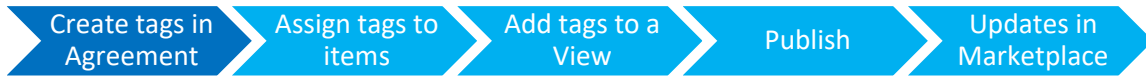


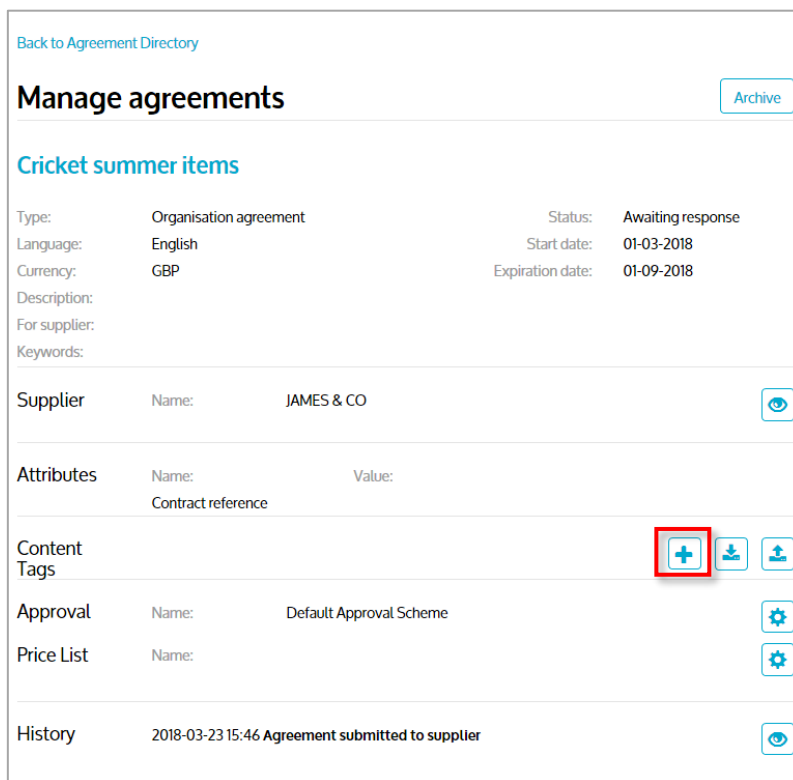
## Introduction

Content tags allow buyer defined tags to be assigned to individual items. This allows a buyer administrator to:

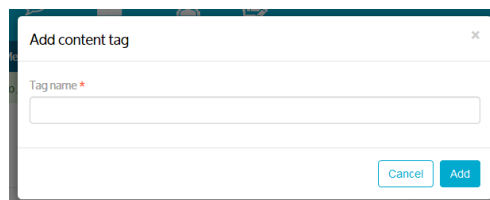
- Break up a large catalogue and provide partial access to specific users.
- Guide users to specific items in Marketplace with custom search filters



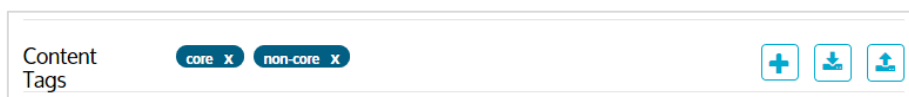
The first step is to define your content tags. Content tags are added by clicking on the 'plus' button in the Content Tags section in the Manage Agreement page:



Clicking the 'Plus' button opens a pop up screen. Enter a tag name into the input field. A tag name cannot contain spaces (although numbers, hyphens, underscores, and full stops are valid).

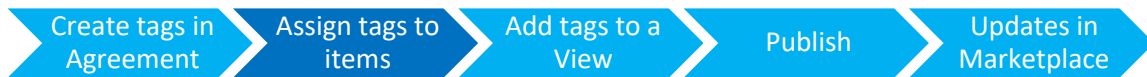


When tags are added, they appear in the Agreement:



# Guide to adding tags to content

Tags can be deleted by clicking on the 'X' on the tag.



Once tags have been added to the Agreement, they can be assigned to individual items in the price list linked to the Agreement.

## Assigning content tags in the user interface

From the Manage agreement page, click on the 'cog' button in the Price List section:

[Back to Agreement Directory](#)

### Manage agreements Archive

**Cricket summer items**

Type:	Organisation agreement	Status:	Active
Language:	English	Start date:	01-03-2018
Currency:	GBP	Expiration date:	01-09-2018
Description:			
For supplier:			
Keywords:			

**Supplier** Name: JAMES & CO 👁

**Attributes** Name: Value:  
Contract reference

**Content Tags** core X non-core X + 📄 ⬇

**Approval** Name: Default Approval Scheme ⚙

**Price List** Name: Cricket catalogue 2018 - 6 Items - (Approved) 2018-03-23 ⚙

**History**

- 2018-03-23 15:57 Price list approved 👁
- 2018-03-23 15:56 Supplier attached a price list

In the Agreement Price List items page, each item linked to the agreement is displayed. Click on the 'Content tag' value to assign a content tag:

# Guide to adding tags to content

**Agreement Price List Items**

Current price list: Cricket catalogue 2018  
 Start date: Not set  
 Expiration Date: Not set

Search [ ] [x] [Search] [Download] [Done] [Sort by Relevance] [v]  
 1-6 / 6 [ < ] [ > ] [25 results per page] [v]

**Match A Cricket Ball** Exclude:

Item ID: BALL01      Item type: Standard  
 Order unit: Each      Price: 19.95 GBP (1 Price Break)  
 Changes: Added      Content tag: **None**  
 Supplier: ball

**Grade A Cricket Ball** Exclude:

Item ID: BALL02      Item type: Standard  
 Order unit: Each      Price: 46.95 GBP (1 Price Break)  
 Changes: Added      Content tag: None  
 Supplier: ball

Show me  
 All (6)  
 Excluded  
 Yes  
 No  
 Item type  
 Standard  
 Delivery

Once the Content tag value has been clicked on, a drop down is displayed:

Item type: Standard  
 Price: 19.95 GBP (1 Price Break)  
 Content tag:  [v]

- None
- core
- non-core

The values displayed match the content tags added to the agreement. Once a value is selected, it is visible in the Agreement Price List Items page for each item:

**Match A Cricket Ball** Exclude:

Item ID: BALL01      Item type: Standard  
 Order unit: Each      Price: 19.95 GBP (1 Price Break)  
 Changes: Added      Content tag: **core**  
 Supplier: ball

keywords:  
 Buyer keywords:

## Assigning content tags in bulk

Content tags can also be assigned in bulk. Click on the 'download' button to download a csv file:

# Guide to adding tags to content

[Back to Agreement Directory](#)

## Manage agreements

Archive

Publish

### Cricket summer items

Type: Organisation agreement      Status: Active  
Language: English      Start date: 01-03-2018  
Currency: GBP      Expiration date: 01-09-2018  
Description:  
For supplier:  
Keywords:

Supplier      Name: JAMES & CO     

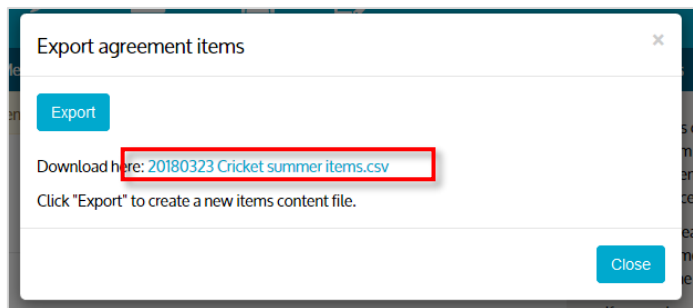
Attributes      Name:      Value:  
Contract reference

Content Tags      core x non-core x

Approval      Name: Default Approval Scheme     

Price List      Name: Cricket catalogue 2018 - 6 Items - (Approved) 2018-03-23     

This will open a pop up dialog window. Click on the 'Export' button and wait for the download to complete. Once complete. Click on the link displayed to download the file:



Open the csv file in Excel, and enter the desired content tag values.

Important note: only tags that exactly match tags added to the agreement will be recognised. Ensure to check spelling and upper and lower case characters:

Item ID	Item name	Supplier keywords	Excluded	Content tag	Buyer keywords
BALL01	Match A Cricket Ball	ball	No	core	
BALL02	Grade A Cricket Ball	ball	No		
BAT01	Pro Cricket Bat	Bat	No	non-core	
BAT02	Elite Cricket Bat	Bat	No		
GLOV01	Legend Batting Gloves	gloves	No		
GLOV02	SE Black Batting Gloves	gloves	No		

Once the desired values have been entered, upload the file by clicking on the upload button in the Manage agreements page:

[Back to Agreement Directory](#)

## Manage agreements Archive Publish

### Cricket summer items

Type:	Organisation agreement	Status:	Active
Language:	English	Start date:	01-03-2018
Currency:	GBP	Expiration date:	01-09-2018
Description:			
For supplier:			
Keywords:			

---

Supplier	Name:	JAMES & CO	
----------	-------	------------	--

---

Attributes	Name:	Value:
	Contract reference	

---

Content Tags	<span>core X</span> <span>non-core X</span>	
--------------	---	--

---

Approval	Name:	Default Approval Scheme	
----------	-------	-------------------------	--

---

Price List	Name:	Cricket catalogue 2018 - 6 Items - (Approved) 2018-03-23	
------------	-------	--	--

In the Import page, click on the Select File button and select the updated csv file and click Upload:

### Import

contentTags.csv Select File Upload

Once the file has been uploaded, a success message is displayed:

The upload completed successfully. (23-Mar-2018 16:18)

If the upload fails, an error message will be displayed. Ensure that the file has been saved as a csv file and is in the UTF-8 format.

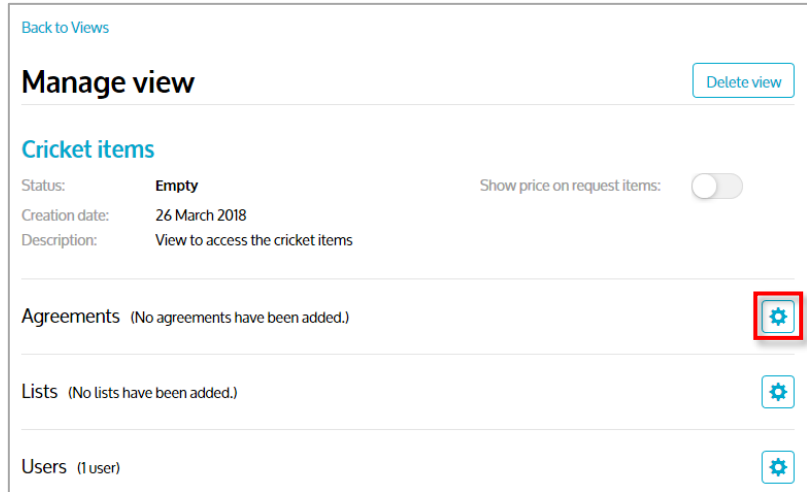
To check that the content tags have been assigned as expected, review the items in the price list. Click on the 'cog' button in the price list section to review the items.

# Guide to adding tags to content

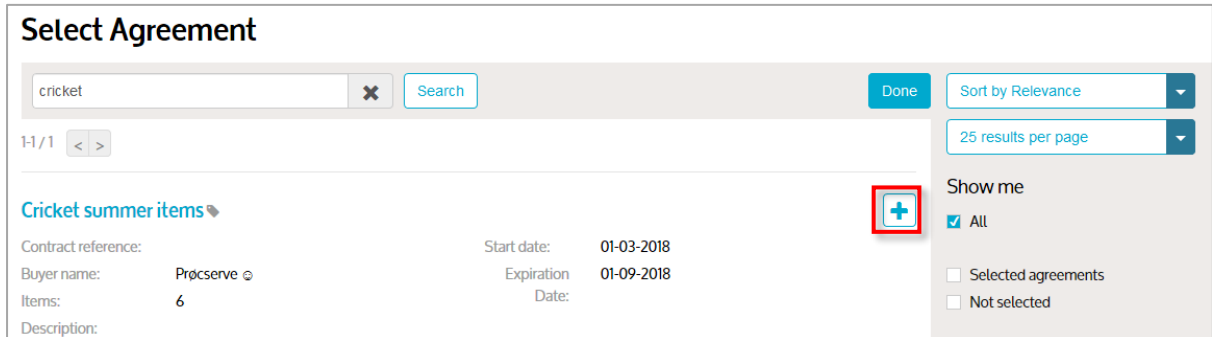


If you wish to restrict access to content based on tags, this can be done by assigning tags to a View. **This step is optional.**

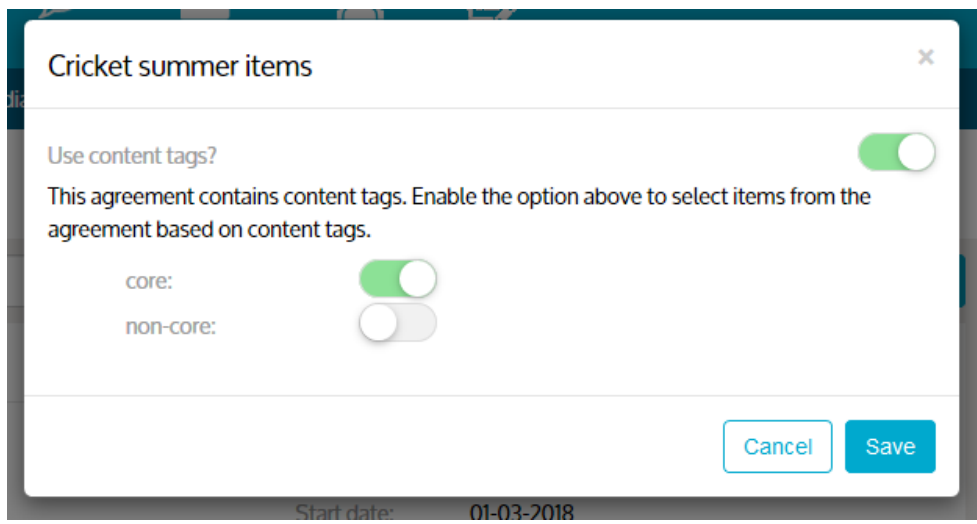
Navigate to the View directory, select the View to use with the Agreement, click on the 'cog' button to add the Agreement to the View:



In the Select Agreement page, locate the target Agreement and click on the 'plus' button to add to link it to the View.

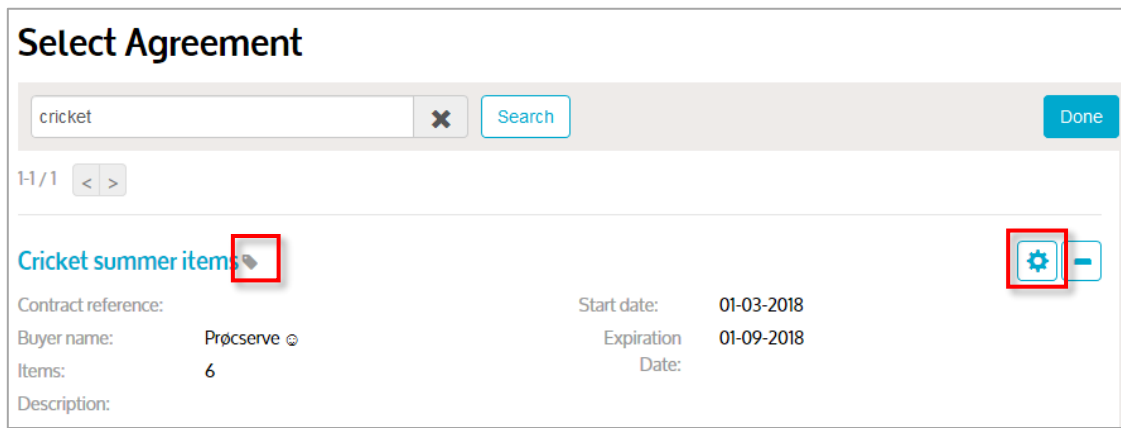


If the Agreement being linked contains Content Tags, a pop up window will be displayed, where you can select which tags should be used in the View. Only items with the tags selected will be visible in the Marketplace for users in this View:

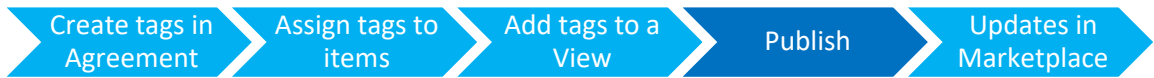


In the example above, users in this View will only be able to view items that have the 'core' tag assigned.

After the changes have been saved, a 'tag' icon is displayed next to the Agreement name in the Select Agreement page:

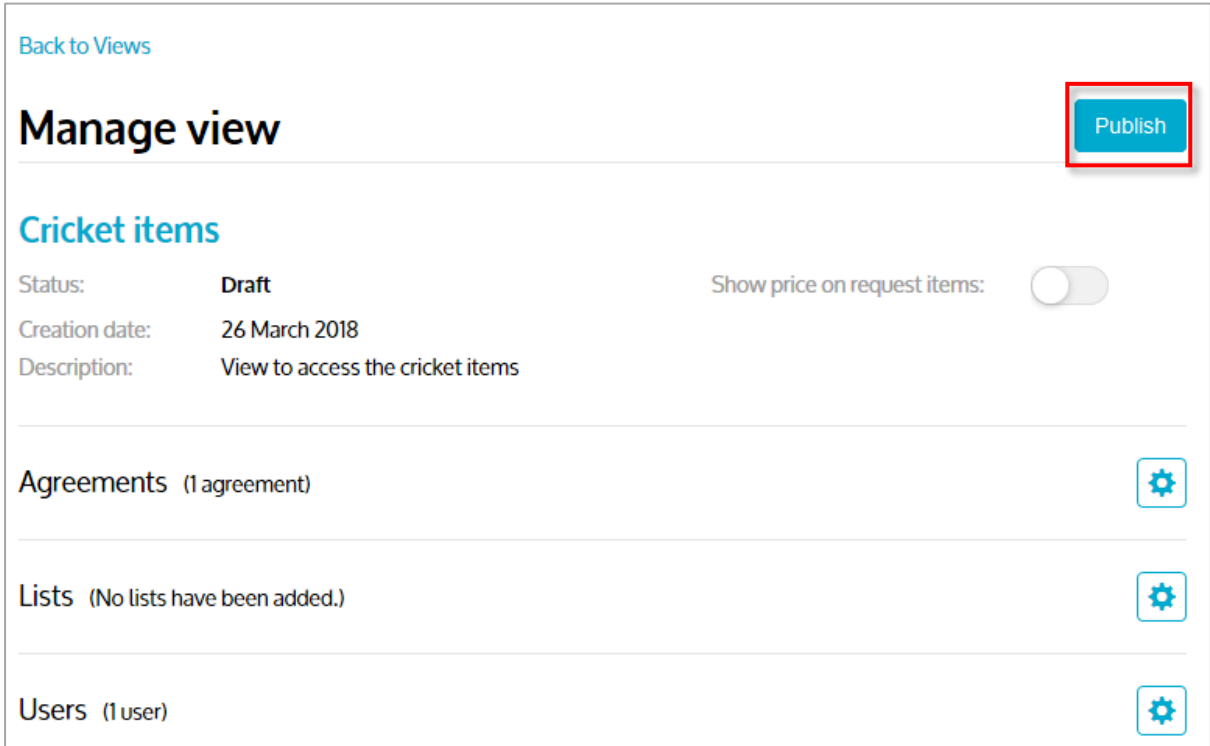


To edit which tags to use, click on the 'cog' icon to edit the tags used in the View.



After the content tags have been assigned to the items and the View (if required), the changes can then be published to the Marketplace.

In the Manage View page, click on the 'publish' button. The button should be visible if unpublished changes have been made:



Back to Views

## Manage view


**Cricket items**

Status: **Draft** Show price on request items:


Creation date: 26 March 2018

Description: View to access the cricket items


---

Agreements (1 agreement) 

---

Lists (No lists have been added.) 

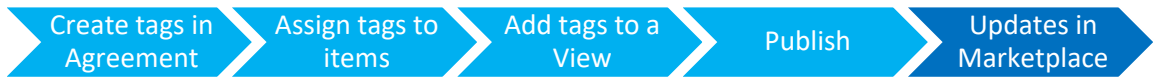
---

Users (1 user) 

After publishing, allow a few minutes before the changes are visible in the Marketplace.



# Guide to adding tags to content



Once the updated content has been published to Marketplace, content tags are available as search filters. If any content in the search results contains content tags, new content tags search filters should be available. Clicking on the content tag filter will limit the search results to items containing the tag:

The screenshot shows the Marketplace interface with search results for cricket balls. The 'Content tag' filter is highlighted with a red box, showing 'core (2)' selected. The interface includes a search bar, filters for 'Price', 'Supplier (1)', and 'Classification', and a list of items with details like 'Grade A Cricket Ball' and 'Match A Cricket Ball'.

Item Name	Supplier Name	Item ID	Contract Reference	Description	Price	Quantity	Min/Incr
Grade A Cricket Ball	JAMES & CO	BALL02		Finest quality English Leather, alum tanned, hand stitched, wax finished	46.95 GBP/Each	1.00	1/1
Match A Cricket Ball	JAMES & CO	BALL01		Excellent Value Senior 'Grade A' League and Cup ball Finished & Quality	19.95 GBP/Each	1.00	1/1