

Subscribe to a Basic Report

To receive automatic updates of a [basic report](#), or to share them, you can subscribe any email address to an existing report.



Note

For [Revenue Cycle Explorer](#) report subscriptions, see [Subscribe to a Revenue Explorer Report](#).

1. Go to the **Marketing Activities** area.



2. Select your report from the navigation tree and click the **Subscriptions** tab.

The screenshot shows a software interface with a top navigation bar containing 'Notifications: 4', 'Reza Farpour', 'Admin', and 'Community'. Below this is a secondary navigation bar with tabs for 'Lead Performance', 'Report', 'Smart List', 'Setup', and 'Subscriptions'. A search bar labeled 'Marketing Activities...' is on the left. A sidebar menu on the left includes 'Registration TY', 'Lead Performance' (highlighted in orange), and 'Market Restart Program'. The main content area has a sub-navigation bar with 'New', 'Report Actions', 'New Report Subscription', and 'Delete Subscription'. Below this is a table header with columns: 'View', 'Rep...', 'Freq...', 'Active', 'Sum...', 'Excel', 'Email Reci...', 'Status', 'Last ...', and 'Send'. A hand cursor with the number '1' points to 'Lead Performance' in the sidebar, and another hand cursor with the number '2' points to 'Subscriptions' in the top navigation bar.

Note

You can also subscribe to reports from the **Analytics** tab.


3. Click **New Report Subscription**.


This is a close-up screenshot of the 'New Report Subscription' button in the software interface. The button is highlighted with a blue glow and a hand cursor. The surrounding navigation tabs are 'Lead Performance', 'Report', 'Smart List', 'Setup', and 'Subscriptions'. The sub-navigation bar also shows 'New', 'Report Actions', 'New Report Subscription', and 'Delete Subscription'. The table header below the button is partially visible, showing columns: 'View', 'Rep...', 'Freq...', 'Active', 'Sum...', 'Excel', 'Email Reci...', 'Status', 'Last ...', and 'Send'.

4. Enter the email address(es) and set the frequency of the report emails.

New Report Subscription ✕


Subscribe To: Lead Performance

Email Recipients: * 

Frequency: 

Attach Excel Report:

Email Preview Rows:





Note

Anyone can unsubscribe from the report in the email they receive.

5. That's it! Check your inbox!

Marketo Optimization & Review.Lead Performance

Report: [Marketo Optimization & Review.Lead Performance](#)

Generated: Jul 13, 2014 1:07 PM PDT

Time Frame: All Time

Smart List: 1 rule

1-30 of 55

Created At ↓	Total Leads
06/01/2012	2
05/01/2012	154
04/01/2012	231
03/01/2012	1,702
02/01/2012	59

Related Articles

Learn how to [manage all your report subscriptions](#) in one place.



Deep Dive

See what else you can do with reports in the [Basic Reporting](#) deep dive.

