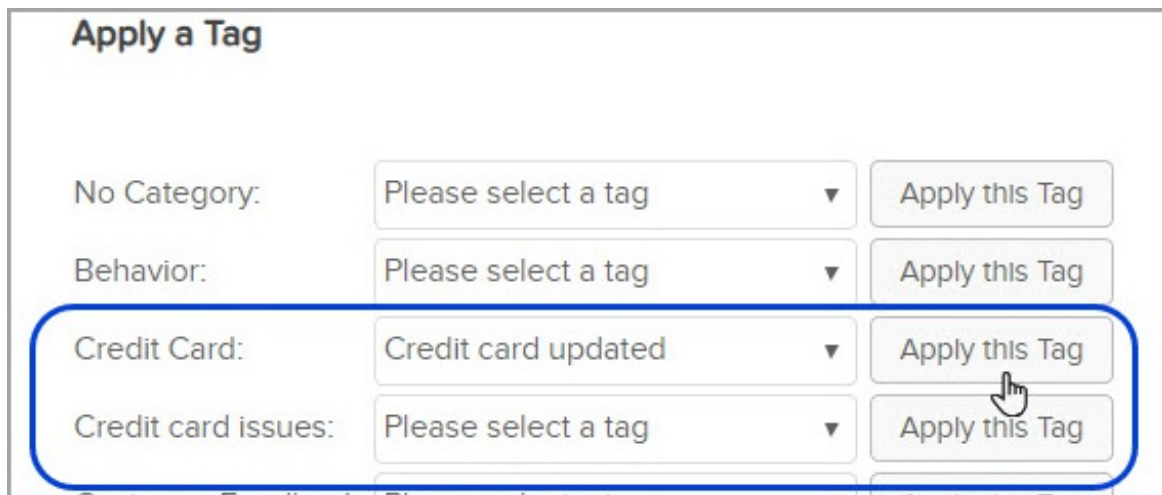


Apply or remove tags from a contact record

You can apply and remove tags from contact records.

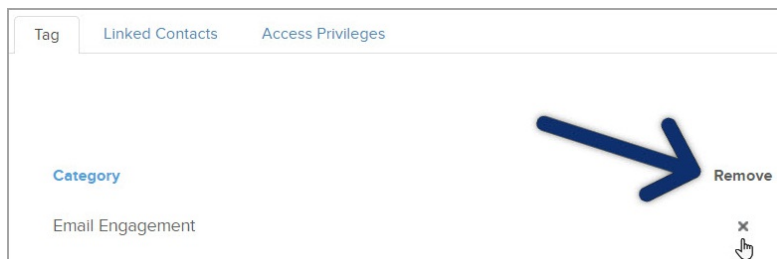
1. While viewing a contact record, click the **Tag** tab.
2. To apply a tag, select a tag from a drop-down and click **Apply this Tag**.



The screenshot shows a form titled "Apply a Tag" with four rows of input fields and buttons. The rows are: "No Category:", "Behavior:", "Credit Card:", and "Credit card issues:". Each row has a drop-down menu and an "Apply this Tag" button. The "Credit Card:" row is highlighted with a blue border, and a mouse cursor is pointing at its "Apply this Tag" button. The drop-down menu for "Credit Card:" shows the selected tag "Credit card updated".

Category	Tag	Action
No Category:	Please select a tag	Apply this Tag
Behavior:	Please select a tag	Apply this Tag
Credit Card:	Credit card updated	Apply this Tag
Credit card issues:	Please select a tag	Apply this Tag

3. If you want to create a new tag, click the **Create a new Tag** button (if your user permissions allow).
4. To remove a tag, click the **x**.



The screenshot shows the "Tag" tab in a contact record interface. It has three sub-tabs: "Tag", "Linked Contacts", and "Access Privileges". The "Tag" sub-tab is active. It shows a table with one row: "Email Engagement". To the right of the row is a "Remove" button with a blue arrow pointing to it. Below the "Remove" button is a small "x" icon with a mouse cursor pointing at it.

Category
Email Engagement

Remove

x

5. Click **Save**.