



User Story Tutorial - Using Tag

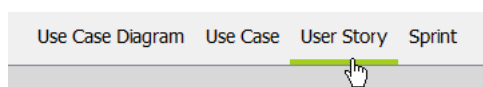
Written Date : January 18, 2016

Why is Tagging Needed?

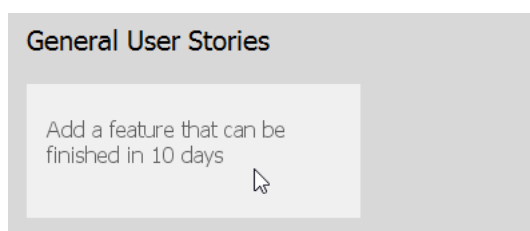
Tagging is a way to group or identify collections of user stories. It provides you with the ability to logically group and filter different user stories. It is extremely helpful when you need to find similar user stories. For example, while you are looking for one user story that is urgent, you might also want to find out the others that are also urgent. With the tag 'urgent' applied, you can easily locate all the urgent user stories and deal with them at once.

How to Create a Tag

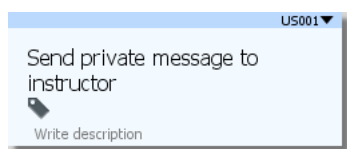
1. First, create a user story. Open the **User Story** page in UeXceler. If UeXceler is not already open, select **UeXceler > UeXceler** from the toolbar and then open the **User Story** page.



2. Double-click on **Add a feature that can be finished in 10 days**.

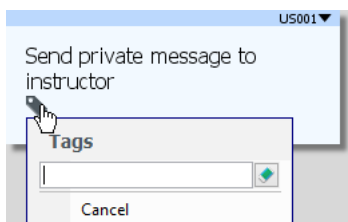


3. Enter *Send private message to instructor* as the name of the user story and press **Enter** to confirm.

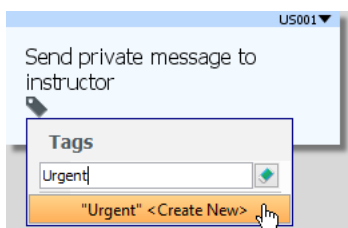


4. Let's say we want to create an *Urgent* tag for this user story. Click to select the user story first.

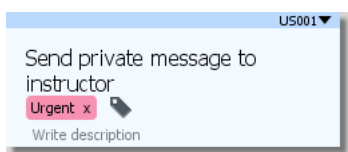
5. Click the **Add tags** button.



6. Enter **Urgent** as the name of the new tag in the text field and then select **<Create New>**.



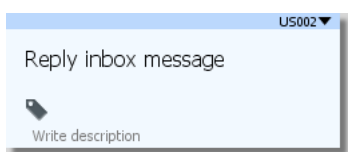
7. The tag is created and added to the user story.



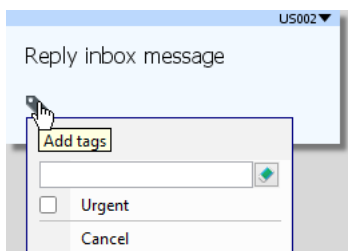
How to Add a Tag to a User Story

Let's say we want to add the existing tag *Urgent* to another user story.

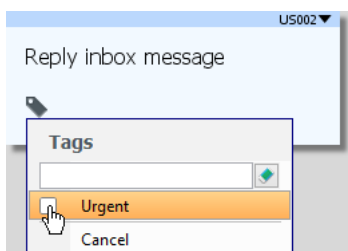
1. Create another user story named *Reply inbox message* and select it.



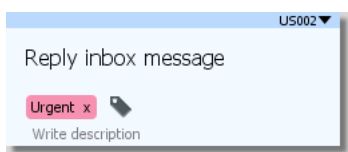
2. Click the **Add tags** button.



3. Select the tag(s) from the popup menu. In this case, check the **Urgent** tag that we created in the previous section.

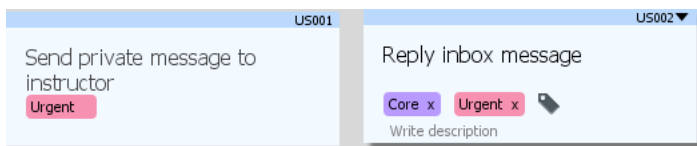


4. Click **Apply** to add the tag.

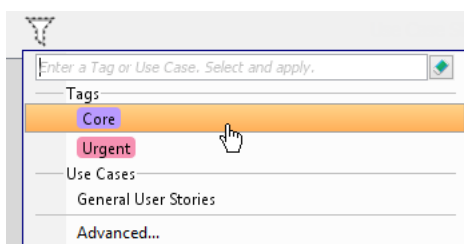


How to Filter User Stories by a Specific Tag

1. Let's say the user story *Read inbox message* is a core user story for the system and we want to indicate it with a tag. Add a new tag, *Core*, to the user story. At this point, you have created three user stories:



- Let's say we want to review all core user stories. We can use the filter function to screen out all the non-related ones, so that only those with the 'Core' tag remain. Click the dropdown button next to **Filter** at the top left and then select **Core** from the popup menu.



- As a result, only the user stories with the **Core** tag are shown.



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