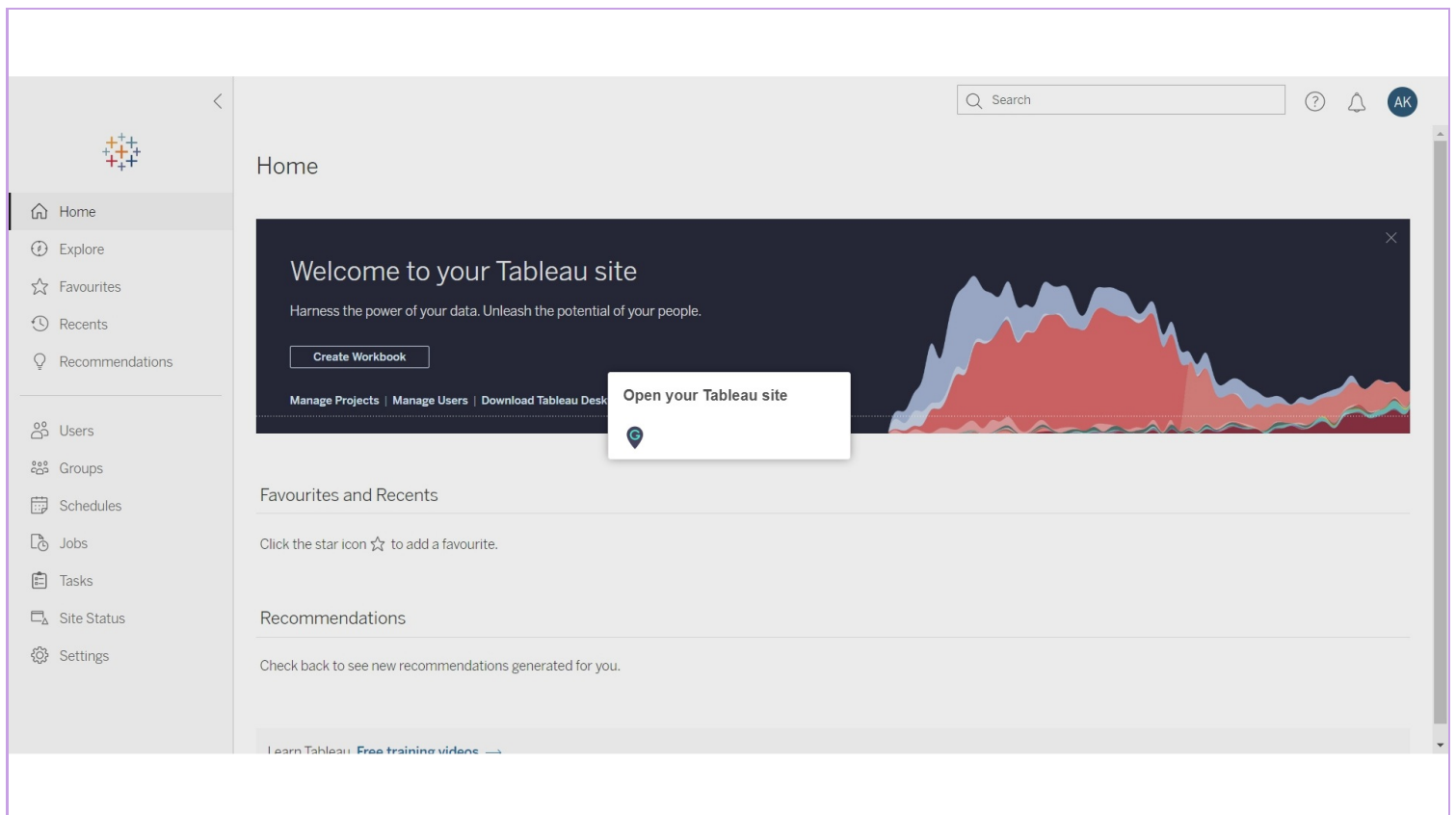




How to set Subscription Notifications on Tableau
online

Step: 01

Open your Tableau site



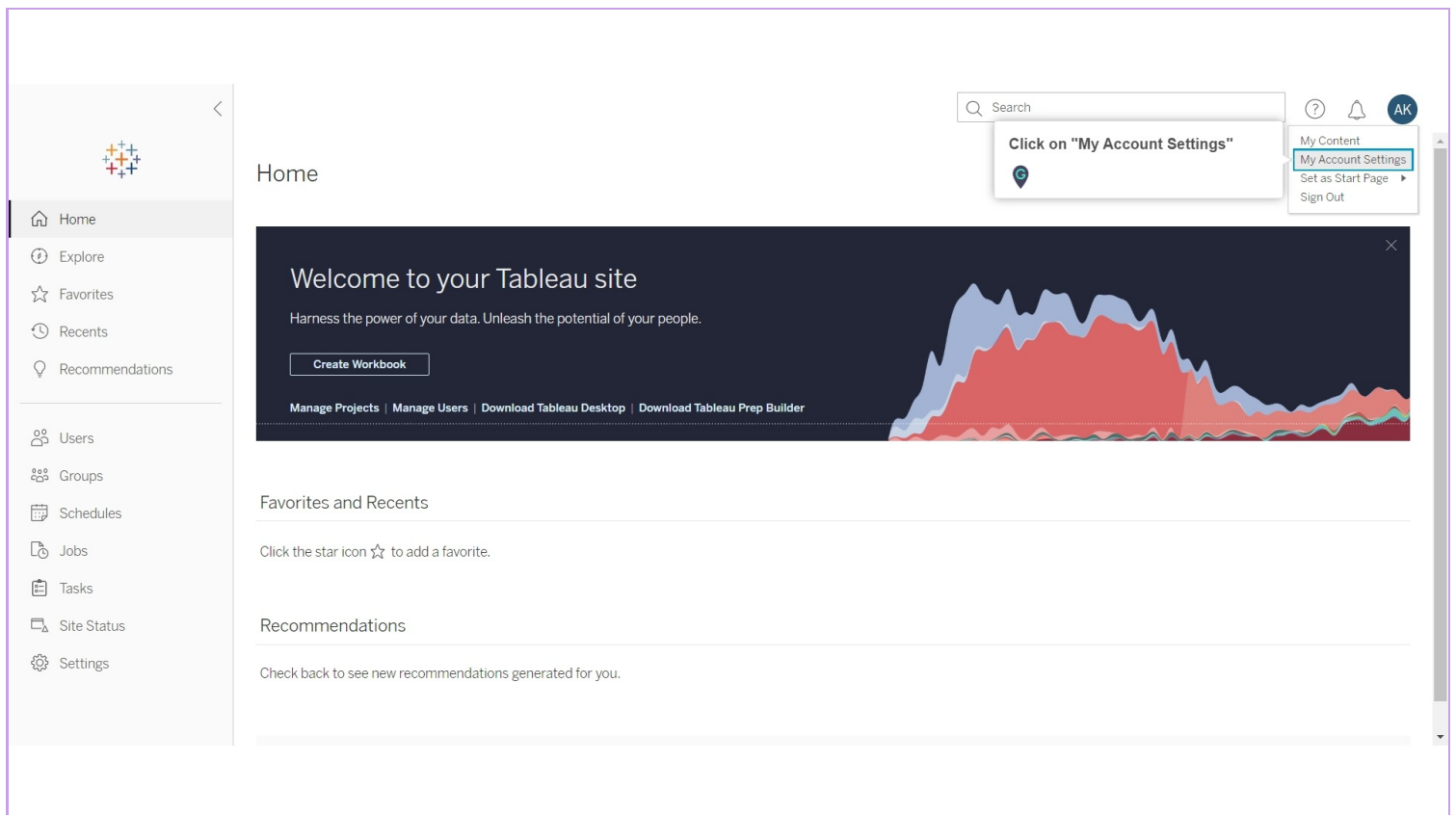
Step: 02

Click on initials

The screenshot shows the Tableau home page interface. On the left is a navigation sidebar with options: Home, Explore, Favourites, Recents, Recommendations, Users, Groups, Schedules, Jobs, Tasks, Site Status, and Settings. The main content area is titled 'Home' and features a large banner with the text 'Welcome to your Tableau site' and 'Harness the power of your data. Unleash the potential of your people.' Below the banner are links for 'Manage Projects', 'Manage Users', 'Download Tableau Desktop', and 'Download Tableau Prep Builder'. A 'Create Workbook' button is also present. Below the banner are sections for 'Favourites and Recents' (with a note to click the star icon to add a favourite) and 'Recommendations' (with a note to check back for new recommendations). At the bottom, there is a link to 'Learn Tableau: Free training videos'. In the top right corner, there is a search bar and a user profile icon with the initials 'AK'. A callout box with a location pin icon and the text 'Click on initials' points to the 'AK' initials.

Step: 03

Click on "My Account Settings"



The screenshot shows the Tableau home page. On the left is a navigation sidebar with options: Home, Explore, Favorites, Recents, Recommendations, Users, Groups, Schedules, Jobs, Tasks, Site Status, and Settings. The main content area is titled "Home" and features a "Welcome to your Tableau site" banner with a "Create Workbook" button and links for "Manage Projects", "Manage Users", "Download Tableau Desktop", and "Download Tableau Prep Builder". Below the banner are sections for "Favorites and Recents" and "Recommendations". In the top right corner, there is a search bar, a help icon, a notification bell, and a user profile icon labeled "AK". A callout box points to the user profile icon, displaying a menu with the following options: "My Content", "My Account Settings" (highlighted), "Set as Start Page", and "Sign Out".

Step: 04

Select this check box to enable notifications

You will be notified through email when a subscription on your site is suspended

The screenshot shows the user settings page for 'aishwarya karanjkar'. The left sidebar contains navigation options: Home, Explore, Favorites, Recents, Recommendations, Users (selected), Groups, Schedules, Jobs, Tasks, Site Status, and Settings. The main content area displays various settings with 'Save Changes' buttons. The 'Subscription Notifications' section is highlighted, showing a checkbox for 'Send email when a subscription is suspended' which is checked. A callout box points to this checkbox with the text: 'Select this check box to enable notifications. You will be notified through email when a subscription on your site is suspended'. Other settings include 'Welcome Banner' (checked), 'Language' and 'Locale' (Unspecified), 'Subscription Time Zone' ((UTC+05:30) Asia/Calcutta), and 'Data Alert Notifications' (unchecked).

Step: 05

Click on "Save Changes"

The screenshot shows the user settings page for 'aishwarya.karanjkar'. The page includes a left sidebar with navigation options like Home, Explore, Favorites, Recents, Recommendations, Users, Groups, Schedules, Jobs, Tasks, Site Status, and Settings. The main content area displays various settings sections, each with a 'Save Changes' button. A callout box with a blue border and a location pin icon points to the 'Save Changes' button for 'Subscription Notifications'. The callout text reads 'Click on "Save Changes"'. The settings sections visible are: Welcome Banner (with a checked 'Show welcome banner' checkbox), Language and Locale (both set to 'Unspecified'), Subscription Time Zone (set to '(UTC+05:30) Asia/Calcutta' with a checked 'Show all time zones' checkbox), Subscription Notifications (with a checked 'Send email when a subscription is...' checkbox), and Data Alert Notifications (with an unchecked 'Send email when an alert is suspended' checkbox).

Thank You!

myguide.org