

Tagging Items in QL2

Item tagging is a powerful tool to help find items in your database. It works by allowing you to associate keywords (tags) with items. These tags can later be used when searching. Adding multiple tags facilitates finer grained resolution during the search process. You'll be surprised at how quick and simple tagging is and how much time it can save when you need to find items that you have previously appraised.

To access the tagging interface, click on the "tag" icon in the upper left corner of the Item Description field.

Item 1



2 Images



Manage Images

Weight

8.46 gms

Summary Description

Engagement Ring

Item Description

One lady's wedding ring having a tape twelve (12) smaller round diamonds.

Alternate Descriptions

Item Notes

To add a tag, start typing a desired keyword. If there are existing tags that match, the tag list will drop allowing you to select from the available tags. Pressing "Enter" selects the first tag in the list. To see the entire list, press the down arrow key before typing in the field.

Item Description

 tape

- Diamond
- Edwardian

Alternate Descriptions

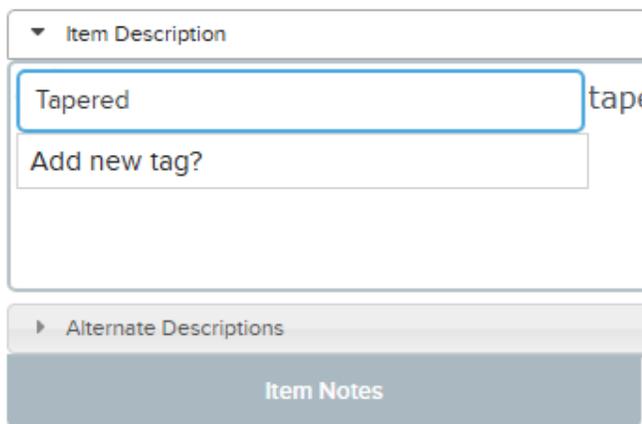
Item Notes

Item Description

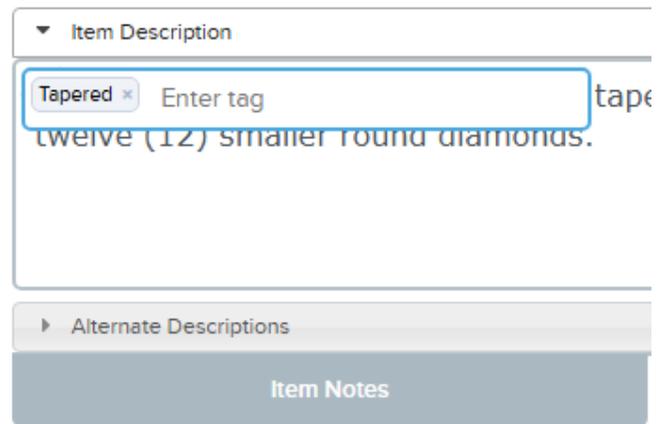
 tape

- 1 ct
- 2 ct
- Amethyst
- Art Deco
- Art Nouveau
- Bracelet

If the tag being entered doesn't exist, you will be asked if you would like to create a new tag. Selecting "Add new tag?" (or pressing the "Enter" key) will add the new tag to the list as well as add it as a tag for the item. Note: *new tags are not actually added to the database until the item has been saved.*

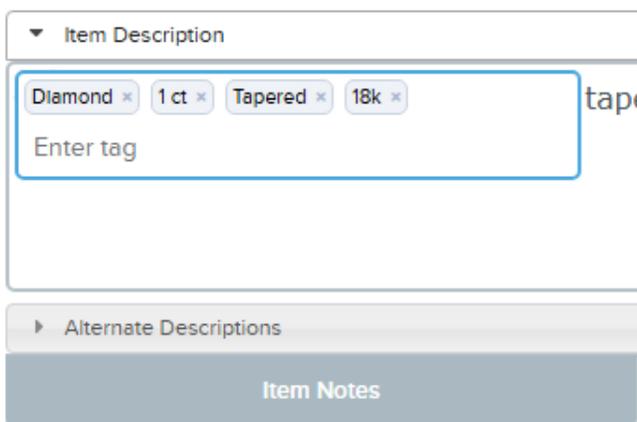


The screenshot shows a form with a dropdown menu labeled "Item Description". Below it is a text input field containing the word "Tapered". To the right of the input field, the word "tapered" is partially visible. Below the input field is a button labeled "Add new tag?". Below the input field are two more sections: "Alternate Descriptions" and "Item Notes".

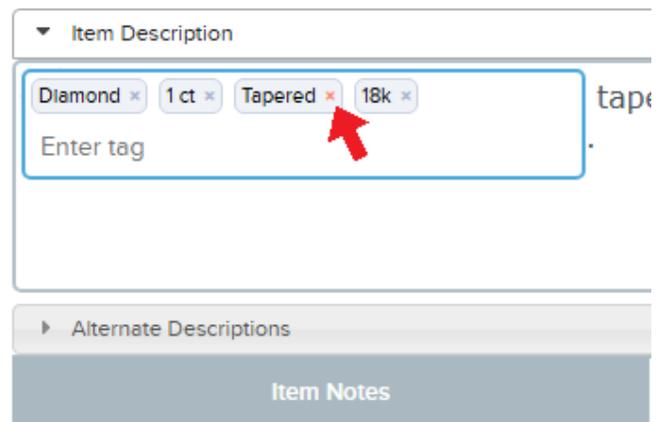


The screenshot shows a form with a dropdown menu labeled "Item Description". Below it is a text input field containing the word "Tapered" followed by "Enter tag". To the right of the input field, the word "tapered" is partially visible. Below the input field is a button labeled "Add new tag?". Below the input field are two more sections: "Alternate Descriptions" and "Item Notes".

You can add as many tags as needed to best describe the item. To remove a tag from the item, click the "x" on the tag.



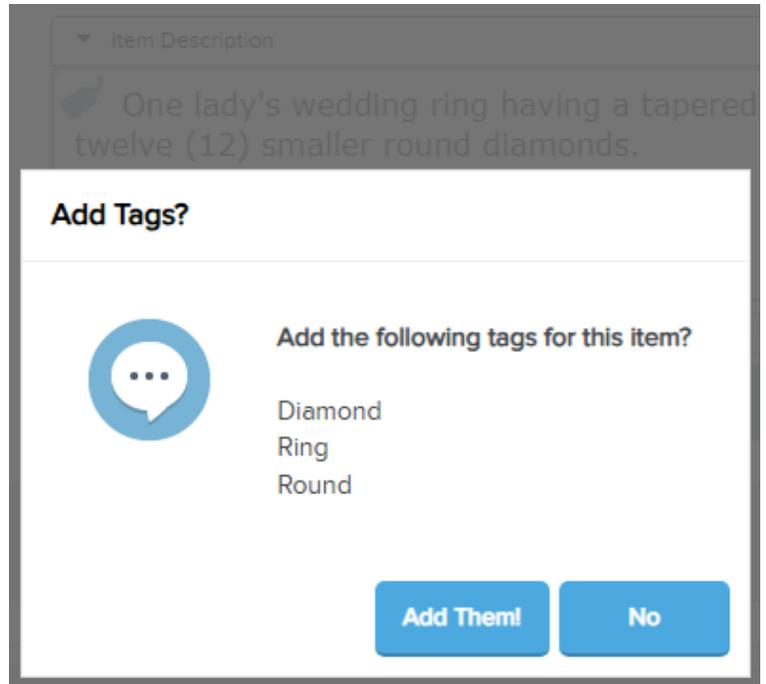
The screenshot shows a form with a dropdown menu labeled "Item Description". Below it is a text input field containing four tags: "Diamond", "1 ct", "Tapered", and "18k". To the right of the input field, the word "tapered" is partially visible. Below the input field is a button labeled "Add new tag?". Below the input field are two more sections: "Alternate Descriptions" and "Item Notes".



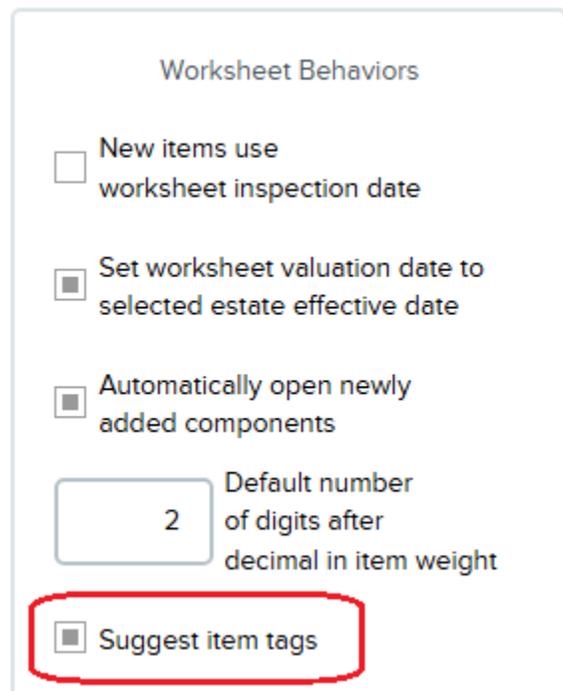
The screenshot shows a form with a dropdown menu labeled "Item Description". Below it is a text input field containing four tags: "Diamond", "1 ct", "Tapered", and "18k". To the right of the input field, the word "tapered" is partially visible. Below the input field is a button labeled "Add new tag?". Below the input field are two more sections: "Alternate Descriptions" and "Item Notes". A red arrow points to the "x" on the "Tapered" tag.

Not all items need tags. We suggest you only use tags for significant items such as notable diamonds/gemstones or items that require a lot of research where having access would be useful if you encounter a similar item in the future. Tagging may also be useful for items where copying would be appropriate such as watches or stock items.

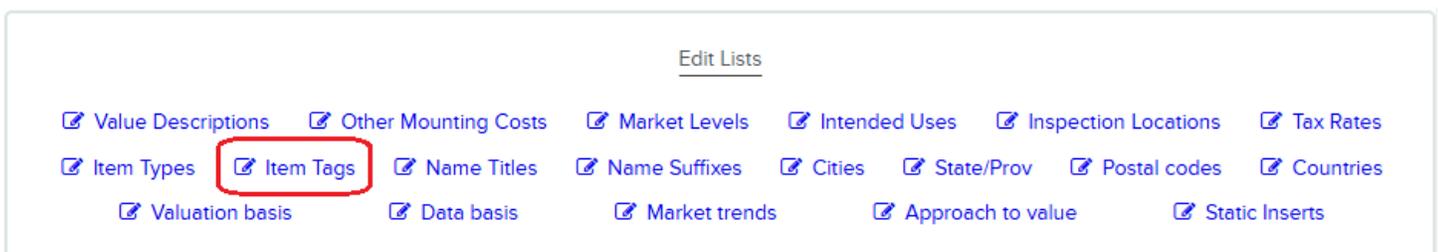
Adding tags can be automated by allowing QL2 to suggest tags based on what has been entered in the item description field. By clicking “Add Them!”, the listed tags will be added to the item. If more tags are needed to better describe the item, they can be added as previously described.



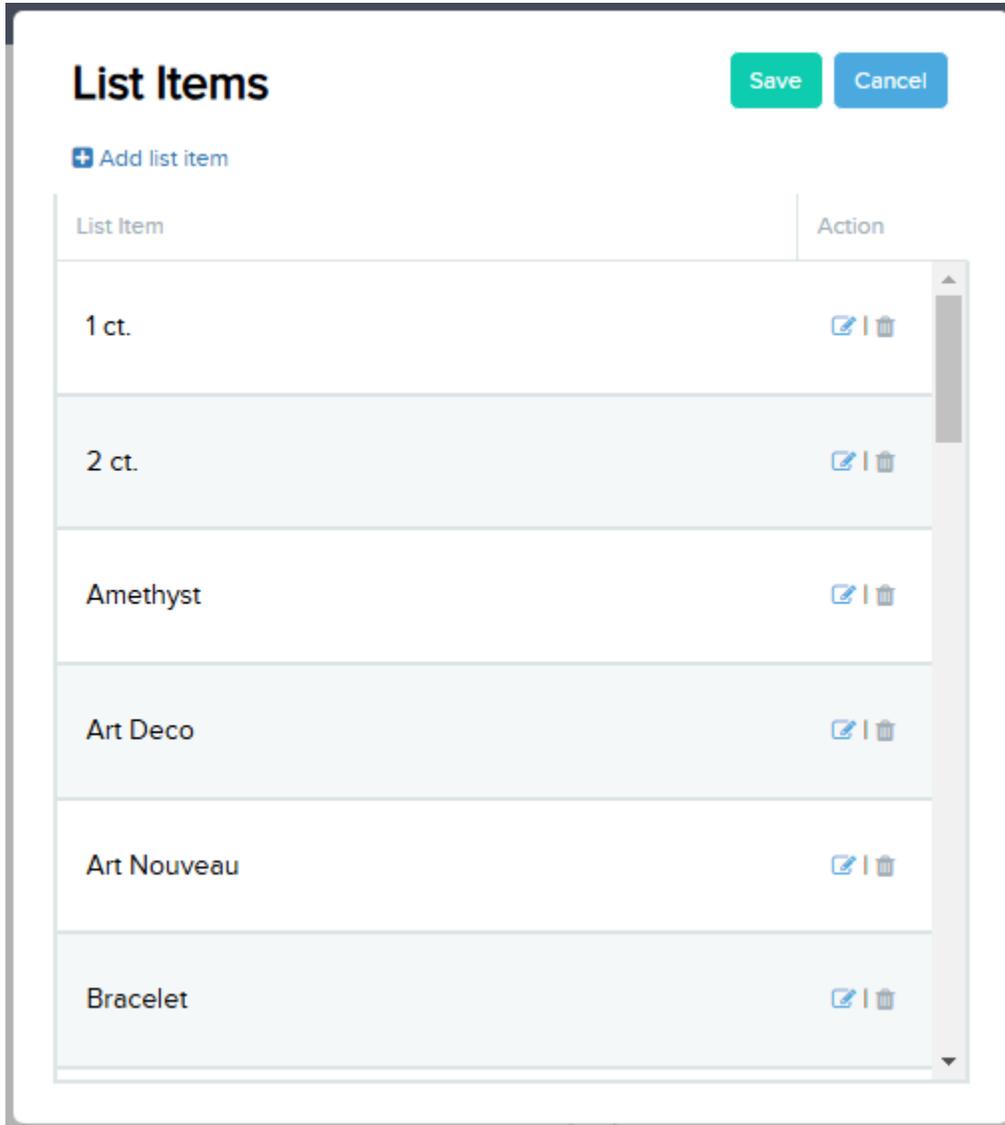
To enable tag suggestions, make sure “Suggest item tags” is selected in the “Worksheet Behaviors” section of your User “Options”.



The list of tags can also be managed in User “Options” by editing the “Item Tags” list.



Here, you can edit spelling and capitalization but remember that deleting a tag from the list will remove it from all items it is associated with!



Item tag searching may be accessed from the worksheet Update/Copy Item interface or the Items tab in the Clients and Items window. Click on the 'tag' icon next to the search field. Selecting tags follows the same process as is used for tagging items.

