


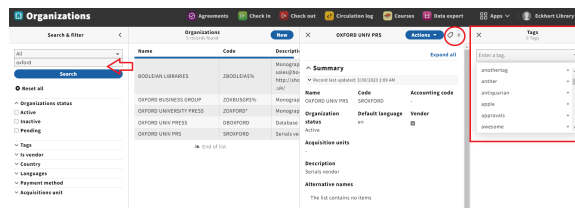
# Tags: adding tags to an organization and filtering by tags

## Adding tags to an organization

 NOTE: at this time (Honeysuckle) you CANNOT DELETE a tag once you've created it, so be careful!

### Steps

1	Go to the Organizations app, and view an existing Organization by searching for it in the "Search & filter" pane, or create a new Organization.
2	Click on the organization in the results list to open the detail view in the 3rd pane.
3	Check for the tags icon at the top right of the Organization's detail view. Expected Result  At the top right of the Organization detail record, there should be a little tag icon. If tags are assigned to the organization, there will be a number next to it. If no tags assigned, it will have a zero.
4	Add one or more tags to the Organization record. Note that capital letters and spaces are not allowed in tags, e.g. <b>needs work</b> will become <b>needswork</b> , unless you use punctuation such as <b>needs-work</b> or <b>needs.work</b>  Expected Result  If the tag already exists, you can see it and select it from the existing list when you start typing. <b>If the tag does not already exist, type your tag name into the tags box and select "Add tag for:"</b> . It will be created and added to the existing list once you have assigned it.
5	Check to be sure that the number icon next to the tags icon has increased by the number of tags that you added to the Organization, and that you can see the assigned tags



## Filter Organizations by tags

### Steps

1	Go to the Organizations app
2	Find the <b>Tags</b> filter in the list of filters in the left pane - expand the Tags accordion, if needed
3	Select one or more tags from the list in the Tags filter (the dropdown menu)  Expected Result  Results list of Organizations will only show ones that have the selected tags applied to them

