

Working with the Usage dashboard

Last Modified on 05/06/2026 8:41 pm IDT

 This article is designated for administrators.

About

The Usage dashboard includes system reports on bandwidth, storage, and transcoding consumption to help you monitor your usage, and it consists of following pages: **Overview**, **Publishers Bandwidth & Storage**, and **End Users Storage**. You can select a specific time frame and compare time periods to dive deeper into the data and learn more about usage trends in your account. The filters are automatically applied to all elements of the dashboard.



Usage data is refreshed periodically. Storage data may be delayed by up to **1 day**, and bandwidth data by up to **2 days**. This refresh cycle ensures consistent and accurate reporting.

Change dashboard timeframe

Use the date picker at the top of the dashboard to change the timeframe and view data across different periods. You can select preset time periods or choose specific dates.

Preset time periods

Preset time periods are a quick way of looking at recent data, such as the last week or the last month. You can also select time periods such as current year or quarter.

Export ▾
Filter ▾
Last 30 Days Jan 24, 2021 - Feb 22, 2021 ▾

Preset
Specific Date Range

SINCE	LAST	CURRENT
Creation	7 Days	Week
	30 Days ✓	Month
	3 Months	Quarter
	12 Months	Year

Compare with another period

Apply

Selecting a custom timeframe

1. Click on the date picker and choose the Specific Date Range tab.
2. Navigate to the first date of the timeframe and click on the date in the calendar.
3. Navigate to the last date of the timeframe and click on the date in the calendar. The timeframe will appear marked on the calendar.
4. Select the hours filter to fine tune your filtering to specific hours. Note: if you want to select until midnight, please enter 23:59 as the hour.
5. Click Apply to view the dashboard data for the selected custom time period.

Preset
Specific Date Range

📅 03/15/2021

⌵ 09:00

–

📅 03/21/2021

⌵ 12:00

<
March ▾
2021 ▾
>

Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Compare with another period

Apply

Compare time periods

You can compare different time periods to better understand your data considering seasonality and changes in usage following adoption of new tools and capabilities. You can choose to compare between the same period last year or pick a specific date and compare the timeframe starting from this date. You can also use the hours filter to fine tune your analytics for specific hours.

To compare time periods

1. Click on the date picker and choose the Specific Date Range tab.
2. Select the first time period you would like to explore.
3. Check the box to Compare with Another Period.
4. Choose the second time period you would like to compare with:

Preset
Specific Date Range

📅 03/15/2021

–

📅 03/21/2021

🕒 09:00

–

🕒 12:00

<

March

v

2021

v

>

Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Compare with another period

Same period last year

Same period starting at:

Apply

- Choose **Same Period as Last Year** to compare the exact same time period the year before. For example, if the first selected time period is March 15, 2021 to March 21, 2021, the comparison will be performed to the time period of March 15, 2020 to March 21, 2020.
- Choose **Same Period Starting At** to compare with a specific time period of the same duration. You may also select to filter the analytics for the hours for a specific time range. For example, if you would like to compare analytics for March to February, select the first selected time period as March 15, 2021 to March 21, 2021. Enter the hours specific hours you want to produce the analytics for. In the following screen, analytics for 9 AM to 12PM have been chosen for rendering. Then select the Same Period Starting At and mark the starting date as February 15, 2021. The

comparison will be performed for the time period of February 15, 2021 to February 21, 2021.

Preset
Specific Date Range

📅 03/15/2021

09:00 ▾

–

📅 03/21/2021

12:00 ▾

<
March ▾ 2021 ▾
>

Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Compare with another period

- Same period last year
- Same period starting at:

📅

02/15/2021

09:00 ▾

Apply

- Click **Apply** to view the dashboard data and compare the information from both periods.

To return to viewing a single time period

- Click on the **Exit Compare Mode** link next to the Date Picker.

Export ▾

Filter ▾

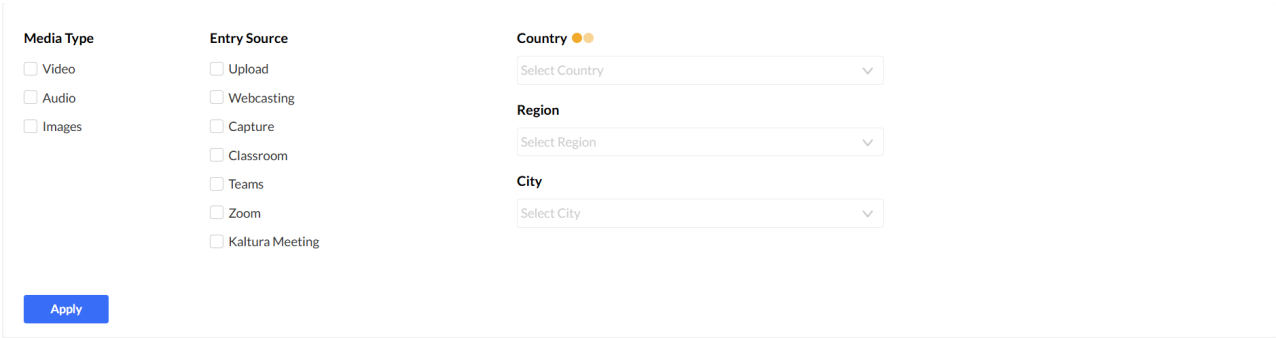
⚡
7 Days
03/15/2021, 09:00 - 03/21/2021, 12:00
▾

Exit Compare Mode

Filter the data

You can filter the data in the dashboard based on specific parameters such as location, tags, categories, and more.

1. Click on the Filter option to open the Filters pane.
2. Fill in the relevant filters you would like to use.
3. Click Apply to show the filtered data in the dashboard.



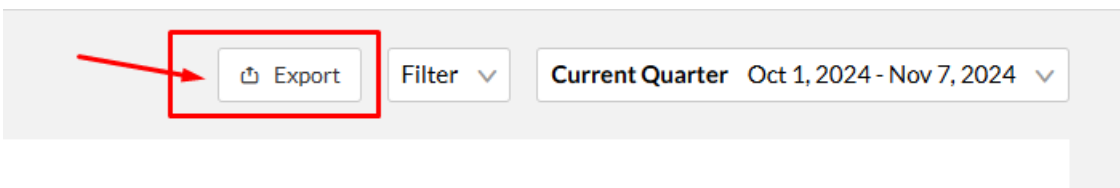
The filtering options are:

- Media Type(s) - video, Audio, and/or Images
- Entry Source - the source of the content ingested to the system. Content can be uploaded, live streamed, created via Kaltura Capture, Teams, Zoom, or created in many other ways.
- Playback Type(s) - VOD, DVR, Live and All Media Types.
- Tags - the tags on the content
- Owners - the owners of the content
- Categories - click Select Categories to select from the list of categories.
- Domains/ URL Pages - domains and URLs pages where the video was viewed
- Country/Region/City - location where the created video was viewed

Export to CSV

All analytics tabs have the option to Export to a CSV.

Click **Export** to open the drop-down list and select the data you want to export. One or more options may be selected.



A notification about the export request status has been sent. If the data in the report was filtered, the report is based on the filter applied. You will be notified that your export request is being processed and will be emailed to you when completed.

Export report to email

You are about to export and email the report to YourEmail@blabla.com Please confirm by clicking the button below.

✕ Cancel

✓ Export via email



The export is limited by 60,000 records and time to execute. If you receive an error, break down your report into smaller time frames or use filters to reduce the size of the report.



The files expire in seven days.



The Rich Media CMS dashboard displays digital units such as Kilobytes (KB), Megabytes (MB), and Gigabytes (GB). When exporting a report to CSV, the file reflects the binary values stored in Kava (Kaltura's advanced analytics dashboard). In this format, storage values are calculated using $1 \text{ GB} = 1,024 \text{ MB}$, rather than $1,000 \text{ MB}$. For example, 60 GB in the dashboard is shown as 61,440 MB in the CSV export ($60 \times 1,024$).

Discrepancies can also occur due to time zone differences. Kava uses UTC by default, while the Rich Media CMS dashboard may be set to the client's account time zone.