

# Outbank Helpdesk

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## How can I tag my transactions?

Christine - 2019-01-16 - in Automatic categories & manual tags

You can easily tag your transactions on your iOS device using tags (#).

In addition to a list of often used tags, you can also create your own tags.

You can tag your transactions in two ways. To do this, first select the account in the account list:

### **1. Tag one transaction:**

You can tag the desired transaction directly in the transaction list with a right swipe.

Select one of the preset tags - shown below - or create an individual tag by typing #yourtag and then pressing 'Done'.

You will see the assigned Tag in the transaction list at the time of booking.

### **2. Tag several bookings at one time:**

Choose 'Edit' above your list of transactions > Select the desired bookings and then go to the tagging symbol in the toolbar. Select one of the preset tags - shown below - or create an individual tag by typing #yourtag and then pressing 'Done'.

You can see the assigned tags in the transaction list at the time of booking.