1). Go to **Administration / Templates / Custom Tags**  
  
Create the desired Custom tags  
  
A screenshot of a computer

Description automatically generated  
  
2). Go to **Administration / Templates / Issue Templates**  
  
Click on out of the box **“Prioritized High Risk Issue Template”** and click on **“Download Template”**  
  
A screenshot of a computer

Description automatically generated

3). Create a **New** Issue Template:  
   
**Prioritized High Risk Issue Template\_Luis**  
  
A screenshot of a computer

Description automatically generated

4). On the newly created Issue Template click on **“Edit”.**

A screenshot of a computer

Description automatically generated  
  
5). Click on **“Add Custom Tag”**  
A screenshot of a computer

Description automatically generated  
6). Add the custom tags to the template  
  
A screenshot of a computer

Description automatically generated  
  
  
  
7). Click on **“Save”**  
  
A screenshot of a computer

Description automatically generated  
  
  
  
  
  
8). While creating a new Application under Template section choose the customer template that has the custom tags.   
In this example choose template: **Prioritized High Risk Issue Template\_Luis**  
  
A screenshot of a computer

Description automatically generated