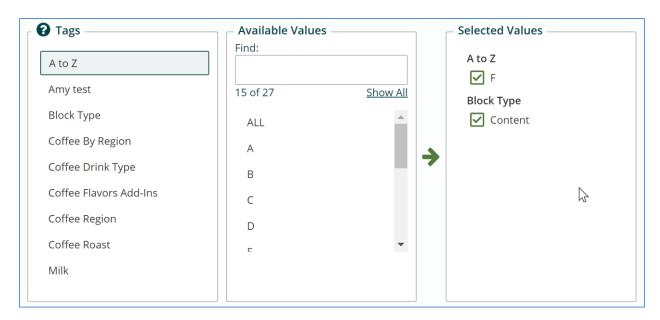


# Tags and Attributes

#### **Overview**



Tags are used for organizing your pages, files and events into related terms. The tag values or attributes may be used in a filter list. This filter will assist your users in viewing pages on the website.

- Tag: Used to group these attributes together
- Attributes: Values that have a common theme

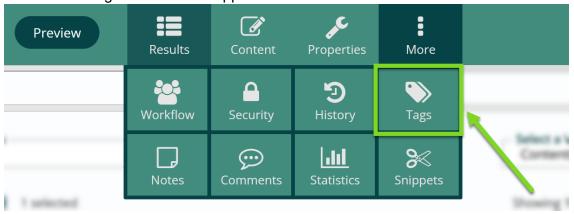
Tags are created in the Titan Administration Module and assigned to items in the Content Module to allow for filtering on the website.



### **Assign Tag Attributes**

To assign tag attributes to a page, data item, or file:

- 1. In the Navigation Tree, go to the page, data item or file you need to update.
- 2. Click on the Tags button in the App Ribbon.



3. Click on a Tag.



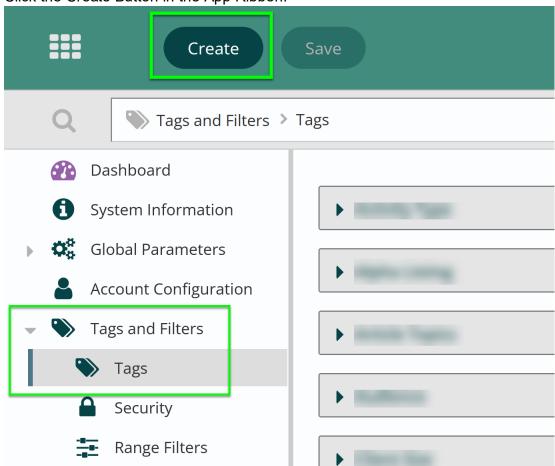
- 4. The Tag and associated values will display. (If the tag or value you are looking for is not present, add it to the workstation.)
- 5. Click to highlight each value you wish to select.
- 6. Click the Green Arrow or double click to make your selection. The highlighted values will display under Selected Values.
- 7. To delete a Selected Value, just double click on it.
- 8. Click Save or Publish from the App Ribbon to retain changes.



# Add a Tag and Attributes

Tags must be active in the workstation before they can be assigned to a page or file. To add a tag and attributes to the workstation:

- 1. Open the Titan Administration module.
- 2. Click on Tags and Filters > Tags.
- 3. Click the Create Button in the App Ribbon.



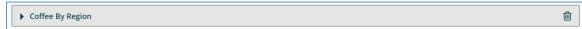
4. Enter a name for the tag.



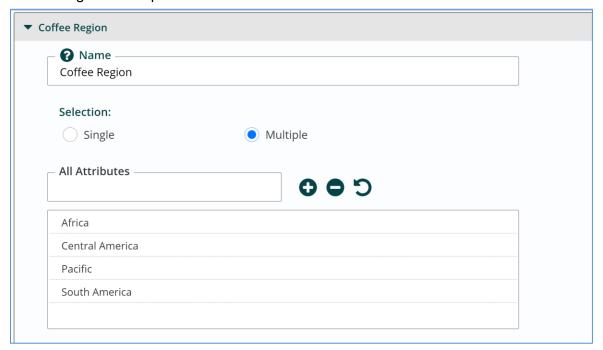
5. Click Done.



6. Find your newly created tag and click to expand.



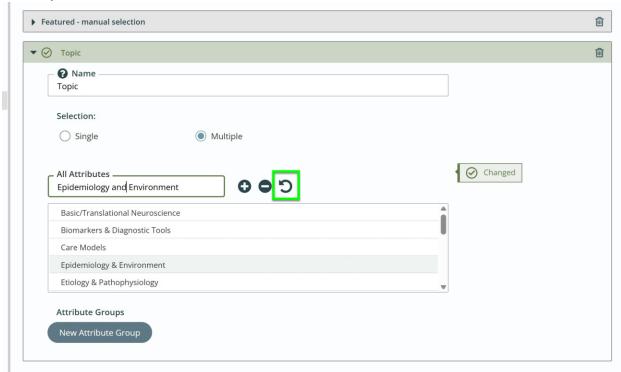
7. Select Single or Multiple.



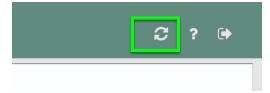
- a. Using a single tag setting will allow you to use only 1 attribute value when tagging content.
- b. Multiple tag setting will allow you to use more than 1 of the attribute values when tagging content.
- 8. Add an attribute by entering the name in All Attributes and hitting Enter or the "+". Attributes will automatically be sorted alphabetically. If you would like attributes organized in a different manner, you will need to create an Attribute Group.



9. To update an existing attribute, click it and the attribute will appear in the All Attributes field. Update the text as needed and click the Refresh icon.



- 10. To delete an attribute, click it so it appears in the All Attributes field and then click the minus icon.
- 11. Click Save from the App Ribbon to retain changes.
- 12. Refresh to make any changes show immediately.





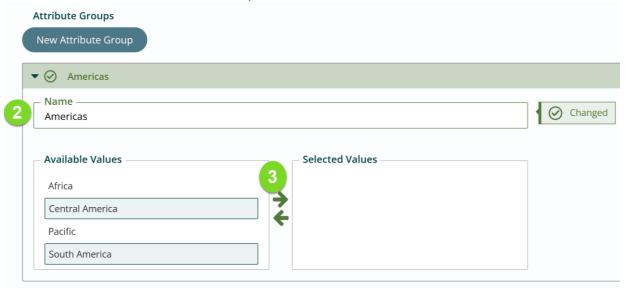
#### **Create a Tag Attributes Group**

Use Tag Attribute groups to create a smaller subgroup of attributes, or to organize attributes in a different way than alphabetically, which is how they are organized by default.

1. Click to create a new attribute group.



2. Enter a name for the Attributes Group.



- 3. Highlight item(s) from the Available Values list and click the green arrow to place in the Selected Values list.
- 4. Values moved simultaneously to Selected Values get organized in alphabetical order. Drag a value up or down to reorganize the list. If an additional value is added to Selected Values later it will be added to the bottom of the list.



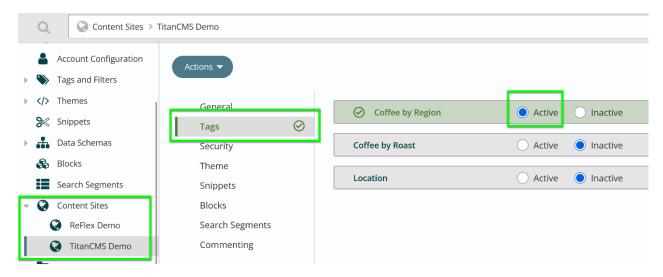


5. Click Save from the App Ribbon to retain changes.

# **Activate or Inactivate a Tag**

Tags must be Active to be used on the site.

- 1. Open the Titan Administration module.
- 2. Click to expand Content Sites. This will display the list of globes in your instance.
- 3. Click on the site Globe you want to activate the tag for.
- 4. Click on the Tags tab to display list of tags in right pane.



- 5. Click Active for the Tag you wish to use on your site. Click Inactive for any tags you wish to stop using.
- 6. Click Save from the App Ribbon to retain changes.