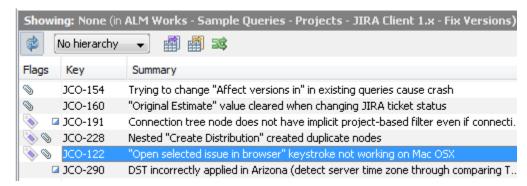
Tag

Tag is a special mark that you can assign to particular issues for quick access in the Navigation Area. Tags work like folders allowing you to gather a set of issues from different queries for later access and processing.

The Tags folder in the Navigation Area contains a default Favorites tag .





You can also create and apply your own tags to one or several issues. To do so:

• Drag issues from the Issues table and drop them to a desired tag if it already exists in the Tags folder.

If the tag does not exist, you can create it:

- 1. Select a desired issue, right-click and select **Tags** or press **Ctrl + T** (+ T). The Tag Issue dialog opens.
- 2. Click **New Tag** button, type the tag name, select an icon and click **OK** in the **New Tag** dialog. The tag is created and applied. The issue has a new tag in the Flags column of the Issues Table and appears in the newly created Tag folder in the Navigation Area.

See Also

- Navigation Area
- Working with Issues