

# Outbank Helpdesk

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## How can I change or delete created tags at a booking?

Christine - 2018-07-25 - in Automatic categories & manual tags

1. First, select the account from your account list. You can now tag the desired booking directly in the transaction list with a right swipe or also delete the tags you already saved. To delete a tag that is assigned to multiple transactions, search for the desired tag (#tag) in the search field, > 'tag all results' > 'delete the tag and add a new one, if you want'.

2. Open the transactions details in the transaction list. Here you can add a new tag or delete tagged tags.

To delete a tag that is assigned to multiple transactions, search for the desired tag (#tag) in the search field, > 'tag all results' > 'delete the tag and add a new one, if you want'.