

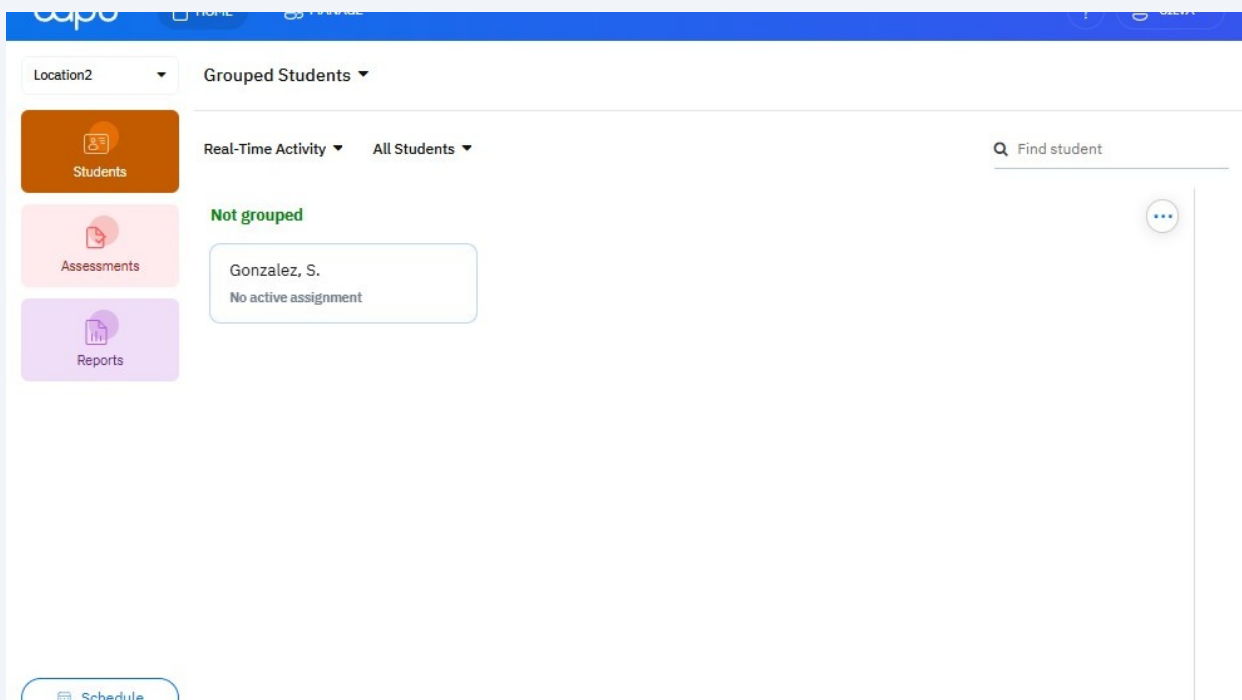
Seat Audit Report

The Seat Audit is a new report that allows you to see how your purchased licenses are allocated amongst your rostered students. This guide walks you through how to access and use the new Seat Audit UI.

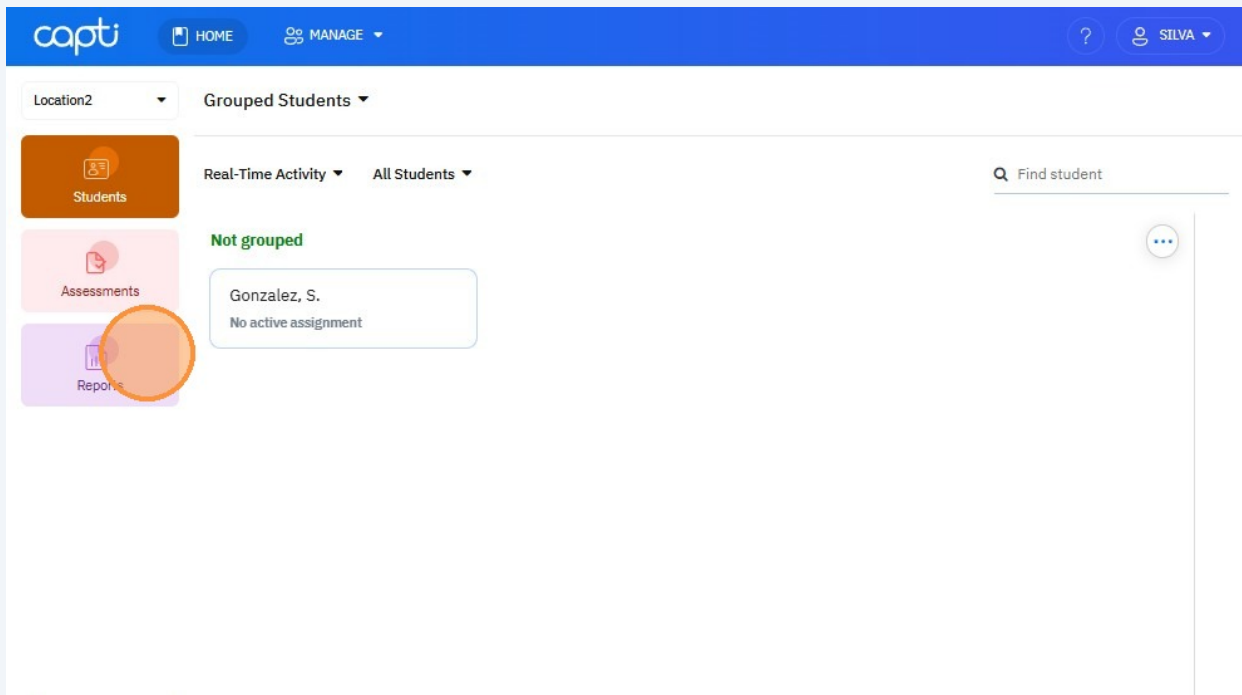


The report shown in this guide requires District Admin access in Capti.

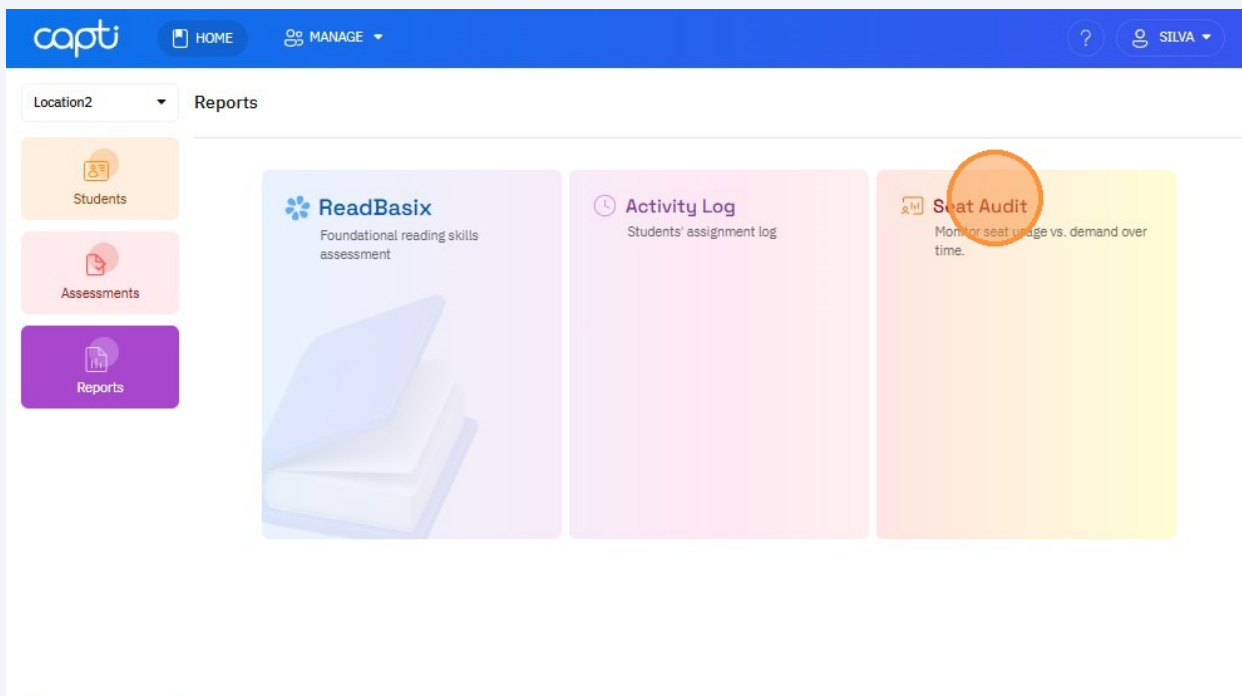
1 Login to Capti.



2 From Home, click "Reports".



3 Click "Seat Audit".



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You can view seat activity by location or you can toggle the Locations dropdown to view seat activity for all locations at once.

The screenshot shows the Capti 'Seat Audit' page. At the top, there's a navigation bar with 'HOME' and 'MANAGE' buttons, and a user profile for 'SILVA'. Below the navigation, a dropdown menu for 'Location2' is open, showing options: 'All Locations', 'Capti Demonstration', 'Elementary School', 'High School', 'Location1', 'Location2', and 'Middle School'. The 'All Locations' option is highlighted with an orange circle. The main content area shows 'Last 90 Days' data: 'Seats Purchased' (500), 'Seats Remaining' (499), and 'Seat Occupancy' (Normal). Below this are tabs for 'Accepted Requests' and 'Rejected Requests'. A table lists requests with columns: 'Seats Initial', 'Seats Change', 'Seats Final', 'Request Date', and 'Request Outcome'. The table shows three rows of accepted requests. At the bottom, there's a pagination control showing 'Page 1 of 1'.

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From this view, you can see how many students are currently rostered in your organization, how many seats your district has purchased, and how many seats your district has remaining calculated by Seats Purchased - (Seats Reserved + Seats Granted). You can also see a general "Seat Occupancy" Alert as well as a log of seat requests and whether they were accepted or rejected.

The screenshot shows the Capti 'Seat Audit' page with 'All locations' selected in the dropdown. A sidebar menu on the left contains icons for 'Students', 'Assessments', 'Reports', and 'Seat Audit'. The main content area shows 'ReadBasix' and 'Last 90 Days' data: 'Student Rostered' (107), 'Seats Purchased' (500), 'Seats Remaining' (499), and 'Seat Occupancy' (Normal). Below this are tabs for 'All Requests', 'Accepted Requests', and 'Rejected Requests'. A table lists requests with columns: 'Requested By', 'Seats Initial', 'Seats Change', 'Seats Final', 'Request Date', and 'Request Outcome'. The table shows three rows of accepted requests. At the bottom, there's a pagination control showing 'Page 1 of 1'.

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Click "Accepted Requests" to see only a list of seat requests that were accepted. This can be useful in investigating who is assigning licenses and who is taking up licenses.

The screenshot shows the Capti Seat Audit interface. The top navigation bar includes the Capti logo, HOME, MANAGE, a help icon, and the user name SILVA. The main content area has a sidebar with navigation options: Students, Assessments, Reports, and Seat Audit. The main area displays 'Seat Audit' for 'ReadBasix' over the 'Last 90 Days'. Summary cards show: Student Rostered (107), Seats Purchased (500), Seats Remaining (499), and Seat Occupancy (Normal). Below these are tabs for 'All Requests', 'Accepted Requests' (highlighted with an orange circle), and 'Rejected Requests'. A table lists requests with columns: Requested By, Seats Initial, Seats Change, Seats Final, Request Date, and Request Outcome. The table contains three rows, all with 'Accepted' outcomes. A search bar and pagination controls (Page 1 of 1) are also visible.

Requested By	Seats Initial	Seats Change	Seats Final	Request Date	Request Outcome
Doe, John Student	500	-1	499	Feb, 19 2026 01:28 PM	Accepted
Capti Admin admin	498	+2	500	Feb, 19 2026 01:26 PM	Accepted
Silva Rafael District Admin	500	-2	498	Feb, 19 2026 01:25 PM	Accepted

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Click "Rejected Requests" to see when and why seat requests may have been rejected. Please contact support@capti.com or refer to the Educator's Manual to understand why seat requests may have been rejected.

This screenshot is identical to the one above, showing the Capti Seat Audit interface. The only difference is that the 'Rejected Requests' tab is highlighted with an orange circle instead of 'Accepted Requests'. The table content remains the same, showing three accepted requests.

Requested By	Seats Initial	Seats Change	Seats Final	Request Date	Request Outcome
Doe, John Student	500	-1	499	Feb, 19 2026 01:28 PM	Accepted
Capti Admin admin	498	+2	500	Feb, 19 2026 01:26 PM	Accepted
Silva Rafael District Admin	500	-2	498	Feb, 19 2026 01:25 PM	Accepted

8 Click "Last 90 Days..." to change the timeframe of the seat audit.

The screenshot shows the Capti Seat Audit dashboard. The top navigation bar includes the Capti logo, HOME, MANAGE, a help icon, and the user name SILVA. On the left, there is a sidebar with icons for Students, Assessments, Reports, and Seat Audit. The main content area is titled 'Seat Audit' and shows a dropdown for 'All locations' and a 'Seat Audit' icon. Below this, there are two dropdown menus: 'ReadBasix' and 'Last 90 Days', with the latter highlighted by an orange circle. The dashboard displays four key metrics: Student Rostered (107), Seats Purchased (500), Seats Remaining (499), and Seat Occupancy (Normal). There are also tabs for 'All Requests', 'Accepted Requests', and 'Rejected Requests', and a search field labeled 'Search'. At the bottom, there is a robot icon and the text 'Nothing to Display'.

9 Click the "Search" field in order to search by a name if you wish to see requests made by someone in particular.

This screenshot is identical to the one above, but with an orange circle highlighting the search field labeled 'Search' in the bottom right corner of the main content area. The 'Last 90 Days' dropdown menu is also highlighted with an orange circle. The rest of the dashboard layout, including the navigation bar, sidebar, and metrics, remains the same.