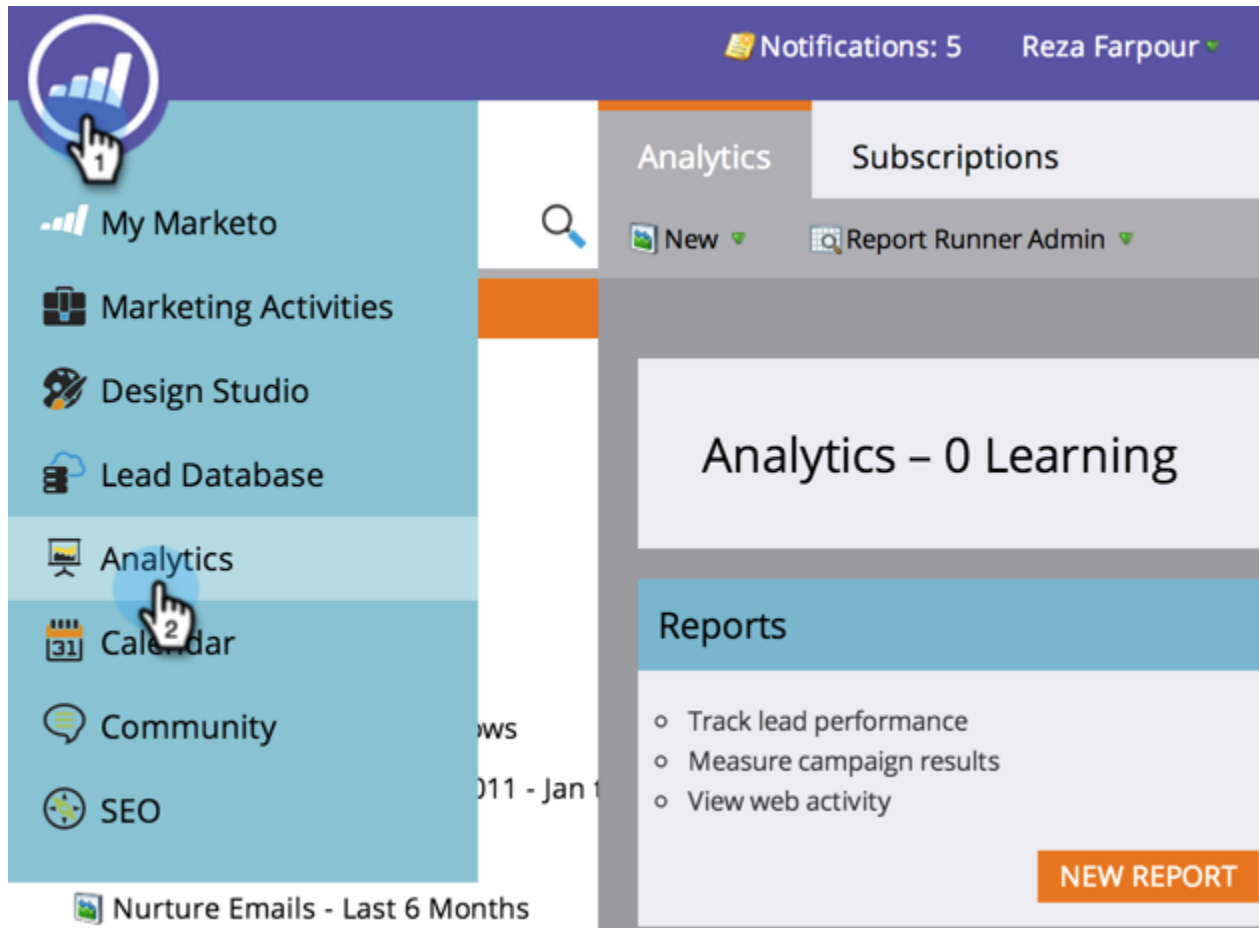


# Manage Report Subscriptions

Configure and delete report subscriptions.

1. Go to the **Analytics** area.



2. Click the **Subscriptions** tab.

Analytics

Subscriptions

Analytics...

0 Learning

- Lead Reports
- Email Reports
- Landing Page Reports
- Program Reports
- Company Reports

Report Type: Campaign Activity (1 Item)

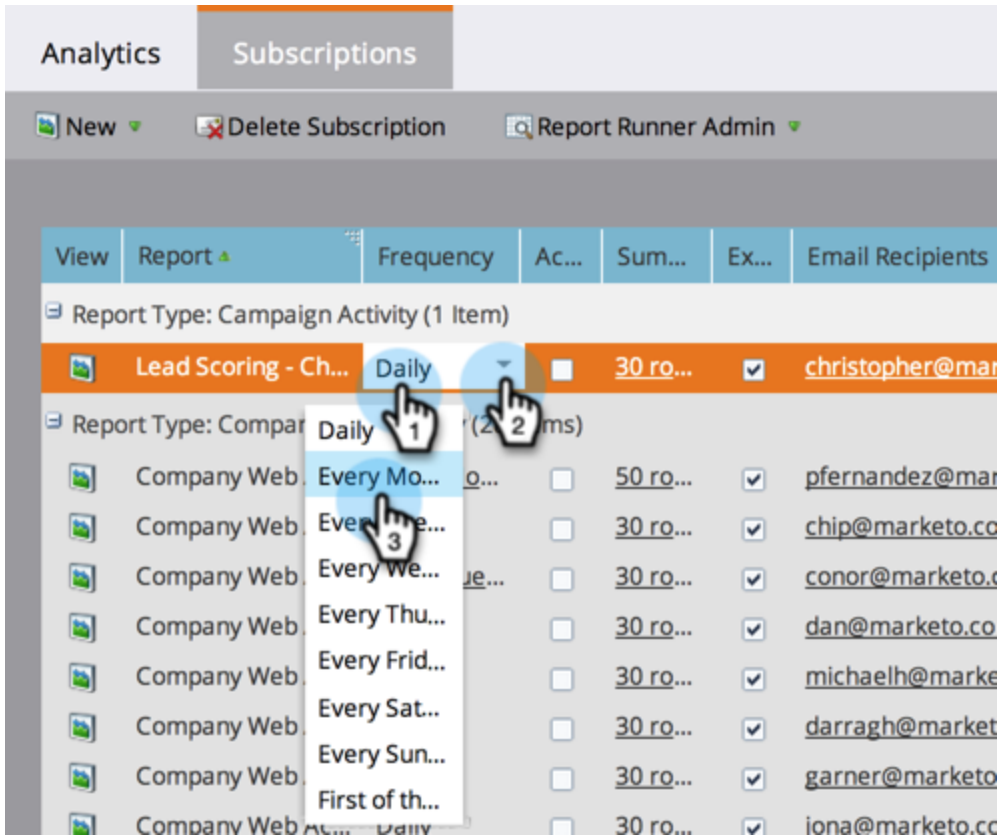
Report Type: Company Web Activity (28 Items)

This page displays the subscriptions to all the reports in your account, grouped by [report type](#). This includes [subscriptions to basic reports](#) and to [Revenue Cycle Explorer](#) reports.

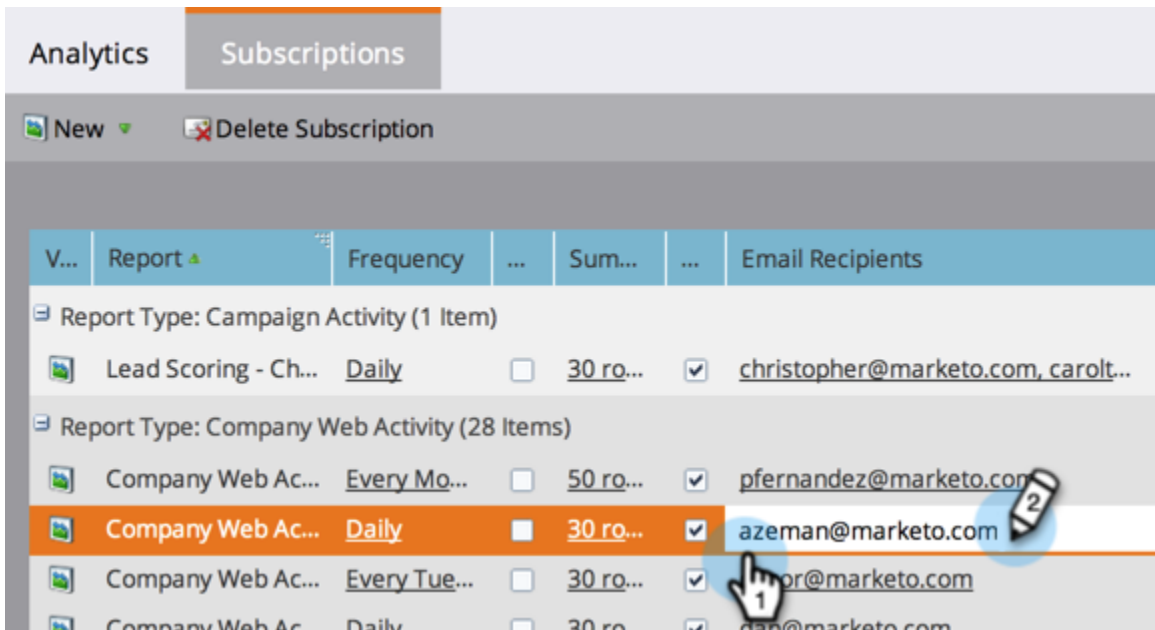
## Tip

You can also manage subscriptions to an individual report in **Marketing Activities**. Select the report and click the **Subscriptions** tab.

3. To change how often a report is emailed, click the **Frequency** field and select a new option from the drop-down menu.



4. To change the email addresses in a subscription, click the **Email Recipients** field and edit the email addresses.



Tip

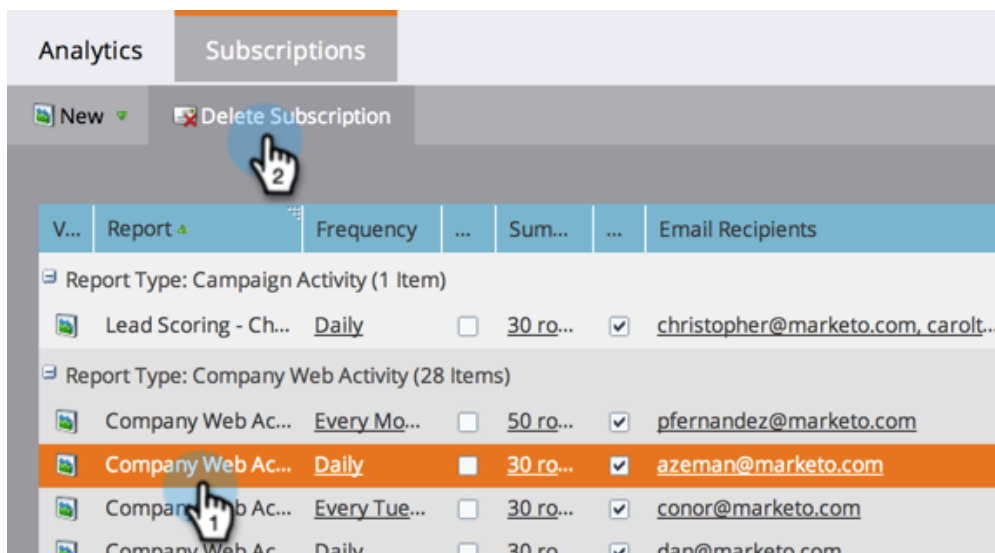


- Use commas between email addresses.
- To save your edits, click in an area *outside* the subscriptions list.

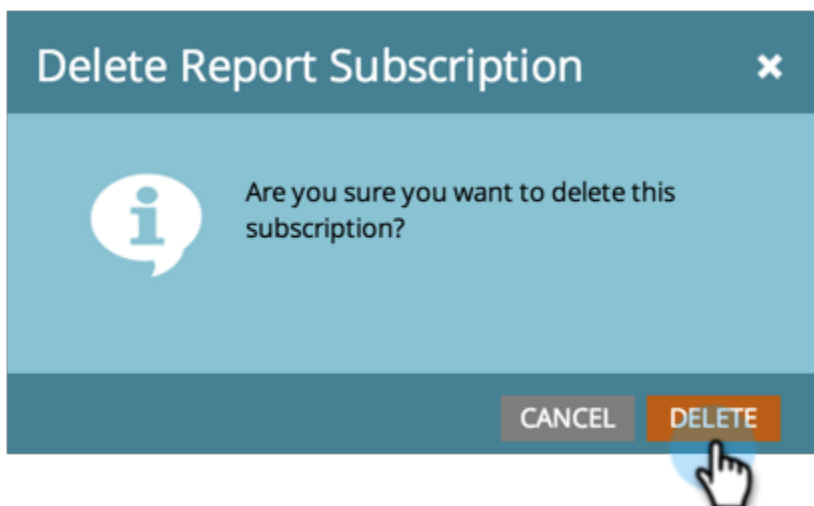
## 5. You can also:

- Click the **View** button to open a report.
- Deselect the **Active** checkbox to deactivate the subscription.
- Click and edit the **Summary** field to change how many preview rows appear in the email.
- Deselect the **Excel** checkbox to send report summaries without the spreadsheet attachment.
- Click the **Send** button to send the report email immediately.

## 6. To delete a subscription altogether, select the row and click **Delete Subscription**.



## 7. Confirm your intention to delete the subscription.



## Related Articles

- [Subscribe to a Basic Report](#)
- [Subscribe to a Revenue Explorer Report](#)



Learn more in the [Basic Reporting](#) and [Revenue Cycle Explorer](#) deep dives.