

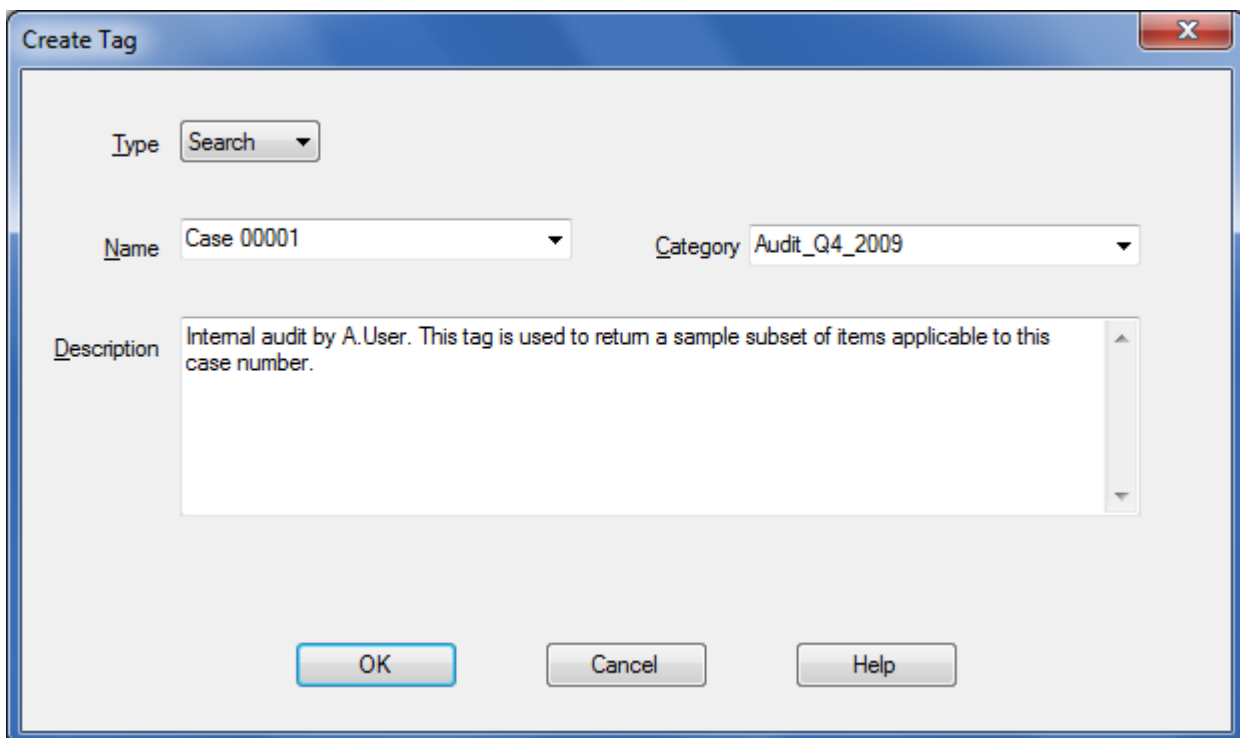
## Understanding the Tag Definitions Node

<https://campus.barracuda.com/doc/48661025/>

This article refers to the Barracuda ArchiveOne for Files version 7.2.0 and higher.

Use the Tag Definitions Node to view details about the currently defined tags and create new tags. To view existing Tag properties, expand the **Tag Definitions** node, right-click the Tag, and click **Properties** to view the **Type**, **Name**, and **Category**.

To create a new tag, right-click the **Tag Definitions** node, and click **New Tag**; the **Create Tag** dialog box displays:



The image shows a 'Create Tag' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog contains three main input fields: 'Type' with a dropdown menu showing 'Search', 'Name' with a dropdown menu showing 'Case 00001', and 'Category' with a dropdown menu showing 'Audit\_Q4\_2009'. Below these is a 'Description' text area containing the text 'Internal audit by A.User. This tag is used to return a sample subset of items applicable to this case number.' At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

- **Type** – Select whether this is a **Search** tag used for marking and retrieving search sets, or a **Hold** tag used to mark items that cannot be expired, deleted, or purged.
- **Name** – Enter a name to represent the tag, for example, **Case 00001**.
- **Category** – Select from the list of categories. This allows you to group tags together that may form part of your compliance/archiving processes. For example, you may have an **Audit** and an **FOI** category.
- **Description** – Enter a description to represent the tag, for example, enter the creation date, author, purpose, and department.

## Figures

1. tag\_def\_create.png

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