

Managing Legislation Tags: How to modify, merge, and delete

11 Steps [View most recent version](#) 

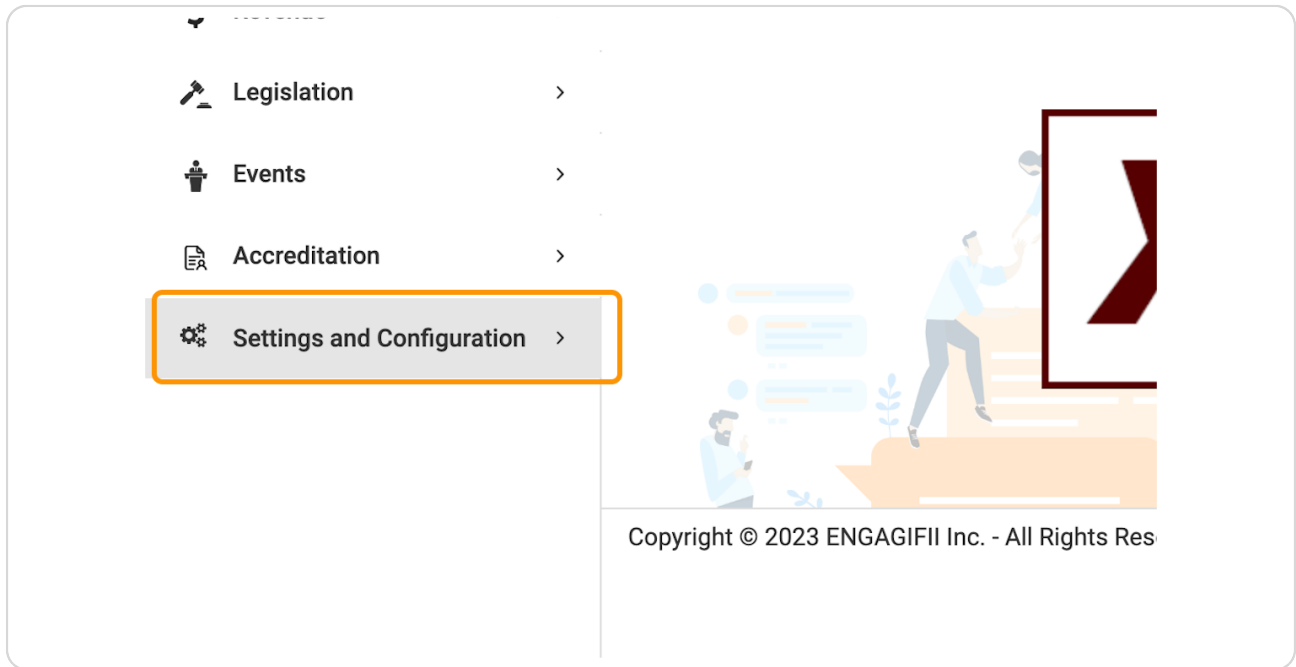
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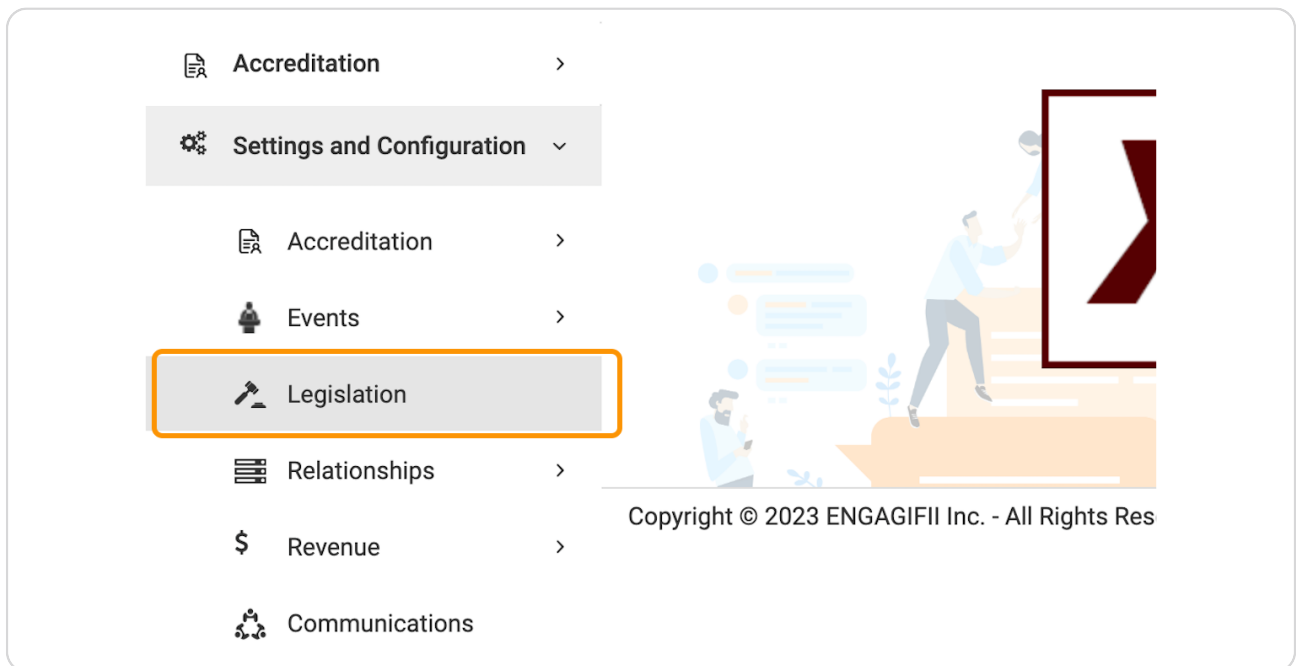
STEP 1

Click on Settings and Configuration



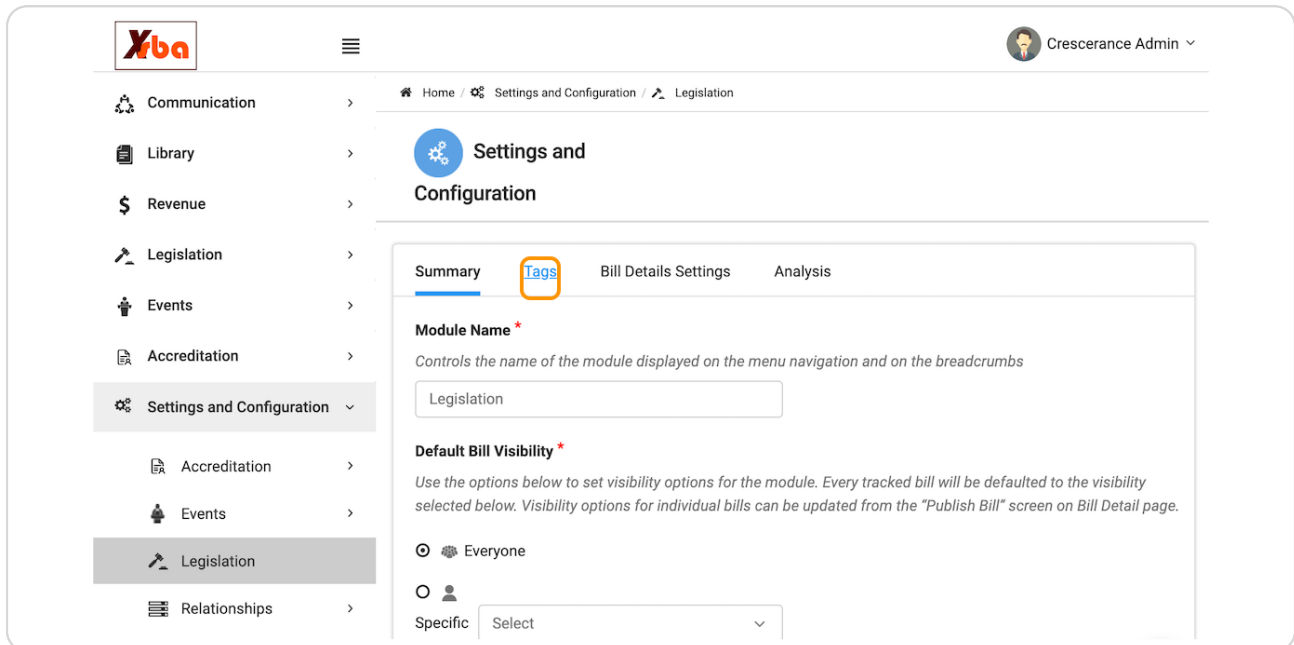
STEP 2

Click on Legislation



STEP 3

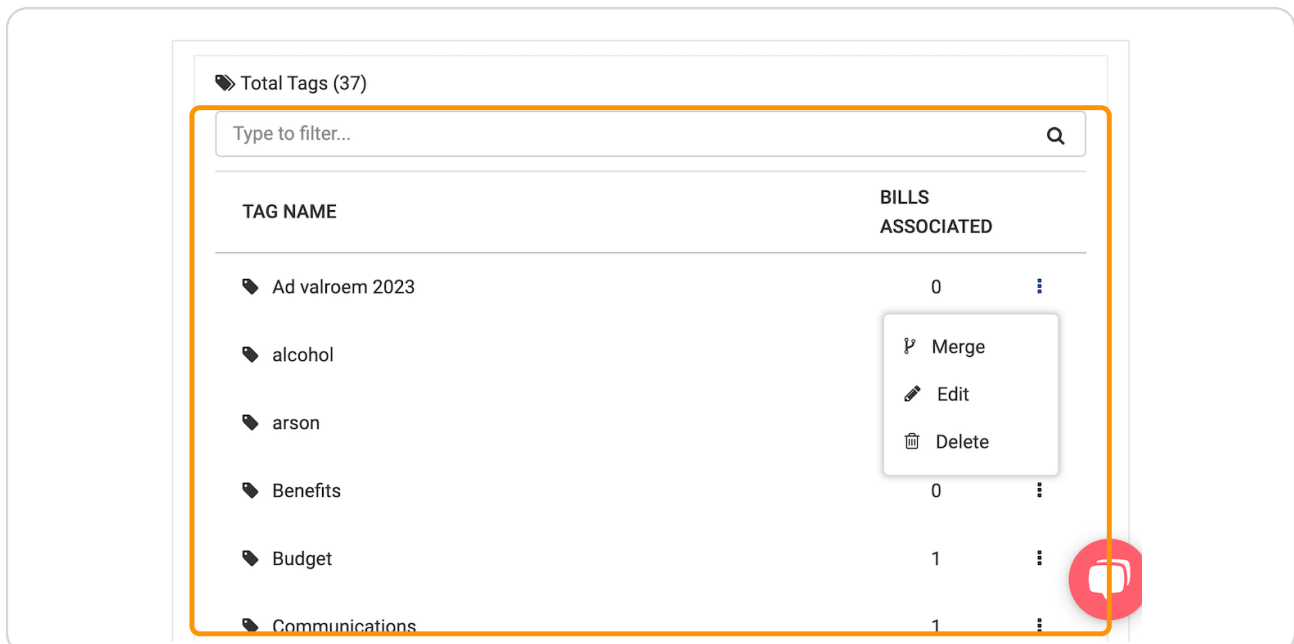
Click on Tags



The screenshot shows the Xba application interface. On the left is a navigation menu with categories like Communication, Library, Revenue, Legislation, Events, Accreditation, Settings and Configuration, and Relationships. The 'Settings and Configuration' section is expanded, and the 'Legislation' sub-section is selected. The main content area is titled 'Settings and Configuration' and contains a 'Tags' tab, which is highlighted with an orange box. Below the tabs, there are sections for 'Module Name' (with a text input field containing 'Legislation') and 'Default Bill Visibility' (with radio buttons for 'Everyone' and 'Specific', and a dropdown menu set to 'Select').

STEP 4

Click on the ellipses next a given tag to edit the naming convention of the tag, to merge the tag and its associations into another tag, and/or to delete

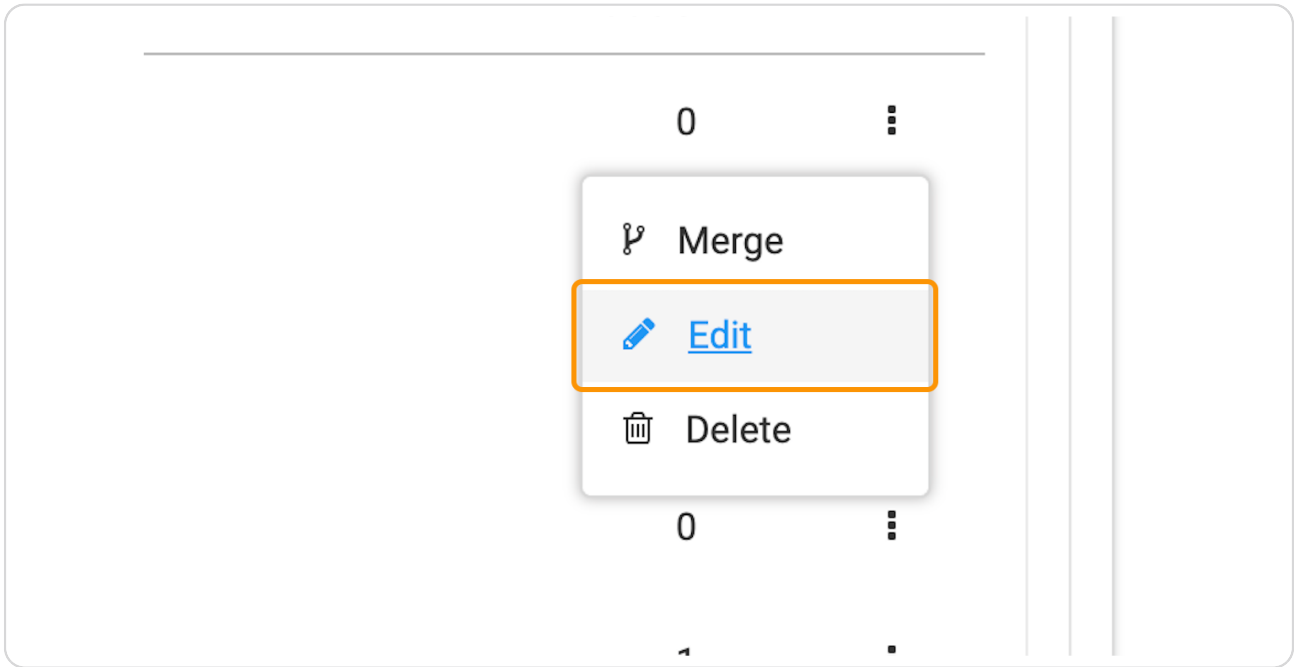


The screenshot shows a table titled 'Total Tags (37)'. The table has two columns: 'TAG NAME' and 'BILLS ASSOCIATED'. A search bar is at the top. The table lists several tags, and a context menu is open over the 'alcohol' tag, showing options for Merge, Edit, and Delete. A red circle highlights the 'alcohol' tag's ellipsis menu.

TAG NAME	BILLS ASSOCIATED
Ad valroem 2023	0
alcohol	0
arson	0
Benefits	0
Budget	1
Communications	1

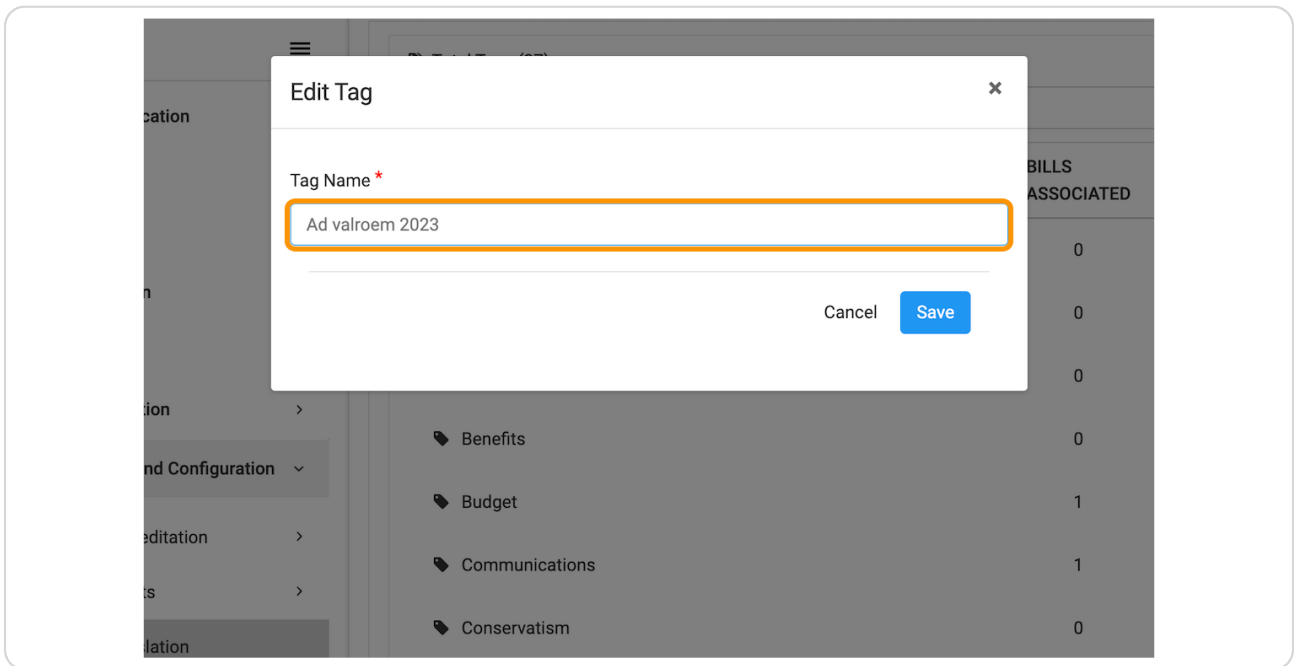
STEP 5

Click on 'Edit' to modify the naming convention of the tag



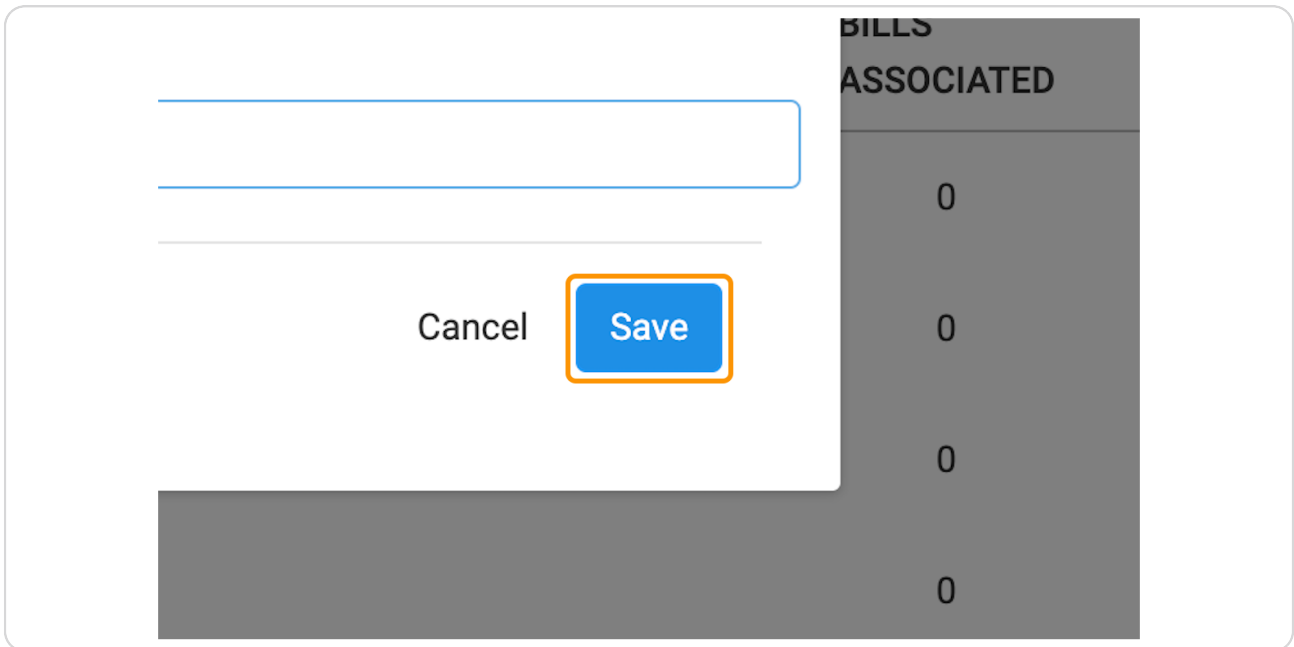
STEP 6

Type updated tag name in the text field



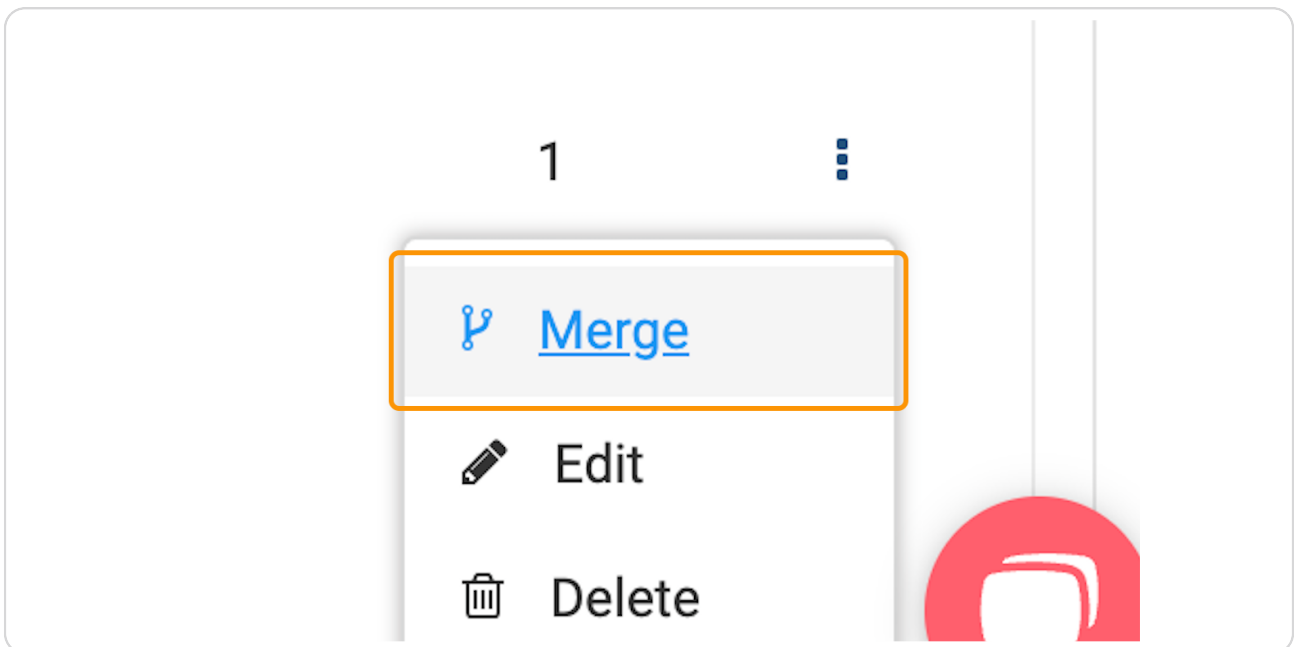
STEP 7

Always be sure to hit save after making a change!



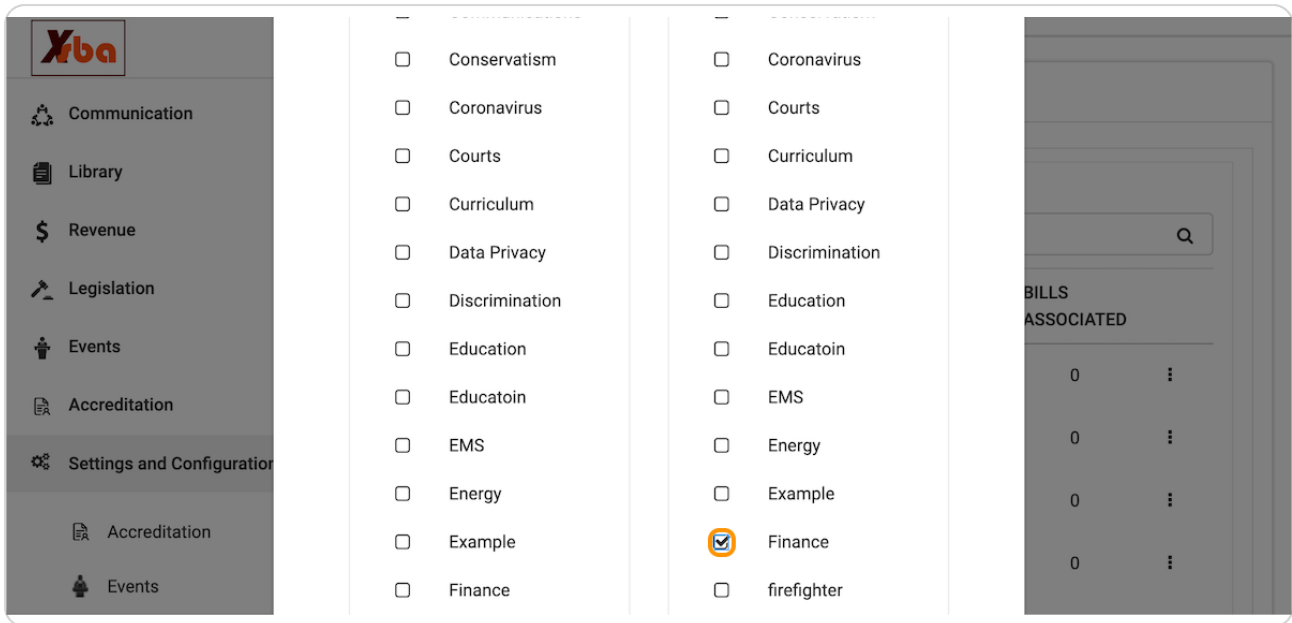
STEP 8

Click on 'Merge' to merge two tags and their associations together under one tag name



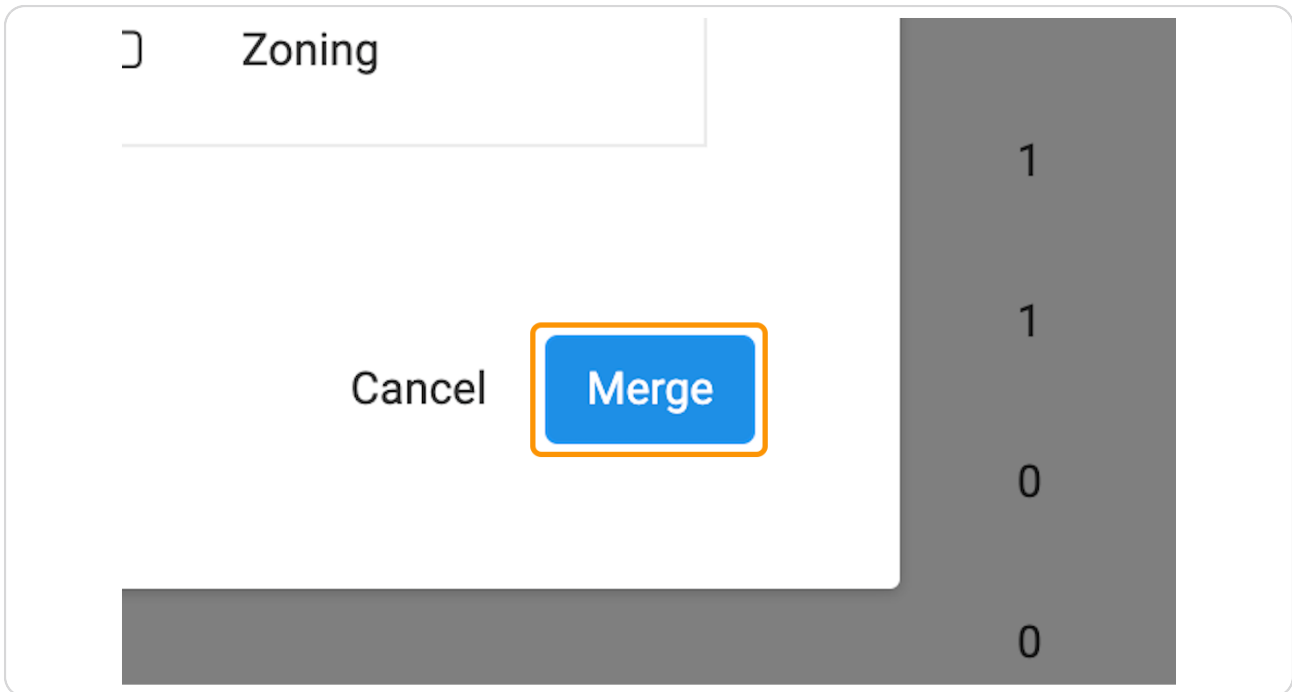
STEP 9

Select which tag into which you'd like to merge the existing tag



STEP 10

Click on Merge to save changes and confirm the merge



STEP 11

Click on ellipses and select 'Delete' to delete a tag

