

Tags and Attributes

Overview

Tags

A to Z

Amy test

Block Type

Coffee By Region

Coffee Drink Type

Coffee Flavors Add-Ins

Coffee Region

Coffee Roast

Milk

Available Values

Find:

15 of 27 [Show All](#)

ALL

A

B

C

D

E

Selected Values

A to Z

☒ F

Block Type

☒ Content

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.

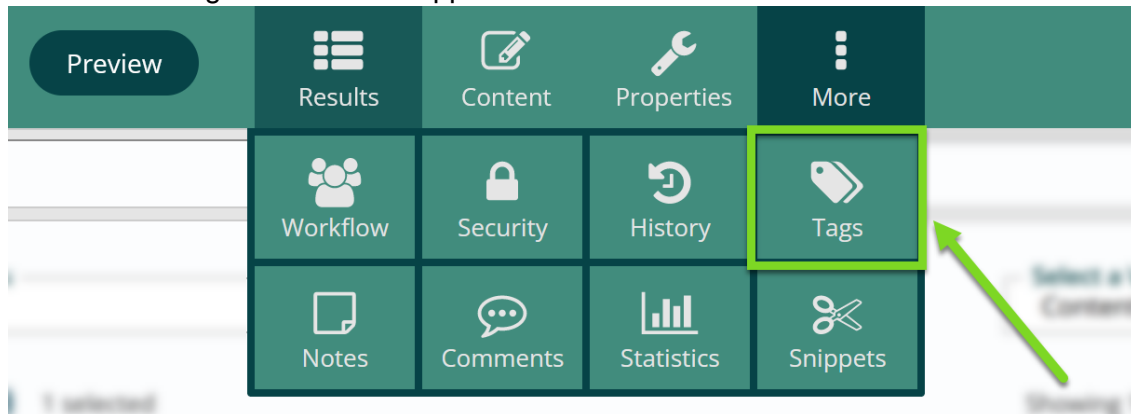
- **Tag:** Used to group these attributes together
- **Attributes:** Values that have a common theme

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

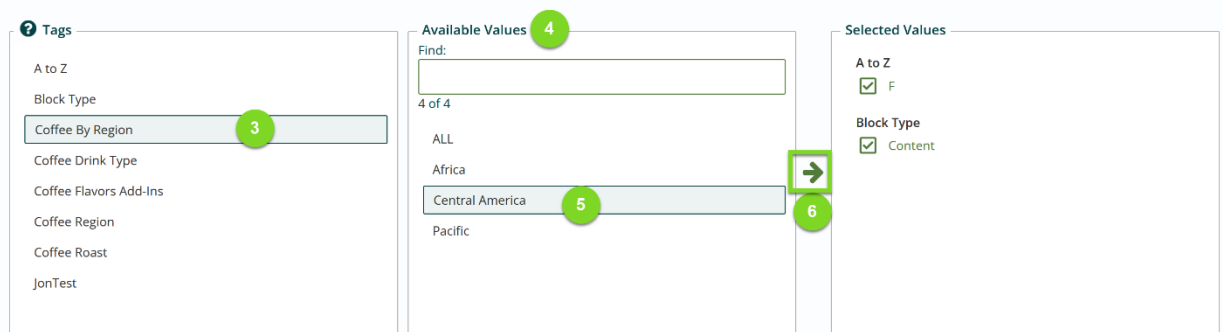
Assign Tag Attributes

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.

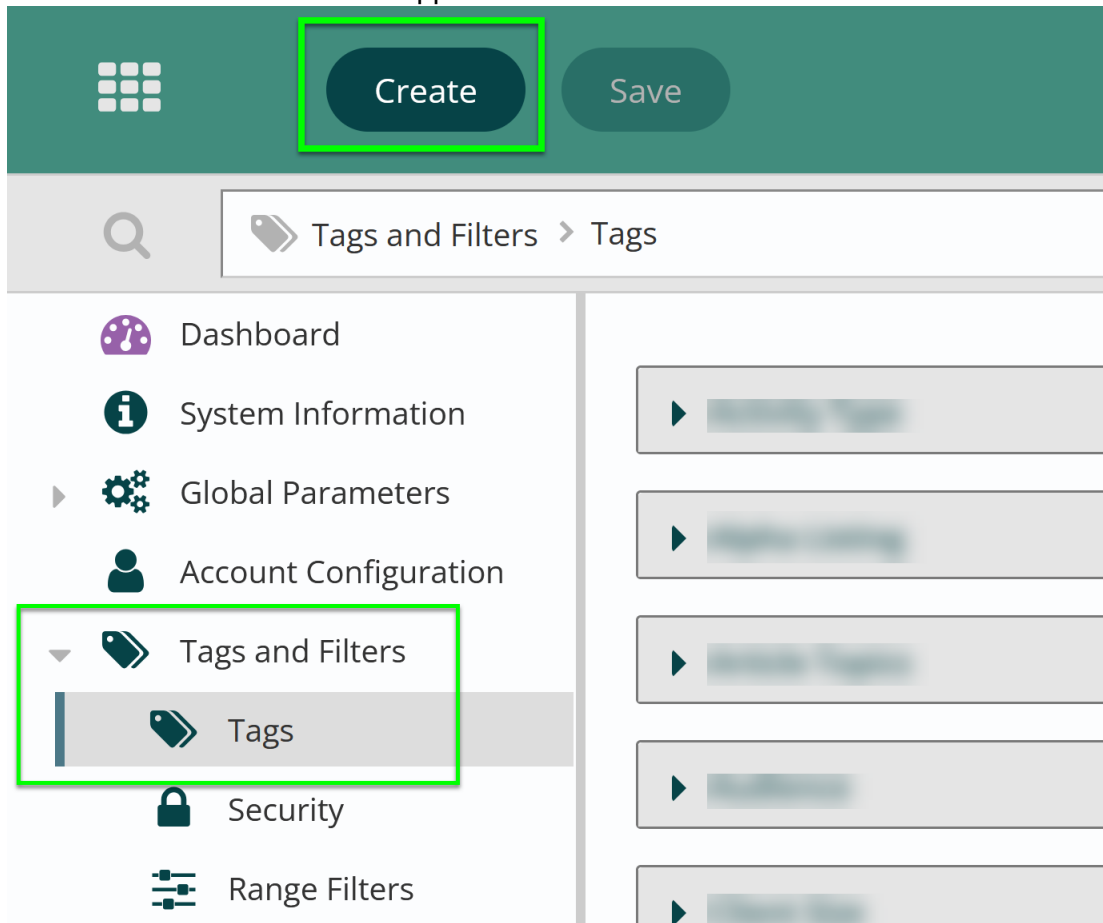


4. The Tag and associated values will display. (If the tag or value you are looking for is not present, add it to the workstation.)
5. Click to highlight each value you wish to select.
6. Click the Green Arrow or double click to make your selection. The highlighted values will display under Selected Values.
7. 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.

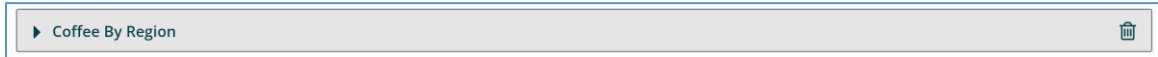


4. Enter a name for the tag.

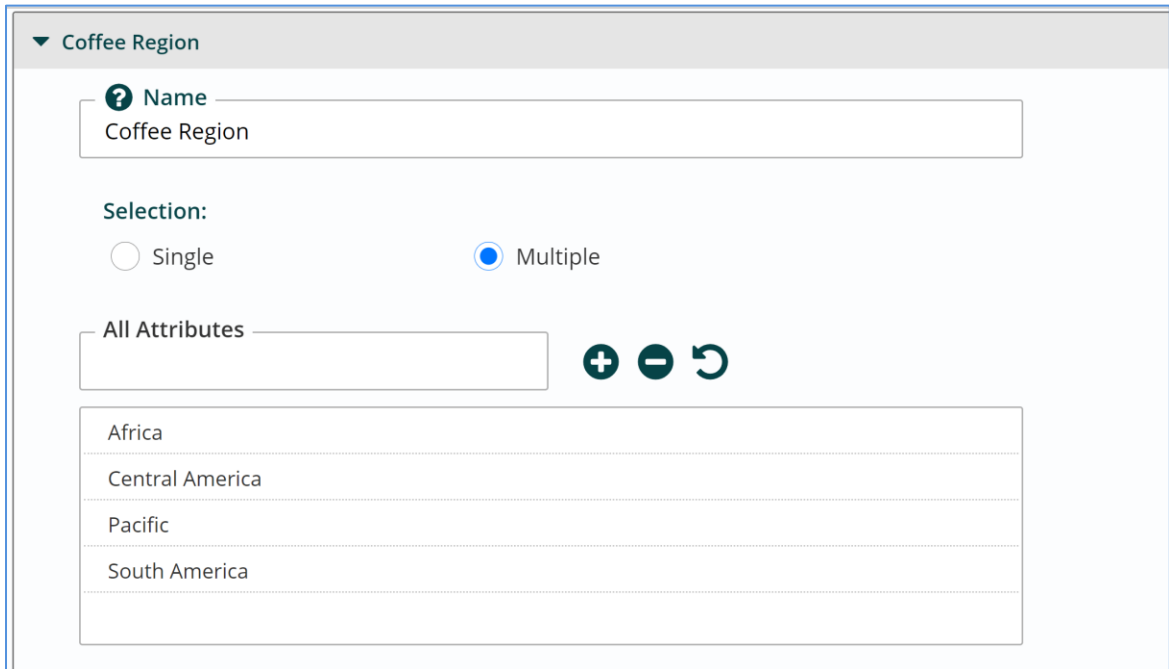
A screenshot of the 'New Tag' dialog box. It has a title bar with 'New Tag' on the left and 'Cancel' and 'Done' buttons on the right. Below the title bar is a text input field with the placeholder text 'Name'.

5. Click **Done**.

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

A horizontal bar with a light gray background. On the left, there is a right-pointing arrow followed by the text "Coffee By Region". On the right end, there is a small trash can icon.

7. Select Single or Multiple.

A configuration panel for a tag named "Coffee Region". At the top, there is a header bar with a downward arrow and the text "Coffee Region". Below this, there is a section labeled "Name" with a question mark icon, containing a text box with "Coffee Region". Underneath, there is a "Selection:" section with two radio buttons: "Single" (unselected) and "Multiple" (selected). Below the radio buttons is an "All Attributes" section with a text box and three icons: a plus sign, a minus sign, and a refresh/circular arrow icon. At the bottom, there is a list of attributes: "Africa", "Central America", "Pacific", and "South America", each on a separate line with a dotted line below it.

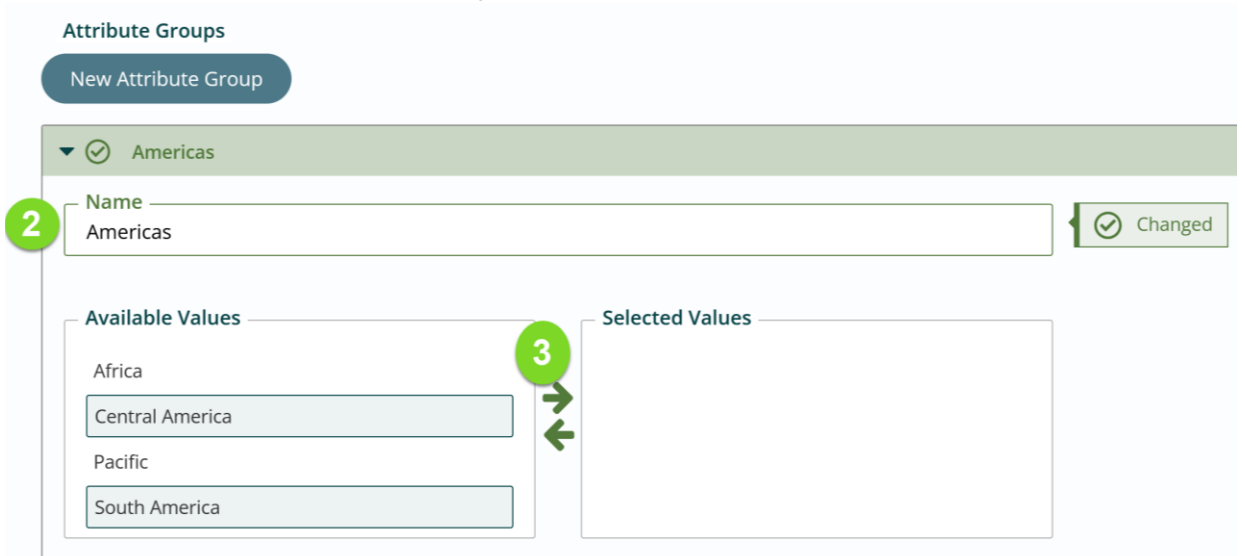
- Using a single tag setting will allow you to use only 1 attribute value when tagging content.
 - Multiple tag setting will allow you to use more than 1 of the attribute values when tagging content.
 - Add an attribute by entering the name in All Attributes and hitting Enter or the "+".
8. Click Save from the App Ribbon to retain changes.

Create a Tag Attributes Group

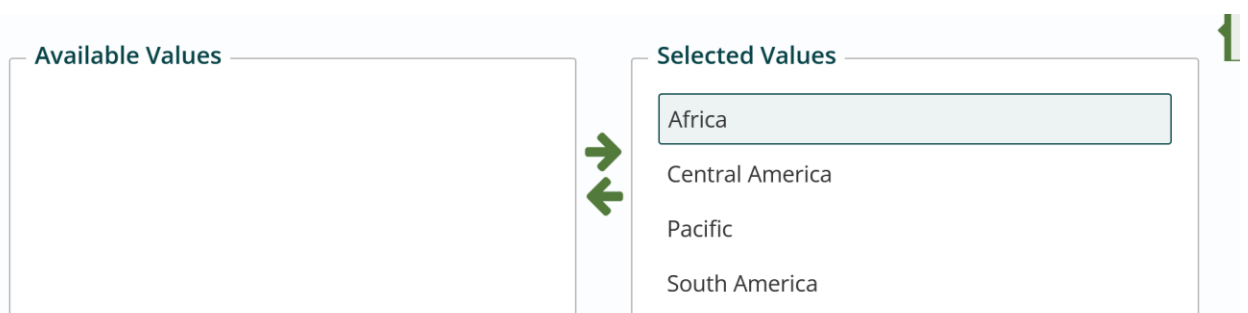
1. Click to create a new attribute group.



2. Enter a name for the Attributes Group.

A screenshot of the 'Americas' attribute group configuration form. The form has a header bar with a dropdown arrow and a checkmark, followed by the text 'Americas'. Below this is a 'Name' field containing 'Americas' and a 'Changed' status indicator. The main area is divided into two columns: 'Available Values' and 'Selected Values'. The 'Available Values' column contains a list of values: 'Africa', 'Central America', 'Pacific', and 'South America'. The 'Selected Values' column is currently empty. A green circle with the number '2' is next to the 'Name' field. A green circle with the number '3' is next to the 'Available Values' list, with a green arrow pointing from it to the 'Selected Values' column.

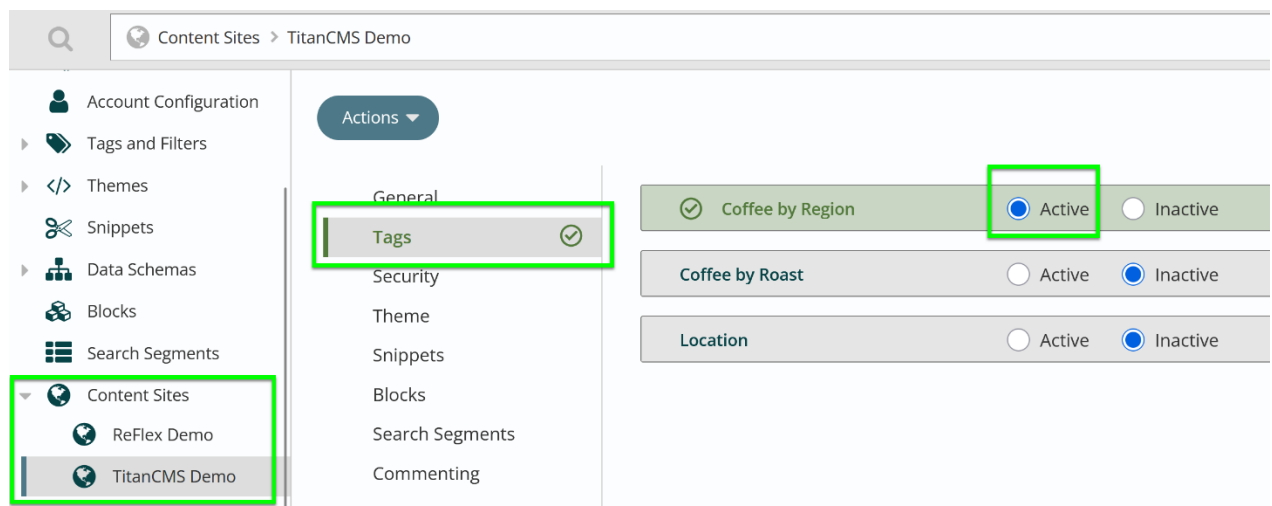
3. Highlight item(s) from the Available Values list and click the green arrow to place in the Selected Values list.
4. Values moved simultaneously to Selected Values get organized in alphabetical order. Drag a value up or down to reorganize the list. If an additional value is added to Selected Values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

A screenshot of the 'Americas' attribute group configuration form, showing the result of moving values. The 'Available Values' column is now empty. The 'Selected Values' column now contains the values 'Africa', 'Central America', 'Pacific', and 'South America' in alphabetical order. A green circle with the number '1' is next to the 'Selected Values' column. A green arrow points from the 'Available Values' column to the 'Selected Values' column.

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

Activate or Inactivate a Tag

1. Open the Titan Administration module.
2. Click to expand Content Sites. This will display 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.