



Impero EdLink 2017

Managing Tags.

EXTERNAL



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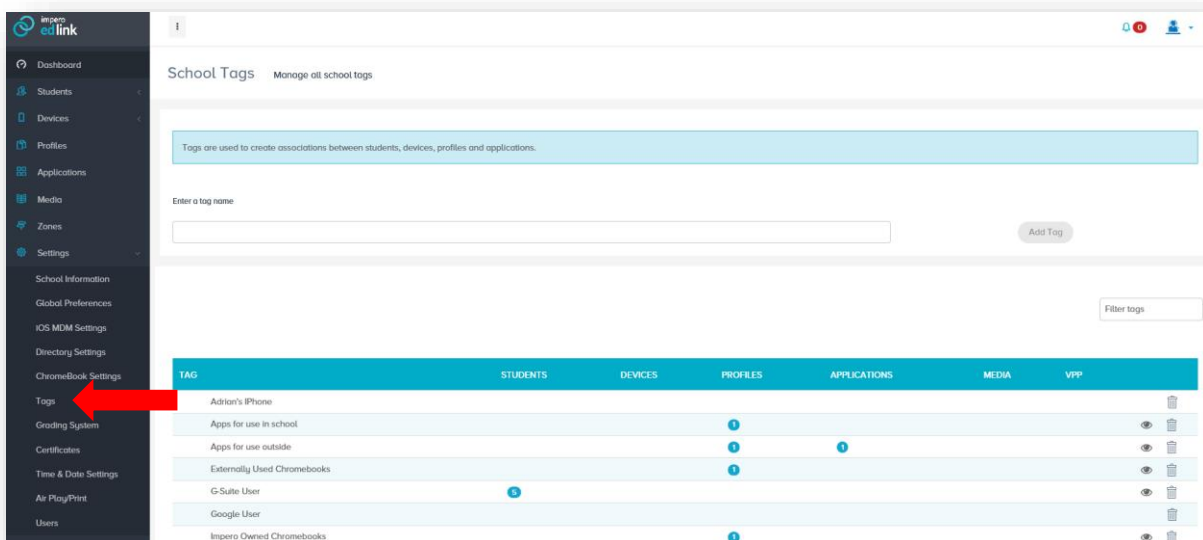
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Managing tags

Tags are used to create associations between students, devices, profiles and applications. In the **Settings** section you can create new tags and see where tags are being used. When you link tags to entities, like students or devices, the tags you create here will be displayed in a pre-populated drop-down list.

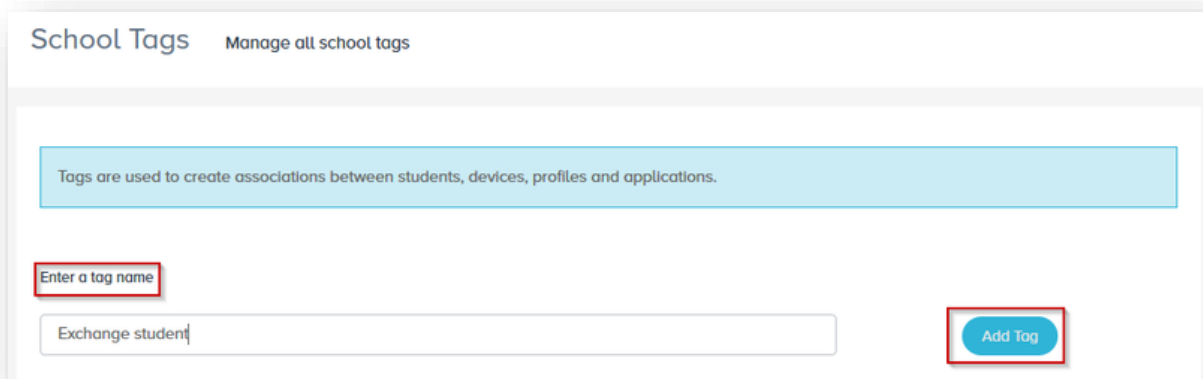
Later, you can assign tags for individual or multiple entities in the **Devices**, **Applications**, **Students** and **Profiles** sections.

Adding a new tag



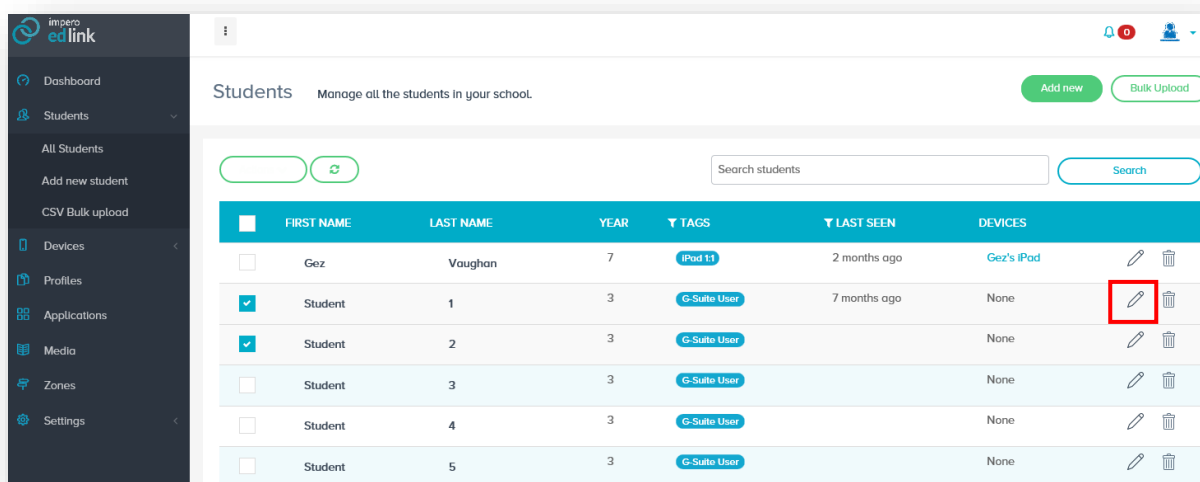
- Navigate to **Settings >Tags**.

- To create a tag, on the **School Tags** page, enter a tag name and press **Enter**. Add as many tags as you like and then click on the **Add tag** button to save your new tags. In this example, we're creating a tag that we'll use to identify exchange students



Add student tag

You can add multiple tags for a student or edit existing tags in the **Students** section. Tags are used to filter and identify groups of entities with related properties, e.g. all exchange students.



- Navigate to the Student section
- Select the edit button for the student you'd like to amend

- Enter details in the **Tags** input box and then click on the **Save Changes** button.

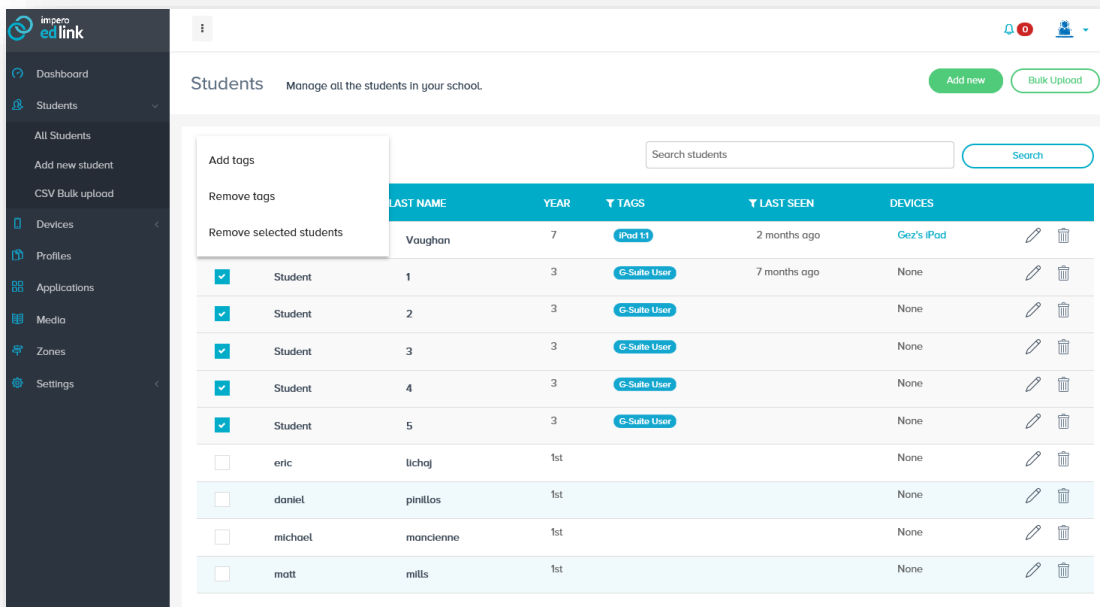
The screenshot shows a web form titled "Edit Student" with a close button (X) in the top right corner. The form is organized into sections: "STUDENT INFORMATION", "YEAR", "TAGS", and "DEVICES".

- STUDENT INFORMATION:** Contains two input fields: "FIRST NAME" with the value "Student" and "LAST NAME" with the value "1".
- YEAR:** A dropdown menu showing the value "3".
- TAGS:** This section is highlighted with a red rectangular box. It contains a tag input field with the text "G-Suite User" followed by a close icon (X) and a placeholder "Type tag name".
- DEVICES:** Includes the question "Do you want to link an already registered device?", a "Device Name" label, and a search input field with the placeholder "Enter name to search for devices" and an "Add" button.

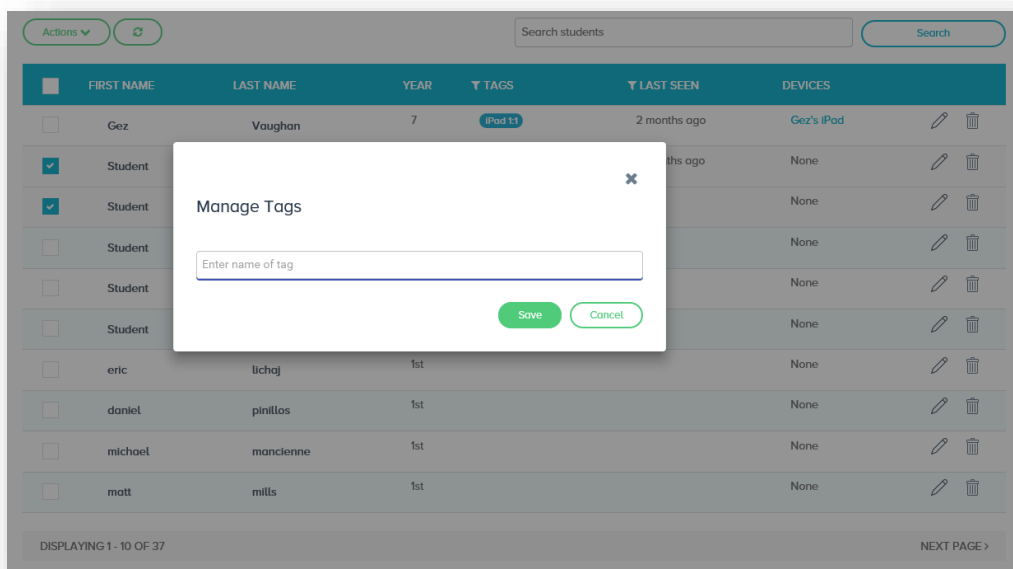
A green "Save Changes" button is located at the bottom right of the form.

Mass assign tags for entities

You can mass assign tags to multiple entities, e.g. students or devices. The below guide demonstrates how to mass assign tags for Students, the same process applies to devices.



- Navigate to Students>All Students
- Select the students you'd like to tag by ticking the box to the left of the student name
- Select the **Actions** button and choose **Add tags** from the drop down

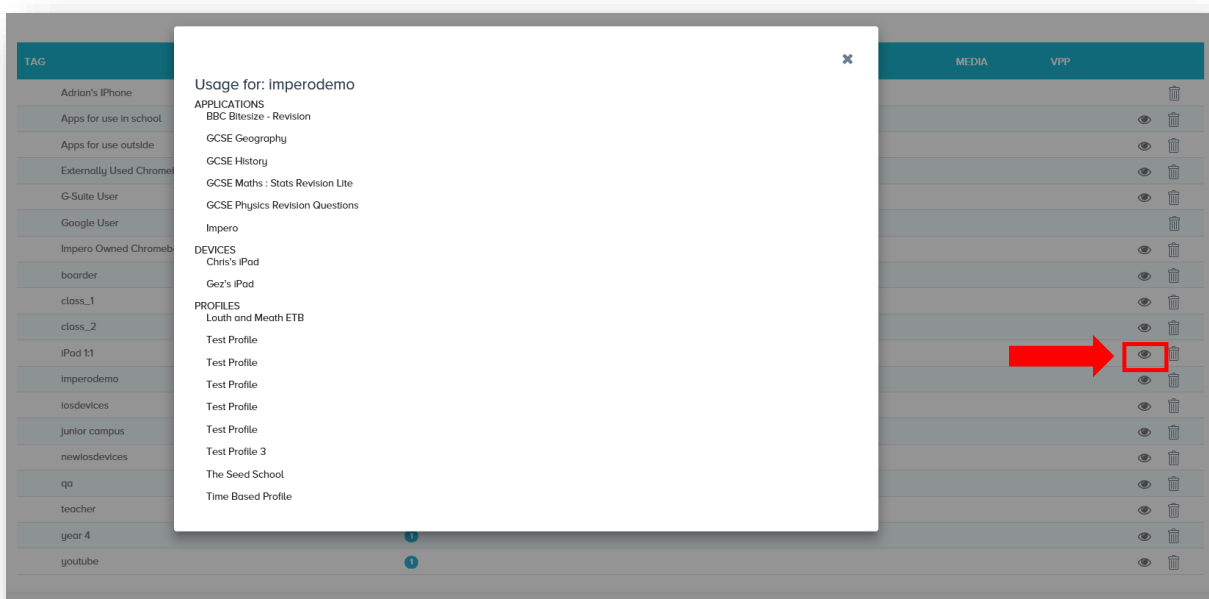


- Enter a tag name or part thereof, select a tag from the drop-down list of tags matching your search criteria and, when you have entered all the tags you wish to mass assign, click **Save**.

Note: To create a new tag, enter a tag name and press **Enter**.

View tag usage

- To view tag usage, click on the **view** icon for the tag whose details you would like to view. A list of the entities using the tag is displayed in a pop-up window. Click **X** to close it.



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