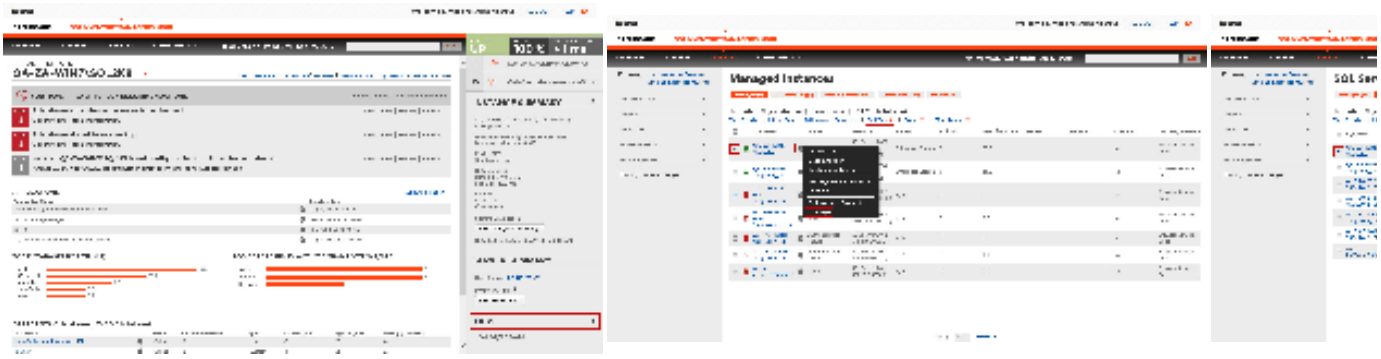
# Manage tags for a single instance

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 SQL Inventory Manager:

- **Overview** - In the Instances section, click an instance name. 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**.

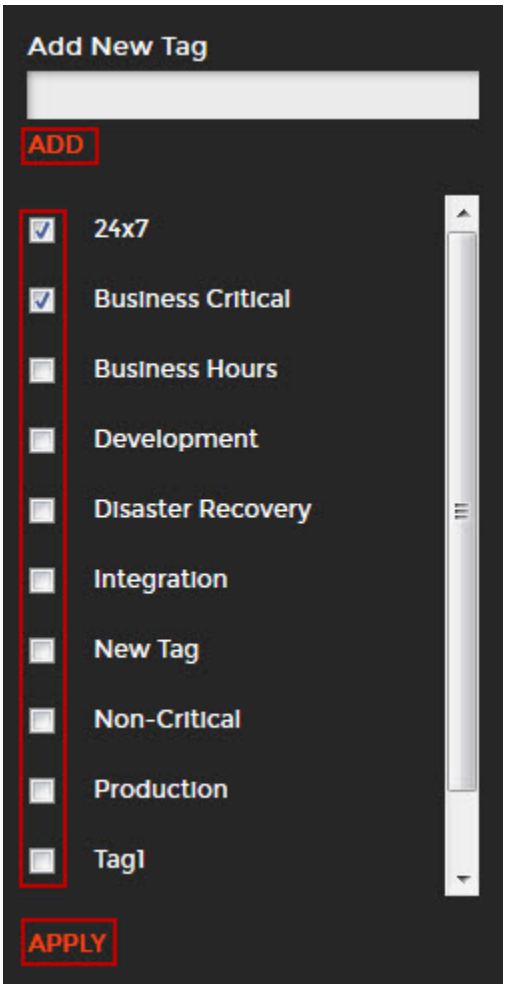
Below you can see the sections where you can access the option for managing tags for a single instance:




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**.




**Tip**

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

**Warning**

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

Need more help? Search the Idera Customer Support Portal.