

# Manage all tags

If you want to access to the complete list of tags across all your environment, use the following options:

- Dashboard - pencil icon on the Tag section of the right sidebar.
- Administration tab - Manage Tags section

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:

- Add new tags
- Edit the list of instances associated with a tag
- Delete tags



## Tip

On the Manage tags list of this section, if you click on any tag name, SQL Elements opens the respective dialog window for editing that tag.

## Add a new tag

If you select this option, SQL Elements opens a new dialog window.

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

Below the name field, you can see a list of your environment's registered instances; select those instances you wish the new tags to be associated with. Click **Save**.

?

X

## Add Tag

Tag: Tag1

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

SQL Server	Comment
<input type="checkbox"/> AUT-2005-001\SQL2005	
<input type="checkbox"/> AUT-2008-001\SQL2008	
<input checked="" type="checkbox"/> AUT-2008R2-001	
<input checked="" type="checkbox"/> AUT-2008R2-001 \SQL2008R2	
<input checked="" type="checkbox"/> AUT-2012-001\SQL2012	
<input type="checkbox"/> AUT-SQLDM-001	
<input type="checkbox"/> AUT-SQLDM-002	
<input type="checkbox"/> AUT-SQLDM-003	

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 are associated with the tag.

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

Type a new name for this tag or check/uncheck the instances that you wish to associate/disassociate this tag with.

You can only edit one tag at a time.

## Edit Tag

Tag:

SQL Server	Comment
<input checked="" type="checkbox"/> AUT-SP2007-DB1\SQL05	
<input checked="" type="checkbox"/> AUT-SP2010-DB1	
<input type="checkbox"/> AUT-SP2010-DB1\SQL08	
<input type="checkbox"/> AUT-TC-WR400	
<input checked="" type="checkbox"/> AUT-TC-WR400\SHAREPOINT	
<input checked="" type="checkbox"/> AUT-TC-WR400\SQLDM	

## Delete Tags

To delete one or several tags, select the checkbox next to the tag or tags you want to delete and click **Delete**.

## Manage Tags

Add | Edit | **Delete**

	Tag Name	# of Instances
<input checked="" type="checkbox"/>	2012	2
<input checked="" type="checkbox"/>	24x7	0
<input checked="" type="checkbox"/>	Business Critical	17
<input type="checkbox"/>	Business Hours	0
<input type="checkbox"/>	Development	17
<input type="checkbox"/>	Disaster Recovery	0
<input type="checkbox"/>	Integration	0
<input type="checkbox"/>	Non-Critical	0
<input type="checkbox"/>	Production	0
<input type="checkbox"/>	Test	0



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