

Tags: adding, removing, and filtering licenses by tags

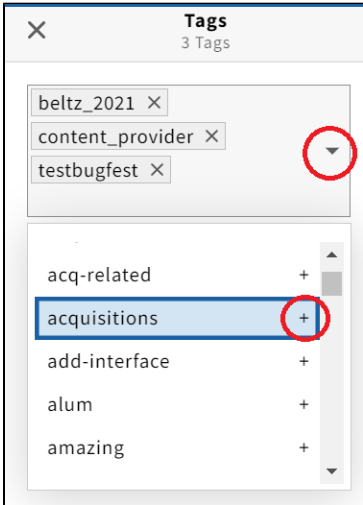
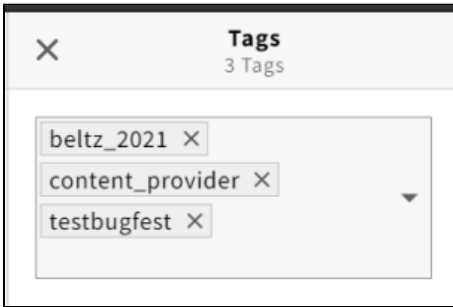
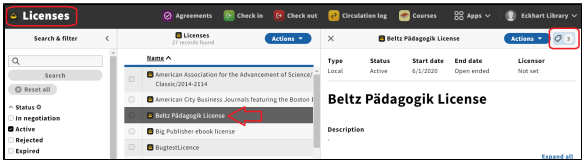


NOTE: at this time (Honeysuckle) you CANNOT DELETE a tag once you've created it, so be careful!

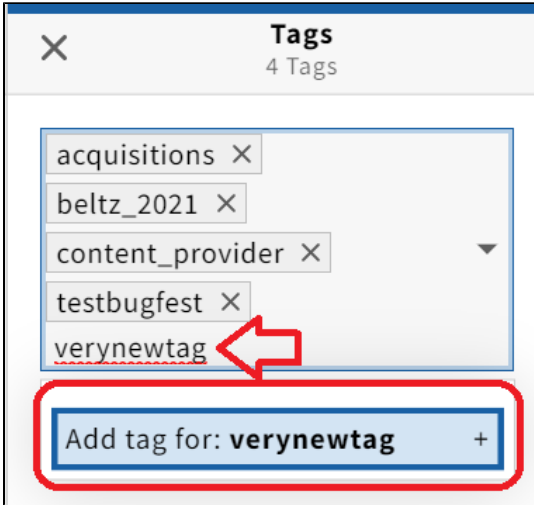
Add a tag to a license

Steps

1	Go to the Licenses app and select a license so it opens in the view pane
	Expected Result Able to view license and "Tags" icon displays at top right of license view pane
2	Click tags icon
	Expected Result tags pane opens
3	Click the dropdown arrow in the tags text box and select an existing tag
	Expected Result Tag added to license
4	Type directly into the tags text box to create a new tag - click "Add tag for:"
	Expected Result Tag added to license



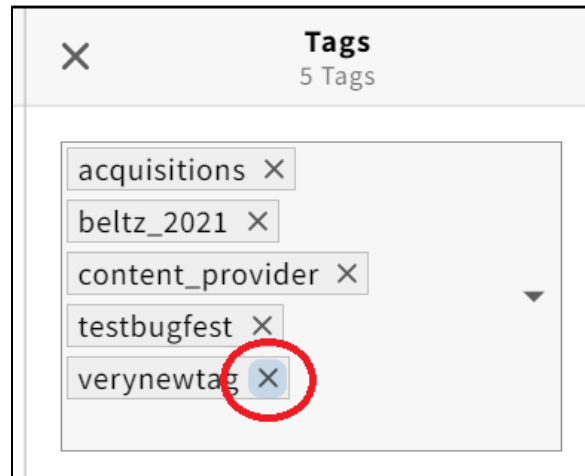
or



Remove a tag from a license

Steps

1	Click on Licenses app. Expected Result Licenses app opens and shows list of all records.
2	Choose a license with a tag.
3	Click on the tag symbol in the right upper corner.
4	Remove the tag by clicking on the "x" next to the chosen tag. Expected Result Note that this only removes the tag from the record. It does not delete the tag from existence.



Filter licenses by tags

Steps

1	Click on Licenses app. Expected Result Licenses app opens and shows list of all records.
2	Click on "tags" in the left column. Expected Result A drop-down menu opens.
3	Choose a tag from the dropdown menu. Expected Result The records with that tag are shown.

