

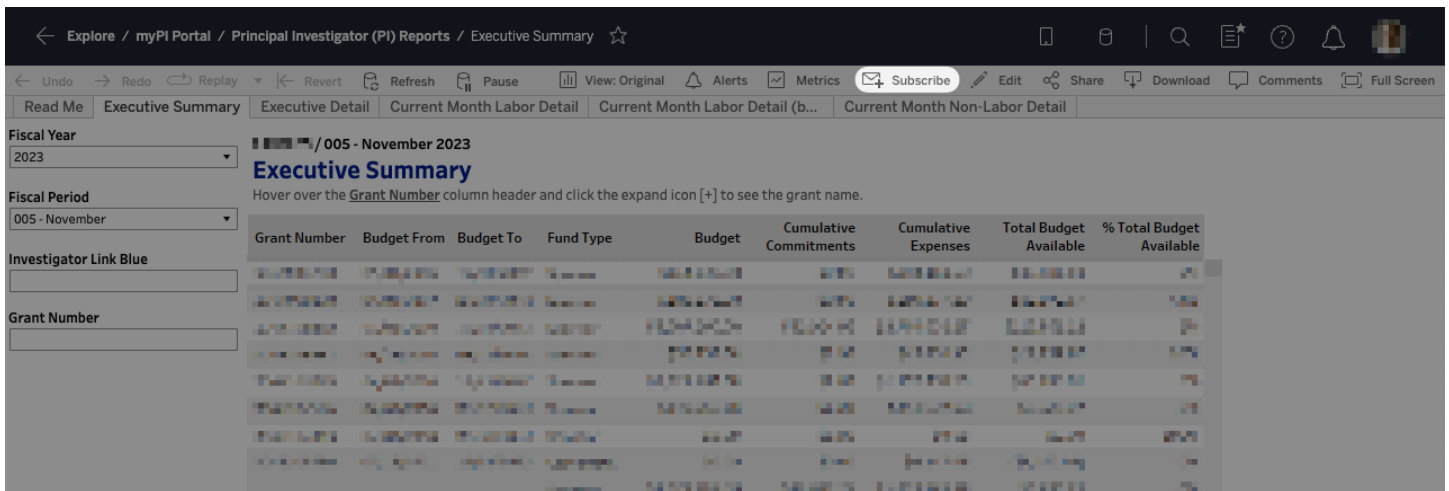
What are subscriptions?

The subscription feature in Tableau allows you to receive automatic updates (via email) to a view or report on a regular basis. This can be useful if you want to stay up-to-date on the latest data in a particular view, or if you want to share that view with other people and ensure that they always have access to the most current information.

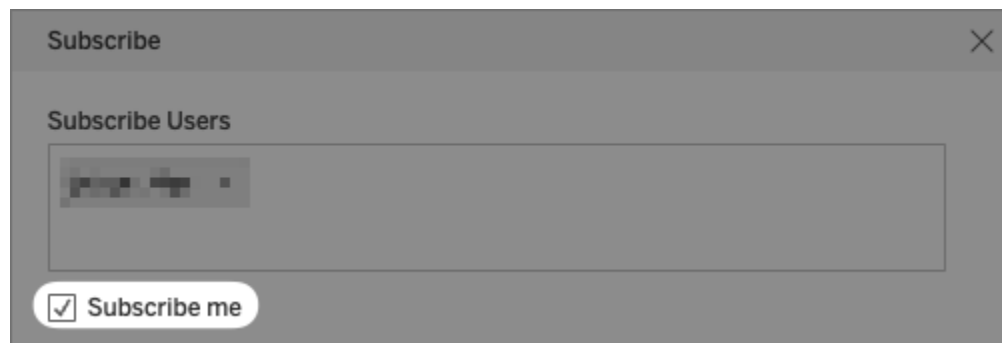
How can I subscribe to a view or report?

To subscribe to a view or report, follow these steps:

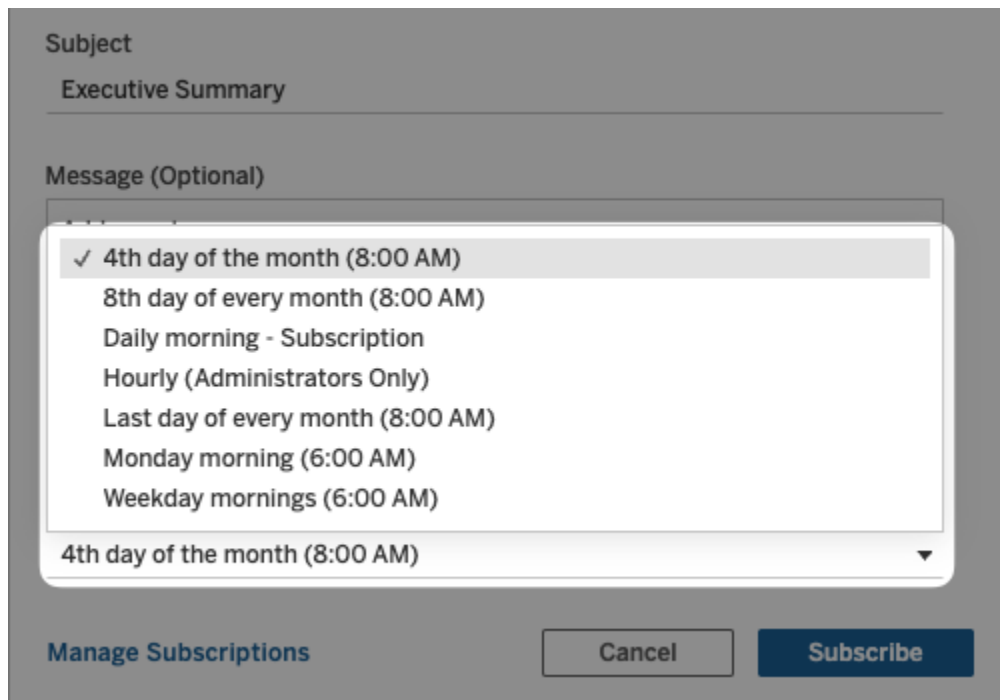
1. Open and log into Tableau Server and navigate to the view that you want to subscribe to.
2. Click on the "Subscribe" button in the top-right corner of the view.



3. In the "Subscribe" window, check the "Subscribe me" box and complete the form in accordance to your business needs.



4. Select how often you want to receive updates to the view.



The image shows a dialog box for selecting a subscription frequency. At the top, the subject is "Executive Summary". Below it is a section for "Message (Optional)". A dropdown menu is open, showing several options. The first option, "4th day of the month (8:00 AM)", is selected and highlighted. Other options include "8th day of every month (8:00 AM)", "Daily morning - Subscription", "Hourly (Administrators Only)", "Last day of every month (8:00 AM)", "Monday morning (6:00 AM)", and "Weekday mornings (6:00 AM)". At the bottom of the dialog, there are three buttons: "Manage Subscriptions", "Cancel", and "Subscribe".

Subject
Executive Summary

Message (Optional)

- ✓ 4th day of the month (8:00 AM)
- 8th day of every month (8:00 AM)
- Daily morning - Subscription
- Hourly (Administrators Only)
- Last day of every month (8:00 AM)
- Monday morning (6:00 AM)
- Weekday mornings (6:00 AM)

4th day of the month (8:00 AM)

Manage Subscriptions Cancel Subscribe

5. Click "Subscribe" to complete the process.