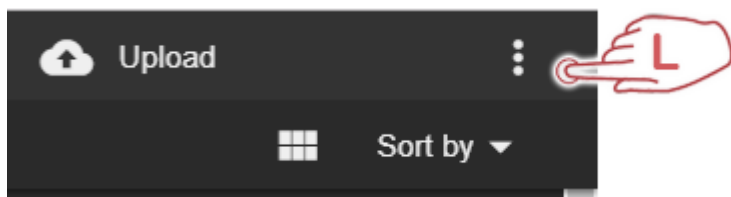


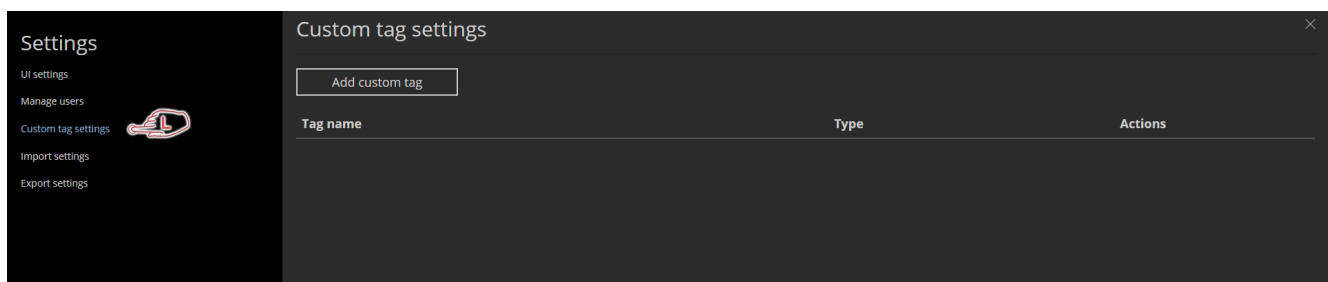
Custom Tags in the Web client

Daminion allows you to create your own custom tags in the web client so that you can address your tagging requirements more precisely.

To create a new custom tag, log into your catalog as administrator, click the three dots icon in the upper right corner of the web client interface and select **Settings**.



In the window that opens, click Custom tag settings.



In the next window that opens, click the Add custom tags button to open the following dialog window.

Tag name

Permissions to use

Type

String

Multiple tag values can be assigned to the same file

Tag values can be hierarchical

Tag has a limited number of values that can be assigned to multiple files

Create

- A** Enter the Tag name. In our case it is “Perissions to use”
- B** Select the type of custom tag you want from the drop-down menu by clicking the small down arrow icon. You can select from the following: String, Fractional, Integer, Time, and Currency

Type

String

String

Fractional

Integer

Time

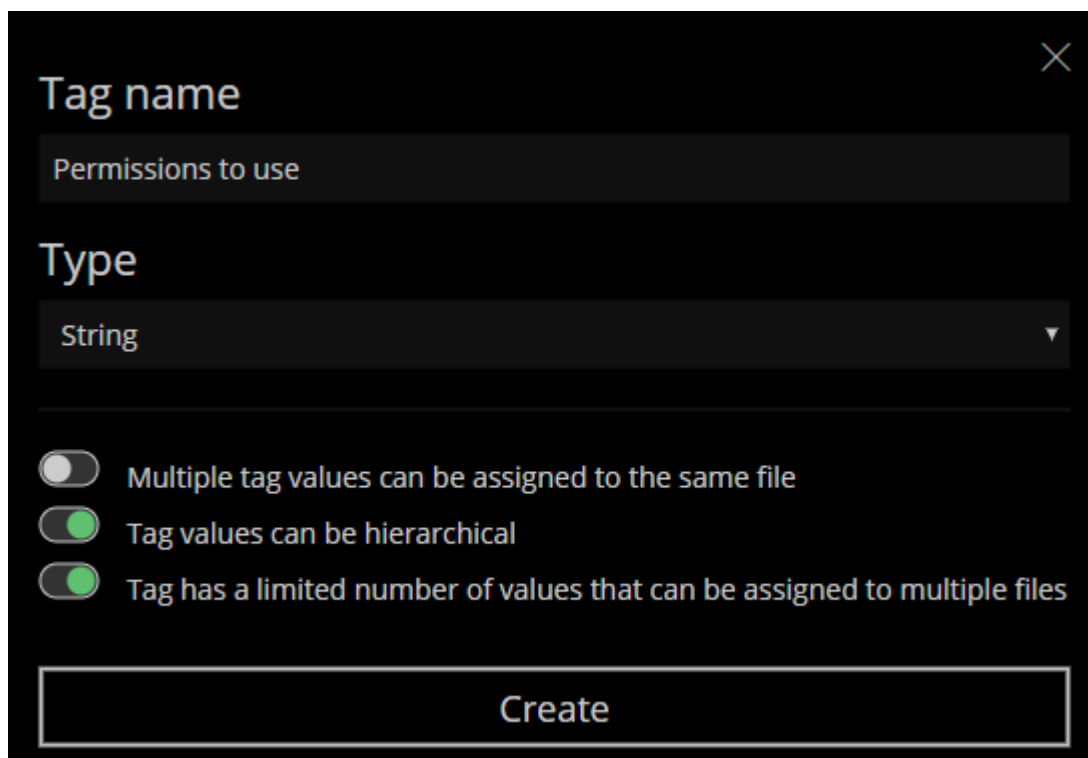
Currency

If the String type is selected, you will need to define the following parameters of your custom tag:

- Multiple values can be assigned to the same file
- Tag values can be hierarchical

– Tag has a limited number of values that can be assigned to multiple files

If at least one of the parameters is selected, the custom tag will be displayed in the Filter panel. If none of the parameters are selected, the custom tag will only be available in the Properties panel.



Tag name

Permissions to use

Type

String

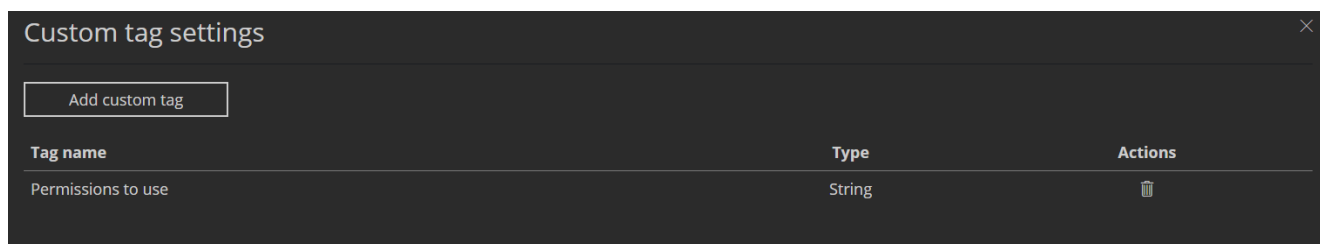
Multiple tag values can be assigned to the same file


Tag values can be hierarchical

Tag has a limited number of values that can be assigned to multiple files

Create

Click the Create button to create your custom tag, close the Settings window and refresh your browser view.



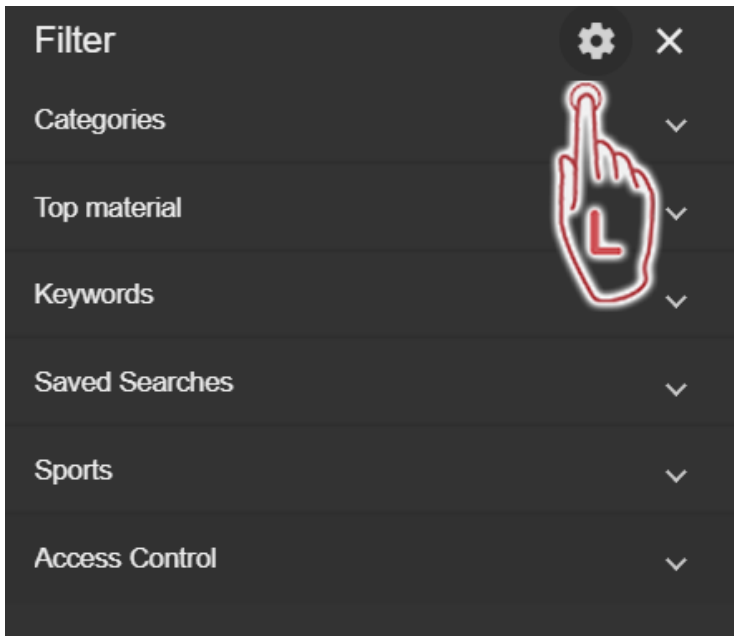
Tag name	Type	Actions
Permissions to use	String	

Please note that once created, the custom tag cannot be edited, only deleted.

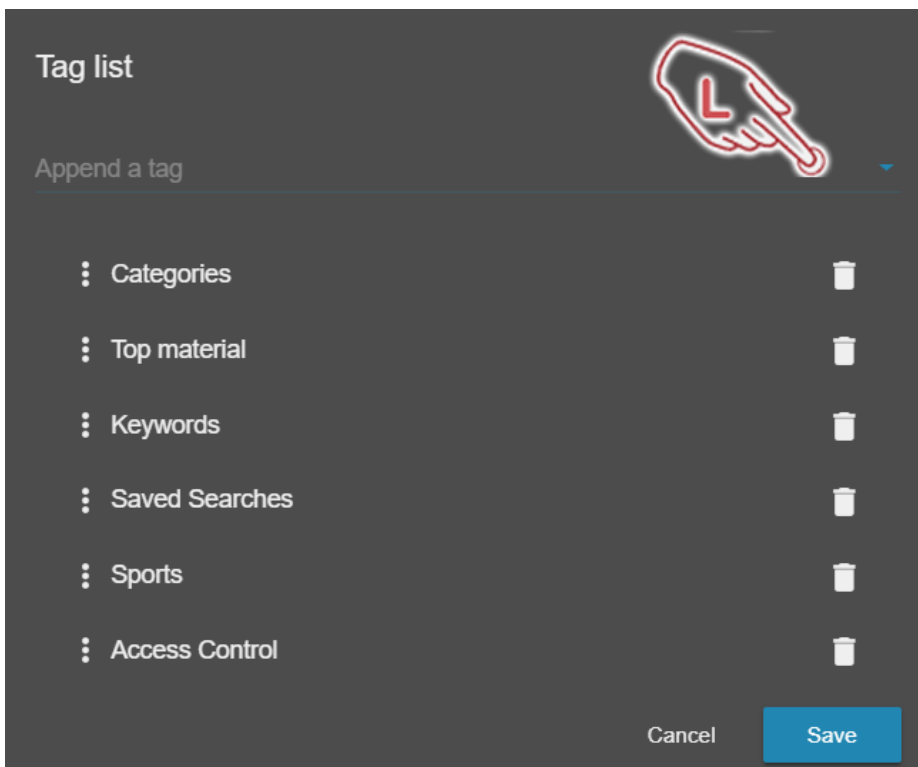
How to assign custom tags

By default, newly created custom tags are not displayed in the

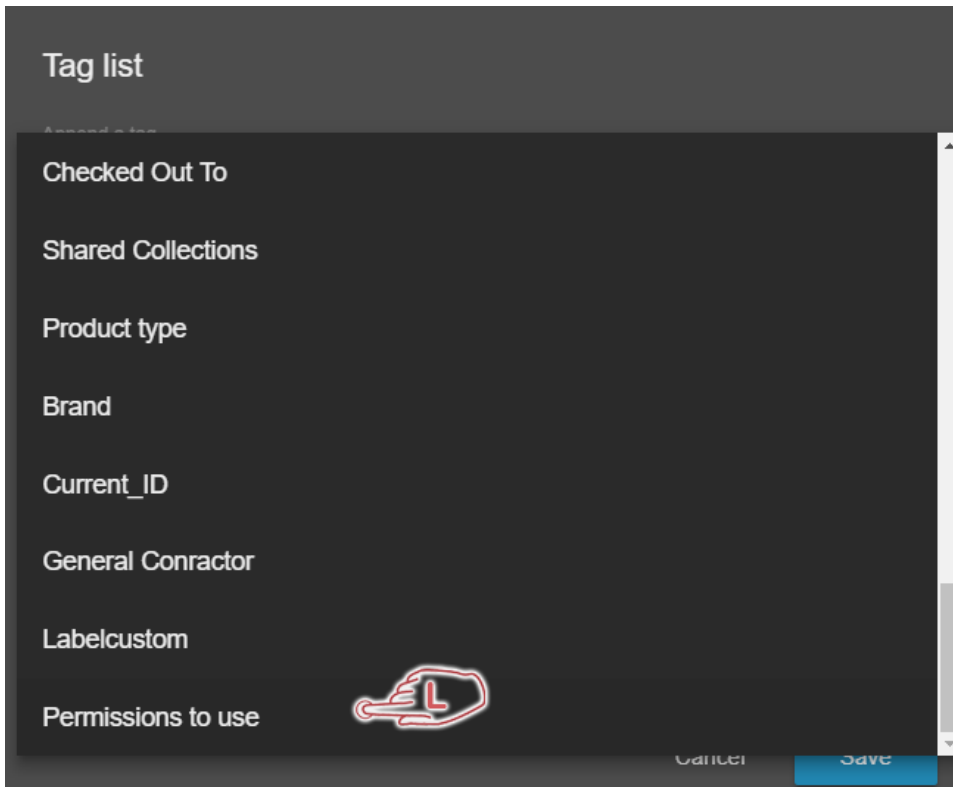
Filter panel. Click the gear icon on the Filter panel.



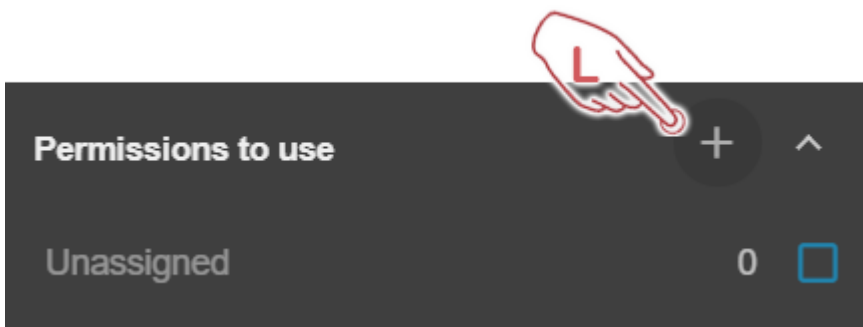
In the window that opens, click "Append a tag"



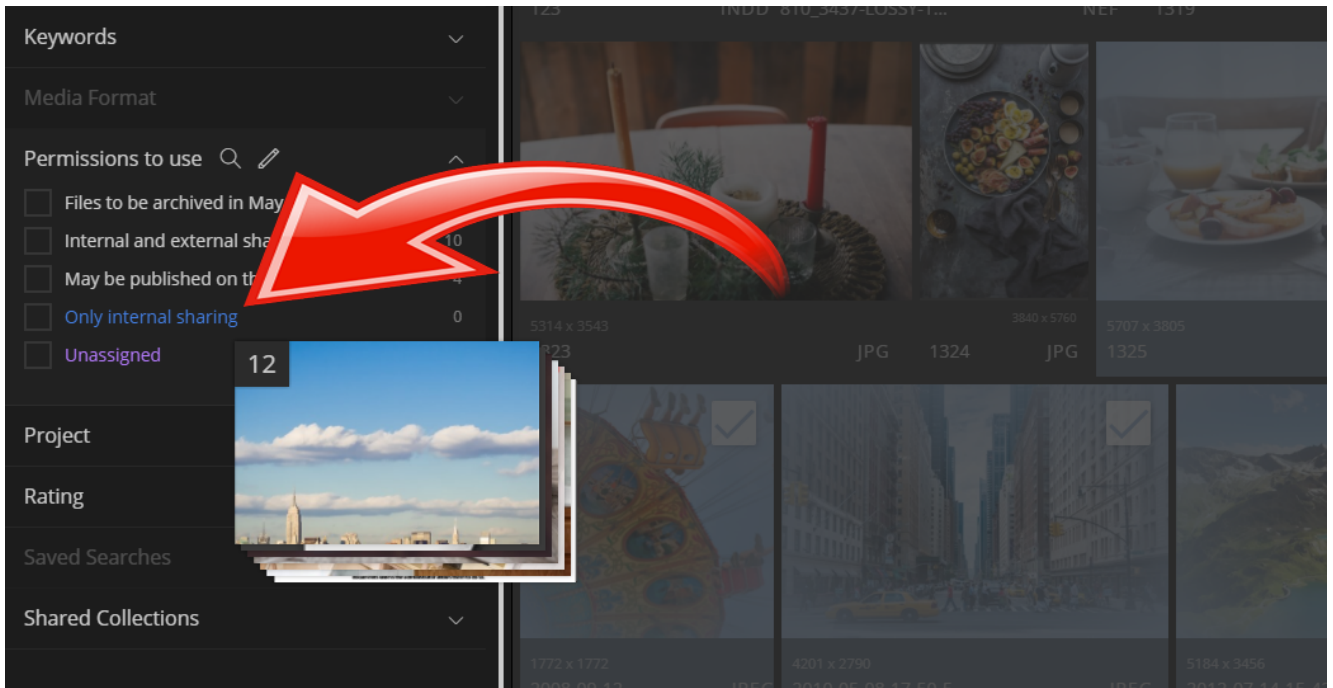
Locate your newly created custom tags and select it . Click "Save" to display the tag in the Filter panel.



Create new tags under your custom tags by clicking the plus icon in the Filters panel. Learn more about how to create new tags [here](#).



Once the tags are created, select your files and drag and drop them to the specific tag:



Read more about how to tag your files in the web client [here](#).