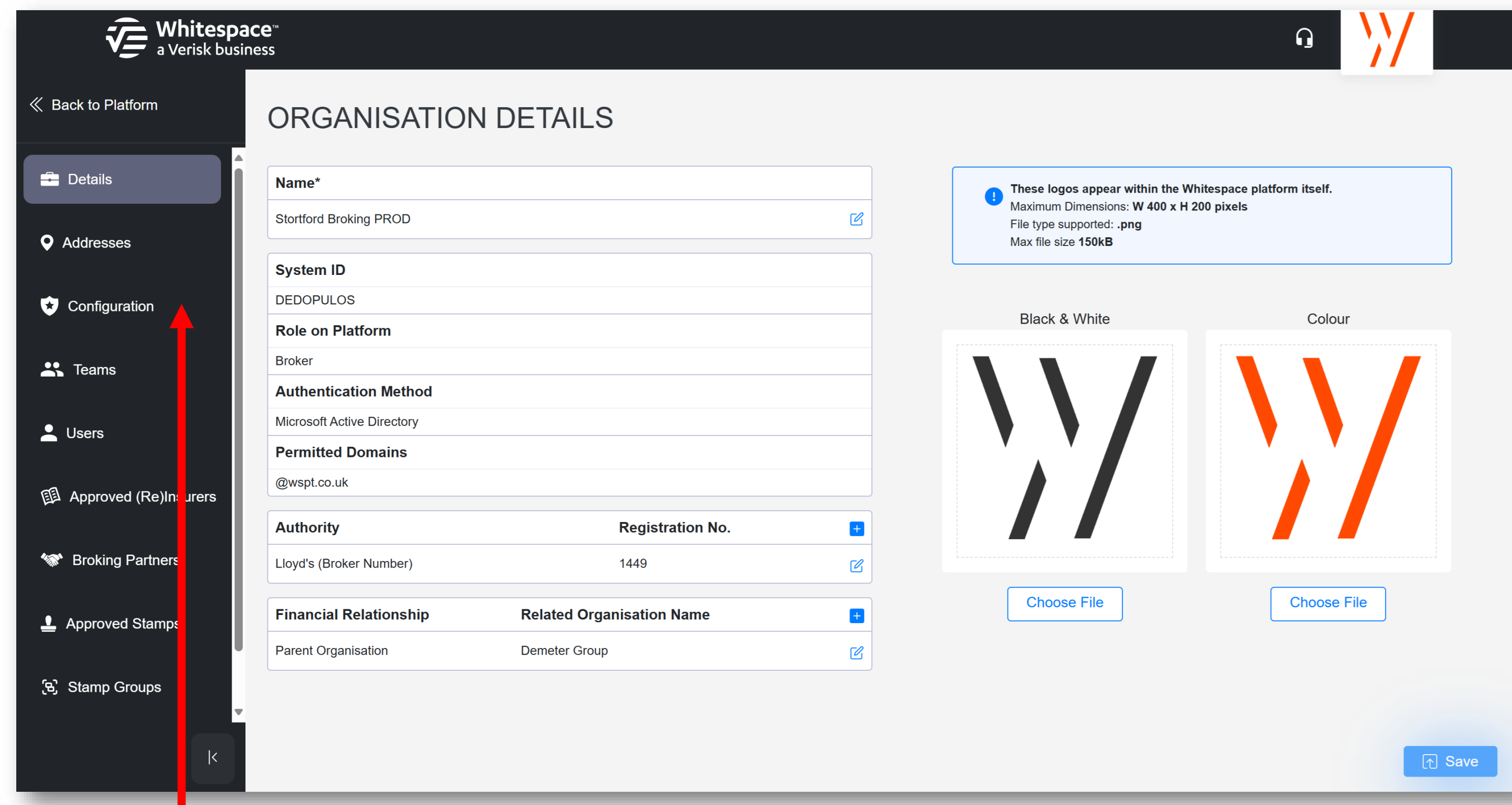


# Enforcing the Use of Mandatory Tag Sets on a Team by Team Basis

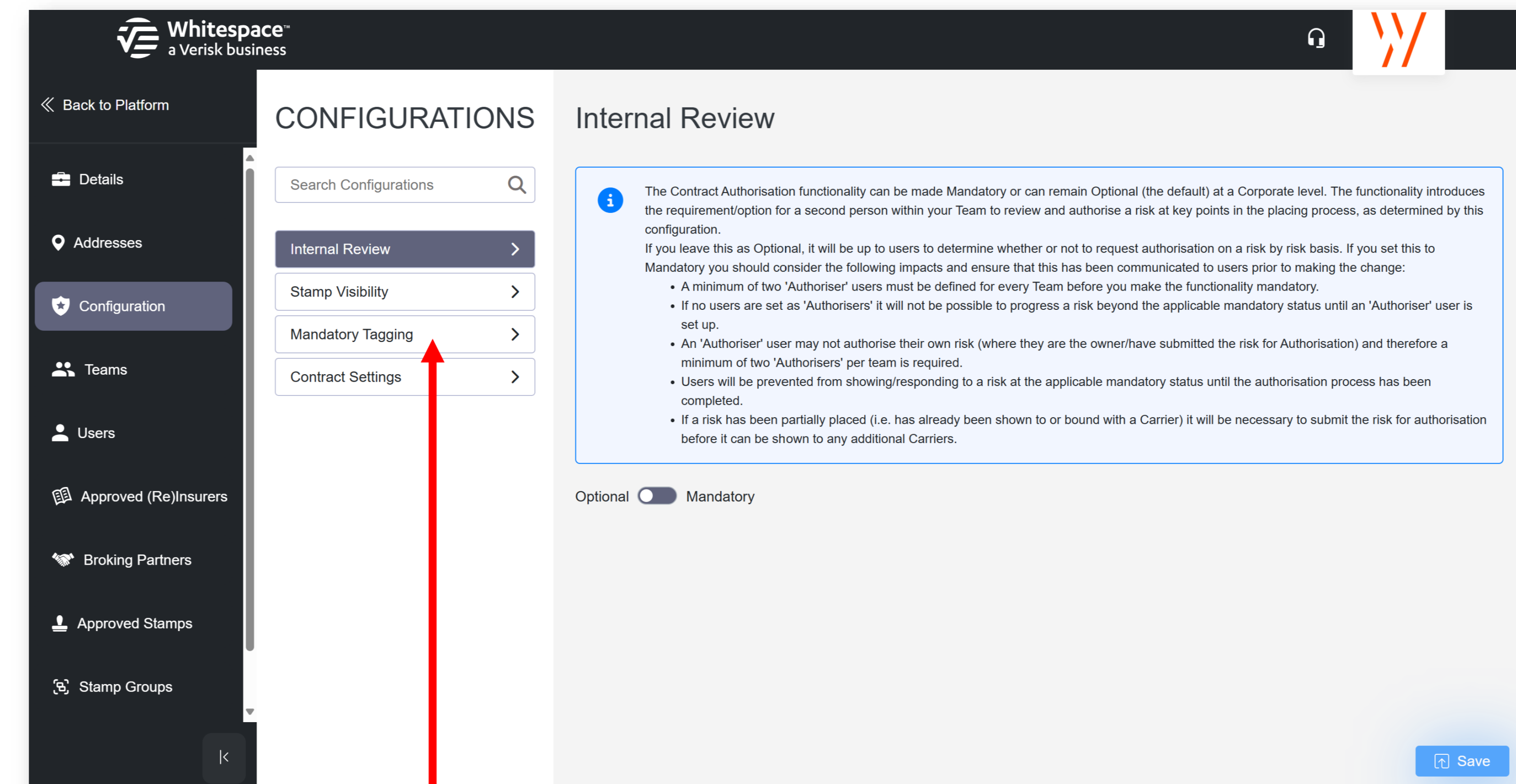
1.



The use of Mandatory Tag Sets when cloning any template or contract can be set as a requirement on a team by team basis.

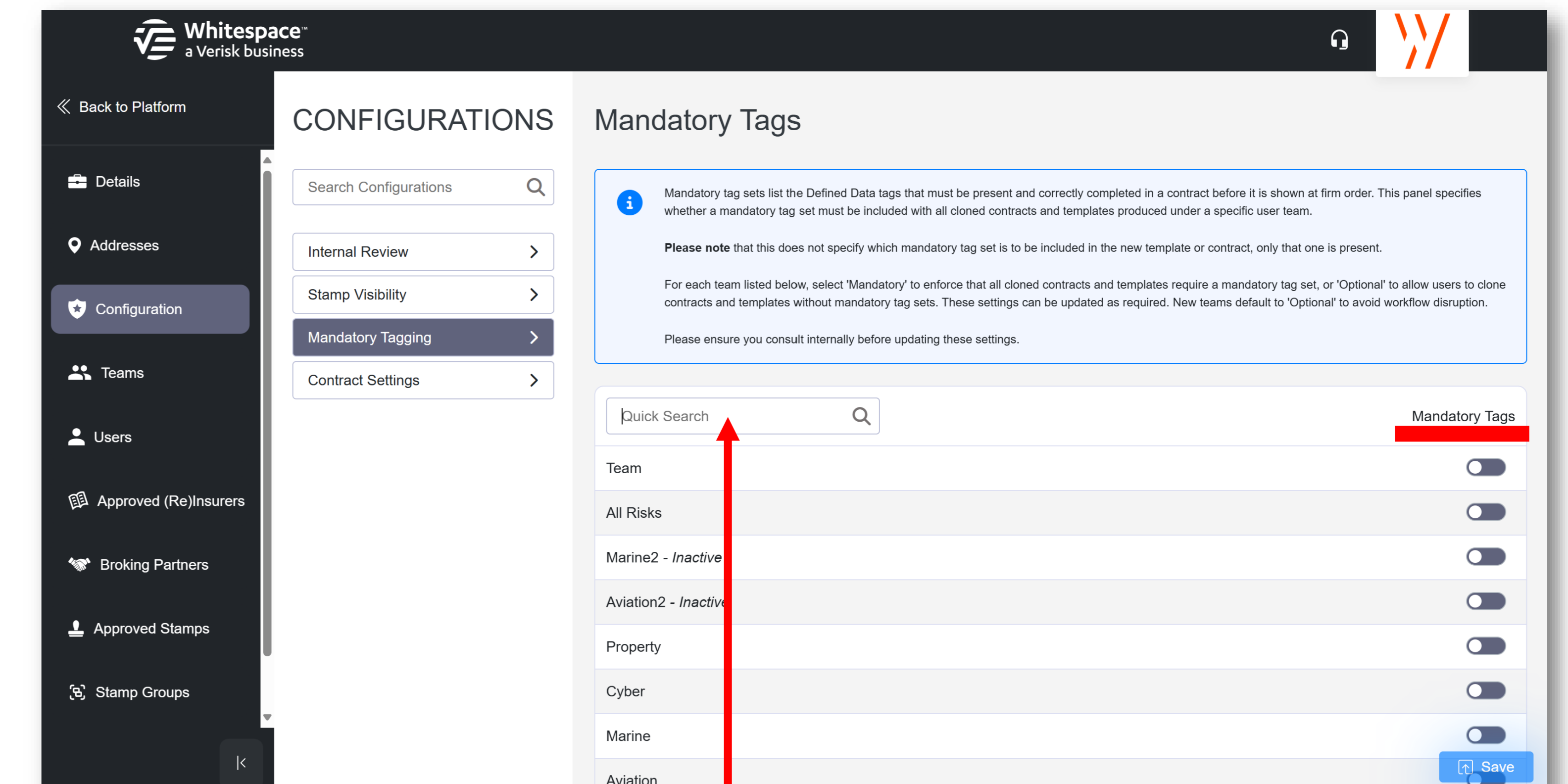
In the Admin portal, select the 'Configuration' tab.

2.



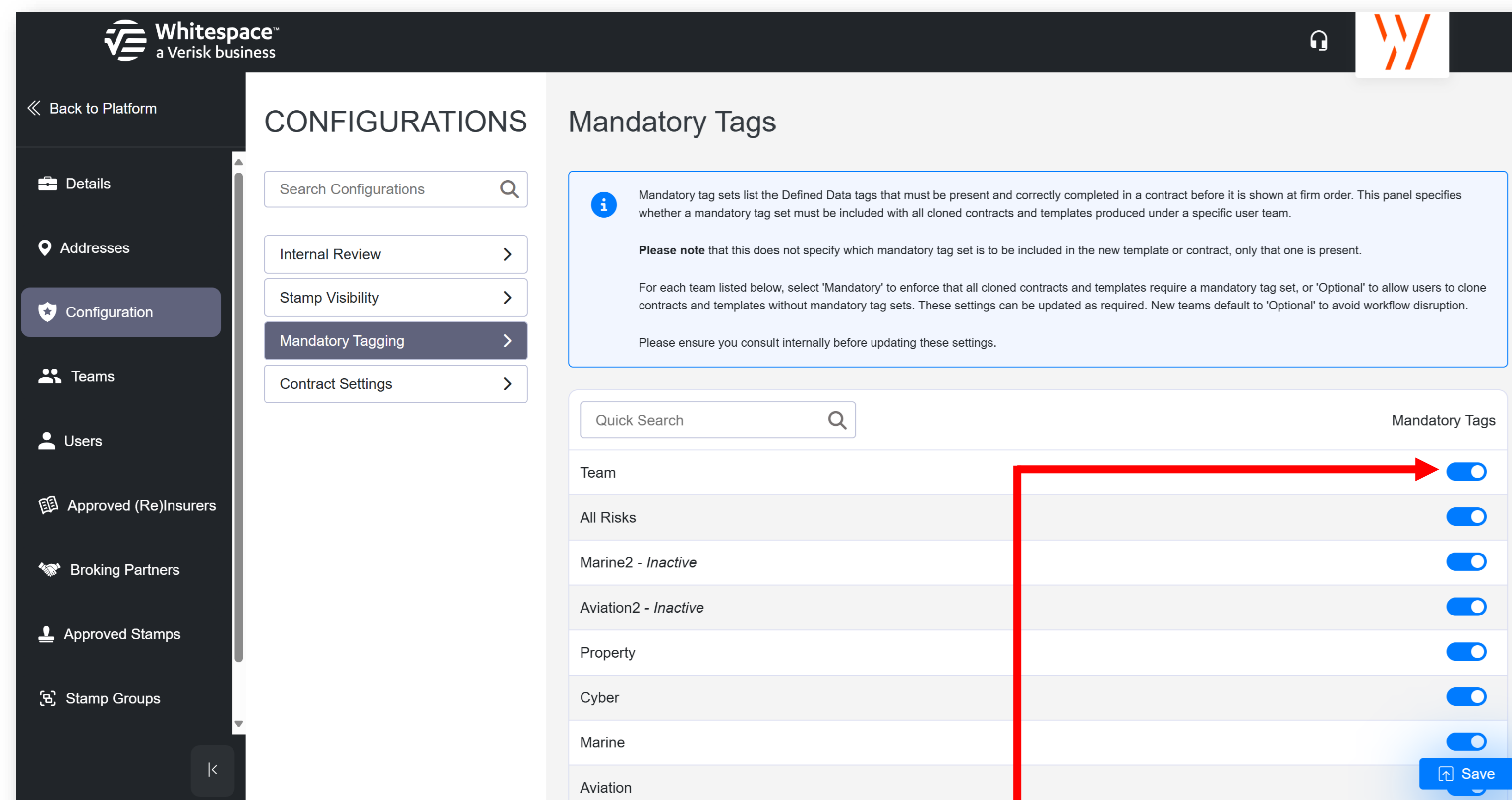
Open the 'Mandatory Tagging' configuration pane.

3.



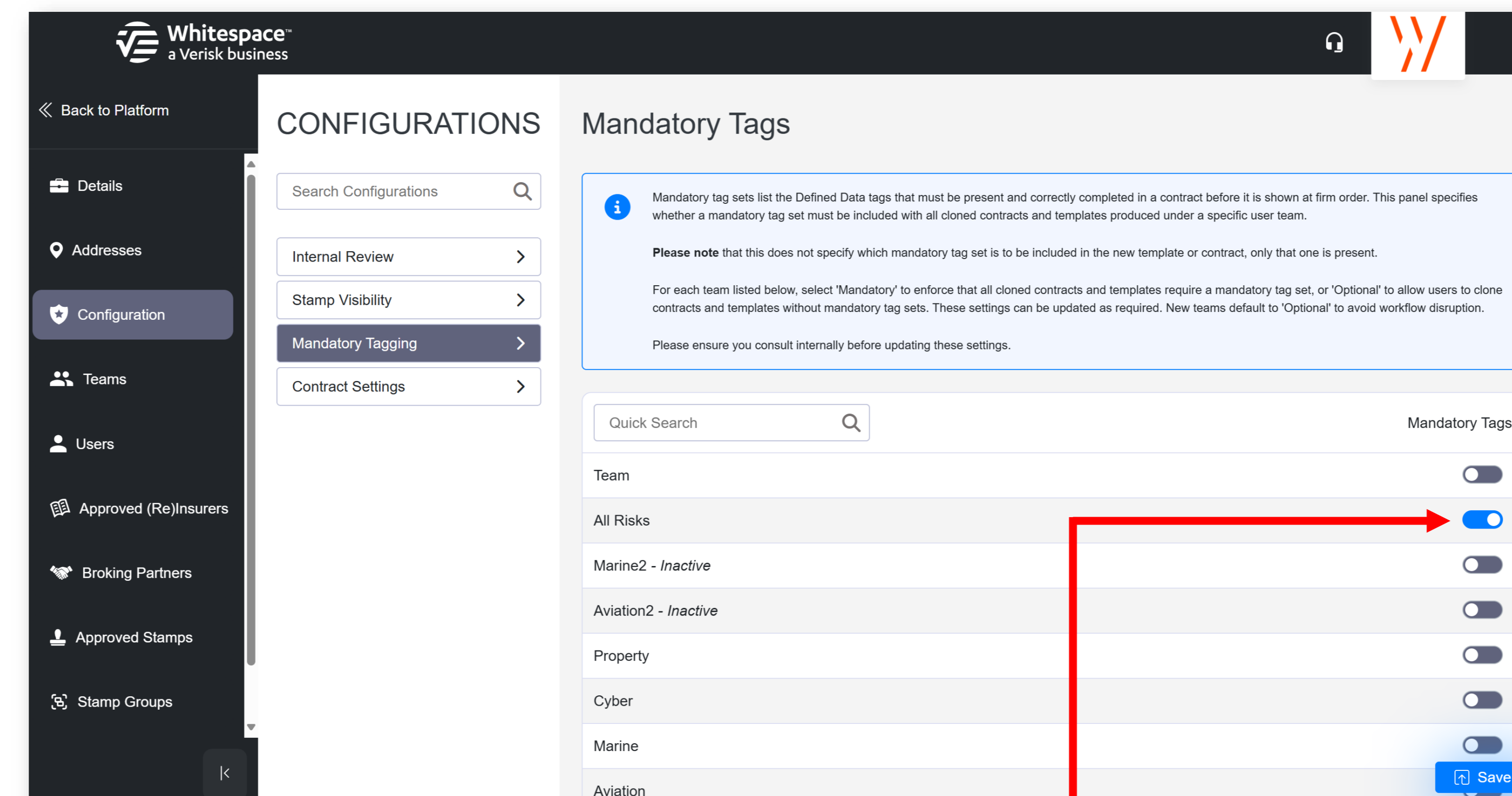
The organisation's teams are listed in the pane, and can be searched or scrolled. The 'Mandatory Tags' column shows whether tag sets are required for that team or not.

4.



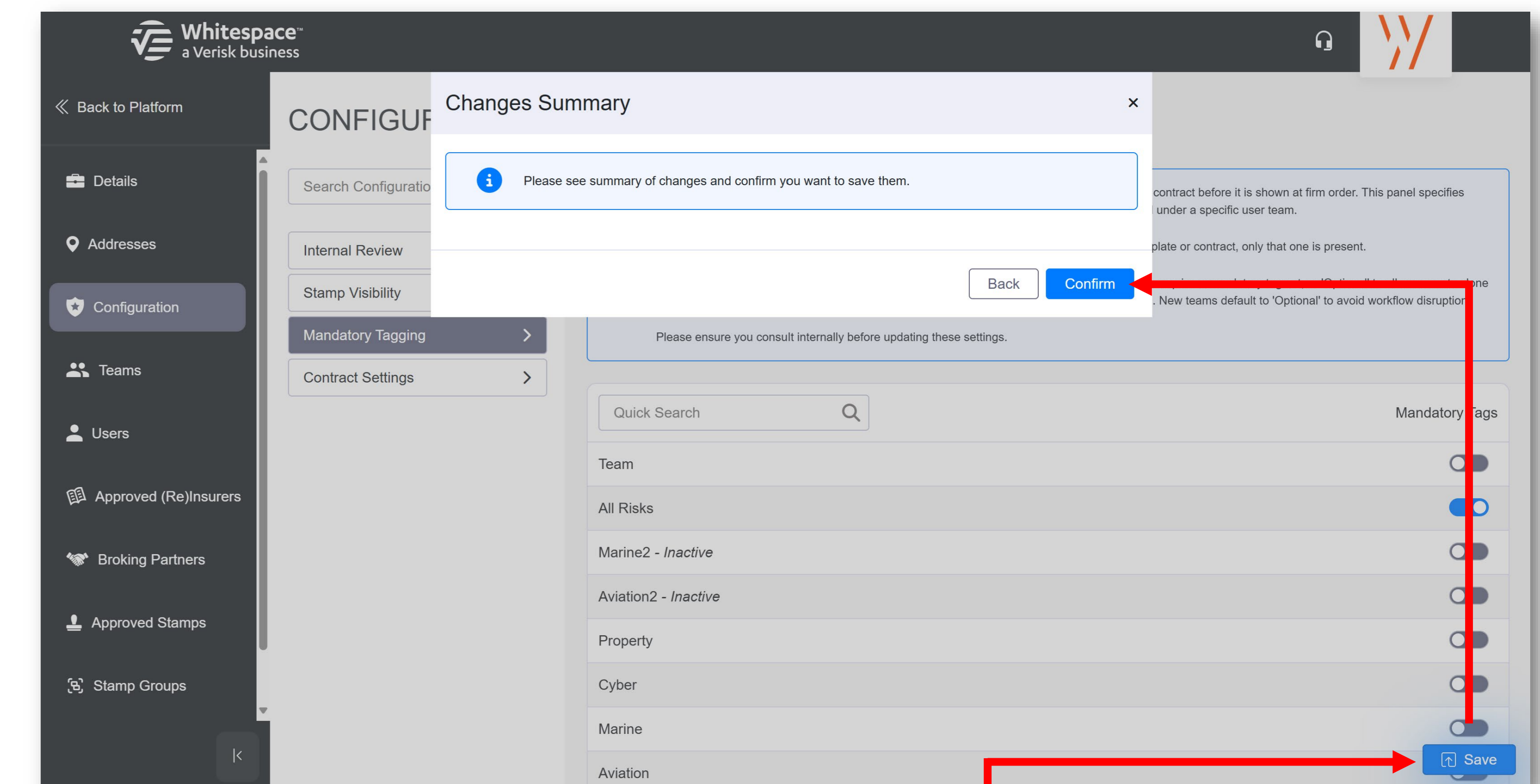
Click the 'Team' button at the top of the list to toggle required Mandatory Tags on or off for all user teams. When the toggle is blue and to the right, that team's users are required to include a mandatory tag set when cloning any template or contract.

5.



Alternatively, teams can be toggled on or off individually for a team.

6.



To register changes in the Admin Portal, always remember to click 'Save' and then 'Confirm'.