Stakeholder User License

The Stakeholder license is available via Alchemer Customer Success Managed accounts. Contact your Alchemer Customer Success Manager to learn more.

The stakeholder user license allows you to create a login for coworkers/stakeholders to only access and view reports within your Alchemer account. These users will not be able to build surveys in your account. Use this license to ensure that everyone in your organization is in the know!

What does a stakeholder licensed user see when they log in?

Each stakeholder user (all users in Alchemer accounts for that matter) are assigned to a *Team*. Surveys are similarly assigned to a team. When a stakeholder user logs in, they will see all surveys that are assigned to the same team that they are assigned to.

Learn how to change a user's team.

When a stakeholder user clicks on a survey that they have access to, they will navigate straight to that survey's **Reports** tab. No other tabs (Build, Style, etc.) will be accessible to a stakeholder license.

All Surveys	(53)	Sort By + Filter + Search	٩
 Recent 	(5)	N Imin.	0
All Questions	New Last Edited: Aug 16, 2018 3		estions
 Customer Surveys Insights Canvas 			
 Insights Canvas Surveys 	🕆 Customer Feedback 🔫		0
QA Surveys	New Last Edited: Aug 16, 2018 3	Fatigue Score Accessibility Length Qu	estions
 Question Library Surveys Trash 	(2)		

On the Reports tab, the stakeholder user will see a list of all reports that have been created for the survey. They can click on the report title to view the report and associated data. *Stakeholder users will not have the option to create a new report.*

Reports				
Cations feebaat	Customer Feedback Report Created: August 14th 2018 View		paration e Open Text Answers ntine Low Quality Responses	
Saved Repor	rte			
Reports			search	٩
	Name	Туре	search Date Created ▼	٩
Reports		Type Standard		٩
Reports	Name		Date Created -	٩

Standard Reports

Within Standard Reports specifically, stakeholder users can perform the following tasks:

They can filter the report data by date.

Aug 16, 2018					•																	
Today	0		Au	gust 2	018					Septe	ember	201	8				Oct	ober 2	2018		0	
Yesterday	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	
Last 7 Days				1	2	3	4							1		1	2	3	4	5	6	
ast Week (Mo-Su) Month to Date	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
Month to Date Previous Month	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
Previous Month Year to Date	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	Totals
All Time	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
Relative Date Range								30														
How Satisfied and	you w		our	0401	anc	хре	пене	. .										Canc	el	Ap	ply	
								1	1.9% V	ery Sat	tisfied						16.7	% Very	Dissat	tisfied		

They can download Standard Reports as a PDF, PowerPoint, Excel, or Word document.

Back to All Reports	Export PDF PowerPoint Excel	ACCOUNT • YNEED HEL ACCOUNT • YNEED HEL ACCOUNT • ACC
Q2 Report	Vord Options Insert a page break after each question Include page numbers Include lists of open text answers	
Response Counts Completion Rate:	Customize the design of your PDF with the help of SurveyGizmo's Pro Services team! Contact us to learn more	
	Never Mind Start Export	50 Totals: 50

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