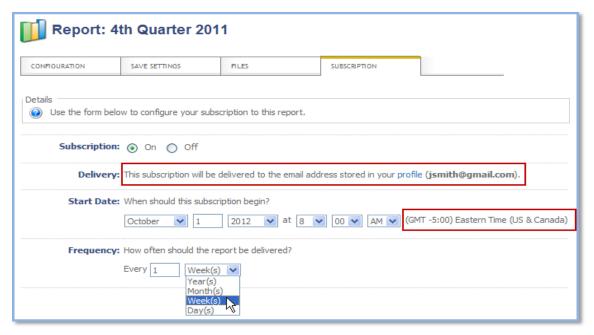## Subscribing to a Report

With the Inquisiq reporting tool, you can also subscribe to reports which will automatically email you the results on a designated schedule. The report will be attached to the subscription email. To unsubscribe to a report, click the **unsubscribe** link located at the bottom of the email or return to the page below and select the **Off** button. Only users can create report subscriptions. The LMS administrator account is not able to subscribe to reports.

To subscribe to a report, you will need to select a relative date filter that is equal to or less than the frequency of your configured subscription. A relative time filter is a date that is relative from the date and time that the report subscription is delivered. For example if you have configured a report on "[account] Created" in the last 7 days, the report will provide results for user accounts that were created within the last 7 days (from the date / time that the subscription was delivered). Filters that have relative date selections would be the following: Created, Expires, Last Login, Enroll Date, Date Due, Date Completed, etc.

To set up a report subscription:

1. Click the **Subscription** tab.
2. Select the **On** button.
3. Review the email address listed (from your user's profile). To change it, click on the **profile** link. Click **Save Changes** before exiting your Account Information.
4. Select the **Start Date** and time that you would like to receive the report. The time zone indicated is based off of your profile. To change the time zone, click on the **profile** link.
5. Select the **Frequency** or how often the report will be delivered using the drop-down menu. Options include Day(s), Week(s), Month(s), and Year(s). In the example below, the report will be delivered "Every 1 Week(s)." Because October 1, 2012 falls on a Monday, the report will be delivered every Monday at 8:00 AM (EST).

6. Click **Update Subscription.**