Manage Tags

Overview

The Organization > Configure > Manage Tags page allows Administrators to configure a combination of Network and Device specific tags to create Summary Reports filtered for specific devices across multiple networks. This allows for the easy creation of much more specific Summary Reports than creating reports based on entire Networks.

Note: For information on using Systems Manager tags, refer to this article.

Creating Network tags

To create a Network tag, simply go to the Organization > Monitor > Overview page and expand out the Network list by clicking the left facing arrow at the top of the network list if it is not expanded by default. The picture below shows the Organization > Monitor > Overview page with the Network list already expanded.

Next, use the checkboxes to select the Networks you would like to apply the tag to. Then select the Tag dropdown menu from the top left. The picture below shows several networks selected with the Tag dropdown menu highlighted.
After selecting the Tag dropdown menu, begin typing in the tag you want applied to the selected Networks. If it already exists as a Network tag you can select it from the list, otherwise select 'Add option,' then click 'Add.'

After clicking 'Add' you should now see the tag you applied listed under the Tag column, and under the Network Tags tab, as shown in the pictures below.
Creating Device tags

To apply tags to specific devices we will need to go into each Network and tag devices individually. Tags can be applied for the following device families in the listed locations:

- **MS**: Switch > Monitor > Switches
- **MR**: Wireless > Monitor > Access Points
- **MC**: Phones > Monitor > Phones
- **MV**: Cameras > Monitor > Cameras

The picture below shows the Wireless > Monitor > Access Points page for one of the networks we selected and tagged in the previous section of this article. To apply a tag to a device, select the checkbox for the device(s) you would like to tag, then select the 'Edit' dropdown as highlighted below.

After selecting 'Edit,' select 'Tag...'

After selecting 'Tag...' click in the 'Add:' text box and type in the tag you wish to apply, as shown below.

**Note**: Device tags cannot contain spaces or commas inside a tag.
Once you have typed in the tag, press either ‘Space’ or ‘Enter’ to define the tag, then click ‘Add.’

After clicking ‘Add’ you should now see the new tag applied to any APs that were previously selected, as shown below.
To add the tags to the MX appliance you can navigate to Security appliance > Appliance status > Tags the option is right below the serial number as shown below. We can add the tag to Spare MX using the same method.

We can add tags individually to all other devices if we navigate to the device page. The tags option is available below the serial number of all the devices.

Creating a tag combination

To create a tag combination to use for customizing Summary Reports, go to the Organization > Manage > Manage Tags page. Once there click ‘Add tag combination,’ then select the Network tag that defines the networks you want to pull data from, as shown below.
After selecting the Network tag, select a Device tag from the tags available in the Networks matching the Network tag. Then, select 'Save Changes.'
Then, select the Network tag and Device tag combination that was defined in the previous section of this article from the available dropdown menus. Finally, choose the number of results per table you would like displayed and the length of time the Summary Report should cover and click 'Update.' This will generate the Summary Report based on the parameters that were selected. The picture below shows the Summary Report ready to be generated for all devices tagged with 'Mesh_Repeater' that are in Networks with the tag 'has_wireless_APs'.

For more information about creating Summary Reports please refer to our Summary Report Overview article.