

Best practices for setting up tags in settings

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- It is important to start with a broad category before adding more specific tags to that category
- Be sure of the section in which you are adding categories and tags because you are not able to edit or delete categories in VMS

Effectively set up a tag

1. Navigate to the **Settings** page using the three-line menu
2. Select **Tags**
3. Select a section to create tags in
4. Under the **Edit Tags** tab, click **+ Add category** (broad category)
5. Below the category, select **+ Add Tag**
6. Enter the tag and click **Next**

[Video: Best practices for setting up tags in settings.]

Assign a Tag

1. Toggle over to the **Assign Tags** tab
2. Select a tag
3. Search and select as many products as desired
4. Click **Assign**

[Video: Best practices for setting up tags in settings.]