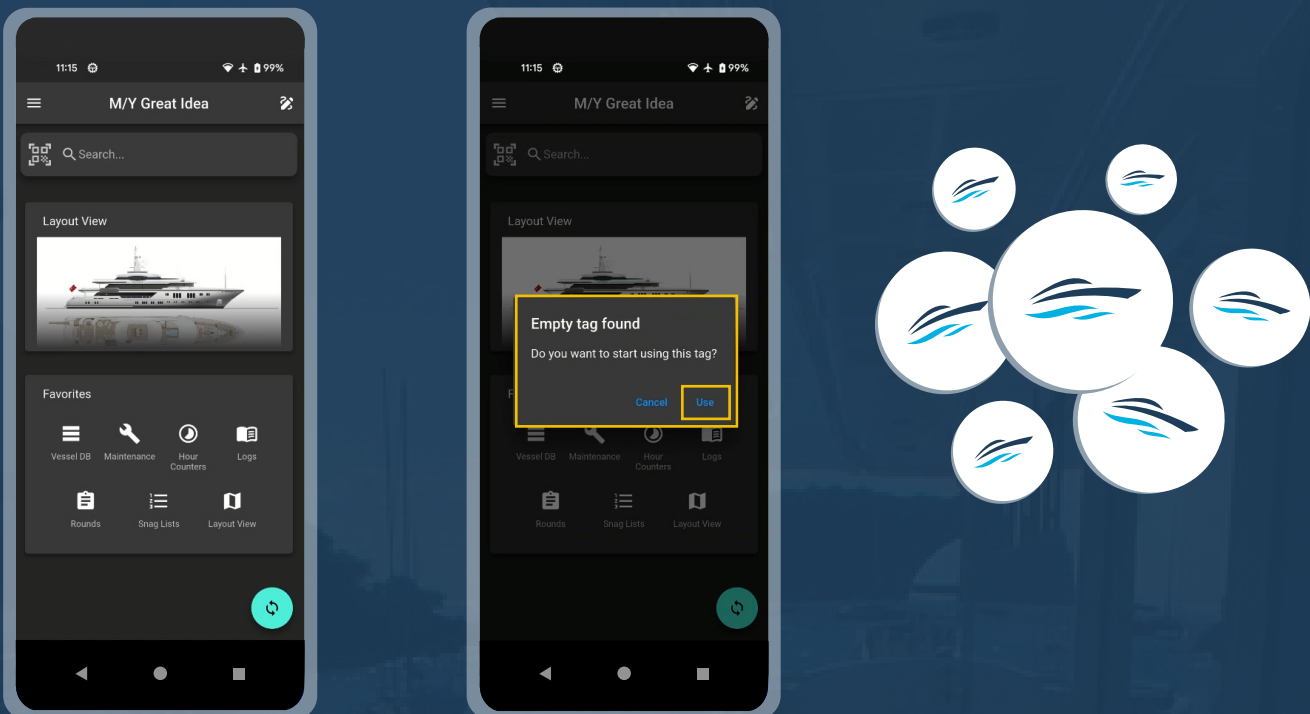


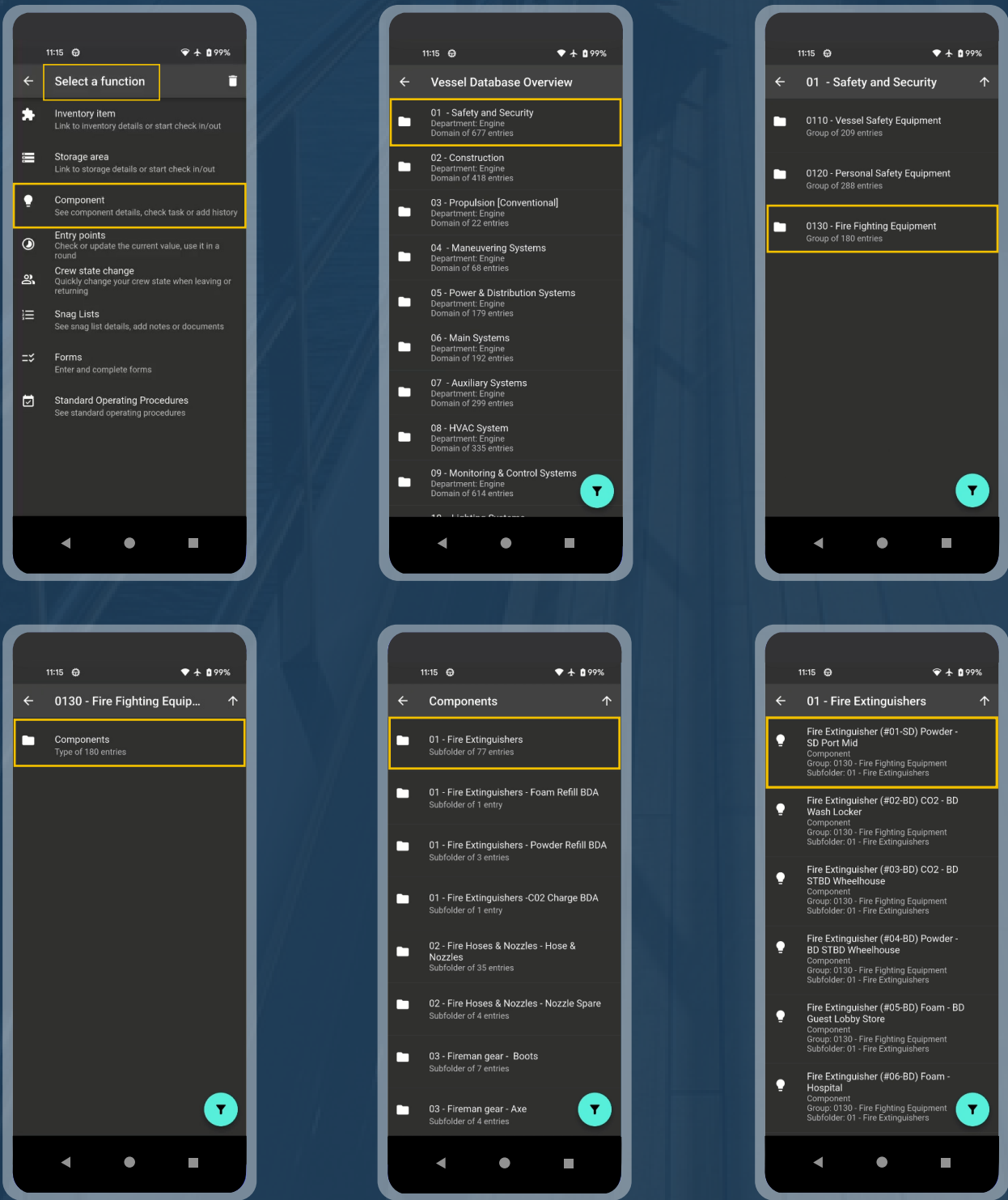
# How to write NFC Tags

## Write a Tag

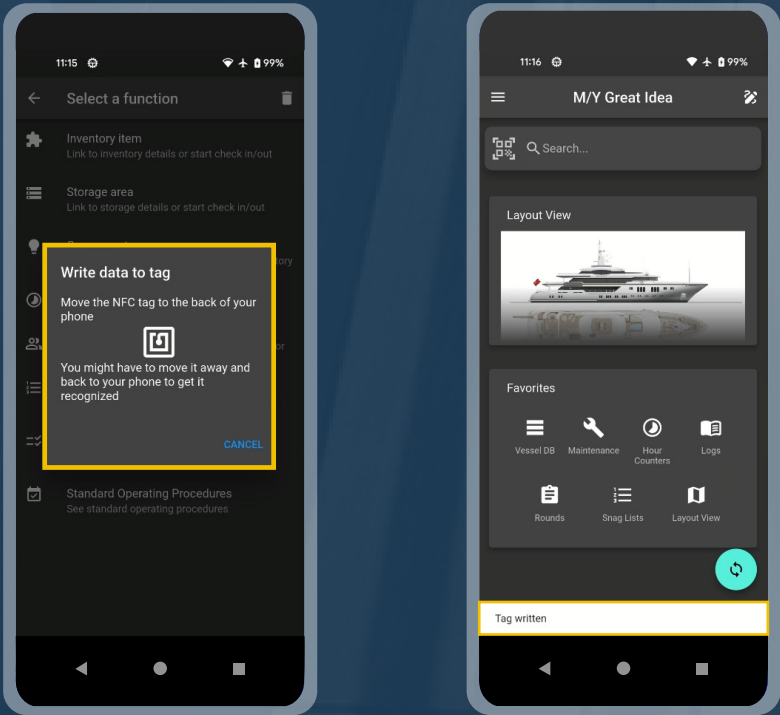
**Step 1:** Hold the phone over the NFC Tag. You should receive a notification that says **'Empty tag found'**. Click on **'Use'**.



**Step 2:** Select a **function** from the list provided. Follow the steps to ensure you are allocating your NFC tag to the correct folder. **See example pathway below.**



**Step 3:** Once you have chosen your NFC Tags location, there will be a pop up notification that instructs you on how to **'Write data to tag'**. To write the tag, **move the tag to the back of your phone**. If it doesn't recognise the tag straight away, move it away and back to your phone until your phone identifies it.

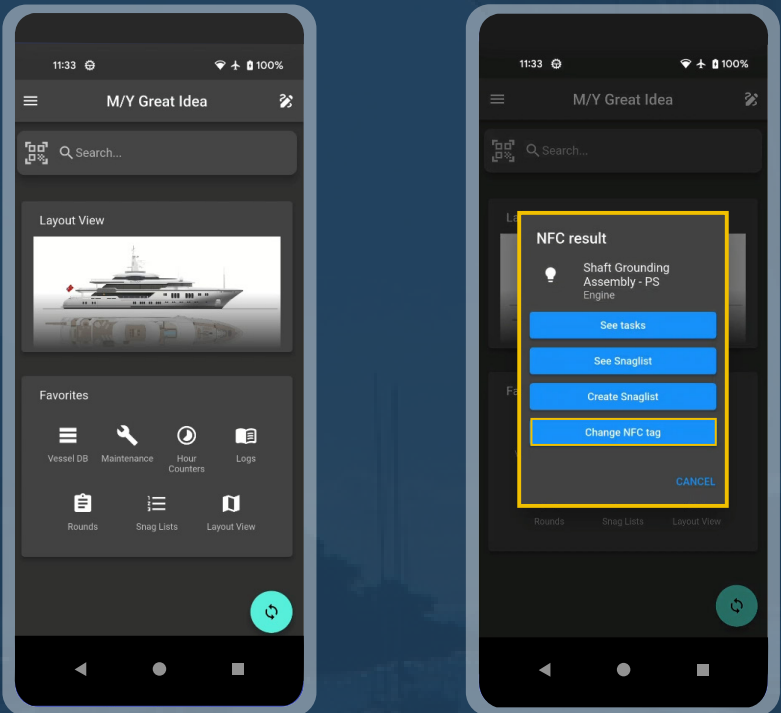


Once the tag has been identified, you will notice a **notification at the bottom** of the screen to tell you that the tag has been written.

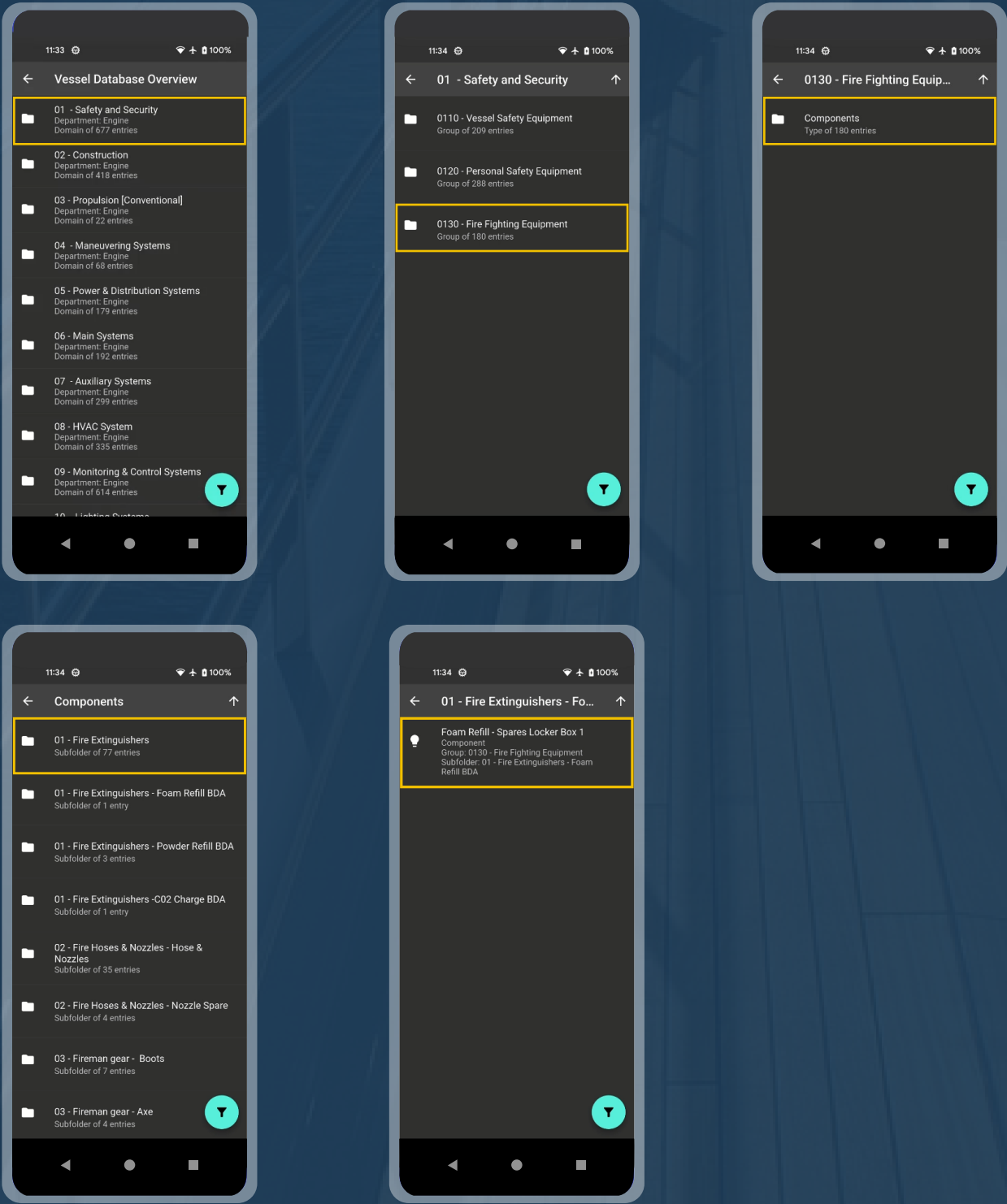
# How to change NFC Tags

## Change a Tag

**Step 1:** Hold the phone over the NFC Tag. The NFC tag result should pop up on the screen. Click **'Change NFC tag'**.



**Step 2:** Follow the steps to ensure you are allocating your new NFC tag to the correct folder. **See example pathway below.**



**Step 3:** Once you've chosen the location of the new tag, a notification will prompt you to **'Write data to tag'**. Now, to write the new tag, **move the tag to the back of your phone**. Once scanned, it will ask you to **confirm overriding the previous tag**. Once confirmed, **'Tag written'** will display at the bottom of the screen.

