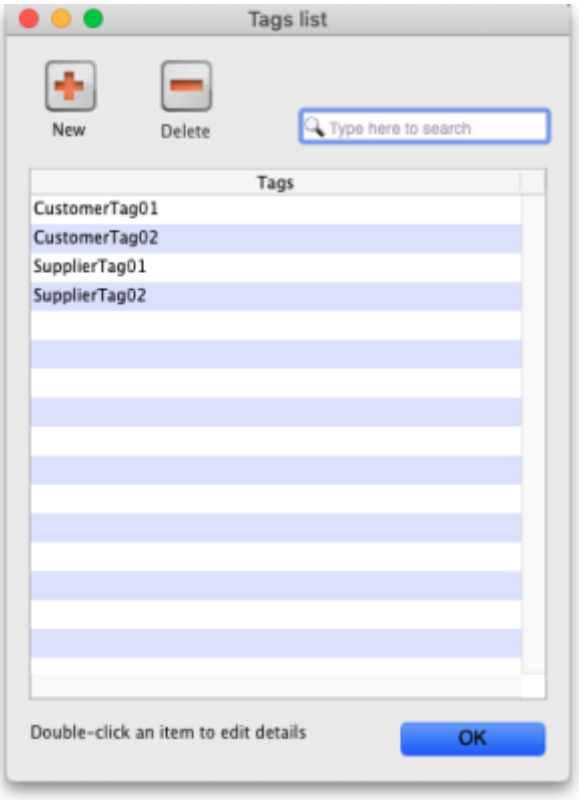
5.05. Name tags

Name tags are tags that can be attached to customers, suppliers and other names to identify them in a flexible way. They can be used in a number of ways including:

- With programs to identify which customers can use which programs.
- To control which facilities are included or excluded in reports.
- To control some aspects of customisations.

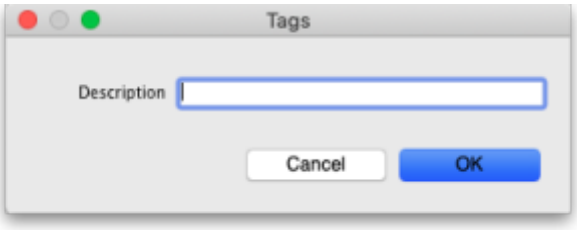
View name tags

To see a list of all the name tags currently set up choose *Customer > Show tags...* or *Supplier > Show tags...* from the menus. This window will open:



Add a new tag

To add a new tag, click on the **New** button and enter the tag's name in the **Description** field in the window that opens:



Click on the **OK** button to save it.

Delete a tag

To delete a tag, click on it in the list to select it then click on the **Delete** button. You will be asked to confirm the deletion.

You can only delete name tags that have just been created. After they have been saved by clicking on the **OK** button of the name tag list window then they can no longer be deleted.

Please note: You cannot edit a name tag so type the descriptions carefully! You can delete a newly created name tag, so if you spot a typing mistake before clicking on the **OK** button of the name tag list window, simply delete the tag and add another with the correct description.

Assigning tags to names

See the 5.01. Names: using, adding and editing page for details on how to assign tags to names.

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