



# Manage Tags

 SQL Safe is **ONLY** compatible with IDERA Dashboard version 4.6 and with limited support.

Tags allow you to group instances according to your work environment preferences. The IDERA Dashboard allows you to create, edit, and manage tags available in all your IDERA products. Tags can be assigned to individual instances or databases. Click the **Manage Tags** option in the **Administration** tab to access these options.

 Although you can add Tags through the IDERA Dashboard options, SQL Safe currently does not support tags in this version.

To create a new tag follow these steps:

- Click **Add Tag**
- Type the Tag name
- Click **Add Instance** to select the instances where the tag will be assigned
- Click **Add Database** to select the databases where the tag will be assigned
- Click **Save** to add the new tag

To edit tags, follow these steps:

- Click the tag you want to edit from the list of available tags
- Edit the tag name or change the instances and databases where it is assigned
- Click **Save** to keep the changes

To delete tags, follow these steps:

- Click the tag you want to remove from the list of available tags
- In the tag details view, select **Delete** to remove the tag. You can also find the same option at the top of this view.
- A warning message verifies if you want to delete the selected tag

How can you filter tags?

If you have multiple tags, you can apply filters to view only the ones you require. To filter your tags follow these steps:

- Click **Options** from the **Manage Tags** view
- Specify the products for which you want to view tags
- Select the instances and databases for which you want to view tags
- Click **Search**
- To specify different search criteria, click **Clear Filters**

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