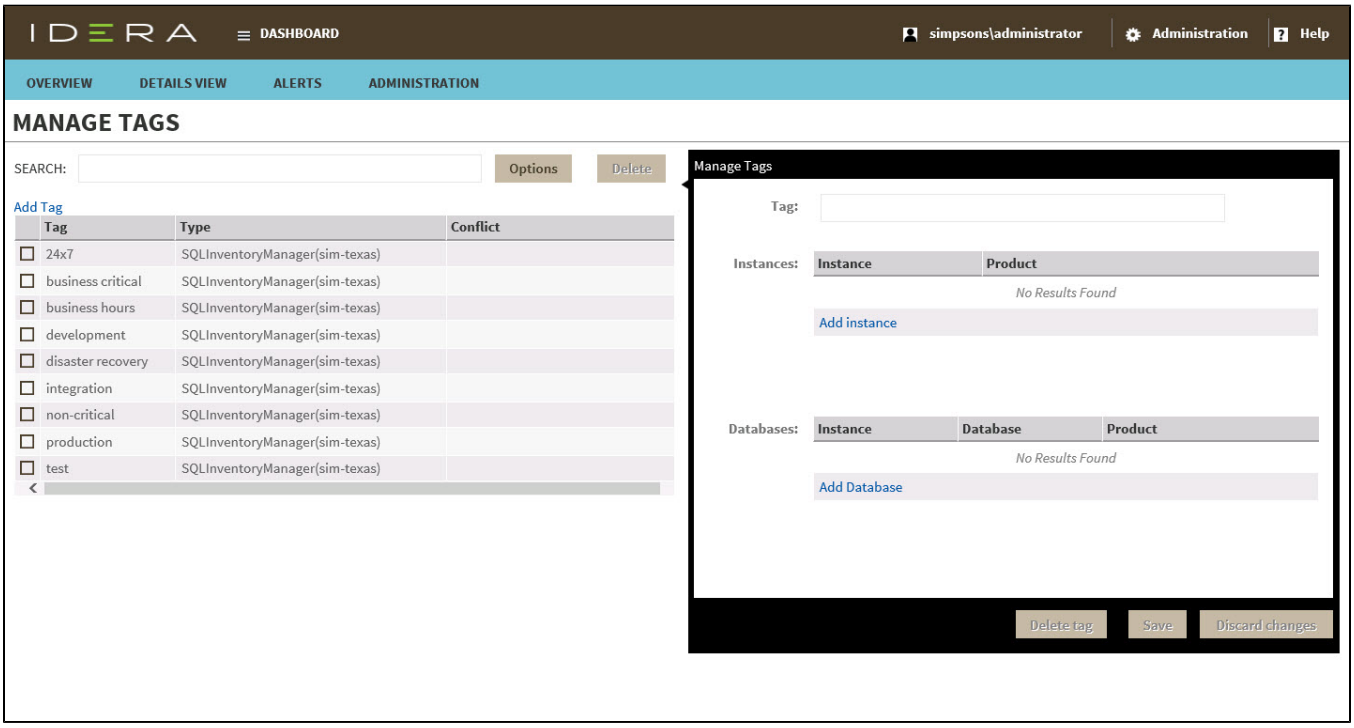
Managing tags in the IDERA Dashboard

Tags can help you organize your managed instances and databases. While you can still create a tag within any IDERA product supporting that functionality, tags created in IDERA Dashboard can be used in other IDERA SQL products. Create, import, view, edit, and delete tags and their associated instances and databases using the Manage Tags action.

To access tag management in IDERA Dashboard, either select Manage Tags from the Administration menu or click **Manage Tags** on the Administration view of IDERA Dashboard.



Global versus local tags

Tags created in IDERA Dashboard 3.0.x and later are known as global tags and are available to all products that are integrated with that version of IDERA Dashboard. Local tags are available only within the IDERA product in which they are created.

When you assign a global tag to an instance or database, you must wait for the synchronization job to run before the tag is available in all other IDERA products. The synchronization job runs every 15 minutes by default.

Adding a global tag in the IDERA Dashboard

In the IDERA Dashboard, you can create a global tab to be used across all SQL products. Use the following steps to add a global tag.

1. In the Manage Tags view, click **Add Tag**. IDERA Dashboard displays the Manage Tags dialog.

Editing a global tag in the IDERA Dashboard

Simply selecting the row of an existing global tag allows you to add and remove instances and databases associated with the global tag as well as change the name of the global tag itself. Use the following steps to edit a global tag.

1. In the Manage Tags view, click the row of the global tag you want to edit. IDERA Dashboard displays the Manage Tags dialog, populated with the known detail for that global tag.
2. Make the necessary changes. ***If you want to add an instance or database to this global tag***, click **Add instance** or **Add database**. IDERA Dashboard displays additional fields for you to add appropriately.
3. Click **SAVE**.

Deleting a global tag from the IDERA Dashboard

Use the following steps to delete a global tag.

1. In the Manage Tags view, click the row of the global tag that you want to delete. IDERA Dashboard displays the Manage Tags dialog.
2. ***If there are any instances or databases assigned to the tag***, remove them. You cannot delete a tag when instances are assigned to that tag.
3. Click **Delete tag**. IDERA Dashboard displays a warning message that requires a confirmation whether you want to delete that selection.
4. Click **Yes**. IDERA Dashboard removes the global tag. ***If you did not mean to delete the global tag***, click **No**.

Learn more > >