Box® User Best Practices: Using Tags

Are you looking for a way to manage and organize your All Files and Folders page? Tags allow you to quickly sort and view your most important files and folders so you only see what you need – no more, no less. Your Tags are visible to others in your company, allowing them to take advantage of this sorting method as well.

**Accessing Tagged Folders**

Tags allow you to filter your folders and create custom folder views outside of the main structure. You can access the list of current tags by clicking on the Tag icon in the upper right hand corner of your All Files and Folders page.

**Tagging**

We recommend tagging folders (rather than files) since this allows your Tags and shared folders to align, reducing clutter. Creating a new tag is easy. First, start by clicking on the check boxes next to the folders that you wish to tag.
Next, click on the Tag option from the menu at the top and type in the Tag that you wish to apply.

Now, you can access these folders in one click! Tags will also show up in your search results - and remember that Tags are flexible - you can adjust them at any time.

What Types of Tags Should I Create?

When you’re thinking about which Tags to create, start with the workflows that make up your day, or any tag types you found useful in your previous solution. Next, think about the folders that you need to consult at the same time. These are your main categories of content, and should be the backbone of your Tag structure. Here are some tag ideas to consider:

- Job Codes
- Project Names
- Workflow Processes
- Status (Archive, Complete, Pending, etc.)
- Customers
- Years
- And More!