

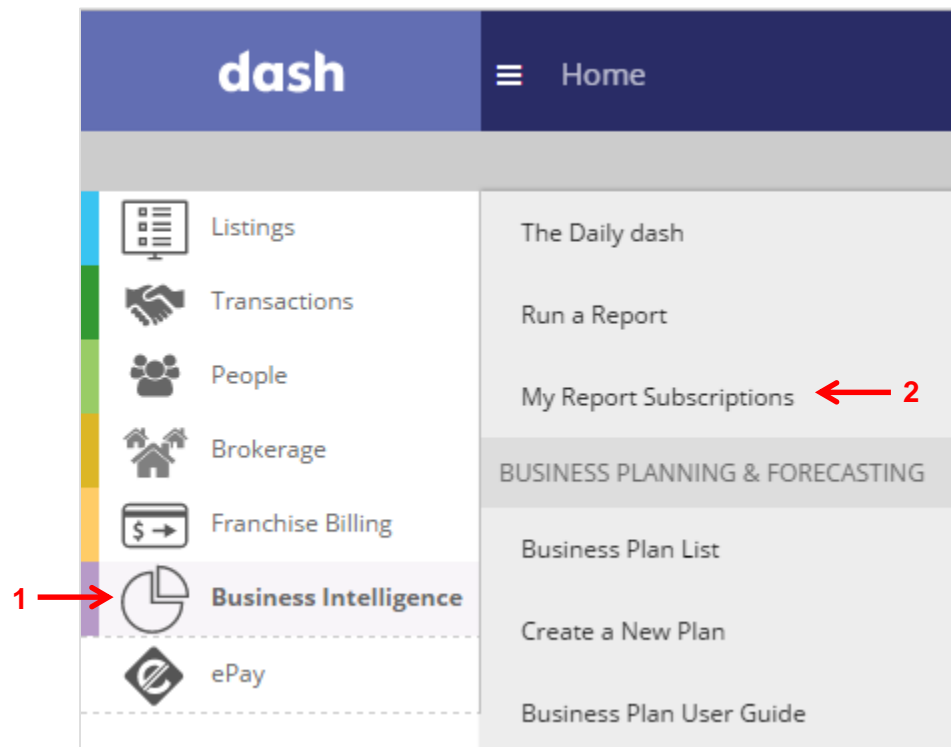
## Create and Manage Report Subscriptions

You can use the report subscription functionality to set up reports to run automatically for you, at specified frequency and with certain parameters. These reports will get sent directly to your email without you having to login to dash.

**Note: Not all reports have subscription functionality.**

Fields marked with an asterisk (\*) are mandatory.

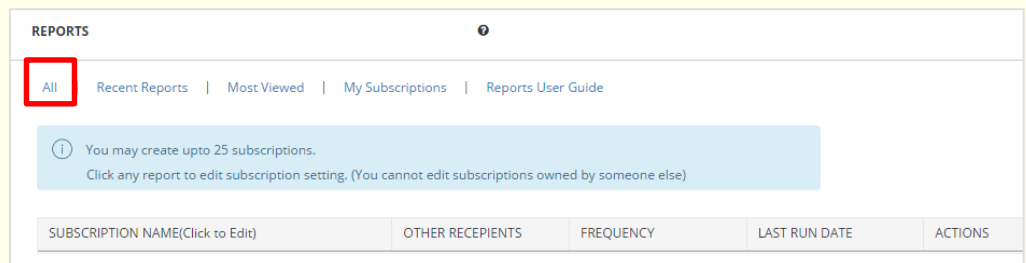
1. Click **Business Intelligence** on the left navigation menu.
2. Click **My Report Subscriptions**.



The **Reports** screen displays.

3. Click **All** to see all the reports available in dash.

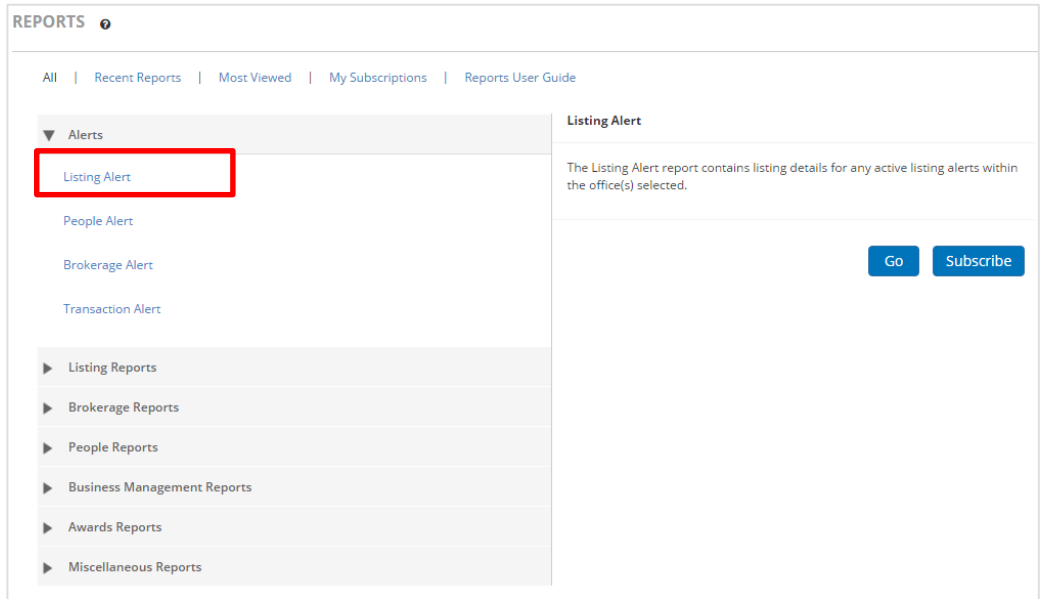
**Note: Not all reports have subscription functionality.**



### To Subscribe to a Report:

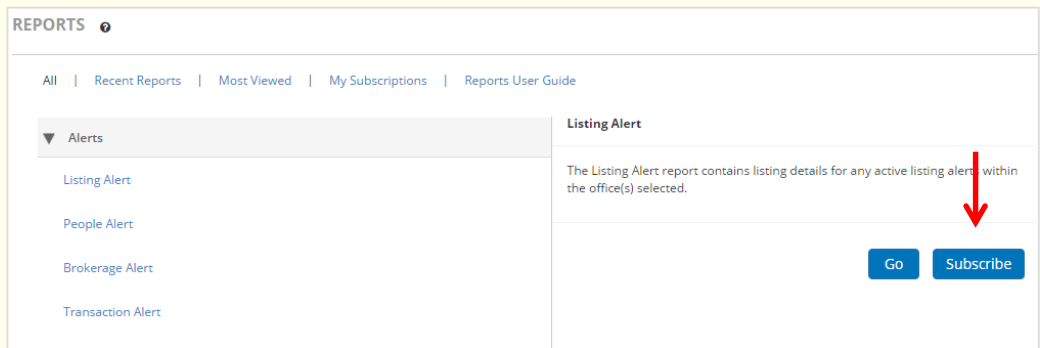
4. Click the arrow next to a report section to expand it, and then click the report you would like to subscribe to.

In this example, we will select **Listing Alert** report.



The description of the report displays on the right.

5. Click **Subscribe**.



The subscription form displays.

SUBSCRIBE TO LISTING ALERT REPORT
✕

**6** SUBSCRIPTION NAME\*

**7** REPORTING PERIOD\*  To

**8** DELIVERY FREQUENCY\* -- SELECT --

**9** DAY\* -- SELECT --

**10** RUN TIME \*

**11** DELIVERY FORMAT\* -- SELECT --

**12** RECIPIENTS\* josephine.poelma@abc.com

**13** ADDITIONAL RECIPIENTS

Select All
Selected
Remove All

0013-All Seasons	0012-All Seasons <span style="float: right;">✕</span>
0008-All Seasons	0001-All Seasons <span style="float: right;">✕</span>
0004-All Seasons	0002-All Seasons <span style="float: right;">✕</span>

**14**

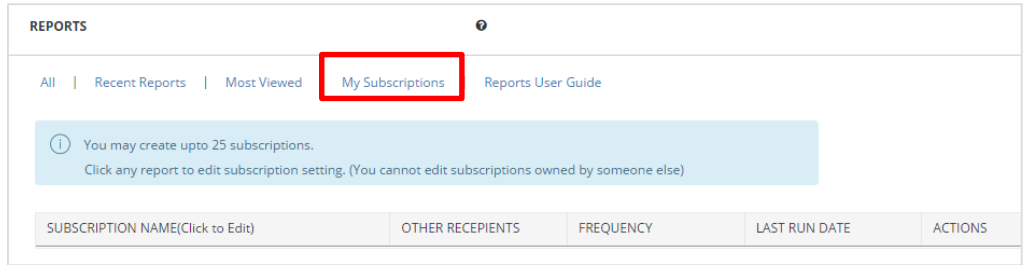
Cancel
15 →
SAVE SUBSCRIPTION

6. **Subscription Name:** Create a name for your report.
7. **Reporting Period:** Click the calendars to select the start and end dates when you would like to receive the report.
8. **Delivery Frequency:** Select whether you'd like to receive the report daily, weekly, monthly or yearly.
9. **Day:** Select the day of the week when you want to receive your report.
10. **Run Time:** Click the gear icon to select the time of the day when you want the report to run.
11. **Delivery Format:** Select if you'd like to receive the report as a PDF, Excel or CSV file.
12. **Recipients:** Your email address will be populated here by default.
13. **Additional Recipients:** Enter any additional recipients for this report.
14. In the office selection section, click an office on the left to include the office in the report, or click **Select All** to include all offices. To remove an office from the report, click **X** next to the office name on the right.
15. Click **Save Subscription**.

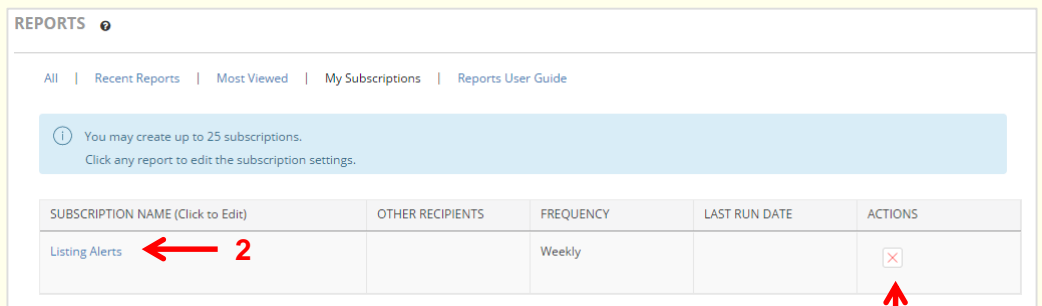
The subscription will now be saved in your **My Subscriptions** tab.

### To View Your Subscriptions:

1. On the Reports screen, click **My Subscriptions**.



2. To **edit** a subscription, click the report subscription name. The subscription form will display and allow you to edit and update.
3. To **delete** a subscription, click X.



Note: Only the user who created the subscription will be able to edit or delete it.