Usage Report

The Usage report section requires a Usage report license and is only available for user accounts with Administrator status. This section allows you to create customized reports on certain usage statistics such as disk usage and project count. These reports can be drafted for a certain date range, allowing you to monitor resource usage over defined periods of time.

The Saved reports section lists previously-generated usage reports that have been saved by the user (Figure 1). These can be used to review former reports generated. Click on the ✖ button to delete any saved reports.
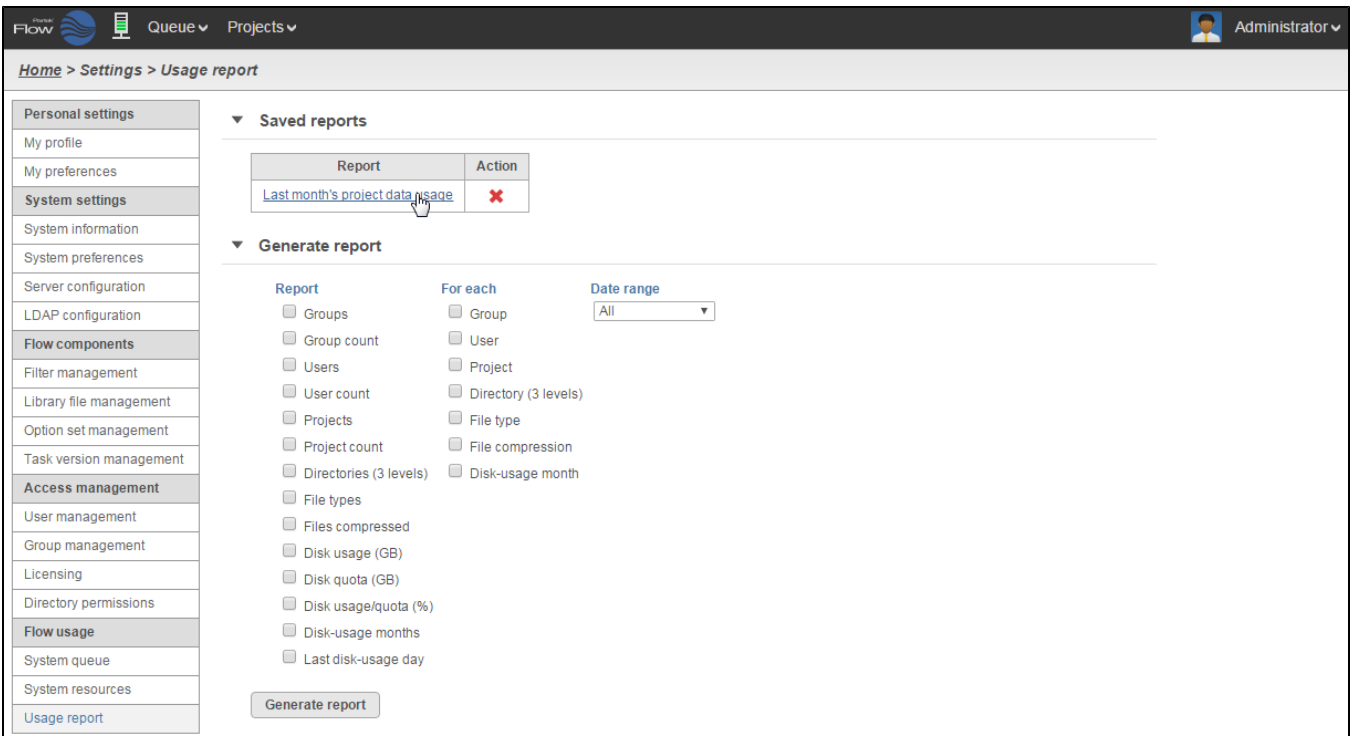

Figure 1. Viewing saved usage reports

To generate a usage report, go to the Generate report section. Select the following:

- The metric you would like reported (Report)
- How you would like the information grouped (For each)
- The Date range to be reported

For instance, Figure 2 shows the creation of a disk usage report for each project within a custom date range.

Figure 2. Generating a disk usage report per project for a custom date range

After selecting your options, click the Generate report button. The usage report will be displayed at the bottom of the page as a table (Figure 3). Click on the Save report link at the lower left corner of the table to save the report. To download the report as a tab-delimited text file, click the Download link at the lower right corner of the table.

Figure 3. Sample usage report on disk usage per file type for a specified date range

Additional Assistance

If you need additional assistance, please visit our support page to submit a help ticket or find phone numbers for regional support.

Your Rating: ☆☆☆☆☆   Results: ★★★★⯨ 35 rates