Managing tags in the IDERA Dashboard

Tags can help you organize your managed instances and databases.Tags created and updated in the IDERA Dashboard can be made available and used in other IDERA SQL products. This feature allows you to 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 can be managed from the IDERA Dashboard only.

In the Manage Tags view you can add Global Tags, edit existing Global Tags, and Remove Global Tags.

Adding, editing, and removing a tag

You can add a tag and assign it to a certain instance or database by clicking **Add Tag** to display the configuration panel. Type all the requested information and click **Save.**

To edit an existing tag, select an entry from the list to edit its settings and click **Save** when you are done.

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

> ✓ Tags can be searched using filters. Available filters are: Product, Instance, and Database. Click **Options**, next to the search field, to access the filtering options.

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