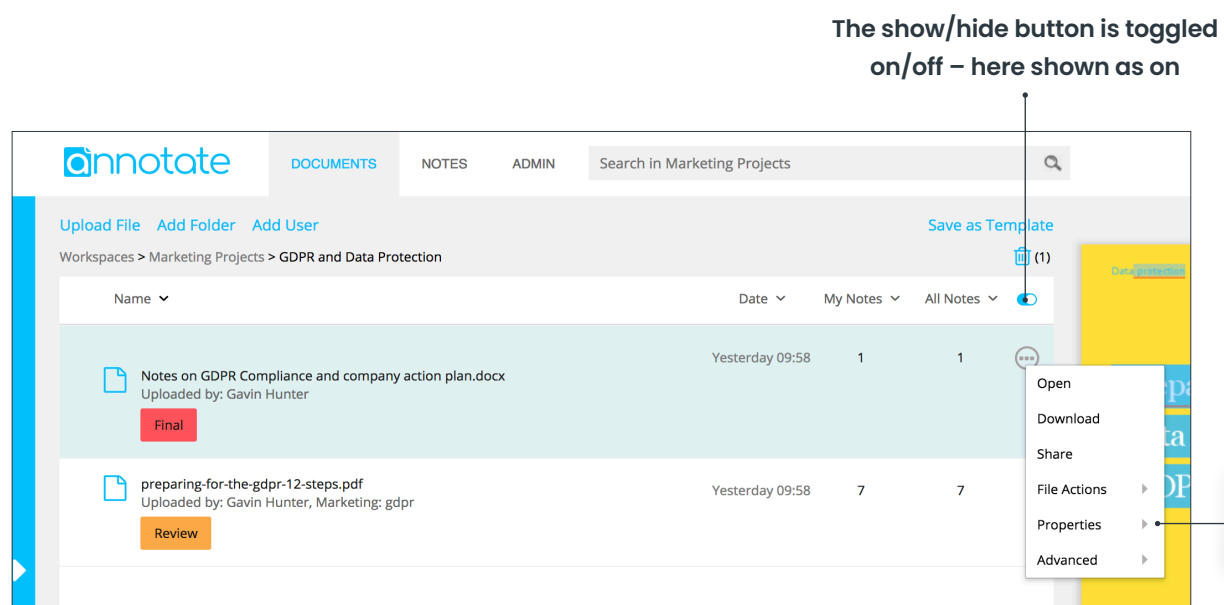
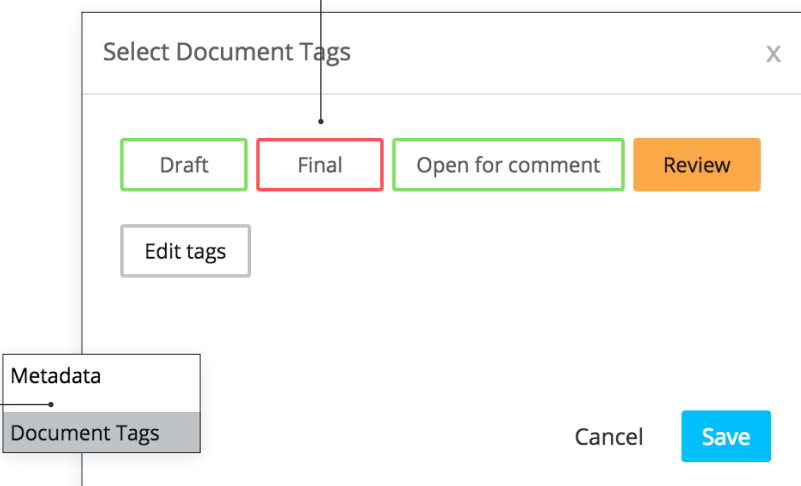


Document Tags

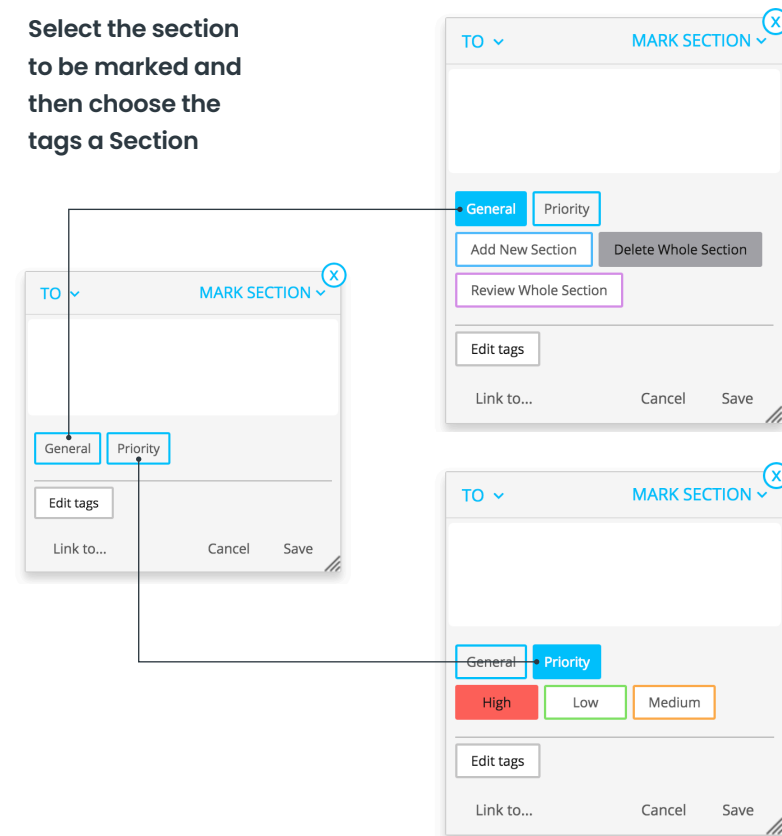


Adding a Tag to a document – select Properties>Document Tags and select the required document Tag in this case Final



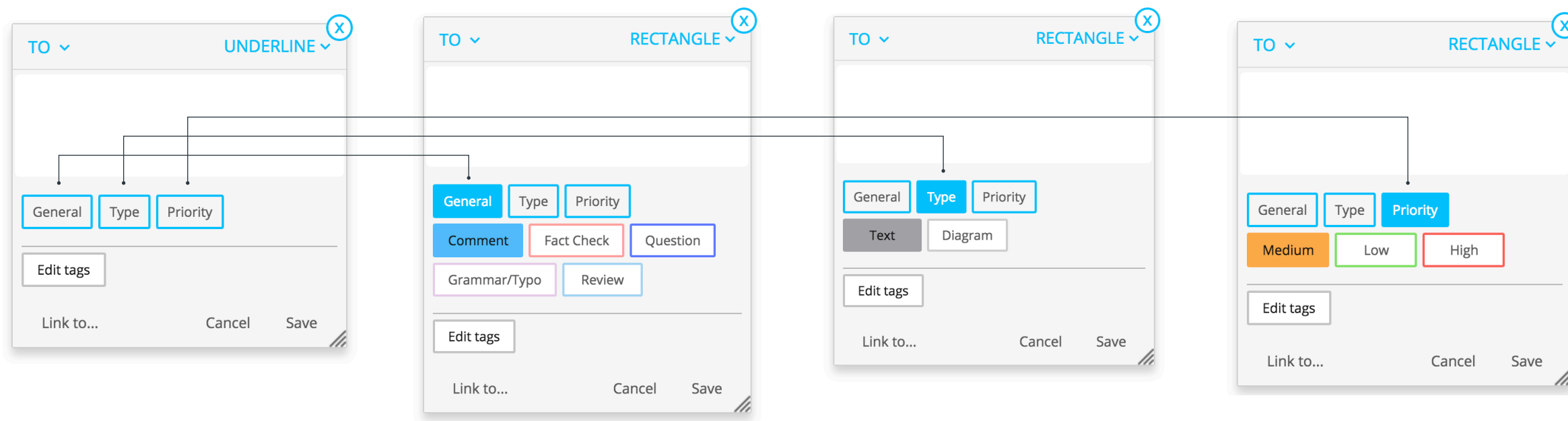
Mark Section

Select the section to be marked and then choose the tags a Section

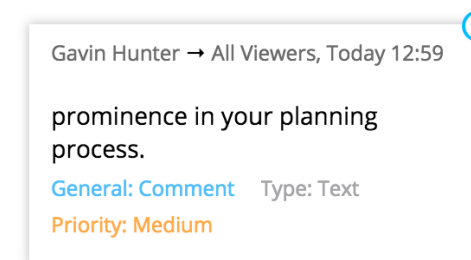


Note Tags

When you add a note, select the relevant tags, these are then used to filter in the Document Viewer



The result of selecting Note Tags



Note: Creating Tags and Section Marks are best done from the admin tab but can be created in any document.