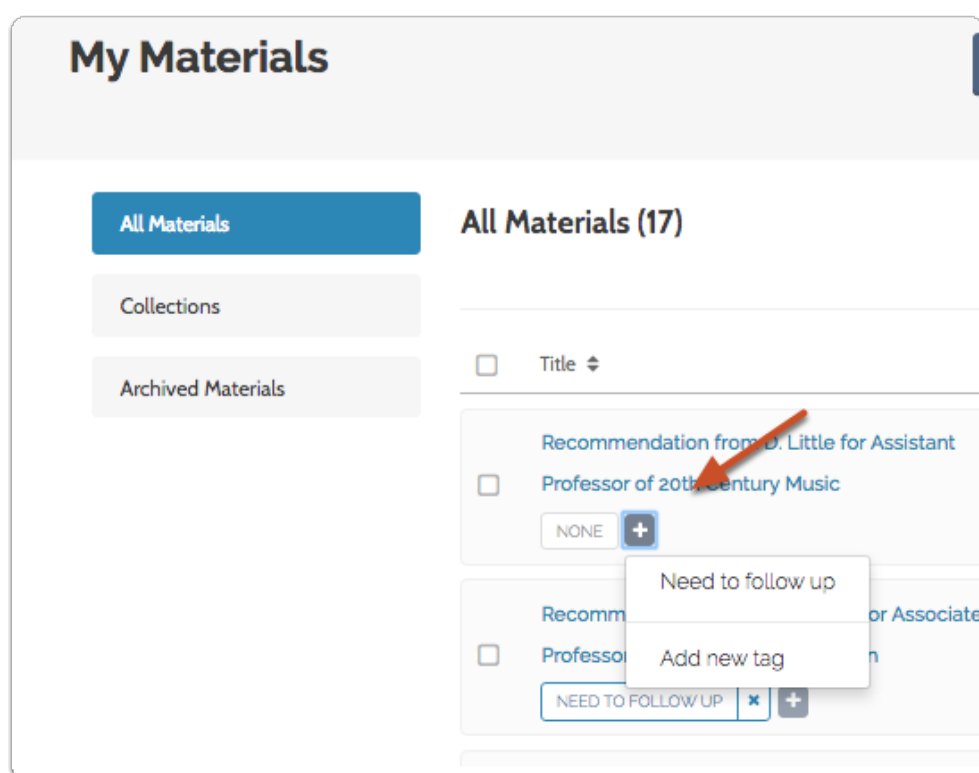


# Use Tags to Organize Your Dossier Materials

You can create and apply tags to help organize the materials in your Dossier account. You can create a tag and apply it to multiple files, or apply tags to files one at a time. You can also filter the list of materials using tags. To get started, navigate to the "My Materials" page of your Dossier.

**To create and apply a tag to a file, click the addition symbol under the title and click "Add New Tag"**



Enter the new tag and click "Save"

## Add New Tag ✕

Name \*

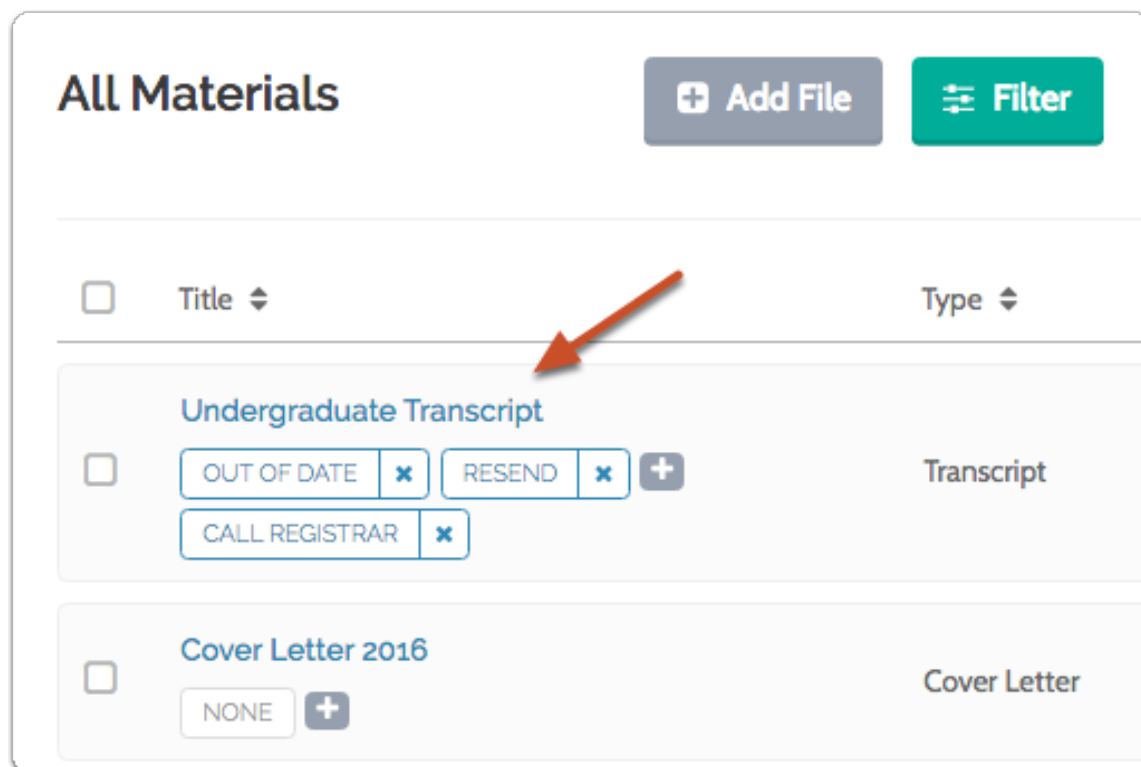
✓ Save Cancel

The tag will appear under the document title

### All Materials Add File Filter

<input type="checkbox"/>	Title ⇅	Type ⇅
<input type="checkbox"/>	Undergraduate Transcript <span>OUT OF DATE ✕ +</span>	Transcript
<input type="checkbox"/>	Cover Letter 2016 <span>NONE +</span>	Cover Letter

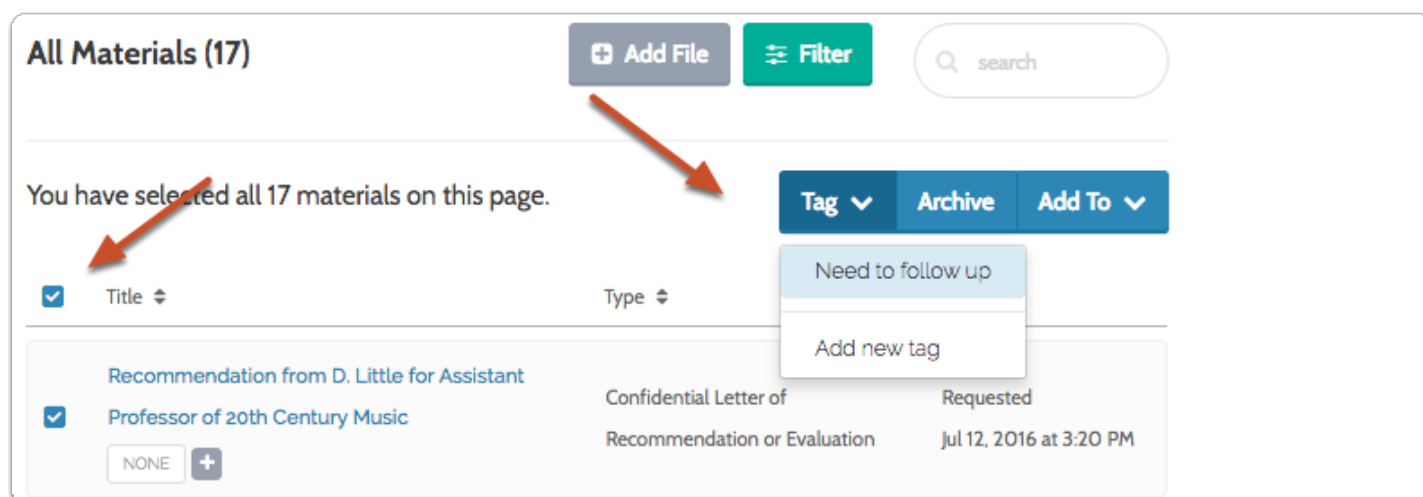
## Repeat the process to add as many tags as necessary



The screenshot shows the 'All Materials' interface. At the top, there are buttons for 'Add File' and 'Filter'. Below the header, there are columns for 'Title' and 'Type'. The first item is 'Undergraduate Transcript' with a checkbox on the left. It has three tags: 'OUT OF DATE', 'RESEND', and 'CALL REGISTRAR'. The second item is 'Cover Letter 2016' with a checkbox on the left and a 'NONE' tag. An orange arrow points to the 'Undergraduate Transcript' item.

**To add a tag to more than one item in the list, select multiple files and click the "Tag" button to the right of the page**

You can choose to apply an existing tag to the selected files, or create a new one.



The screenshot shows the 'All Materials (17)' interface. At the top, there are buttons for 'Add File', 'Filter', and a search bar. Below the header, there is a message: 'You have selected all 17 materials on this page.' Below this message, there are checkboxes for 'Title' and 'Type'. The first item is 'Recommendation from D. Little for Assistant Professor of 20th Century Music' with a checkbox on the left. It has a 'NONE' tag. A 'Tag' button is visible, and a dropdown menu is open, showing 'Need to follow up' and 'Add new tag'. An orange arrow points to the 'Tag' button.

# You can "Filter" the list of materials according to the tags you have added

Click "Filter"

The screenshot shows the 'All Materials (17)' interface. At the top right, there are buttons for 'Add File' and 'Filter', and a search bar. Below these are three filter sections: 'TYPE', 'TAGS', and 'DATE ADDED'. The 'TYPE' section lists: C.V., Confidential Letter of Recommendation or Evaluation, Cover Letter, Image, Teaching Statement, and Transcript. The 'TAGS' section lists: For Fellowships, Houston Job, Need to follow up, and Wrong Degree. The 'DATE ADDED' section has 'FROM' and 'TO' date pickers. An orange arrow points to the 'Filter' button.

Select the tag(s) from the list

The screenshot shows the 'All Materials' interface with the 'Filter' button clicked. The 'TAGS' section now shows 'Call Registrar', 'Out of Date', and 'Resend' (checked). An orange arrow points to the 'Resend' tag. Below the filter sections, it shows '2 results: RESEND x Clear All'. The results table is as follows:

Title	Type	Status
Cover Letter 2016 RESEND x +	Cover Letter	Received Aug 31, 2016 at 4:43 PM
Undergraduate Transcript CALL REGISTRAR x OUT OF DATE x + RESEND x	Transcript	Received Aug 31, 2016 at 6:17 PM

## Only items with the selected tag will display in the list

2 results: RESEND x Clear All

<input type="checkbox"/>	Title ⇅	Type ⇅	Status ⇅
<input type="checkbox"/>	<b>Cover Letter 2016</b> RESEND x +	Cover Letter	Received Aug 31, 2016 at 4:43 PM
<input type="checkbox"/>	<b>Undergraduate Transcript</b> CALL REGISTRAR x OUT OF DATE x + RESEND x	Transcript	Received Aug 31, 2016 at 6:17 PM

