Subscribing to a Tableau View or Workbook

Subscribing to a Tableau view or workbook sends a PDF screenshot of the report to your email at the frequency you request.

Tableau documentation: <https://help.tableau.com/current/online/en-us/subscribe_user.htm>

Steps:

1. Open the workbook/dashboard you wish to subscribe.
2. On the blue toolbar, click “Watch”, then “Subscriptions”. The blue toolbar may be at the top or the bottom of the screen.
3. Fill in the requested information. Customize the subject line so you recognize the content.
4. Choose “When Data Refreshes” for UIRR workbooks that are refreshed nightly on the Tableau Server.
5. Click “Subscribe”.

