

# How can I export license reports in Cisco License On-Prem (CLP) deployment?

## Introduction

This document provides a step-by-step guide for downloading license usage reports from the Cisco License On-Prem (CLP) portal.

## Video

The purpose of this content is to share information for educational and/or informational use. You may choose to watch the video or read the content below-both provide the same material, so feel free to engage with whichever format you prefer.

## Prerequisites

Before you start, ensure that you have the following:

- A Cisco Smart Account.
- A valid Cisco.com (CCO) User ID and password with access to the relevant Smart or Virtual Account.
- Admin Access to Cisco License On-Prem (CLP) Portal.

## Steps

Step 1: Access the Cisco License On-Prem (CLP) portal at: [https://<IP\\_Address>:8443/admin/#/mainview](https://<IP_Address>:8443/admin/#/mainview).

Step 2: Navigate to the Licensing workspace from the left-hand menu.

Step 3: Select the appropriate On-Prem Account from the On-Prem Account tab,.

Step 4: Once the account is selected, additional tabs will appear in the left-hand menu. Navigate to the Licenses tab.

Step 5: You will be directed to the License Inventory page, which provides a comprehensive view of all licenses associated with the selected On-Prem account, including:

- License name
- Billing type
- Available to use
- In use
- Balance
- Local virtual account
- Tags & others

Step 6: Select the licenses for which you wish to export a report by checking the box next to the License Name. You may select all licenses or filter for a specific set.

Step 7: Click the Export Selected button, located in the top-right corner of the inventory table.

Step 8: In the Export Records pop-up window, configure the following:

- File Type: Choose between .csv or .xlsx format.
- Report Content: Check the box for License Usage to include usage data in your report.

Step 9: Click Export.

**Step Results:** The usage report will be generated and downloaded to your local drive in the selected file format.

## Troubleshooting

**For External Customer/Partner Use Only:** Follow these instructions to resolve your issue. If you need further assistance, please initiate a request for License Support via [Cisco Support Case Manager](#).