

Create a Subscription to a View or Workbook

[Version: 2020.3]{.article__tags--version}

[Applies to: Tableau Online, Tableau Server]{.article__tags--applies-to}

[]{.article__tags--role}

Subscriptions email you an image or PDF snapshot of a view or workbook at regular intervals---without requiring you to sign in to Tableau Server or Tableau Online.

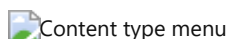
Note: In Tableau Server, administrators determine whether subscriptions are enabled for a site.

Set up a subscription for yourself or others

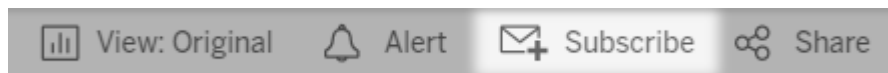


When you open a view in Tableau Server or Tableau Online, if you see a subscription icon () in the toolbar, you can subscribe to that view or to the entire workbook. You can subscribe other users who have permission to view the content if you own a workbook, if you are a project leader with an appropriate site role, or if you are an administrator.

1. From the Explore section of your site, select [All Workbooks] or [All Views], or open the project that contains the view you want to subscribe to.



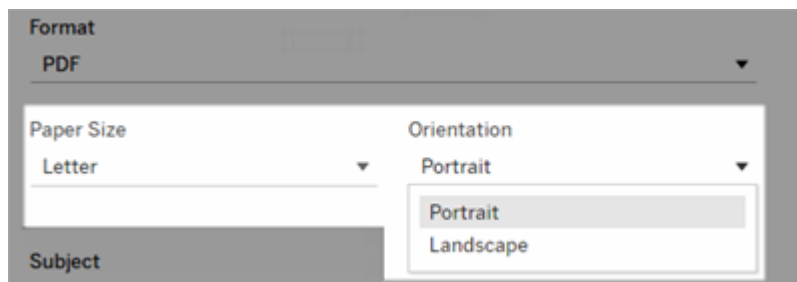
2. Open a view either directly, or after opening the containing workbook.
3. In the toolbar above the view, click [Subscribe].



4. Add the Tableau users or groups you want to receive the subscription. To receive a subscription, users must have the **View** and **Download Image/PDF** permissions. If they use Tableau Server, their accounts must also have email addresses.

[Note]: When you subscribe a group, each user is added individually at the time the subscription is created. If more users are added to the group later, you must re-subscribe the group for those new users to receive the subscription. Likewise, users later removed from the group will not have their subscriptions removed automatically unless their permissions to the subscribed view are removed.

5. Choose whether subscription emails include the current view or the entire workbook.
6. Choose the format for your snapshot: as a PNG image, a PDF attachment, or both.
 - If PDFs, choose the paper size and orientation you'd like to receive.

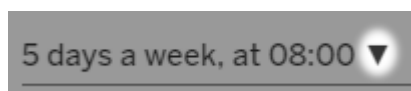


7. When the workbook uses one data extract on a published connection, you can pick a frequency:

- [When Data Refreshes]: sends only when data in the view or workbook is refreshed.
- [On Selected Schedule]: Pick a schedule for the subscription.

8. If frequency is not set to When Data Refreshes, pick a schedule:

- For Tableau Server, choose from subscription schedules established by your administrator.
- For Tableau Online and Tableau Server with [custom schedules enabled](#)[\(\(Link opens in a new window\)\)](#), click the drop-down arrow to the right of the current settings.



Then specify a custom schedule that sends subscription emails whenever you wish. (The precise delivery time may vary if server load is high.)

Repeats
Hourly ▼

Every:
Hour ▼

From: 09:00 ▼ To: 17:00 ▼
(UTC-08:00) America/Los Angeles

On
☐ S ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ S

To change the time zone, click the Time Zone link it to go to your account settings page.

9. To clarify subscription emails, customize the subject line, and add a message.

10. If the view contains data only when high-priority information exists, select [Don't send if view is empty].

11. If you own the workbook, select [Subscribe me].

12. Click [Subscribe].

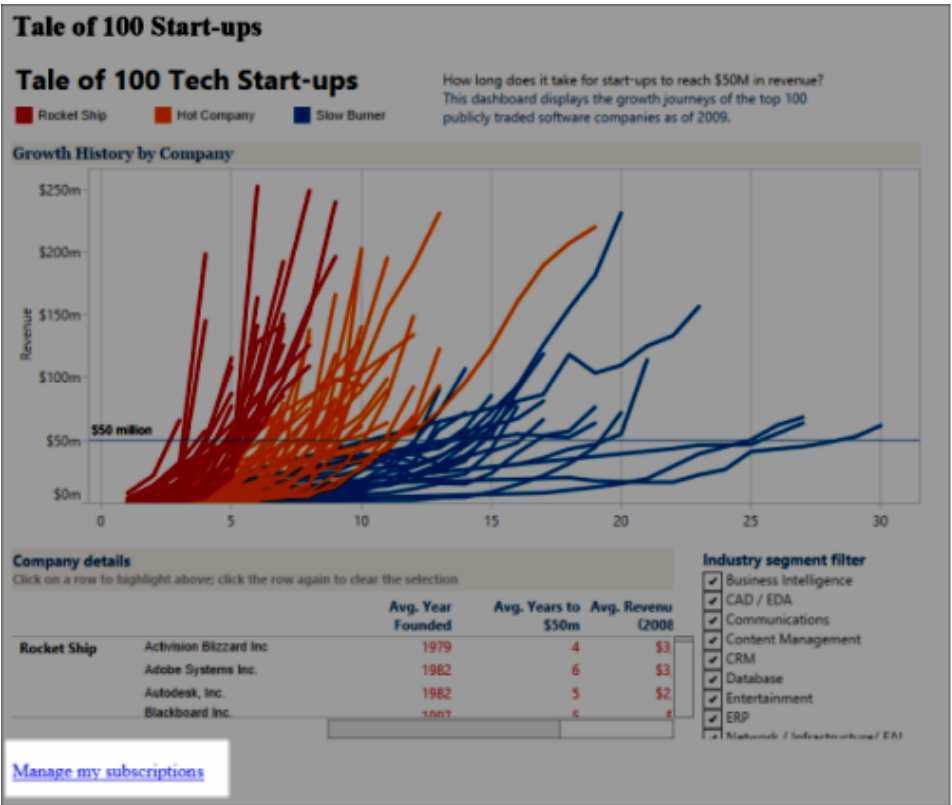
When you receive a subscription email, you can select the image (or the link in the message body for PDF subscriptions) to be taken to the view or workbook in Tableau Online or Tableau Server.

Update subscription settings

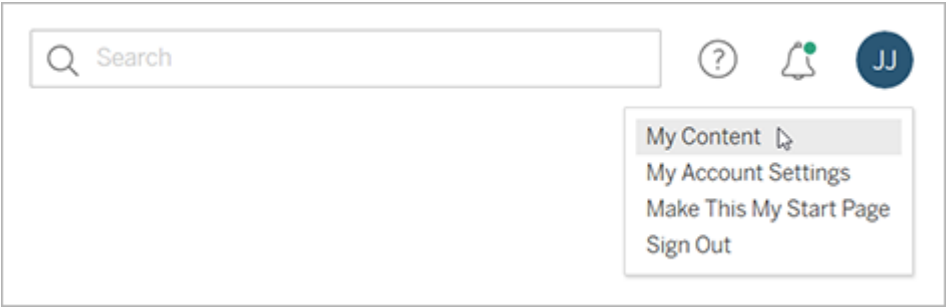
Update or unsubscribe from a subscription

You can unsubscribe from an existing subscription, or make changes to a subscription's format, schedule, subject, or empty view mode.

- 1. Access your Tableau Server or Tableau Online account settings by doing one of the following:
 - Click [Manage my subscriptions] at the bottom of a subscription email.



- Sign in to Tableau Server or Tableau Online. At the top of the page, select your user icon, and then select [My Content].



2. Click [Subscriptions].

3. Select the check box next to the view you want to unsubscribe from, click [Actions], and then click [Unsubscribe], or select the subscription option you'd like to change.

Resume or delete suspended subscriptions

If a subscription fails more than five times, you'll receive a notification email that your subscription has been suspended. There are a few ways to resume a suspended subscription if you're a subscription owner or administrator:

- From the My Content area of Tableau web pages, an icon appears in the Last update column to indicate that the subscription is suspended. Select [...] > [Resume Subscription] to resume.
- From the Subscriptions tab of the affected workbook, an icon appears in the last update column to indicate that the subscription is suspended. Select [...] > [Resume Subscription] to resume.

You'll receive an email notification when the subscription is working again.

See also

[Change Subscription Settings](#)[\(Link opens in a new window\)](#) in the Tableau Desktop and Web Authoring Help.

[Project-level administration](#)[\(Link opens in a new window\)](#) in the Tableau Online Help, to learn which site roles allow full Project Leader capabilities.