How Can I Download a Report of all Licenses In-Use from My Enterprise Agreement Workspace Suite(EAWS)?

Contents

For External Customer / Partner Use Only: These instructions are provided to help customers / partners perform the action themselves to resolve the issue. If the customer / partner runs into issues in the instructions, please have them open a case with licensing support (https://www.cisco.com/go/scm) to help resolve.

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:

- Active Cisco.com account
- Access to Smart account and virtual account
- Active EA Suite

Steps
Step 1: Go to Cisco Software Central and log in with your cisco.com credentials.

Step 2: Select the Smart Account from the Smart Account Selector at the top right corner.

Step 3: Click on Access EA Workspace under the EA Workspace section.

Step 4: Go to the relevant EA Suite and click on the Detailed report link.

Note: Ensure report type selected as Detailed Report & use date range field to modify the report date duration

Step 5: Click on Export to download the report in excel format.

Troubleshooting

1. How can I download the report on Suite basis in EA portal? Select the particular Suite from the Virtual Accounts and download the report.

2. How can I download the report by date range? There is a Date range under the detailed report selection option while downloading the Report.

If you experience an issue with this process, that you cannot address, please open a Licensing case at Support Case Manager (SCM) using Software Licensing option.

For feedback on the content of this document, please submit here.