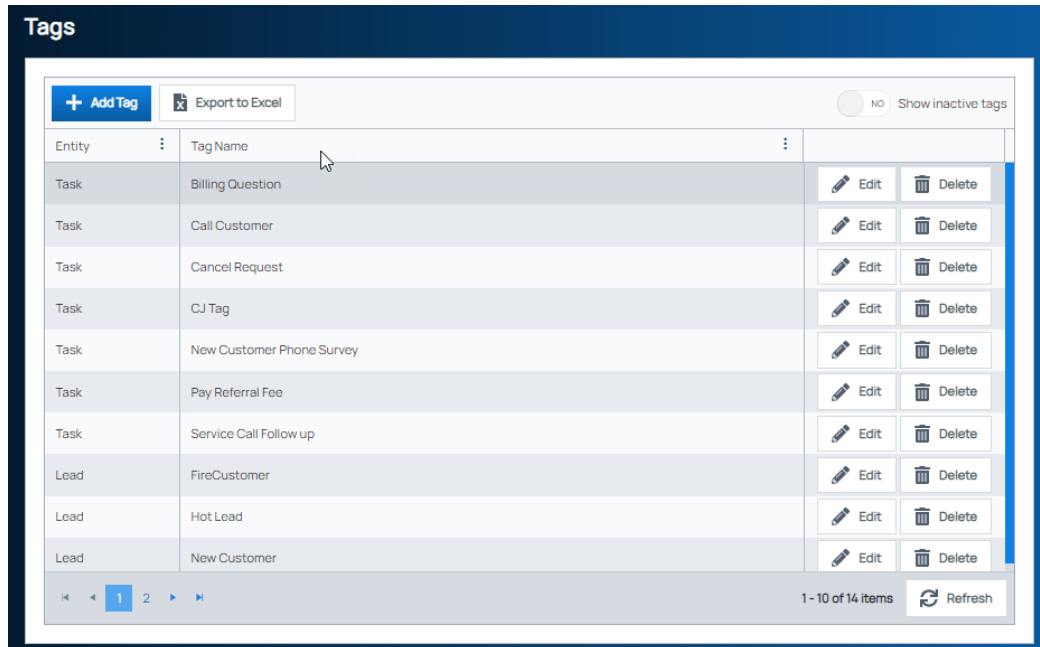


# Add a Tag

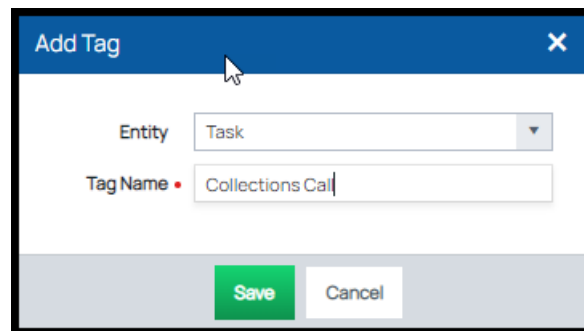
Last Modified on 08/23/2022 4:26 pm EDT

To add a new Tag, navigate to Setup > Operations > Tags.

The Tags list will be displayed. Click on the Add Tag button located at the upper left of the page.



The Add Tag form will be displayed.



The screenshot shows a modal form titled "Add Tag". It has a blue header with a close button (X). The form contains two fields: "Entity" with a dropdown menu set to "Task", and "Tag Name" with a text input field containing "Collections Call". At the bottom of the form, there are two buttons: "Save" (green) and "Cancel" (white).

## Data Entry Fields

- **Entity** - Make a selection from the drop-down list. This determines whether the Tag may be used when creating a Task or a Sales Lead.
- **Tag Name** - Enter a name for the Tag.

When finished, click on the Save button located at the bottom of the form.