

# Tag Management Service

## Best Practices

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# 1 Principles for Naming Tags

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## Principles

After a company moves to the cloud, as cloud resources keep growing, they usually need to manage hundreds of thousands or millions of resources within one account. It is both difficult and inefficient to manually classify these resources. To meet this challenge head on, a cloud service that can enable automatic cloud management is required.

TMS enables you to classify and group resources by using tags. You can tag resources by their attributes, such as by department, region, or project.

### **Use standardized tag names**

Classifying resources by using standardized tag names can facilitate automatic and efficient cloud management.

A standardized tag name should meet the following requirements:

- Use a consistent case, such as lower case or upper case, for all tag keys and values.
- If Chinese characters are used in a tag name, you are advised to limit the characters to six to avoid exceeding the upper limit.

### **Use consistent and concise tag names**

You are advised to use only one name for the same attribute. For example, if the word "purpose" has been used to indicate resource utility, you should avoid using other words, such as "use" or "object", to indicate resource utility.

At the same time, a name can only be used for one attribute.

### **Plan and predefine tags in advance**

When you are planning to create resources, plan and predefine their tags in parallel, especially tag keys. Then you can use the predefined tags to classify your resources.

### **Avoid containing privacy information**

A tag name should avoid containing enterprise privacy information, such as names of confidential projects, project revenue information, phone numbers, or email addresses.

## Samples

The following table lists some tag naming samples. You are advised to use lowercase letters for all tag keys and values.

Category	Key	Value
Organizational structure	headquarters subcompany department team group	Corresponding names
Service architecture	product module service microservice	Corresponding names
Roles	role user	network administrator audit administrator operational administrator development personnel test personnel
Purpose	purpose	Corresponding utility
Project and environment	project task environment	Project-related values
Cost attribution	costcenter businessunit	Department-related costs
Order	order	Order ID

# 2 Quickly Categorizing and Querying Resources Using Tags

## 2.1 Scenario

This document is written based on TMS practices. An example is given to help you quickly classify a large number of cloud resources and query the target resources.

A company has purchased a batch of public cloud resources, including Elastic Cloud Servers (ECSs) and Elastic Volume Service (EVS) disks. They want to:

- Categorize resources by department and type.
- Find the frequently used general-computing ECSs that are located in the CN-Hong Kong region and belong to the O&M department.
- Quickly and accurately tag a batch of ECSs that are migrated to the cloud.

Although each service console supports tags, you need to switch the service consoles and regions to tag resources, which is inefficient and cannot meet the company's requirements.

TMS provides the cross-service and cross-region tag search function and supports visualized tag editing and batch tag management, addressing the resource management difficulties.

## 2.2 Adding Tags to ECSs by Department and Type

On the TMS console, you can implement custom classification of cloud resources by tagging them. Take the 15 ECSs in the CN-Hong Kong region as an example. Add the following two groups of tags to them.

**Table 2-1** ECS example tags

ECS Quantity	Tag (Key/Value)	
1 to 5	Type/Computing-accelerated	Department/ Development-Dept

ECS Quantity	Tag (Key/Value)	
6 to 10	Type/Memory-intensive	Department/ Operation_and_maintenance-Dept
11 to 15	Type/General-computing	Department/Test-Dept

1. Log in to the management console.
2. Under **Management & Governance**, select **Tag Management Service**.
3. Select the **Tag Management** tab.
4. Specify the resource search criteria.
  - Region: **CN-Hong Kong**
  - Set **Resource Type** to **ECS-ECS**.
5. Click **Search**.  
15 ECSs in the **CN-Hong Kong** region are displayed in the **Search Result** area.

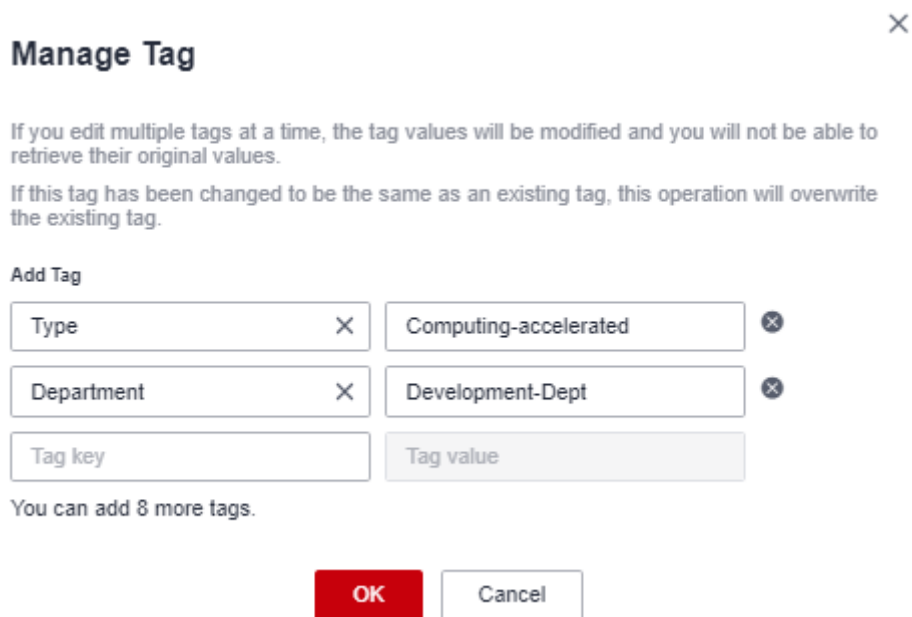
**Figure 2-1** Search Resource



6. Select five computing-accelerated ECSs.
7. Click **Manage Tag** in the upper left corner of the tag list.
8. In the **Add Tag** area, enter tag keys and tag values.  
Add tags based on [Table 2-1](#).
9. Click **OK**.  
The tags are added. Tag other 10 ECSs in the same way.



Figure 2-2 Manage Tag



You can repeat the preceding steps to add department or other tags to resources like EVS disks to classify them. [Table 2-2](#) lists the EVS disk tags.

Table 2-2 EVS example tags

EVS Disk Quantity	Tag (Key/Value)	
1 to 5	Type/Ultra-high I/O EVS Disks	Department/Development-Dept
6 to 10	Type/High I/O EVS Disks	Department/Test-Dept
11 to 15	Type/Common I/O EVS Disks	Department/Operation_and_maintenance-Dept

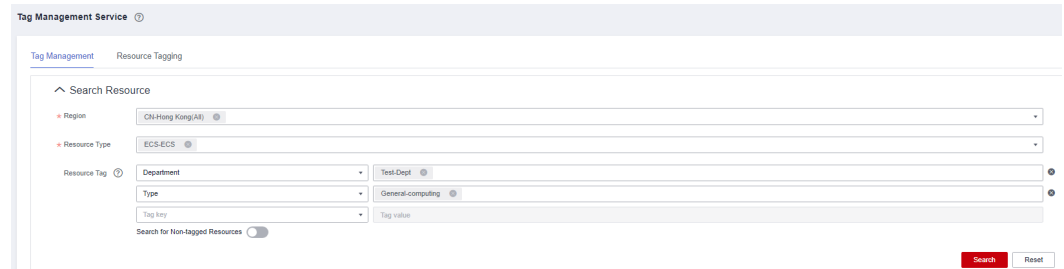
## 2.3 Quickly Querying Resources Using Existing Tags

After tagging resources, you can use the TMS resource search function to quickly find out that the frequently used ECS type under department **Test-Dept** and in the **CN-Hong Kong** region is the general-computing ECS.

1. Log in to the management console.
2. Under **Management & Governance**, select **Tag Management Service**.
3. Select the **Tag Management** tab.
4. Specify the resource search criteria.
  - Region: **CN-Hong Kong**
  - Set **Resource Type** to **ECS-ECS**.

- Set **Tag** to **Type/General-computing** and **Department/Test-Dept**.

**Figure 2-3** Search Resource



5. Click **Search**.

General-computing ECSs under department **Test-Dept** in the **CN-Hong Kong** region are displayed in the **Search Result** area.

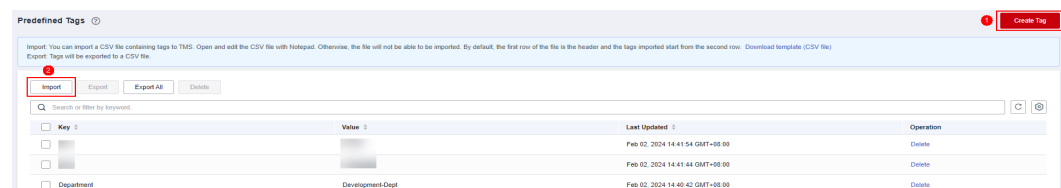
After a resource is queried, it is displayed in the search result. You can click the resource name to view its details or perform other operations.

## 2.4 Quickly Marking Cloud Resources Using Predefined Tags

When more cloud resources need to be created during resource migration or service expansion, resources can be directly associated with predefined tags. This avoids the errors and low efficiency in repeated creation of tags.

A batch of ECSs is to be migrated to the cloud. After the migration is complete, you can use either of the following methods to quickly and accurately add the tags mentioned in [Adding Tags to ECSs by Department and Type](#) to those resources.

**Figure 2-4** Creating or importing predefined tags



- Create predefined tags.
  - a. Log in to the management console.
  - b. Under **Management & Governance**, select **Tag Management Service**.
  - c. Select **Predefined Tags**.
  - d. Click **Create Tag**.
  - e. In the dialog box displayed, configure **Key** and **Value**. You can add tags based on [Table 2-1](#).
  - f. Click **OK**.
- Import predefined tags.

- a. Log in to the management console.
- b. Under **Management & Governance**, select **Tag Management Service**.
- c. Choose **Predefined Tags**.
- d. Click **Import** and select the target tag file.
- e. Click **OK**.

The predefined tags are imported.

 **NOTE**

This function only supports CSV files in UTF-8 format. The tag style in the file must be the same as that in the TMS import template.

You can add predefined tags to resources (ECS as an example) in either of the following ways:

- On the TMS console, search for ECSs, select target ECSs, and add tags to them.
- On ECS console, select an ECS, go to the ECS details page, and add tags to it.

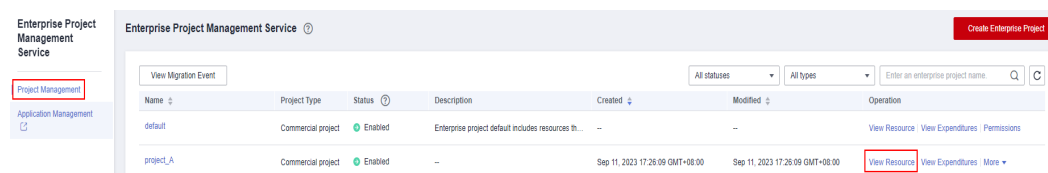
When tagging the newly migrated ECSs on the TMS or ECS console, you can select predefined tags from the drop-down list to associate them with resources. This avoids the errors and low efficiency caused by manual input. After a resource is associated with a predefined tag, the resource can be quickly queried by tag. For details, see section [Quickly Querying Resources Using Existing Tags](#).

## 2.5 Adding Tags for Resources in an Enterprise Project

On the EPS console, you can add tags for resources in an enterprise project.

- Step 1** Sign in with the management console.
- Step 2** Choose **Management & Governance > Enterprise Project Management Service** to go to the EPS console.
- Step 3** On the **Enterprise Project Management Service** page, click **View Resource** in the **Operation** column of an enterprise project. The enterprise project details are displayed. You can specify the search options in the **Resources** tab to view resources as needed.

**Figure 2-5** Viewing resources



- Step 4** Specify search options.
  1. Select one or more regions.
  2. Select one or more services.  
Select one or more resource types.

To view all resources of an enterprise project, select **All** for both the **Region** and **Service** options.

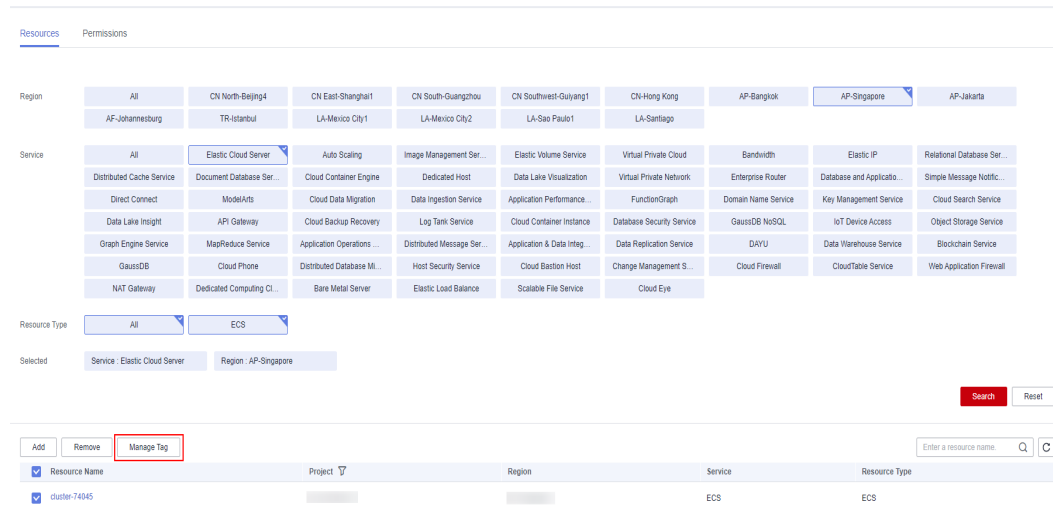
**Step 5** Click **Search**.

The resources that meet the filter criteria will be displayed in a table at the bottom of the page.

**Step 6** Select target resources and click **Manage Tag**.

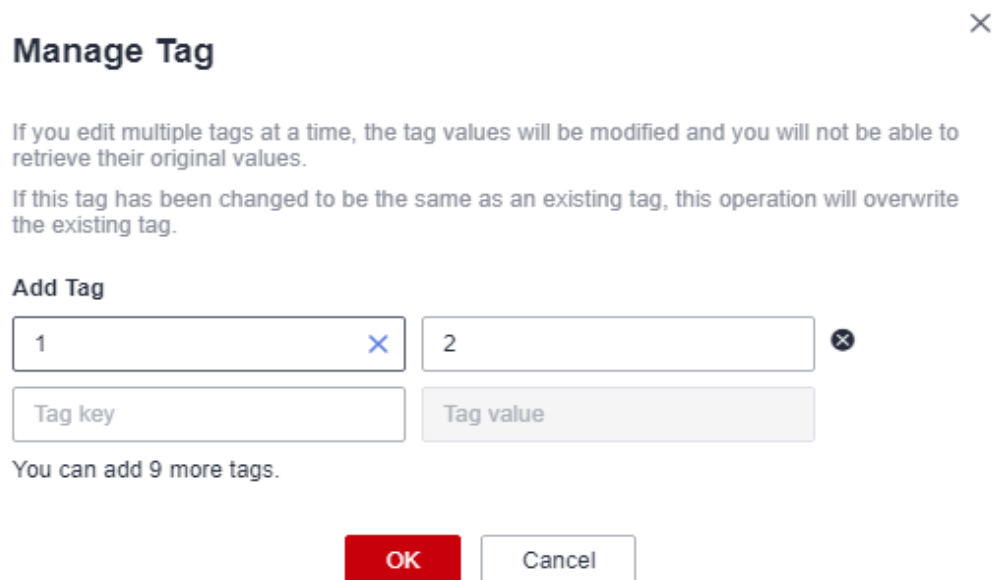
You can select one or more resources to add tags.

**Figure 2-6** Managing tags



**Step 7** Configure tag keys and values.

**Figure 2-7** Adding tags



**Step 8** Click **OK**.

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