# **Color-coded Custom Labels in Unassigned Docs**

#### **SUMMARY**

Learn how to use customized labels to distribute unassigned doc assignment responsibilities across multiple admins.

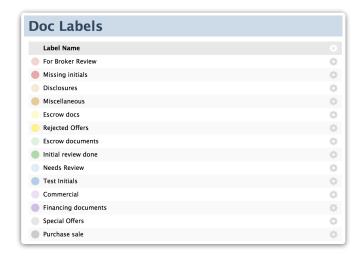
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### **Define Custom Labels for Company Use**

- 1 Go to Admin / Settings by clicking your name in the upper right corner, then [Admin / Settings].
- 2 Click [Document Labels] from the left menu. On the Document Labels page, you will see uniquely colored label options available to you. Customize any label by highlighting and editing the label.
- 3 Enter user names, priorities, statuses, or anything else that fits your company's needs. You can use as many or as few labels as desired.



## **Apply Labels**

Admins will be able to apply the labels to any Unassigned Docs in their locations and agents will be able to apply them to their own docs.

- 1 From the Unassigned page, hover over a doc name until a label appears.
- 2 Click the label to select a desired custom label or to remove it.

