Subscribing to Emailed Reports

There are five different standard reports that you may subscribe to either daily or weekly by clicking the **Subscription Settings** button, at the top right of the window, then clicking the pencil icon ✏ and saving your preferences. You may also have each of these reports sent to additional recipients by clicking the **+ Additional Recipient** button in the setup window and entering an additional email address.

Each report provides you with a pre-filtered view of your active hierarchy.

- **Candidate Summary Report** – Status overview of ALL active candidates in your hierarchy.
- **Inactive Candidate Report** – Candidates in your hierarchy that have not had activity in the last two business days.
- **Moderate Risk Report** - Active candidates in your hierarchy with a moderate risk (cumulative assessment score average between 70% and 79%) of not passing the Readiness Exam.
- **High Risk Report** - Active candidates in your hierarchy with a high risk (cumulative assessment score average of 69% or below) of not passing the Readiness Exam.
- **Readiness Exam Report** - Candidates who have successfully completed the Readiness Exam with a score of 80% or higher.