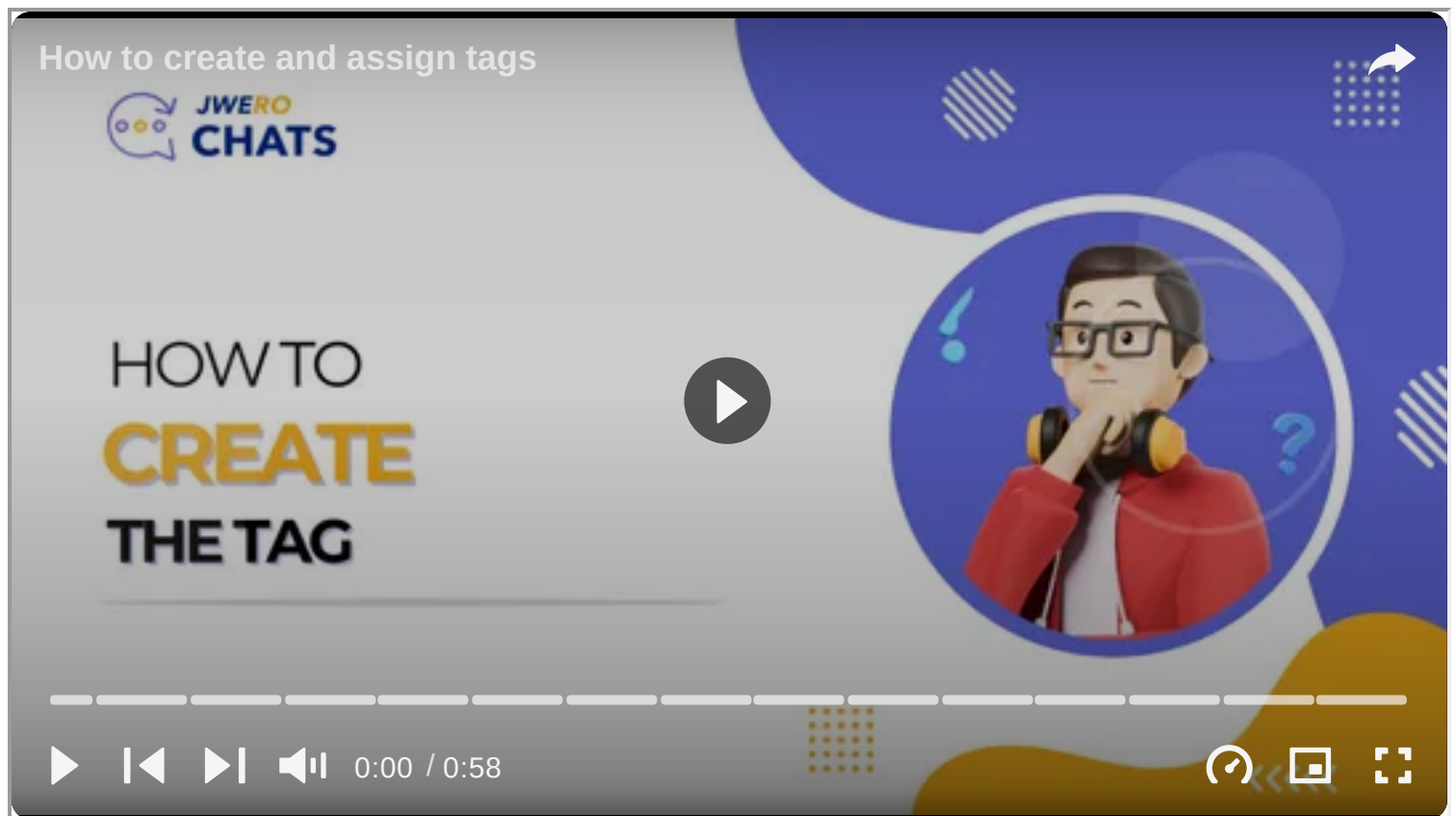


How To Create Tags



1. Tags

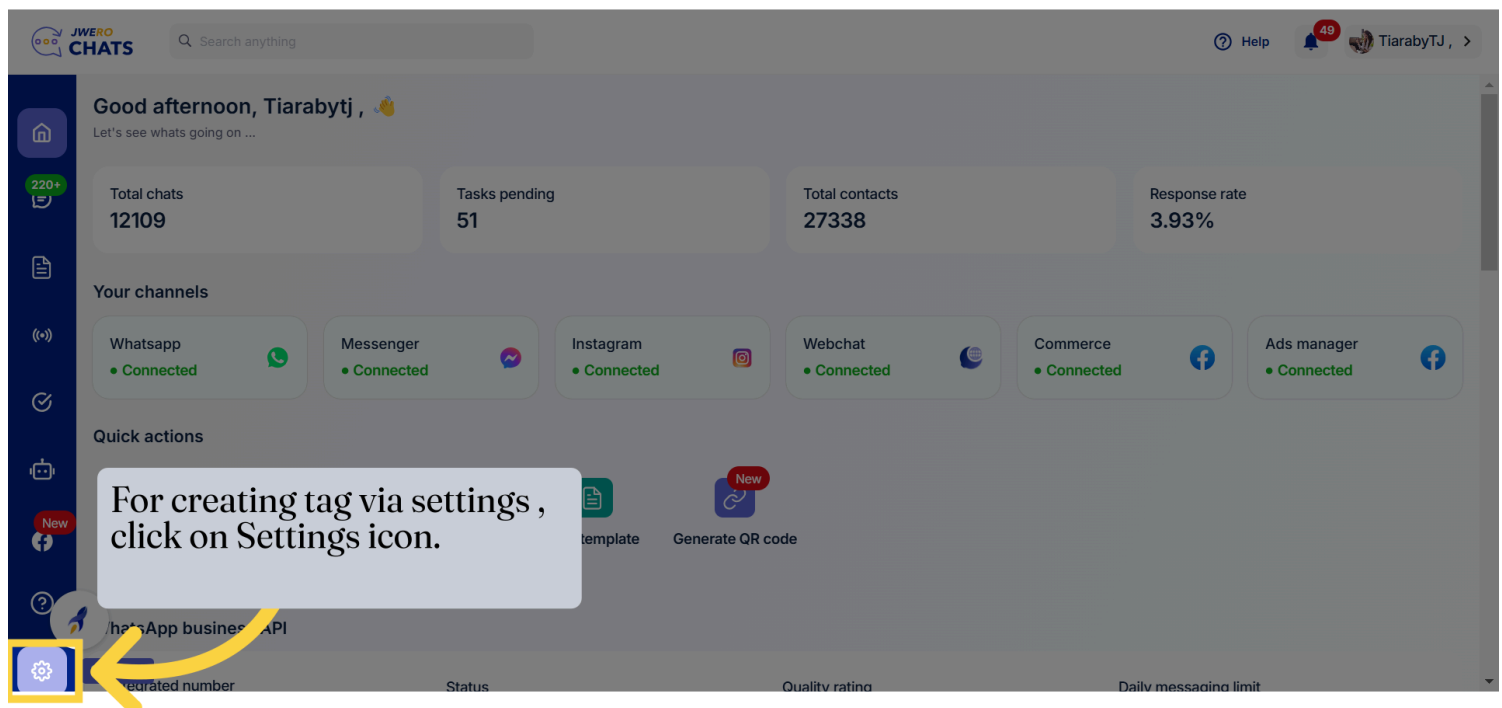
Tags help categorize chats into specific topics, making it easier to organize and locate relevant conversations

Tags can be created in 2 ways:

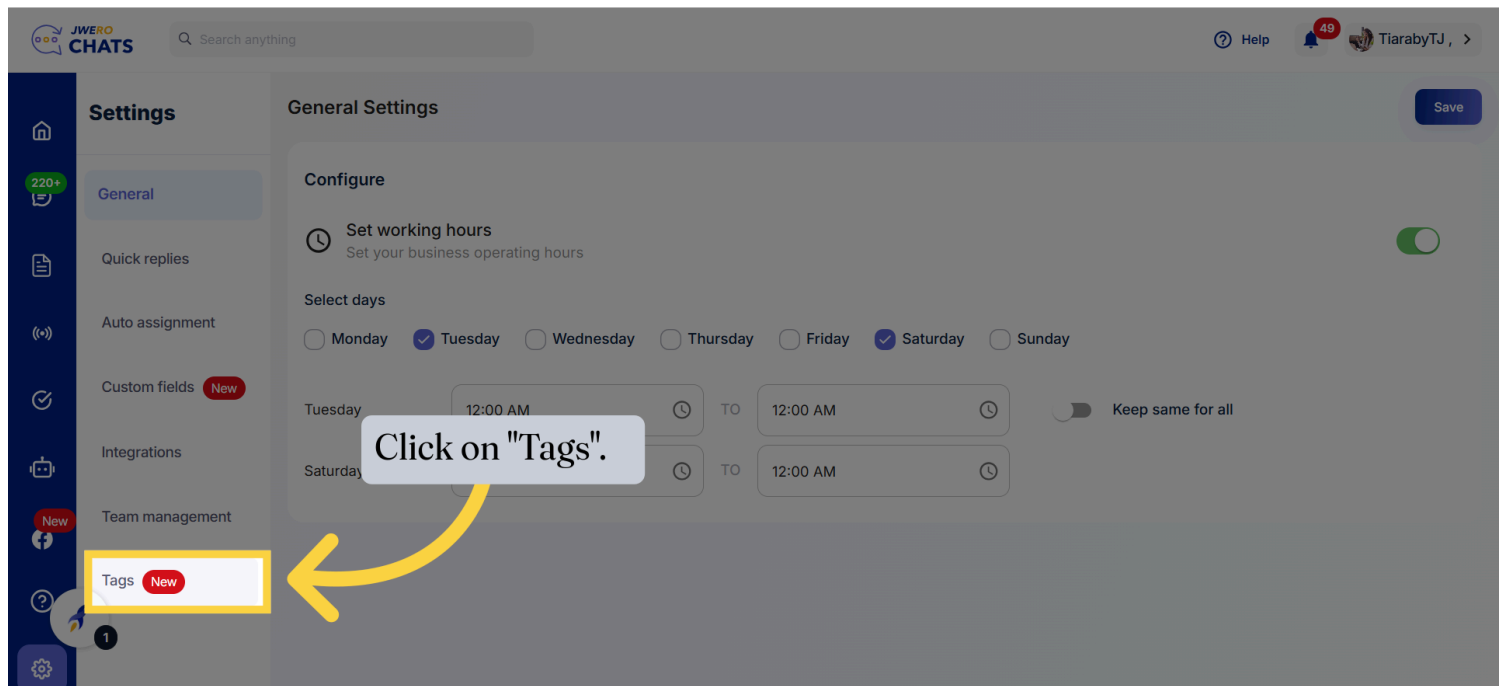
- 1) Via Settings
- 2) Directly through Chats



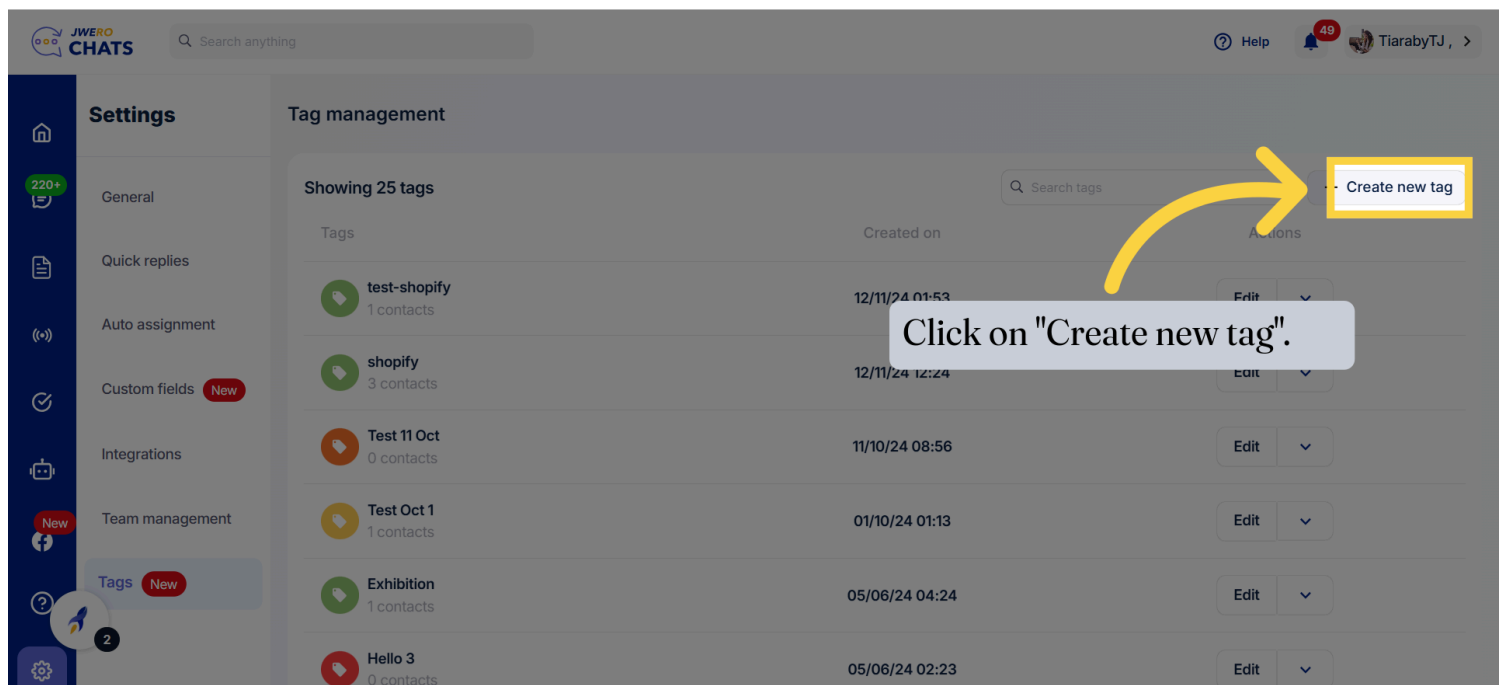
2. For creating tag via settings , click on Settings icon.



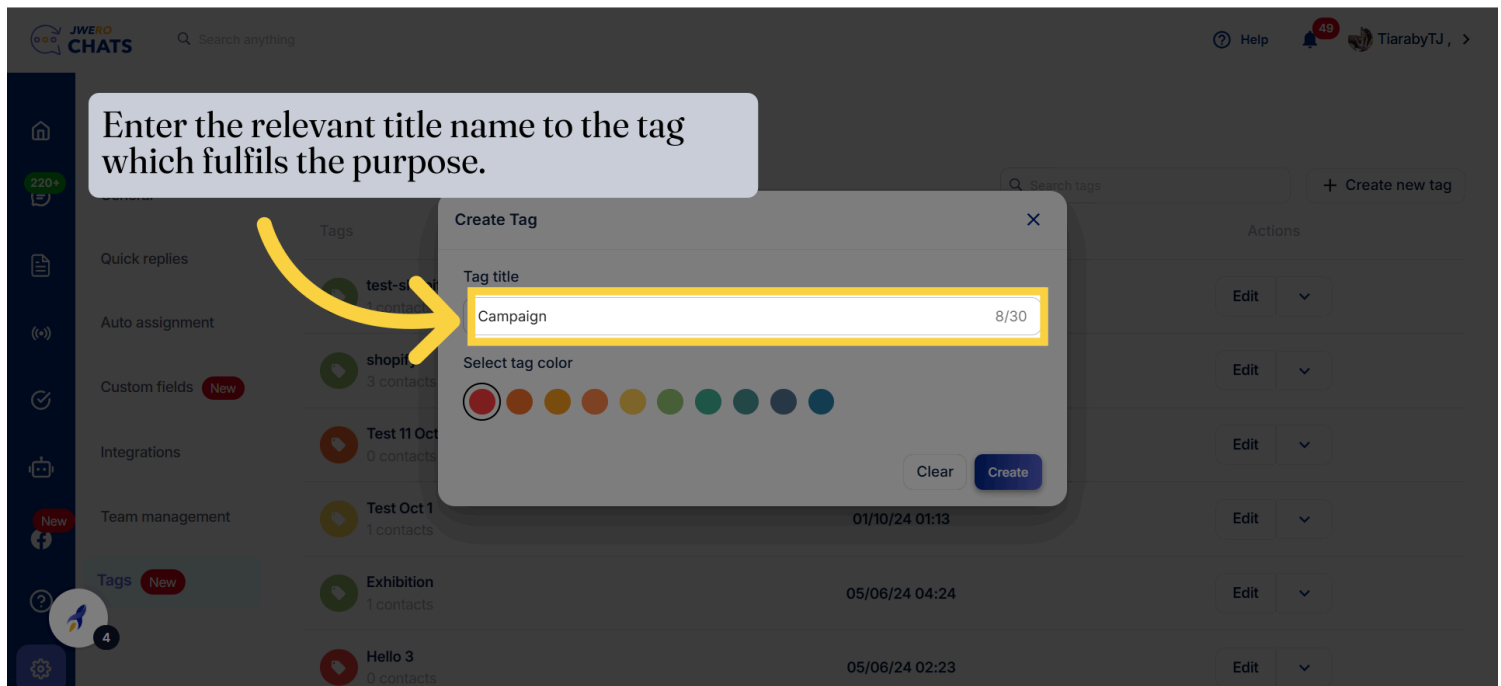
3. Click on "Tags".



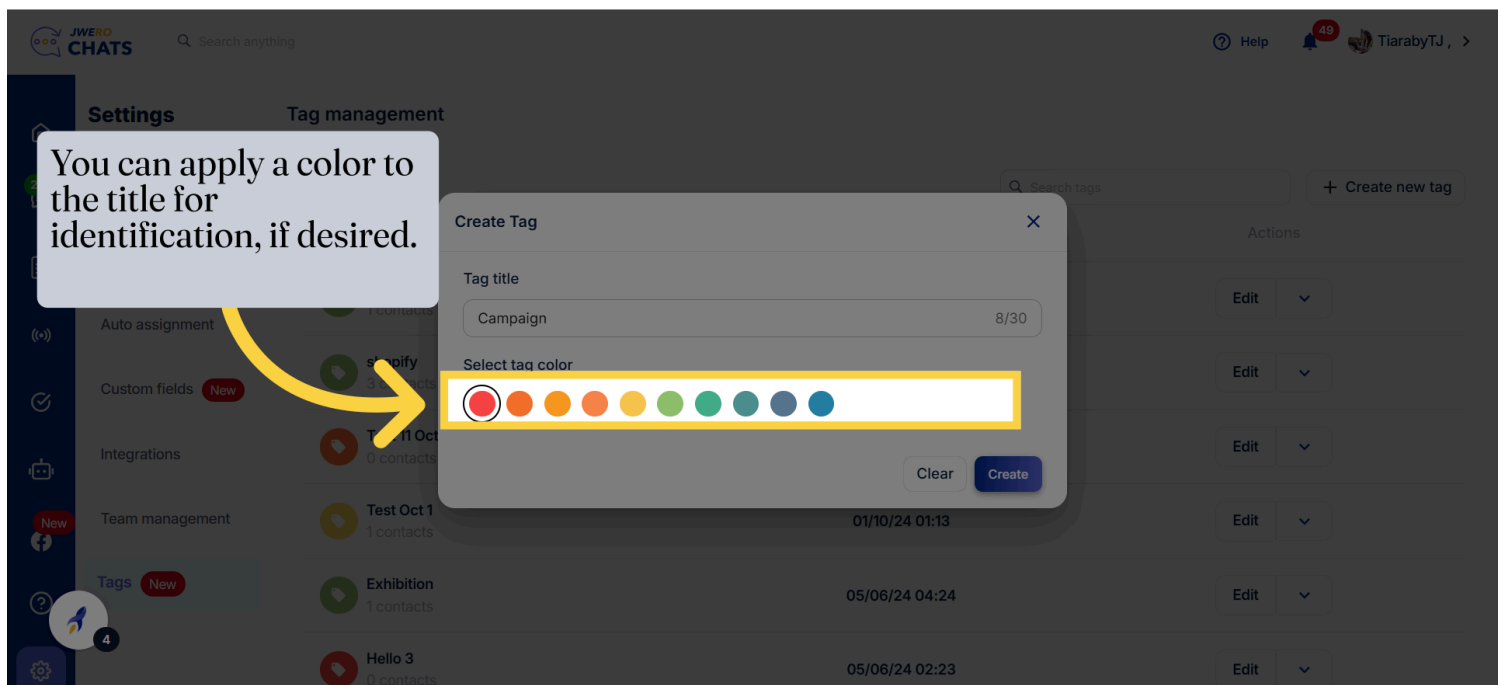
4. Click on "Create new tag".



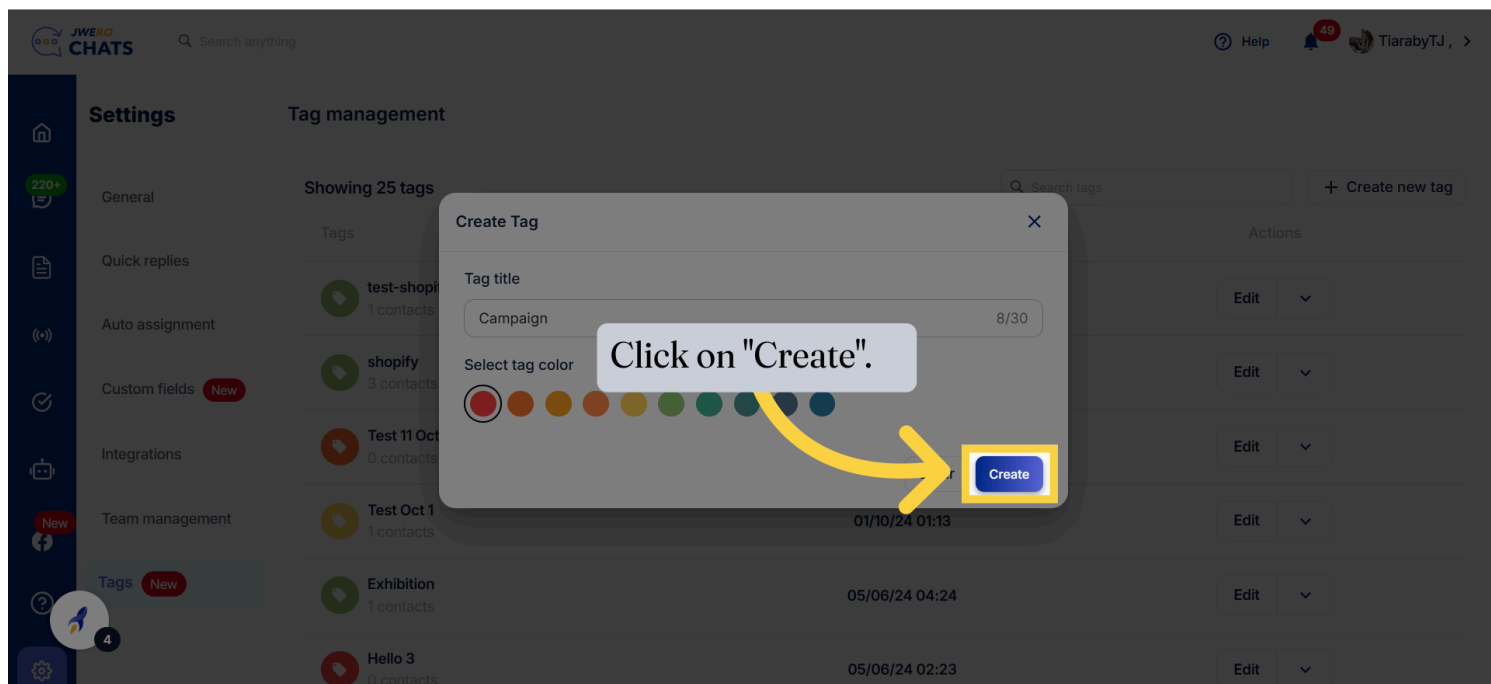
5. Enter the relevant title name to the tag which fulfils the purpose.



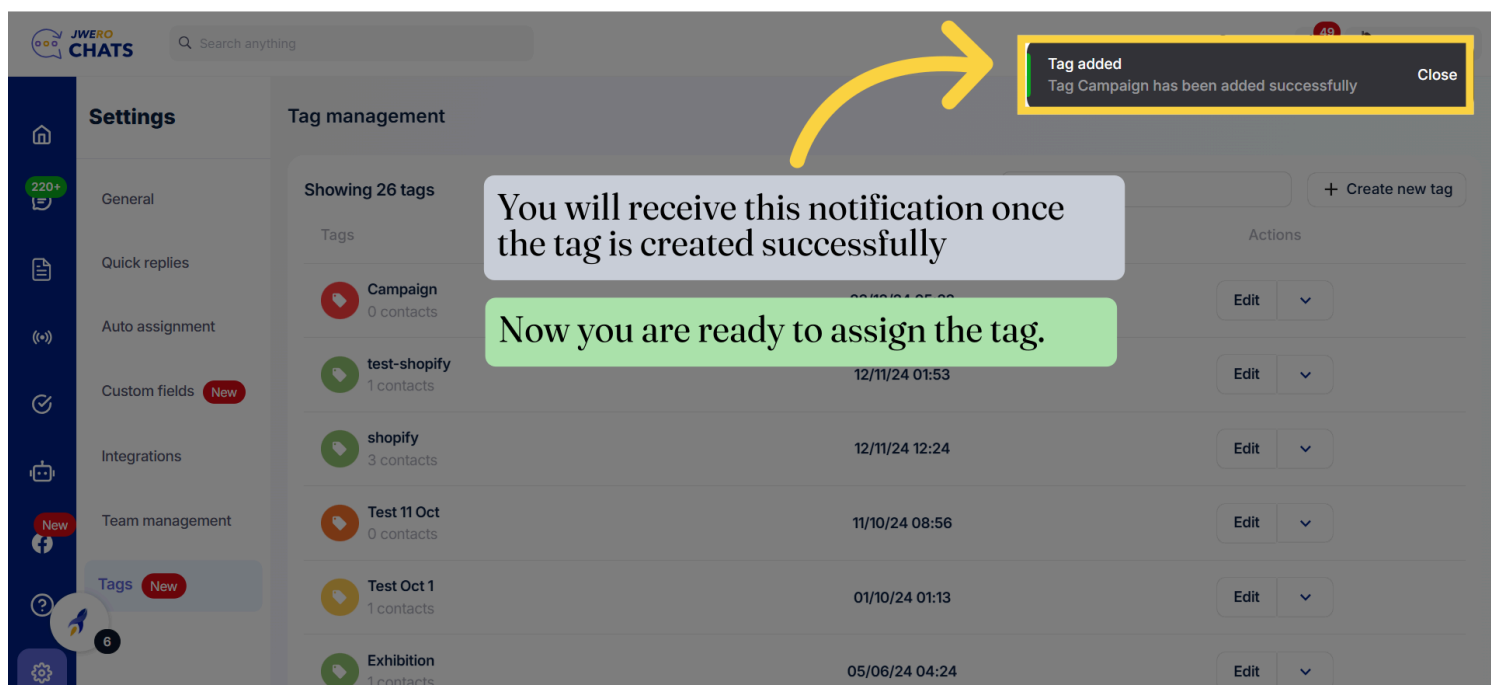
6. You can apply a color to the title for identification, if desired.



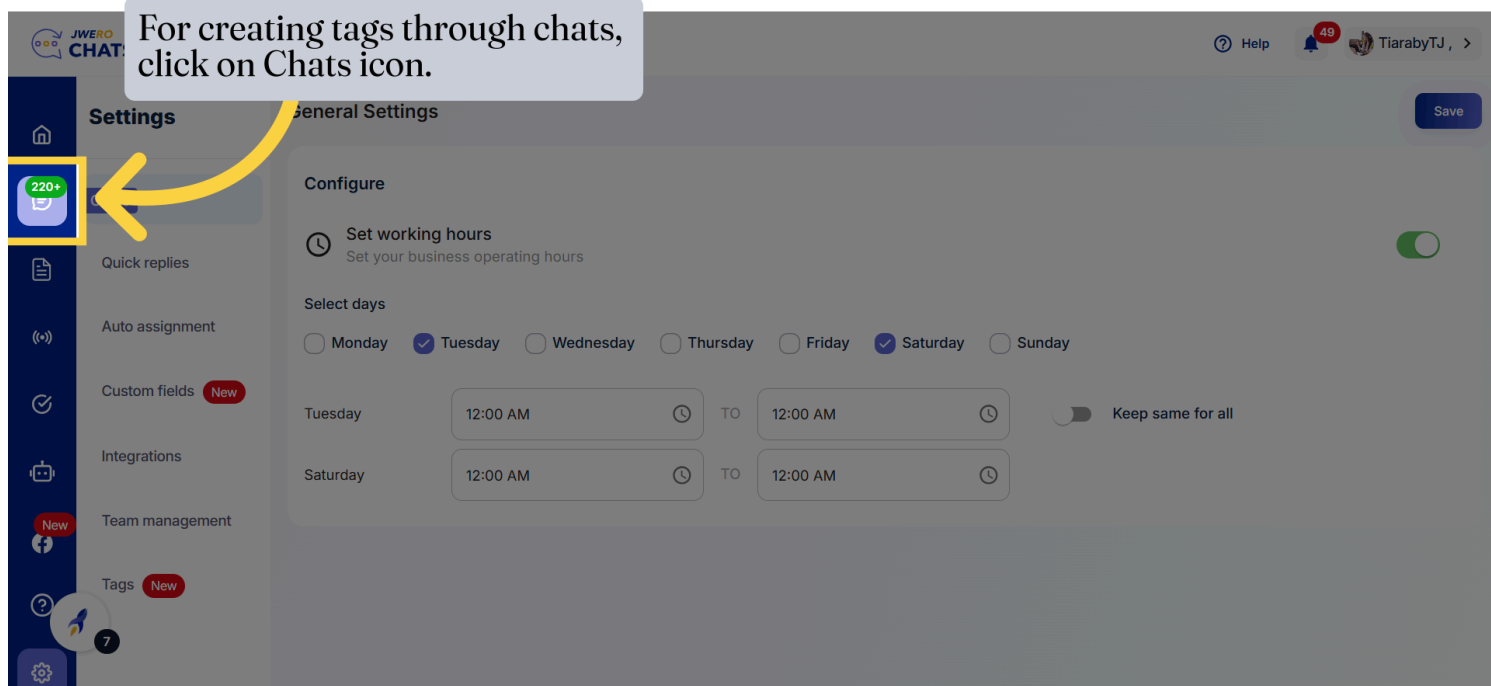
7. Click on "Create".



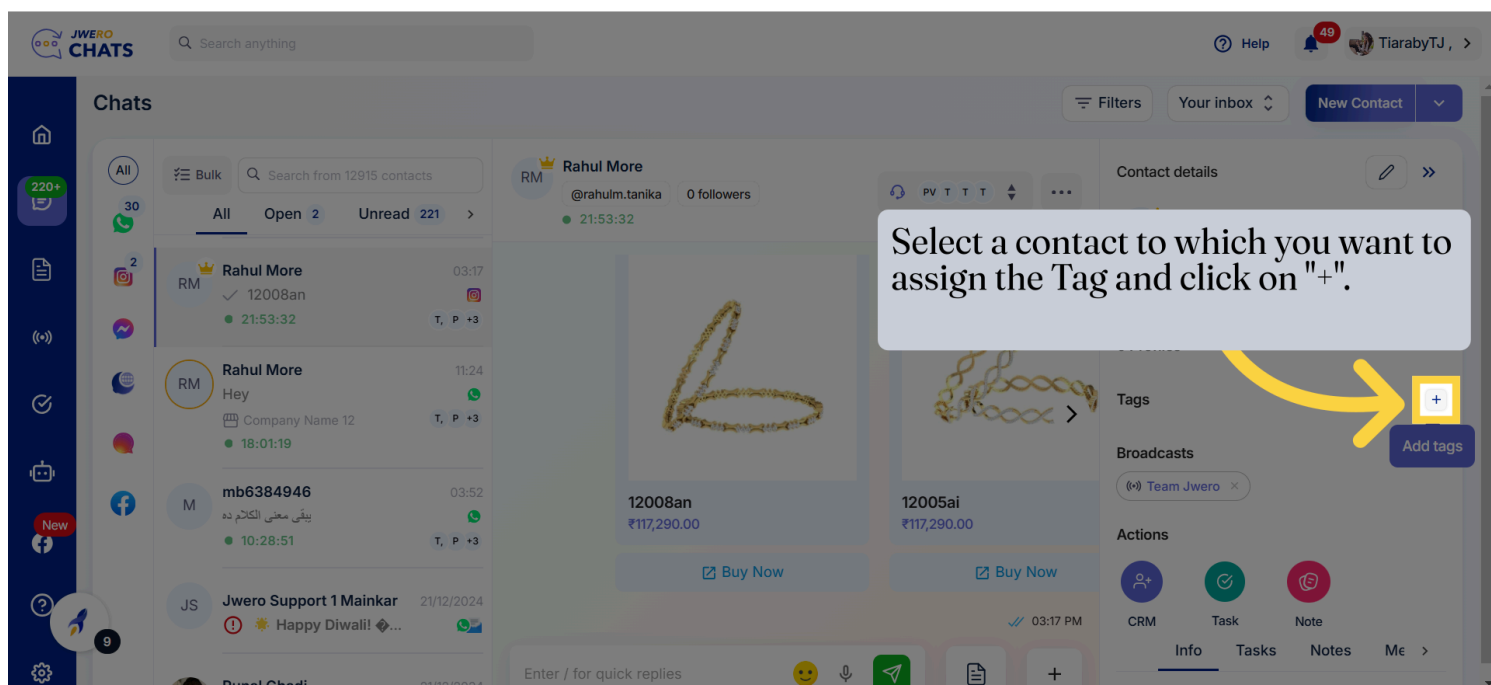
8. You will receive this notification once the tag is created successfully



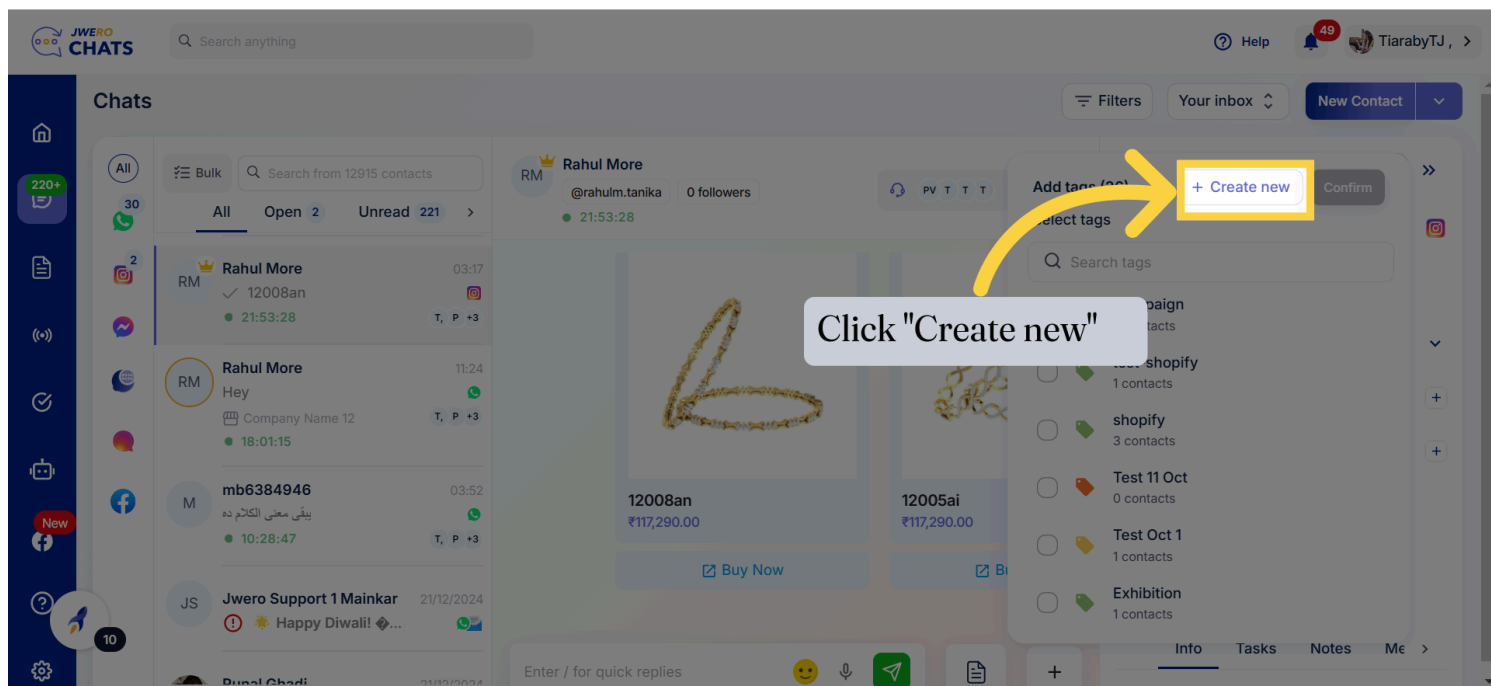
9. For creating tags through chats, click on Chats icon.



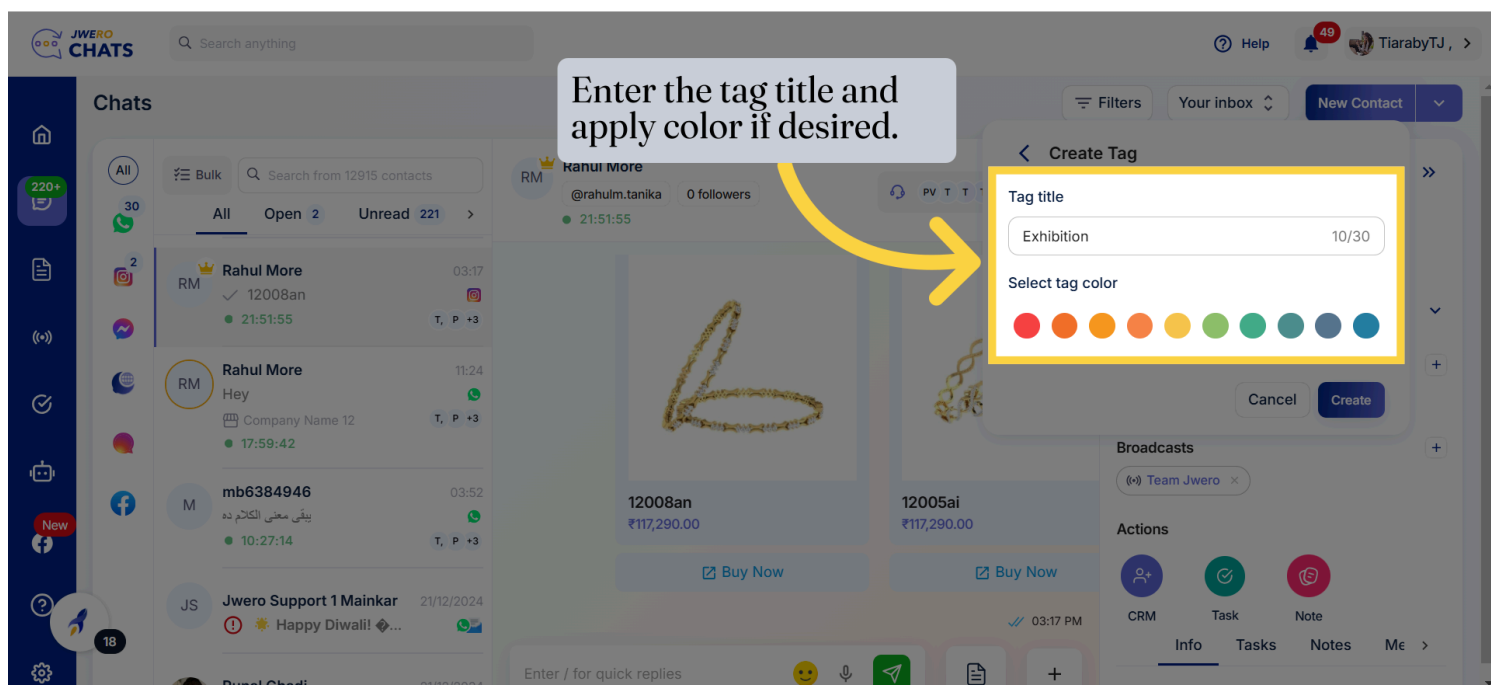
10. Select a contact to which you want to assign the Tag and click on "+".



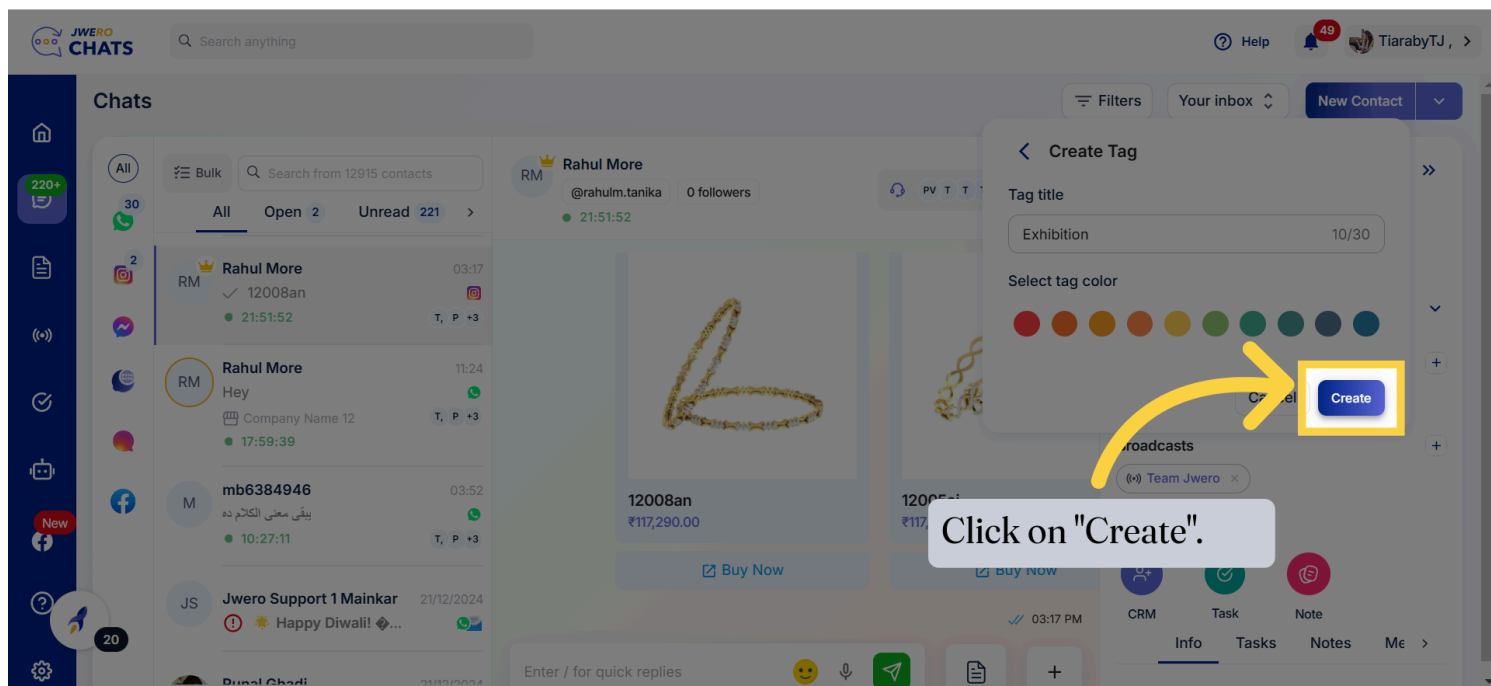
11. Click "Create new"



12. Enter the tag title and apply color if desired.



13. Click on "Create".



14. Tag has been added to this contact successfully.

