

Manage all tags

If you want to access to the complete list of tags across all your environment, use one of the following options in SQL Inventory Manager:

- **Overview** - Click the pencil icon on the Tags section of the right sidebar.
- **Administration > Tags** - Click **Manage Tags**.

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:

- 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-2012R2-004\SQL2012_CS	
<input checked="" type="checkbox"/>	AUT-2012R2-004\SQL2012_CSEX	
<input type="checkbox"/>	AUT-AG-NODE1\SQL2012_CI	

Database Tags

	SQL Server	Database	Comments
<input type="checkbox"/>	QA-ZA-WIN7\SQL2K8	master	
<input checked="" type="checkbox"/>	QA-ZA-WIN7\SQL2K8	tempdb	
<input type="checkbox"/>	QA-ZA-WIN7\SQL2K8	model	
<input type="checkbox"/>	QA-ZA-WIN7\SQL2K8	medb	

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

X

Instance Tags

	SQL Server	Comments
<input checked="" type="checkbox"/>	AUT-2012R2-004\SQL2012_CS	
<input checked="" type="checkbox"/>	AUT-2012R2-004\SQL2012_CSEX	
<input type="checkbox"/>	AUT-AG-NODE1\SQL2012_CI	

Database Tags

	SQL Server	Database	Comments
<input checked="" type="checkbox"/>	QA-ZA-WIN7\SQL2K8	tempdb	
<input type="checkbox"/>	QA-ZA-WIN7\SQL2K8	master	
<input type="checkbox"/>	QA-ZA-WIN7\SQL2K8	model	
<input type="checkbox"/>	QA-ZA-WIN7\SQL2K8	msdb	

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.

Warning message that requires a confirmation whether you want to delete the selection.

Manage Tags

[Add](#) | [Edit](#) | [Delete](#)

	Tag Name	# of Instances	# of Databases
<input type="checkbox"/>	Development	0	0
<input type="checkbox"/>	Test	0	0
<input type="checkbox"/>	Integration	0	0
<input type="checkbox"/>	Production	0	0
<input type="checkbox"/>	Disaster Recovery	0	0
<input type="checkbox"/>	Business Hours	0	0
<input type="checkbox"/>	24x7	0	0
<input type="checkbox"/>	Business Critical	0	0
<input type="checkbox"/>	Non-Critical	0	0
<input checked="" type="checkbox"/>	Tag1	2	1

[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

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