

# RMS Tags

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## Summary

The **Tags** can be found under the [Administration](#) section in the left sidebar and is used to create Tags that can later have devices assigned to them. And users can utilize functionality for various management purposes. Like device filtering by building, location, floor etc. This section of the RMS user manual provides an overview of the Tags section.

## View Tags

To manage all created tags go to the RMS web page, Left sidebar panel, (**Administration** → **Tags**), this will take you to the Tags overview.



An example of different **Tags** created for demonstration purposes.

You are able to:

1. Create new tags.
2. Search by name, description and filter by company.
3. Do such actions as: view tagged devices metrics, delete tag.
4. Change and add a description for the tag.
5. Change table settings and refresh all the data.



## Add new Tag

The **Add new tag** function is used to add new device tags to your RMS profile.

To create a new tag go to the RMS web page, Left sidebar panel, (**Administration** → **Tags**) and click on **+ ADD** button.

Move your mouse pointer to the Top control **Tags** menu and select **Add new Tag** (Tags → Add new

Tag).

1. At the top of your screen you will get a notification: **Tag created successfully**.
2. The newly created tag will be visible in the **Tags** table.



## Assign tags to device list

To add tags to your device(s) list, see [Manage tag\(s\)](#).

Move your mouse pointer to the Top control **Devices** menu and select **Assign tags to device list** (Devices → Assign tags to device list).

To assign tags to devices from the file, see

## Manage tag(s)

To manage tag(s) for your device(s) in RMS, go to the RMS web page, Left sidebar panel, (**Management** → **Devices**), select desired devices and click on **Device** submenu. There you'll have an option to [Manage tag\(s\)](#).