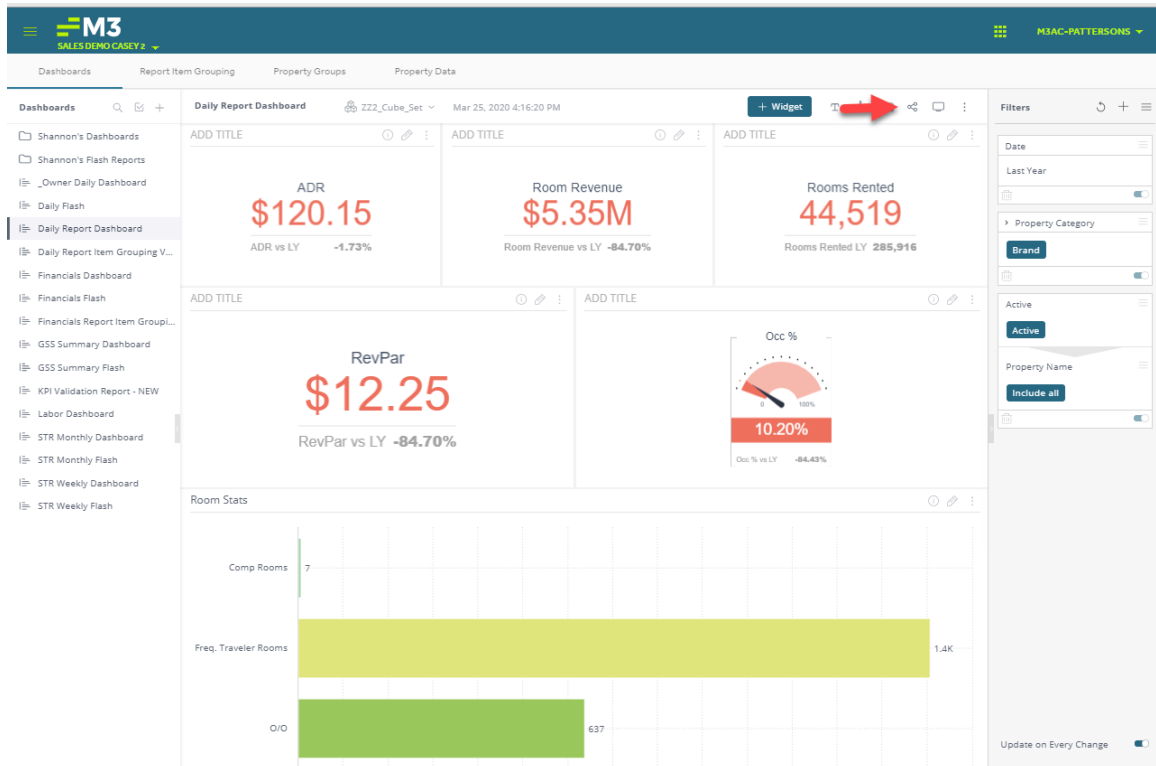


Accessing a Dashboard from a 'Scheduled Dashboard' Email

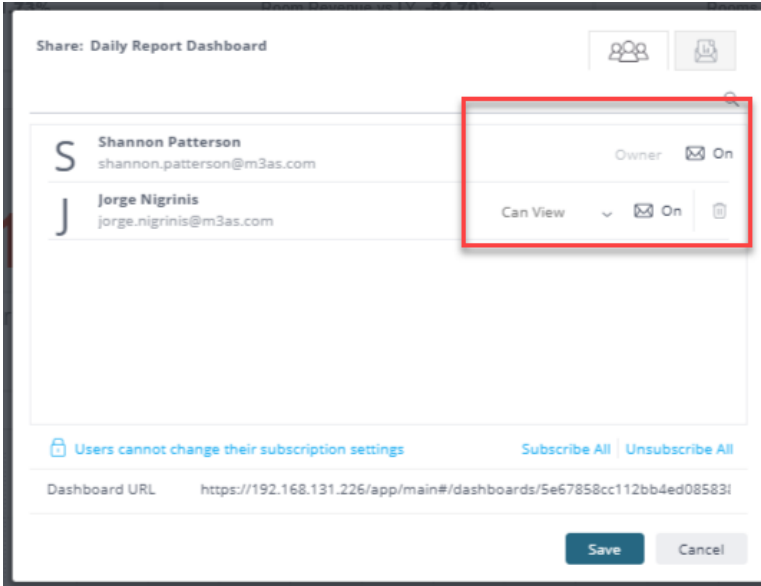
Did you know that it is possible for the sender of a scheduled dashboard to configure the dashboard in a way that allows the recipient to simply click on an email link and be redirected to the dashboard in Insight?

Scheduling a Dashboard with a 'Dashboard Link'

1. To schedule a dashboard with a 'dashboard link', first single-click the 'Share' button in the upper right-hand corner:

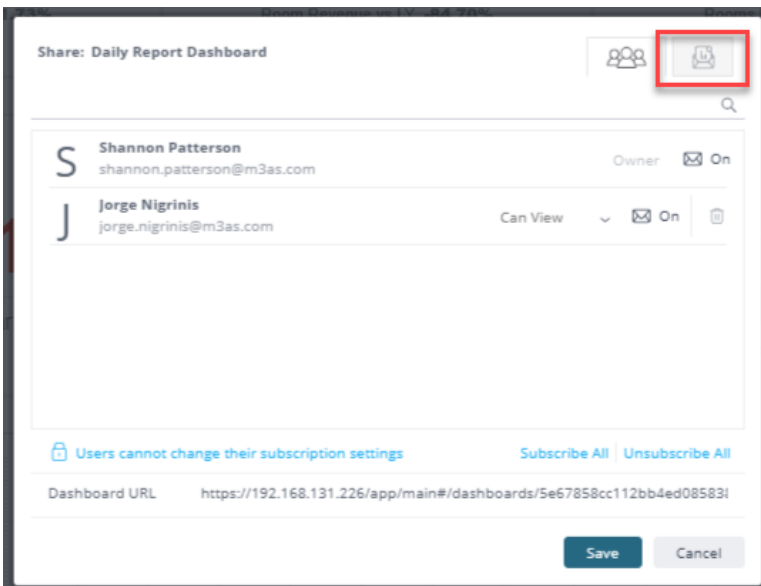


- When the 'Share' box opens, select the user you would like to share the dashboard with and 'subscribe him or her to emailed reports' by single-clicking the envelope icon to the right of the username:



NOTE: As a Best Practice, M3 recommends sharing all dashboards in 'Can View' mode.

- To set the dashboard schedule, single-click the envelope icon in the upper right-hand corner of the 'Share' box:



- To ensure that the dashboard is sent with a 'dashboard link', select the 'Email Report' option:

Republish: Daily Report Dashboard

Email Report Content

Email Report

PDF Attachment

Schedule

Every ElastiCube update, no more than 1 emails per day

Frequency Every day at 10:00 PM Eastern Time (US ...)

[Send me a report now](#)

NOTE: When your intention is for the recipient of the dashboard to click on the email link and access the dashboard in Insight, M3 recommends *not selecting the 'PDF Attachment' option*.

- Select the frequency on which you'd like the dashboard to send, then single-click 'Republish' or 'Save' (depending on whether or not you have shared the dashboard before):

Republish: Daily Report Dashboard

Email Report Content

Email Report

PDF Attachment

Schedule

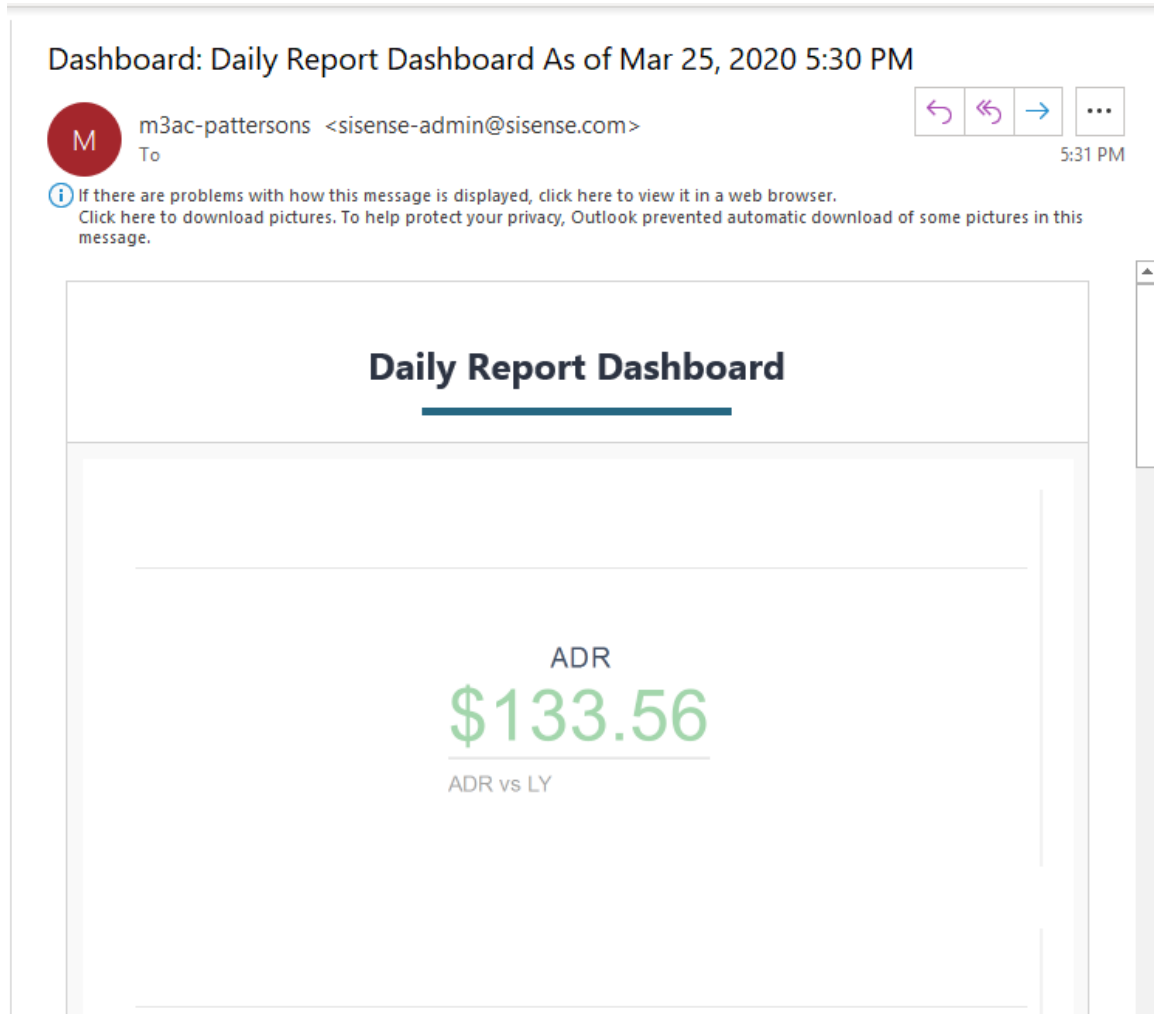
Every ElastiCube update, no more than 1 emails per day

Frequency Every day at 10:00 PM Eastern Time (US ...)

[Send me a report now](#)






Accessing a Dashboard from a 'Scheduled Dashboard' Email

1. When you receive a 'Scheduled Dashboard' email that has been configured using the steps above, it will look like this:




2. When you hover over the image of the dashboard in the email, a link will pop up:

Dashboard: Daily Report Dashboard As of Mar 25, 2020 5:30 PM

 m3ac-pattersons <sisense-admin@sisense.com>    

To 5:31 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Daily Report Dashboard

<https://insight-staging.m3as.com/t/insights/bi/dashboard?dash=5e291a23e9c8f727640d7526>
Click or tap to follow link.

ADR

\$133.56

ADR vs LY

3. When you see the link pop up, click on the image of the dashboard!

You will be directed to the Insight login page, at which point you will enter your credentials and select 'Log In':



4. From there, you will be redirected to the dashboard in Insight:

