knowledgeowl

Tags usage report

Last Modified on 12/28/2022 12:25 pm EST

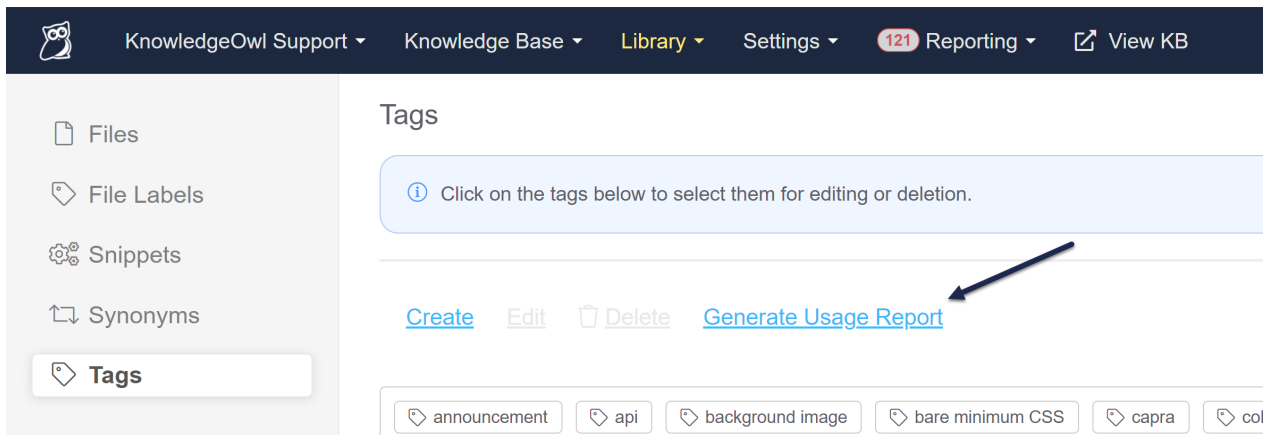In the Tags Library, you can generate a Tags Usage Report to help you audit your tags.

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

How do I generate a report?

To generate a tags usage report:

1. Go to **Library > Tags.**

2. Select the link to **Generate Usage Report.**

3. You'll see a progress spinner while the usage report is being generated.

4. Once it finishes, the text will change to a link prompting you to **Download Usage Report.**

5. Click that link to download the CSV.

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

How can I use this report?

The tag usage report is great for tag 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

What does it look like?

Here's a sample of the top of our tag usage report, sorted by the Article Usage column:

	Tag Name	Article Usage	Category Usage	
1	Tag Name	Article Usage	Category Usage	
2	int: ref-edit-article	63	0	
3	int: low-impact	53	0	
4	int: needs-more-screenshots	37	0	
5	int: ref-settings-basic	30	0	
6	int: needs-use-case	28	0	
7	search	21	3	
8	int: ref-custom-css	24	0	
9	int: ref-html-article	22	0	
10	int: needs-final-sample	22	0	
11	int: needs-updated-screenshots	20	0	
12	int: ref-settings-style	20	0	
13	int: ref-settings-search	19	0	
14	int: ref-edit-snippet	19	0	
15	capra	14	4	
16	int: ref-settings-security	18	0	
17	int: ref-library-files	17	0	
18	int: ref-library-snippets	16	1	
19	int: ref-manage-articles	16	0	
20	int: ref-edit-category	16	0	
21	int: ref-account-readers	16	0	
22	int: ref-settings-widget	15	0	
23	int: ref-glossary	14	0	
24	int: ref-html-body	14	0	
25	int: ref-versions	13	0	
26	subscription	11	2	
27	int: needs-intro	13	0	
28	int: api	12	0	
29	int: ref-articles	12	0	
30	int: ref-account-readers-settings	11	0	
31	int: ref-custom-head	10	0	
32	sso	10	0	
33	int: needs-code-formatting	10	0	
34	int: ref-contact-form-edit	9	0	