# New feature: Tags usage report ⌧

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I'm pleased to announce the release of a feature enhancement to our Tags Library: our ⌧ Tags Usage Report ⌧
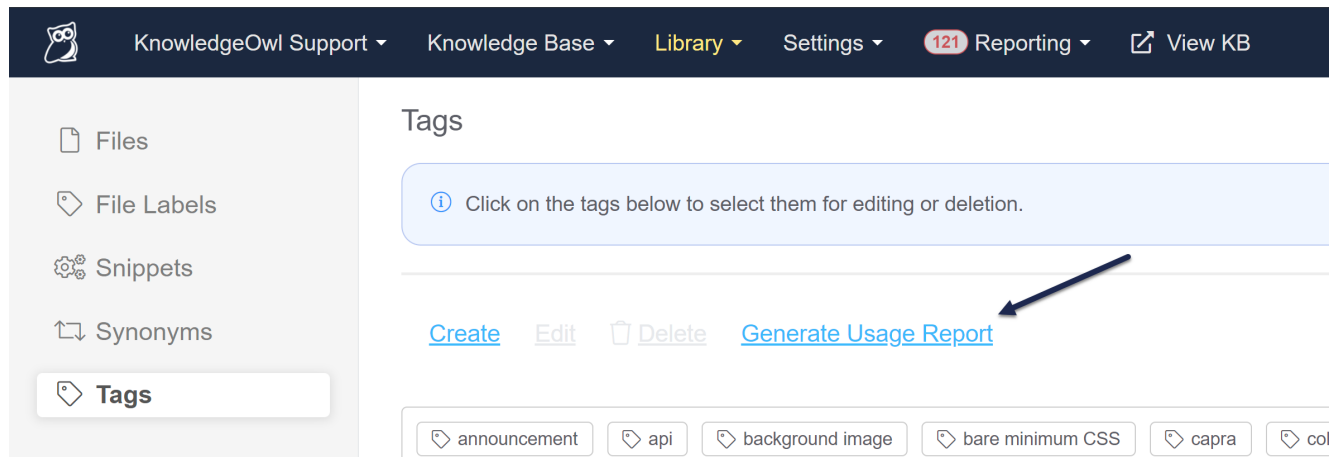
## Quick summary

This is a streamlined report, now available in the Tags Library. It is generated as a CSV file, containing all of the tags in your knowledge base and counts of how many non-deleted articles they're assigned to and how many topic display categories/custom content categories they're assigned to. Here's a sample from our knowledge base:

| | A | B | C | D |
|---|---|---|---|---|
| 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 | |

**Sample output of a tags usage report**

## Where to find it

You can generate your own tags usage report by opening **Library > Tags** and clicking on the link to **Generate Usage Report.**



Once the usage report is generated, you'll see a link appear so you can download the CSV file to use for your audit purposes.

## Why we're excited about it

It streamlines tag auditing.

While I was creating our documentation on this feature, I ran the report and reviewed it for this knowledge base.

I was able to identify and delete about 10 totally unused tags, merge 3 similarly-formatted tags together, and fix a typo in 1 tag.

All within about 5 minutes.

If you've been putting off a tags audit because you weren't sure where to start, this might just be the holiday house-keeping incentive you needed!

The fine print:

The report only gives you total counts of usage. If you want to see a list of all individual articles that use a particular tag, head over to **Knowledge Base > Manage** and **create a custom Manage filter** using that tag as part of your filter. (We don't currently have a great in-app way to pull the categories identified in the usage report, but our support team can help with some API calls to answer those questions!)

## Learn more

Head on over to our more official **Tags usage report** support article for the full details. Happy auditing!