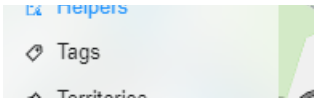
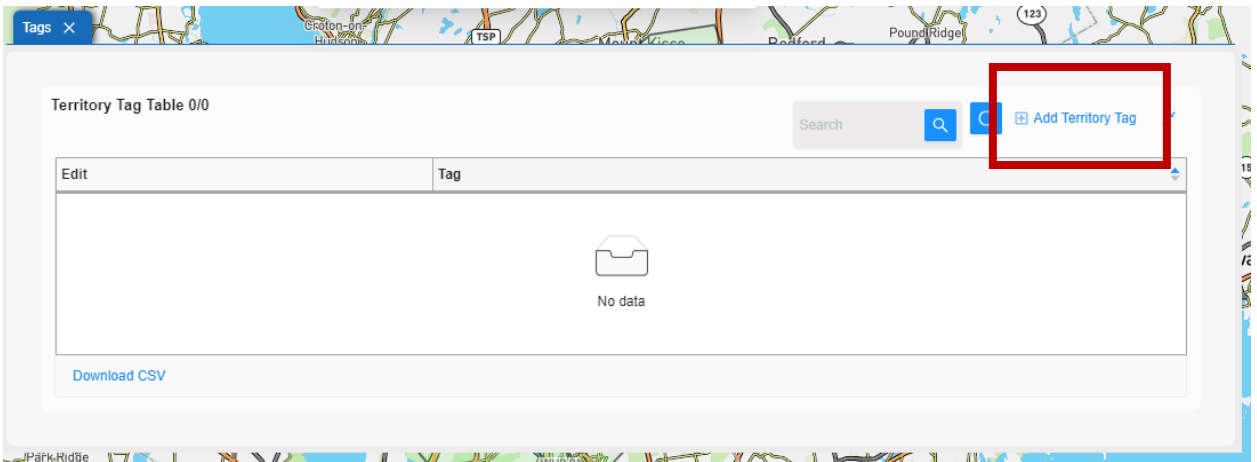


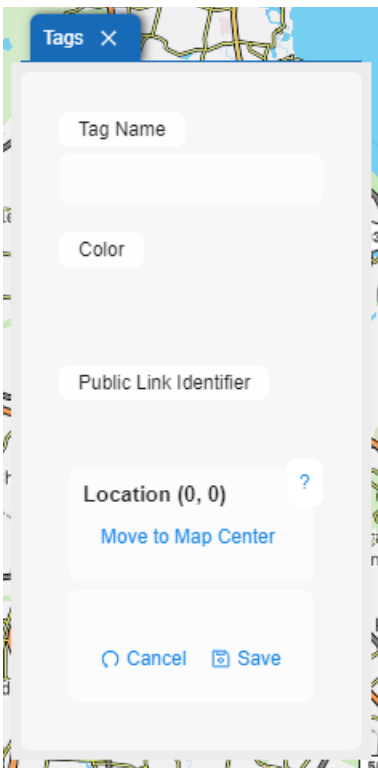
- Click **Tags** on the left



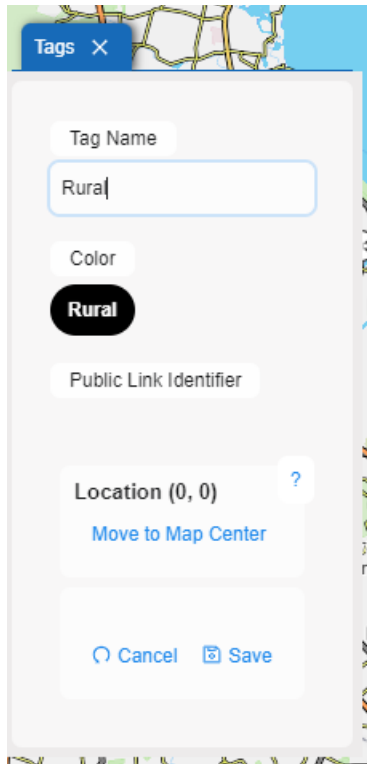
- The **Tags window** opens. Click **Add Territory Tag** on the Tags window.



- The **Edit Tag** window opens



- Enter a **Name** for the Tag under **Tag Name**

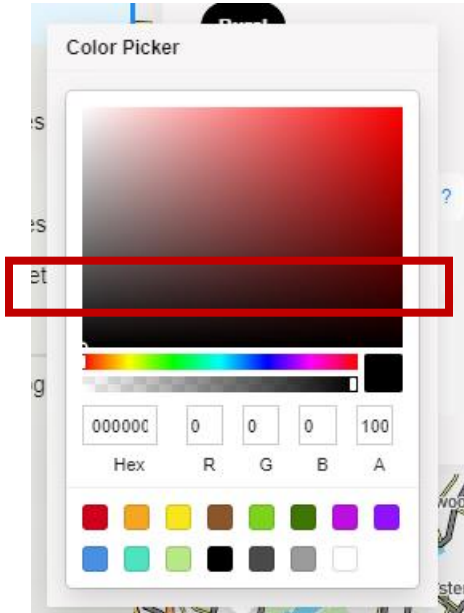


- Click on the **Color** button to select a color for the Tag  
 NOTE: The color of the tag is reflected in the color on the map. Darker colors sometimes obscure the visibility of roads and other details on the map.



- The **Color Picker** opens. Click on a desired color in the color picker box.

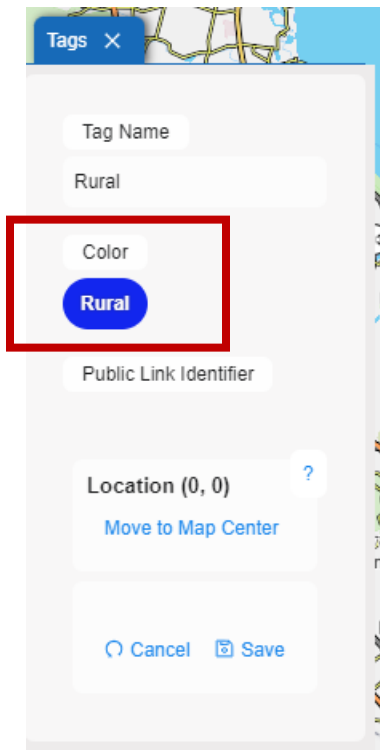
Select color area here:



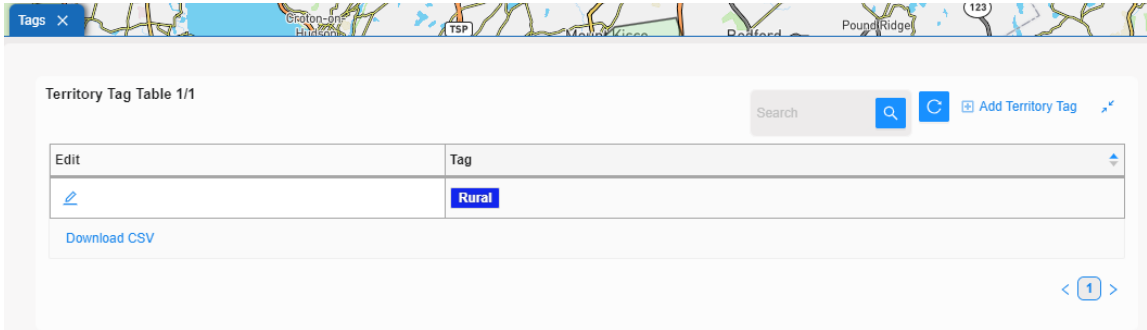
then click specific color here



- The selected color appears in the color circle
- Click **save**

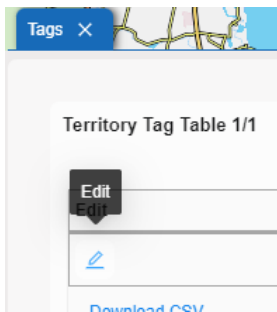


- The **Tags** table appears and the new Tag is in the list

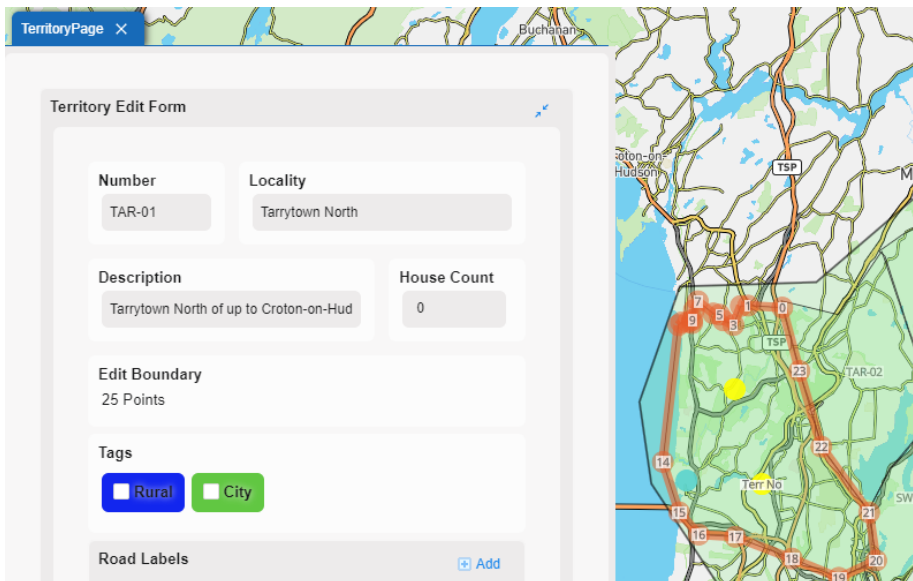


### EDIT A TAG

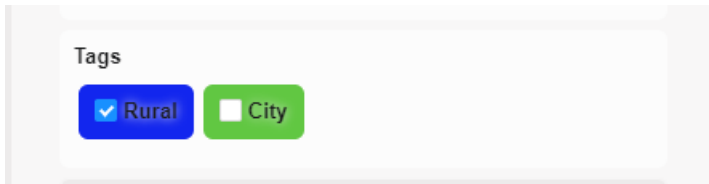
- **Edit** a Tag by clicking the edit icon on the row of the tag to edit



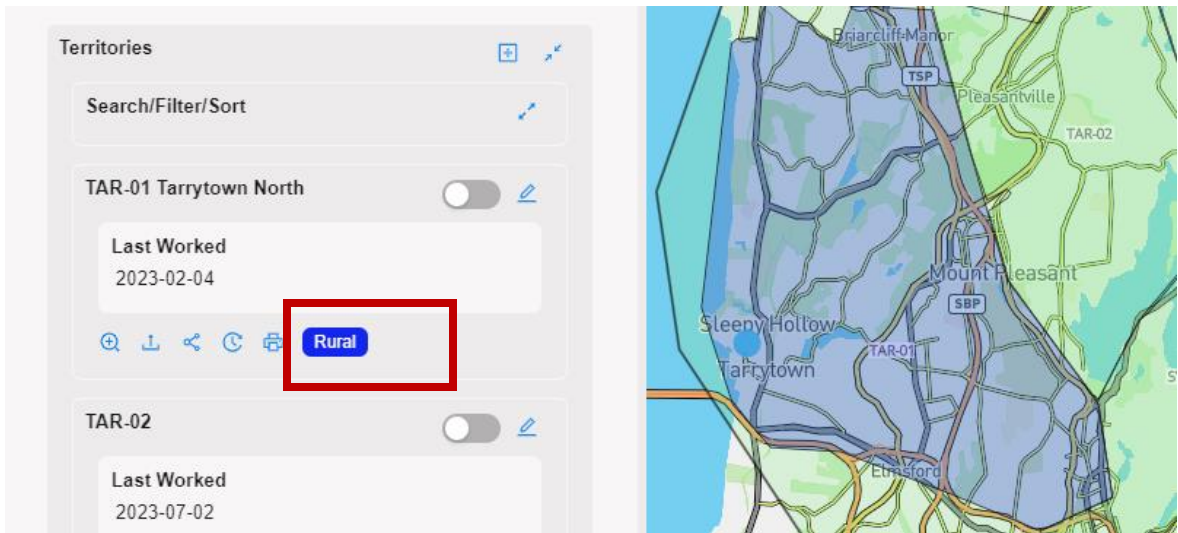
- To assign a territory to a tag, click Territory on the left, then click the **Edit** icon



- **Click** on the Tag to be associated with this territory

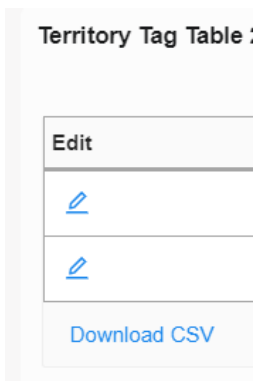


- The territory turns the color of the selected Tag. The tag is displayed on the territory page.



## DOWNLOAD TAGS

- You can download a listing of the Tags to a .CSV file that can then be opened in Excel by clicking **DOWNLOAD CSV**



*[End of document]*