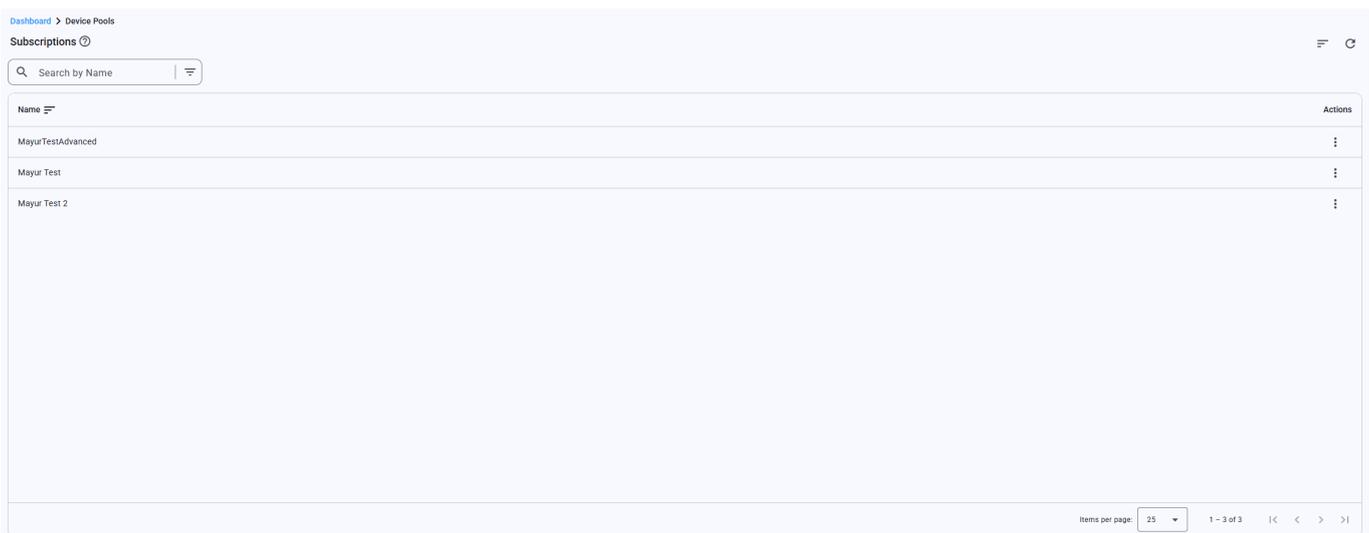


# Subscriptions

## Overview

The **Report Subscriptions Page** allows users to **view, search, filter, and manage** their report subscriptions. From this page, users can quickly find specific subscriptions and unsubscribe from reports they no longer wish to receive.



## Page Overview

When you open the page, you will see two main areas:

- \* **Header & Search Area** – Used to search and filter report subscriptions
- \* **Subscriptions Table** – Displays your subscribed reports in a paginated list

## Searching for Subscriptions

### Basic Search

1. Locate the **search bar** at the top of the page.
2. Type a keyword related to the report name or details.
3. Results update automatically based on your search input.

### Advanced Filters

1. Open the **filter panel** in the header section.
2. Select one or more filter options (for example: report type or category).
3. Applied filters will be displayed below the search bar.
4. The table refreshes to show only matching subscriptions.

## Viewing Subscriptions

### Table Information

Each row in the table represents a single report subscription. Depending on configuration, the table may show:

\* Report name \* Subscription details \* Creation or update dates \* Available actions

### No Results

If no subscriptions match your search or filters, a **“No Results Found”** message will be displayed.

### Pagination

If you have many subscriptions, they are split across multiple pages.

To navigate pages:

\* Use the **page controls** at the bottom of the table to move between pages. \* Change the **rows per page** using the page size selector (25, 50, or 100).

The table will refresh automatically when the page or page size changes.

### Unsubscribing from a Report

To unsubscribe from a report:

1. Find the report subscription you want to remove.
2. Click the **three-dot ( : ) menu** on the right side of the row.
3. Select **Unsubscribe** from the menu.
4. A confirmation dialog may appear.
5. Confirm your action to complete the unsubscribe process.

Once unsubscribed, the report will no longer appear in your subscriptions list.

### Loading & Feedback

\* While data is being fetched, a **loading indicator** is shown. \* Actions such as paging or searching may briefly show loading while results update.

## Best Practices

\* Use filters to narrow down large lists of subscriptions. \* Review report details before unsubscribing to avoid removing important reports. \* Increase the page size if you prefer viewing more results at once.

## Troubleshooting

Issue	What to Do
Subscriptions not visible	Clear filters and try searching again.
Page appears empty	Ensure filters are not too restrictive.
Unsubscribe option missing	Verify you have permission to manage subscriptions.

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