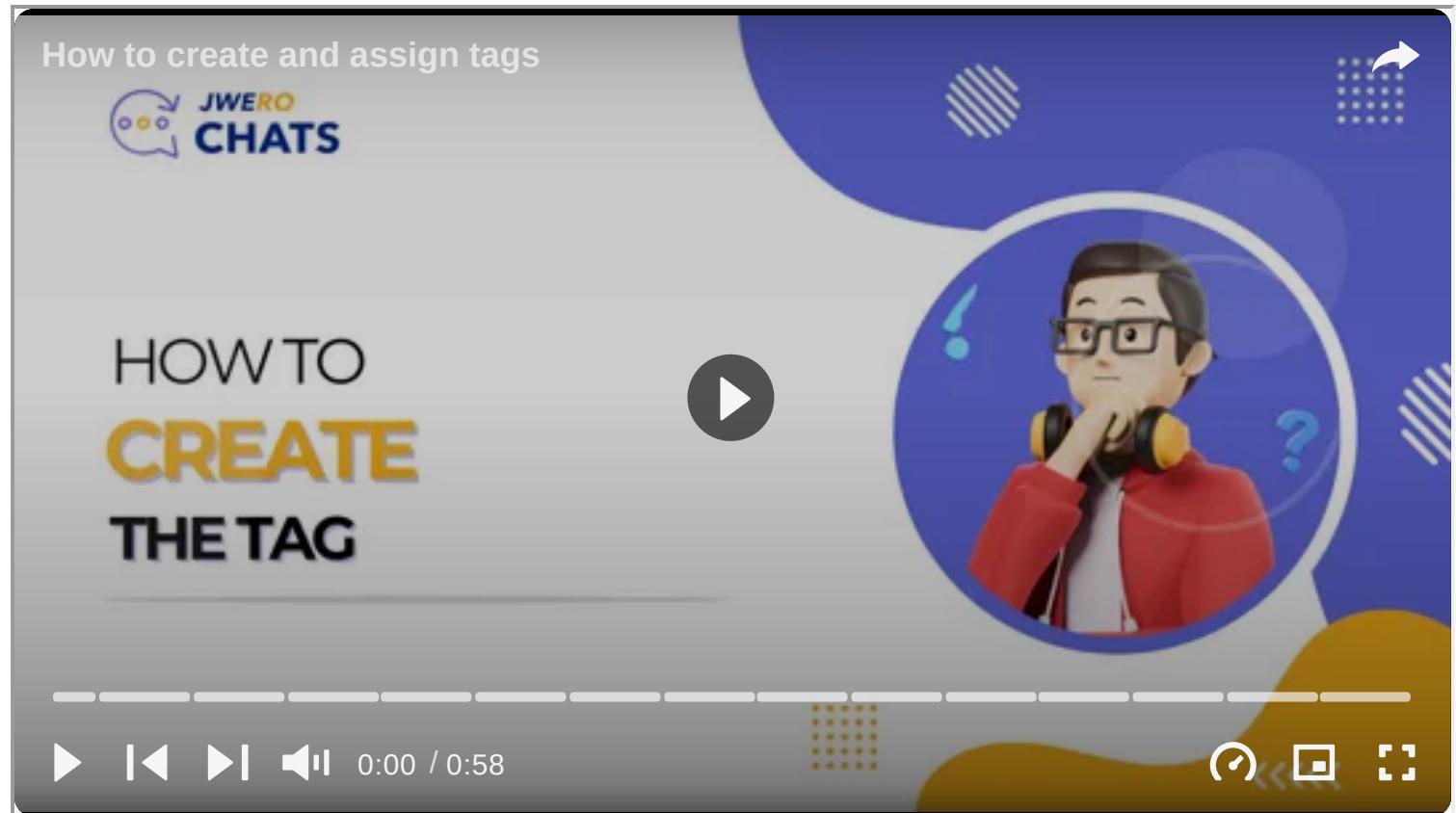


How To Create Tags



1. Tags

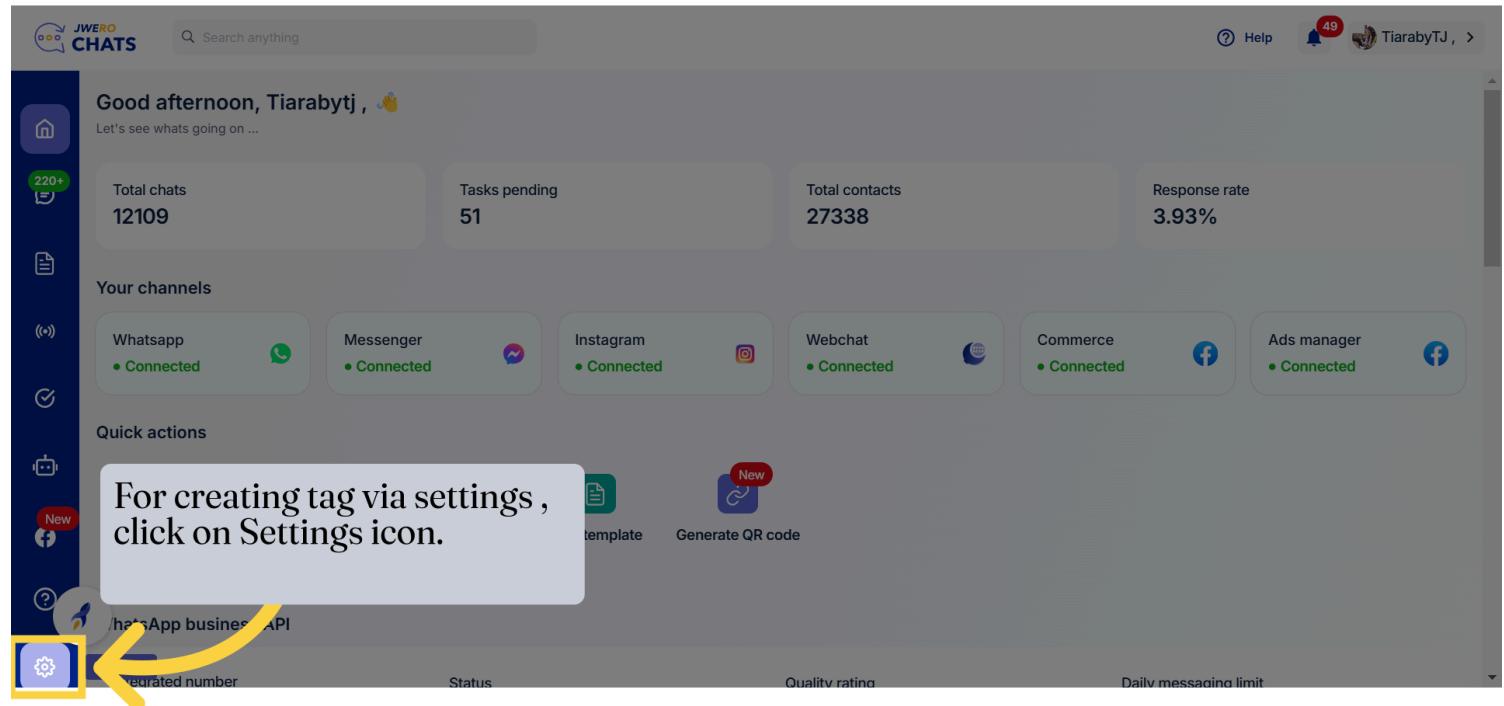
Tags help categorize chats into specific topics, making it easier to organize and locate relevant conversations

Tags can be created in 2 ways:

- 1) Via Settings
- 2) Directly through Chats

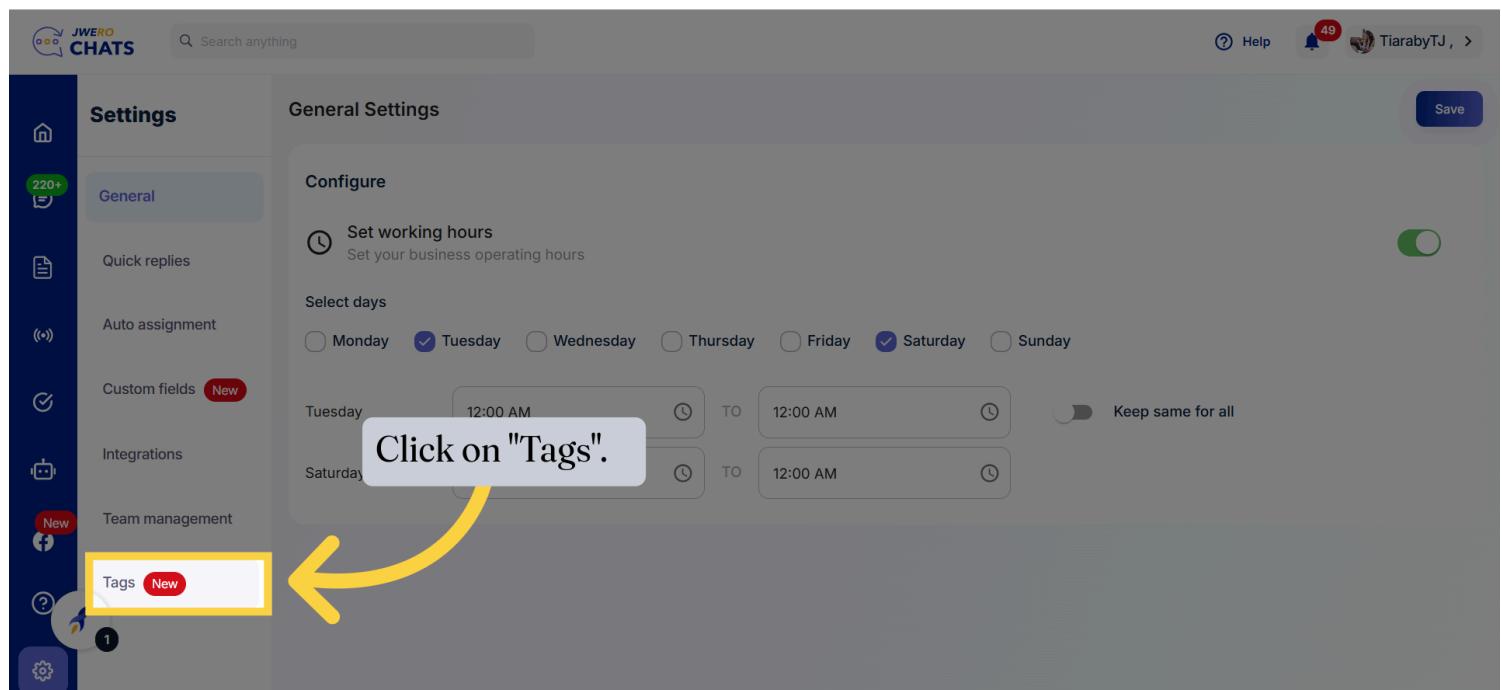


2. For creating tag via settings , click on Settings icon.

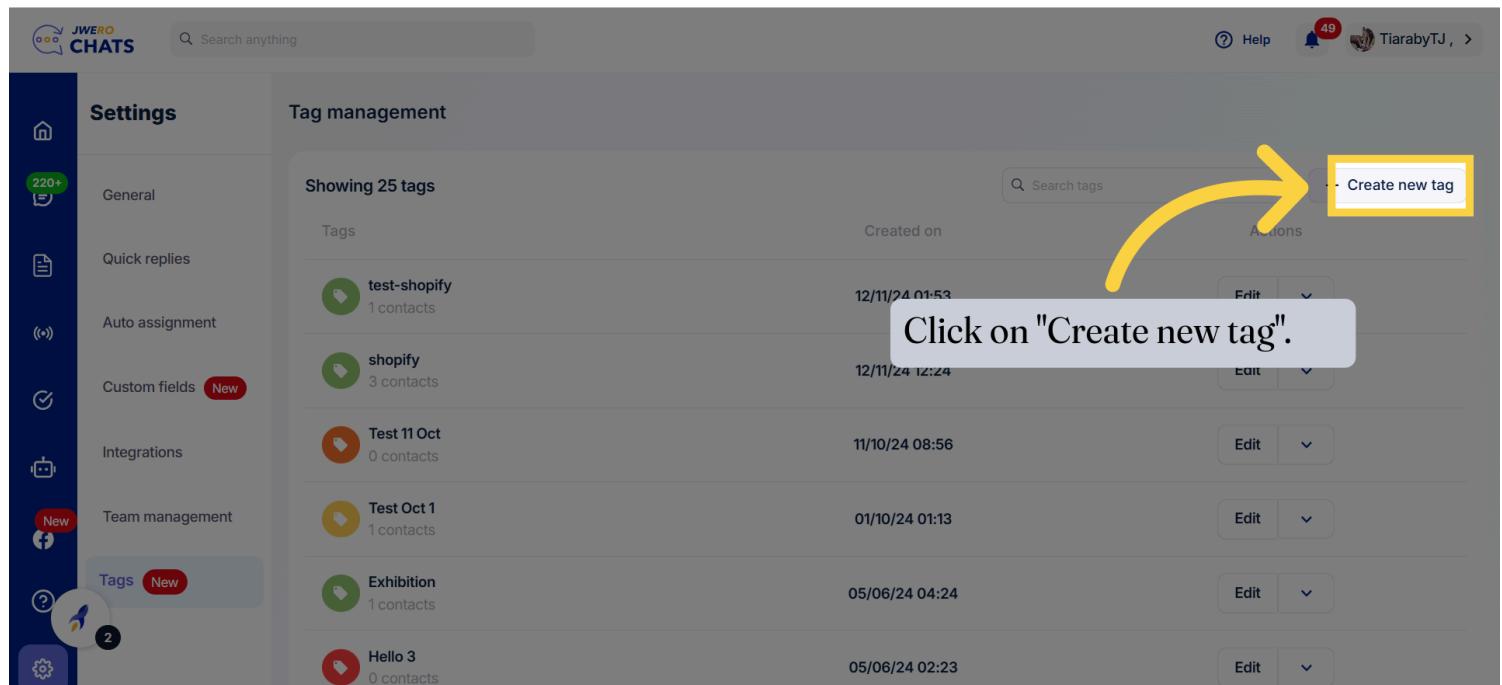


The screenshot shows the JWERO CHATS dashboard. At the top, there's a header with the logo, a search bar, and user information. Below the header, there are several statistics and channel status indicators. A callout box with a yellow border and white text is overlaid on the dashboard, containing the instruction: "For creating tag via settings , click on Settings icon." A large yellow arrow points from the bottom-left towards the "Settings" icon (a gear icon) located in the bottom navigation bar. The navigation bar also includes icons for Home, Channels, Quick actions, and Help.

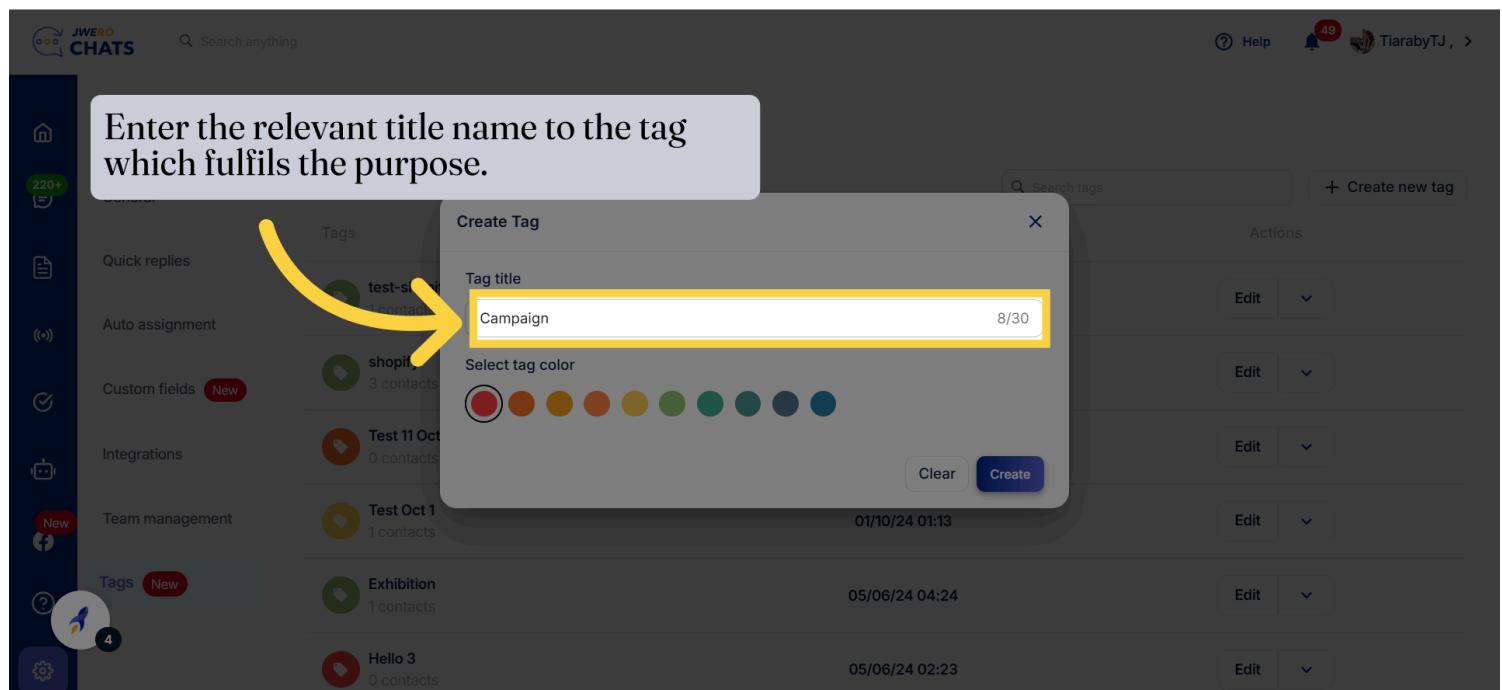
3. Click on "Tags".



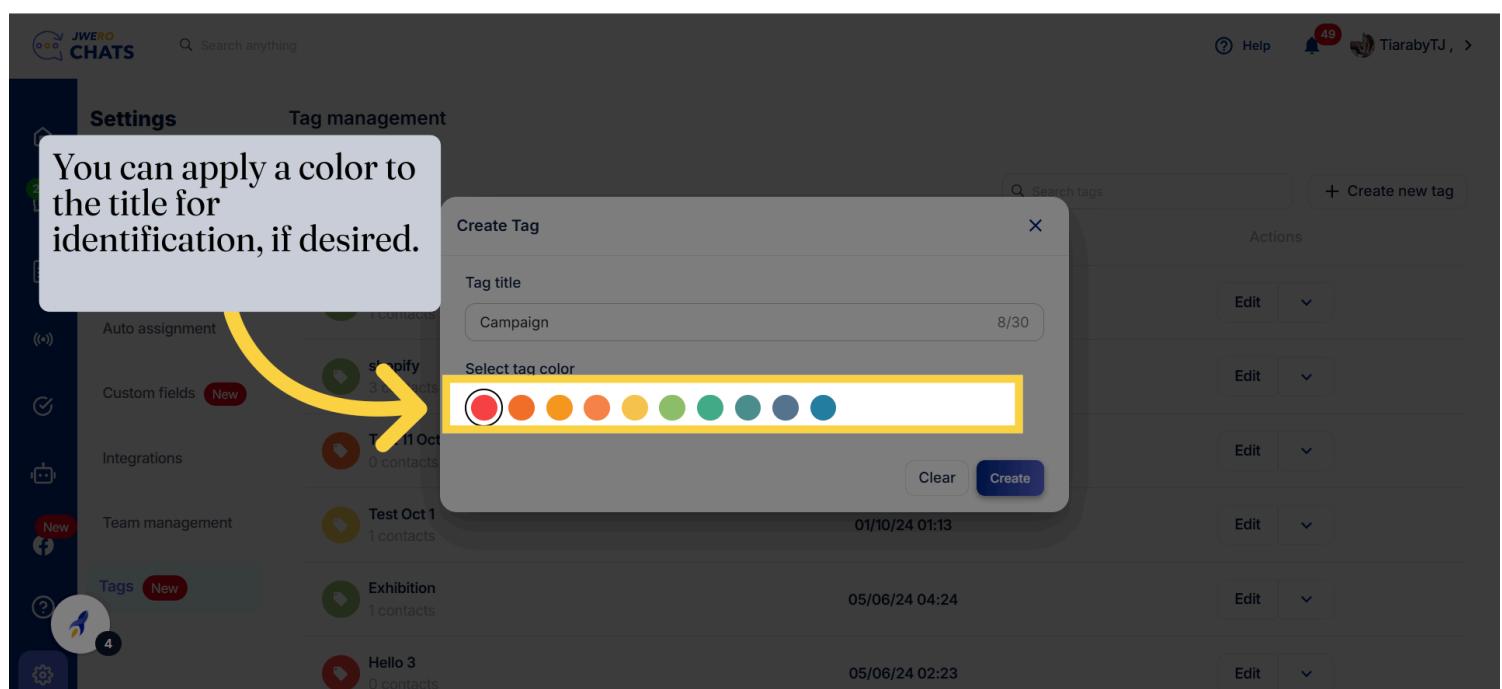
4. Click on "Create new tag".



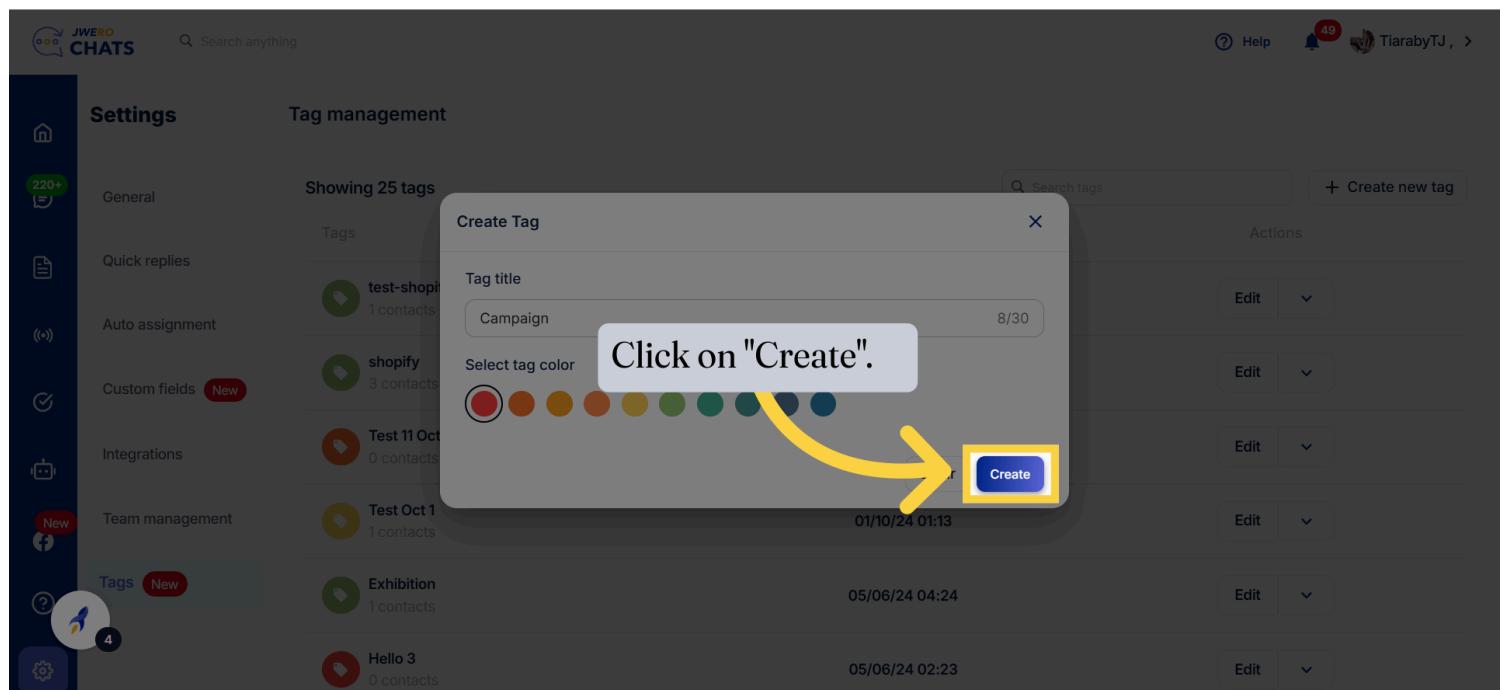
5. Enter the relevant title name to the tag which fulfils the purpose.



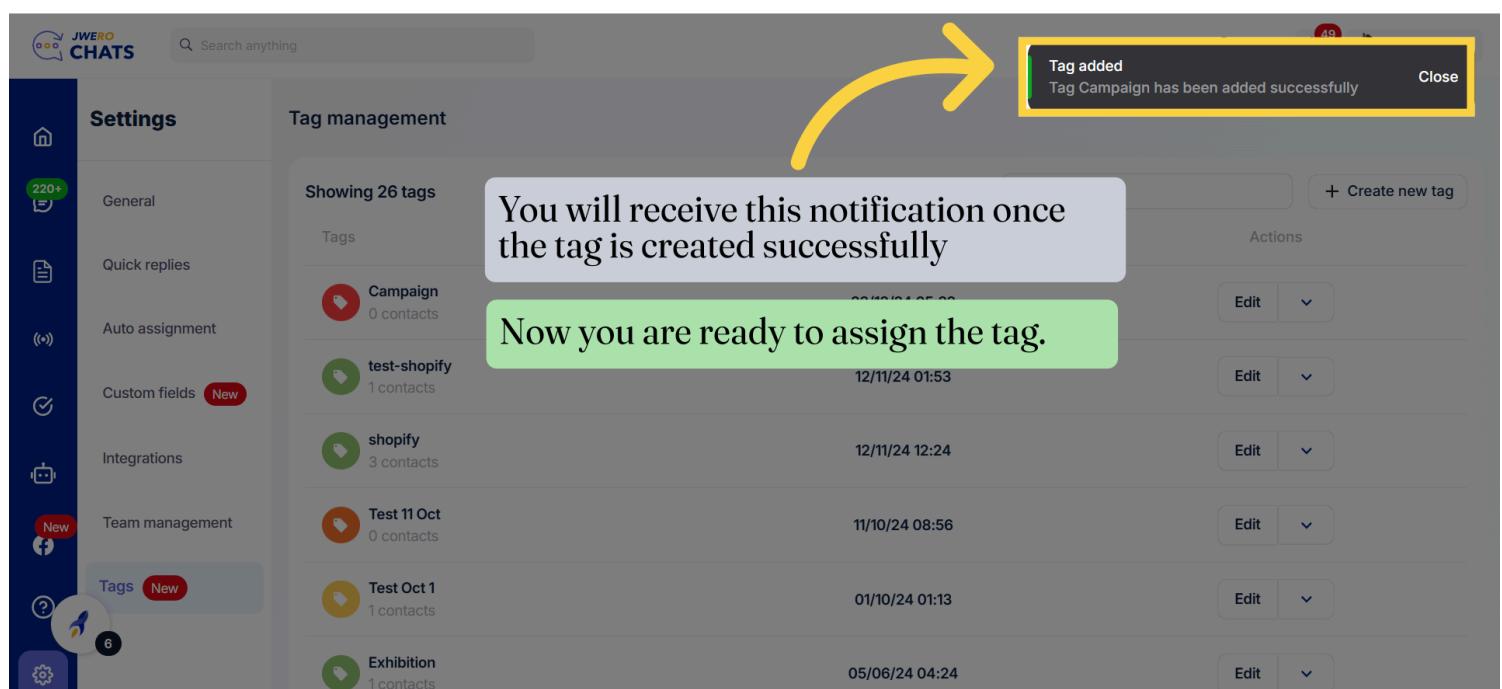
6. You can apply a color to the title for identification, if desired.



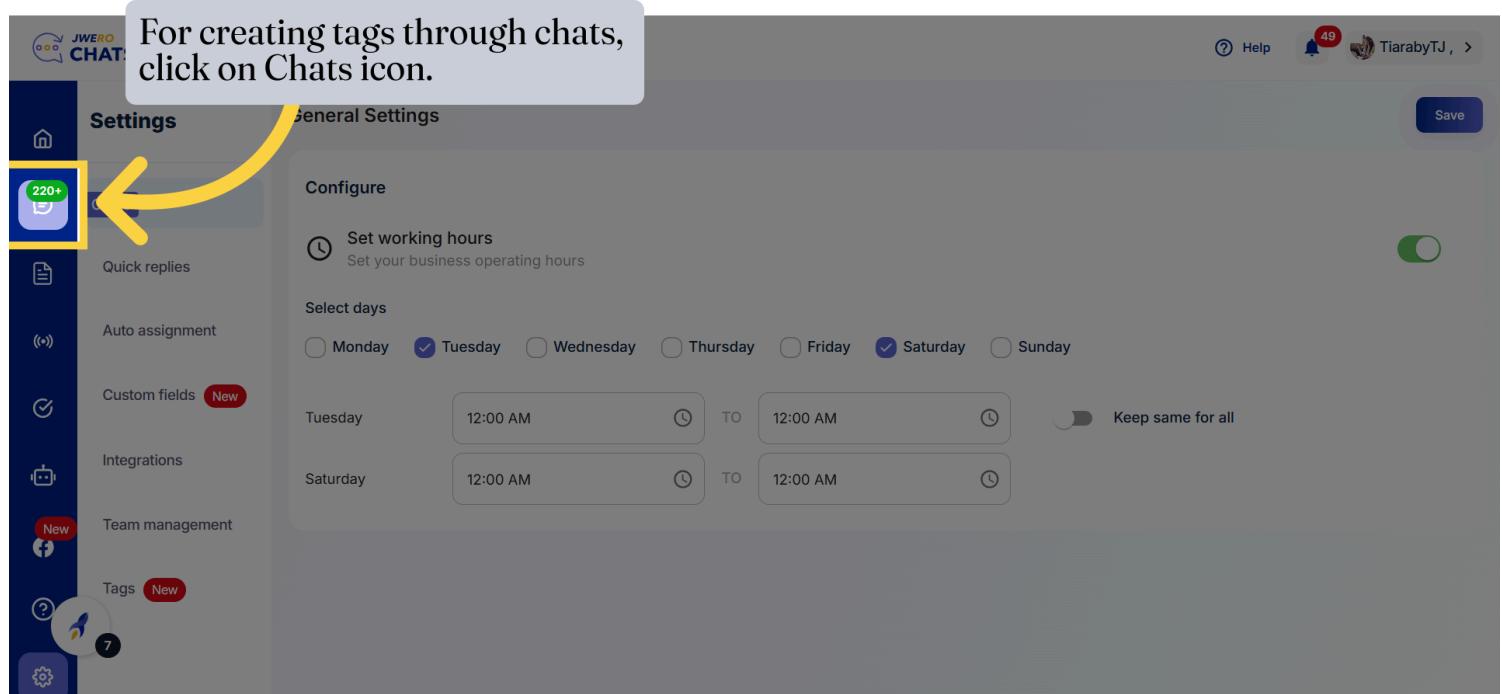
7. Click on "Create".



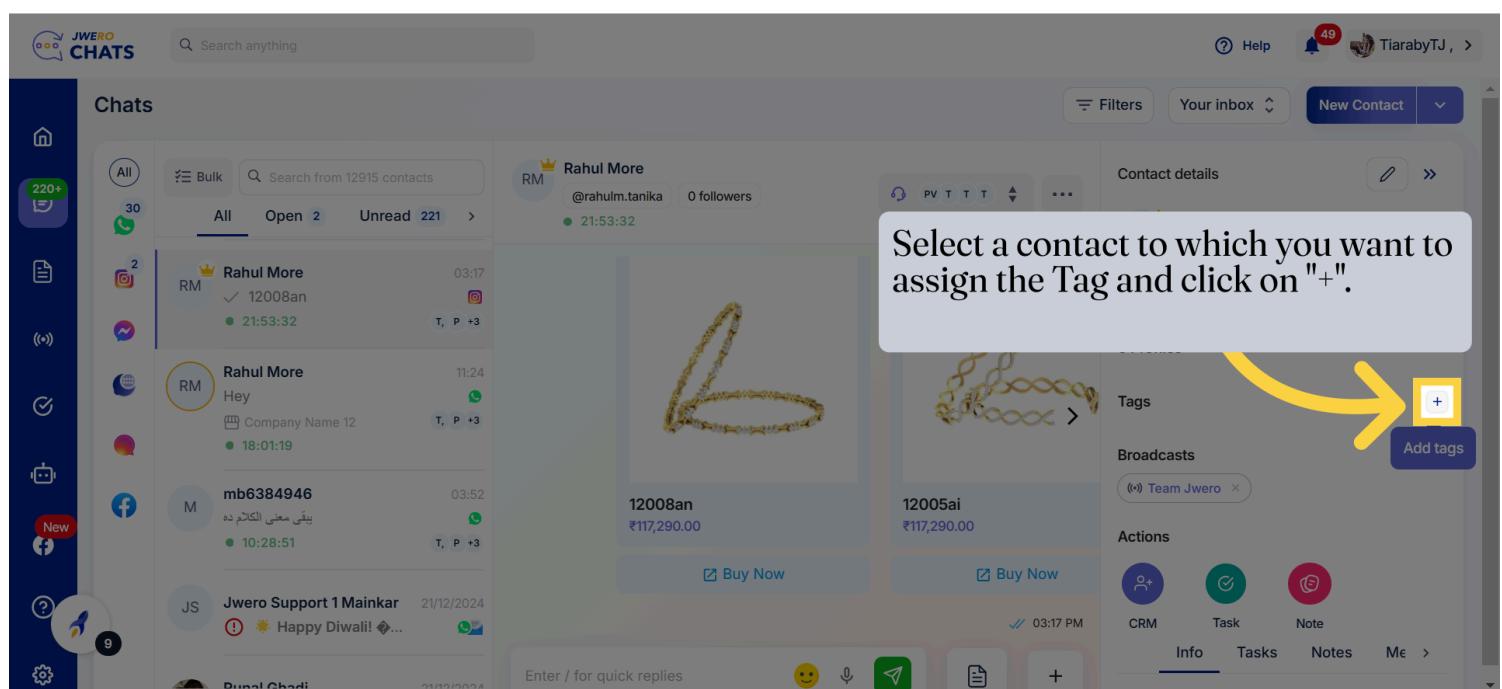
8. You will receive this notification once the tag is created successfully



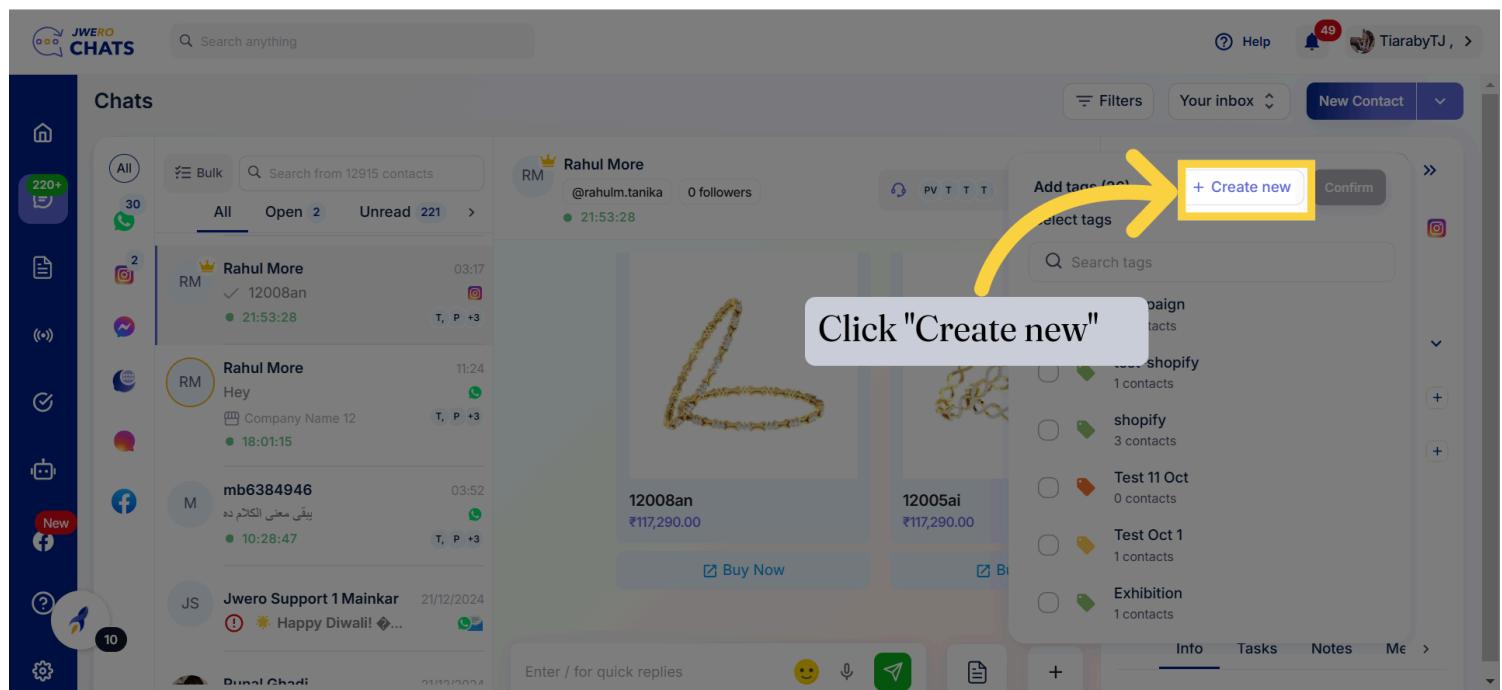
9. For creating tags through chats, click on Chats icon.



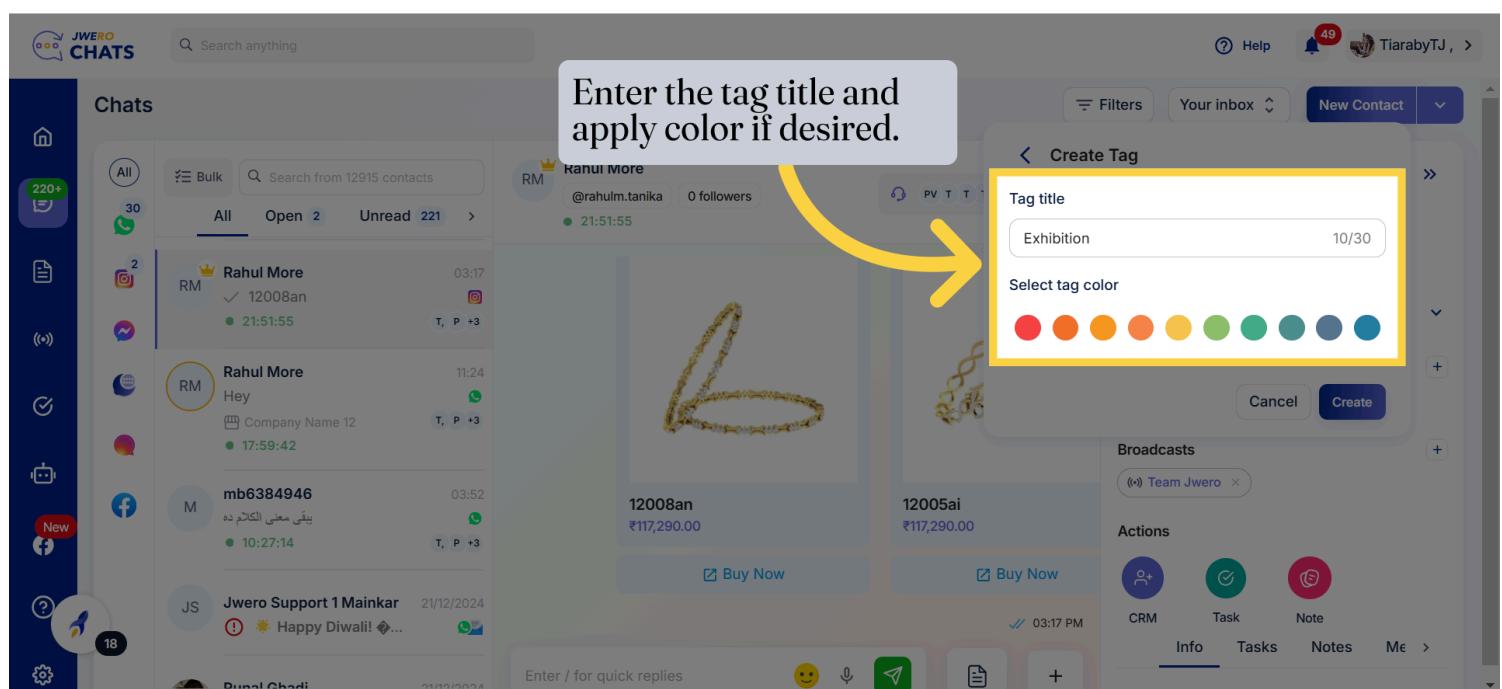
10. Select a contact to which you want to assign the Tag and click on "+".



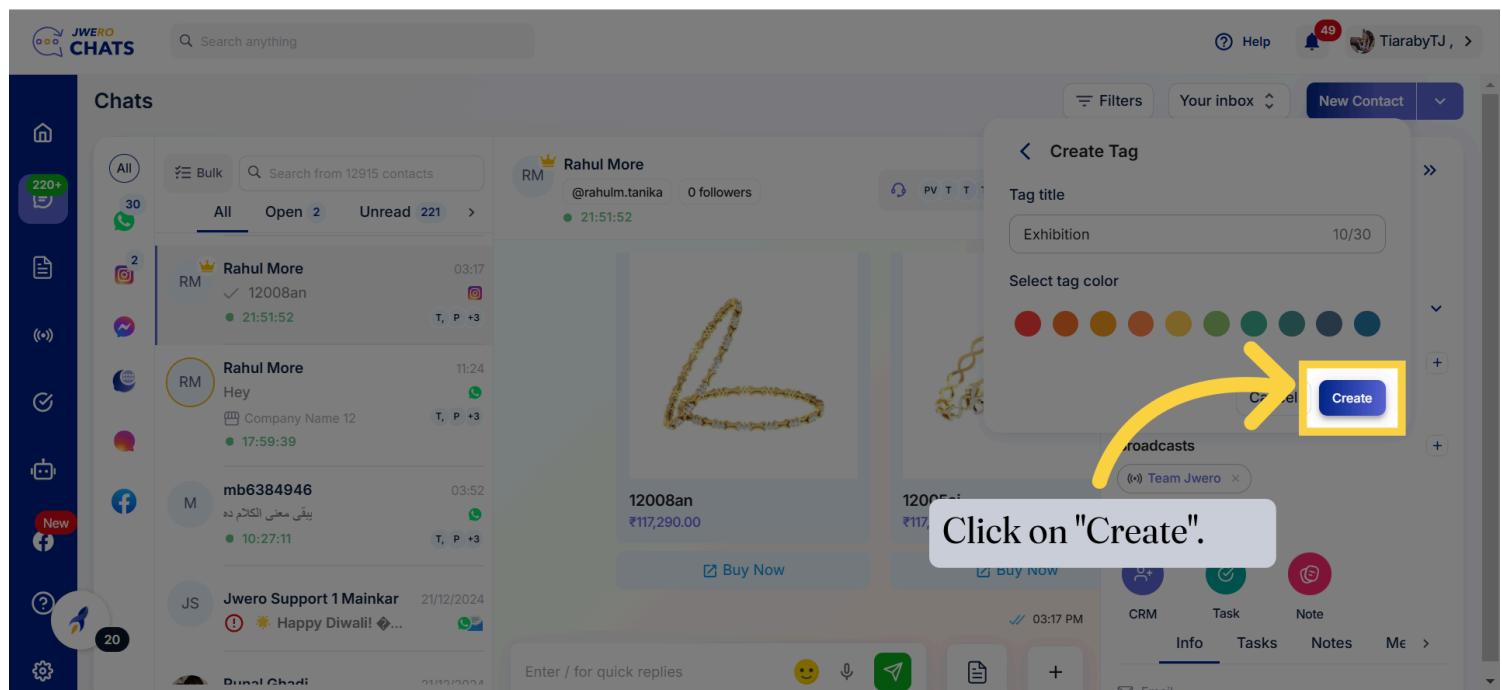
11. Click "Create new"



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



13. Click on "Create".



14. Tag has been added to this contact successfully.

