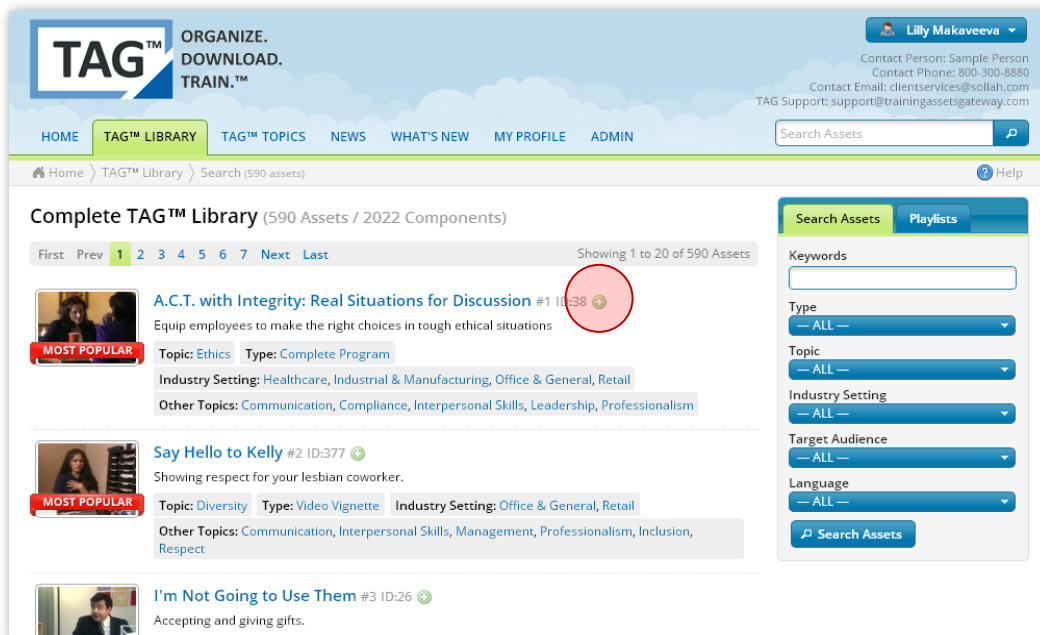


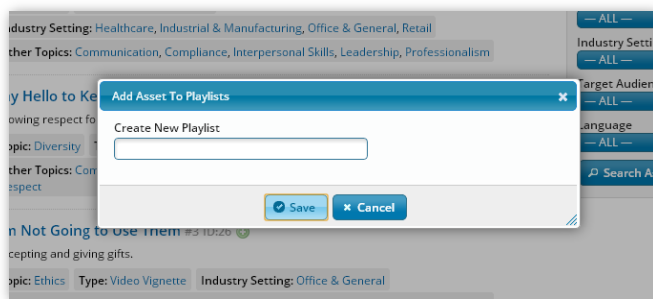
HOW TO CREATE A PLAYLIST IN TAG™

Important: To create a playlist – first you must be logged in.

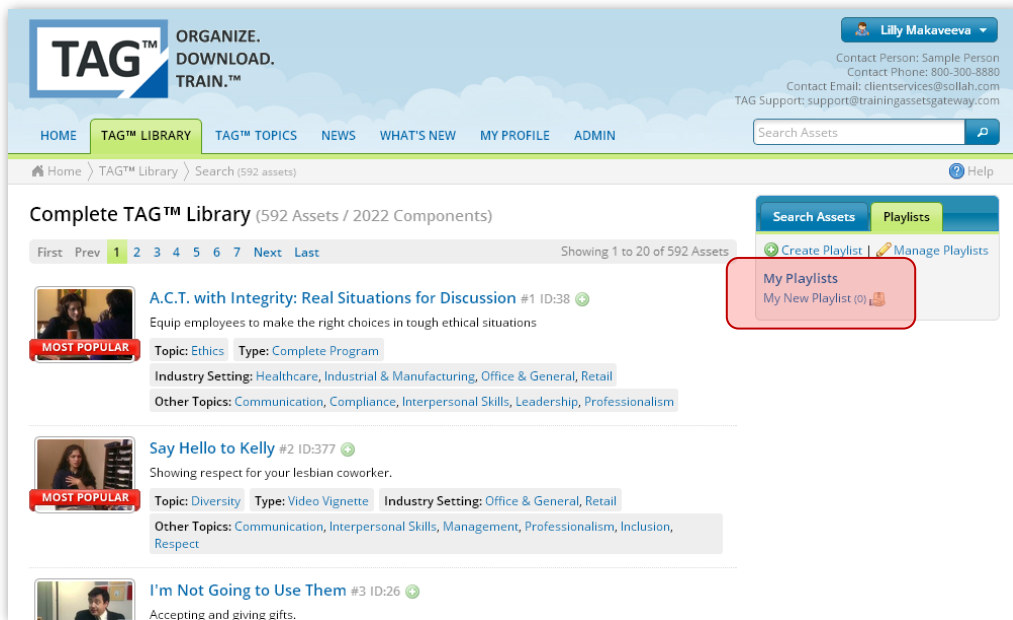
1. In the Full Library view, click on the “plus” button to the far right of the desired asset.



2. A “Playlists” window will appear. In the “New” field type a name for your new training playlist. Click [Save].

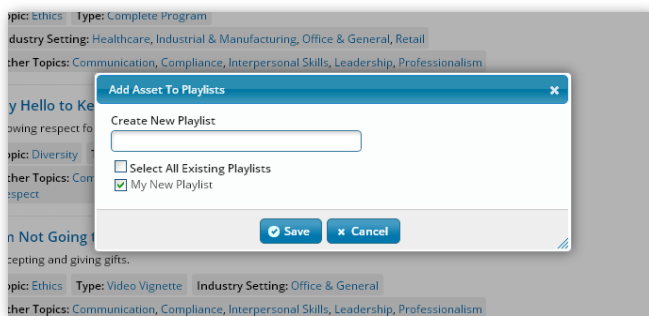


- You will now see a new link after title "My Playlists" in "Playlists" tab in the right panel of your screen.

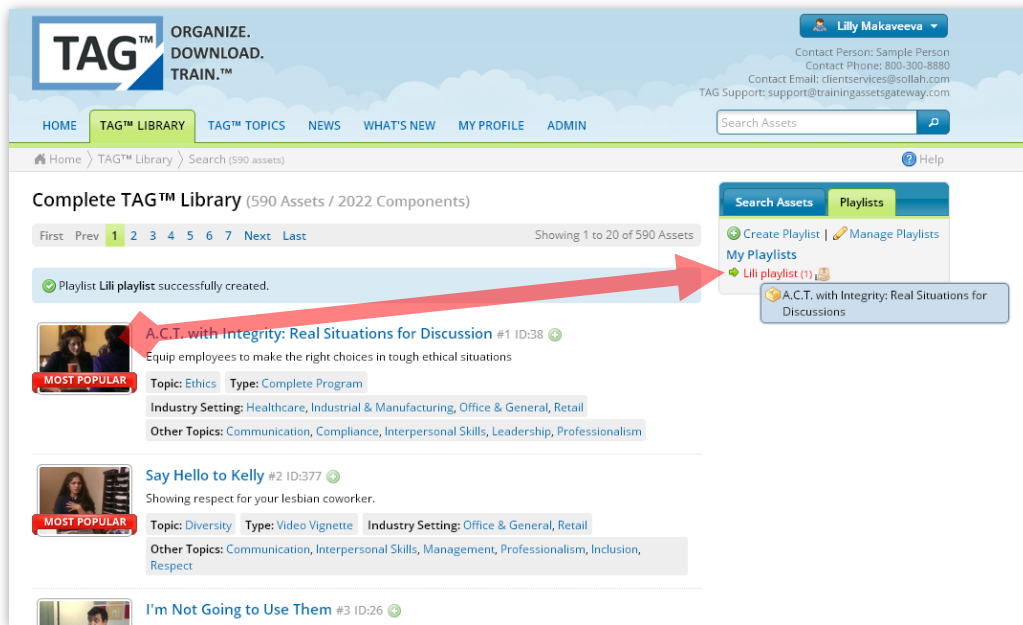


- To add another asset to your playlist, in the Full Library view, click on the “plus” button to the far right of your next desired asset.

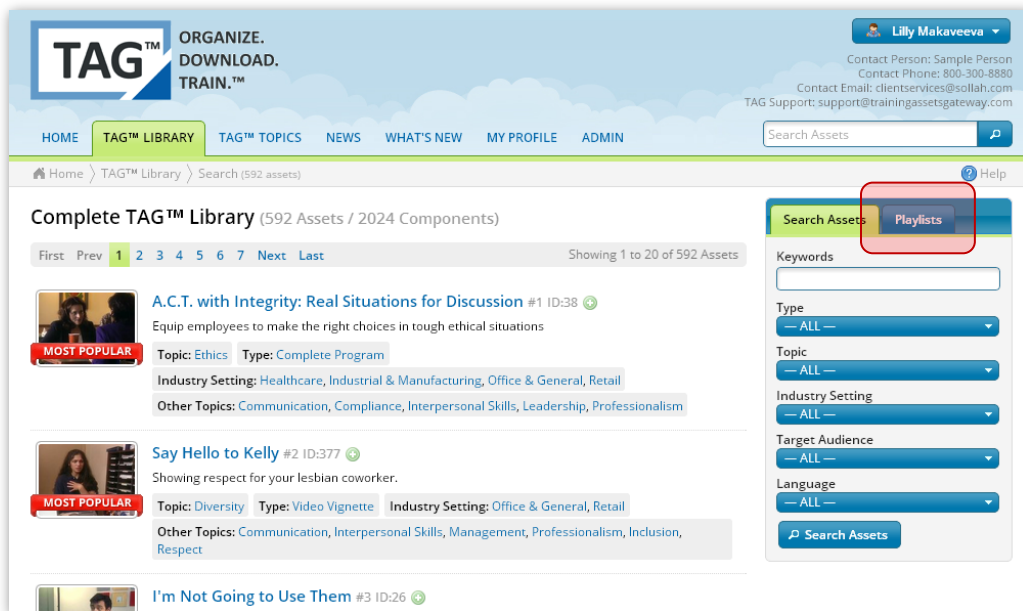
The “Playlists” pop up window appears and any previously-created lists appear. To add the asset to an existing list, check the box next to the playlist. And, if you want to start a new playlist with the asset, type in a new list in the “New” field. Then Click [Save].



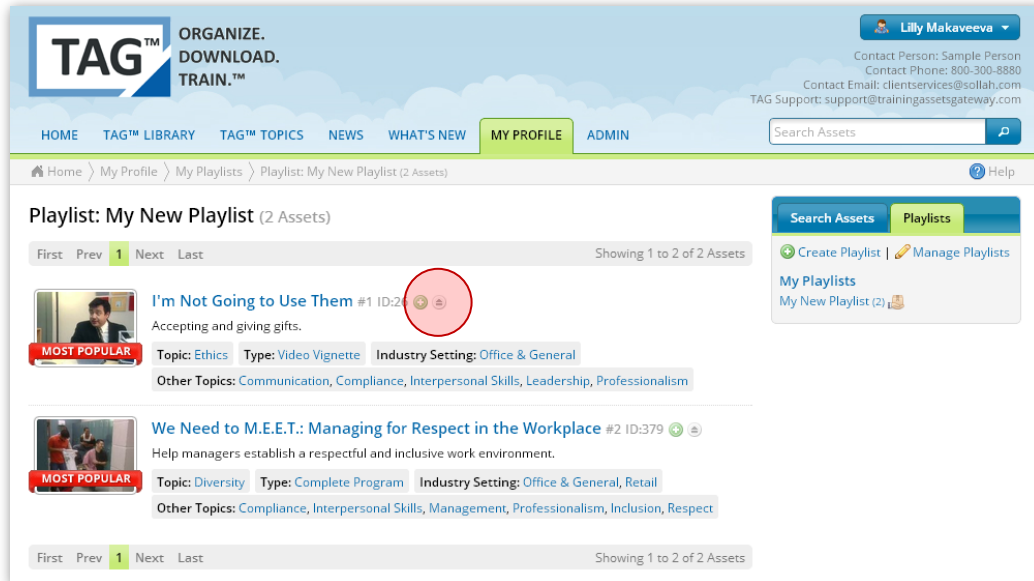
You can also *Drag and Drop* assets thumbnails or titles to existing Playlists.



5. To see your playlists, click on the "Playlists" tab in the right panel of your screen.



- Click on a playlist you have created. You will see a list of the assets in your playlist. To delete the asset from this playlist, click the “eject” button to the far right of the desired asset.



The screenshot shows the TAG™ website interface. At the top, there is a navigation bar with links for HOME, TAG™ LIBRARY, TAG™ TOPICS, NEWS, WHAT'S NEW, MY PROFILE (highlighted), and ADMIN. A search bar for 'Search Assets' is also present. The main content area displays a playlist titled 'Playlist: My New Playlist (2 Assets)'. Below the title, there are navigation controls: 'First', 'Prev', '1', 'Next', 'Last', and 'Showing 1 to 2 of 2 Assets'. Two assets are listed:

- Asset 1:** 'I'm Not Going to Use Them #1 ID:2'. It features a video thumbnail, a 'MOST POPULAR' badge, and a description: 'Accepting and giving gifts.' The asset has a 'Type: Video Vignette' and 'Industry Setting: Office & General'. Other topics include 'Communication, Compliance, Interpersonal Skills, Leadership, Professionalism'. An eject button (a circle with a diagonal line) is circled in red.
- Asset 2:** 'We Need to M.E.E.T.: Managing for Respect in the Workplace #2 ID:379'. It features a video thumbnail, a 'MOST POPULAR' badge, and a description: 'Help managers establish a respectful and inclusive work environment.' The asset has a 'Type: Complete Program' and 'Industry Setting: Office & General, Retail'. Other topics include 'Compliance, Interpersonal Skills, Management, Professionalism, Inclusion, Respect'.

At the bottom of the asset list, there are navigation controls: 'First', 'Prev', '1', 'Next', 'Last', and 'Showing 1 to 2 of 2 Assets'. On the right side, there is a sidebar with 'Search Assets' and 'Playlists' tabs, and a 'My Playlists' section showing 'My New Playlist (2)'.