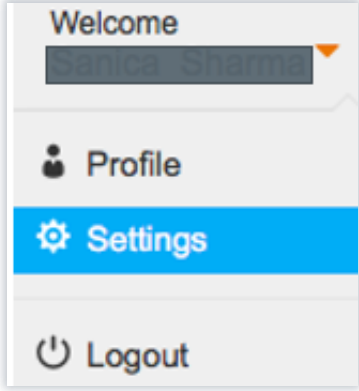
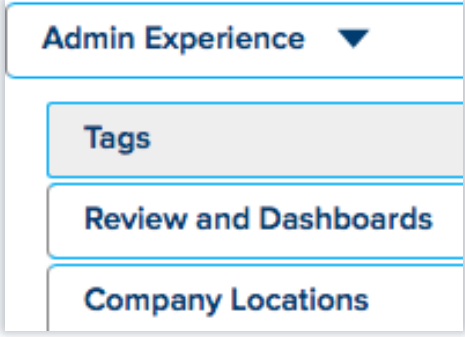
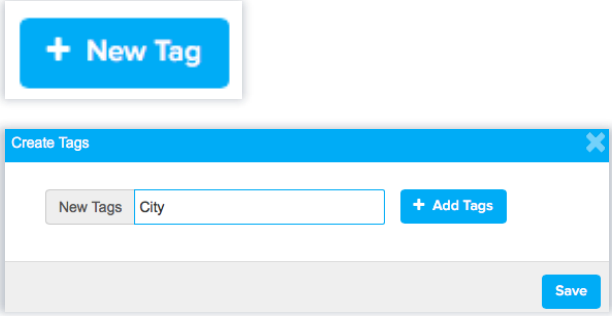
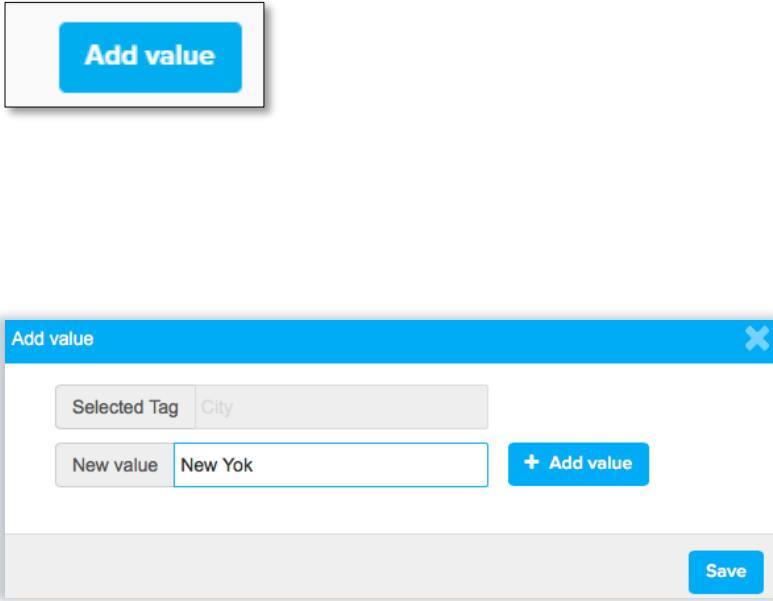


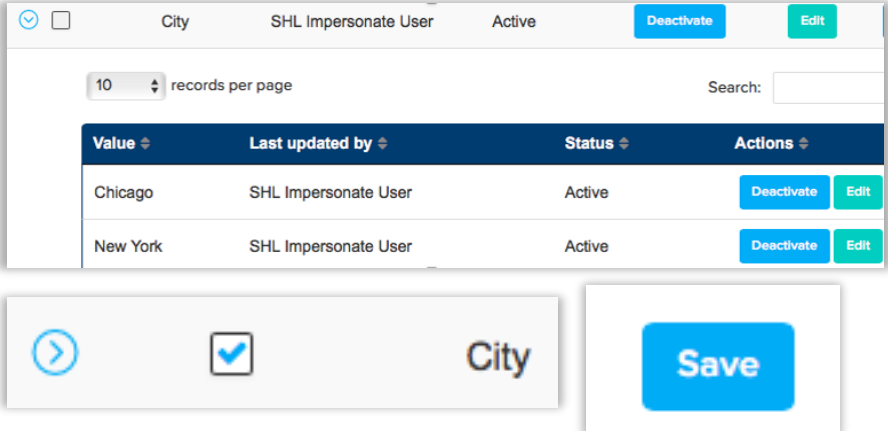
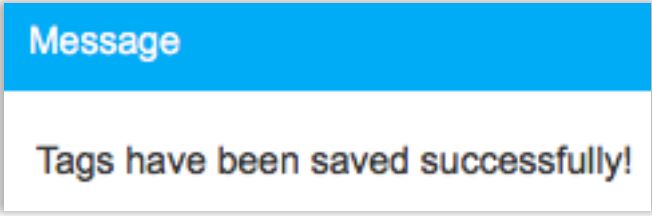
Create a Project Tag

Setting up Project Tags to track usage on the TalentCentral platform



View the full video on our Talent Central Learning Portal.
<https://talentcentral.learning.shl.com/course/view.php?id=34>

Description	Navigation	
<p>Creating a Tag</p>	<p>Click on the Welcome button then choose Settings</p>	
	<p>Click on Admin Experience, then select Tags.</p>	
	<p>Select + New Tag, then enter a name and select Save.</p>	
<p>Adding Value to the Tag</p>	<ul style="list-style-type: none"> • To make use of the tag, find the tag and select Add value. • Enter the name, Add the value (repeat this to create multiple values). • After all values have been added, select Save. 	

Description	Navigation	
<p>Click on the arrow to display the list of tags (with options to Deactivate or Edit, if required).</p>		
<p>To make it compulsory for administrators to select a tag when creating a project, enable the required Tag and select Save.</p>		
<p>The created tags and values will now be available for use when creating a project.</p>	