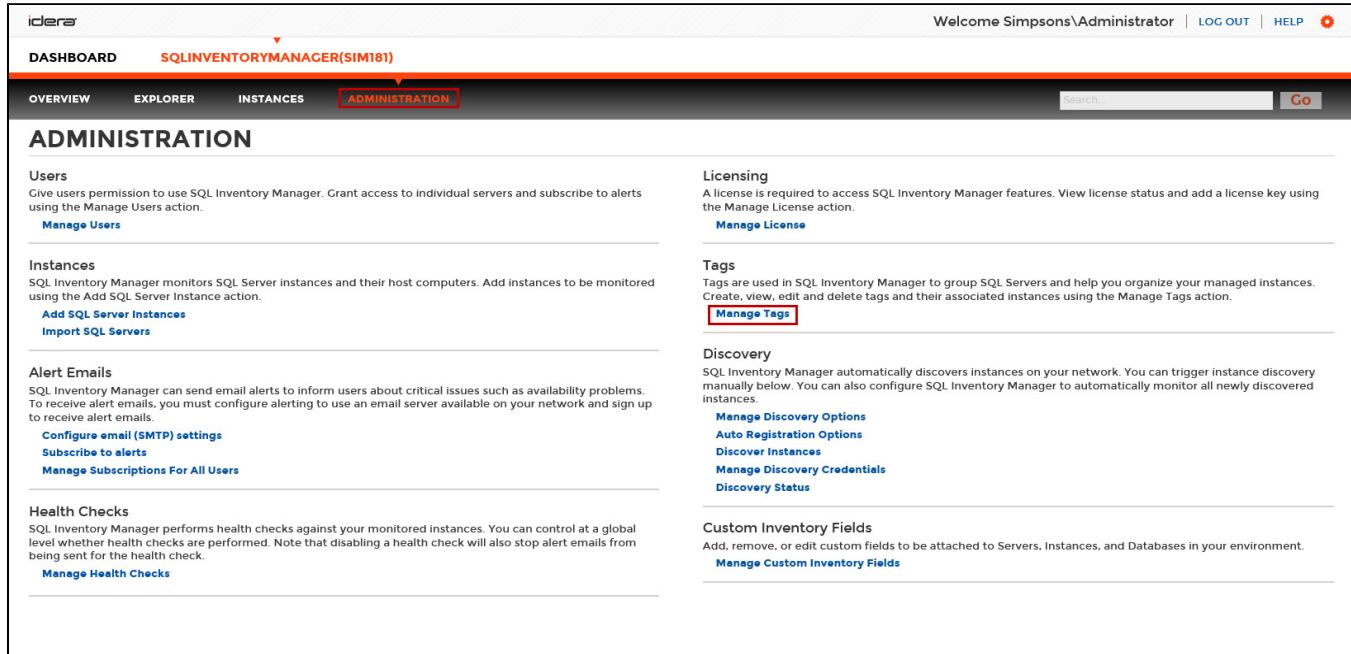


# How to manage tags

Tags help you group or organize your instances and databases for better management. For example, use a tag name such as "Disaster Recovery" to identify all your registered instances and databases that are vital to your disaster recovery plan, and have quick access to views and details from this group.

When you register an instance, SQL Inventory Manager gives you the option to associate that instance to an existing tag, or to create a new tag. For more information on how to add tags when registering an instance, see [Add your SQL Server Instances section](#). You cannot assign tags to databases when adding an instance, but you can make this association when viewing Instance Details or Database Details.

The Manage Tags section on the Administration view allows you to manage the complete list of tags for all your environment.



The screenshot shows the SQL Inventory Manager Administration interface. The top navigation bar includes 'DASHBOARD', 'SQLINVENTORYMANAGER(SIM181)', and a user welcome message. The main navigation tabs are 'OVERVIEW', 'EXPLORER', 'INSTANCES', and 'ADMINISTRATION'. The 'ADMINISTRATION' tab is active. The 'ADMINISTRATION' section is divided into several sub-sections: 'Users', 'Instances', 'Alert Emails', 'Health Checks', 'Licensing', 'Tags', 'Discovery', and 'Custom Inventory Fields'. The 'Tags' section is highlighted with a red box around the 'Manage Tags' link.



You can also access the Manage Tags window on the Overview by clicking the pencil icon of the Tags section on the status right sidebar.

In the Manage Tags window you can:

- View the number of instances and databases associated with a tag
- Add new tags
- Edit the list of instances and databases associated with a tag
- Delete tags



## Tip

On the Manage Tags window, click the tag name to quickly access the Edit Tag dialog for that tag.

## Add a new tag

In the Manage Tags window, click **Add** and SQL Inventory Manager opens the Add Tag window.

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

Below the **Tag** field, SQL Inventory Manager displays a list of registered instances and databases in your environment. Select the checkbox(es) for each instance and database you want to add to this tag, and then click **SAVE**.

?

X

## Add Tag

Tag:

Tag1

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

Instance Tags

	SQL Server	Comments
<input checked="" type="checkbox"/>	AUT-2000-001\SQL2000	
<input type="checkbox"/>	AUT-2000-003\SQL2000	
<input checked="" type="checkbox"/>	AUT-2003R2-002\SQL2000	
<input type="checkbox"/>	AUT-2003R2-002\SQL2000	

Database Tags

	SQL Server	Database	Comments
<input type="checkbox"/>	AUT-2005-003\SQL2005	test	
<input checked="" type="checkbox"/>	AUT-2005-003\SQL2005	OtherDb02	
<input checked="" type="checkbox"/>	AUT-2005-003\SQL2005	OtherDb01	
<input type="checkbox"/>	AUT-2005-003\SQL2005	MvDatabase	

Add Database

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 or databases are associated with the tag.

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

Make the appropriate changes, and then click **SAVE**.

?

X

## Edit Tag

Tag:

Tag1

Instance Tags

	SQL Server	Comments
<input checked="" type="checkbox"/>	2003R2X64\SQL2005	
<input checked="" type="checkbox"/>	AUT-2000-001\SQL2000	
<input type="checkbox"/>	AUT-2000-003\SQL2000	
<input type="checkbox"/>	AUT-2003D2-002\SQL2000	

Database Tags

	SQL Server	Database	Comments
<input type="checkbox"/>	BiggerDB	AUT-2005-001\SQL2005	
<input checked="" type="checkbox"/>	SQLdmMobileRepository	AUT-2005-003\SQL2005	
<input checked="" type="checkbox"/>	DefragDB	AUT-2008-001\SQL2008	
<input type="checkbox"/>	DummyDatabase02	AUT-2005-003\SQL2005	

Add Database

SAVE

CANCEL

## Delete Tags

To delete one or more tags:

1. In the Manage Tags window, select the checkbox next to the tag(s) you want to delete, and then click **Delete**. SQL Inventory Manager displays a warning message that requires a confirmation whether you want to delete the selection.

?

X

## Manage Tags

Add

Edit

Delete

Tag Name	# of Instances	# of Databases
<input checked="" type="checkbox"/> 24x7	5	0
<input type="checkbox"/> Business Critical	65	65
<input checked="" type="checkbox"/> Business Hours	0	0
<input checked="" type="checkbox"/> Development	0	2
<input type="checkbox"/> Disaster Recovery	0	0
<input type="checkbox"/> Integration	0	0
<input type="checkbox"/> New Tag	4	4
<input type="checkbox"/> Non-Critical	0	0
<input type="checkbox"/> Production	0	0
<input type="checkbox"/> Test	0	0

CLOSE

2. Click **Yes**. SQL Inventory Manager deletes the tag(s) and users can no longer use those tags. **If you did not mean to delete the selected tags**, click **No**.



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

## Managing tags for a single or several instances

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 selected instance. For more information on how to edit tags for single instance, see [Manage tags for a single instance](#).

You can also edit tags for several instances at a time (bulk editing). You can choose to apply a new tag to a group of instances, for example, or delete a tag from selected instances. For more information on how to bulk edit tags on several instances, see [Bulk edit tags for several instances](#).

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