

Add a Tag to a Group

Tags allow you to run reports on group content assessments. That is, tagging a group refers to the group's controls and related risks. Tags allow you to gather information using questionnaires, run automatic checks, execute policy awareness campaigns, and so on.

When a user owns the permission to create a group, that user automatically has the access to add, update, or delete a tag associated with a group.

To tag a group:

1. Click the **Content** menu > **Controls and Questionnaires**.
2. Select the folder that contains the group you want to tag.
3. Select the group folder.
4. Click **More Actions** > **Details**.
5. Click the **Tags** tab.
6. Click **New**.
7. Perform one or both of the following actions:
 - Select the tag category or create a new one.
 - Select a tag or create a new one.
8. Click **OK**.