

# COPYRIGHTCHECK FAQ

Hoe maak ik een Export naar Excel?

# Een export maken naar Excel in het AIP Dashboard

Stap 1 - maak een selectie die je wil exporteren

The screenshot shows the AIP Dashboard interface in Qlik Sense. The browser address bar indicates the URL: `reports.surf.nl/sense/app/ccc9b0a1-d4dd-40e0-8169-be89162b6c09/sheet/0713d483-e3cb-4ed0-b154-9a7f45970382/st...`. The dashboard title is "AIP Dashboard".

On the left side, there are filters for "Period", "Departm...", and "Course n...". Below these filters, there are status indicators: "Checked" (18), "ToDo", "Done", "# Materials" (18), and "#Courses" (2). A "Flag excl ..." button is also visible.

The main content area displays a table titled "Details materials" with the following columns: Material..., Period, Department, Course code, Course name, url, and Filename. The table contains several rows of data, including material IDs like 9, 7305338, 10, 7305340, 11, and 7305242.

At the bottom of the dashboard, a message states: "Please select 1 or more materials (10 is maximum) to enter a manual classification."

Stap 2 - Rechter-muis-klik (Windows) of Control-klik (Mac) op de lijst met documenten

Stap 3 - Klik op de puntjes (...) in het pop-up menu

Stap 4 - Klik op "Downloaden als..."

The image displays three overlapping screenshots of the Qlik Sense interface, illustrating the steps to download a report. The interface shows the 'AIP Dashboard' with a table titled 'Details materials'. The table has columns for Material ID, Period, Department, and Course code. The first screenshot shows a right-click on a row in the table. The second screenshot shows the context menu that appears, with 'Downloaden als...' selected. The third screenshot shows the download options: 'Terug', 'Afbeelding', 'PDF', and 'Gegevens'.

Material...	Period	Department	Course code
9	Default term	LR BSc 1e jaar 2021	01 Advanced Aircraft De...
7305338	Default term	LR BSc 1e jaar 2021	01 Advanced Aircraft De...
10	Default term	LR BSc 1e jaar 2021	01 Advanced Aircraft De...
7305340	Default term	LR BSc 1e jaar 2021	01 Advanced Aircraft De...
11	Default term	LR BSc 1e jaar 2021	01 Advanced Aircraft De...
7305342	Default term	LR BSc 1e jaar 2021	01 Advanced Aircraft De...

Checked  
ToDo  
Done  
# Materials: 18  
# Courses: 2  
Flag excl ...

Stap 5 - Klik op [Exporteren]

Stap 6 - Download het bestand via de link.

The screenshot shows the Qlik Sense interface with the 'AIP Dashboard' active. A dialog box titled 'Gegevensinstellingen' is open, displaying a checkbox for 'Tabelopmaak' (Table format) which is currently unchecked. Below the checkbox, there is a warning message: 'Het exporteren van een grote tabel inclusief opmaak kan langer duren.' (Exporting a large table including formatting can take longer). At the bottom of the dialog, there are two buttons: 'Annuleren' (Cancel) and 'Exporteren' (Export). The background dashboard shows a table with columns for Material, Period, and Department, and a sidebar with filters for Period, Department, and Course.

The screenshot shows the same Qlik Sense interface as the previous one, but now with a dialog box titled 'Export voltooid' (Export completed) open. The dialog contains the message: 'Uw geëxporteerde gegevens zijn gereed om te worden gedownload.' (Your exported data is ready to be downloaded.) followed by a blue link: 'Klik hier om uw gegevensbestand te downloaden.' (Click here to download your data file.) and a 'Sluiten' (Close) button at the bottom right. The background dashboard is dimmed, showing the same table and sidebar as before.

# Stap 7 - Open de Excel file

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "9736013a-b152-439e-8278-e86f3ad5128f.xlsx [Beveiligde weergave] - Excel". The ribbon includes "Bestand", "Start", "Invoegen", "Pagina-indeling", "Formules", "Gegevens", "Controleren", "Beeld", "Help", and "Vertel wat u wilt doen". A security warning is visible: "BEVEILIGDE WEERGAVE Let op - bestanden van internet kunnen virussen bevatten. Als u het bestand niet hoeft te bewerken, kunt u beter in de Beveiligde weergave blijven. Bewerken inschakelen". The spreadsheet data is as follows:

Material id	Period	Department	Course code	Course name	url	Filename	Title	Owner	Filetype
9	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	2 - Weight Estimation.pptx		user@example.cor	ppt
7305338	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	2 - Weight Estimation.pptx		user@example.cor	ppt
10	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	3 - Wing loading thrust loading.pptx		user@example.cor	ppt
7305340	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	3 - Wing loading thrust loading.pptx		user@example.cor	ppt
11	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	4 - Analysis of Configurations.pptx		user@example.cor	ppt
7305342	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	4 - Analysis of Configurations.pptx		user@example.cor	ppt
12	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	5 - Fuselage design.pptx		user@example.cor	ppt
7305344	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	5 - Fuselage design.pptx		user@example.cor	ppt
13	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	6 - Wing and Propulsion System Design		user@example.cor	ppt
7305346	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	6 - Wing and Propulsion System Design		user@example.cor	ppt
14	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	7 - Empennage and Gear design.pptx		user@example.cor	ppt
7305347	Default term	LR BSc 1e jaar 202	01 Advanced Aircra	TUD-01 Advanced	https://canvas03.s	7 - Empennage and Gear design.pptx		user@example.cor	ppt
15	Default term	LR BSc 1e jaar 202	02 Fundamental of	TUD-02 Fundamen	https://canvas03.s	AE4260A_Lecture#01_introduction_to		user@example.cor	ppt
7305348	Default term	LR BSc 1e jaar 202	02 Fundamental of	TUD-02 Fundamen	https://canvas03.s	AE4260A_Lecture#01_introduction_to		user@example.cor	ppt
16	Default term	LR BSc 1e jaar 202	02 Fundamental of	TUD-02 Fundamen	https://canvas03.s	AE4260A_Lecture#02_Introduction_to		user@example.cor	ppt
7305349	Default term	LR BSc 1e jaar 202	02 Fundamental of	TUD-02 Fundamen	https://canvas03.s	AE4260A_Lecture#02_Introduction_to		user@example.cor	ppt
17	Default term	LR BSc 1e jaar 202	02 Fundamental of	TUD-02 Fundamen	https://canvas03.s	AE4260A_Lecture#03_Acoustic_Analo		user@example.cor	ppt
7305350	Default term	LR BSc 1e jaar 202	02 Fundamental of	TUD-02 Fundamen	https://canvas03.s	AE4260A_Lecture#03_Acoustic_Analo		user@example.cor	ppt

# Tips

1. Maak de selectie niet te groot;
  - er is een maximum aan de hoeveelheid data die de rapportage-omgeving in één keer kan exporteren
2. De eerste kolom (Material id) is een uniek nummer voor Copyrightcheck voor dat bestand;
  - laat deze kolom staan als je wijzigingen doorvoert in de Excel en deze later weer wil kunnen importeren.