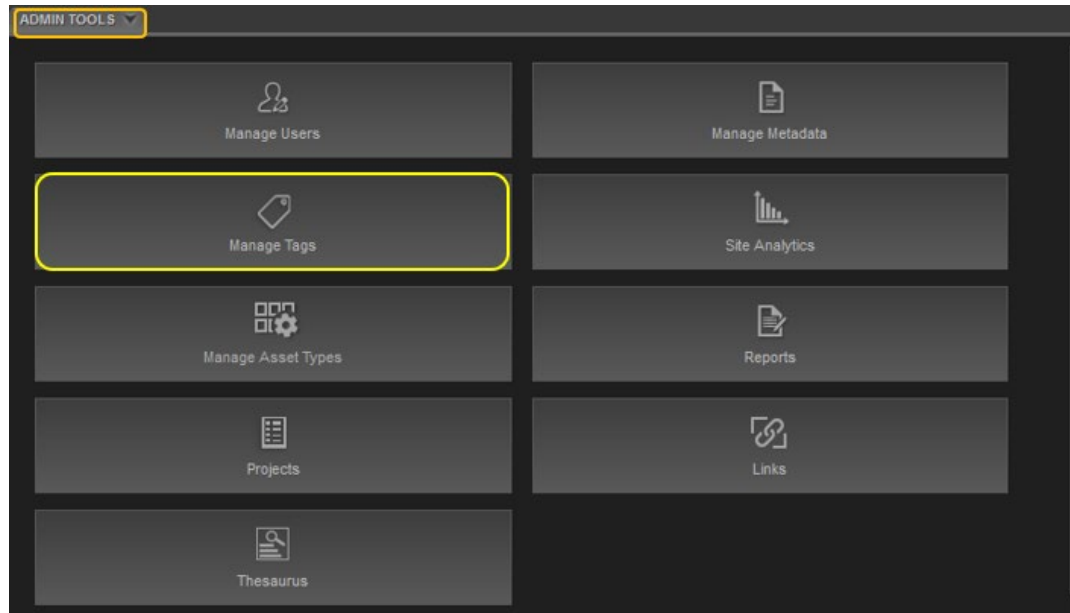


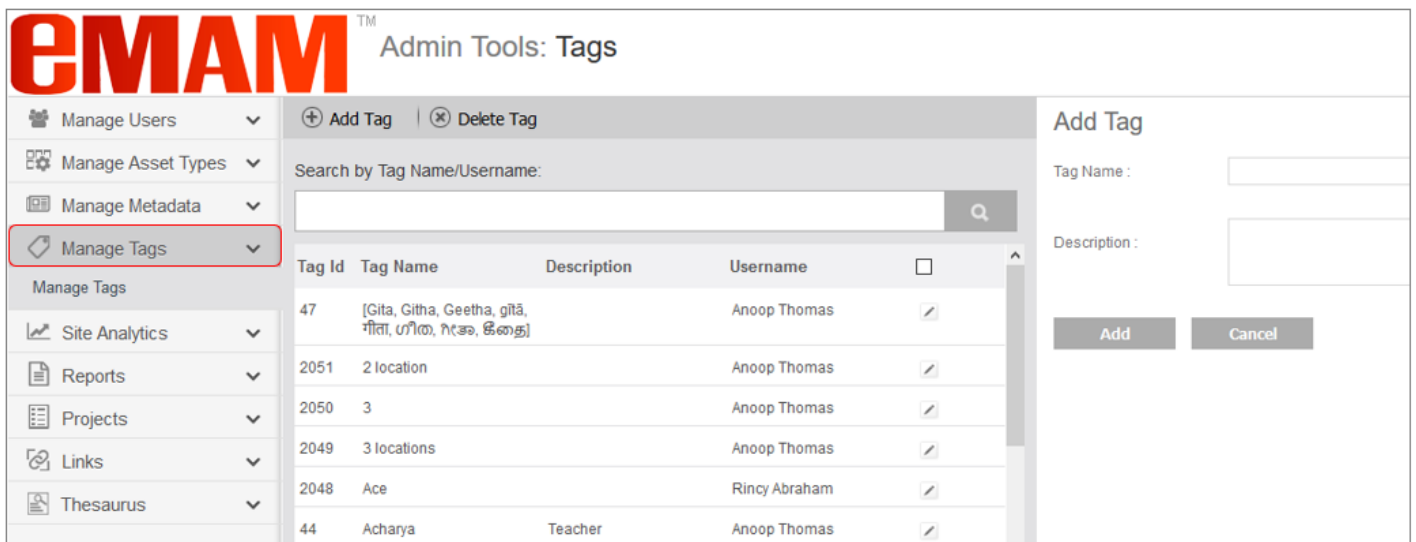
How to manage Tags in the eMAM Director interface?

Tags are keywords or terms assigned to assets and can be used to search that particular asset. In the eMAM Director interface, you have multiple options to create tags.

A. **Admin Tools widget:** In the Admin Tools widget, click on *Manage Tags* tab to open Admin Tools page.



In the Admin Tools page, click on *Manage Tags* tab.



eMAM™ Admin Tools: Tags

Manage Users | Manage Asset Types | Manage Metadata | **Manage Tags** | Site Analytics | Reports | Projects | Links | Thesaurus

|

Search by Tag Name/Username:

Tag Id	Tag Name	Description	Username	
47	[Gita, Githa, Geetha, githā, ഗീത, ഗീത, റ്റേജ, ഭക്ത]		Anoop Thomas	<input type="button" value="edit"/>
2051	2 location		Anoop Thomas	<input type="button" value="edit"/>
2050	3		Anoop Thomas	<input type="button" value="edit"/>
2049	3 locations		Anoop Thomas	<input type="button" value="edit"/>
2048	Ace		Rincy Abraham	<input type="button" value="edit"/>
44	Acharya	Teacher	Anoop Thomas	<input type="button" value="edit"/>

Add Tag

Tag Name :

Description :

|

1. **Add Tag:** To add a new tag, either click on *Add Tag* button on top of the page or use the Add Tag section in the right panel. Enter a tag name and description and click on **Add** button.

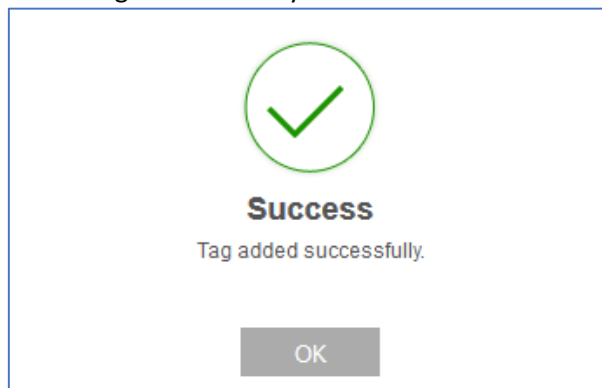
Add Tag

Tag Name :

Description :

Add
Cancel

Below message appears after the tag is successfully created.



Newly created tag gets listed in the middle panel. Similarly, you can create multiple tags and search them using the search box on top.

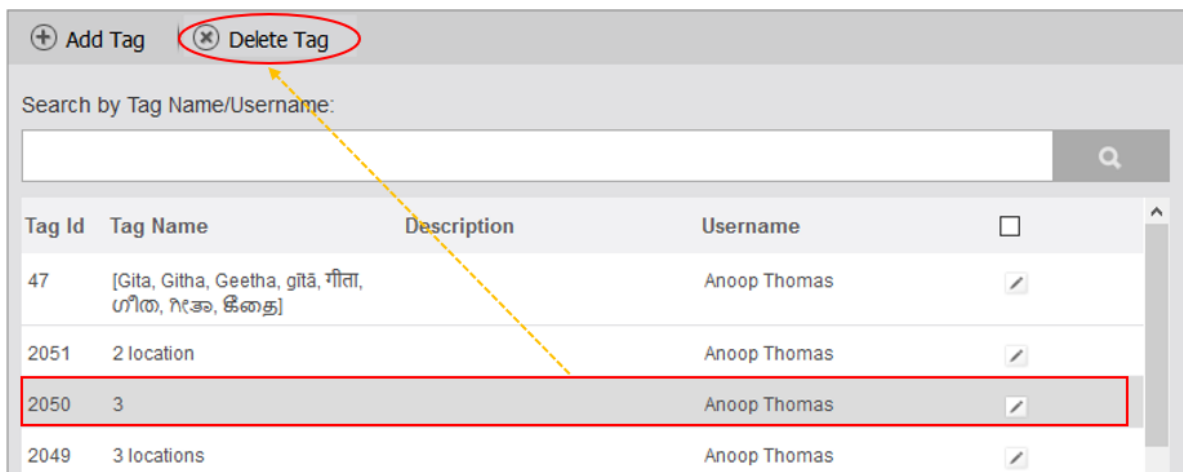
⊕ Add Tag
⊗ Delete Tag

Search by Tag Name/Username:

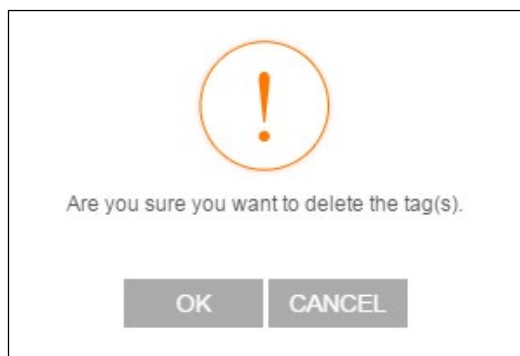
Q

Tag Id	Tag Name	Description	Username	
2053	Deliver	Deliver using XML	Rincy Abraham	✎

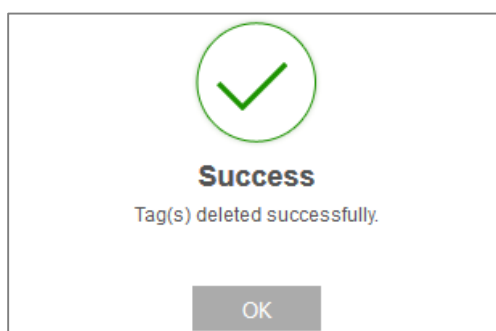
2. **Delete Tag:** To delete any existing tag(s) from the list of tags available, select the tag and click on *Delete Tag* button on top. Multiple tags can be selected and deleted at one click.



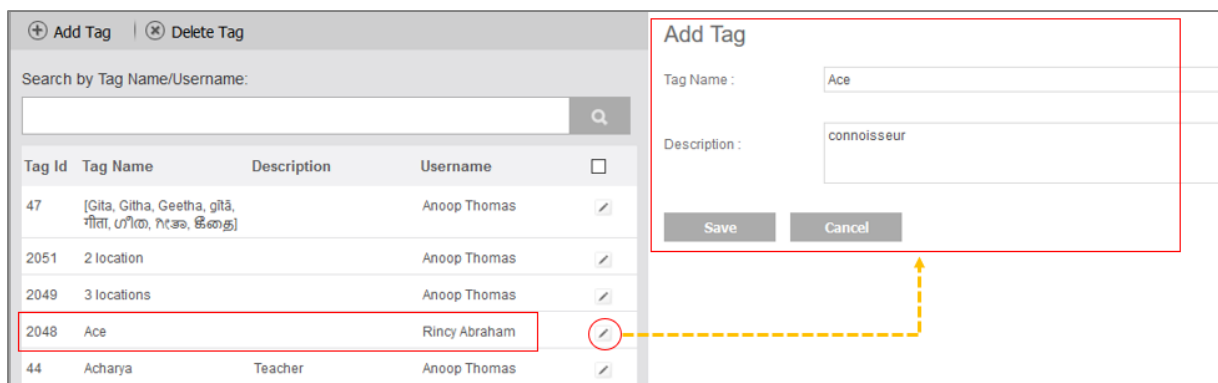
A confirmation message box is displayed before deleting any tag. Click *OK* to delete and *Cancel* to discard it.



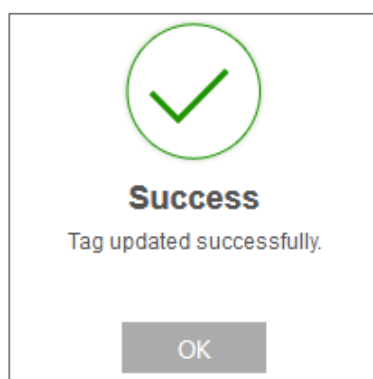
Below message appears after successful deletion of tags.



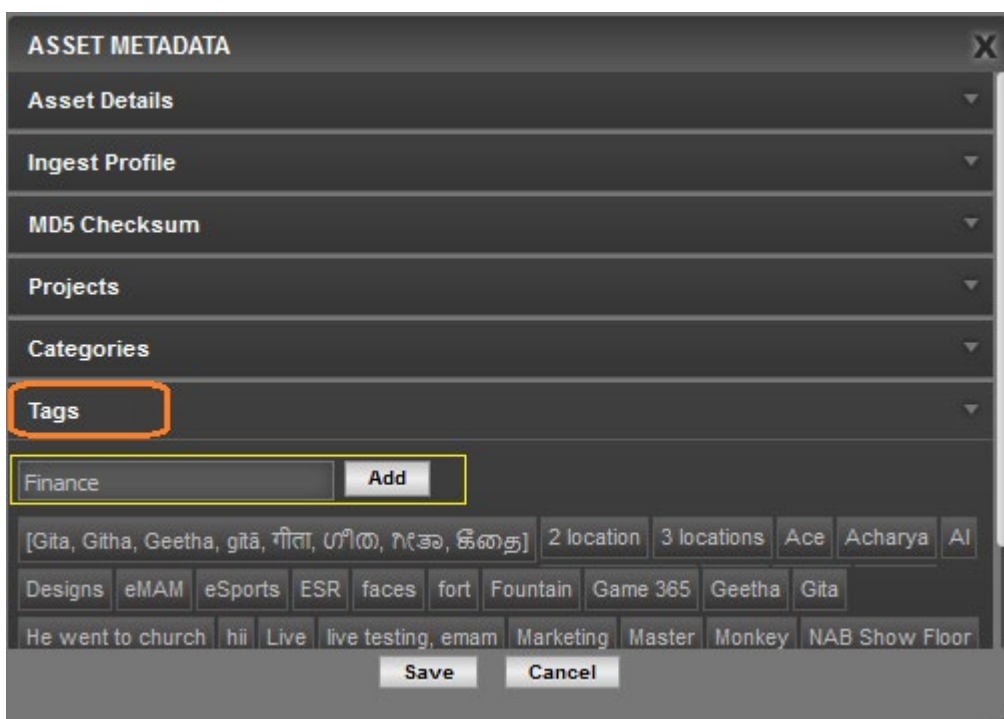
- Edit Tags:** To edit an existing tag from the list, select the tag and click on the *Edit* icon corresponding to it. Make changes in the tag details on right panel and click on **Save** to update the changes.



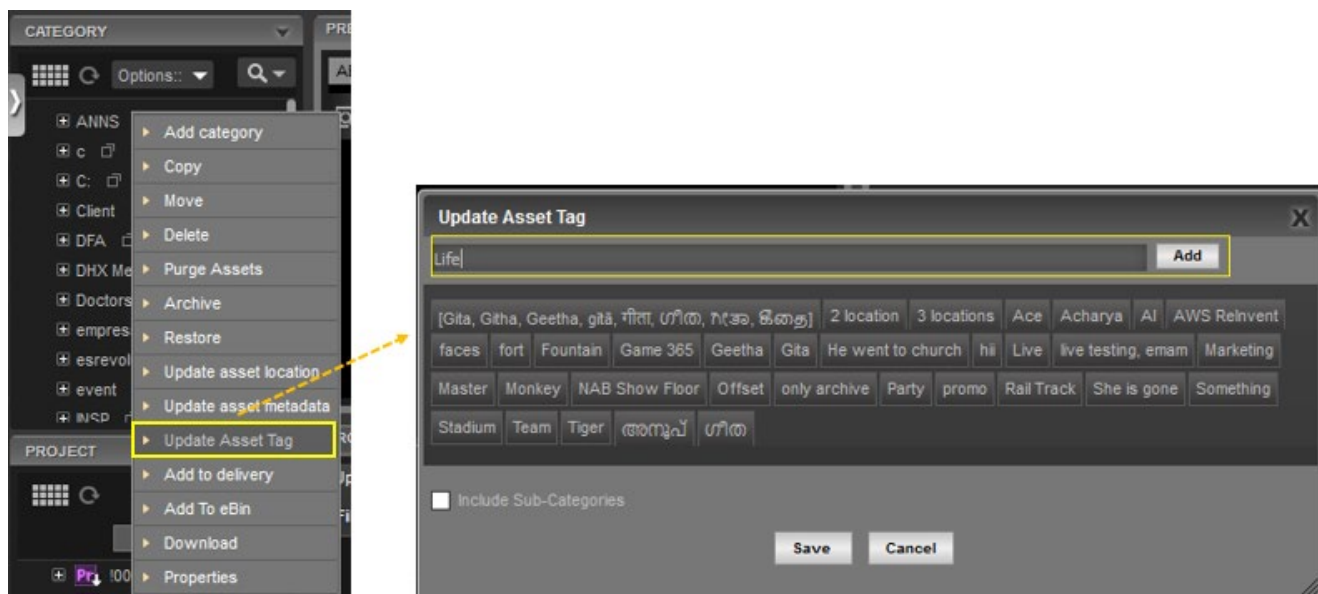
Below message appears after the tag is successfully updated and updated tag is displayed in the middle panel.



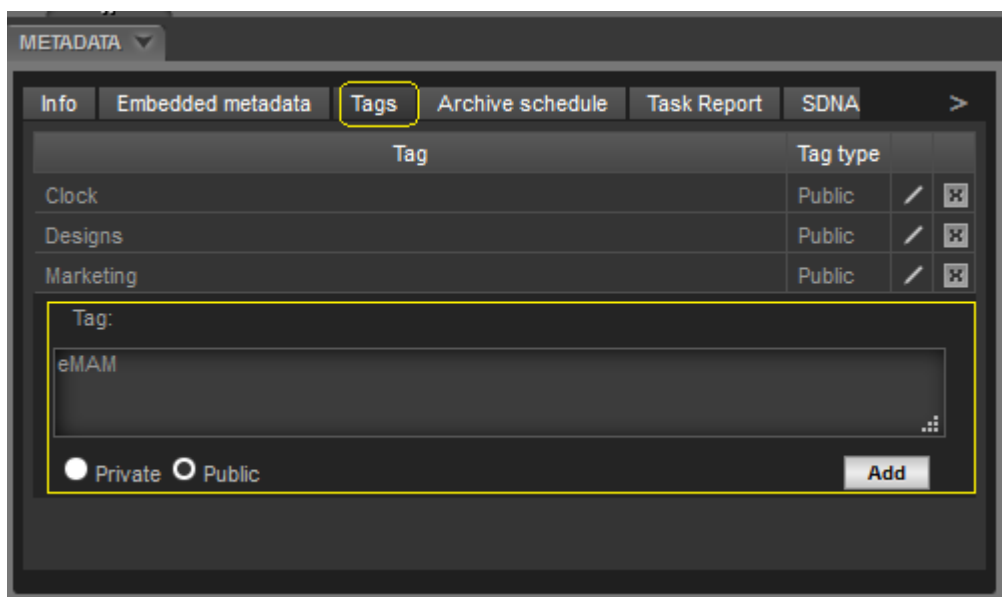
- Ingest widget:** During ingest, you have option to create new tags and associate it with the newly ingested assets. In the Ingest widget, under asset metadata window tags tab, enter a tag name and click on *Add* button.



- C. **Category widget:** In the category widget, you have option to update tags for bulk assets under a category. Click on the category menu of the Category which needs to be updated with tags. B. From the list of options displayed, click on *Update Asset Tag*. In the *Update Asset tag* window, enter a tag name and click on *Add* button. Newly created tag gets listed with other tags.



- D. **Metadata widget:** You can create new tags (*private or public*) and associate it with that particular asset under tags tab of Metadata widget. Enter a tag name, set it as private or public and click on *Add* button. You can also edit or delete the tags.



Need Help

Please contact eMAM Support at support@emamcloud.com.