

Tag Lists

Sharing a Tag List using the Library.

Tag Lists can be really useful, but what if you need to let someone else use your tag list? IO uses a tag list library to allow users to share tag lists. The library is basically a central list of tag lists. Users add to the library from their own tag lists and other users can add a list from the library to their own.

Adding a Tag List to the Library

For this example we will share the Lightsaber Group tag list from our list. Since the project is now managed by another worker (Andrew Wiggin) we need to be able to give him the tag list.

To begin we need to open up the [Tag Management](#) page, by clicking on the [Tags](#) link on the main menu.

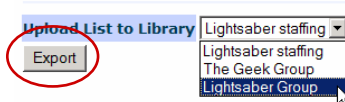


Towards the bottom of the [Tag Management](#) page, there is a [Library Utilities](#) section, and this is where we add a Tag list to the library.

Library Utilities



Simply select the tag list you want to add to the library and then click the Export button. IO takes a copy of the tag list and adds it to the library.



If it was added successfully, you will see the message below.

Successfully Exported Taglist record to library.

[Return](#)

Click the [Return](#) link to go back to the [Tag Management](#) page.

If we go back and check, we can see that the Lightsaber Group list has been added to the library, and it also still appears in our tag lists.

Library Utilities



Using a Tag List From the Library

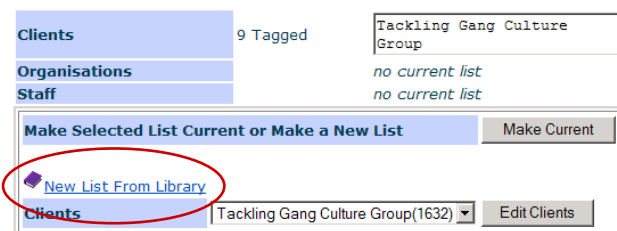
Now that the Lightsaber Group tag list is added to the library, it can be used by any other IO user. When Andrew Wiggin next logs in and goes to his [Tag Management](#) page, he will be able to add it to his own tag lists.

The link to add a tag list from the library is fairly well hidden; in the middle of the page there is a small purple book icon with a [New List From Library](#) link.

Tag List Management For Andrew Wiggin(570)

Current Tag Lists

Tag List Utilities



Clicking on this link will bring up a list of all the Tag Lists in the library.

Library Lists

[Return to List](#)

Order By	List ID	List Type	Description
	1635	Clients	Lightsaber Group
	1631	Contacts	Lightsaber staffing
	1601	Clients	Roundhay Drama Group
	1286	Clients	CH01 Hunslet Detached kids
	1284	Clients	Connexions Clients - Client Tag List
	1248	Contacts	CH staff list
	857	Orgs	Activity Mail Out Partner List
	679	Contacts	Beeston Ward

There are two ways for Andrew to add a library list to his own list. First, he could just click on the blue cross icon .

Second, he could click on the sunglasses icon  to view the names of young people on the list.

[+ Add This List](#)

[Return to List](#)

Reference	Name
0000001	Harry Potter
0000003	Ronald Weasley
0000004	Hermione Granger
0000002	Ginny Weasley
0000193	Bruce Wayne
0000115	Jack Bauer
0000168	Jack O'Neill
0000346	Santa Claus
0000009	Cecil Terwilliger
0000008	Robert Terwilliger

From here Andrew can click on the blue cross icon [+ Add This List](#). This will add the Lightsaber Group tag list in the library to Andrew's client tag lists.

Library List Lightsaber Group(1635) has been added to your Lists

[Return](#)

Andrew can check this by looking at his tag lists on the [Tag Management](#) page.

[New List From Library](#)


Clients	Tackling Gang Culture Group(1632) <input type="button" value="Edit Clients"/>
New Clients List	Tackling Gang Culture Group(1632)
Organisations	Self-Esteem for Lads Group(1633) <input type="button" value="Edit Orgs"/>
	(Imported)Lightsaber Group(1636)

Important: when a tag list is imported to your lists from the library, IO automatically sets a date expired. You will need to remove that date, otherwise you will lose the tag list when it expires. See [Managing and Working with Tag Lists Mini Guide](#).

Comparing Two Tag Lists

The one thing we haven't looked at is the compare button under the [Library Utilities](#) section. This allows users to compare one of their own tag lists against one in the library.

Library Utilities



The screenshot shows the 'Library Utilities' section. It features two dropdown menus. The first is labeled 'Your Lists' and has 'Tackling Gang Culture Group' selected. The second is labeled 'Library' and has 'Lightsaber Group' selected. Below these menus is a button labeled 'Compare Lists'.

If we choose two different tag lists – for example the Tackling Gang Culture group list and the Lightsaber Group list found in the library – and then click the [Compare Lists](#) button, we will see the following...

Tag List Management

The Following Record existed in your List but not the Libraries:0000007
The Following Record existed in your List but not the Libraries:0000010
The Following Record existed in your List but not the Libraries:0000026
The Following Record existed in your List but not the Libraries:0000027
The Following Record existed in your List but not the Libraries:0000052
The Following Record existed in your List but not the Libraries:0000067
The Following Record existed in your List but not the Libraries:0000072
The Following Record existed in the library List but not your List:0000001
The Following Record existed in the library List but not your List:0000003
The Following Record existed in the library List but not your List:0000004
The Following Record existed in the library List but not your List:0000002
The Following Record existed in the library List but not your List:0000193
The Following Record existed in the library List but not your List:0000115
The Following Record existed in the library List but not your List:0000168
The Following Record existed in the library List but not your List:0000346

[Return](#)

...which means absolutely nothing! But...

...if, for example, Andrew leaves the service and we become responsible for the Lightsaber group again, we will need the updated tag list. Andrew has already added an updated tag list to the library for us, but now the library has two Lightsaber Group lists. This is because the library just takes copies and keeps adding them; it never deletes anything.

If we compare our original list to the first one in the library we get the following result...

The lists specified are Identical.

[Return](#)

This tells us that the two lists are identical, which means this is exactly the same as the list we uploaded to begin with. This means that it is either our list, or Andrew has not added any young people to it.

If we compare our list with the second Lightsaber Group in the library we see the following...

The Following Record existed in the library List but not your List:0000178
The Following Record existed in the library List but not your List:0000196
The Following Record existed in the library List but not your List:0000120
The Following Record existed in the library List but not your List:0000123

[Return](#)

This tells us there are four young people in the Library list that are not in ours. So Andrew has added four young people to the list, and this is the one we need. We can then go and add this one to our Tag lists.

Please also see the mini guides for [Creating Tag Lists](#) and [Managing and Working with Tag Lists](#).