

# Report Notifications Overview

Report Notification is a message that is sent to the User via Burst. It shows changes made to the Report to which the User is subscribed. This article describes how to subscribe for Report Notifications.

## 1. Subscribe to Notifications

In this case, the User can receive immediate/daily/weekly/monthly emails with Report is updated (new rows are added).

Open Report Viewer either from the Homepage or from the Report Editor

The screenshot displays the 'Daily Sales Demo Report' interface. A 'Report Notifications' pop-up is open, showing options to subscribe to notifications. The pop-up includes a 'Send on a schedule' section with a checked checkbox for 'You are subscribed' and a dropdown menu set to 'Daily Report Digest'. A 'Save Changes' button is located at the bottom of the pop-up. The background shows a table with columns: calendar\_date, Country, corporate sales, wine, Chardonnay, Alamos Chardonnay 2, 864, 349, 53, 366. The table continues with various wine entries and their associated metrics.

1. Click the envelope icon to open the Report Notification pop-up
2. Select the checkbox to receive notifications
3. Choose how often you would like to receive updates from the dropdown menu:
  - **Immediate Report Digest:** if this option is selected, a notification is going to be sent only in case there is going to be at least one new row in this Report.
  - **Daily Report Digest**
  - **Weekly Report Digest**
  - **Monthly Report Digest**
4. [Save Changes]

For more details about how to set the Report Digest check the [Report Digest Customization](#) article.

## 2. Add Metric-Based Alert Rule

Use this method to define the criteria of the anomalous or expected data the same way it is done for KPI Alerts. To create a KPI Alert rule with specific criteria, you should attach it to the Metric. This Metric should have the same data as your Report (preferably, the same Data Source and Collection Schedule), so that if new Values meet the criteria predefined in the KPI Alert Rule, the Alert that is going to fire will be applicable both for the Report and a Metric.

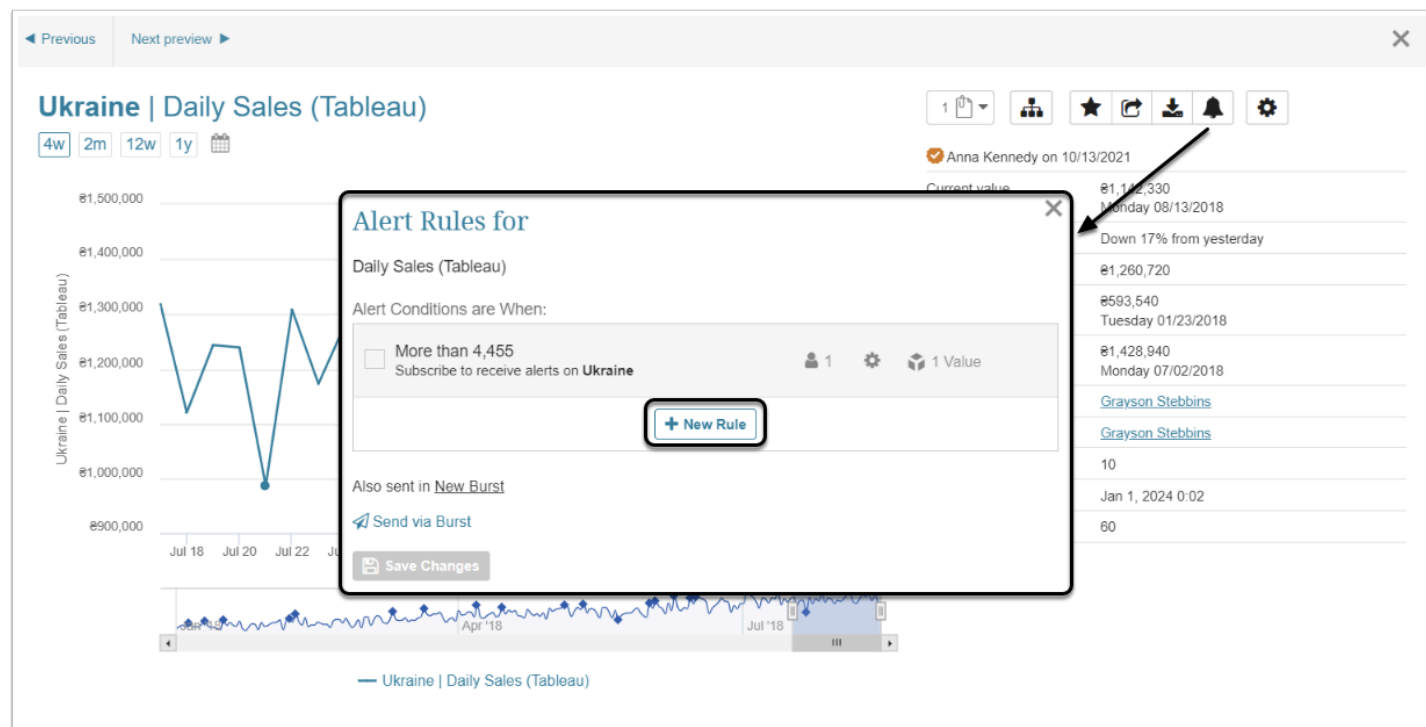
The screenshot shows the 'Daily Sales Demo Report' interface. A 'Report Notifications' pop-up is open on the left, and a 'Select Metric for Which to Define a New Alert Rule' dialog is open on the right. The dialog lists various metrics, including 'Daily Sales (Tableau) (dimensioned by Country)', 'Demo Metric (Metric Data) (dimensioned by Countries (Metric Data))', and 'Define a new Metric from Daily Sales Demo Report'. Numbered callouts 1, 2, and 3 indicate the steps: 1. Click the envelope icon to open the Report Notification pop-up. 2. Click 'Add Metric-based Alert Rule'. 3. Select a metric from the list.

1. Click the envelope icon to open the Report Notification pop-up
2. Click **Add Metric-based Alert Rule**
3. Select one of the existing Metrics or choose the "Define a new Metric from Daily Sales Demo Report" option
  - If you have chosen the "Define a new Metric from Daily Sales Demo Report" option define the new Metric's name, measurement period and Category

For more details about creating a Metric, check [Create a New Metric](#) article.

## Create a KPI Alert for this Metric

After creating a Metric click **[Preview]** to open Metric Viewer.



For detailed process description refer to: [\[KPI Alert Rules\] Wizard, types, criteria, user subscriptions.](#)