



# How to create analysis tags in SBS Budgets

## Creating analysis tags in SBS Budgets

To create an analysis tag, firstly please navigate **Settings > Analysis Tags**.

Once this screen has loaded, click the pencil in the top right corner, as illustrated below.

Q Analysis Tags ⓘ

7 items : 1 pages

Actions	Filters	Hidden		Name	Description	Archived	Actions
<input type="checkbox"/>				Reception	Reception		<a href="#">edit</a>
<input type="checkbox"/>				Year 1	Year 1		<a href="#">edit</a>
<input type="checkbox"/>				Year 2	Year 2		<a href="#">edit</a>

On the next screen that loads, ensure that you enter a name and description. You will also be able to select the colour of the background and text of the tag, so that you can colour code if need be.

Once you have set the tag up as you would like, click the green tick in the top right corner to save, or the black tick with a plus if you'd like to save and refresh the page (we would recommend this if you are bulk setting up multiple analysis tags)