

Manage all tags

If you want to access to the complete list of tags across all your environment, use one of the following options in SQL Inventory Manager:

- **Overview** - Click the pencil icon on the Tags section of the right sidebar.
- **Administration > Tags** - Click **Manage Tags**.

Below you can see the respective tabs and sections where you can find the **Manage Tags** option. Click the image to view full size.



In the Manage Tags window you can:

- View the number of instances and databases associated with a tag
- Add new tags
- Edit the list of instances and databases associated with a tag
- Delete tags



Tip

On the Manage Tags window, click the tag name to quickly access the Edit Tag dialog for that tag.

Add a new tag

In the Manage Tags window, click **Add** and SQL Inventory Manager opens the Add Tag window.

Type the name of the new tag you wish to add, or type several names separating them with a semicolon.

Below the **Tag** field, SQL Inventory Manager displays a list of registered instances and databases in your environment. Select the checkbox(es) for each instance and database you want to add to this tag, and then click **SAVE**.

Add Tag

Tag: Tag1

Separate multiple tags with a semi-colon, for example tag1; tag2.

Instance Tags

SQL Server	Comments
<input checked="" type="checkbox"/> AUT-2012R2-004\SQL2012_CS	
<input checked="" type="checkbox"/> AUT-2012R2-004 \SQL2012_CSEX	
<input type="checkbox"/> AUT-AG-NODE1\SQL2012_CI	

Database Tags

SQL Server	Database	Comments
<input type="checkbox"/> QA-ZA-WIN7\SQL2K8	master	
<input checked="" type="checkbox"/> QA-ZA-WIN7\SQL2K8	tempdb	
<input type="checkbox"/> QA-ZA-WIN7\SQL2K8	model	
<input type="checkbox"/> QA-ZA-WIN7\SQL2K8	msdb	

SAVE **CANCEL**

! Warning

- The tag name must begin with an upper or lowercase alphanumeric character.
- Your tag name must have a maximum length of 20 characters.

Edit a tag

Editing a tag lets you rename the tag or change which instances or databases are associated with the tag.

To edit a tag, select the checkbox next to the tag you want to edit, and then click **Edit**. You can also access this option by clicking directly on the tag name. Note that you can only edit one tag at a time.

Make the appropriate changes, and then click **SAVE**.

Edit Tag

Tag: **Tag1**

Instance Tags

SQL Server	Comments
<input checked="" type="checkbox"/> AUT-2012R2-004\SQL2012_CS	
<input checked="" type="checkbox"/> AUT-2012R2-004 \SQL2012_CSEX	
<input type="checkbox"/> AUT-AG-NODE1\SQL2012_CI	

Database Tags

SQL Server	Database	Comments
<input checked="" type="checkbox"/> QA-ZA-WIN7\SQL2K8	tempdb	
<input type="checkbox"/> QA-ZA-WIN7\SQL2K8	master	
<input type="checkbox"/> QA-ZA-WIN7\SQL2K8	model	
<input type="checkbox"/> QA-ZA-WIN7\SQL2K8	msdb	

Buttons: **SAVE** **CANCEL**

Delete Tags

To delete one or more tags:

- In the Manage Tags window, select the checkbox next to the tag(s) you want to delete, and then click **Delete**. SQL Inventory Manager displays a warning message that requires a confirmation whether you want to delete the selection.

Manage Tags

Add | Edit | **Delete**

Tag Name	# of Instances	# of Databases
<input type="checkbox"/> Development	0	0
<input type="checkbox"/> Test	0	0
<input type="checkbox"/> Integration	0	0
<input type="checkbox"/> Production	0	0
<input type="checkbox"/> Disaster Recovery	0	0
<input type="checkbox"/> Business Hours	0	0
<input type="checkbox"/> 24x7	0	0
<input type="checkbox"/> Business Critical	0	0
<input type="checkbox"/> Non-Critical	0	0
<input checked="" type="checkbox"/> Tag1	2	1

CLOSE

- Click **Yes**. SQL Inventory Manager deletes the tag(s) and users can no longer use those tags. *If you did not mean to delete the selected tags, click **No**.*



When an instance is deleted, the mappings to its tags are also deleted, but not the tags because they may be used for other instances

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