

# Creating a Ministry Platform report subscription in SQL reporting (SSRS)

Subscribing to a report from Ministry Platform (MP) starts with running the report you desire to subscribe to. For this example, I am going to run and subscribe to the “Tasks Incomplete” report found under System Admin > Users.

- 1) Login to MP and go to the report you would like to run.
  - a. System Admin > Users
  - b. Run the “Tasks Incomplete” report
  - c. In the address bar your link should look something like this but with different values:

*<https://my.domain.tld/ReportServer/Pages/ReportViewer.aspx?%2fMPReports%2fTasks%20Incomplete&rs:Command=Render&DomainID=12345A0B-9R67-4SN9-441W-1645873215DR&UserID=95668457-5578-3364-FGEA-0G3X1E1L9546&PageID=401>*

- 2) For most reports in MP you need the following elements from the URL of the report you want to subscribe to. Those elements are;

<b>DomainID</b>	=	An alphanumeric sting representing your MP installation
<b>UserID*</b>	=	An alphanumeric sting representing the MP user to run the report
<b>PageId</b>	=	An integer representing the specific page you requested the report from
<b>SelectionID</b>	=	An optional integer parameter indicating the selection of records to pass the report. note: reports expecting a SelectionID are not designed for subscriptions

\* This specifies the user who is running the report so IF the report is contextually sensitive to the user that runs it, the report will reflect that PARTICULAR user. If a different user need to be the one shown in the executed report, copy that users GUID from System Admin > Users and use it for the UserId variable.

**Keep those variable values handy, you'll need them in just a few steps!**

- 3) Now, login to your SQL reporting services (SSRS) instance in your browser (IE works best).  
You *should* be able to get there by modifying the link from step 1 slightly.

Instead of going to; *<https://my.domain.tld/ReportServer/>*  
**Change the link and go to:** *<https://my.domain.tld/ReportS/>*

- 4) In your browser window you should see a folder called “MPReports”. Click on it and find the report “Tasks Incomplete”. There is a search field in the upper right to help narrow your selection as there are a lot of reports.
- 5) Click the arrow NEXT to the report title and choose “Subscribe” as illustrated below:

{IMAGE ON NEXT PAGE – SORRY...WOULDN'T FIT HERE 😊}



## Search Results

task



Details View



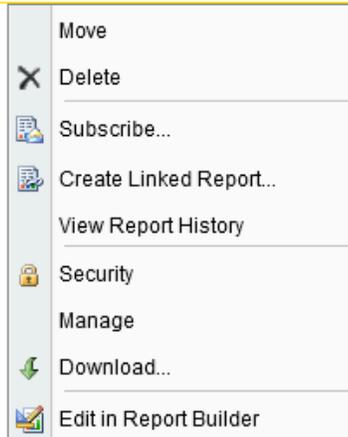
Task Report Selected Purchases



Task Report Selected Record



Tasks Incomplete



6) Now we start filling in the subscription information and using the values from the URL I mentioned above!

<b>Delivered By</b>	Default is Email (alternatively can export to a Windows File Share)
<b>To</b>	The destination e-mail address of the person(s) receiving the message
<b>CC</b>	Any possible Carbon Copied recipients
<b>BCC</b>	Any possible Blind Carbon Copied recipients
<b>Reply-To</b>	Where you would like the message, if replied to, to go
<b>Subject</b>	The subject of the e-mail
<b>Include Report</b>	Whether to attach the report to the e-mail AND what format!
<b>Include link</b>	Whether to include the link to the report in the message (user must have windows rights to normally get to the reports server through MP)
<b>Priority</b>	The message priority (Low, Normal, High)
<b>Comment</b>	The body of the message, if you wanted to say anything
<b>Select Schedule</b>	Select when and how often (one-time or recurring) you want to run the subscription
<b>DomainID</b>	From Step 2!
<b>UserID</b>	From Step 2!
<b>PageId</b>	From Step 2!
<b>MP REPORT SPECIFIC PARAMETERS BELOW – DIFFERENT DEPENDING ON THE REPORT</b>	
<b>Completed</b>	What type of tasks to look for
<b>Task to include</b>	Which task to include (UserId contextually sensitive, see step 2)
<b>Tasks starting after</b>	If you want to specify a firm start date

7) Click "OK". That's it! You should now have an active (one time or recurring) SQL subscription!