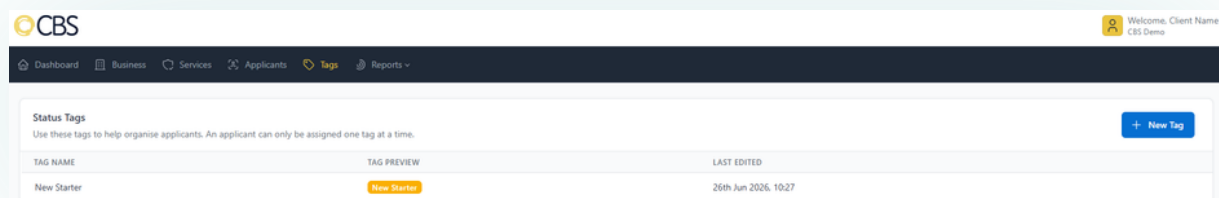




Client Guide: Tags

Tags

Tags allow you to categorise applicants using your organisation's own internal criteria, making it easier to organise and identify applications. In the Tags section, you can create new tags and view any existing tags that have been created by your organisation.



To create a new tag:

1. Select 
2. Enter a name for the tag
3. Choose a colour
4. Click 'Create'

A 'New Tag' modal form with a close button (X) in the top right. It contains a 'Tag Name *' text input field. Below it is a 'Tag Colour' section with a row of 16 color swatches. At the bottom right are 'Cancel' and 'Create' buttons.

Once a tag has been created, it can be assigned to an application by opening the relevant application and adding the tag through the Audit Log. The selected tag will then be associated with that application.

An 'Add Audit Log Entry' modal form with a close button (X) in the top right. It features a 'Note' section with a text area for 'Enter details of the action, conversation or note...'. Below this is a 'Change Application Tag' section with two buttons: 'No Tag' and 'New Starter' (which is selected). At the bottom right are 'Cancel' and 'Add Audit Log' buttons.

Applicant List						
1 Applications in Total						
Invite Applicants All Applicants ▾ New Starter ▾ Filter applicants...						
APPLICANT	JOB TITLE	STARTED APPLICATION	TAG	STATUS	DISCLOSURE TYPE	LAST UPDATED
Applicant Name cbdemoemail@gmail.com	Enhanced Demo Manager	Yesterday, 10:47	New Starter	Awaiting Applicant	Enhanced	Just now

Please note:

- Only one tag can be assigned to an application at any one time.
- You can filter applicant searches by tag to quickly find applications with a specific tag assigned.





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