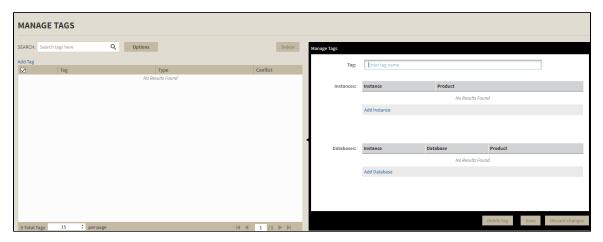# Managing tags in the IDERA Dashboard

IDERA Dashboard tags help you organize and manage instances and databases within your environment. Created and updated are available to use with the IDERA SQL products.

You can add, view, edit, and delete tags and their associated instances and databases.

Click **Manage Tags** in the **Administration** tab to display the configuration window.

> ⚠️ Global tags are managed only through the IDERA Dashboard.

Adding, editing, and removing a tag

To add a tag and assign it to a specific instance and/or database, click **Add Tag,** type all required information, and click **Save.**

To edit an existing tag, select one from the list, make all necessary changes, and click **Save**.

To remove a tag, select one from the list, and click **Delete tag.** The IDERA Dashboard displays a confirmation dialog, click **Yes** to delete the tag.

You can search tags using filters by clicking on **Options** next to the **Search** box**.** Available filters are:

- Product
- Instance
- Database

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