What is a Tag?

A Tag is a method of individually identifying one Subscription or a group of Subscriptions.

Tagging is a great way to group and label your Subscriptions for easy filtering and searching. Tags can also help you organise Subscriptions based on your external system requirements or terminology.

As an example, you may want to assign a Tag to a group of Subscriptions that belongs to a specific customer or application.

The Tag will display on the Subscription Overview table and in the Subscription Inspector. You will be able to export the Tags in the Usage Reports to extract statistical data based on the tagged Subscriptions.
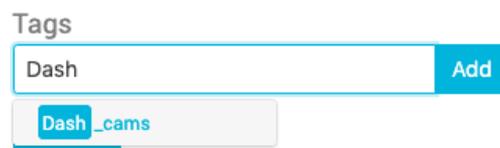
How to create and assign a Tag

Managing a Single Subscription Tags

- To assign a tag while in the Subscription Inspector, simply click in the text input field and type in the Tag name.

  - If a similar Tag already exists, it will appear on the suggested Tag list. Click on the Tag from the list to select it.

- Click Add
- The Tag will appear below the text input field

- To remove the Tag, click on the (x) to delete it from the Subscription

Bulk assigning Tag

This will be coming in Q3. In the meantime, the Orchestra Platform team will be able to assist you should you need to bulk assign Tags to subscriptions.

Best practices on choosing Tags for subscriptions

Tags are flexible and use cases are numerous. But there are some characteristics of Tags in Orchestra and best practices to reduce complication and confusion.

One thing to remember is that Tags are account-based. So if another user in your account creates a Tag, you as a user can also see that Tag and use it. This makes it easier for companies sharing Tags and reduces the need for unnecessary personal Tags.

Do not use spaces in your Tags
Having spaces in a Tag name can create confusion in an exported report. We advise using an underscore (_) or dash (-) to join two terms in your Tag name.

Do not create more than one Tag identifying the same group
If you want to Tag your Subscriptions with a name like "CCTV", do not use another Tag name such as "Camera" and apply them both to the same group of Subscriptions. Also, tagging a different group of subscriptions using the same tag name can create confusion. Best practice would be to use one common term to group all related Subscriptions.

Use multiple Tags to identify sub-groups of Subscriptions to get more detailed grouping
Let's say you have different types of camera devices using data and each have an associated Subscription. You can create multiple Tags like "dash_cam", "CCTV", "speed_cams" to apply to each group. You can even use a "Cameras" Tag to apply all the groups to create a hierarchical grouping. That way you have the flexibility to select all camera device Subscriptions or only "Dash_cams" Subscriptions from "Cameras" group. Do not build a hierarchy into the Tag name, like "Cameras_Dash_cams". It is better to have a separate Tag for each group hierarchy and property.

Use the suggested Tags list to apply a Tag that is already created and do not create more than one version
If you start typing a Tag name, let's say, "ID_645" and the predictive list shows "ID645", use the pre-assigned Tag if it applies and do not create a new tag to identify the same group of subscriptions. This will help you maintain a streamlined list of Tags and reduce confusion for users. Multiple Tag names for similar subscriptions can create inaccurate results when filtering, e.g., if you filter by one Tag only, it may not include subscriptions that are tagged slightly differently, even though they should be shown together.