

Share a Dashboard

Alchemer Dashboard is currently waitlist only. [Visit this page](#) to learn more about Dashboard or join the waitlist!

When you share a Dashboard you share a live link to the Dashboard that reflects the latest version of it. When someone else views the Dashboard you shared with them, they see the most recently saved version with the most recent data.

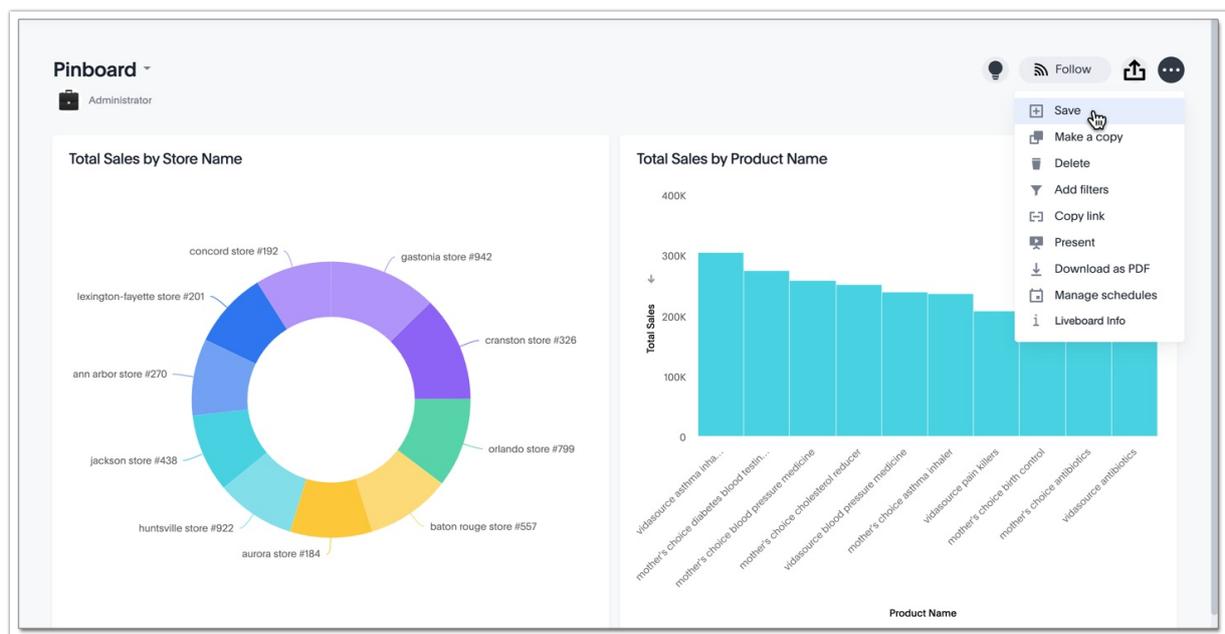
You do not have to be an administrator or the Dashboard's owner to share saved Dashboards. Any user can share them, based on the access levels the user has.

You can share a Dashboard from the list of Dashboards on the main Dashboard page, or from the Dashboard itself.

Share from the Dashboards page

To share Dashboards from the main Dashboard page, follow these steps.

1. Configure the Dashboard(s) to look as it must appear when you share it.
2. If you edited the Dashboard, save the Dashboard by selecting the **Save** button in the top menu bar.

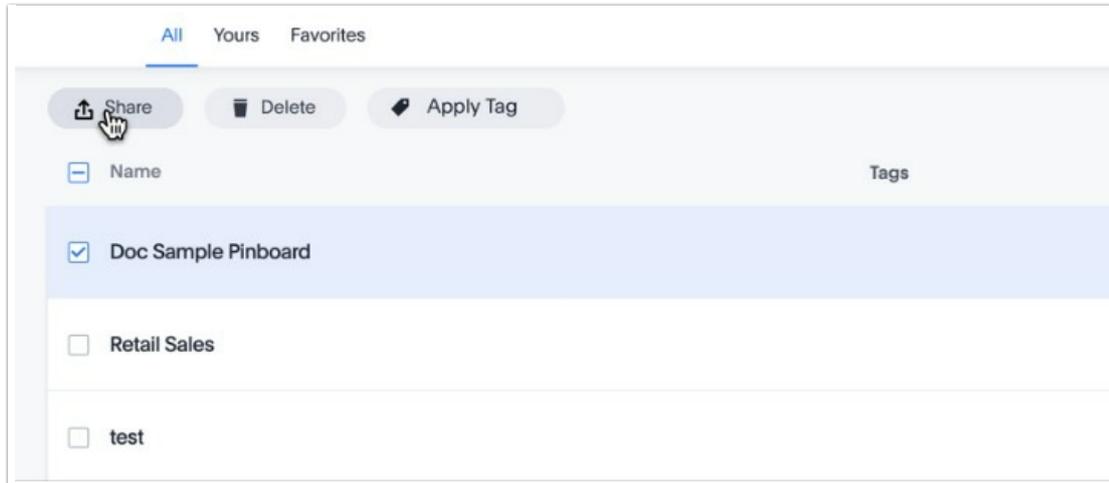


3. Select Dashboards on the bar at the top of your screen.

4. Select the Dashboard(s) you want to share from the list of Dashboards by hovering over the Dashboard name and selecting the empty check box that appears.

To see the option to make your Dashboard discoverable to users in the same user group, navigate to the **Yours** tab before selecting your Dashboard.

5. Select **Share**.

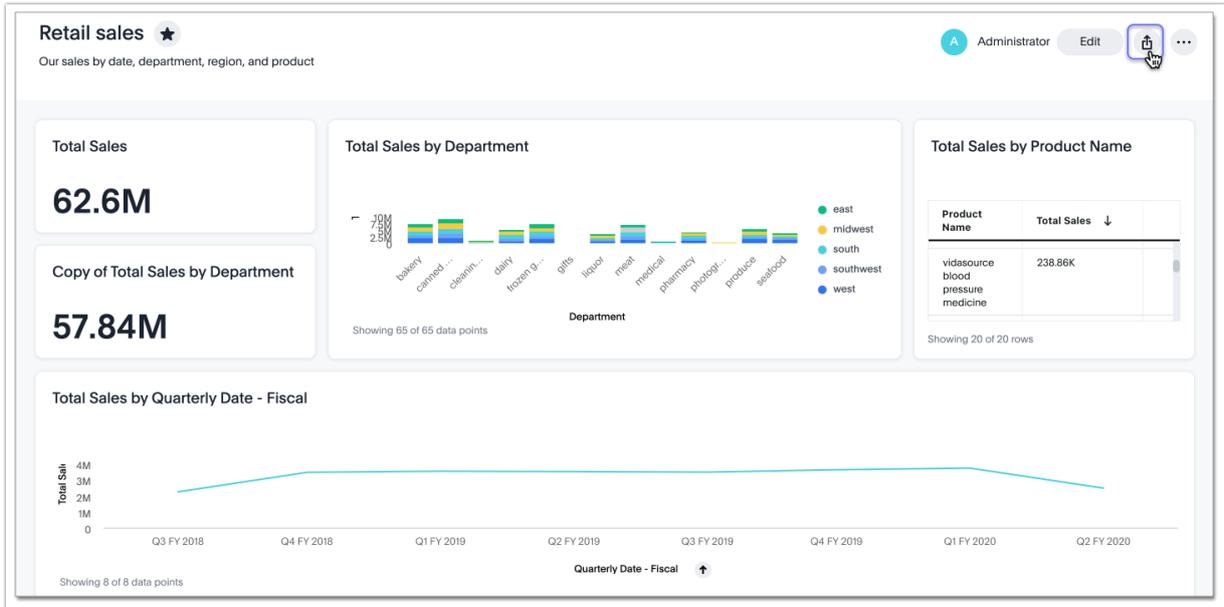


6. Specify permissions.

Share from within a Dashboard

To share a Dashboard from within the Dashboard, follow these steps.

1. Configure the Dashboard to look as it must appear when you share it.
2. If you edited the Dashboard, save the Dashboard by selecting the **Save** button in the top menu bar.
3. Select the sharing icon.



4. Specify permissions.

Specify permissions

1. After you select the **Share** icon, the sharing dialog appears.

Share

Enter name or email address of the user, or group name 

Send notification Add message (optional)

Previously shared with:


Administration Group (2) 

Can View 

Make this answer discoverable

Anyone who already has access to this answer can use this link to view the answer Copy link

Cancel
Share

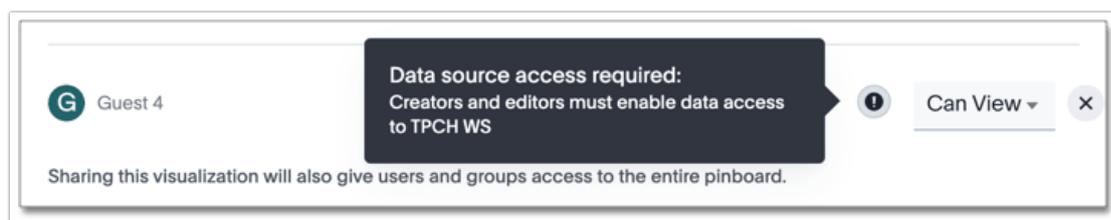
2. Enter users or groups with whom you want to share this object in the text box. To stop sharing with a user or group, select the **x** icon next to the **Permissions** dropdown menu for that user or group.

Note that you can only enter email addresses whose domains are in your list of allowed domains. These domains appear when you select the info button.

3. Configure the level of access by selecting from the dropdown list. You can select:

- **Can View** to provide read-only access. If the user doesn't have access to the underlying Worksheet, they can only view the shared object.
- **Can Edit** to allow modification. Enables renaming or deleting the shared object. If a user with edit privileges modifies a shared object, the object saves their changes.

4. If the selected group or user does not have access to the underlying data, you must enable access to the Worksheet, view, or table. A black warning symbol appears when you try to share with a user who does not have underlying data access. If you select it, it tells you to enable access:



If you own the underlying data source, you can enable access through the sharing dialog. If you do not own the data source, Alchemer emails the owner of the data source or your administrator to ask them to share the data.

To enable access, select **Give view access to underlying data sources** at the bottom of the dialog. You can select the arrow to view the data sources.

After you enable access, the warning symbol turns into a green checkmark.

5. You can choose to send an email notification and an optional message.

6. You can also copy a direct link to the Chart, Dashboard, or visualization within a Dashboard that you are sharing, and separately send that link to users after you share the object with them. Simply select the **Copy link** button at the bottom of the sharing dialog.

Note that sending users this link does not share the object with them. You must also share the object by selecting the **Share** button at the bottom of the dialog.

7. Select **Share**.

Related Articles