

Outbank Helpdesk

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

Christine - 2018-06-20 - in Automatische Kategorien & Manuelle Tags

At first select the account in your list of accounts.

1. If you move your cursor over the transactions you will see a blue button 'Add Tags'. Click on this button and you can either delete existing tags or add more tags.

If you want to delete a tag, that is already assigned to more transactions, please search for the tag in the search field. Then choose 'tag all results' > delete the tag and add a new one.

2. Open the transaction details for a single transaction. Here you can also add new tags or delete tags by tapping on the tag-symbol in the toolbar.