

Tags usage report

Last Modified on 01/09/2025 11:34 am EST

Want to know how many times a tag's been used? Or curious to see if you have similarly-named tags?

In the **Tags** library, you can generate a **Tags Usage Report** to get a list of all the tags in your knowledge base along with counts of how many articles and categories each tag is assigned to.

This report comes in CSV format, with three columns:

- **Tag Name:** The text of the tag as it appears in your knowledge base.
- **Article Usage:** A count of all the non-deleted articles that use this tag.
- **Category Usage:** A count of all the topic display and custom content categories that use this tag.

Generate a report

To generate a tags usage report:

1. In the left navigation, go to **Tags**. The **Tags** library opens.
2. Select **Generate Usage Report**:



Select Generate Usage
Report.

3. A progress spinner displays while the report's generated. Once it finishes, the text changes to prompt you to **Download Usage Report**. Select this option to download the CSV:



Select Download Usage
Report.

Additional actions will depend on which browser you're using.

Use the report

The tags usage report is great for tag reviews and audits. It can help you identify tags:

- That aren't used anywhere (have 0 Article Usage and 0 Category Usage), which are "safe" to **delete**: Sort by the Article Usage column and review.
- That are slight variations or duplicates of each other so they can be **merged**: Sort by the Tag Name column and review.
- With low usage overall that might be candidates for **deletion**, **merging**, or **editing**: Sort by the Article Usage or Category Usage columns and review.

- Identify tags that are misspelled or improperly formatted for **editing**: Sort by the Tag Name column and review.
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