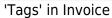
Tagging Invoice

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It is possible to **tag an Invoice**.

The option is available on the 'Invoice'/'Recharge invoice'/'Credit note'.

In order to add a new tag you need to:

- 1. Insert the new tag name in the 'Tags' box and press 'Enter'. A new tag will appear underneath the 'Tags' box
- 2. Click on the color square and select the color using the available palette
- 3. Sending / Saving without sending the Invoice will save the tag

Once the tag is saved, it will be available in the dropdown list in the 'Tags' box.

Tags	
	Approval
	- U

Tags added to the Invoice are available in the Report Wizard > Scope 'Invoices & Credit Notes', column 'Invoice Tags'.

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