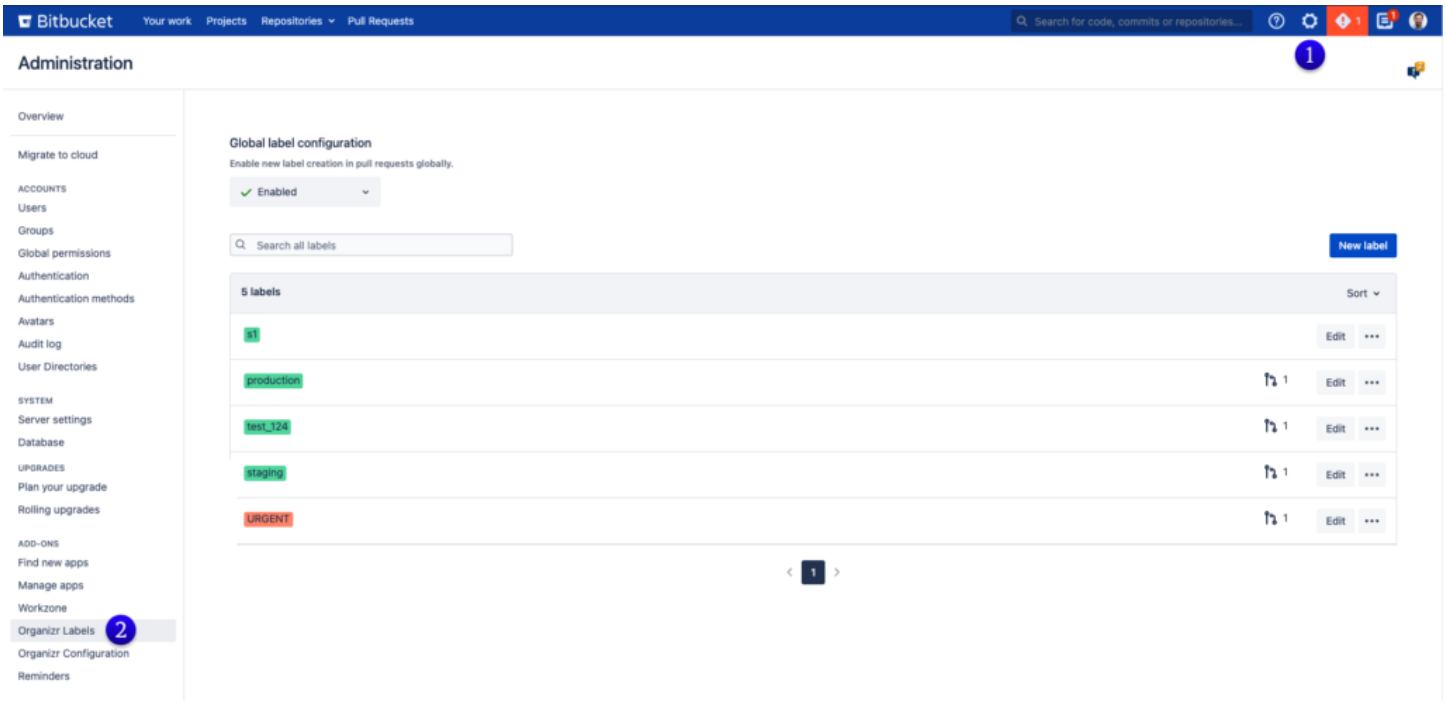
Label Manager

Feature Guide Organizr · https://izymes.com/docs/label-manager/

The Label Manager is available in three scopes; Global, Project and Repository levels. For this walkthrough, we will start by referring to the Global Configuration space.

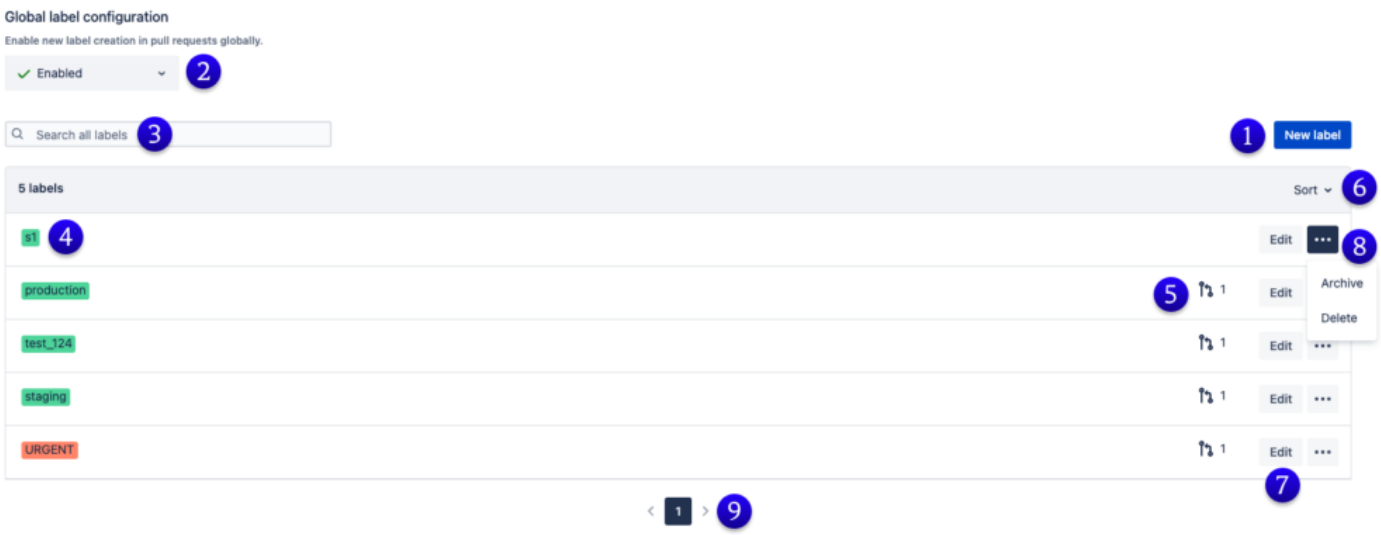
To navigate to the Label Manager;



1. click on the **Administration** Icon
2. Scroll down to **"Organizr Labels"**

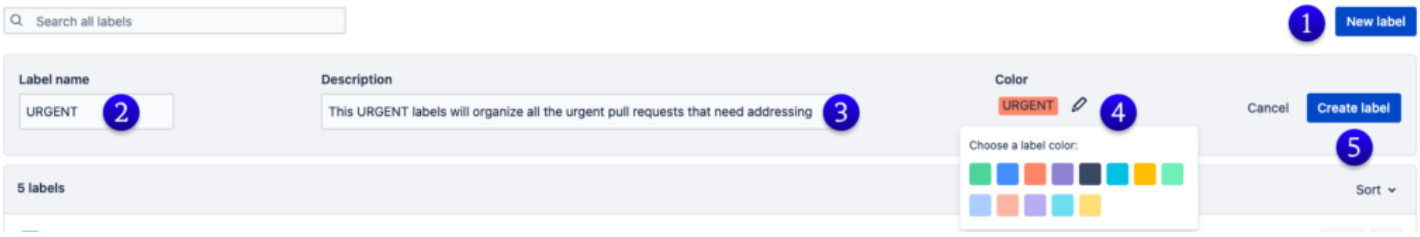
Overview

Now lets dive into more detail on using the Label Manager in Organizr



1. "New Label" button will allow you to create a new label.
2. Enable or Disable the permissions of label creation in pull requests globally.
3. Search for existing labels.
4. View the label names & colours
5. View how many pull requests are currently using this label
6. Sort the labels either alphabetically or reverse alphabetically.
7. Edit existing labels
8. Archive or Delete labels
9. Navigate between pages of labels

Creating a New Label



1. To create a new label, click the "New label" button.
2. Create the label name, for example "URGENT"
3. Optionally add in a description for the label for universal team understanding.

4. Select the colour of the label. A good practice is to replicate other colour patterns you may be using in Jira or other softwares.
5. Click "Create label".

Inheriting Repository Label Configuration

You can enable **Inheriting** in repository settings to inherit the project levels settings, and also in project level settings to inherit global settings.

Here you can enable or disable the ability for users to create labels, or only have available labels available that have been created by an admin.

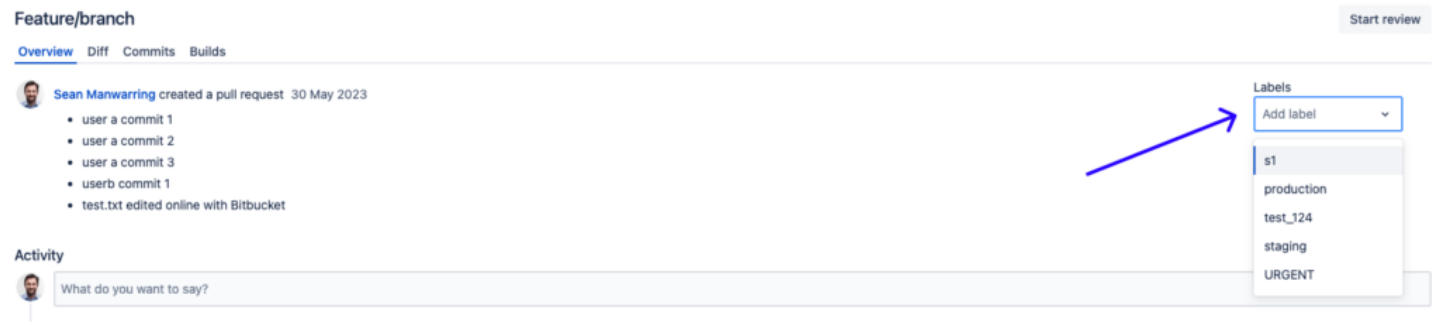


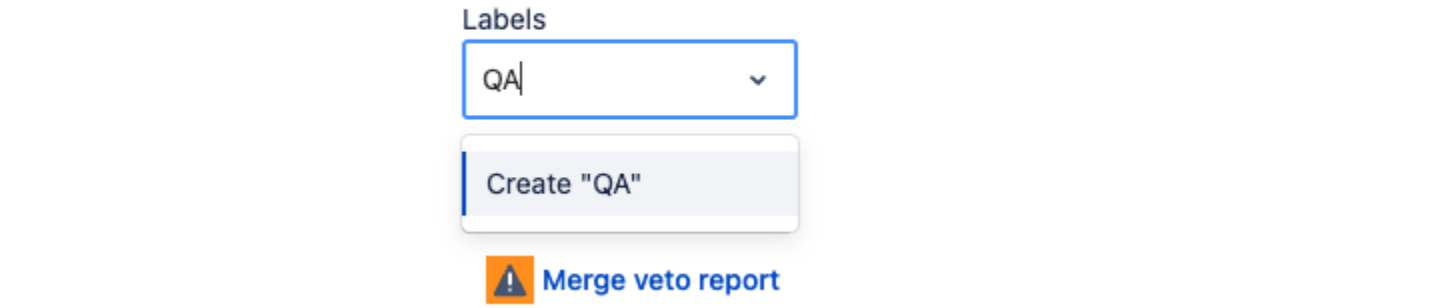
Adding Labels to Pull Requests

To add a label to a pull request, first open the pull request and click on the "Labels" dropdown here.

You can select one of the existing labels, or if **enable new label creation** is enabled in the Organizr Labels settings, then you can create a **new** label by typing the label name and in this example, clicking "Create "QA""/

The new label will end up in what is the highest scrope configured in the settings. I.e. if repository settings are inherited by project level settings, then the new label will appear in the Global label configuration in the **project level settings.**





Archiving Labels

When in the Label Configuration page, you can archive a label by clicking the "Archive" button in the menu next to each individual label. This will archive the label and hide it from the pull request overview page. The label will still appear in the Label Configuration page, now with an archive icon.

