
How do non-Alma users subscribe to Alma Analytics Reports?

- **Product:** Alma
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Question

How can Alma Analytics reports be scheduled and provided to subscribers -- including non-Alma users?

Answer

1. **Create the report** in Alma Analytics. Save the record to the **Shared Institution** (e.g. 01CACCL_SC) folder.
2. **Create an object** in Alma Analytics (from within Alma) with a type of **Scheduled Report** and make it active: **Analytics > Analytics Objects List > Add New Analytics Object**.
3. Once the object is created, click on the **end-row actions button** (ellipses) and choose **Manage Subscription**. Add the email addresses of non-Alma users in the **preferred email address** field or an Alma user name, **but not both**.

Additional Information

- [Analytics: Providing Reports to Others](#)
- [Creating a New Report](#)
- [Scheduling and Subscribing to Reports and Dashboards](#)

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