

Reporting License

The Reporting license is available for Alchemer Account Managed accounts. Contact your Customer Success Manager to learn more. The Reporting License is not available for **individual accounts** in the Alchemer Platform.

The Reporting license allows accounts to purchase and create a login for members of an organization to *create, update, delete, filter, share, schedule, and download* Reports and Exports within Alchemer for projects that have been previously created. These users are **not** able to build surveys in the account for collecting responses, but are able to create reports and exports that can be shared with individuals inside and outside of an organization. Use this license to leverage individuals in your business who need to make sense of the responses that are collected from surveys in the field.

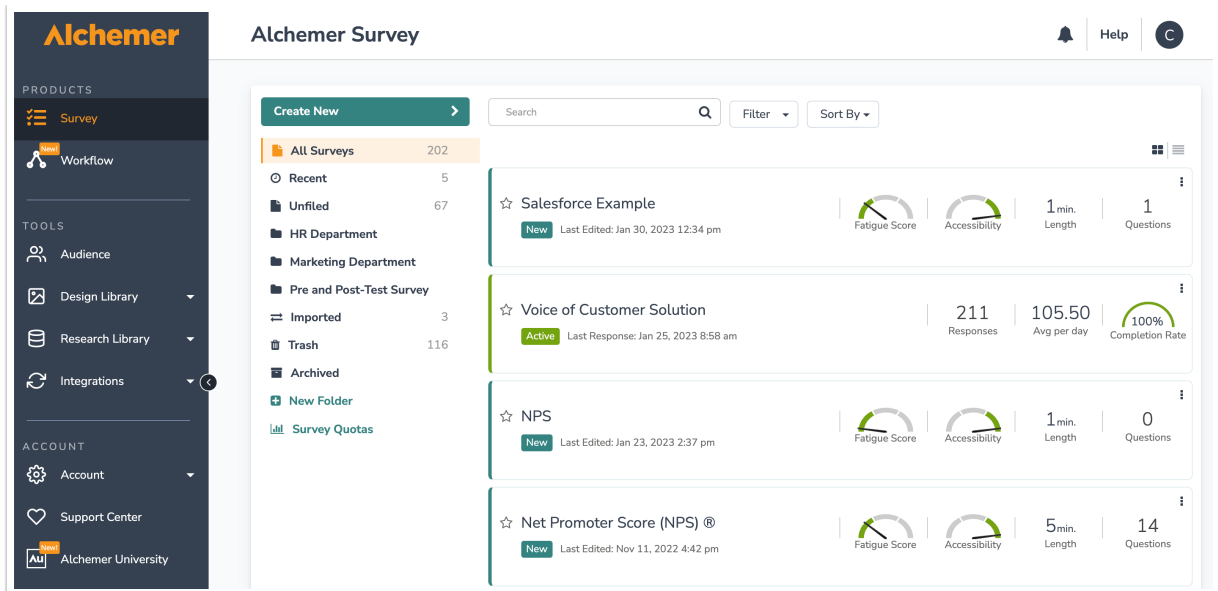
To purchase a Reporting License, [Contact Alchemer Sales](#).

Reporting License users are able to:

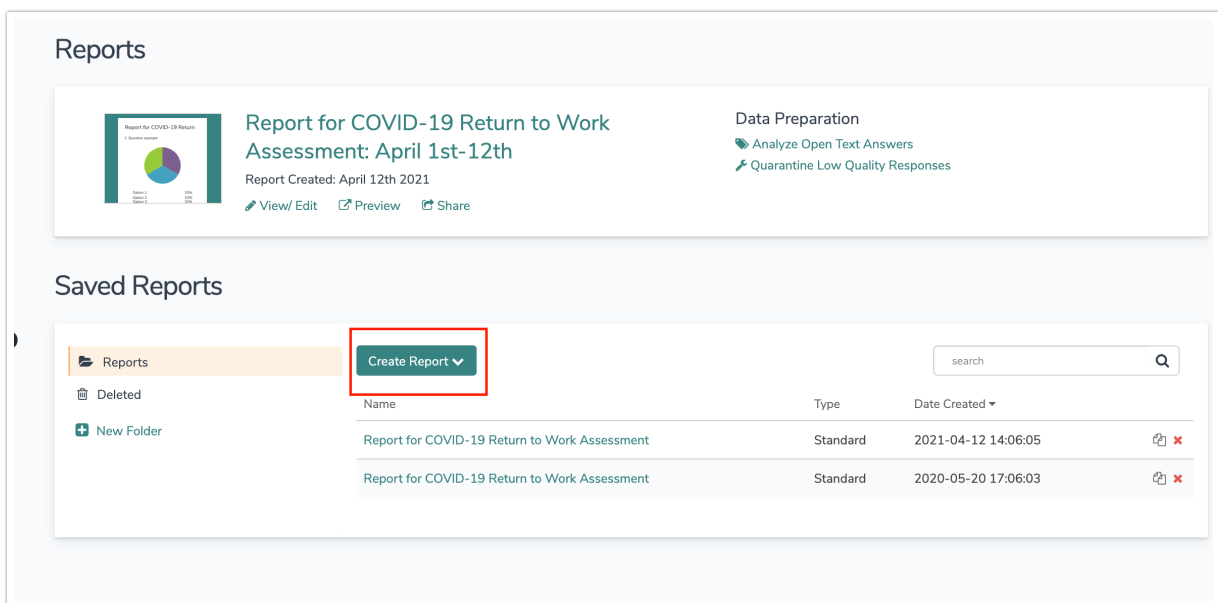
- **Create** reports and exports for any survey they have access to.
- **Update** reports and exports for any survey they have access to.
- **Delete** reports and exports for any survey they have access to.
- **Filter, Share, and Schedule** reports and exports for any survey the user has access to.
- **Download** Reports and Exports for surveys that users have access to.

What does a Reporting License User see in Alchemer?

When a Reporting License user clicks on a survey that they have access to, they will navigate straight to that survey's Reports tab. Additionally, an export tab is available for Reporting Licensed users. The **Style, Share, Test, and Tools** tabs are **not** available to Reporting Licensed Users.



On the Reports tab, A Reporting Licensed User sees a list of all reports that have been created for the survey, as well as the ability to create new reports via the **Create Report** Dropdown. Users can click on the report titles to view reports and associated data.



Standard Reports

Reporting License users do not have access to *Fall-off*, *Profile*, *Comparison*, *TURF*, or *Crosstab* reporting.

Within **Standard Reports**, Reporting licensed users are able to perform the following tasks:

- Users can filter the report data **by date** or other individual report elements.

Q2 Report

Aug 16, 2018

Today
Yesterday
Last 7 Days
Last Week (Mo-Su)
Month to Date
Previous Month
Year to Date
All Time
Relative Date Range

August 2018							September 2018							October 2018																																								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa																																		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																					
							30																																															

Cancel Apply

How satisfied are you with your overall experience?

Satisfaction Level	Percentage
Very Satisfied	11.9%
Very Dissatisfied	16.7%
Satisfied	23.8%
Dissatisfied	21.4%

Totals: 50

- Users can [include or exclude partial responses](#).

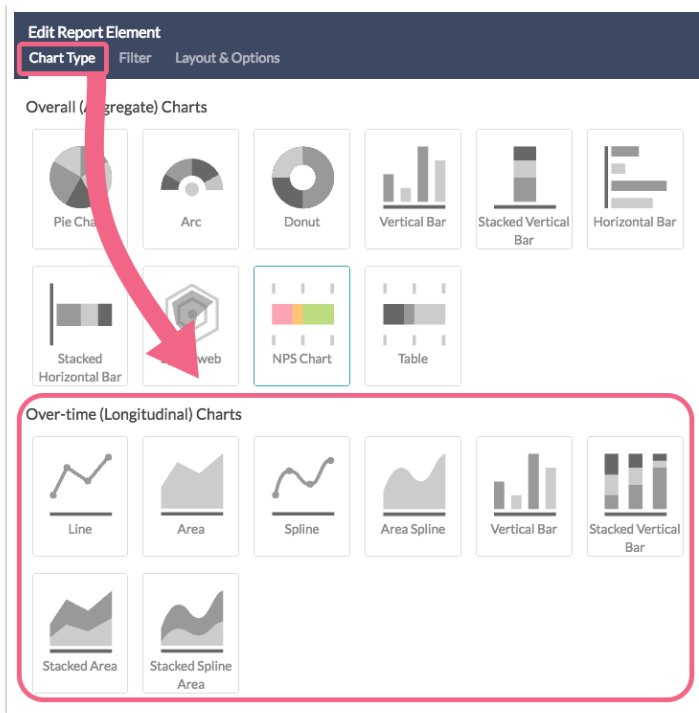
Edit Report Settings

General Options **Filter** Style Share

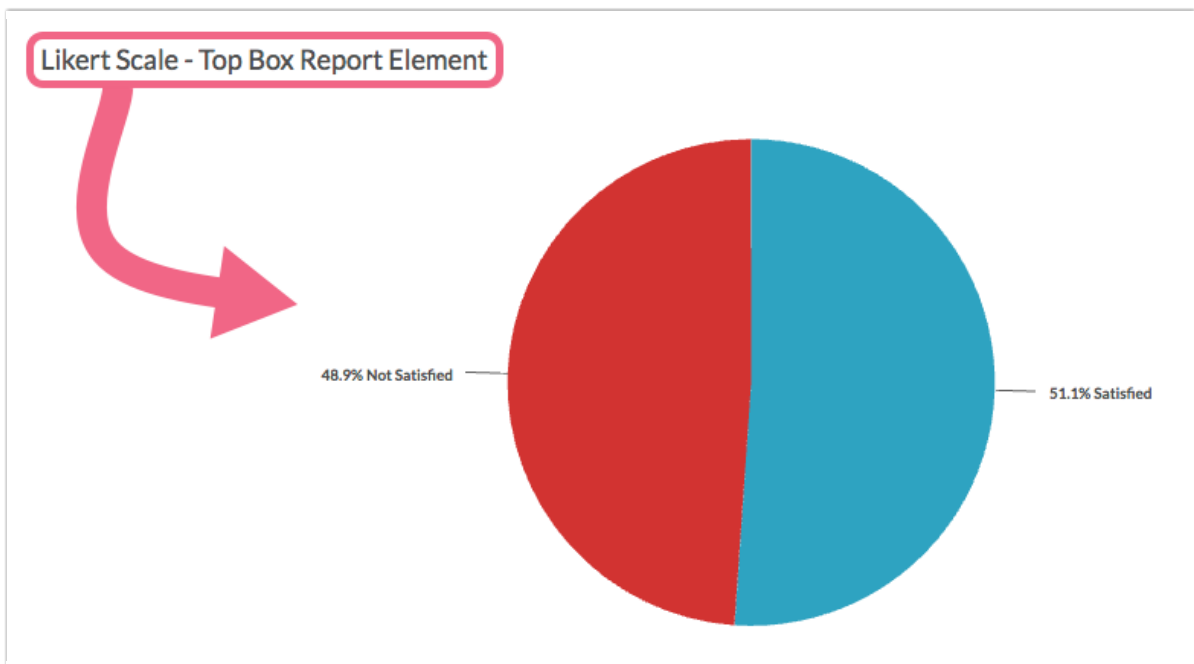
Response Status

- Complete
- Disqualified
- Partial
- Test

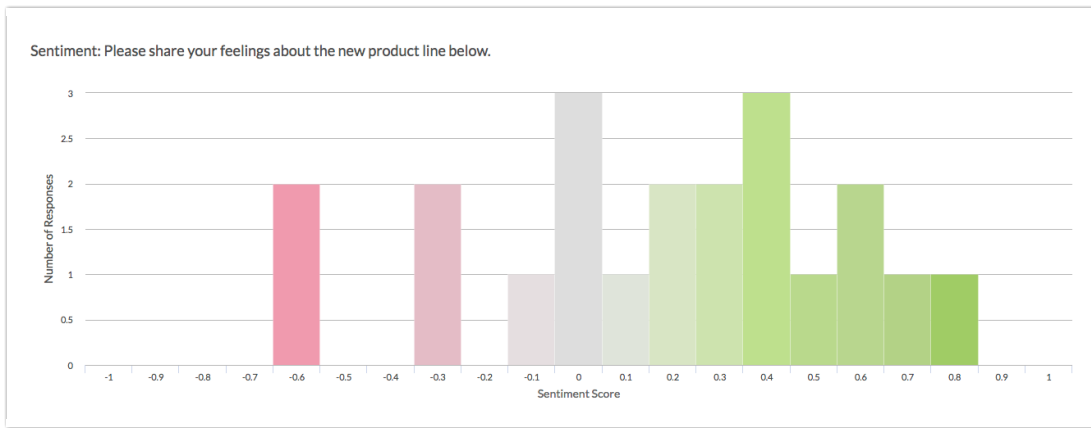
- Users can add [longitudinal charts](#).



- Users can add [Answer Grouping and Top Box reporting](#).



- Users can [leverage sentiment analysis](#) in their reporting.



- Users can [style the report](#).

BUILD STYLE TEST SHARE RESULTS TOOLS

Show and hide certain responses based on criteria that you select.

Add Filter

Compare Segments

Compare results between two or more groups of responses

Add Segment

Report Style

Collapse Sidebar

1. Department

Department	Percent	Responses
Finance	11.0%	15
Marketing	14.0%	19
IT	12.5%	17
HR	10.3%	14
Sales	16.2%	22
Customer Success	13.2%	18
Corporate	11.8%	16
Engineering	11.0%	15
Total		136

Chart Type
Filter
Layout & Options
Move
Delete

- Users are able to [download Standard Reports](#) as a PDF, PowerPoint, Excel, or Word document.

REPORTS

< Back to All Reports

Combine Results

Download

Report for Scripted Solutions Request Form

Apr 20, 2021

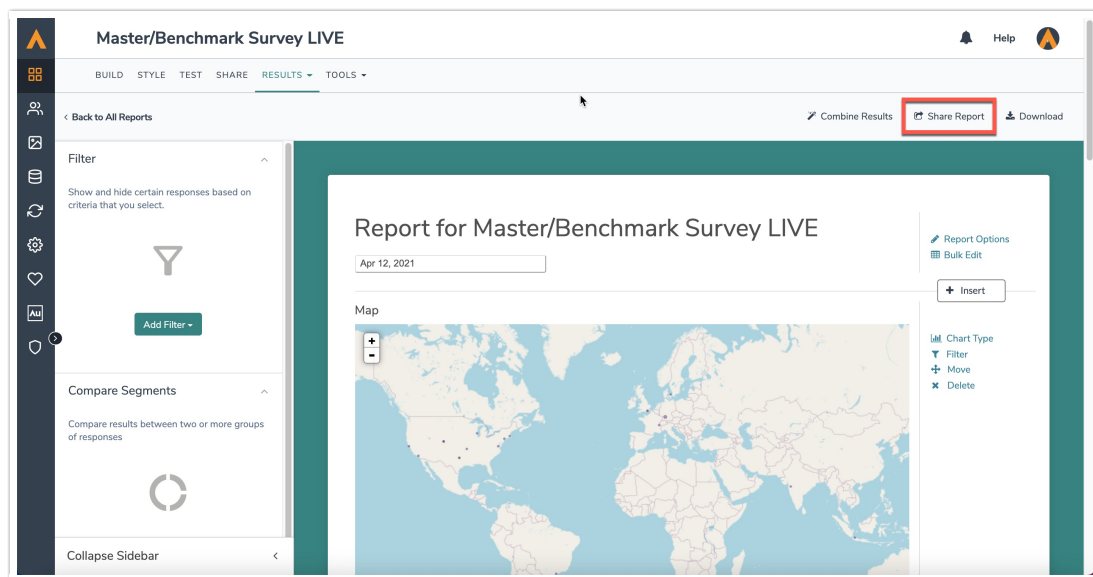
Response Counts

Completion Rate: 100%

Complete 3

Totals: 3

- Users are able to **share reports** via the Share Report option found in the top right of a report:



When Share Report is clicked, Users are able to select specific options to limit/expand on who can view a report that's being shared. The options via the Who can see this Report Dropdown are:

- ***Anyone with the Link*** - As long as someone has the link they will be able to get into and view a report. Search Engines are not able to index the report or serve it up in search results.
- ***Public*** - The report is available publically, and will be indexed by search engines. Anyone on the internet may be able to find it (with the right search terms of course).
- ***Password Protected*** - Viewers must have the link as well as a password to view the report. When you select this option you'll specify the password in the field provided below.
- ***Only Logged-in users*** - This option will take viewers to the Alchemer login page in order to see the report. This option is not compatible with private domains.

Share Report

Shareable Link

<https://reporting.alchemer.com/> Copy View

[Embed on your website](#) [Customize this link](#)

Who can see this report

Anyone with the link
As long as someone has the link, they can see the report. Search engines can't...

Options

- Show Social Sharing Buttons
- Allow Date Filtering
- Allow Exports
- Email Report Automatically

Note: Personally Identifiable Information (PII) (like email addresses or contact forms) is automatically excluded from publicly shared reports unless they are password protected. [Learn More](#)

Done

Exports

Reporting License users cannot export *Conjoint Raw Data, MaxDiff Data, Bulk Files, or Piped Data.*

Reporting License users additionally have access to creating, editing, sharing, and downloading exports via the **Exports Tab**. when accessing a survey:

Alchemer Net Promoter Score (NPS) Help

REPORTS **EXPORTS**

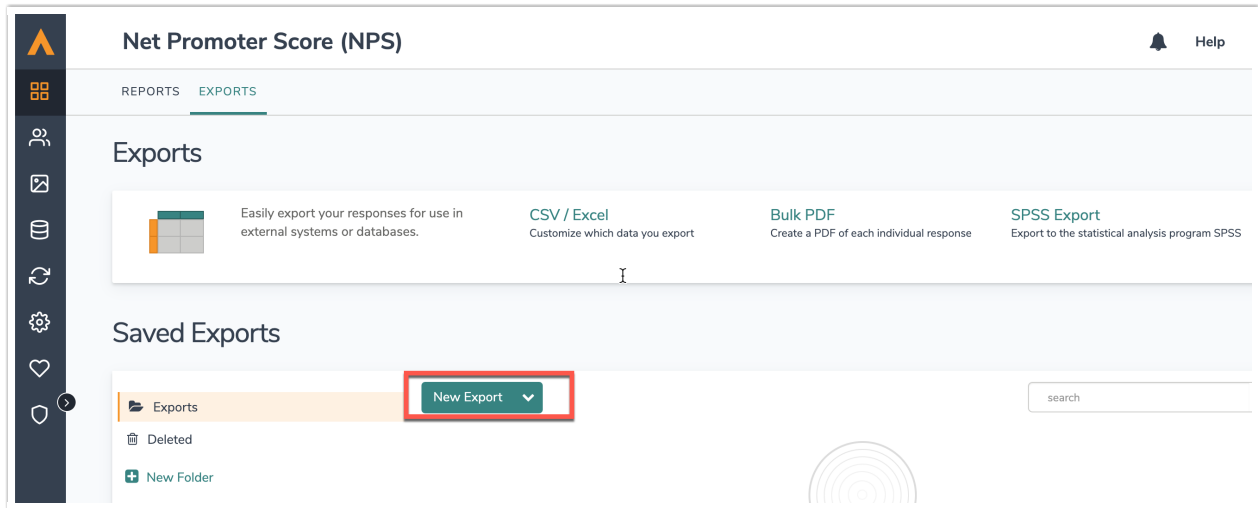
Exports

- Easily export your responses for use in external systems or databases.
- CSV / Excel**
Customize which data you export
- Bulk PDF**
Create a PDF of each individual response
- SPSS Export**
Export to the statistical analysis program SPSS

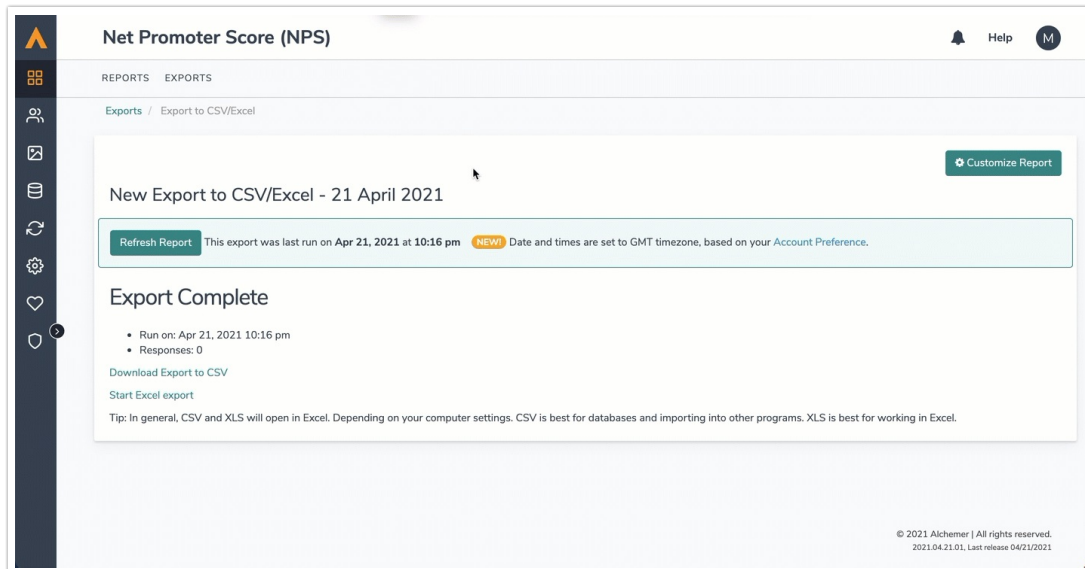
Reporting License users via the Exports Tab can:

- Create a CSV/ Excel Export
- Create a Bulk PDF Export
- Create a SPSS Export

All created exports display on the exports tab. To create an export of one's survey data, select the **New Export** dropdown, and click the desired file type that displays:



Once an Export has been created, Reporting License Users can select **Customize Report** to manipulate the file in several ways:



On the **Customize Report** popout window that displays, Reporting Licensed users have access to:

- [General Tab](#)
- [Settings Tab](#)
- [Filter Tab](#)
- [Share Tab](#)

For more information on what is available for each tab on the Customize Report window, follow the links in the list above!

Limitations

- API calls are not available for Reporting License users.
- The Survey Builder is not accessible.
- Reporting License users must be on a team associated with surveys to leverage reporting for projects.
- Reporting License users do not have access to *Fall-off, Profile, Comparison, TURF, or Crosstab* reporting.
- Reporting License users cannot export *Conjoint Raw Data, MaxDiff Data, Bulk Files, or Piped Data*.

Related Articles