


---

## CHANGE REVIEW TAG STYLE

---

To change Review Tag style, follow these steps:

- On **Database** pane, ensure required **Case & Database** is opened
- Click **Review Tags** tab
- Select an empty **Review Tag** (**Record Count** is zero) to change the style
- Click **Review Tag Style**
- Select **Standard** or **Checkbox** or **Option** to set the Review Tag style
- **Review Tag Style** is changed
- Repeat steps 2 to 4 to change the style for any empty Review Tag
- Let us learn how to choose a Review Tag style while creating new Review Tags. Follow these steps:

- Select an empty **Review Tag**
- Click **New** 
- Type **Review Tag Name**
- Shared Review Tag is always **Private** scope
- Select **Standard** or **Checkbox** or **Option** to set the Review Tag Style
- Click **Ok**
- **Review Tag** is created with the selected style