






My Tags


Allows you to privately manage information that is important to you. Tagged information is stored in the My Tags page & can be organized in custom groups that you create. Tagged information can be accessed quickly without the need to perform a search.

Creating a new TAG


1. Go to a page that you would like to 'tag' & click 
2. Create a label for the tag & hit <ENTER>, or select an existing label.
3. The information you tagged is now stored in **My Tags**.

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 **[HINT]** new tags are added to your 'default group' on the My Tags page. If you want to add tagged info to a group you created, just drag & drop into the desired group.

 **[HINT]** My Tags is a feature available to users who have upgraded to BASIC.

Creating a new TAG GROUP

1. Go to **My Tags** & click "Add new Tag Group"
2. In the pop-up box, add a label & description [optional] for the group
3. click  and your newly created group will appear in **My Tags**.

ADD/EDIT TAG GROUP

Tag Group Name

Tag Name

Description

Description

Cancel Save

Dashboard / My Tags

My Competitors

Samsung

Whirlpool

My Products

Haier - Air Conditioners


Haier - Healthcare

My Suppliers

Plastics

Appliance Wire

Default Group

Add New Tag 

Add New Tag Group 