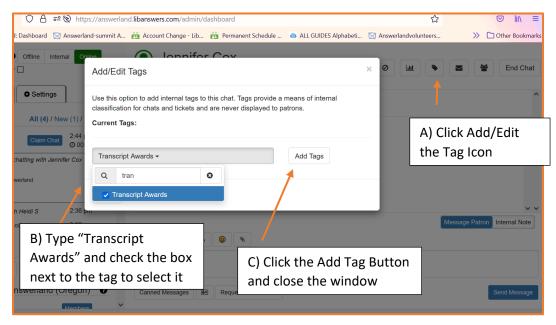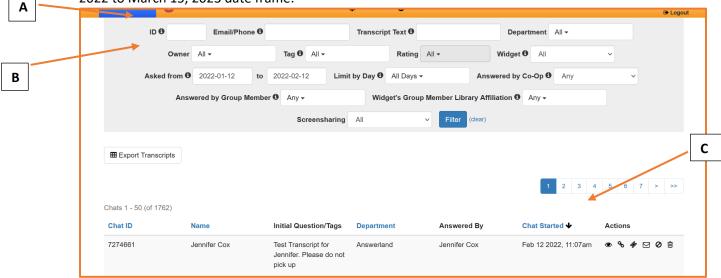# Notable Transcript Awards- How to Nominate with Tagging

Please use one of the following methods for tagging the Nomination that you wish to submit for the Transcript Awards:

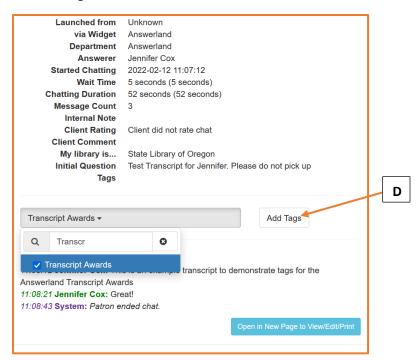1) Tag Immediately Following a Current Interaction Before Closing It Out



2) If you are choosing a past Interaction, find you the interaction in your institution's chat history from the LibAnswers Dashboard(see below):

A)   Narrow your search for the chat by the nominee's name via the **Owner** dropdown menu

B) It will be important to use the **Asked from** date feature to make sure your entry fits the March 1, 2022 to March 15, 2023 date frame.

**A**

**B**

**C**



C) Tags can be applied from the Quick Transcript View

D) When you have selected the transcript that you wish to nominate you will want to apply the "Transcript Awards" tag by typing "Transcript Awards" or scrolling down the alphabetical drop-down menu. Then click the "Add Tag" button. Then close out of that window.

**D**



**\*Privacy and Anonymity Disclosure-** The Virtual Reference Coordinator will not be involved in the selection process for the awards and has access to all queues. They will be handling the redaction of private/personally identifiable information before the nominations are distributed to the Quality Team for consideration.  This will include redacting the name of the patron, librarian name and sensitive and/identifying information before distribution evaluators occurs.