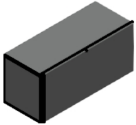


Using Tags in UNIFI

Last Modified on 05/24/2022 7:43 pm EDT

Tags are a way to group content together in UNIFI using metadata. You can look at tags as a way to subcategorize your content, similar to subfolders, except each piece of content can be assigned multiple tags, which makes it easier for users to find content in multiple ways.

In the example below, you'll see that this air handling unit has the tags "Air handling Units," "Air-Side Components," "Div 23-HVAC," "Healthcare," and more. From here, you can click on a tag to find all content that share the same tag.



Air Handling Unit - Split System - Horizontal
IMPERIAL Category: Mechanical Equipment Size: 532 KB Revision: 4 Inserts: 6 Base Files: 2 Date Modified: 6/22/2020
Libraries: MEP - Mechanical Retail
Tags: Air Handling Units Div. 23 7000 - Central HVAC Equipment DIVISION 23 Mechanical

You can search by tag by typing it within square brackets in the search bar. To see which tags are available to you, simply enter brackets ([]) in the search bar and scroll down to see a list of available tags.

[Healthcare]

Healthcare

Healthcare Clinic

For a more narrowed search, you could even add additional words to your search. For example, if you type in "bed" after [Healthcare], it'll search for content that contains both the tag "Healthcare" and the word "bed" in its file name or family type.

Admins and Users (when given permission) can create tags in UNIFI.