

Monitor SharePoint agent Usage

Monitoring SharePoint agent usage can be done through various tools and methods, each suited to the needs of specific user roles within the organization. This article outlines the options available for users with at least site visitor's permissions and SharePoint admins. These two role groups have different ways to monitor and analyze the performance and usage of SharePoint agents in their respective areas.

Note

To ensure that security and privacy settings are always honored, some of these tools are restricted to specific user roles.

The following outlines the tools and techniques available for monitoring SharePoint agent usage, categorized based on user roles and permissions:

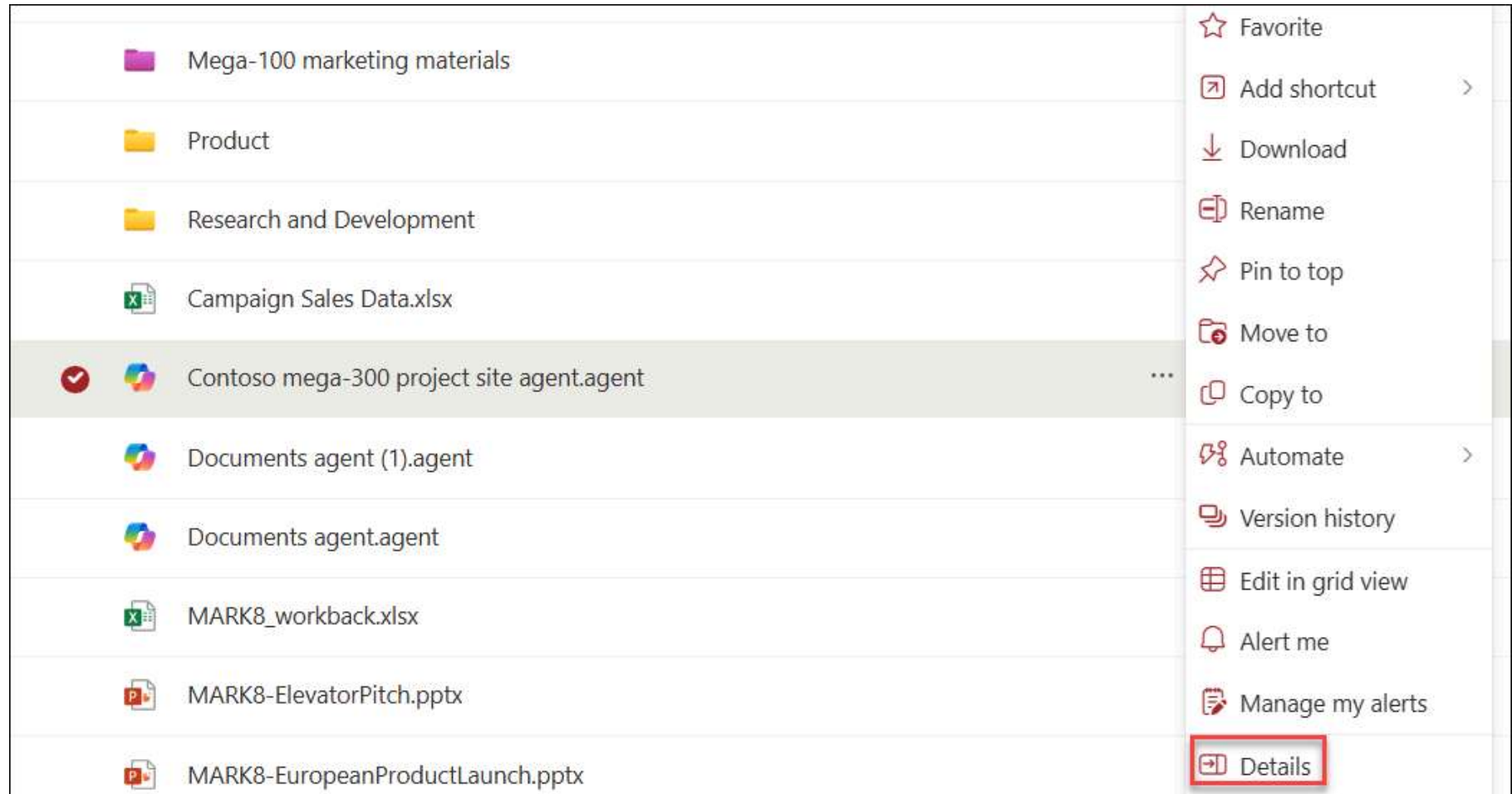
- For **Users with at least site visitor's permissions** (site admins, site owners, site members, and site visitors):
 - **File statistics:** Select an individual .agent file and use the Details pane to view its file statistics.
 - **Search:** Use **Search** to find all agents on a site for bulk actions.
 - **Site usage:** Use **Site usage** to see the most popular files and agents on their sites.
- For **SharePoint admins:**
 - **SharePoint Online Management Shell:** SharePoint admins can get an inventory of the agents created across sites at the organization level in a specified time period using SharePoint Online Management Shell.
 - **Microsoft Purview audit log:** SharePoint admins with Compliance admin permissions can use the [Microsoft Purview audit log](#) to monitor agent creation and usage details across the organization.
 - **Microsoft Cost Management:** SharePoint admins can use [Microsoft Cost Management](#) to monitor the cost of agent usage at the organization level.
 - **SharePoint Advanced Management:** Coming soon, SharePoint admins can use [SharePoint Advanced Management](#) to obtain detailed insights on agent usage across sites. The report lists the number of agents that are created, along with details on policies such as Restricted Content Discovery and Restricted Access Control associated with a particular site.

These tools align with user roles and permissions, enabling monitoring and management of SharePoint agent activities. The following provides additional details on how each tool functions and can be used effectively.

Monitor agent usage with at least site visitor's permissions

Check individual agent file's usage with File Statistics

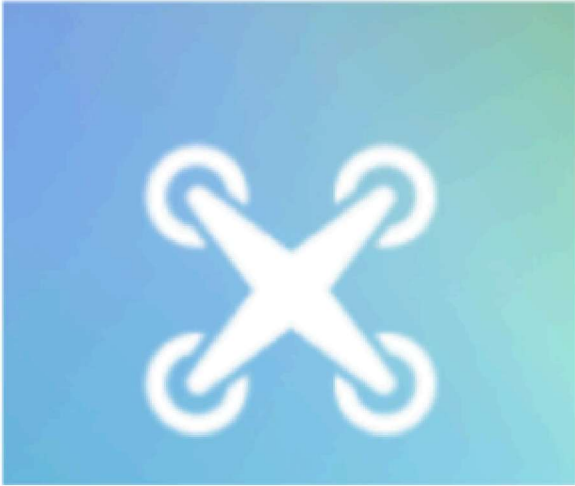
Since every SharePoint agent is a .agent file saved in the location where it's created, users with view permission to the file can check the .agent file's usage with File Statistics. File Statistics is one of the [file insights](#) available from the file card or details/info pane. To check the .agent file's file statistics, select the .agent file, and then select **Details** to see the number of views and unique viewers.



In the Details pane, select the view count to review comprehensive information about the usage of the .agent file.

☰ All Documents ▾ ✕ 1 selected 🔍 📄 Details

 Marketing Collateral agent.ag... ⋮ ✕



27 Views

Has access

   3   

Manage access

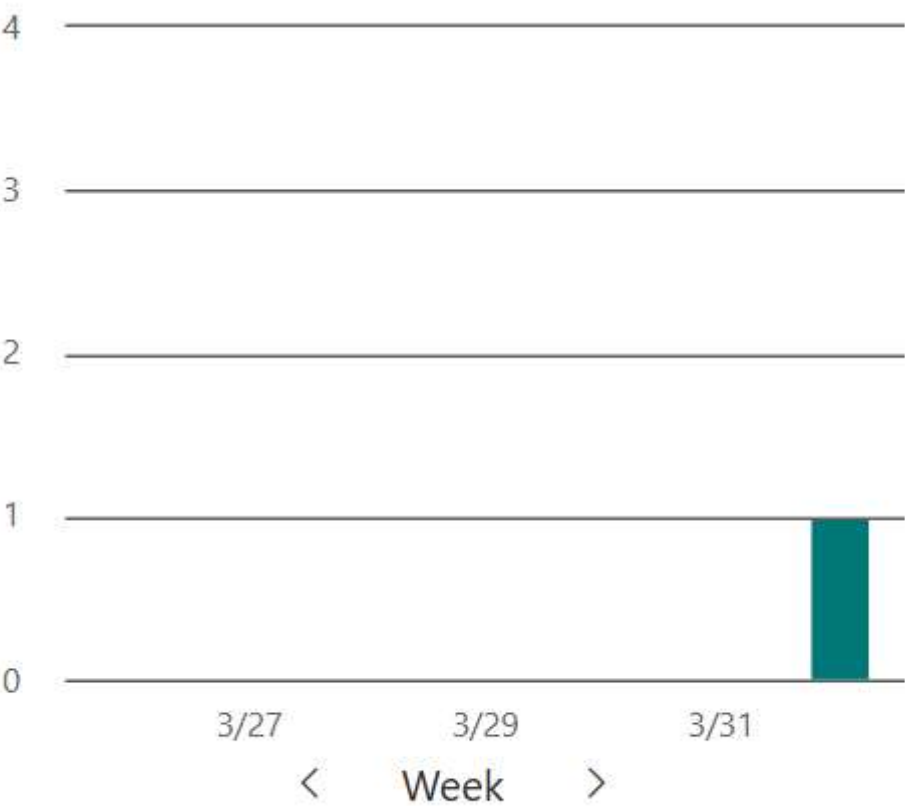
You can check the agent's file's usage by weekly **Viewers** or **Views**:

File Statistics

×

 Marketing agent.agent

1 Viewer • 2 Views



Use Search to find all agents for bulk actions

SharePoint users can locate all agents in a specific container, like a document library, site, or even across the entire organization, by searching for files with the .agent extension. Simply searching for "*.agent," you find all agent files within the selected scope. The results only include agent files that the user has permission to access. For site owners and members, this method is a convenient way to find agents and take bulk actions as needed.

Home

Documents

Pages

Prevent Sync

Sample List

Site contents

Edit

3 selected

All Documents

Results from Documents

	Name	Modified	Modified By	+ Add column
	Agents copilot.agent	March 6	admin	
	Agents copilot.copilot	September 25, 2024	SharePoint App	
	Akash purview agent.agent	December 11, 2024	admin	
	Build Document.docx	September 30, 2024	Neetha	
✓	Delivery Drone Launch agent.a...  ...	November 3, 2024	Auth Test 1	
✓	Final Materials.agent  ...	Yesterday at 9:26 AM	admin	
✓	GRE agent.agent  ...	February 18	admin	
	Greetings agent.agent	February 5	Auth test 2	
	My demo agent.agent	November 20, 2024	admin	
	New agent.agent	March 6	Eric Gradel	
	Rick test agent.agent	October 22, 2024	Zhenhua Zhu	

Expand search to all items in this site

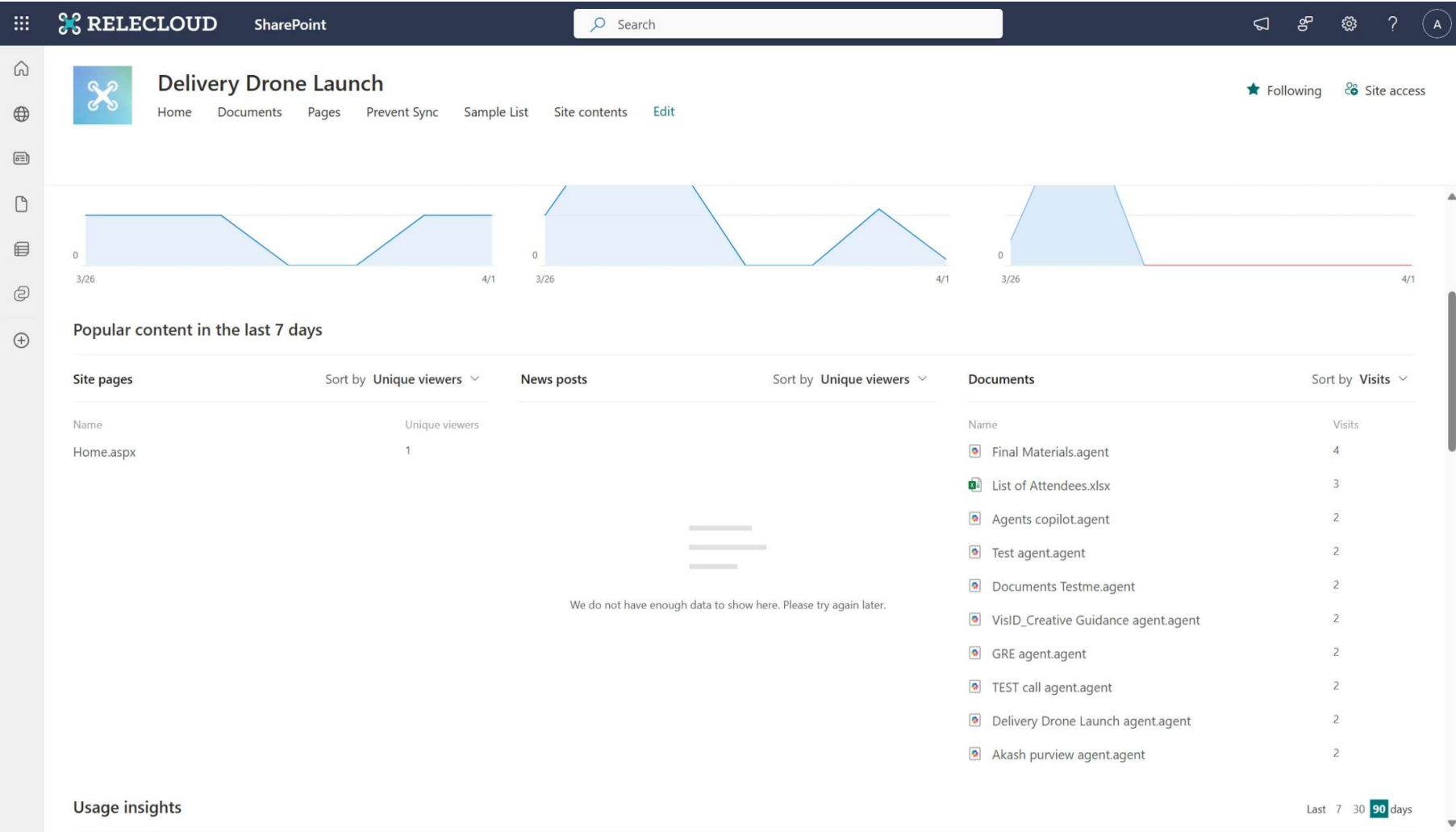
Spartan Enabled

DF - FCI: 2964

See the list of the most popular agents with Site usage

Site admins, owners, members, and visitors can view site usage data, which includes a list of popular files on the sites. Popular content in the last seven days includes .agent files along with other content. The list of popular files and agents can be sorted by visits or unique visitors.

To view usage data for your site, select the settings gear and then select **Site usage**. Based on your site navigation settings, you may also access the **Site contents** option from the left-hand menu. Then select the **Site usage** option in the top navigation bar.



Monitor agent usage as SharePoint admins

Use agent reports on SharePoint Advanced Management

[Agent Insights report](#) offers SharePoint admins detailed visibility into newly created agents across all SharePoint and OneDrive sites within their organization. This report helps identify which sites have the highest number of agents, enabling admins to better oversee and manage

the content used by these agents as grounding data, ensuring content integrity and governance. These reports can be generated from the SharePoint Admin Center or be used through PowerShell cmdlets.

SharePoint admin center

Copilot

Home > Agent insights > SharePoint agents > SharePoint Agents Apr 25 Report

SharePoint Agents Apr 25 Report

Apr 1, 2025 - Apr 28, 2025 (28 days)

This page displays the top 100 sites hosting the highest number of agents. Use the detailed report to review up to 1 million agents.

Download detailed report

Agents in SharePoint sites

127

Agents in OneDrive accounts

23

+ Initiate site access review

Restrict site access

Restrict content discovery

12 items

Search

Filters: Site template: All Restrict site access enabled All Restrict site discovery enabled All

☐	Site name	URL	Template	Site owner	Agents created ↓	Restrict site access	Restrict content discovery	External sharing	Sensitivity
☐	Advanced Product Division	../sites/AdvancedProductDivision	Teams connected site	Mona Kane	23	Off	Off	Yes	General
☐	Contoso Finance	../teams/contosofin	Teams connected site	Brenda Thomas	21	Off	Off	No	Highly confidential
☐	Contoso Secure	../sites/contosecu	Communication site	Jack Becker	18	On	On	No	Internal
☐	Chris Smith	../personal/chriss	OneDrive site	Chris Smith	18	On	On	Yes	-
☐	Green Energy	../sites/GreenEnergy	Group connected site	Emily Baker	16	Off	Off	Yes	Highly confidential
☐	Contoso HR	../sites/contosoHR	Group connected site	Mona Kane	12	Off	Off	No	General
☐	Contoso Leaders	../sites/contosole	Group connected site	Shikha Verma	11	On	On	No	Highly confidential
☐	Contoso Design	../sites/contosodes	Group connected site	Jesse Wallin	9	Off	Off	Yes	-
☐	Contoso in house	../sites/contosoin	Teams connected site	Emily Baker	6	On	On	Yes	-
☐	Contoso BI	../sites/contosobi	Communication site	Brenda Thomas	7	On	On	No	Highly confidential
☐	Jack Becker	../personal/jackb	OneDrive site	Jack Becker	5	Off	Off	No	-
☐	Contoso Give	../sites/contosogiv	Group connected site	Emily Baker	4	On	On	Yes	General

```
Windows PowerShell
PS C:\Users\akashravi> Get-SPOCopilotAgentInsightsReport

Id                               Status      CreatedDateTimeUtc ReportPeriodInDays
--                               -
468cf648-68d5-42e5-85cd-f41319a0ca92 Completed    02/27/2025 11:12:22          1
bcebe71d-adad-4005-ae16-3e17fe3852d0 Completed    02/27/2025 11:35:37          7
a16f6382-5073-4e58-9c9f-fe639d8308c5 Completed    02/27/2025 11:05:58         14
963ec4b0-8cfd-4644-a597-bad3f7687c72 Completed    02/27/2025 11:25:39         28
f2e7a203-8e64-48a0-a495-b8072188614c InProgress   03/06/2025 04:02:29         28

PS C:\Users\akashravi> Get-SPOCopilotAgentInsightsReport -ReportId 963ec4b0-8cfd-4644-a597-bad3f7687c72

SiteName      : testCopilotInsightSid
URL           : https://relecloud24.sharepoint.com/sites/testCopilotInsightSid
Template      : Communication Site
SiteOwner     : Auth Test 1
CopilotName   : TestSid4.copilot
Sensitivity   : Empty
RestrictSiteAccessEnabled : No
RestrictSiteDiscoveryEnabled : No
ExternalSharing : No

SiteName      : testCopilotInsightSid
URL           : https://relecloud24.sharepoint.com/sites/testCopilotInsightSid
Template      : Communication Site
SiteOwner     : Auth Test 1
CopilotName   : TestSid2.copilot
```

Unless explicit roles are granted, regular site owners can't run these reports. The output report might include agent files that the site owners and site admins might not have access to. From the list, admins can navigate to the site, search for the agent file, and take actions as needed. They might have to grant access to themselves as needed.

Use Microsoft Purview audit log to monitor agent creation and usage details

Users with at least Compliance admin permissions with access to Purview can track agent creation and usage details. In addition to all file operation audits, the logs include which users interacted with the agent, and where and when the interaction took place. Audit records also include references to files, sites, or other resources Copilot and AI applications accessed to generate responses to users' instruction.

Microsoft Purview

Search

Copilot

Home

Solutions

Learn

Settings

Data policy

Data Security Posture Managem...
(preview)

eDiscovery

Audit

Insider Risk Managem...

Audit > Audit search

Search Query Information: Mon, 17 Feb 2025 00:00:00 GMT to Tue, 18 Feb
filecheckedout, filecopied, filedeleted, documentlibraryversionpolicybulku
fileuploaded, pageviewed, clientviewsignaled, searchqueryperformed, fold
admin@relecloud24.onmicrosoft.com , SharePointFileOperation, SharePoi
CreateCopilotPlugin, CreateCopilotWorkspace, SharePointSearch , SharePc

Total Result Count: 25 items

Your export is complete. You can download it now from your browser'sDownloads file

Export

Date (UTC) ↓ ▾	IP Address ▾	User ▾	Record Type ▾
Feb 18, 2025 9:27 PM	131.107.147.228	admin@relecloud24.onmic...	CopilotInteraction
Feb 18, 2025 9:27 PM	131.107.1.228	admin@relecloud24.onmic...	SharePointFileOperat
Feb 18, 2025 9:27 PM	131.107.1.228	admin@relecloud24.onmic...	SharePointFileOperat
Feb 18, 2025 9:26 PM	131.107.1.228	admin@relecloud24.onmic...	SharePointFileOperat
Feb 18, 2025 9:26 PM	131.107.1.228	admin@relecloud24.onmic...	SharePointFileOperat
Feb 18, 2025 9:26 PM	131.107.147.228	admin@relecloud24.onmic...	CopilotInteraction
Feb 18, 2025 9:26 PM	40.125.45.101	admin@relecloud24.onmic...	SharePointFileOperat
Feb 18, 2025 9:26 PM	40.125.45.101	admin@relecloud24.onmic...	SharePointFileOperat
Feb 18, 2025 9:26 PM	20.43.230.3	admin@relecloud24.onmic...	SharePointFileOperat

Details

Userid
admin@relecloud24.onmicrosoft.com

ClientRegion
us

CopilotEventData

```
"AISystemPlugin": [
  {
    "Id": "43e56b16-2a83-4e3f-9655-75b045e65b95",
    "Name": "AugLoopPluginStoreDogfood",
    "Version": "0.0.7"
  },
  {
    "Id": "EnterpriseSearch",
    "Name": "BuiltIn"
  }
],
"AccessedResources": [
  {
    "Action": "Read",
    "Id": "https://relecloud24.sharepoint.com/_layouts/15/Dc
    "Name": "GRE.docx",
    "Type": "docx",
    "listItemUniqueId": "e9451c34-22c4-4dff-aa78-db5ae4ab665"
  }
],
"AppHost": "SharePoint",
"Contexts": [],
"MessageIds": [],
"Messages": [
  {
    "Id": "1739914051286",
    "isPrompt": true
  },
  {
    "Id": "1739914051827",
    "isPrompt": false
  }
],
"ModelTransparencyDetails": [
  {
```

Close

We're prioritizing delivering even richer analytics across Copilot Analytics dashboard, Microsoft 365 Admin Center, SharePoint Advanced Management, and SharePoint Online in the coming months.

Use Microsoft Cost Management to monitor the cost of agent usage

SharePoint admins can use [Microsoft Cost Management](#) to monitor the cost of agent usage at the organization level. To monitor your organization's consumption of agents with the pay-as-you-go, you can create a budget in Microsoft Cost Management with [Bicep](#) and [ARM template](#). Budget helps you inform others about their spending to proactively manage costs and monitor how spending progresses over time. You can also set up various types of cost alerts to monitor the consumption. Furthermore, you can view your organization's consumption by:

1. Going to [Microsoft Cost Management](#).
2. If needed, changing the scope to select the subscription that is being used for agents in SharePoint.