



## Managing Organization Program Tags

**NBIS Release Version:** 4.0

**Updated Date:** 05/23/2022

**File ID:** JA-016

**Application Section:** Organization Management

**User Roles:** Program Tag Manager

**Applies to Organizations:** Adjudication, Appeals, Continuous Vetting, Component Adjudication, Interim, Screening, SSC, FSO, Review, Authorize

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### Related Documents:

Program Tag Configurations (REF-005)  
 Program Tag Requests and Permissions (JA-037)  
 Managing Incoming Program Tag Requests (JA-038)

**Purpose:** Program Tags are used to provide additional restrictions for users, and org level configurations when interacting with subjects and cases. This will cover the basics of managing a Program Tag, which is performed by the **Program Tag Manager**.

## Create a Program Tag

1. From the left navigation menu, select **Org Management**.
2. Select the **Configuration** tab.
3. From the Configuration Menu drop-down, select **Program Tags**.
4. To create a new tag, from the **Actions** drop-down, select **Add Tag**.

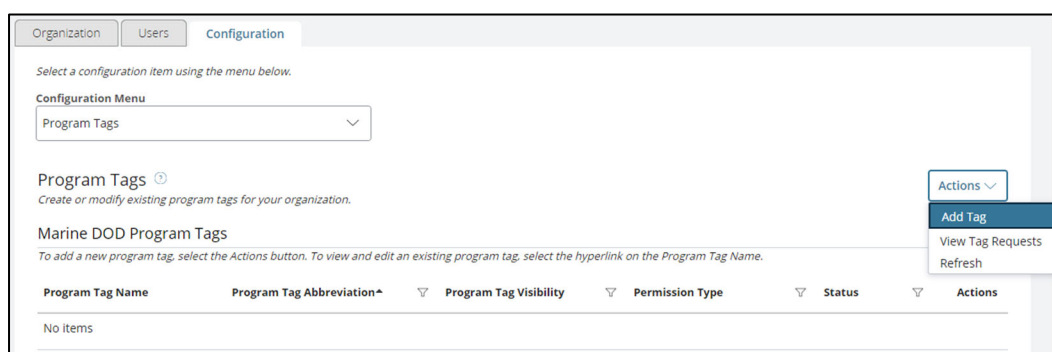
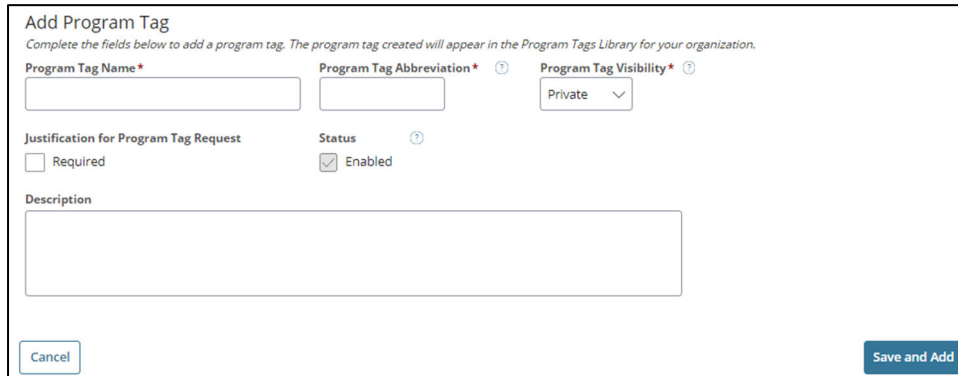


Figure 1: Org Management - Add Tag Action





- Fill in the program tag information.



**Add Program Tag**  
Complete the fields below to add a program tag. The program tag created will appear in the Program Tags Library for your organization.

Program Tag Name\*  Program Tag Abbreviation\*  Program Tag Visibility\*

Justification for Program Tag Request ☐ Required Status ☒ Enabled

Description

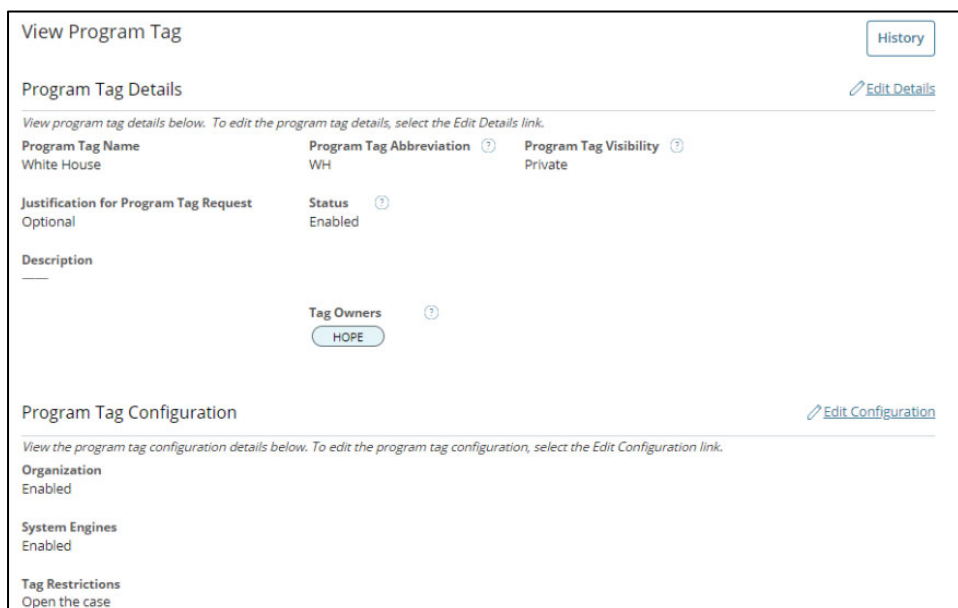
Figure 2: Add Program Tag Screen

**Note:** The Program Tag abbreviation serves as a unique identifier and cannot resemble an existing Program Tag.

- Select **Save and Add**. The Program Tag you created will appear in the list of Program Tags for your Organization.

## View and Edit a Program Tag

- From the left navigation menu, select **Org Management**.
- Select the **Configuration** tab.
- From the Configuration Menu drop-down, select **Program Tags**.
- Select a **Program Tag** to view details for.



**View Program Tag**

**Program Tag Details** [Edit Details](#)

View program tag details below. To edit the program tag details, select the Edit Details link.

Program Tag Name White House Program Tag Abbreviation WH Program Tag Visibility Private

Justification for Program Tag Request Optional Status Enabled

Description

Tag Owners

**Program Tag Configuration** [Edit Configuration](#)

View the program tag configuration details below. To edit the program tag configuration, select the Edit Configuration link.

Organization Enabled

System Engines Enabled

Tag Restrictions Open the case

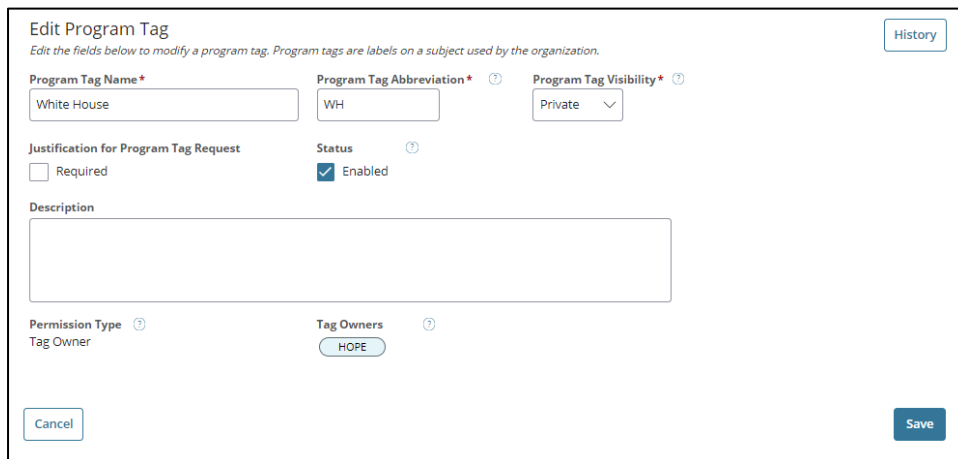
Figure 3: View Program Tag Details





5. Select **Edit Details** to modify the tag's Specific Details.

Note: Program tags are only editable by Tag Owners.



**Edit Program Tag**  
Edit the fields below to modify a program tag. Program tags are labels on a subject used by the organization.

Program Tag Name\*  Program Tag Abbreviation\*  Program Tag Visibility\*

Justification for Program Tag Request ☐ Required Status ☒ Enabled

Description

Permission Type  Tag Owners

Figure 4: Edit Program Tag Details

6. Select **Save** when the changes are complete.

## Edit Configurations of a Program tag

1. From the left navigation menu, select **Org Management**.
2. Select the **Configuration** tab.
3. From the Configuration Menu drop-down, select **Program Tags**.
4. Select a **Program Tag** to view details for.
5. Select **Edit Configuration** to modify the system configurations or restrictions for this program tag.



**Edit Program Tag Configuration**  
To configure the program tag, select the options below and select the Save button.

Organization ☒ Enabled

System Engines ☒ Enabled

Tag Restrictions

Figure 5: Edit Program Tag Configurations

6. Select **Save** when the changes are complete.

