Total Usage

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Total Usage is the Reports page's account-wide view, counted from the day your account was created. It's a different screen from the Current Usage panel that tracks this month's billing quota.

Introduction

Two screens in Pipeline use the word usage, and they answer different questions. If what you want is how many transactions you have left this month, it's the other one you're after.

Total Usage is the account-lifetime view. It sits in the **Account Stats** group on the *Reports* page and counts from the day your account was created through to today, which is why there's no date range on it. Current Usage is the other screen, over in your account settings, and it tracks the billing cycle you're in right now. One tells you what the account has done since it started. The other tells you where you stand this month.

The long number is there with no report to configure: everything you've run through the account since day one, in one place. It's a lifetime total rather than a history, so it doesn't break the past year out cycle by cycle. When that's the question you actually have, a dated search of your transactions is the way to it.

How It Works

Total Usage reads on screen from the Reports page. There's no period to set and nothing to download.

Where It Lives

It's the first entry in the **Account Stats** section of the Reports page's left menu, above Usage by Agent and below the Financials group.

How Far Back It Goes

Everything since your account was created. Total Usage doesn't take a date range, which is what makes it the account-lifetime view rather than a reporting window.

Why It's Sometimes the Only Report You See

The Financials reports are gated behind financial permission; Account Stats isn't. So opening the Reports page and finding Total Usage sitting there alone isn't a bug. It means you don't hold the View Financial Reports permission yet, and a master admin can add it from the Manage Users page.

View Your Total Usage

> Total Usage opens on the Reports page and reads on screen. There's nothing to set and nothing to download.

Who Can Do This: Master admins. The Account Stats group is limited to master admins no matter what other permissions an admin holds.

To view your total usage:

1. Click [Reports] from the top menu.

2. Click [Total Usage] from the **Account Stats** section of the left menu.

You'll see your account's usage totals since the day the account started.

Check What's Left This Month

Most people who open Total Usage arrived with a billing question, and this isn't the screen that answers it. How many transactions you've used this cycle, how many are left, and when the count starts again are all on a different page in a different part of Pipeline.

The Current Usage panel is your at-a-glance meter — transactions used, transactions left, and when the quota resets.

See Current Usage

Work Out What a Past Month Came To

Neither usage screen keeps a history, so there's no report that lays last year out cycle by cycle. You build that figure from the transactions themselves: search the Transactions page by the date each one was added, set the range to one billing cycle, and the result count at the top is that month's usage. Repeat for the month before.

Narrow the Transactions page to exactly the deals you need — search by name, filter by any field, sort the result, and download it.

See Transaction Search