

Managing 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, IDERA 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 SQL Server instances](#). You cannot assign tags to databases when adding an instance, but you can make this association when viewing Instance Details or Database Details.

- **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

Use the following steps to add a new tag.

1. In the Manage Tags window, click **Add**. IDERA SQL Inventory Manager opens the Add Tag window.
2. Type the name of the new tag you wish to add, or type several names separating them with a semicolon. Below the **Tag** field, IDERA SQL Inventory Manager displays a list of registered instances and databases in your environment.
3. 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

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

2. Click **Yes**. IDERA 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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