



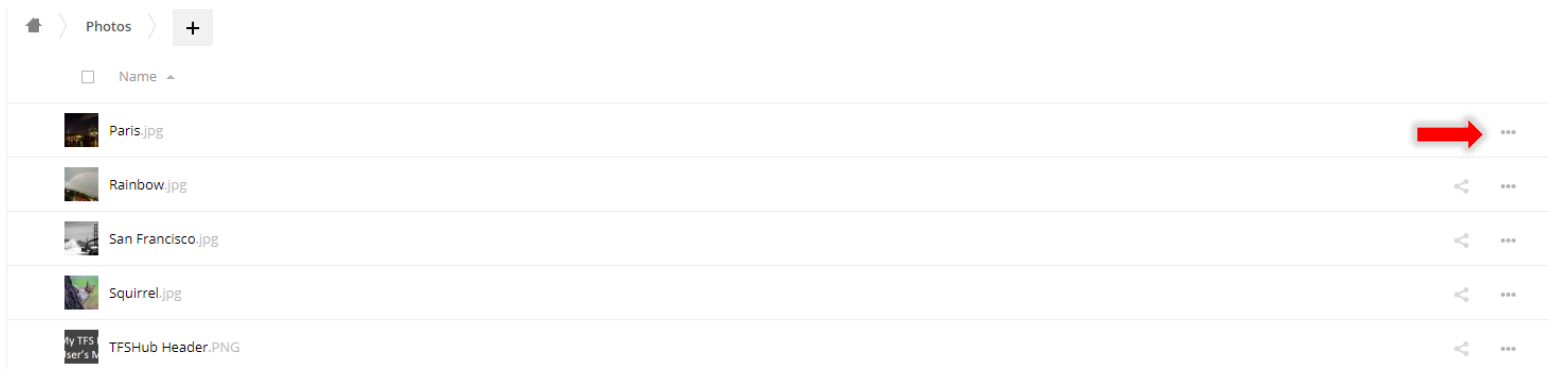
My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

Section 14: Tagging Items


TFS Hub has a feature of 'tagging' items so you can filter your items and find them easier. This can be used on any type of file, folder, photos, etc.

On your desired item, select the three dots on the right-hand side of the item to bring up a list of options for the item.



When you have the listed options, click 'Details'. This will bring up a panel giving you all the details on that item.



Paris.jpg 

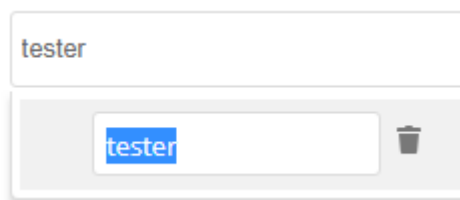
★ 223 KB, 15 days ago

 Collaborative tags

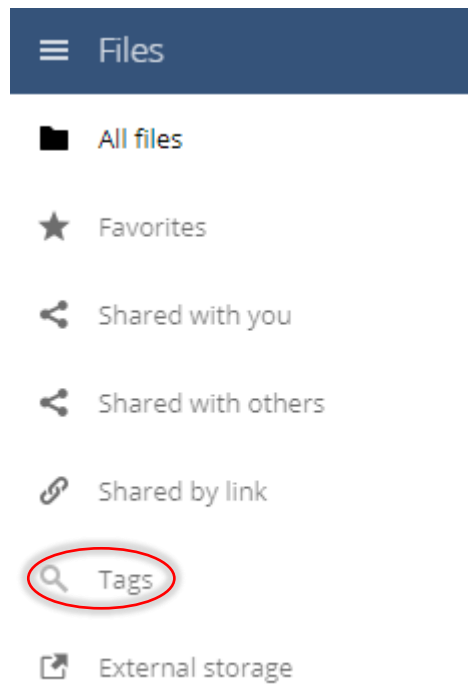
Activities Comments Sharing Versions

On the 'Collaborative Tags' panel, you can select existing tags, or just type a new one in. You can type more than one word for the tag, and you can have spaces in it. Multiple tags can be given to a single item. After you type your tag, press enter for it to be solidified.

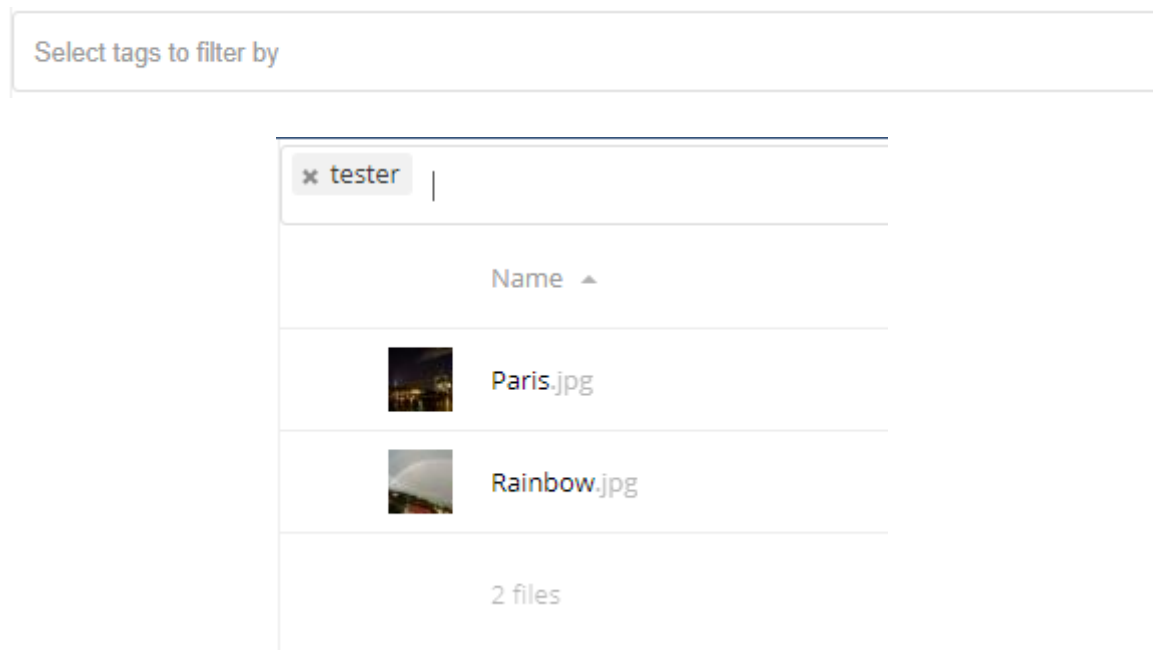
If you create a tag that you aren't satisfied with, delete it from your item then type it again. Don't press enter, instead hover over the tag and press the pencil icon. With this you can rename or delete the tag.



Once you have selected your tags, you will be able to filter by these tags to only view item with a certain tag. You can find the category used to filter items on the left-hand side bar.



You will be asked to select a tag; after you have typed and/or selected the tag you want to filter by, you will be able to see all the items tagged with it. This is regardless of other tags the item may have.



You can also filter by multiple tags, meaning that it will only show items that have *both* tags. Items with only one of these tags won't be displayed.

