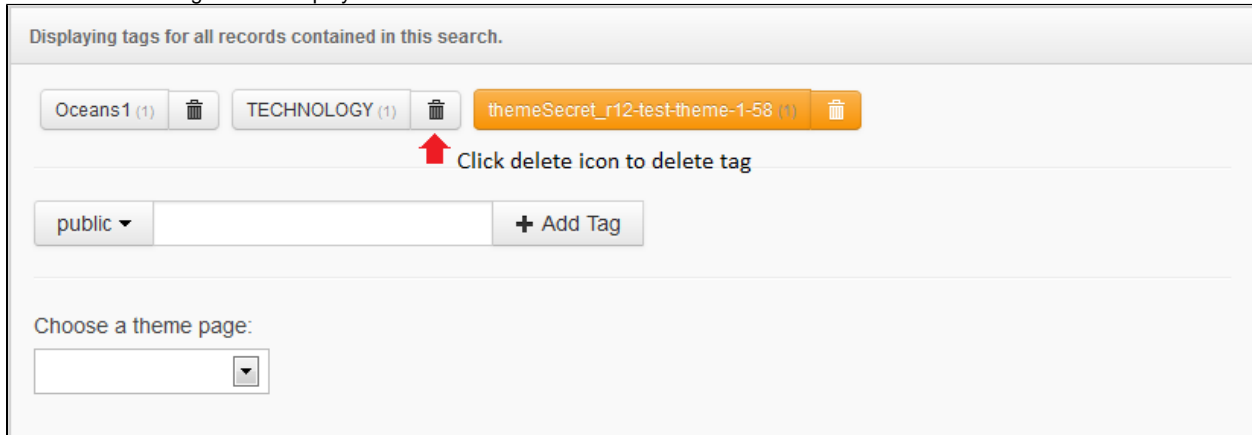


Deleting Tags

To delete tags from one or more records:

1. Conduct a [search](#) to locate the records you wish to delete the tag from.
2. If you only wish to delete the tag from a single/subset of the returned records use the steps outlined in [Selecting records to tag](#) above to select the specific record(s).
3. Locate the tag you wish to delete from the record(s) in the Tags Pane and click on the delete icon displayed with the tag. A confirmation message will be displayed.



4. Click the 'OK' button to confirm the deletion. The tag will be removed from the record(s).

Deleting a tag from 50+ records can take up to 5 minutes as all the records need to be re-indexed

More information:

- [What is a tag?](#)
- [Bulk Tagging Tool panes](#)
- [Searching for records to tag](#)
- [Tagging records](#)
- [Adding records to a Theme Page](#)