Manage tags for a single instance

IDERA SQL Inventory Manager allows you to manage tags for a specific instance. When you access this option you can choose which tags you want to add or delete for the respective instance.

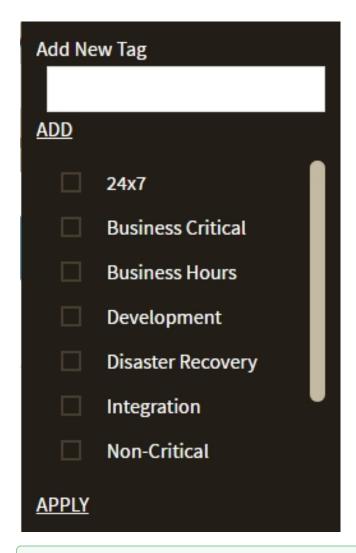
If you want to edit tags for a single instance, use one of the following options in IDERA SQL Inventory Manager:

- Overview. In the Instances section, click the name of the instance you want to tag. In the Instance Details view, click the pencil icon on the Tags section of the right sidebar.
- Instances > Managed view. Select your instance, and then click Edit Tags on the action items bar OR click the gear icon next to the instance, and then select Edit Tags.
- Instances > SQL Licensing view. Select your instance, and then click Edit Tags on the action items bar *OR* click the gear icon next to the instance, and then select Edit Tags.

IDERA SQL Inventory Manager opens a window for managing the instance tags. On this window you can:

- Type the name of a new tag, and then click ADD. SQL Inventory Manager adds the new tag to the list. You can add several tags at once by separating each name with a semicolon (;).
- Check or uncheck those tags you want to add or remove for this instance. Previously-added and newly-added tags are checked by default.

When you finish making your edits, click APPLY.



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Tip

You can also remove tags by clicking the tag name on the sidebar without opening the Manage Tags window.

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Warning

- The tag name must begin with an upper or lowercase alphanumeric character.
- Your tag name must have a maximum length of 20 characters.

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