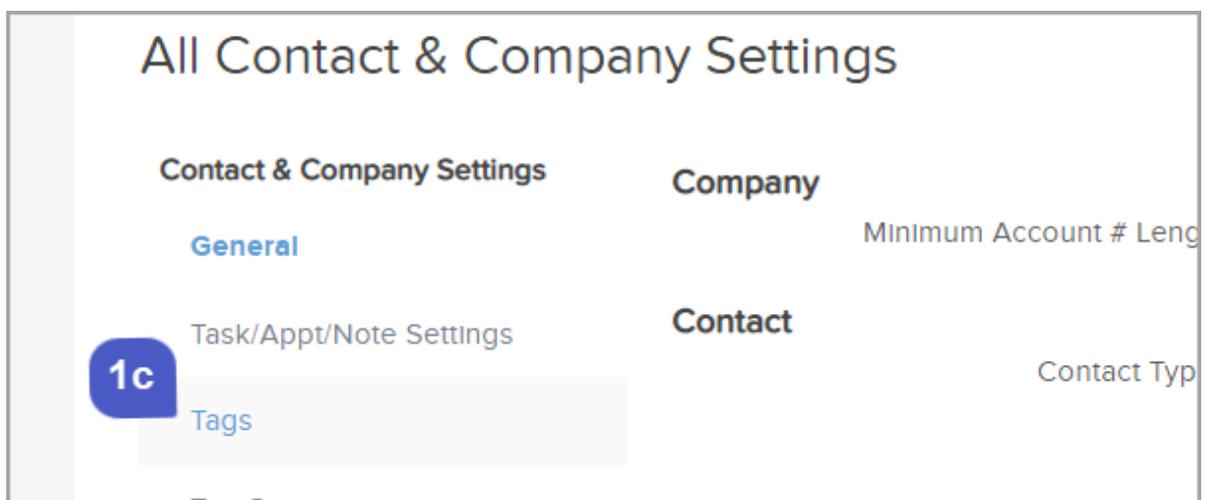
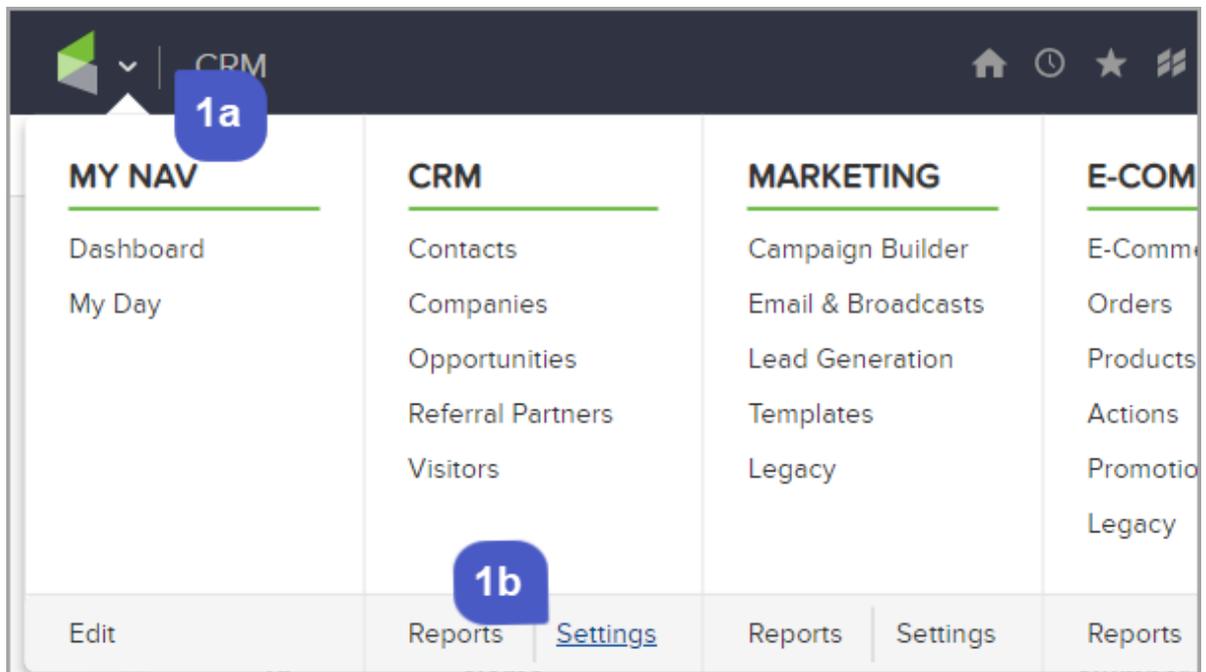


Make Bulk Category changes on Tags

To save time you can quickly change multiple tag categories at once!

1. Go to CRM > Settings > Tags

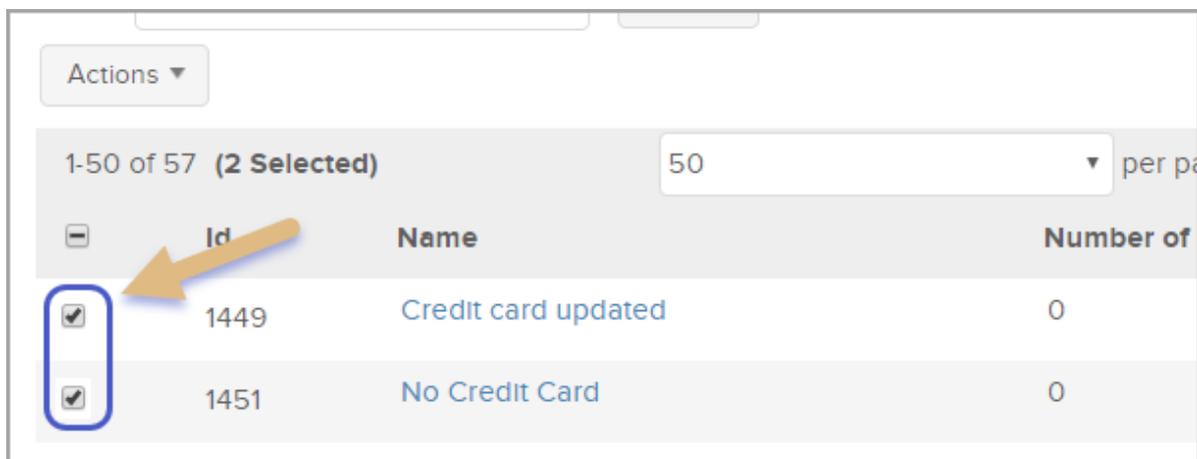


2. Sort tags by clicking the Column Headers to sort tags to easily find the tags you want to update

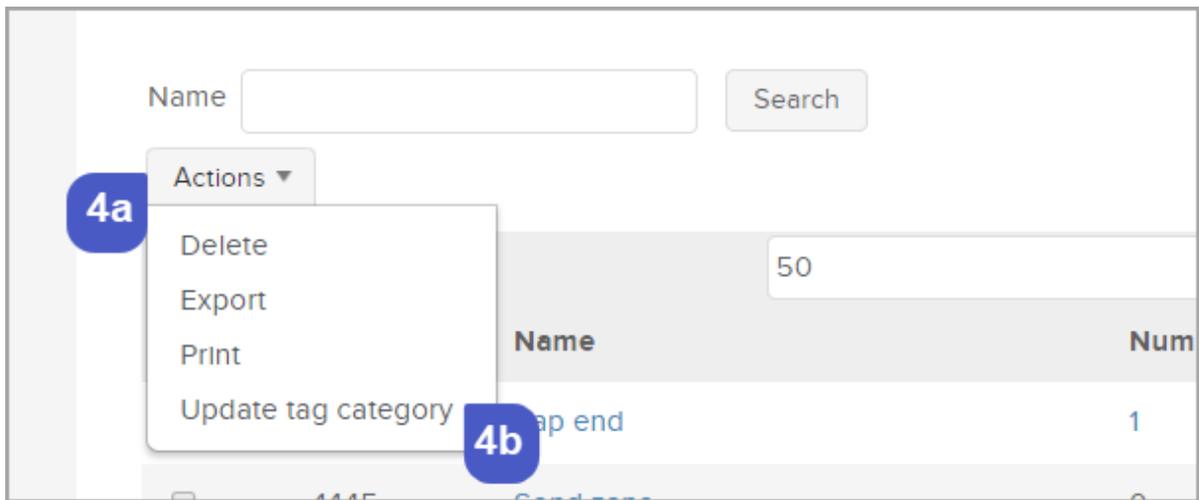


Note! To locate your tags for updating, do not use the "Name" search field or the "Category" drop down above the list. Doing so will prevent the Bulk Category Change from working properly.

3. Check the box to the left of the tags



4. From the Actions drop down select "Update tag category"



5. Select either a current Category or enter a name of a new category next to (Other)
6. Click "Save and return to Tags"

