



Tags

Original – July 12th 2019

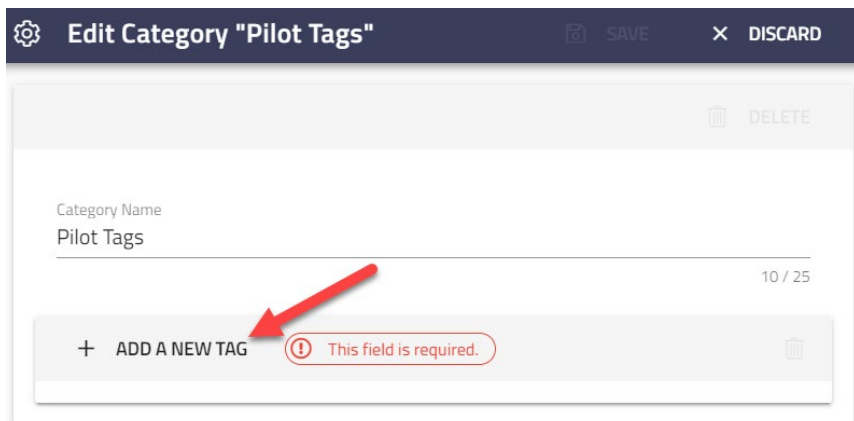
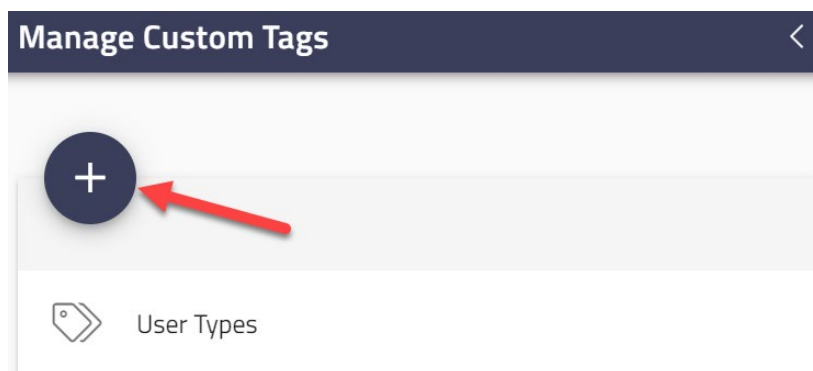
Tagging

Note that custom tags are an optional portion of Cirro. If you are used to and comfortable with the Documents, Memos, and Certifications system that was in place prior to June 2019 the following steps are purely for convenience. The ability to create Tag sets and identify specific groups of staff-members is only available to Admin Level users.

Cirro's updated Company Library module will store documents, memos, and training certifications per user. These can be assigned to user types (ie. Pilot, Engineer/Mechanic, Admin, Flight Attendant, Ground) as well as specific users or groups of users.

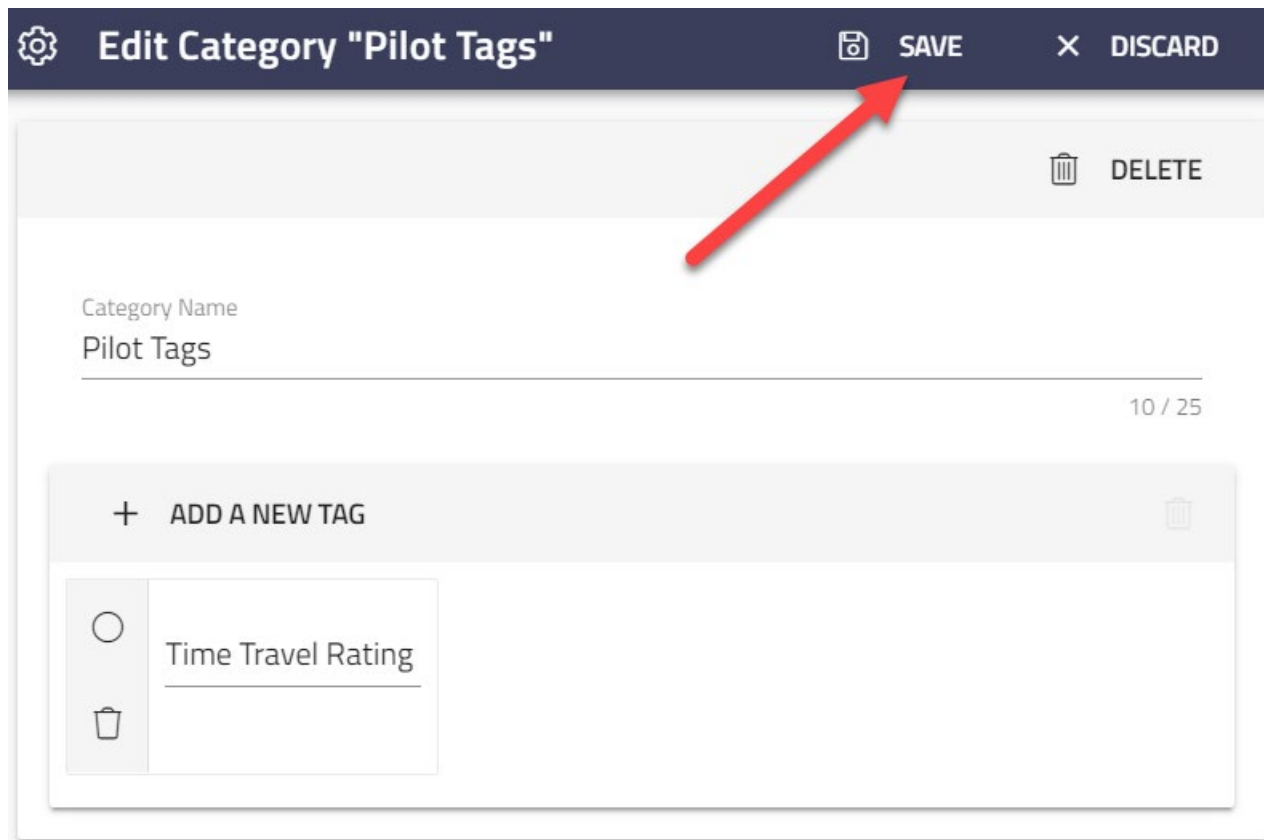
To assign a document, memo, and/or training certification to a specific user or group of users, **you must first create "Tags"**. For example purposes, let's say that our operation was just approved for Time Travel (let's also pretend the laws of physics don't apply). As a result, a select few of our Senior Pilots will need training certifications, documents, and memos specific to time travel which don't apply to other less important pilots.

From the main page of Cirro, select the *Company Library* module, then *Manage Custom Tags*. As a default, we should see *User Types* as an existing category of tags. Click the big blue plus button to create a new category of tags.



Name the category **Pilot Tags** and select "Add a new tag". Keep in mind that each of these tags are how we can identify groups of users to make document and certificate control easier.


We've added a single tag relating to our example, *Time Travel Rating*:



Save will lock in our new tags, and make them available for use when creating documents, memos and certificates. After saving, back out to the *Company Library* module, and let's apply this tag to our Senior Pilots.

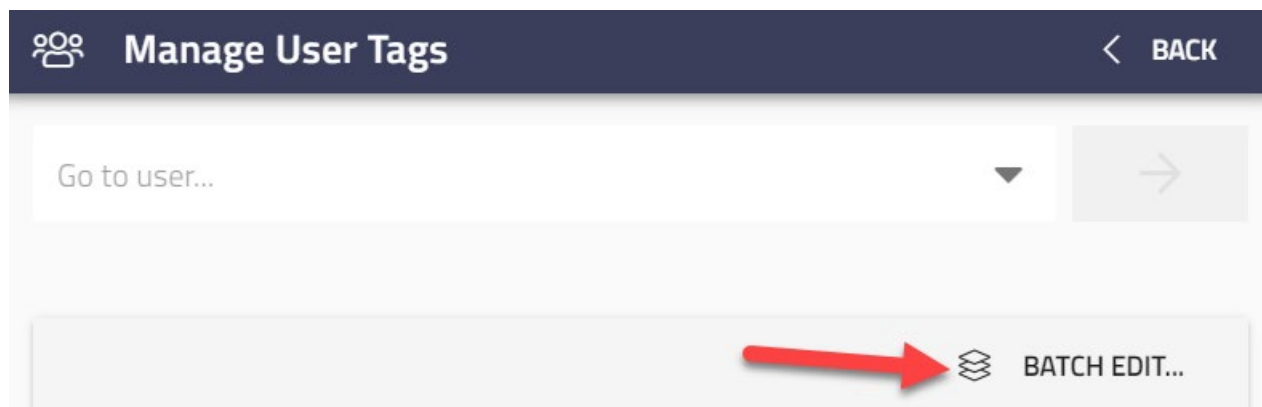
Select Tag Users at the bottom of the *Company Library* page:

Administer Tags + Keywords

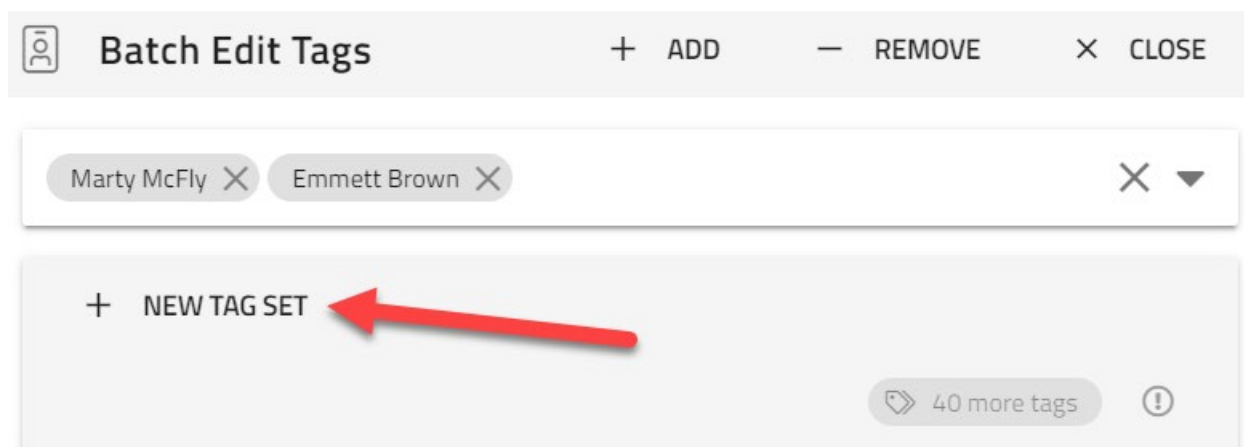
 Manage Custom Tags

 Tag Users 

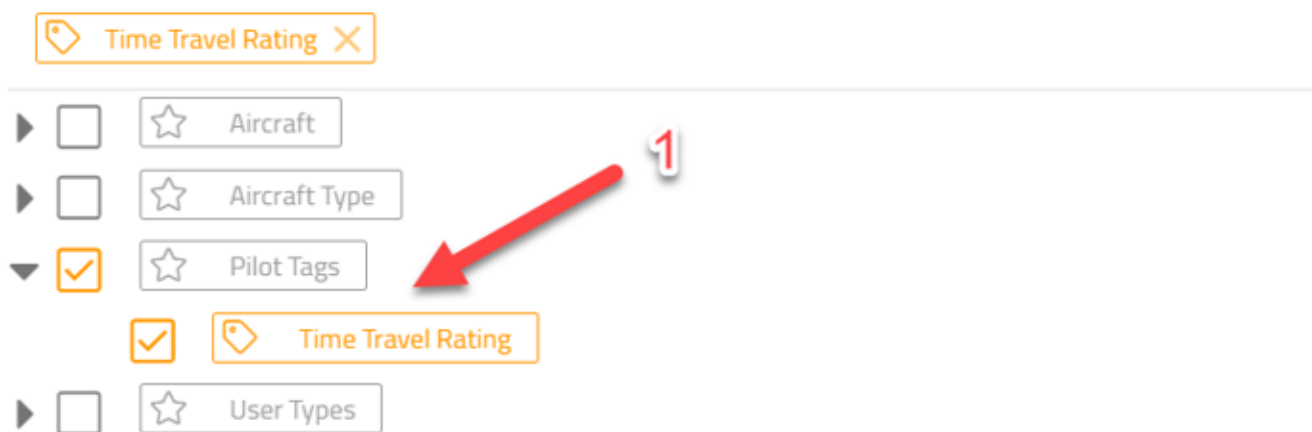
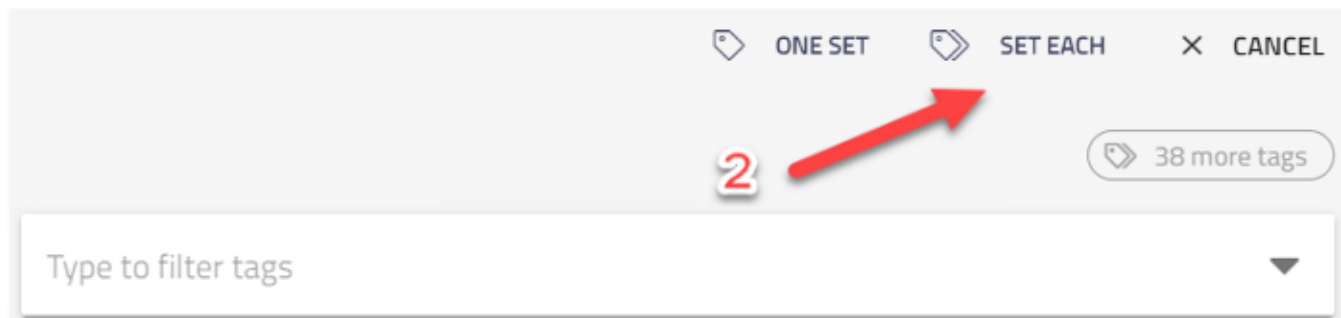
To edit one user at a time, simply click on the user's name and skip the search bar for multiple users. Since we wish to apply our Time Travel tag to more than one pilot, we should select the **BATCH EDIT** tool. This edits multiple users at once, as a single **batch**.



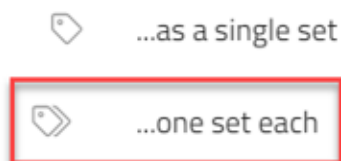
In the field which says “Who will be affected?”, type and then select all staff who require the tag. Next, click on new tag set.



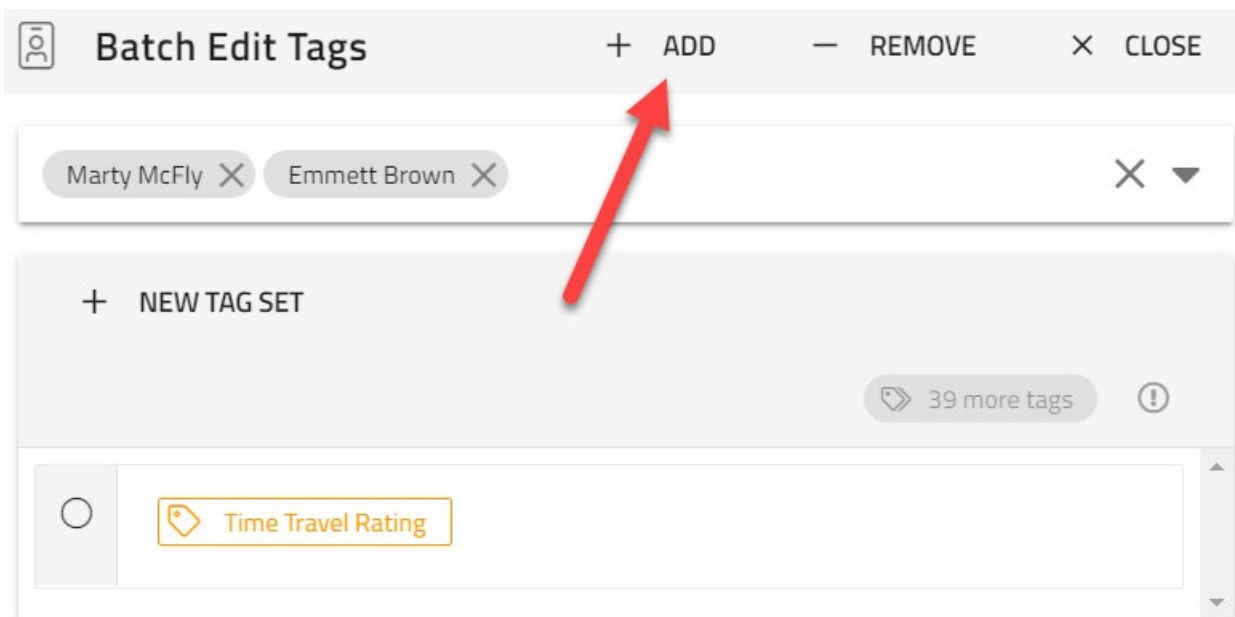
Expand our new tag category “Pilot Tags” and select Time Travel Rating. Then, select “Set Each”.



After clicking “Attach Tags”, choose “...as one set each”



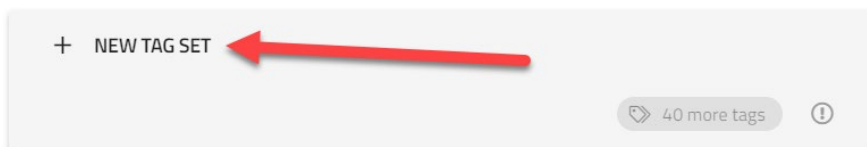
We now see that the time travel tag has been added to users Marty McFly and Emmett Brown. To complete tagging these users, select +ADD and carry on.



A green pop up will appear at the bottom of the page if the tag was successfully applied:



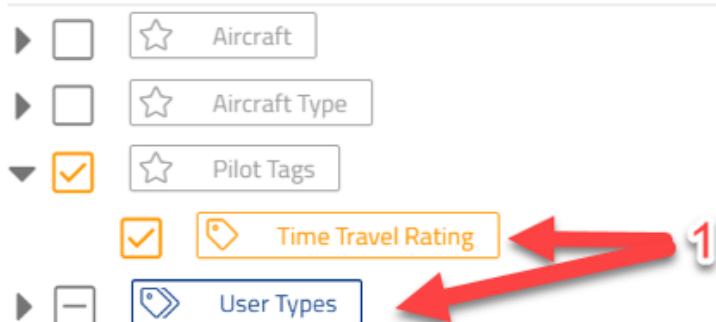
From here on out when creating a new document, certification, or memo, which applies to **Pilot** users approved for **Time Travel**, we will attach both the **Pilot** tag and the new **Time Travel** tag. When you see this step...



...carry forward and attach the Time Travel tag in the following order.



Type to filter tags



Selecting *ONE SET* comes into play when a document/cert/memo requires multiple tags at once. For example, a user must have a Time Travel Rating **AND** be a pilot user **AND** have an aircraft specific (Delorean) tag to qualify for the resource.

Selecting *SET EACH* should be used if multiple tags are being applied at once to save time, but they are independent of each other. For example, any user with a Time Travel Rating **OR** a pilot user **OR** have an aircraft specific tag qualifies for this document.

If you have reached the end of this tutorial and have any questions or want a helping hand with the new tagging system don't hesitate to reach out to our support staff:

support@air-suite.com – 807-577-7511