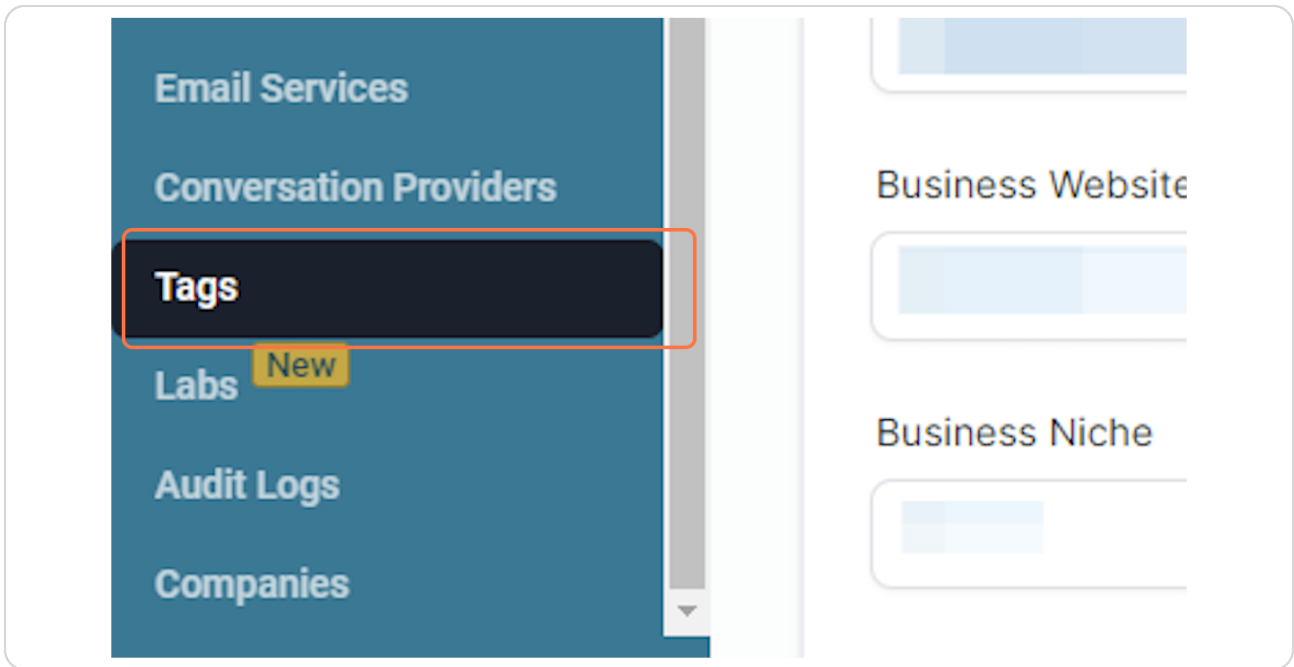
## STEP 2

Click on Settings



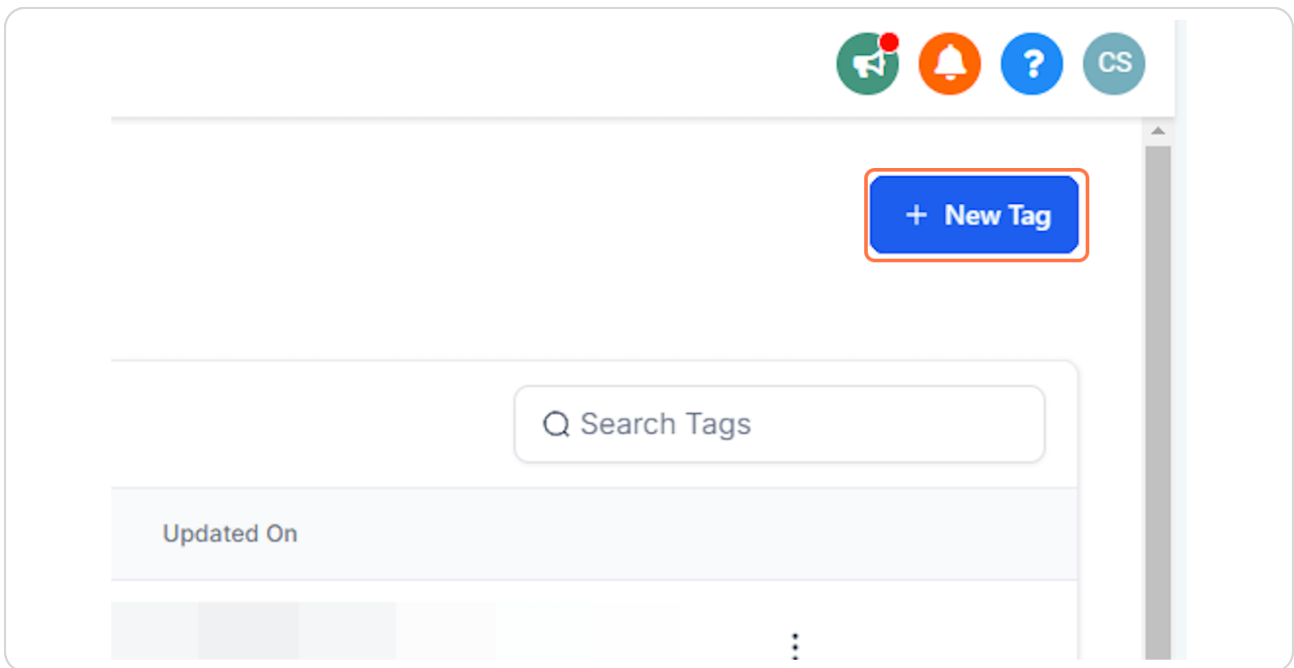
STEP 3

Click on Tags



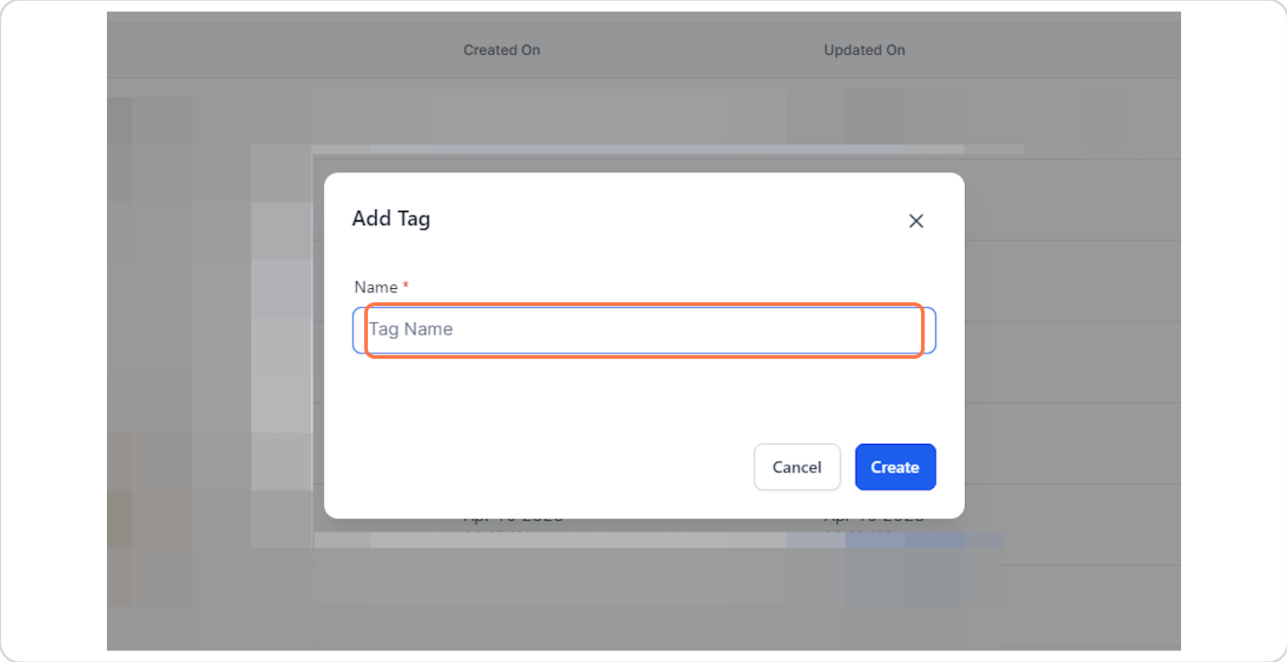
STEP 4

Click on New Tag



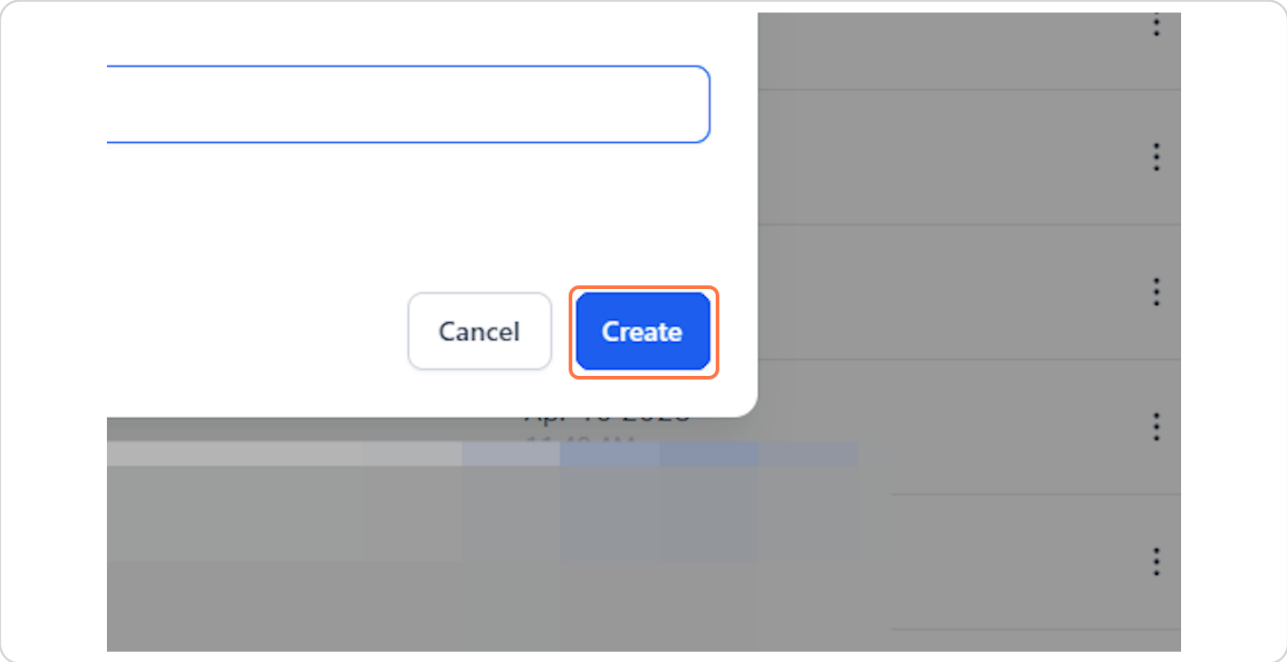
**STEP 5**

**Add a new Tag Name**



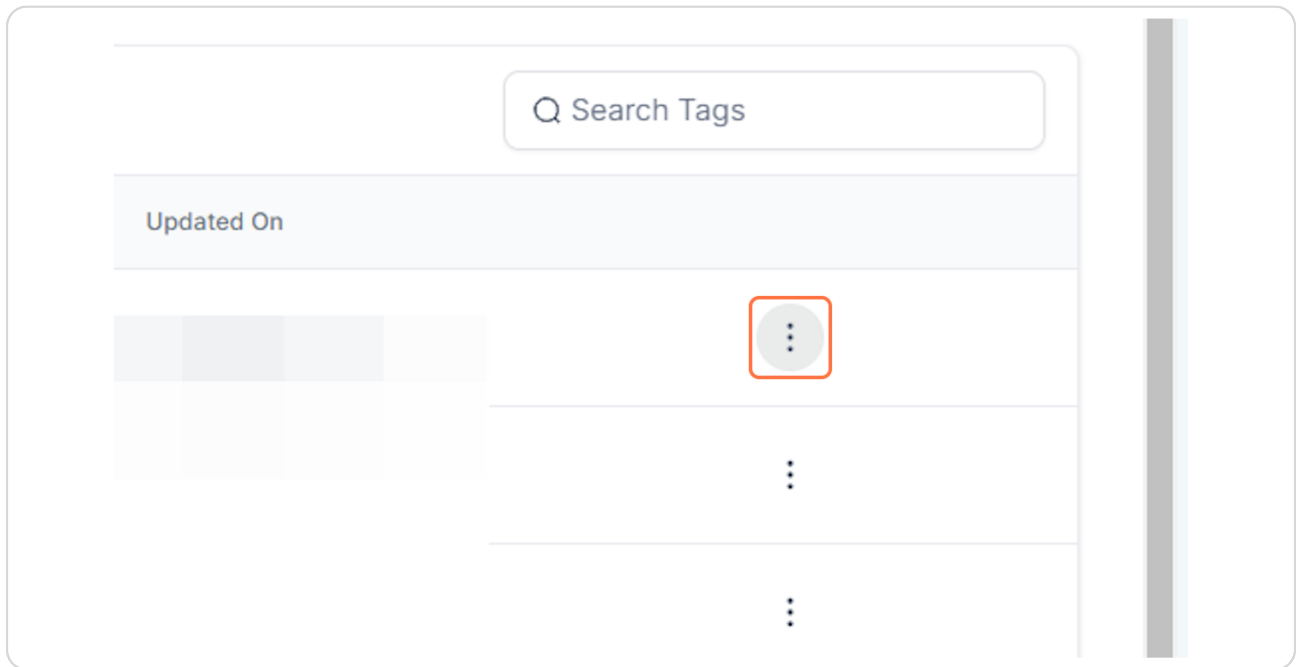
**STEP 6**

**Click on Create**



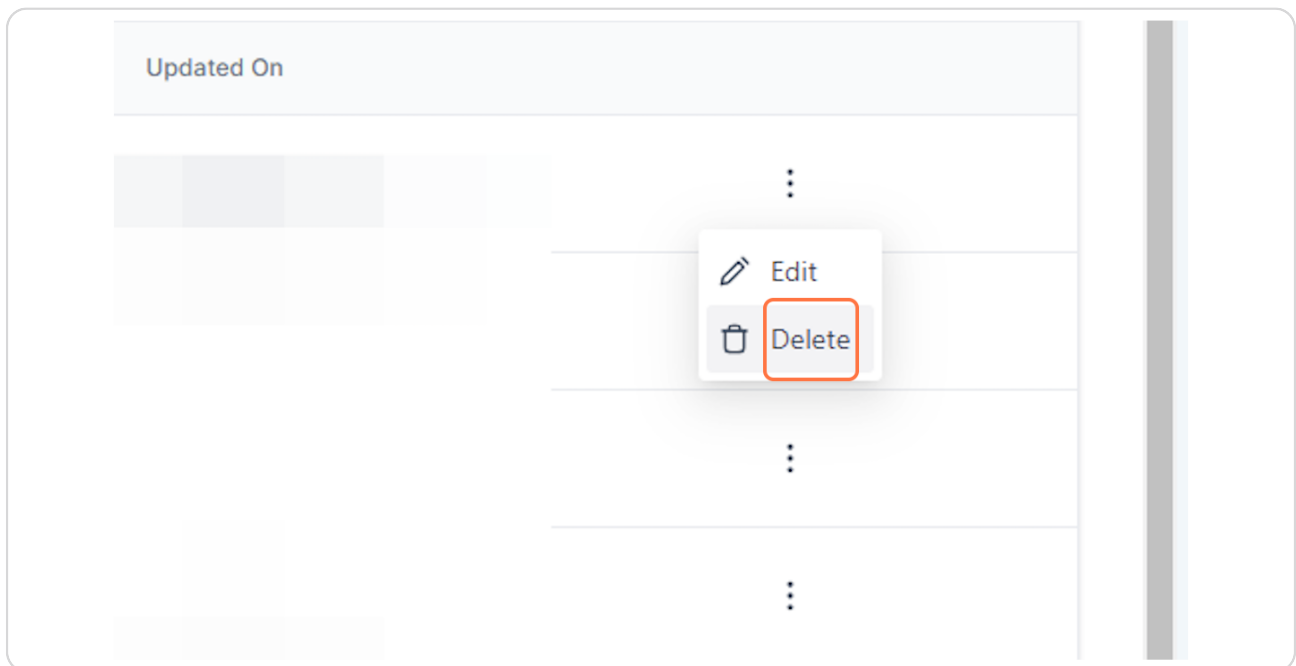
## STEP 7

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



## STEP 8

Click on Delete



STEP 9

And then Confirm to delete a tag

