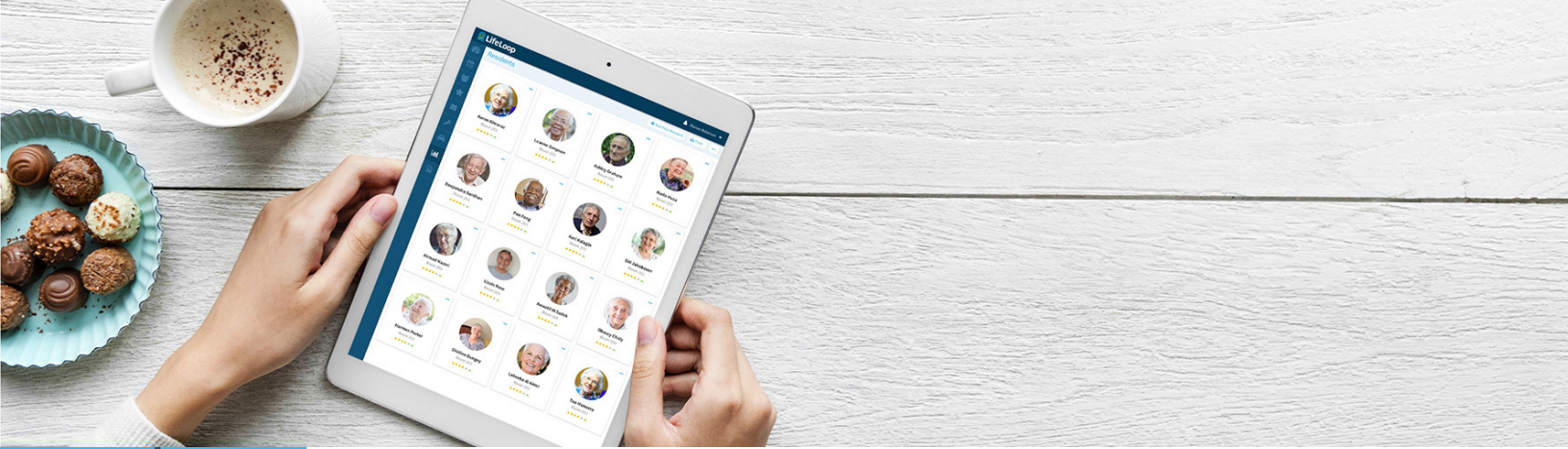




PHOTO LIBRARY TAGS

How to create and manage tags in the photo library.



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PHOTO LIBRARY OVERVIEW

PHOTOS, ALBUMS AND TAGS
PERMISSIONS IN DETAIL

Photos, Albums, and Tags

- ✓ View All Photos
- ✓ Upload and Categorize Photos
- ✓ Download and Delete Photos
- ✓ Manage Albums and Tags



VIEW ALL PHOTOS

Staff user can view photos in the community photo library and resident's gallery.



UPLOAD AND CATEGORIZE PHOTOS

Staff user can upload photos. This user can add photos to custom albums and add tags to photos in the community photo library and resident's gallery.



DOWNLOAD AND DELETE PHOTOS

Staff user can download and delete photos from the photo library and resident's gallery.



MANAGE AND TAGS

Staff user can create custom albums and create tags in the community photo library.

PHOTO LIBRARY OVERVIEW

TAGS FAQS

? WHAT ARE TAGS USED FOR?

Tags are a great way to easily filter and find photos.

? WHO CAN CREATE TAGS?

Only staff users with the "Manage Photo Albums and Tags" permission can create tags.

? HOW DO I VIEW ONLY PHOTOS WITH A SPECIFIC TAG?

Click on the tag name under the search bar. This will filter all photos to only photos with that tag.

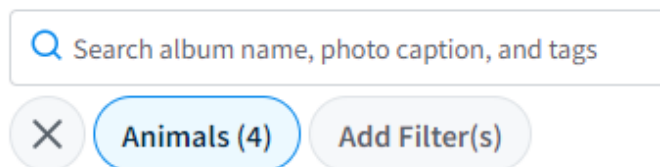
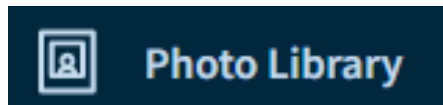


PHOTO LIBRARY OVERVIEW

ADD A TAG TO A PHOTO

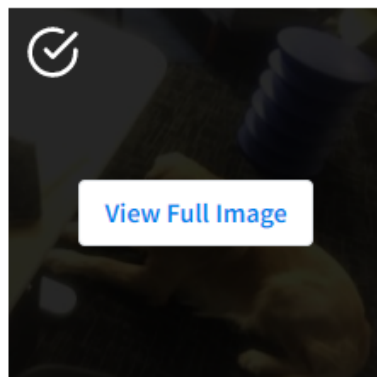
STEP 1

Go to Photo Library in the feature menu on the left-hand side.



STEP 2

Locate the photo that you would like to add a tag to and hover your mouse over the photo. Click **View Full Image**. This will prompt the Edit Photo form.



Note: Only staff with the "Create and categorize photos" permission will be able to add a tag to a photo.

PHOTO LIBRARY OVERVIEW

ADD A TAG TO A PHOTO

STEP 3

On the left-hand side under Tags, select the tag by clicking on **the tag name**.

Tags [Manage Tags](#)

Animals

People Art Outdoors Party

Food Technology Pets Sports

Note: You can filter this list by typing in the name of the tag into the search bar. Tags that have been selected for this photo will appear under Tags in blue.

Tags

Animals

STEP 4

Click **Save** on the bottom of the form.

Save

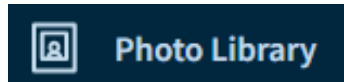
Note: Only staff with the "Create and categorize photos" permission will be able to add a tag to a photo.

PHOTO LIBRARY OVERVIEW

CREATE A TAG

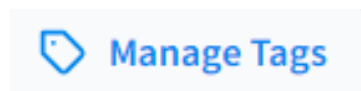
STEP 1

Go to Photo Library in the feature menu on the left-hand side.



STEP 2

Click on **Manage Tags** on the top right-hand side. This will open the Manage Tags page.



STEP 3

Type in the name of the tag in the search bar.

Note: If a tag is already created with a similar name, you will see this name listed below to prevent duplicate tags.

A screenshot of the Manage Tags interface. At the top is a search bar with a magnifying glass icon, containing the text "Animal", and a "Create" button to its right. Below the search bar is a list of existing tags. The first tag is "TAG NAME" with a checkbox to its left. The second tag is "Animals" with a checkbox to its left, and to its right are the text "4 photos" followed by a right arrow and a gear icon.

STEP 4

Click **Create** on the right-hand side. This will prompt the Create Tag form.

A screenshot of the Create Tag form. It features a search bar with a magnifying glass icon containing the text "Events". To the right of the search bar is a "Create" button, which is highlighted with a green rectangular border.

Note: Only staff with the "Manage photo albums and tags" permission will be able to create tags.

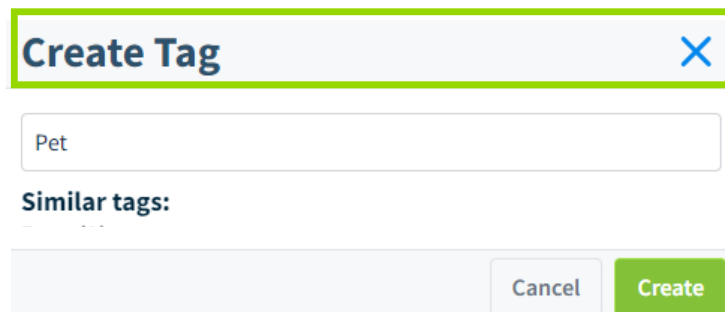
PHOTO LIBRARY OVERVIEW

CREATE A TAG

STEP 5

Type in the name of the tag in the blank bar provided.

Note: If a tag is already created with a similar name, you will see this name listed under Similar Tags.



Create Tag

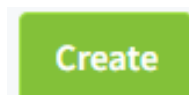
Pet

Similar tags:

Cancel Create

STEP 6

Click **Create** on the bottom right-hand side.



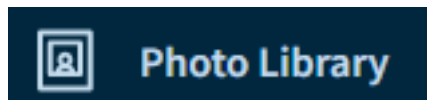
Note: Only staff with the "Manage photo albums and tags" permission will be able to create tags.

PHOTO LIBRARY OVERVIEW

MANAGE TAGS

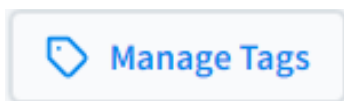
STEP 1

Go to Photo Library in the feature menu on the left-hand side.




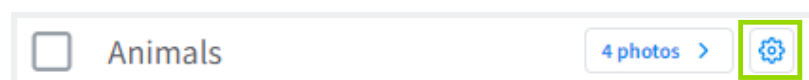
STEP 2

Click on **Manage Tags** on the top right-hand side. This will open the manage tags page.



STEP 3

Locate the Tag that you would like to manage and click on the  **gear icon** on the right-hand side of the tag. This will populate the Edit Tags form.



Note: Only staff with the "Manage photo albums and tags" permission will be able to manage tags.

PHOTO LIBRARY OVERVIEW

MANAGE TAGS

STEP 4

The name of the current tag will appear in the bar. Edit the name of the tag to your desired tag name.

Note: If a tag is already created with a similar name, you will see this name listed below under Similar Tags to prevent duplicate tags.

Edit Tag 

Similar tags:

Change from Animals to Pets?

Cancel

Save

Note: A prompt will populate showing the changed name compared to the previous name of the tag prior to saving.

STEP 5

Click **Save** on the bottom right-hand side to save the tag name.

Save

Note: Only staff with the "Manage photo albums and tags" permission will be able to manage tags.

PHOTO LIBRARY OVERVIEW

CONTINUED LEARNING



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