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# SQL Server Reporting Services ActiveUsers

[New Subscription](#) [New Data-driven Subscription](#)

There are no items to show in this view. Click Help for more information about this page.

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When you click on the New Subscription link, it will bring up a page with two parts. In the first part you can define the report delivery method and in the second part you can specify subscription processing options. The Report Delivery Options section will change depending on the delivery method you choose. For example as you can see below, I have chosen a delivery method of E-Mail and hence it has options to specify TO, CC, BCC, subject line, whether to include the report as link or as an attachment, etc.

### Report Delivery Options

Specify options for report delivery.

Delivered by: E-Mail

To:

Cc:

Bcc:

(Use ; to separate multiple e-mail addresses.)

Reply-To:

Subject: @ReportName was executed at @ExecutionTime

Include Report    Render Format: MHTML (web archive)

Include Link

Priority: Normal

Comment:

If you change the delivery method to Windows File Share, the fields on screen will change to let you specify the file name, path, render format, credentials used to access the file at that location, overwrite options, etc.

**Report Delivery Options**

Specify options for report delivery.

Delivered by: File Name:  Add a file extension when the file is createdPath: Render Format: 

Credentials used to access the file share:

User Name: Password: 

Overwrite options:

- Overwrite an existing file with a newer version
- Do not overwrite the file if a previous version exists
- Increment file names as newer versions are added

The second part of the screen lets you define the subscription processing options where you can specify two settings here. First you define a schedule for the subscription to process and second you specify the parameter values to be used during processing of the reports. Here you can specify to use the default value for a parameter if it has been defined or you can specify a new value.

**Subscription Processing Options**

Specify options for subscription processing.

Run the subscription:

 When the scheduled report run is complete. 

At 8:00 a.m. every Mon of every week, starting 20/06/2012

 On a shared schedule: **Report Parameter Values**

Specify the report parameter values to use with this subscription.

**Country****End Date** Use Default

When defining a schedule for subscription processing, you can choose to use any predefined shared schedule or you can use an embedded/dedicated schedule for this subscription processing. When you click on the Select Schedule button on the above screen, it will bring up a screen as shown below where you can define a schedule for hourly, daily, weekly, monthly, once, etc.

Use this schedule to determine how often this report is delivered.

### Schedule details

Choose whether to run the report on an hourly, daily, weekly, monthly, or one time basis.

All times are expressed in (GMT +12:00) New Zealand Standard Time.

- Hour
- Day
- Week
- Month
- Once

#### Daily Schedule

On the following days:  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat


Every weekday

Repeat after this number of days:

Start time:  :   A.M.  P.M.

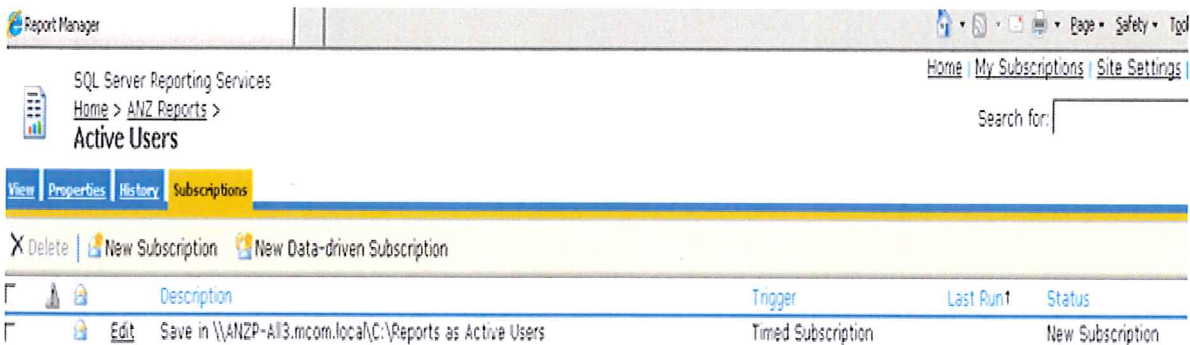
### Start and end dates

Specify the date to start and optionally end this schedule.

Begin running this schedule on:  

Stop this schedule on:  

Once created, you can view the subscription and its execution details in the subscription detail page as shown below. You can click on the Edit hyperlink to modify the subscription or select a subscription and click on the Delete button to delete it.



The screenshot shows the Report Manager web interface. The breadcrumb path is Home > ANZ Reports > Active Users. The 'Subscriptions' tab is selected, showing a table with one subscription entry:

	Description	Trigger	Last Run	Status
	Save in \\ANZP-All3.mcom.local\C:\Reports as Active Users	Timed Subscription		New Subscription