

## Add a new tag

The **Add Tag** window allows you to create and assign a tag while adding an instance. Tags are labels that allow you to organize server instances into meaningful groups.

Tags are customizable for your needs. For example, you may want to view only server instances used by a particular department, in a specific location, or by some other method, such as SQL Server version. You can assign multiple tags to each instance so that the instance appears in several different groups.

You may select one or more existing tags from the list, or create new ones by clicking **Add Tag**.

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