Manage Tags in the IDERA Dashboard

Tags allows you organize and manage your instances and databases according to your work environment preferences. The IDERA Dashboard allows you to create, import, view, edit, and delete tags and their associated instances and databases. Click the **Manage Tags** option in the **Administration** tab to access these options.

The **Manage Tags** view allows you to view through a list of tags information and select the following filters by clicking **Options:**

- **Product** - select the IDERA product for which you want view its tags.
- **Instance** - select your instance from the drop-down list with all available SQL Server instances in your environment.
- **Database** - select the database from where you want to view its tags.

To specify different search criteria, click **Clear Filters**.

When selecting any of the tags displayed on the list, you can:

- View its details (products where they are registered, the instance and database where the tag resides, the type of tag, and its conflict).
- Change the tag by type and then click **Save** to keep the changes.

To include tags, click **Add Tag** on the top section of this tab and the **Manage Tags** dialog window appears. Specify the following options:

- **Tag:** type the name of the tag.
- **Instances:** a list with the instance name and product appears. To include an instance, click **Add instance**.
- **Databases:** a list with the instance name, database, and product appears. To include a database, click **Add Database**.

> ⊘ Keep in mind:
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> - If you specifically know what would you like to filter, use the **SEARCH** option on the top section of this tab.
> - You can define how many tags you want to view per page. Go to the bottom section of the tab and type the number of tags you want to see per page.
> - To remove all filters, click **Delete**.

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