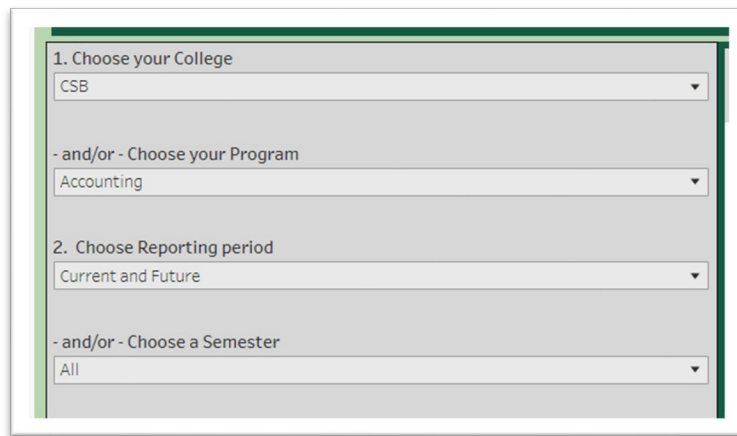# Subscribing to a dashboard

When you subscribe to a dashboard you will receive an email that contains a pdf of the information you want. You can choose how often you receive the email and what information it contains. This can only be done on dashboards that require a login.

To subscribe to a dashboard, you first need to set a custom default view.

Create a custom default view.
1. Open the dashboard by clicking the link on the https://www.uwgb.edu/ise/ website.
    a. For these instructions I will be using the College Dashboard but it can be done on any of the University Dashboards or the Administrative Dashboards.
2. Choose the options you want on the available filters.
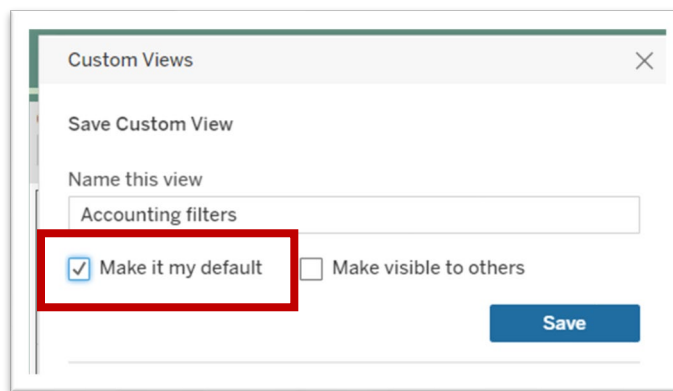   a. You can set filters on multiple tabs and they will all be saved.

3. Go to the tab that you want to be your default page.
    a. Whatever tab you are on when you save your custom view will become your default page.
4. Click on the View button on the menu bar in the upper left of the screen.

5. Name your custom view (e.g. Accounting filters)
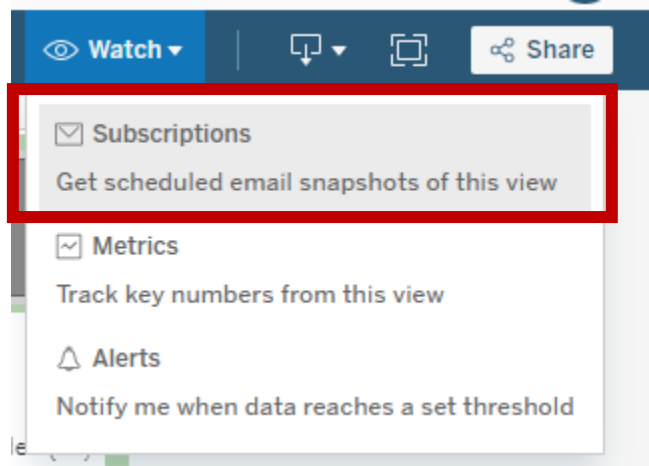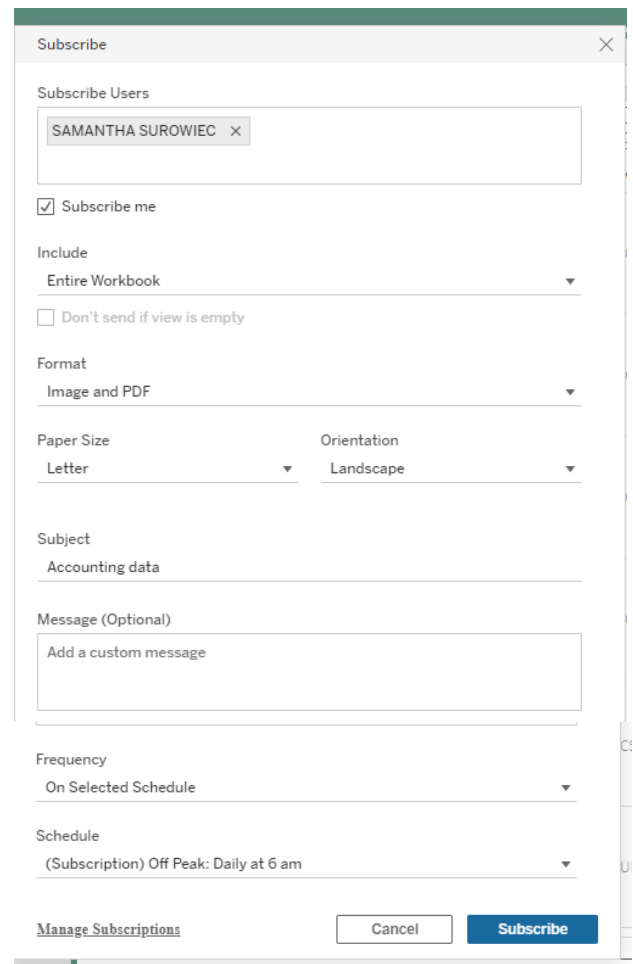6. Click on '*Make it my default*'.
7. Click on Save.

Subscribe to the dashboard

1) Click on the Watch Dropdown button then click on Subscriptions.

2) The Subscribe window will open
   a) Click on 'Subscribe me'
   b) Include - Choose what you want to include
      i) This View – only the page you are looking at
      ii) Entire Workbook – is every page in the dashboard
   c) Format – choose how you want to receive the information
      i) Image
      ii) PDF
         (1) Choose the size and orientation – I recommend Letter and Landscape
      iii) Image and PDF – this is the recommended option
         (1) Choose the size and orientation – I recommend Letter and Landscape
   d) Subject – Choose what will appear in the subject line of the email.
   e) Message – if you want to include a message in the email you can do it here.
   f) Frequency – how often you want to receive the messages
      i) On Selected Schedule – this is the recommended option
         (1) Schedule – Choose when you want to receive the email.
            (a) These options are chosen by UW System.
      ii) When Data Refreshes – in most cases this is every day
3) Click on the Subscribe button.