Viewing license information and reporting

Subtopics

1. Creating a report
2. Exporting a report

The Overview and Reports page helps you to get an overview about the status of your product licenses and entitlements that are assigned to your user account. The following preconfigured reports are included:

- Entitlement by organization report
- Product by organization report
- Product by server report
- Splitted entitlements overview

You can also use the export tools available from the Overview and Reports page to create simple reports in Microsoft Excel or CSV formats.

Even outside of the renewal period, the Reports page gives you an overview about your licenses (only perpetual, renewable licenses).

Creating a report

You can run any of the preconfigured reports to get information about the status of your licenses.

About this task

You will run one of the available preconfigured reports:

- Entitlement by organization report

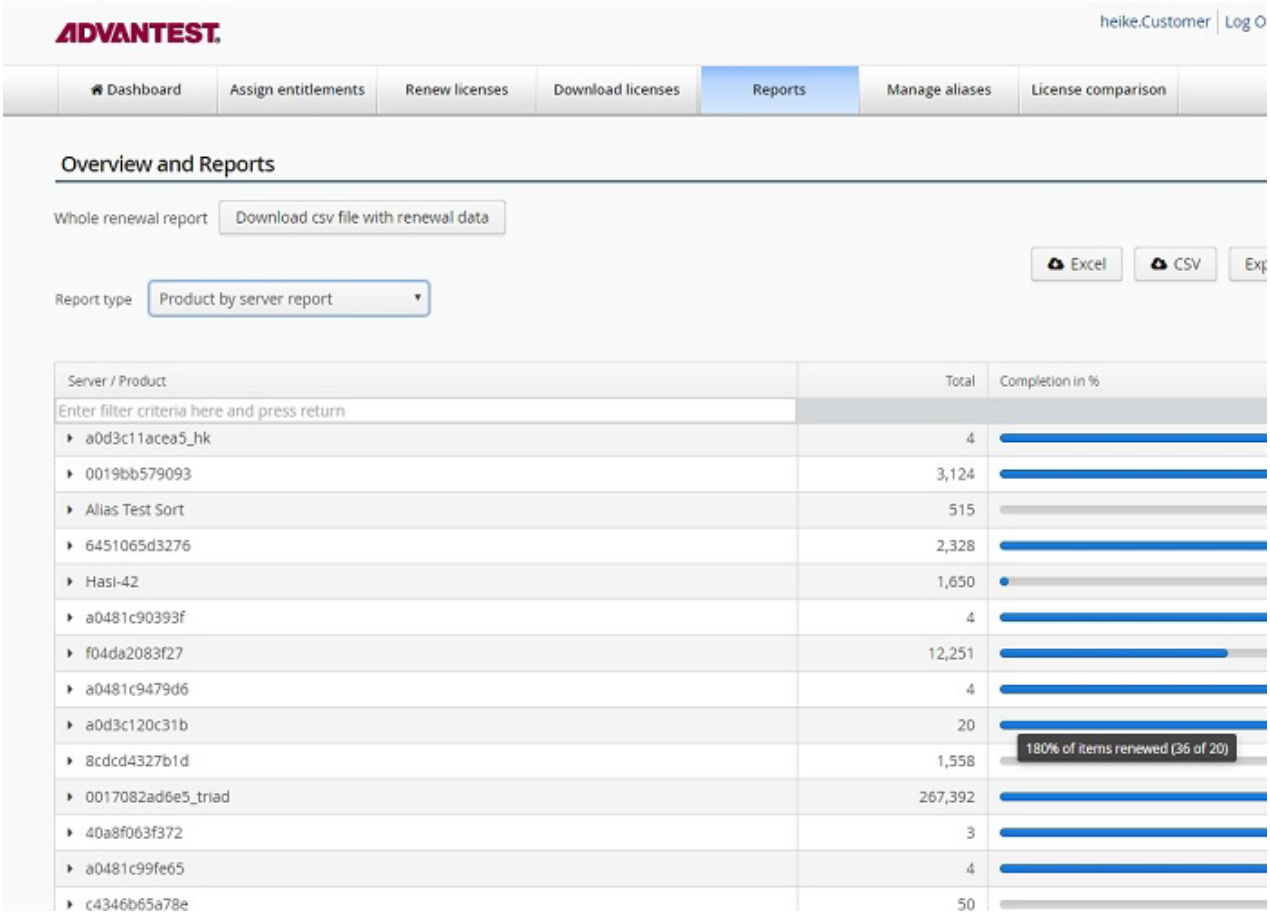
- Product by organization report
- Product by server report
- Splitted entitlements overview

To create a report about your licenses and entitlements, complete the following procedure.

Procedure

1. In the **Advantest Renewal Portal** start page, select the **Reports** tab.

   The Overviews and Reports page opens.



2. Using the **Download csv file with renewal data** button, a csv file is generated with all license renewal data to your assigned entitlements, which you can save to a location of your choice. The report is based on the information available in the files Renewed.csv and To-Be-Renewed.csv from the License Renewal Comparison Tool with additional information, including alias data, user assignment information, and renewed-by information.

   Alternatively, from the menu, select the report that you want to display:

   - Entitlement by organization report

- Product by organization report
- Product by server report
- Splitted entitlements overview

  The selected report results are displayed in collapsed form, listing the products or entitlements, the total number of licenses, and the percentage of those licenses that are renewed and up to date.

3. **Optional:** To show or hide the report details, use the **Expand All** and **Collapse All** buttons.

4. **Optional:** Enter a search string in the filter field and press **Enter**. The report result is filtered to display only entries containing the specified string.

> Note: The reports available from the menu show you a percentage for the current renewal states. The percentage is calculated with respect to the renewal/activation levels from the previous year. For example, If you have 10 license products on a license server and you renew 8 of them on the same license server, the **Product by server report** shows 80% of items renewed (8 of 10). If you move the remaining two license products to another license server, the first license server completion status will remain at 80% even though you might actually be finished with the renewal tasks. Conversely, if you renew and activate more license products on a license server than were installed last year, the completion status will display a value over 100%.

Results

The selected report shows you the renewal completion status for the entitlement IDs assigned to your user account.

What to do next

You can export the report results to a file in Microsoft Excel or CSV format.

Exporting a report

You can export the results of the preconfigured license reports. The reports show you the renewal completion results related to the entitlement IDs assigned to your user account.

About this task

You export the displayed report results to a file in Microsoft Excel or CSV format.

To export the displayed report, complete the following procedure.

Before you begin

Make sure that the report results that you want to export are displayed.

Procedure

1. In the **Reports** tab of the **Advantest Renewal Portal,** make sure that the report results that you want to export are displayed.
2. To select the format of the report file to be exported, click **Excel** or **CSV**.
3. Download and save the report file to your computer.

Results

The selected report results are saved to a file in the selected format and downloaded to your computer or storage location.

Related information

Creating a report

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