

Managing Tags

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 import, view, edit, and delete tags and their associated instances and databases.

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

The screenshot shows the 'MANAGE TAGS' configuration window. On the left, there is a search bar with the text 'SEARCH: Search tags here' and two buttons: 'Options' and 'Delete'. Below the search bar is a link 'Add Tag'. A table with columns 'Tag', 'Type', and 'Conflict' is shown, with the message 'No Results Found' below it. On the right, a panel titled 'Manage Tags' contains the instruction 'Select the row of a tag in table to view details.' and three buttons at the bottom: 'Delete tag', 'Save', and 'Discard changes'.

Click **Add Tag** to display the configuration panel to add a tag to a certain instance or database or select an existing entry from the list to edit its settings.

This screenshot shows the 'MANAGE TAGS' configuration window with the 'Add Tag' panel open on the right. The left side is identical to the previous screenshot. The 'Add Tag' panel on the right has a 'Tag:' field with the placeholder 'Enter tag name'. Below it, the 'Instances:' section has a table with columns 'Instance' and 'Product', and the message 'No Results Found' below it, with an 'Add instance' link. The 'Databases:' section has a table with columns 'Instance', 'Database', and 'Product', and the message 'No Results Found' below it. At the bottom of the panel are three buttons: 'Delete tag', 'Save', and 'Discard changes'.

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