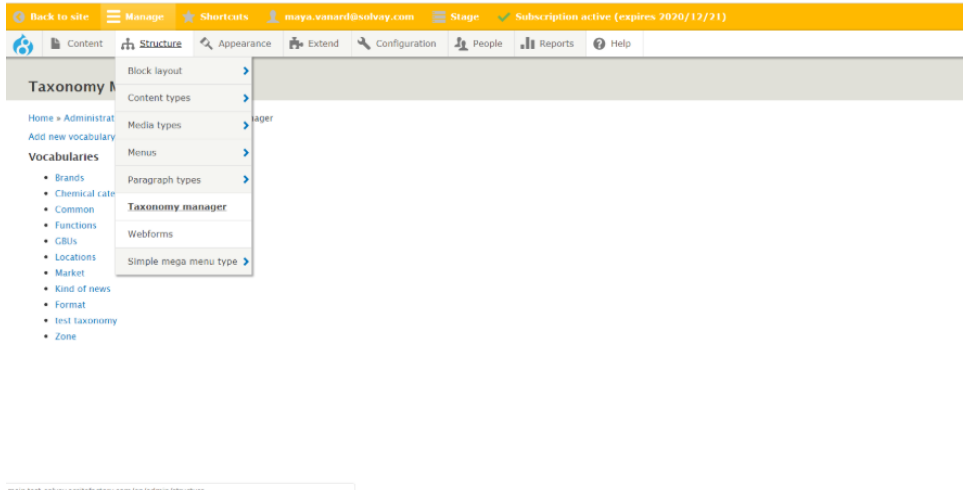


How to create Tags

Create a new tag

1) In menu page click on "Structure" and then navigate to "Taxonomy manager"



2) Select the branch for which the tag need to be added.



3) Select the function where the tag need to be displayed and click on add button.

TOOLBAR

FUNCTIONS

- Communications
- Procurement
- Intellectual Asset Management
 - Intellectual Property
 - Internal Audit and Risk Management
 - Legal and Compliance
- Marketing & Sales
- MBU
- Research & Innovation
 - Solvay Business Services
 - Strategy
- Sustainable Development
 - Corporate Secretary
- Finance
 - Government & Public Affairs
 - Human Resources**
 - Graduate School relations
 - Philanthropy

4) Add the tag content

Add terms

If you have selected one or more terms in the tree view, the new terms are automatically children of those.

Terms *

Foundations For the Future

One term per line. Child terms can be prefixed with a dash '-' (one dash per hierarchy level). Terms that should not become child terms and start with a dash need to be wrapped in double quotes.

Example:
animals
--canine
--dog
--wolf
-feline
--cat

While editing the tag we will see the tag added into the list.
Upon completing the tag will be available for usage.



If you had the page already open, you need to refresh it, otherwise it will not appear.