

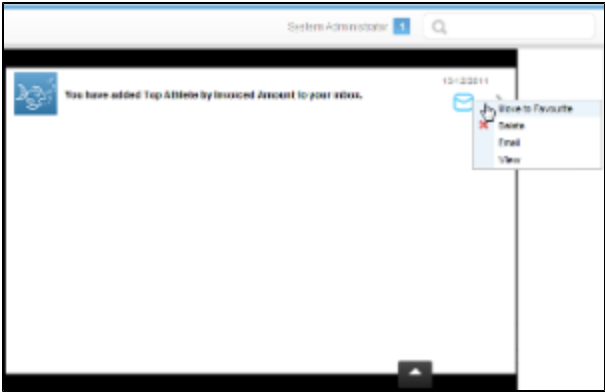
Inbox

Overview

[top](#)
The inbox is used to share information between users. This can include reports and comments about reports. If you subscribe to a report or its comments, whenever comments are made to the report a new comment link will appear.

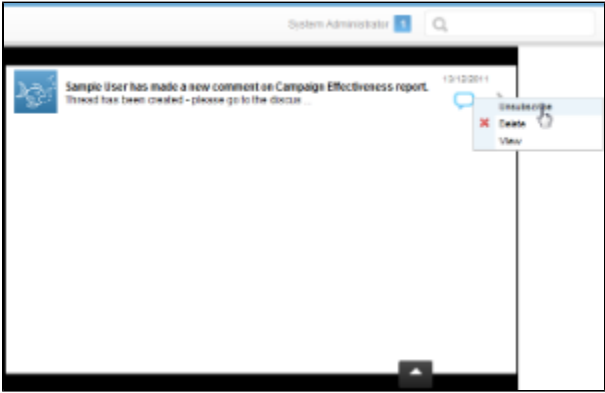
Your drop down will vary based on the item type in your inbox.

Report Menu Options



Move to Favourites	Moves a report from your inbox to your favourites list.
Delete	Removes the report from your inbox.
Email	Enables you to email the report to users or external email addresses.
View	Opens the report.

Comment Menu Options



Delete	Removes the comment from your inbox
View	Opens the report.
Unsubscribe	Removes your comment subscription from the report. You will not see further comments related to this report in the future.
View Report	Opens the report that the comment relates to.