

Tag Management Service

User Guide

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1 Service Overview

1.1 What Is Tag Management Service?

Tag Management Service (TMS) is a visualized service that allows you to efficiently and centrally manage tags and categorize cloud resources across regions and services.

You can group cloud resources by usage, owner, or environment.

Figure 1-1 Example tags

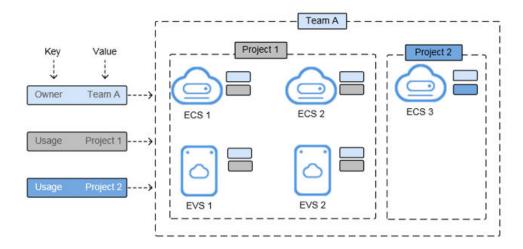


Figure 1-1 shows how tags work. In this example, two tags are assigned to each cloud resource. Each tag contains a key and a value. The key of one tag is **Owner**, and that of another tag is **Usage**.

You can quickly search for and filter cloud resources based on the tags added to them. For example, if you define tags to specify resource owners or usage and attach these tags to your resources, you can easily filter these resources by owner or usage.

TMS provides the following functions:

- Resource tag management: Allows you to classify resources with tags. You can easily manage one tag or multiple tags at the same time in a visualized table.
- Resource search: Allows you to search for resources across services and regions with one or more tags.
- Predefined tag management: Allows you to create, import, and export predefined tags. You can efficiently plan tags based on your services.

TMS is free of charge.

Accessing TMS

You can access TMS from the management console, or call application programming interfaces (APIs) to use the service.

- APIs
 - To integrate TMS into a third-party system for secondary development, use TMS APIs. For details, see *Tag Management Service API Reference*.
- Management console
 - The management console is a web-based GUI where you can easily perform various operations. You can access TMS console by logging in to the
 - management console, clicking —, and choosing **Tag Management Service** under **Management & Deployment**.

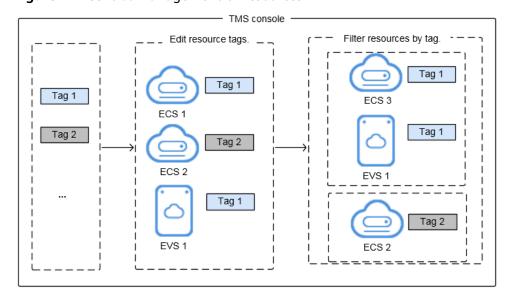
1.2 Application Scenarios

This section describes two typical application scenarios for TMS.

Centralized Resource Management

TMS allows you to search among a wealth of cloud resources with specific tags. You can review, modify, and delete tags in a unified manner.

Figure 1-2 Central management of resources



Resource Migration

If you need to migrate large numbers of resources, you can create or import predefined tags in batches for these resources. You can also export predefined tags to batch modify them. This improves the accuracy and efficiency of resource migration while eliminating the need to repeatedly set tags.

- Creating predefined tags: You can create predefined tags before the migration, and then add these tags to the migrated resources.
- You can batch import predefined tags and add them to migrated resources.
 You can also export predefined tags for editing.

1.3 TMS and Other Services

Services supported by TMS

TMS allows you to centrally manage resource tags. For which services are supported by TMS, you need to go to the TMS console to check it out.

A cloud service may contain multiple resource types. You can specify a resource type and then centrally manage tags on TMS console as need.

Related services

Table 1-1 Relationships with other services

Function	Service	Reference
With CTS, you can record operations associated with TMS for later query, audit, and backtrack operations.	Cloud Trace Service (CTS)	Key TMS Operations

1.4 Notes and Constraints

The following are basic constraints on using tags:

Table 1-2 Constraints

Item	Specifications
Maximum number of key-value pairs you can add for each resource	10
Tags of each resource	For each resource, each tag key must be unique, and each tag key can have only one tag value.
The maximum predefined tags that each account can create.	500

Item	Specifications
Predefined tags	Predefined tags cannot be identical. Either their keys or values must be different. If you create a predefined tag that is identical to an existing predefined tag, the existing predefined tag will be overwritten.
Tag keys	A tag key can contain a maximum of 36 characters, including only digits, letters, hyphens (-), and underscores (_).
Tag values	A tag value can contain a maximum of 43 characters, including only digits, letters, hyphens (-), and underscores (_).

□ NOTE

Not all resources are supported by TMS. For which services and resources are supported, you can go to the service console to check it out.

1.5 Accessing TMS

You can access TMS from the management console, or call application programming interfaces (APIs) to use the service.

APIs

To integrate TMS into a third-party system for secondary development, use TMS APIs. For details, see *Tag Management Service API Reference*.

Management console

The management console is a web-based UI where you can easily perform various operations. You can access TMS console by logging in to the

management console, clicking —, and choosing **Tag Management Service** under **Management & Deployment**.

1.6 User Permissions

You have permissions to manage users and resources.

- You add users to user groups so that users can inherit permissions attached to user groups which they are in.
- You can control which resources and what actions a user can access.

To use resource tags, you must have required permissions of corresponding services. Otherwise, the tag operations on cloud resources may not take effect.

Contact the system administrator to assign required permissions to the user group which you are in.

1.7 Permissions

To control resource access, Identity and Access Management (IAM) is a good choice for fine-grained permissions management. IAM provides identity authentication, permissions management, and access control, helping you securely access your cloud resources.

With IAM, you can create IAM users for your employees, and assign permissions to the users to control their access to specific resource types. For example, if you need to grant some users the permissions to view TMS resources, but do not want these users to delete predefined tags, you can create users using IAM and assign TMS ReadOnlyAccess permissions to these users.

If your does not require IAM for permissions management, you can skip this section.

TMS Permissions

New IAM users do not have any permissions assigned by default. You need to first add them to one or more groups and attach policies or roles to these groups. The users then inherit permissions from the groups and can perform specified operations on cloud services based on the permissions they have been assigned.

TMS is a global service deployed for all regions. When you set the authorization scope to **Global services**, users have permission to access TMS resources in all regions.

Table 1-3 lists all TMS system-defined policies and roles. Some TMS policies depend on the policies of other services to take effect. When you assign TMS permissions to users, you also assign dependent policies for the TMS permissions to take effect.

Table 1-3 TMS system-defined permissions

Role/Policy Name	Description	Туре	Dependencies
TMS Administrat or	Full permissions for TMS. Users with these permissions can query, create, delete, import, or export predefined tags, and create, delete, modify, or query resource tags.	System - define d role	Dependent on the following policies: Tenant Guest: a global/ project-level policy that grants read-only permissions for all cloud services (except IAM). Server Administrator: A project-level policy, which must be assigned in the same project as the TMS Administrator policy. Tenant Administrator: A global/project-level policy that grants permissions of all cloud service administrators (except the IAM administrator permissions). IMS Administrator: a project-level policy, which must be assigned in the same project as the TMS Administrator policy AutoScaling Administrator: a project-level policy, which must be assigned in the same project as the TMS Administrator policy VPC Administrator: a project-level policy, which must be assigned in the same project as the TMS Administrator policy VPC Administrator: a project-level policy, which must be assigned in the same project as the TMS Administrator policy VBS Administrator: a project-level policy, which must be assigned in the same project as the TMS Administrator policy

Table 1-4 lists the common operations supported by TMS system-defined permissions.

Table 1-4 Common operations supported by system-defined permissions

Operation	TMS FullAccess	TMS ReadOnlyAcc	TMS Administrator
Querying the cloud resource list	Supported (permissions of correspondin g services for querying resources required)	Supported (permissions of corresponding services for querying resources required)	Supported (Tenant Guest required)
Creating a key	Supported	Not supported	Supported (Tenant Guest required)
Viewing resource tags	Supported	Supported	Supported (Tenant Guest required)
Creating resource tags	Supported (permissions of correspondin g services for creating tags required)	Not supported	Supported (Tenant Guest and corresponding project policies of cloud resources required. For example, if you need to manage VPC tags, select Tenant Guest in the same project.)
Modifying resource tags	Supported (permissions of correspondin g services for creating, deleting, and viewing tags required)	Not supported	Supported (Tenant Guest and corresponding project policies of cloud resources required. For example, if you need to manage VPC tags, select Tenant Guest in the same project.)
Deleting resource tags	Supported (permissions of correspondin g services for deleting tags required)	Not supported	Supported (Tenant Guest and corresponding project policies of cloud resources required. For example, if you need to manage VPC tags, select Tenant Guest in the same project.)
Querying predefined tags	Supported	Supported	Supported

Operation	TMS FullAccess	TMS ReadOnlyAcc ess	TMS Administrator
Creating predefined tags	Supported	Not supported	Supported
Deleting predefined tags	Supported	Not supported	Supported
Exporting predefined tags	Supported	Supported	Supported
Importing predefined tags	Supported	Not supported	Supported

2 Getting Started

2.1 Adding Tags to Cloud Resources

You can add tags to cloud resources in either of the following ways:

- Adding tags on the TMS console
 When you need to tag a batch of cloud resources, add tags on the TMS console.
- Adding tags on the consoles of other cloud services

When you use the resources of a specific service, you can add tags on the corresponding service console. For new cloud resources, you can configure tag items when configuring parameters.

□ NOTE

- You can use predefined tags to tag resources without the need to enter tag keys and values. Predefined tags are more efficient and less error-prone.
- It is strongly recommended that you do not place confidential or sensitive information (such as your customer's name, email address, or mobile number) in the tag field.

Constraints

- Each resource supports up to 10 key-value pairs.
- For each resource, each tag key must be unique, and each tag key can have only one tag value.
- You can enter a maximum of 36 and 43 characters for **Key** and **Value**, respectively. Both **Key** and **Value** can contain only digits, letters, hyphens (-), and underscores (_).

Adding Tags on the TMS Console

You can tag your resources using TMS to centrally classify and manage your resources.

1. Log in to the management console.

- 2. In the upper left corner of the page, click —, and then click Management & Deployment > Tag Management Service.
- 3. Set the resource search criteria.

 For details, see the section Searching for Resources in *TMS User Guide*.
- 4. Click **Search**.
- 5. In the **Search Result** list, select the cloud resource to which you want to add tags and click **Manage Tag** in the upper left corner.
- In the Add Tag area, enter a tag key and a tag value.
 You can also directly select existing tags from the drop-down list.
- 7. Click OK.

Adding Tags on the Consoles of Other Cloud Services

The following procedure shows how you add tags on the service console. This procedure may differ slightly from service to service.

- 1. Log in to the management console.
- 2. Under **Service List**, select a target service.
- 3. On the displayed service console, click the resource to which you want to add a tag.
- 4. Select the **Tags** tab.
- 5. Click Add Tag.
- 6. In the displayed **Add Tag** dialog box, enter a tag key and a tag value. You can also directly select predefined tags from the drop-down list.
- 7. Click **OK**.

Checking Whether a Tag Takes Effect

If you have added a tag to a resource, you can check whether the tag takes effect by searching for the resource with the added tag.

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click —, and then click Management & Deployment > Tag Management Service.
- 3. Set the resource search criteria.

Set the region and resource type as needed.

For **Resource Tag**, enter the tag that has been added to the resource.

4. Click Search.

The resource is displayed in the **Search Result** list.

3 Management

3.1 Resource Tags

3.1.1 Overview

TMS allows you to customize tags to classify your resources. You can batch manage tags in a list view.

This section describes how to query resources by tag, create tag keys, and update, modify, or delete resource tags.

Constraints and Limitations

- Up to 10 tags can be specified to guery for resources at a time.
- To search for specified tags, entering a key is mandatory but entering a value is optional.
- Each resource supports up to 10 key-value pairs.
- For each resource, each tag key must be unique, and each tag key can have only one tag value.
- You can enter a maximum of 36 and 43 characters for Key and Value, respectively. Both Key and Value can contain only digits, letters, hyphens (-), and underscores ().

3.1.2 Searching for Resources

Before adding tags, you must search for available cloud resources. Cloud resource tags will be displayed on the TMS console where you can manage them, including adding, deleting, and modifying tags.

TMS provides the following search options:

- Region
- Resource Type
- (Optional) Resource Tag

- You can search for up to 10 tags at a time.
- To search for specified tags, entering a key is mandatory but entering a value is optional.
- When you specify the search criteria, the cloud resources you want to search for must meet all of the key criteria and at least one of the value criteria.

Searching for Cloud Resources

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click —, and then click Management & Deployment > Tag Management Service.
- 3. Set the resource search criteria.
- 4. Click Search.

The target resources are displayed in the **Search Result** list.

5. **(Optional)** In the search box above the search result list, enter a resource name to search for a resource. Fuzzy search is supported and the resource name is case-insensitive.

When there are too many resources listed or you need to locate some resources, you can use this function for quick search.

6. **(Optional)** Click **Reset**.

You can reset the search criteria to search for cloud resources.

7. **(Optional)** In the upper right part of the **Search Result** area, click The resource list is refreshed and the list refresh time is updated.

3.1.3 Creating a Key

To add tags with the same tag key to multiple resources, you can use the tag key creation function.

After being created, the tag key is displayed in the list and all default statuses in the key column are **Not tagged**. You can add a tag value to a cloud resource in the list to make the tag take effect.

Creating a Key

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click —, and then click Management & Deployment > Tag Management Service.
- 3. Set the resource search options.

For details, see the section Searching for Resources in *TMS User Guide*.

- 4. Click **Search**.
- 5. Click **Create Key** in the upper left corner of the list displayed.
- 6. Specify a key.

A tag key can contain a maximum of 36 characters, including only digits, letters, hyphens (-), and underscores (_).

7. Click OK.

After the key is created, a column with the key as the header will be added to the list.

If you create a key but do not add any values, it will be invalid and will be deleted from the list after you refresh the page.

Follow-up Procedure

To add a tag to a resource when a tag key has been created, perform the following steps:

- 1. In the **Search Result** list, click **Edit**.
 - The tag list enters the editable state.
- 2. Click + in the row that contains the target resource.
- 3. Enter a tag value.
- 4. Click .

After the resource tag is modified, the cloud resources can be managed based on the new tag.

3.1.4 Modifying Resource Tags

Modifying a Tag Value for a Resource

The following procedure shows how to modify a tag value for a resource.

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click —, and then click Management & Deployment > Tag Management Service.
- 3. Set the resource search criteria.
 - For details, see the section Searching for Resources in *TMS User Guide*.
- 4. Click **Search**.
- 5. Click **Edit** in the upper part of the **Search Result** area so that you can edit tag values in the list.
- 6. (Optional) Set the key display list.

If the key of the tag to be modified is not displayed in the list, perform the following steps:

- a. In the right corner of the search result area, click @.
- Select target keys from the drop-down list.You are advised to select no more than 10 keys.
- 7. Click in the row that contains the target resource.
- 8. Modify the tag value.
- 9. Click .

After the resource tag is modified, you can manage the resource with the new tag.

□ NOTE

To modify more tag values for a resource, repeat the preceding steps. You can also select the target resource in the list and click **Manage Tag** above the list to modify tag values. For details, see **Modifying Tag Values for Multiple Resources**.

Modifying Tag Values for Multiple Resources

The following procedure shows how to modify tag values for multiple resources.

NOTICE

Exercise caution when modifying tags in batches. After a tag value is modified, this modification applies to all resources that you selected and the modification cannot be undone.

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click —, and then click Management & Deployment > Tag Management Service.
- Set the resource search criteria.
 For details, see the section Searching for Resources in TMS User Guide.
- 4. Click Search.
- 5. Select target resources in the list and click **Manage Tag** above the list.
- 6. In the **Edit Tag** area, set new values as needed.

You can modify values for all tag keys that are listed.

□ NOTE

To set different values for different resources, see **Modifying a Tag Value for a Resource**.

7. Click **OK**.

Then you can use the modified tags to manage resources.

3.1.5 Deleting Resource Tags

Deleting a Tag for a Resource

The following procedure shows how to delete a tag for a resource.

- Log in to the management console.
- 2. In the upper left corner of the page, click —, and then click Management & Deployment > Tag Management Service.
- 3. Set the resource search criteria.
 - For details, see the section Searching for Resources in TMS User Guide.
- 4. Click **Edit** in the upper part of the **Search Result** area so that you can edit tag values in the list.
- (Optional) Set the key display list.

If the key of the tag to be deleted is not displayed in the list, perform the following steps:

- a. In the right corner of the search result area, click @ .
- b. Select target keys from the drop-down list.You are advised to select no more than 10 keys.
- 6. Click 🔊 in the row that contains the resource to be deleted.

After a resource tag is deleted, resources cannot be managed based on the deleted tag.

∩ NOTE

To delete multiple tags of a resource, repeat the preceding steps. You can also select the target resource in the list and click **Manage Tag** above the list to delete one or more tags. For details, see **Deleting Tags for Multiple Resources**.

Deleting Tags for Multiple Resources

The following procedure shows how to delete tags for multiple resources.

NOTICE

Exercise caution when deleting tags in batches.

After you delete tags based on the following procedure, the tags will be deleted from all resources that are attached with the same tag key, and the deletion cannot be undone.

- 1. Log in to the management console.
- In the upper left corner of the page, click —, and then click Management & Deployment > Tag Management Service.
- 3. Set the resource search criteria.

For details, see the section Searching for Resources in TMS User Guide.

- 4. Click **Search**.
- 5. Select one or more target resources.
- 6. Click Manage Tag above the list.
- 7. In the **Edit Tag** area, locate a target tag and click **Delete** in the **Operation** column.

All tags of the target resources are displayed in the **Edit Tag** area. You can delete tags as needed.

8. Click OK.

You can no longer manage related resources based on deleted tags.

3.2 Predefined Tags

3.2.1 Overview

TMS allows you to create tags in advance and attach created tags to resources as needed. You can also import or export tags in batches.

This section describes how to search for, create, delete, import, or export predefined tags.

Constraints and Limitations

- Predefined tags cannot be identical. Either their keys or values must be different. If you create a predefined tag that is identical to an existing predefined tag, the existing predefined tag will be overwritten.
- Up to 500 predefined tags can be created for each account.
- You can enter a maximum of 36 and 43 characters for **Key** and **Value**, respectively. Both **Key** and **Value** can contain only digits, letters, hyphens (-), and underscores (_).
- A null value cannot be included in a predefined tag.

3.2.2 Creating Predefined Tags

You can create tags in advance, and then attach them to your resources.

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click —. Select **Management & Deployment > Tag Management Service**.
- 3. Click Predefined Tags.
- In the upper right corner of the displayed page, click Create Tag.
 The Create Tag dialog box is displayed.
- 5. Configure **Key** and **Value**.
- 6. Click OK.

The predefined tag is created and displayed on the top of the list.

Follow-up Procedure

When tagging resources, you can directly select a predefined tag without the need to enter a key and value pair.

For example, you can select the tag key **Usage** from the left box and then its value from the right .

3.2.3 Searching for Predefined Tags

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click —. Select **Management & Deployment > Tag Management Service**.
- Click Predefined Tags.
- 4. In the text box, enter a tag value or a tag key to search for tags.

5. Click Search.

The search result is displayed in the list. Click if you want to refresh the predefined tag list.

3.2.4 Deleting Predefined Tags

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click —. Select **Management & Deployment > Tag Management Service**.
- 3. Click Predefined Tags.
- 4. Select the tags you need to delete.
- 5. Click **Delete** above the predefined tag list.
- 6. In the displayed **Delete Tag** dialog box, click **Yes**.

The predefined tags have been deleted.



You can also click **Delete** in the **Operation** column to delete a specific tag.

3.2.5 Importing and Exporting Predefined Tags

Constraints and Limitations

You can only import CSV files that use UTF-8 encoding.

Tag files or templates downloaded with Internet Explorer 9 cannot be imported to TMS via other browsers, and vice versa those downloaded with other browsers cannot be imported to TMS via Internet Explorer 9.

If duplicate tags exist between the current environment and the imported file, the tags of the current environment will be overwritten after the import.

When you edit imported tags, the following rules need to be followed:

- You can create up to 500 predefined tags for each account.
- You can enter a maximum of 36 and 43 characters for Key and Value, respectively. Both Key and Value can contain only digits, letters, hyphens (-), and underscores (_).

NOTICE

If you edit a CSV file with Excel and then import the file to TMS, the tags will be garbled. To edit a CSV file, open it with notepad.

Importing Predefined Tags

You can batch import tags to TMS, and then attach them to your resources.

To import predefined tags, perform the following steps:

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click . Select **Management & Deployment > Tag Management Service**.
- 3. Click **Predefined Tags**.
- 4. Click **Download template (CSV file)** in the message that is displayed above the list.
- 5. Fill in the template by referring to the format of existing tags.
- 6. Click Import and select the target file.
- 7. Click **OK**.

The predefined tags are imported successfully and displayed in the predefined tag list.

Exporting Predefined Tags

To export predefined tags for editing, perform the following steps:

- 1. Log in to the management console.
- 2. In the upper left corner of the page, click —. Select **Management & Deployment > Tag Management Service**.
- 3. Click Predefined Tags.
- 4. You can export predefined tags in either of the following ways:
 - a. Click **Export All**.

The .csv file is generated, and all predefined tags are exported.

b. Select the predefined tags to be exported and click Export.The .csv file is generated, and selected predefined tags are exported.

4 Permissions Management

4.1 Creating a User and Granting Permissions

This section describes how to use Identity and Access Management (IAM) to implement fine-grained permissions control for your TMS resources. With IAM, you can:

- Create IAM users for employees based on your organizational structure. Each IAM user has their own security credentials for accessing TMS resources.
- Grant users only the permissions required to perform a given task based on their job responsibilities.
- Entrust an account or a cloud service to perform operations for your TMS resources.

If your account does not need individual IAM users, skip this section.

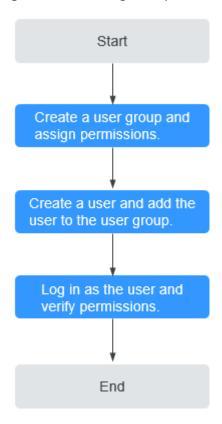
Figure 4-1 shows the process flow for granting permissions.

Prerequisites

Before granting permissions, learn about the TMS permissions and select the permissions as required.. To grant permissions for other services, you can see permissions.

Flowchart

Figure 4-1 Granting TMS permissions



- 1. On the IAM console, create a user group and assigning permissions by clicking **Authorize** in the **Operation** column of the user group list. Here, TMS ReadOnlyAccess permissions are used as an example.
- 2. Create an IAM user and add it to the created user group by clicking **Authorize** in the **Operation** column of the user list.
- 3. Log in and verify permissions.

The created user logs in to the console and verifies permissions as described below:

- Choose Service List > Tag Management Service. In the navigation pane on the left, click Predefined Tags. In the upper right corner of the displayed page, click Create Tag. If a message appears indicating that you have insufficient permissions to perform the operation, and if you can view existing predefined tags in the Predefined Tags page, the TMS ReadOnlyAccess policy is in effect.
- Choose another service from Service List. If a message appears indicating that you have insufficient permissions to access the service, the TMS ReadOnlyAccess policy is in effect.

5 Recording TMS Operations Using CTS

5.1 Supported TMS Operations

Scenario

With Cloud Trace Service (CTS), you can record operations associated with TMS for later query, audit, and backtrack operations.

Prerequisites

You have enabled CTS.

Supported TMS Operations

Table 5-1 TMS operations supported by CTS

Operation	Resource Type	Trace Name
Creating Predefined Tags	predefineTag	addPredefineTag
Deleting Predefined Tags	predefineTag	deletePredefineTag
Modifying Predefined Tags	predefineTag	modifyPredefineTag
Creating Resource Tags	application	createResourceTag
Deleting Resource Tags	application	deleteResourceTag

5.2 Viewing CTS Traces in the Trace List

Scenarios

After you enable CTS and the management tracker is created, CTS starts recording operations on cloud resources. After a data tracker is created, the system starts recording operations on data in Object Storage Service (OBS) buckets. Cloud Trace Service (CTS) stores operation records (traces) generated in the last seven days.

This section describes how to query or export operation records of the last seven days on the CTS console.

- Viewing Real-Time Traces in the Trace List of the New Edition
- Viewing Real-Time Traces in the Trace List of the Old Edition

Constraints

- You can only query operation records of the last seven days on the CTS console. To store operation records for longer than seven days, you must configure transfer to OBS or Log Tank Service (LTS) so that you can view them in OBS buckets or LTS log groups.
- After performing operations on the cloud, you can query management traces on the CTS console one minute later and query data traces five minutes later.
- Data traces are not displayed in the trace list of the new version. To view them, you need to go to the old version.
- These operation records are retained for seven days on the CTS console and are automatically deleted upon expiration. Manual deletion is not supported.

Viewing Real-Time Traces in the Trace List of the New Edition

- 1. Log in to the management console.
- 2. Click in the upper left corner and choose **Management & Deployment** > **Cloud Trace Service**. The CTS console is displayed.
- 3. Choose **Trace List** in the navigation pane on the left.
- 4. On the **Trace List** page, use advanced search to query traces. You can combine one or more filters.
 - **Trace Name**: Enter a trace name.
 - Trace ID: Enter a trace ID.
 - Resource Name: Enter a resource name. If the cloud resource involved in the trace does not have a resource name or the corresponding API operation does not involve the resource name parameter, leave this field empty.
 - Resource ID: Enter a resource ID. Leave this field empty if the resource has no resource ID or if resource creation failed.
 - Trace Source: Select a cloud service name from the drop-down list.
 - **Resource Type**: Select a resource type from the drop-down list.

- Operator: Select one or more operators from the drop-down list.
- Trace Status: Select normal, warning, or incident.
 - normal: The operation succeeded.
 - warning: The operation failed.
 - **incident**: The operation caused a fault that is more serious than the operation failure, for example, causing other faults.
- Time range: Select Last 1 hour, Last 1 day, or Last 1 week, or specify a custom time range within the last seven days.
- 5. On the **Trace List** page, you can also export and refresh the trace list, and customize columns to display.
 - Enter any keyword in the search box and press **Enter** to filter desired traces.
 - Click Export to export all traces in the query result as an .xlsx file. The file can contain up to 5,000 records.
 - Click C to view the latest information about traces.
 - Click to customize the information to be displayed in the trace list. If
 Auto wrapping is enabled (), excess text will move down to the next line; otherwise, the text will be truncated. By default, this function is disabled.
- 6. For details about key fields in the trace structure, see section "Trace References" > "Trace Structure" and section "Trace References" > "Example Traces".
- 7. (Optional) On the **Trace List** page of the new edition, click **Go to Old Edition** in the upper right corner to switch to the **Trace List** page of the old edition.

Viewing Real-Time Traces in the Trace List of the Old Edition

- 1. Log in to the management console.
- 2. Click in the upper left corner and choose Management & Deployment > Cloud Trace Service. The CTS console is displayed.
- 3. Choose **Trace List** in the navigation pane on the left.
- 4. Each time you log in to the CTS console, the new edition is displayed by default. Click **Go to Old Edition** in the upper right corner to switch to the trace list of the old edition.
- 5. Set filters to search for your desired traces. The following filters are available.
 - Trace Type, Trace Source, Resource Type, and Search By: Select a filter from the drop-down list.
 - If you select Resource ID for Search By, specify a resource ID.
 - If you select Trace name for Search By, specify a trace name.
 - If you select **Resource name** for **Search By**, specify a resource name.

Operator: Select a user.

- Trace Status: Select All trace statuses, Normal, Warning, or Incident.
- Time range: Select Last 1 hour, Last 1 day, or Last 1 week, or specify a custom time range within the last seven days.
- 6. Click Query.
- 7. On the **Trace List** page, you can also export and refresh the trace list.
 - Click Export to export all traces in the query result as a CSV file. The file can contain up to 5,000 records.
 - Click C to view the latest information about traces.
- 8. Click on the left of a trace to expand its details.



9. Click View Trace in the Operation column. The trace details are displayed.

```
View Trace
    "request": "".
    "trace_id": "
    "code": "200",
"trace_name": "createDockerConfig",
    "resource_type": "dockerlogincmd",
"trace_rating": "normal",
"api_version": "",
    "message": "createDockerConfig, Method: POST Url=/v2/manage/utils/secret, Reason:",
    "trace_type": "ApiCall",
    "service_type": "SWR",
    "event_type": "system",
"project_id": "
"response": "",
    "resource_id": "",
"tracker_name": "system",
    "time": "Nov 16, 2023 10:54:04 GMT+08:00", \,
     "resource_name": "dockerlogincmd",
     "user": {
         "domain": {
             "id": "
```

- 10. For details about key fields in the trace structure, see section "Trace References" > "Trace Structure" and section "Trace References" > "Example Traces" in the *CTS User Guide*.
- 11. (Optional) On the **Trace List** page of the old edition, click **New Edition** in the upper right corner to switch to the **Trace List** page of the new edition.

6 Quotas

What Is Quota?

Quotas are the limits put on resources to prevent waste. Each service has their own quotas. For example, you are allowed to create up to 500 predefined tags. You can request for an increase in quota if the existing quota does not meet your service requirements.

How Do I View My Quotas?

- 1. Log in to the management console.
- 2. In the upper right corner of the page, click The **Service Quota** page is displayed.
- 3. View the used and total quota of each type of resources on the displayed page.

If a quota cannot meet service requirements, apply for a higher quota.

How Do I Apply for a Higher Quota?

The system does not support online quota adjustment. If you need to adjust a quota, contact the operations administrator.

Before contacting the operations administrator, make sure that the following information has been obtained:

- Account name, which can be obtained by performing the following operations:
 - Log in to the management console, click the username in the upper right corner, and select **My Credentials** from the drop-down list to obtain your account name.
- Quota information, which includes service name, quota type, and required quota

7 FAQs

7.1 What Is the Difference Between Adding a Resource Tag and Creating a Key?

When you add a resource tag, if you set only the tag key, the value is empty by default, and the tag will be associated with a resource after it is added. You can add tags in batches.

If you create a key, a column with the key as the header will be added to the resource tag list, and the value is set to Not Tagged by default. To attach tags with the key created to resources, add values for the key in the rows that contain the target resources. If you do not add any values for the key, the key will not be associated with any resources.

7.2 How Do I Start the ActiveX Plug-in When Using Internet Explorer 9 to Import Files?

Description

If you use Internet Explorer 9 to import files, you need to start the ActiveX plug-in.

Procedure

- 1. Click in the upper right corner of the browser.
- 2. Select Internet Options.
- 3. Click the **Security** tab in the displayed dialog box.
- 4. Click Internet.
- (Optional) Click **Default level**.
 If the security level is set to **Custom level**, reset it to **Default level**.
- 6. Move the security level slider to set the security level to **Medium**.
- 7. Click **Apply**.

- 8. Click Custom Level.
- 9. Set Initialize and script ActiveX controls not marked as safe for scripting to Prompt.
- 10. Click OK.

7.3 What Can I Do If I Failed to Import Tags to TMS?

You may have edited the tag template with Excel.

Tag import only support CSV files using UTF-8 encoding.

If you edit a CSV file with Excel for tag import, the tags will be garbled. To edit a CSV file, open it with notepad.

7.4 How Can I Rectify an Invalid Tag?

If an invalid tag appears, \bigcirc is displayed in the resource tag list, then you need to manually restore the invalid tag.

An invalid tag can be restored in either of the following situations:

- If the tag key is invalid, delete the tag and add a new tag that meets the requirements.
- If only the tag value is invalid, modify the tag value.

Procedure

- 1. Log in to the management console.
- 2. Under Management & Deployment, select Tag Management Service.
- 3. Set the resource search criteria and click **Search**.
- 4. Click **Restore** in the resource tag list.
- 5. In the **Edit Tag** area, restore the invalid tag.
 - Invalid tag key
 - i. Locate the row containing the invalid tag key and click **Delete**.
 - ii. In the **Add Tag** area, enter a tag key and a tag value.
 - Invalid tag value

In the **Edit Tag** area, specify new values for tags.

Click OK.

The invalid tag has been restored.