

Tagging-system

With this feature you get a simple, visual way to stay organised and aligned in your screenings. It helps your team see progress, responsibilities, and collections instantly. So, everyone is on the same page.

This is a 100% internal tool designed to support **clarity** and **structure** in your workflow.

Why do we need a tagging system?

Tagging enables you to group and navigate your screenings effortlessly, whether you're managing a single product line or hundreds across different markets and collections.

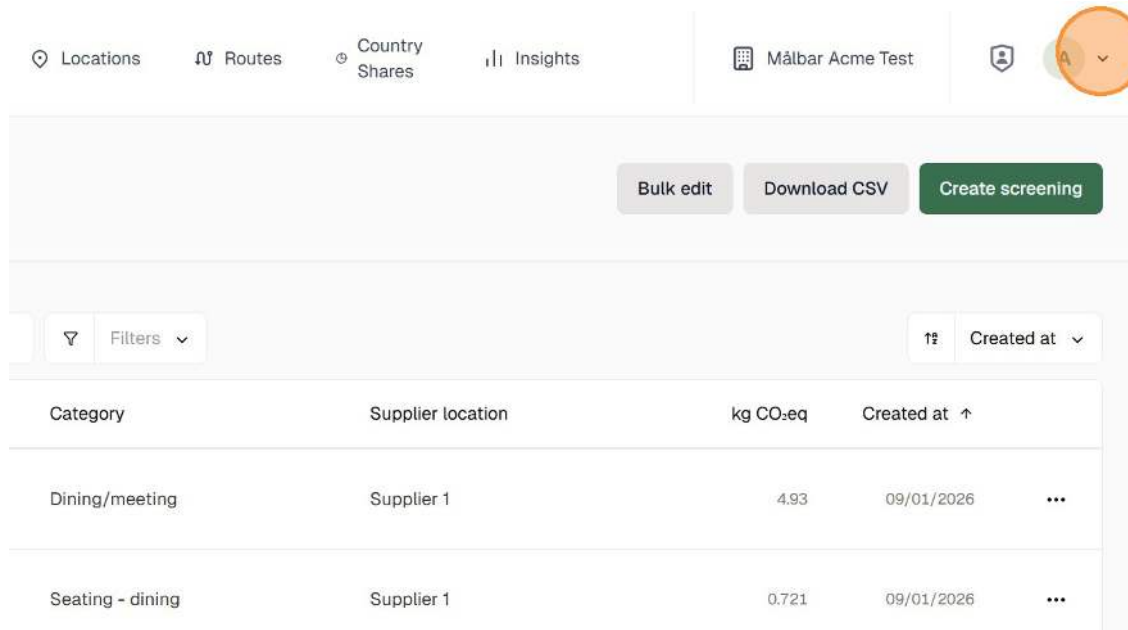
It helps you **stay coordinated**, work faster, and maintain a clear **overview**, no matter how complex your portfolio becomes.

Smarter structure with tagging

- **Stay aligned:** Keep everyone working in the same structured way across teams and projects.
- **Stay organised:** Apply standardised tags (e.g. "Collection", "Progress", "Designer/Product Family") for a clear and consistent overview.
- **Work faster:** Filter, find, and follow progress instantly. Making collaboration smooth and efficient.

Step-by-step guide to creating Screening tags

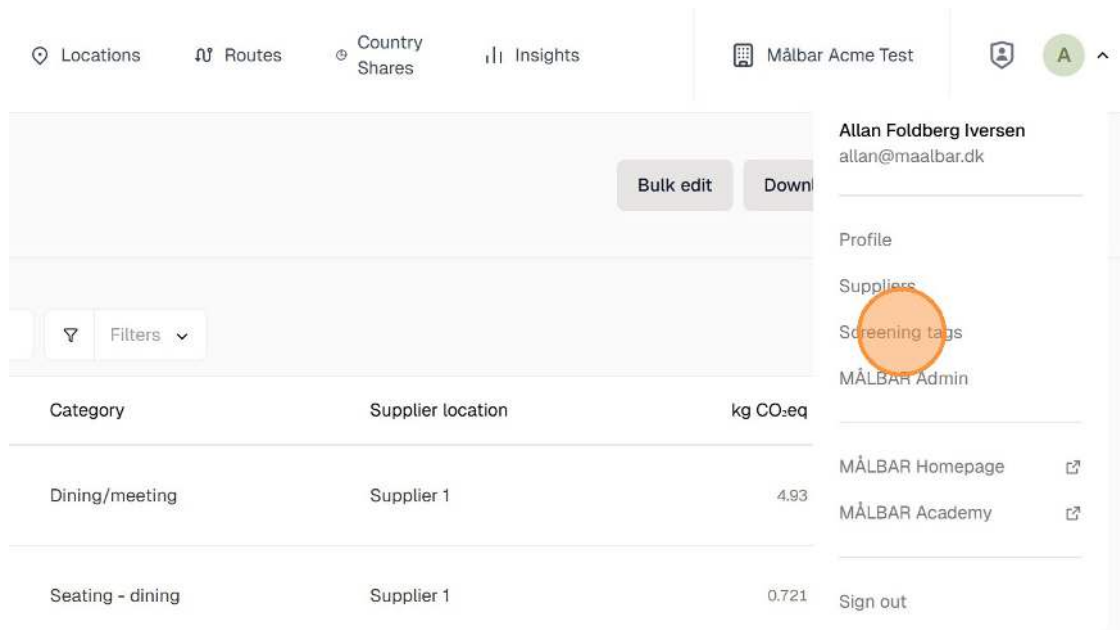
1. Click the initials icon



The screenshot shows the MÅLBAR dashboard with navigation tabs: Locations, Routes, Country Shares, Insights, and Målbar Acme Test. A user profile icon with the letter 'A' is in the top right. Below the navigation is a toolbar with 'Bulk edit', 'Download CSV', and a green 'Create screening' button. A table below shows screening data with columns for Category, Supplier location, kg CO₂e, and Created at.

Category	Supplier location	kg CO ₂ e	Created at
Dining/meeting	Supplier 1	4.93	09/01/2026
Seating - dining	Supplier 1	0.721	09/01/2026

2. Click 'Screening tags'




The screenshot shows the same MÅLBAR dashboard, but the user profile menu is open. The menu items are: Profile, Suppliers, Screening tags (highlighted with an orange circle), MÅLBAR Admin, MÅLBAR Homepage, MÅLBAR Academy, and Sign out. The table below the menu shows the same screening data as in the first screenshot.

Category	Supplier location	kg CO ₂ e
Dining/meeting	Supplier 1	4.93
Seating - dining	Supplier 1	0.721

3. Click 'Create your first tag'

My tags

 **No tags created yet**
Start by creating your first tag here

Create your first tag

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4. Select the color

 Create tag

Tag preview

Name

Type a name..

Color

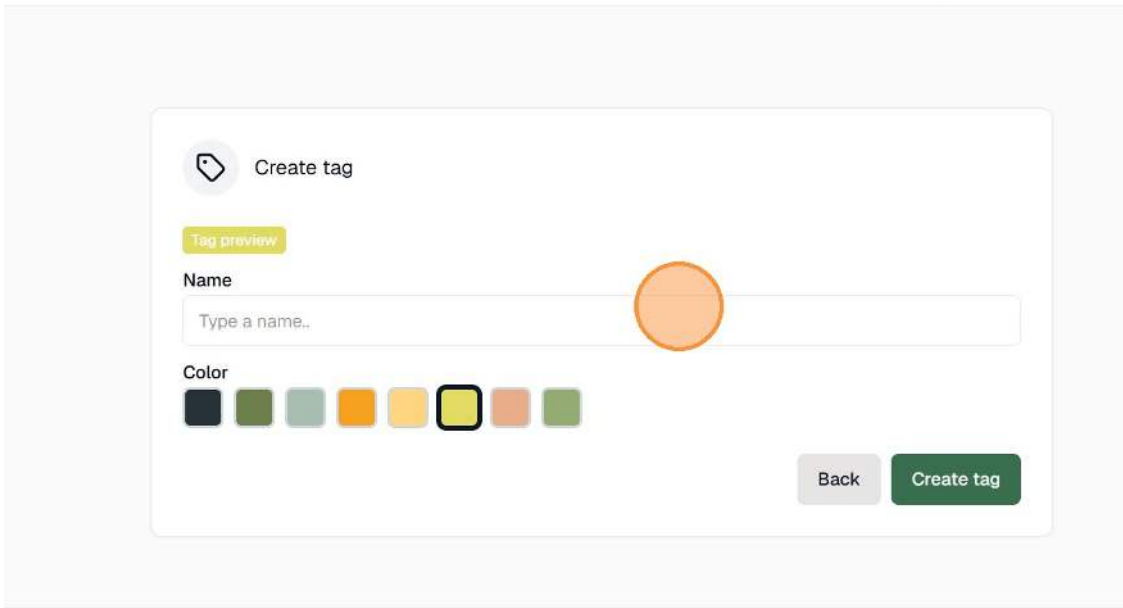


Back

Create tag

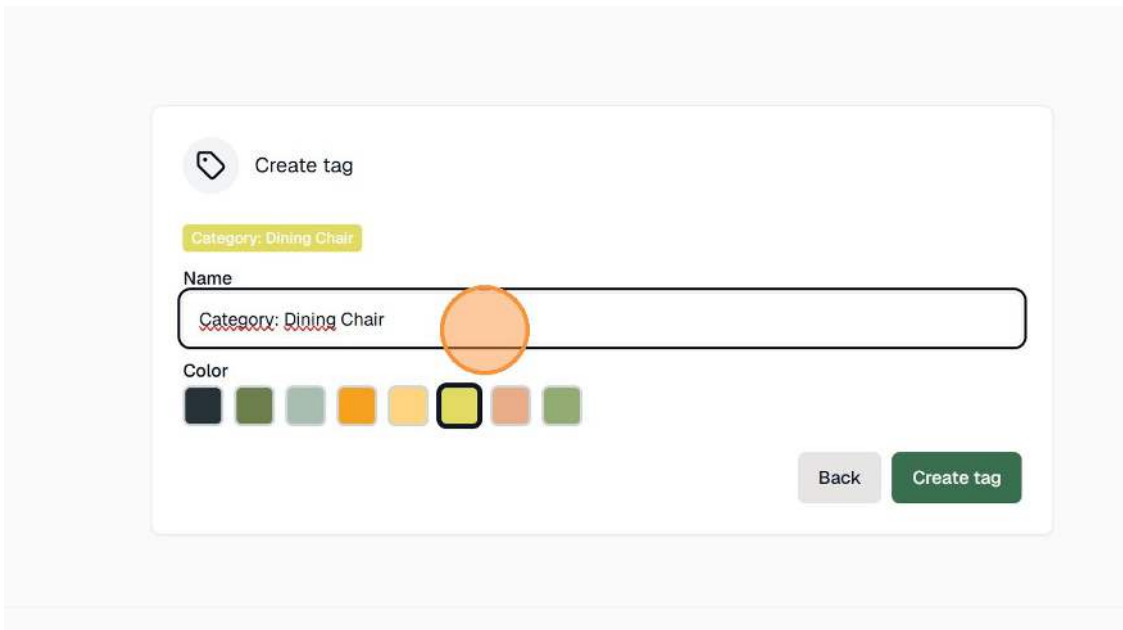
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5. Click the 'Name' field.



The screenshot shows a 'Create tag' form. At the top left is a tag icon and the text 'Create tag'. Below this is a yellow 'Tag preview' label. The 'Name' field is a text input with the placeholder 'Type a name..', and an orange circle highlights it. Below the name field is a 'Color' section with eight color swatches: dark blue, olive green, light blue, orange, yellow, light green, light orange, and dark green. The fifth swatch (light green) is selected with a black border. At the bottom right are 'Back' and 'Create tag' buttons.

6. Write a name in the field.



The screenshot shows the 'Create tag' form with the text 'Category: Dining Chair' entered in the 'Name' field. The orange circle highlights the text. The 'Color' section remains the same, with the light green swatch selected. The 'Back' and 'Create tag' buttons are still visible at the bottom right.

7. Click 'Create tag'

Create tag

Category: Dining Chair

Name

Category: Dining Chair

Color

Back Create tag

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8. Click 'Screenings'

MÅLBAR

Screenings

Locations

Routes

Country Shares

Insights

Screening tags

Q Search by name

Name ↓	Screening relations
Category: Dining Chair	0

9. Click 'Chair Daisy - Leg - Lacquer'

<input type="checkbox"/>	Product name	Category	Supplier location
<input type="checkbox"/>	Chair Daisy - Leg - Lacquer SKU: 4324-daisy-leg-lacquer	Dining/meeting	Supplier 1
<input type="checkbox"/>	Stretch film packaging SKU: 5324	Seating - dining	Supplier 1
<input type="checkbox"/>	Chair Daisy - Leg - Oil Paint SKU: 4324-daisy-leg-Oilpaint	Dining/meeting	Supplier 1
<input type="checkbox"/>	Oil Paint for Oak SKU: 2323	Seating - dining	Supplier 1
<input type="checkbox"/>	Lacquer for Oak SKU: 2322	Seating - dining	Supplier 1

10. Click 'Edit'

0.686 kg CO₂e 09/01/2026 ...

Component

Materials

our first material here

material

Stage	Value (kg CO ₂ e)
End of life	-1.51
Use phase	0.0483
Distribution	0.0483
Manufacturing	3.11
Material	3.23

Base data ?

Weight 1.9 kg

Supplier Location Supplier 1

Country Share FY2025

Last updated 09/01/2026 10:11

Edit

11. Click the 'Assign tags...' field.

The screenshot shows a form with several input fields. The fields are: a percentage field with '1' and a '%' symbol; a field labeled 'Product replacements - Logistics' with '1' and a '%' symbol; a field labeled 'Seat width (between armrest)' with an empty space and an 'm' symbol; two dropdown menus: 'Supplier location' with 'Supplier 1' and 'Tier1 Delhi' selected, and 'Country share' with 'FY2025' and '2025' selected; a 'Tags' section with an 'Assign tags...' field highlighted by an orange circle; and a 'Notes' section with an empty text area.

12. Click 'Category: Dining Chair'

This screenshot is identical to the previous one, but the dropdown menu under the 'Tags' section is now open. The dropdown list contains one item, 'Category: Dining Chair', which is highlighted with an orange circle. The 'Assign tags...' field is also outlined with a black border.

13. Click 'Update base data'

Electricity use (Relevant for motorized parts)

Standby consumption Watt

Operational consumption Watt

Light Source

Socket type

None

Non-Standard Replaceable LED Light Source

Standby consumption Watt

Operational consumption Watt

Close Update base data

14. To add a tag on multiple screenings: Click 'Screenings'

MÅLBAR

Screenings Locations Routes Country Shares Insights

Chair Daisy - Leg - Lacquer
Dining/meeting

Components

Search by Name or Identification Filters Name

Name	Supplier location	Waste	Emission	Last updated
Ci				
D:				

Bar chart showing two bars: a tall orange bar and a shorter yellow bar.

15. Click 'Bulk edit'

Locations Routes Country Shares Insights Målbar Acme Test A

Bulk edit Download CSV Create screening

Filters Created at

Category	Supplier location	kg CO ₂ eq	Created at
Dining/meeting	Supplier 1	4.93	09/01/2026
Seating - dining	Supplier 1	0.791	09/01/2026

16. Click the 'Assign tags...' field.

Category	Tags	Prod repl: Qual
Seating - dining	Assign tags...	
Dining/meeting	Assign tags...	1
Seating - dining	Assign tags...	
Seating - dining	Assign tags...	
Dining/meeting	Assign tags...	1

17. Click 'Category: Dining Chair'

Category	Tags	Prod repl: Qual
Seating - dining	Assign tags...	
Dining/meeting	Assign tags...	1
Seating - dining	Category: Dining Chair	
Seating - dining	Assign tags...	
Dining/meeting	Assign tags...	1

6 screenings Sort by: Created at Save Changes

18. Click 'Save Changes'

Tags	Product replacements Quality	Product replace Logistic
Assign tags...	%	
Category: Dining Chair × Assign tags...	1 %	1
You don't have any tags available.	%	
Assign tags...	%	
Assign tags...	1 %	0.5

6 screenings **1 modified** Sort by: Created at Clear Changes Save Changes

19. Click 'Screenings'

Screenings Locations Routes Country Shares

Total Weight	Country Share	Supplier Location	Category	Tags
0.2 kg	FY2025	Supplier 1	Seating - dining	Ass
1.9 kg	FY2025	Supplier 1	Dining/meeting	Cat
1 kg	FY2025	Supplier 1	Seating - dining	Ass
1 kg	FY2025	Supplier 1	Seating - dining	Ass

20. Here you can see it is now added

Search by Name, Identification or Tag... Filters

Product name	Category	Supplier location
<input type="checkbox"/> Chair Daisy - Leg - Lacquer SKU: 4324-daisy-leg-lacquer Category: Dining Chair	Dining/meeting	Supplier 1
<input type="checkbox"/> Stretch film packaging SKU: 5324	Seating - dining	Supplier 1
<input type="checkbox"/> Chair Daisy - Leg - Oil Paint SKU: 4324-daisy-leg-Oilpaint Category: Dining Chair	Dining/meeting	Supplier 1
<input type="checkbox"/> Oil Paint for Oak		

Note: Tags won't appear in reports or exports; they're purely for your team's own overview.

TAG NAMING SUGGESTIONS

Here's a suggestion to how you can organise your tags and name them.

Category: Dining table

Category: Sofa

Collection: AW2027

Collection: XMAS

Customer: Moon Lighting

Customer: Sun Furniture

Designer/Product family: Arne Jacobsen

Designer/Product family: The Roota serie

Progress: Completed

Progress: Ongoing

Responsible: Aya

Responsible: Lawrence

Screening level: Component

Screening level: Final product