Managing Tags

You must have administrator access to manage tags.

Login to **Admin Area**, click **Tools,** choose the **Tags** tab.
From here you can see all the tags used in KB.

Create or updating a tag

The following are compulsory:

- You must enter a tag name in **Title**
- Check **Visible** to make tag visible to end users or uncheck so that it is hidden

You may also wish to:

- Add a **Description** to explain why this tag has been set up and how it should be used
  This information is displayed in Public Area, under Tags to help end users searching for content

What is a difference between visible and hidden tags?

A visible tag displays in the Tags of and article (below the article) in the Public Area. Although hidden tags do not display in the Tags section, it is always used for searching.

Can I safely update or delete tags?

Yes, you can. When you update a tag it will affects all entries already assigned.
Conversely, when you delete a tag, it will be deleted from all entries that is was assigned to.
Since the daily scheduled tasks are responsible for updating meta keywords updates it might take some time for these changes to take effect.