



## How to Manage your Organisations Tagging (QRG)

In your 'Organisations Profile' tab, the two boxes in underneath the 'Organisation Tagging' section allow you to add tag groups based on the type of services your organisation provide and the boroughs it provide services to. If you have a 'services provided' tags not listed in the box, please enter them onto the **Additional Services** free text box.

### 1. Add/Delete a Services Provided Tag

A Services Provided Tag is added to show which services an organisation provides, adding a Services Provided Tag to an organisation profile will mean that an organisation is easier to search for by others

1. To add a service provided tag to your organisation, click into the 'Service provided' field to see a list of all available service tags that you can associate with your organisation

**Note:** there is no limit to the amount of service tags you can associate to your organisation. You have the ability to select 'All London Boroughs' tag.

2. You can also search for a specific tag by typing the first few letters of the word
3. Selecting a tag or typing a tag and selecting from the list will add each of the tags into the box. You can also select multiple tags from the drop-down list by simply clicking on each tag
4. To remove the tags, click on the 'X' next to the tag box

### 2. Add/Delete a Boroughs Serviced Tag

A Borough Services Tag is added to show which borough an organisation provides services, adding a Borough Tag a profile will mean that an organisation is easier to search for by others

1. To add a Borough Service Tag to your organisation, click into the 'Borough Services' field to see a list of all available service tags that you can associate your organisation with
2. You can search for a specific tag by typing the first few letters of the word
3. Selecting a tag from the list will add each of the tags into the box
4. To remove the tags, click on the 'X' next to the tag box



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5. To select everything on the list, click 'All London Boroughs' tag.

**Note:** A search for an individual borough will bring up your organisation in the search result as you have selected all boroughs.