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Site Usage & Storage Statistics including Active Users & Workspaces

Chris Holt - 2019-06-18 - [Site owners](#)

As a site owner, you have the responsibility for monitoring how much storage your Kahootz site is consuming.

Failing to do this could lead to your users 'NOT' being able to upload content if you happen to run out of storage.

Kahootz tip: Regularly removing old, unused or out-of-date content in your Kahootz site is a good way to use your storage allowance most effectively.

Every now and then it's a good idea to review your users and check who isn't using the site; this will free up some user licenses.

Enabling you to invite more people into your site - it's easy to monitor your site usage/storage within the '**site admin**' area of your site, see below for more details.

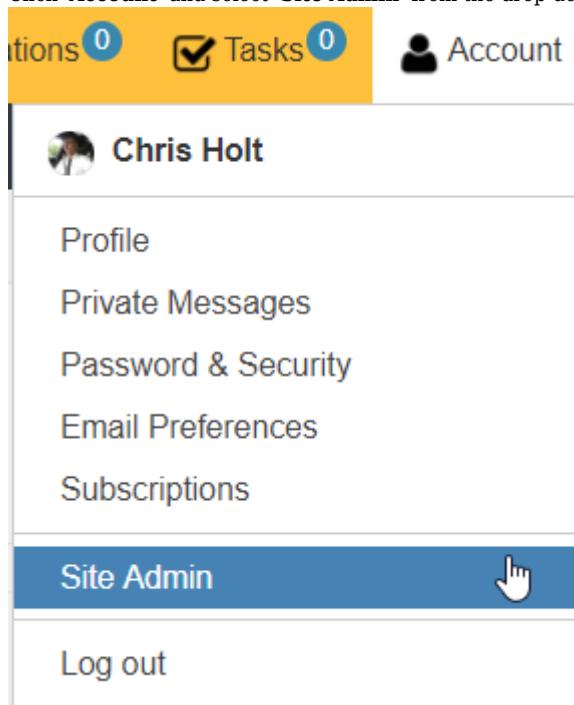
Please also be aware that it is possible for people to be usefully receiving notifications from your site but not needing to do anything online.

You may want to think if such "passive" use is relevant for your site.

Kahootz Tip: Remember, additional storage can be purchased if necessary. Please contact your account manager for more information.

To view this information, follow these simple steps below:

1. Log into your site
2. Click '**Account**' and select '**Site Admin**' from the drop-down.



3. Select '**Usage**' from the left-hand side menu

You'll now be presented with your Kahootz site's usage and storage information.

Usage

Overall Use

Active Users

Workspaces

Domains	Technical Support (technical.kahootz.com)		
Users	Current: 15	Maximum: 25	Remaining: 10
Workspaces	Current: 5 Maximum: No limit		
Storage	Current: 18.78 MB	Maximum: 7.00 GB	Remaining: 6.98 GB

License Upgrade If you want to upgrade or change your license, please [contact us](#).

This screen allows you to view your sites 'overall usage' which includes:

- Domain/Site Name (URL)
- User Count (current/maximum & remaining)
- Workspace Count
- Storage Size (current/maximum & remaining)
- [Upgrading your license](#)

Active Users

Knowing who is logging into your Kahootz site, gives you a clear picture of how many users are active within your workspaces on a daily or monthly basis.

If you would like to see an overview of how many users have been active on your site, select the '**active users**' tab.

Usage

Overall Use

Active Users

Workspaces

By day

By month

Month

Current Month

Go

04 Feb 2019

3

05 Feb 2019

2

06 Feb 2019

1

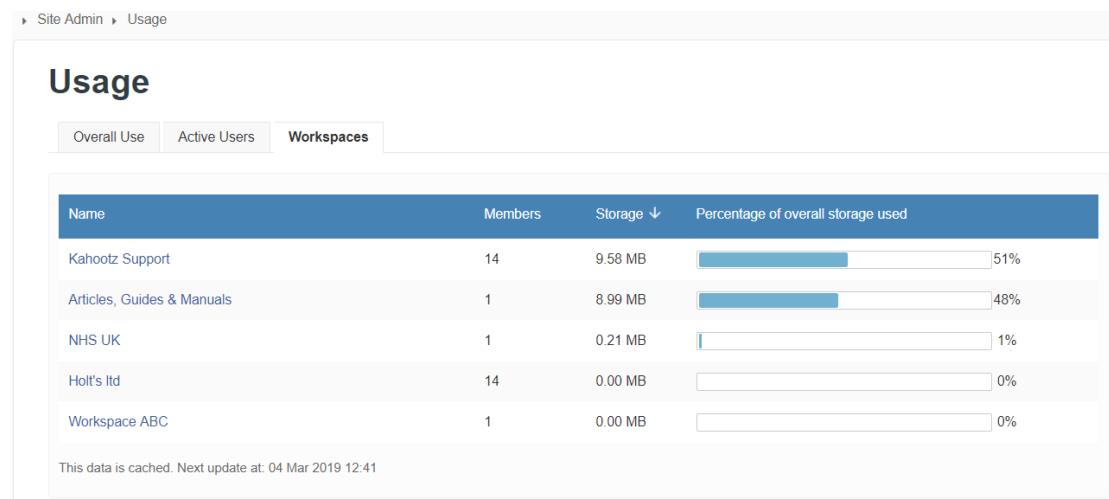
This screen allows you to view who's been active on your site:

- By Day (select the month)
- By Month (select the year)

Workspaces

As a Site Owner, you may not be aware of the workspaces that have been created in your Kahootz site.

By selecting the '**workspaces**' tab, you will be presented with a screen listing every workspace.



The screenshot shows the 'Usage' section of the Site Admin. The top navigation bar includes 'Site Admin' and 'Usage'. Below this, a sub-navigation bar has tabs for 'Overall Use', 'Active Users', and 'Workspaces', with 'Workspaces' being the active tab. The main content area is titled 'Usage' and displays a table of workspaces. The table has columns for 'Name', 'Members', 'Storage ↓', and 'Percentage of overall storage used'. Each row shows a workspace name, its member count, total storage used, and a progress bar indicating its percentage of overall storage. The workspaces listed are 'Kahootz Support', 'Articles, Guides & Manuals', 'NHS UK', 'Holt's ltd', and 'Workspace ABC'. The data is noted as being cached, with the last update at 04 Mar 2019 12:41.

Name	Members	Storage ↓	Percentage of overall storage used
Kahootz Support	14	9.58 MB	<div style="width: 51%;">51%</div>
Articles, Guides & Manuals	1	8.99 MB	<div style="width: 48%;">48%</div>
NHS UK	1	0.21 MB	<div style="width: 1%;">1%</div>
Holt's ltd	14	0.00 MB	<div style="width: 0%;">0%</div>
Workspace ABC	1	0.00 MB	<div style="width: 0%;">0%</div>

This data is cached. Next update at: 04 Mar 2019 12:41

Along with a list of all workspaces on the site, you can also view the:

- Workspace Name (shows the full name with a hyperlink to workspace)
- Members (shows the current number of members in a particular workspace)
- Storage (shows the total storage being used per workspace)
- Percentage (shows an overall table of where your storage is being used)

Kahootz Tip: If you require any further detailed information regarding the usage of your Kahootz site, we recommend you create a [report](#).

Related Content

- [How Does My Kahootz License Work](#)
- [All About Your Kahootz License Costs](#)
- [How-To Invite Users \(Site Owner, Manager & Member\)](#)
- [Removing / Deleting Users from your Kahootz Site](#)