

Finding Your SaaS Service Usage

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How to find you SaaS service usage

Your usage data is included in the SaaS Service Usage Metrics Report which shows you what you bought, how much you bought, and how much you've used in the last three months.

You can download the report from the Oracle Cloud Applications Console Documents page.

- 1. Sign in to the My Services portal.
- 2. Click a service tile.
- 3. Click the **Documents** tab.
- 4. Click the For Service Instances tab.
- 5. From the **Document Type** menu, select **USAGE_METRICS**. The most recent usage report displays at the top of the list.



6. Scroll to the right and click **Download** to get the PDF.

How to get help with the SaaS Service Usage Metrics Report

Please contact My Oracle Support (https://support.oracle.com/portal/) if you have any questions.

How to read the SaaS Service Usage Metrics Report

The report provides a snapshot of your current usage compared to your contractual entitlement and also describes some best practices when managing your subscriptions.

Usage metrics are organized into tables for three licensing metrics:

- Hosted Named User
- Hosted Employee
- Records

For each licensing metric, tables show how you're using:

- What you've purchased
- What you haven't purchased your unexpected usage

Here's what's included in each table.



Hosted Named User - Usage

The Hosted Named Users – Usage table shows the number of users who can access each subscribed service compared to the quantity you've purchased.



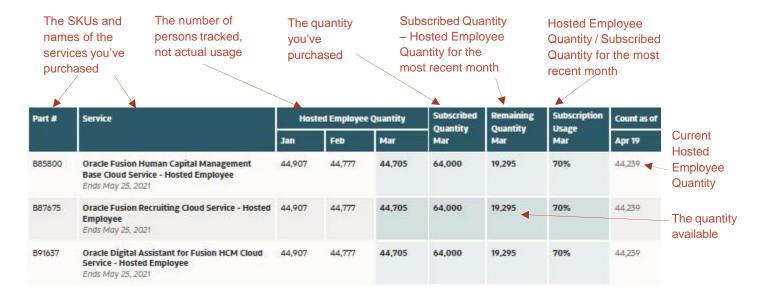
Hosted Named User – Unexpected Usage

The Hosted Named User – Unexpected Usage table shows the number of Hosted Named Users authorized to access each of the listed services, even though there are no associated active subscriptions.

	\	Quantity uso nonths	ed in respe	ective		
Part#	Service	Authorized User Quantity			Highest Use	
		Jan	Feb	Mar	Apr 1 - 19	
B67291	Oracle Fusion Goal Management Cloud Service - Hosted Named User	14	12	13	13	Highest Authorized User Quantity for the
B69721	Oracle Fusion Self Service Procurement Cloud Service - Hosted Named User	14	12	13	13	current month
B73364	Oracle Fusion Workforce Reputation Management Cloud Service - Hosted Named User	16	14	16	16	
B91057	Oracle Fusion Supply Chain Execution Cloud Service - Hosted Named User	14	12	13	14	

Hosted Employee - Usage

The Hosted Employee – Usage table shows the count of every Person, regardless of Person Type, with at least one assignment tracked in your Fusion cloud service during the month reported, compared to the quantity you've purchased.



Hosted Employee - Unexpected Usage

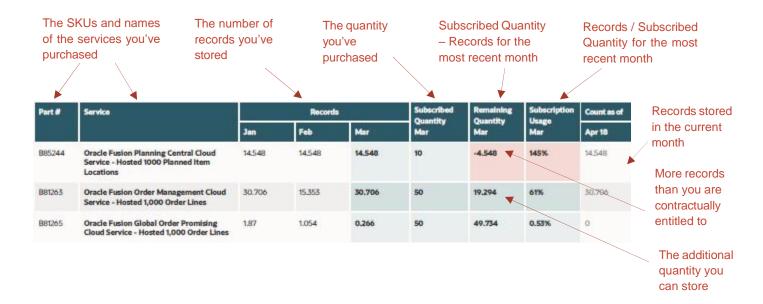
The Hosted Employee – Unexpected Usage table shows usage which is associated with a set of possible part numbers and where there are no associated active subscriptions.





Records - Usage

The Records – Usage table shows the monthly quantity of records you're storing for services compared to the quantity you've purchased. Records quantity is measured per 1,000 records for many Cloud services.



Records - Unexpected Usage

The Records – Unexpected Usage table shows the monthly aggregate quantity of the relevant record type for each Cloud Service, even though there are no associated active subscriptions. Records quantity is measured per 1,000 records for many Cloud services.

