



Perform a tag audit

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Want to know how many times a tag's been used, get a list of all the tags in your knowledge base, or to determine if you have similarly-named tags that could be merged or deleted?

In the **Tags** page, 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** page opens.
2. 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:



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.

Identify articles with a given tag

The tags usage report is great for high-level overviews of tags. If you need to identify which articles have a specific tag, create a custom Manage filter that uses the tag as part of the filter. This will give you a complete list of all articles with the tag. You can also set filter criteria around publishing status, last modified or created date, and author. Refer to [Create a custom Manage filter](#) for more information on using Manage filters in this way.
