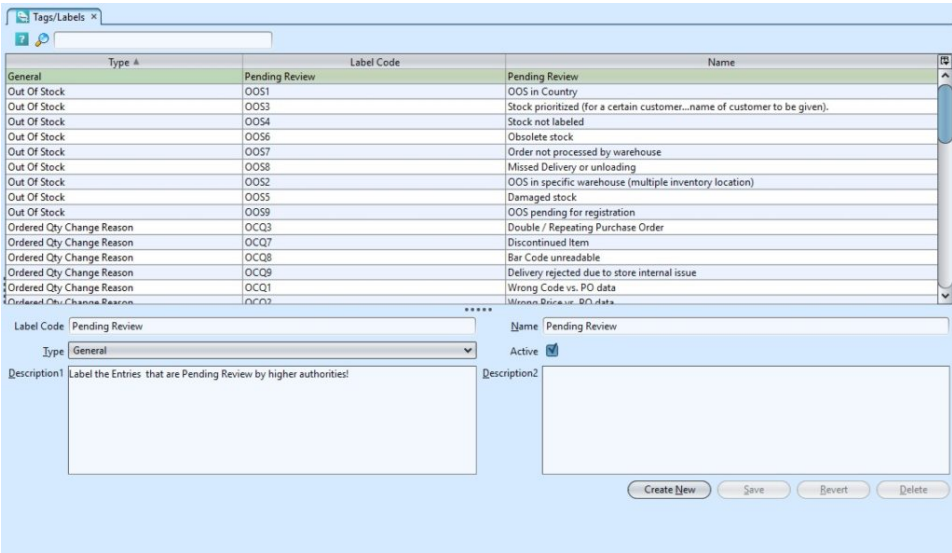# Tags/Labels

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