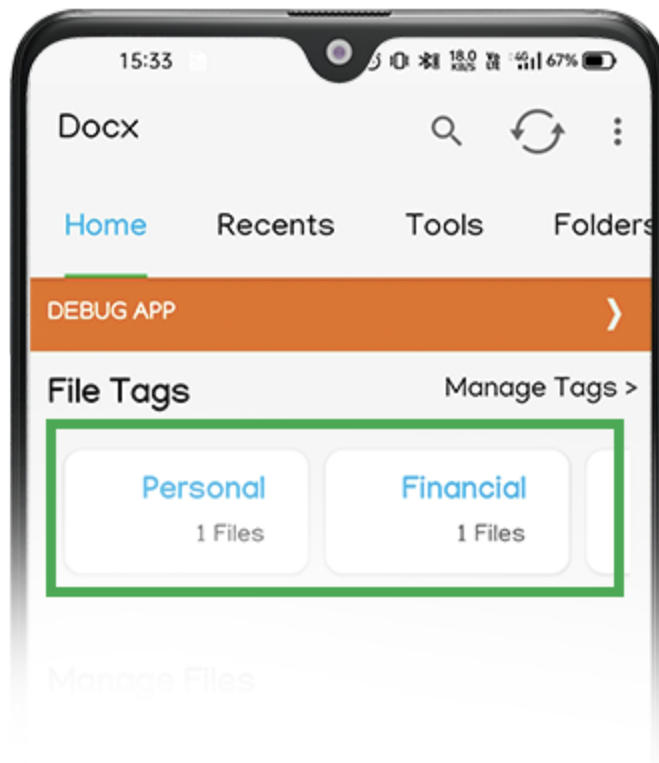


## **TAG(s)**

TAG(s) allow the user to manage the documents in a structured way without having to create folders on the device.

## 👉 Accessing TAG(s)

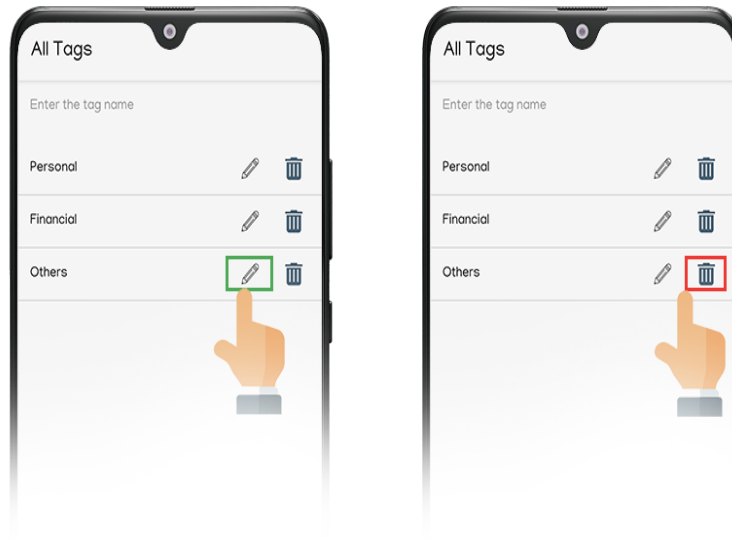
Files added to a particular TAG can be accessed from the home screen directly - as shown below



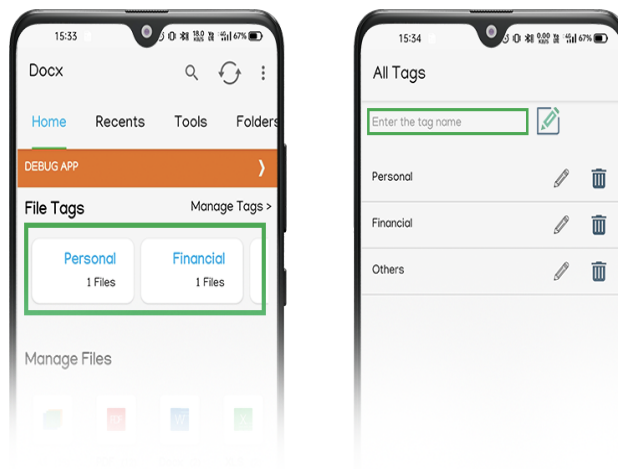


## Managing TAG(s)

- Edit / delete tags

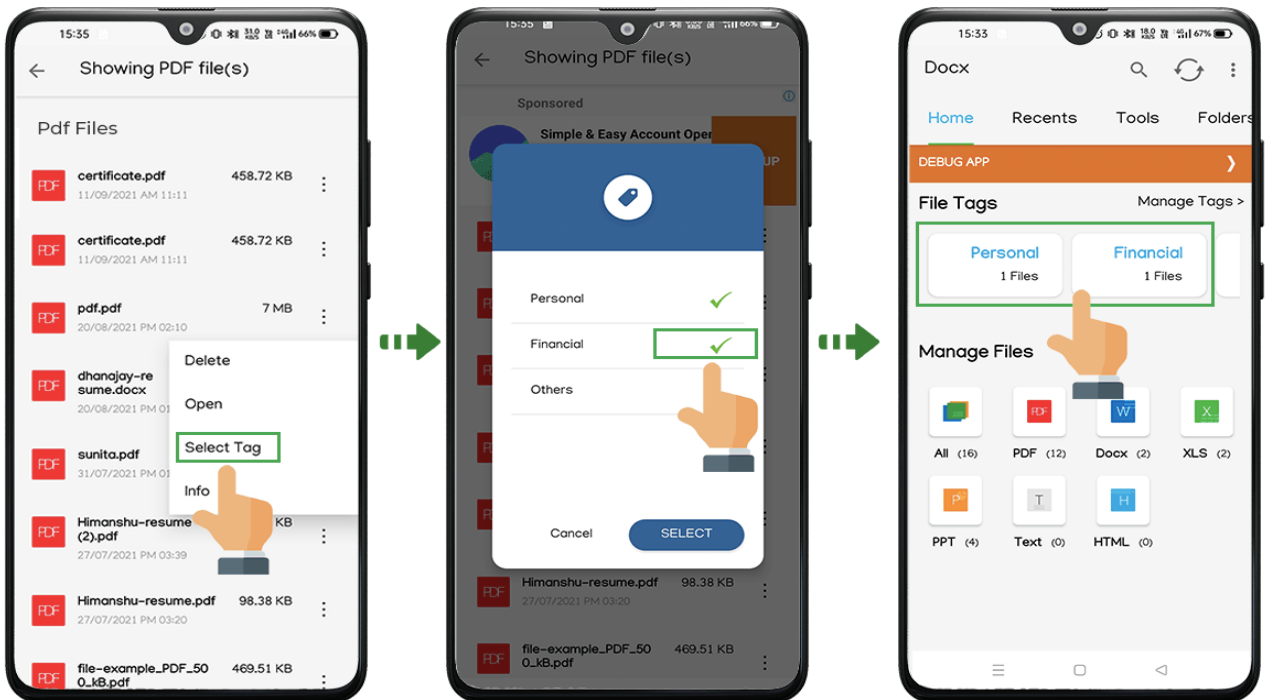


- Add a new tag



## + Adding TAG(s) to File

- Open Menu options by pressing 3 dots next to file name
- Press “Select Tag” option
- Select desired Tag



## Still got questions?

Press the FAQ button below - you can see questions that other users have asked related to the feature.

