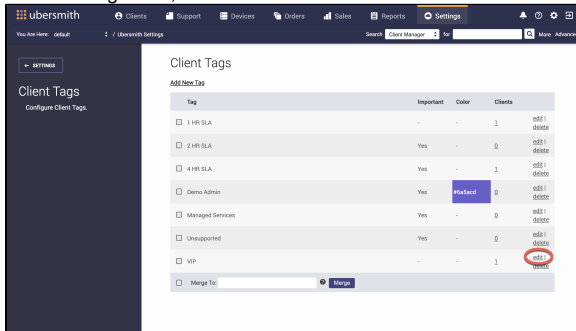


# Managing Client Tags

Once you have [created client tags](#), you can perform various actions on them.

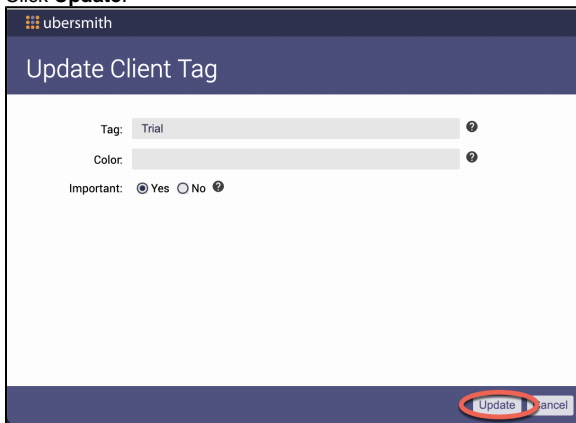
## Editing Client Tags

1. [Access the Client Tags page.](#)
2. From the tag's row, click **edit**.



The *Update Client Tag* page appears.

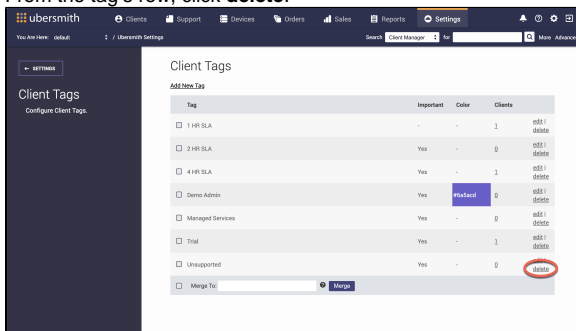
3. Make any updates.
4. Click **Update**.



## Deleting Client Tags

If you delete a client tag, it removes it from clients using the tag. If you want to maintain the identification, [merge the tags](#) instead.

1. [Access the Client Tags page.](#)
2. From the tag's row, click **delete**.



A confirmation message appears.

3. Click **Yes**.

## Merging Client Tags

You can merge tags together. This is helpful if these tags are already widely used and you want to change them all at once.

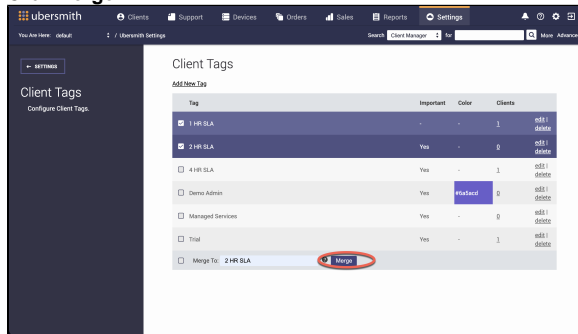
1. [Access the Client Tags page.](#)

On this page:

On this page:

- [Editing Client Tags](#)
- [Deleting Client Tags](#)
- [Merging Client Tags](#)
- [Related Topics](#)

2. Select the tags you want to merge.
3. In the **Merge To** field, select the existing tag you want to merge the selected to.
4. Click **Merge**.



## Related Topics

[Adding Client Tags](#)

[Managing Users](#)