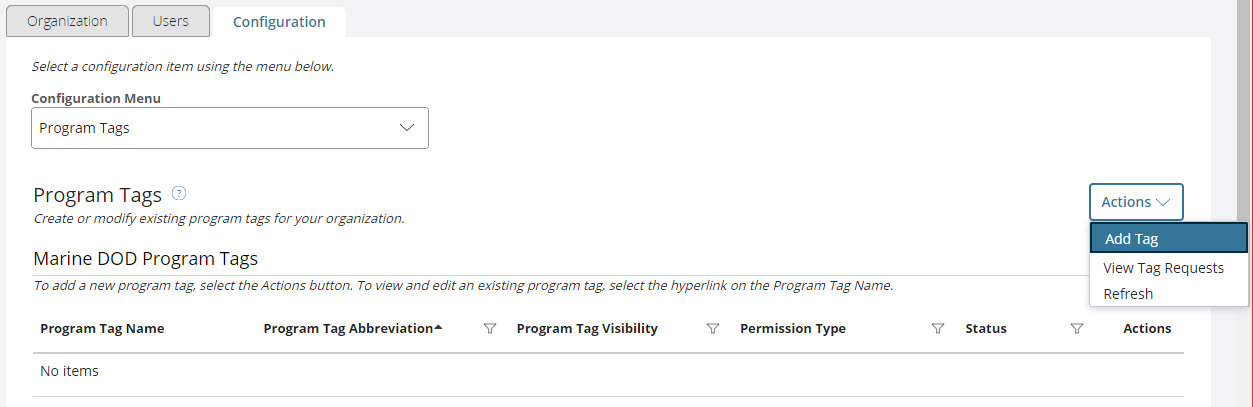
|  |  |  |  |
| --- | --- | --- | --- |
| Managing Organization Program Tags | | | |
| **NBIS Release Version:** 4.0 | **Updated Date:** 05/23/2022 | | **File ID:** JA-016 |
| Application Section: Organization Management | | **User Roles:** Program Tag Manager | |
| **Applies to Organizations:** Adjudication, Appeals, Continuous Vetting, Component Adjudication, Interim, Screening, SSC, FSO, Review, Authorize | | | |
| Table of Contents:  [Create a Program Tag 1](#_Toc96705541)  [View and Edit a Program Tag 2](#_Toc96705542)  [Edit Configurations of a Program tag 3](#_Toc96705543) | | | |
| 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*

1. Fill in the program tag information.

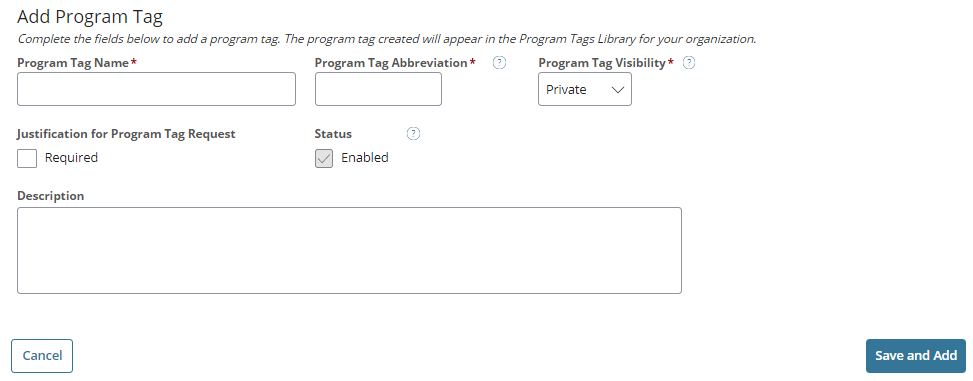


Figure 2: Add Program Tag Screen

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

1. 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

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.

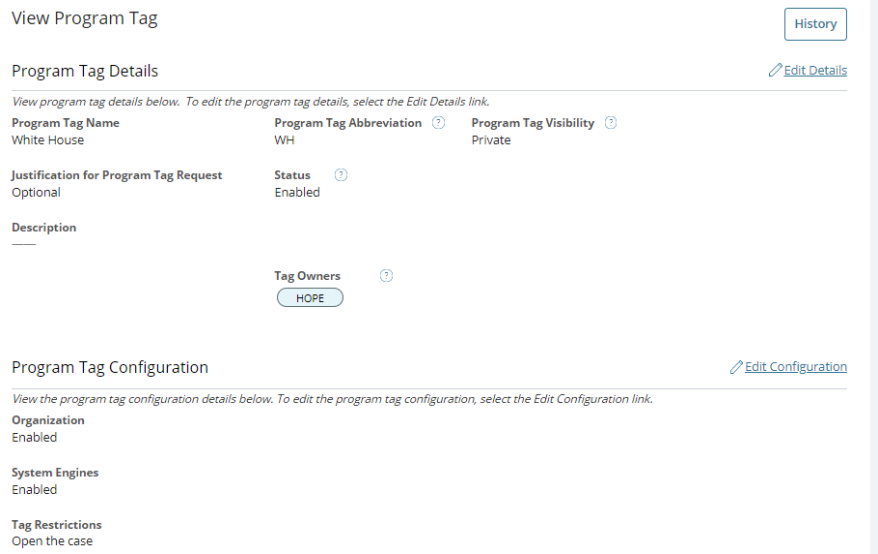


Figure 3: View Program Tag Details

1. Select **Edit Details** to modify the tag’s Specific Details.

Note: Program tags are only editable by Tag Owners.

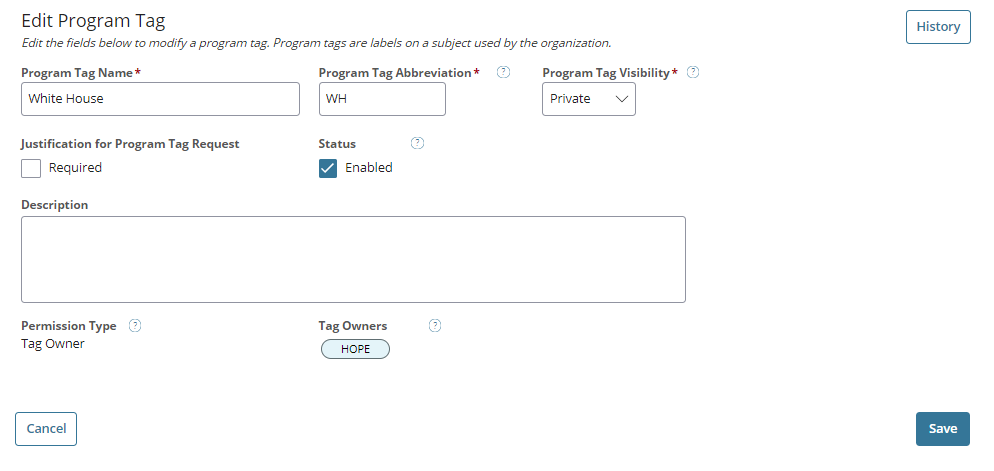


Figure 4: Edit Program Tag Details

1. 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.

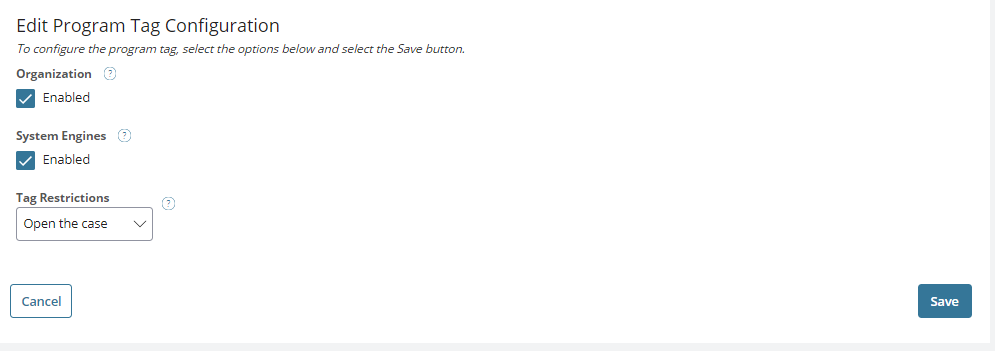


Figure 5: Edit Program Tag Configurations

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