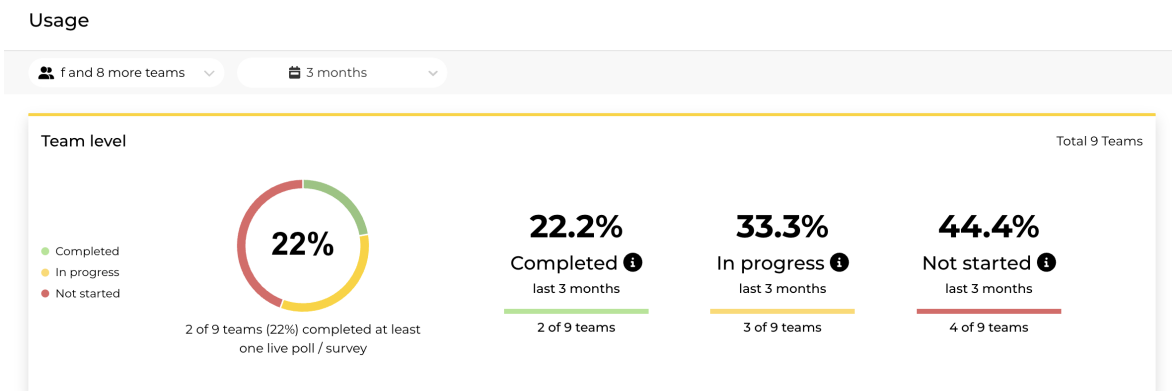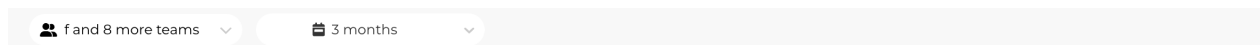# Usage

03/04/2025 9:19 am CST

Your browser does not support HTML5 video.

The Usage report gives you a summary of how the teams across your organization are progressing on their assessments. It is intended for company admins and organization leaders to monitor progress of their teams, see which teams have completed atleast one poll or survey, which teams are still in progress and which teams have not started the polls or surveys over a certain time period.

Usage

👥 f and 8 more teams ⌄	📅 3 months ⌄

Team level   Total 9 Teams

- Completed
- In progress
- Not started

22%

2 of 9 teams (22%) completed at least one live poll / survey

22.2%
Completed ℹ️
last 3 months
_____
2 of 9 teams

33.3%
In progress ℹ️
last 3 months
_____
3 of 9 teams

44.4%
Not started ℹ️
last 3 months
_____
4 of 9 teams

Filter Controls

👥 f and 8 more teams ⌄	📅 3 months ⌄

1. Teams selected: Clicking this input will open a dialogue to choose exactly which teams from the company to examine within the page. You can select one or more teams, a system or an entire organization. The default setting depends on the context in the left rail. If you are at the company level, by default it will select all teams within the Company. If you are at an Organization level, by default all teams within the Organization will be selected.

2. Date range: Choose the date range you would like to view the data for. By default, this is set to 3 months. You can also select a custom date range here.

Dive Deeper

You can explore the information for the team level at a more detailed level by clicking on the**"Team Level"** section. By default, this page shows all the teams and the status of their assessments.

The **Export** button (in the screenshot below) will generate a CSV export based on the filter settings. The export will contain the following information for each team: Organization name, System name, Team name, In-progress, Completed. The In-progress and Completed columns will reflect the count of assessments that are in the respective states.

You can further filter by the status: Complete, In progress and Not started, by toggling the blue buttons at the top of the section. This can be useful to narrow down the list to only teams that have not started their surveys or polls within the specified time range so you can send them a reminder.