

# Use Tags in a Program

Tags are attributes that describe your programs and are used to group program types in reporting.

## What's in this article?

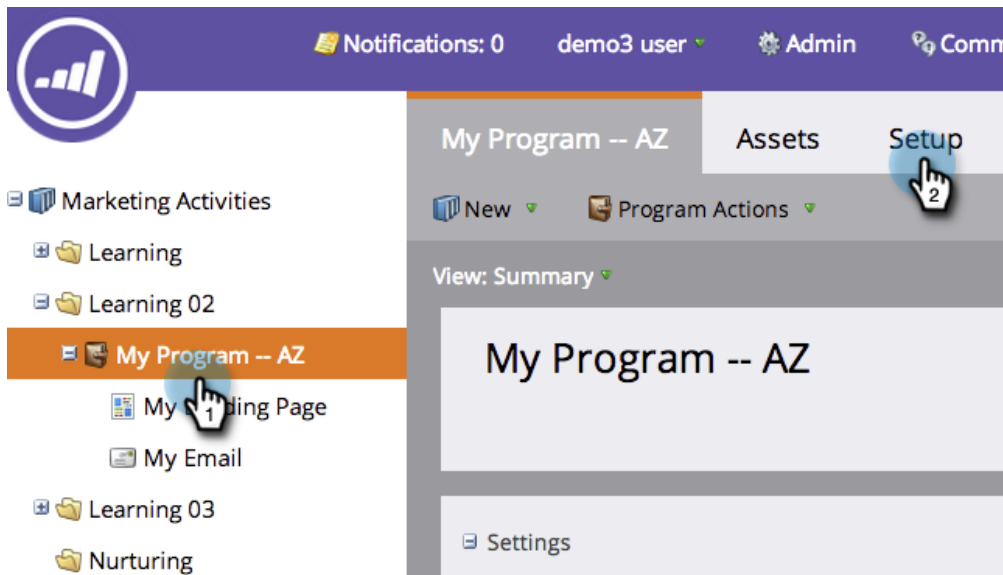
[Use a Tag in a Program](#)

[Edit a Tag](#)

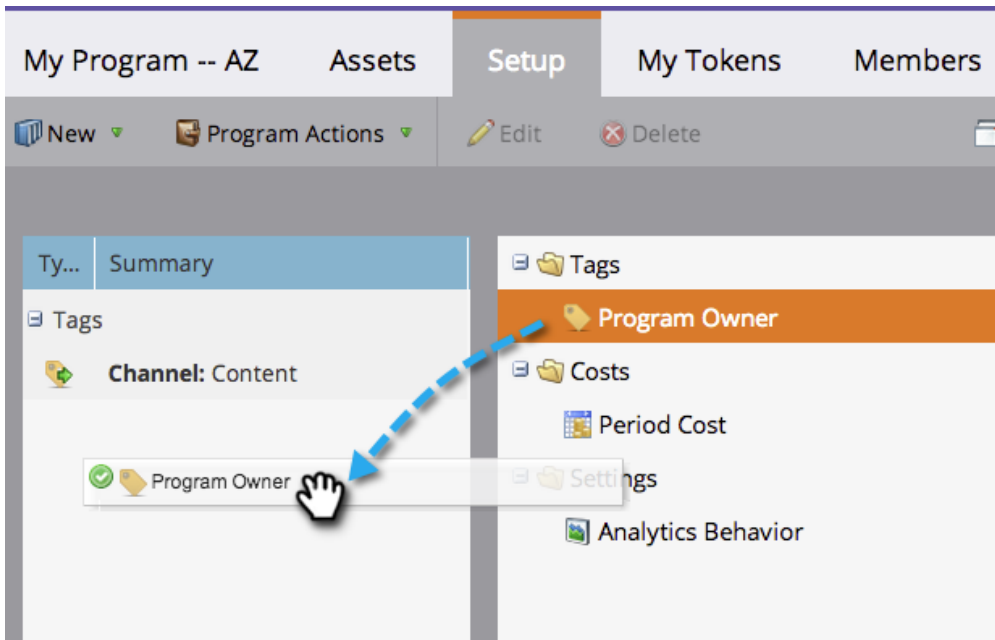
[Delete a Tag](#)

## Use a Tag in a Program

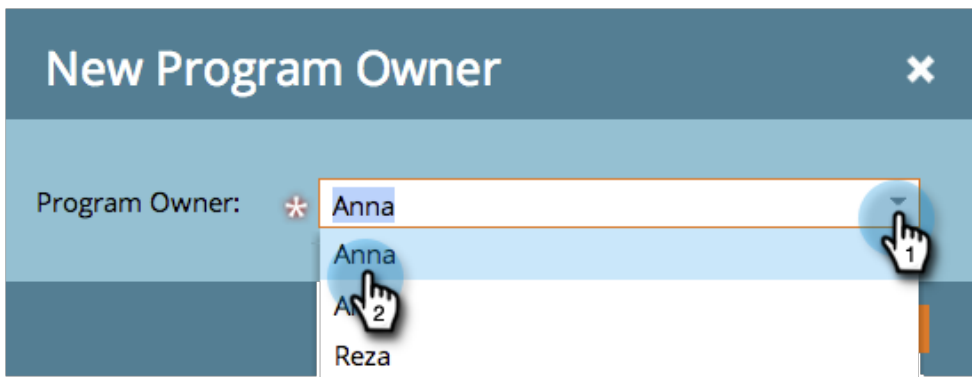
1. Select your program. Click **Setup**.



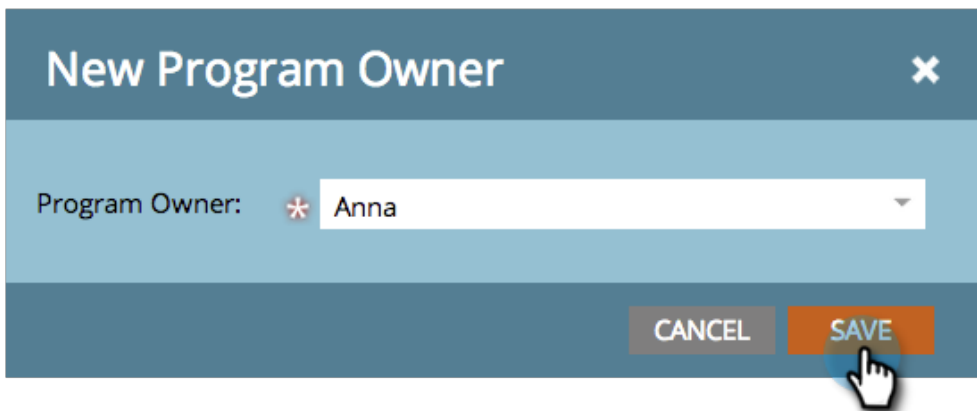
2. Drag and drop a tag into the canvas.



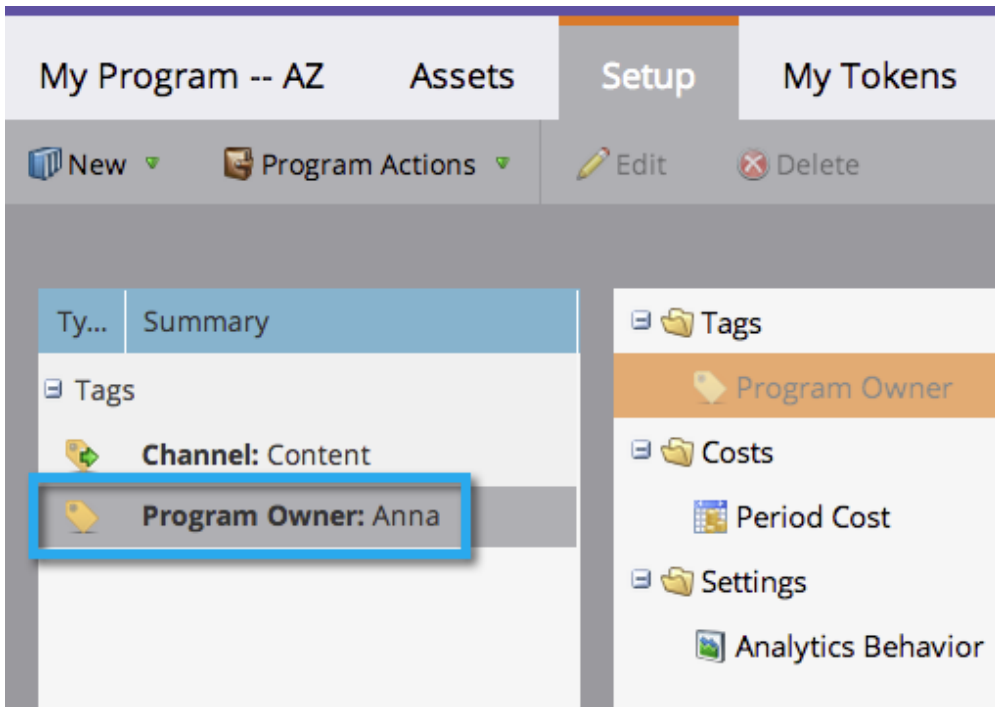
3. Select a value from the drop-down.



4. Click **Save**.

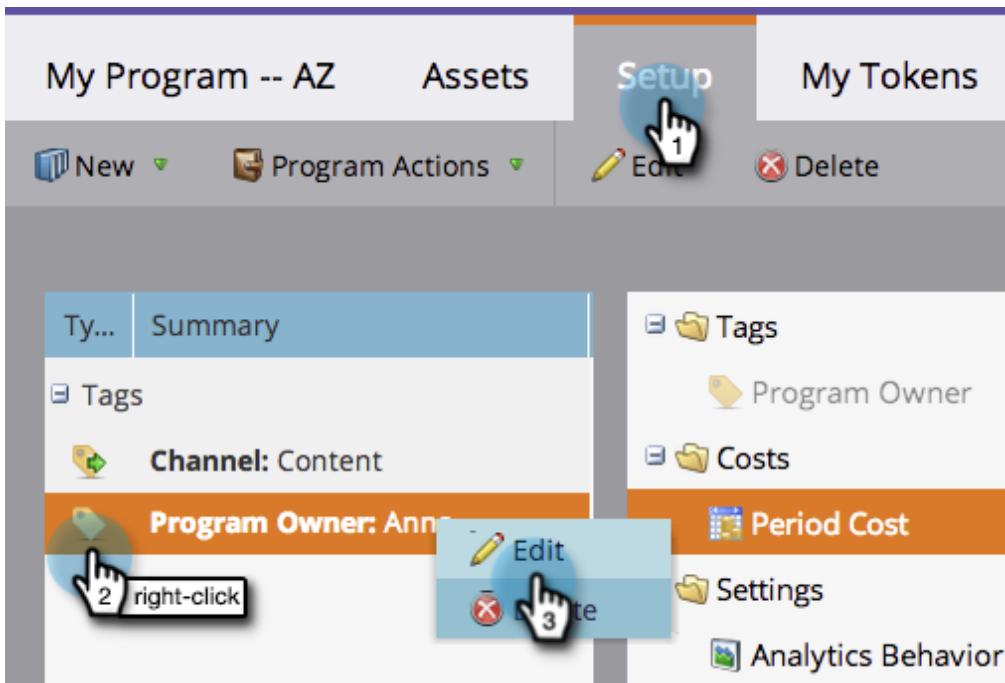


5. Right on. You'll see the new tag in the canvas.

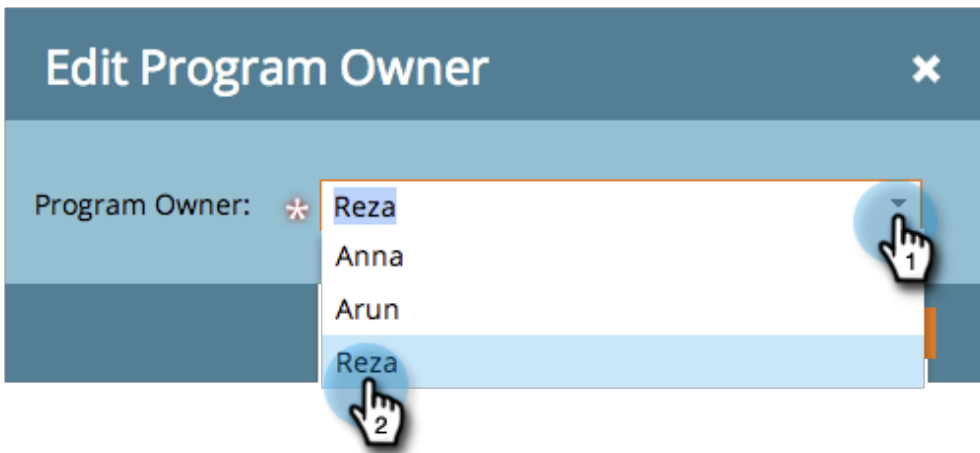


## Edit a Tag

1. Go to the **Setup** tab. Right-click the tag. Select **Edit**.



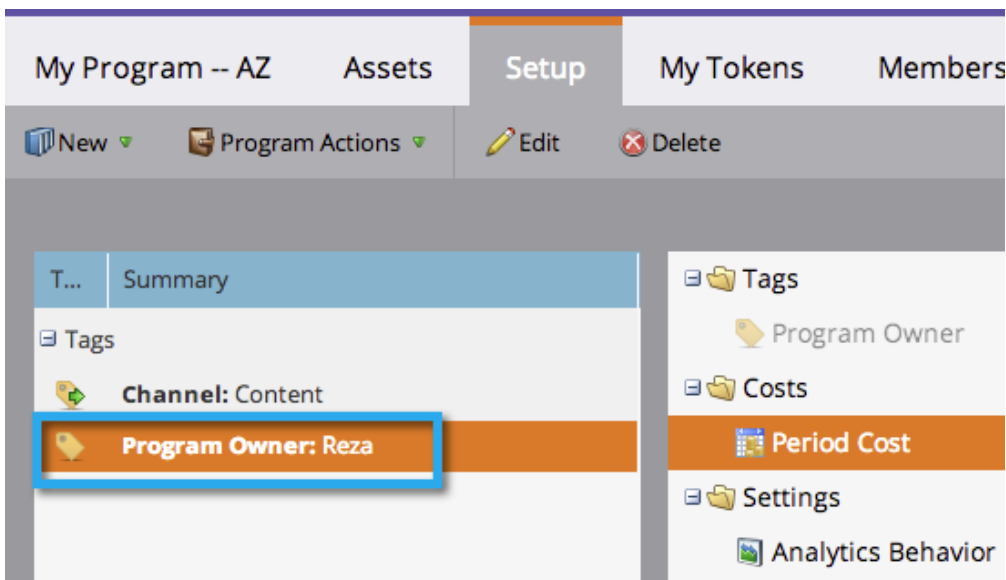
2. Click the drop-down. Select a new value.



3. Click **Save**.

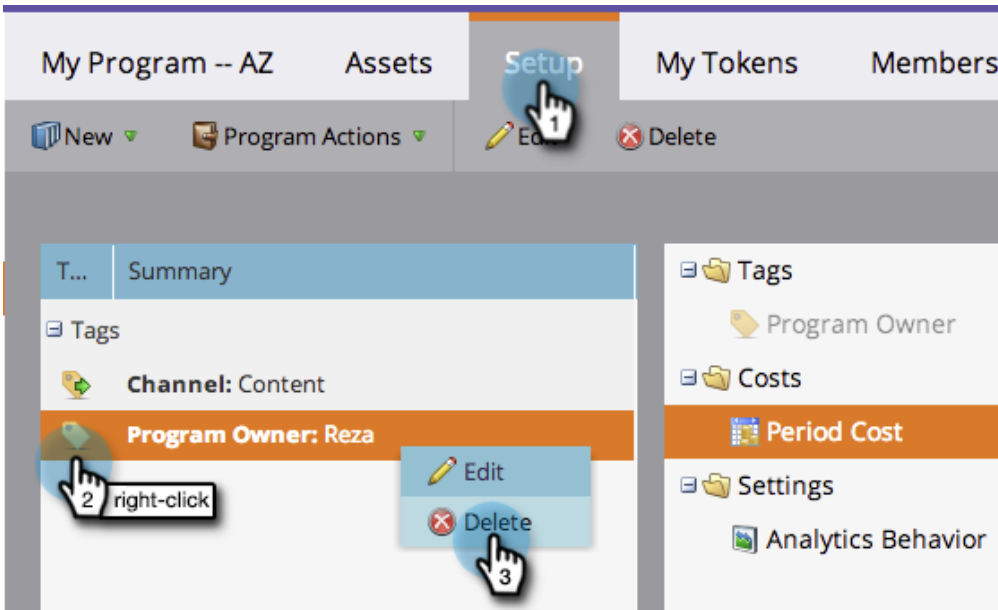


4. Great! You should see the edits reflected in the canvas.

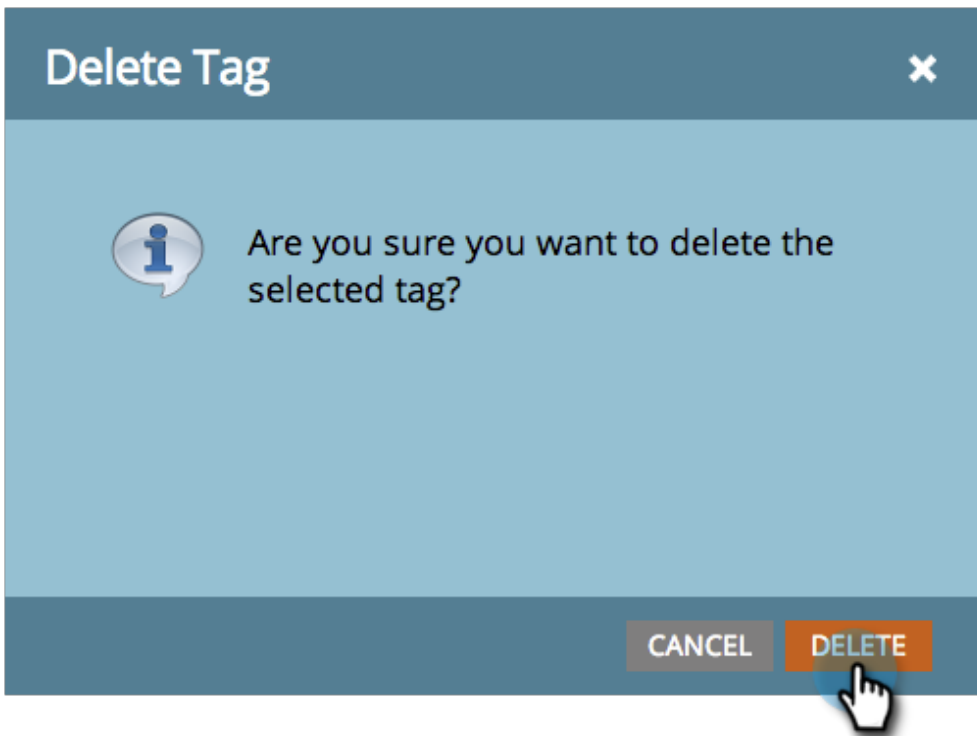


# Delete a Tag

1. Go to the **Setup** tab. Right-click the tag and select **Delete**.



2. Click **Delete** to confirm.



High five! It's gone. Programs with consistent tags make things much easier when you run your reports.