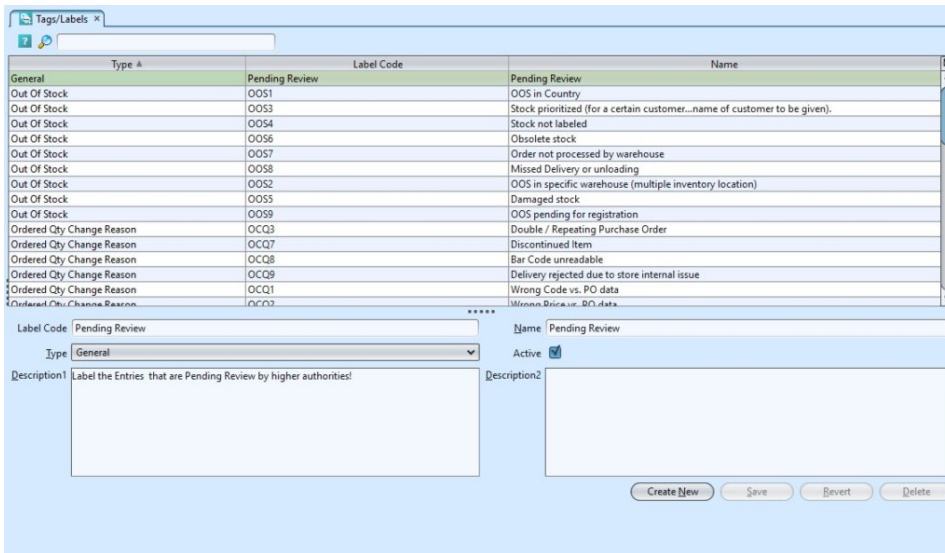


Tags/Labels

It allows user to define tags or labels to use within the application, for example additional reasons (tags) for customer returns or stock adjustment. Below actions are available under **“Tags/Labels”**:

 Create, modify, and delete

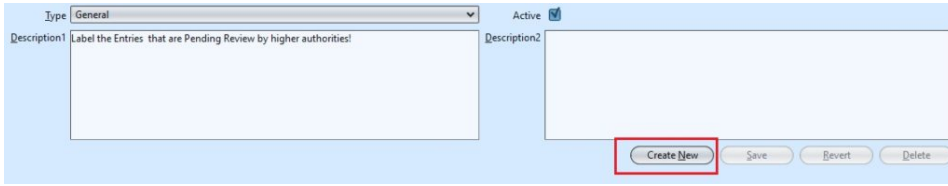


Field Name	Description	Mandatory Information
Label Code	Code for the tag / label	Y
Name	Name of tag / label	Y
Type	Type of document for the tag / label	Y
Description	Description	N

Create New Tags/Labels:

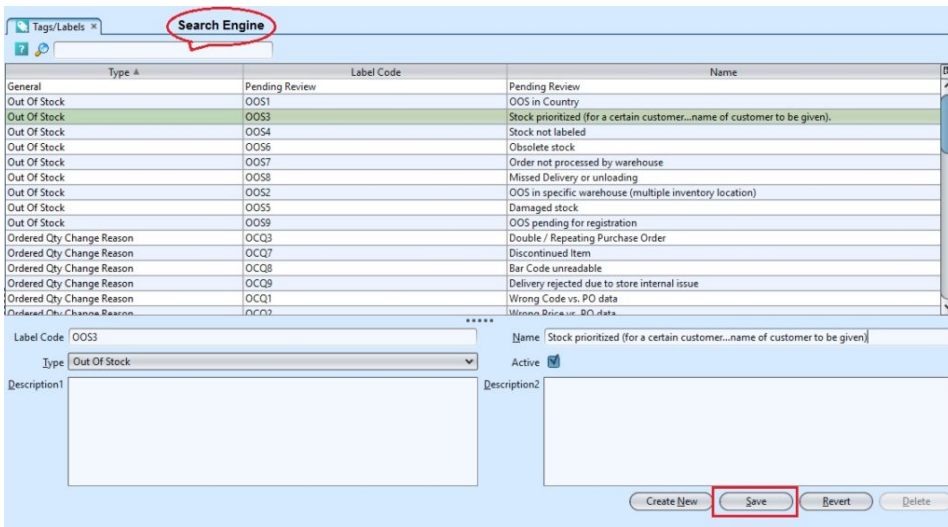
1. Click on **“Create New”** tab at the bottom of the screen
2. Fill up the information at bottom half of screen
3. Click on **“Save”** button at bottom of screen to

save the tags / labels



Modify Tags/Labels:

1. Enter search parameter to filter the list of tags / labels, i.e. type in the type in the search textfield box at the top of the screen
2. Select the tag / label to modify from the list at top half of screen
3. Update the information required
4. Click on **“Save”** button at bottom of screen to save the tags / labels change(s)



Delete Tags/Labels:

1. Select the tag / label to delete from the list at top half of screen

2. Click on ***“Delete”*** button at the bottom of screen

3. Click on ***“Yes”*** button on the pop-up window to confirm tag / label deletion
