
CREATE A TAG

To create a review tag, follow these steps:

- On **Database** pane, make sure required **case & database** is opened
- Click **Review Tags** tab
- Click **New**
- Type **Review Tag Name**
- Click **Public** or **Private** to set the Review Tag Scope
- Select **Standard** or **Checkbox** or **Option** from drop-down to set the Review Tag Style
- Click **Ok**
- **Review Tag** is created with selected style
- Select a **Tag** to create a sub tag
- Click **New**
- Type **Review Tag Name**
- Click **Public** or **Private** to set the Review Tag Scope
- Select **Standard** or **Checkbox** or **Option** from drop-down to set the Review Tag Style
- Click **Ok**
- Sub **Review Tag** is created with selected style