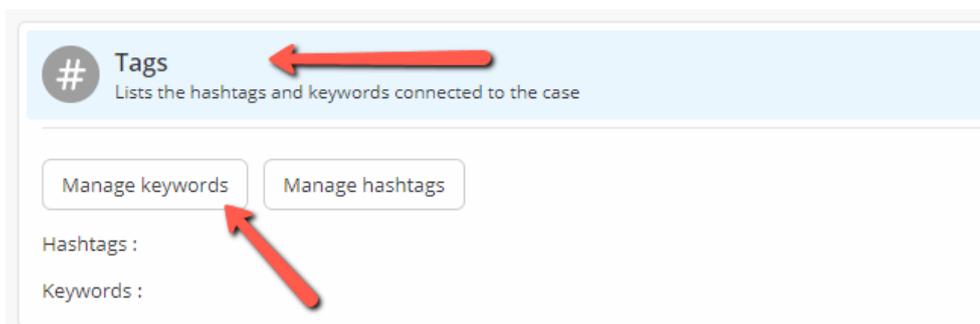


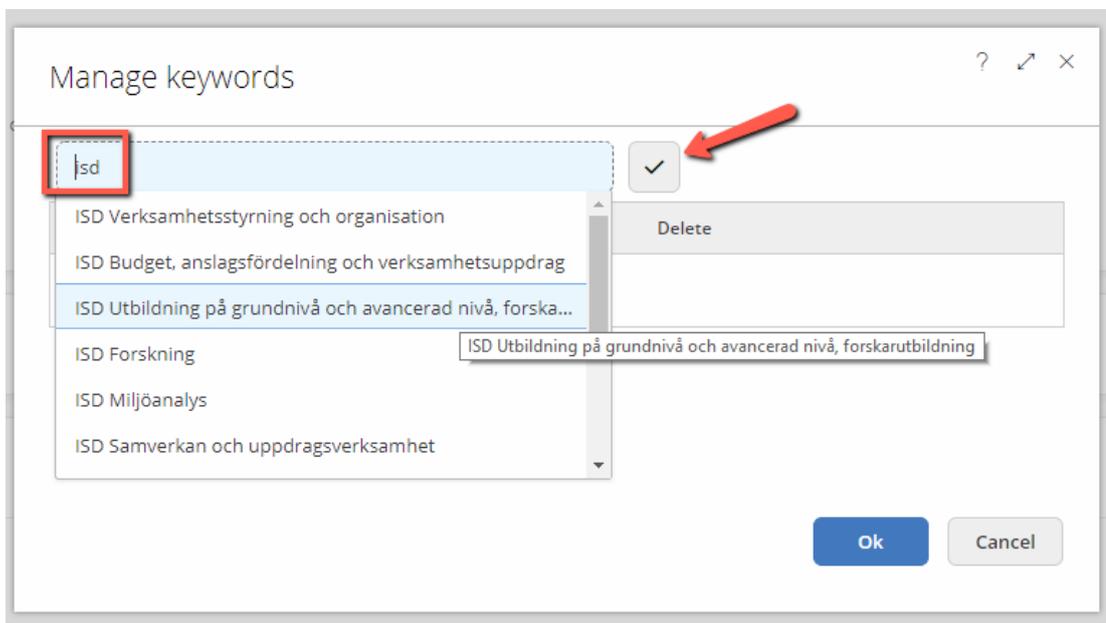
Quick guide: add keywords to internal governing documents

1. When you have created a case or a document in Public 360, you can tag it with a keyword for search purposes. Internal governing documents should always have one or more keywords stating the subject field(s) of the document.

To add a keyword, find the frame Tags in the overview. Click the header to expand the frame, and click Mange keywords. If you are a registrar in Public 360, you can add keywords to cases and documents in your own journal unit. If you are a caseworker in Public 360, you can add keywords to your own open cases and documents with the status Reserved.



2. When the dialogue box opens, write isd and click enter or the check mark. In the drop down menu you see the subject fields you can choose from. Choose one or more of them and click ok.



3. You can now see the keyword(s) added to the case or document.

