

How to Export View List to Excel

This document serves as a guide for you to extract your license view list from the Self-Service Licensing Center into Excel. There are two areas where you may export the information to Excel:

1. **Create New License** to export your license information.
2. Manage Users to export your administrators and licensed users information.

Here is how you may extract the information from **Create New License**:

Step 1	:	Log on to the Altera® Self-Service Licensing Center. Navigation: www.altera.com > Support > mySupport
Step 2	:	Enter your logon name and password
Step 3	:	Click the Self-Service Licensing Center link
Step 4	:	Click the Create New License link
Step 5	:	Click the >>Export button
Step 6	:	Select the following options: <ol style="list-style-type: none"> a. Rows to Export: <i>All Rows In Current Query</i> b. Columns to Export: <i>All</i> c. Output Format: <i>Tab Delimited Text File</i> (you can choose other options) d. Click the Next button e. Note: On some Internet browsers, you may experience security check. You may right click and select Download File. f. Click the Save button.

Here is how you may extract the information from **Manage Users**:

Step 1	:	Click the Manage Users link
Step 2	:	Click the >>Export button
Step 3	:	Select the following options: <ol style="list-style-type: none"> a. Rows to Export: <i>All Rows In Current Query</i>

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