Alchemer Dashboard Permissions Overview

Dashboard license types and permissions

The information below describes how licenses map to access and capabilities in Alchemer Dashboard. If you have questions about licensing, please contact us.

Alchemer Dashboard includes the following license types:

- **Consumer**
- **Creator**
- **Stakeholder**

Understanding license types

Each license type determines what a user can see and do within Dashboard:

- **Creators** can build, edit, and manage dashboards, charts, and data sources.
- **Consumers** can view, filter, interact with, and share dashboards but cannot create or modify them.
- **Stakeholders** are a type of Consumer license designed for scaled access. Stakeholders have the same Dashboard permissions as Consumers, allowing them to view and interact with dashboards without building or editing them.

How your Alchemer role maps to your Dashboard license

Your Dashboard license is determined by your role in the Alchemer product you use to reach Dashboard. The mapping is different for Alchemer Survey and Alchemer Digital.

Alchemer Survey users

If you access Dashboard as an Alchemer Survey user, your Survey license type determines your Dashboard license:

Alchemer Survey license	Dashboard license	What this means in Dashboard
Full Access, Professional	Creator	Build, edit, and manage dashboards, charts, and data sources.
Collaborator	Consumer	View, filter, interact with, and share dashboards.
Stakeholder	Stakeholder	View, filter, interact with, and share dashboards.

Alchemer Digital users

If you access Dashboard as an Alchemer Digital user, your Digital role determines your Dashboard license:

Alchemer Digital role	Dashboard license	What this means in Dashboard
Admin	Creator	Build, edit, and manage dashboards, charts, and data sources.
Collaborator	Creator	Build, edit, and manage dashboards, charts, and data sources.
Reporter	Consumer	View, filter, interact with, and share dashboards.

Note: If you have access to **both** Alchemer Survey and Alchemer Digital, your **highest role across the two products** is applied to Dashboard. For example, a user who is a Reporter in Digital (Consumer) and has a Creator-level role in Survey will receive **Creator** access in Dashboard.

Standard vs. Advanced dashboard access

The features available for each license type depend on whether your account includes **Standard Dashboard** or **Advanced Dashboard**.

- In **Standard Dashboard**, users can view, filter, drill down, share, and export dashboards based on their license type.
- In **Advanced Dashboard**, additional AI-powered features, such as **AI Highlights** and **Spark**, are available.

Stakeholder access follows the same model:

- Stakeholders can **view and interact with dashboards** in both Standard and Advanced Dashboard.
- If Advanced Dashboard is enabled, Stakeholders can **view AI-generated insights** (such as AI Highlights results) based on shared dashboards and their data access.

Capabilities by license type

The table below summarizes what each Dashboard license type can do in Standard and Advanced Dashboard. These capabilities are the same whether your license comes from Alchemer Survey or Alchemer Digital.

Capabilities	Standard Dashboard			Advanced Dashboard		
	Creator	Consumer	Stakeholder	Creator	Consumer	Stakeholder
Ask questions with natural language using Spark				□	□	□

Capabilities	Standard Dashboard			Advanced Dashboard		
	Creator	Consumer	Stakeholder	Creator	Consumer	Stakeholder
Build charts with natural language using Spark				☐		
Analyze data using AI Highlights				☐	☐	☐
View results of AI Highlights				☐		
Create, update, and delete charts and dashboards	☐			☐		
Manage data sources and access the data tab	☐			☐		
Manage question labels	☐			☐		
View, filter, and drill down on charts and dashboards	☐	☐	☐	☐	☐	☐
Share and export charts and dashboards	☐	☐	☐	☐	☐	☐
Set alerts on KPIs and schedule dashboard notifications	☐	☐	☐	☐	☐	☐

How data access is controlled

Having a Dashboard license lets you *use* Dashboard. What *data* you can see is controlled separately, and the control differs by product:

- **Alchemer Survey data** is controlled by **Survey Teams**, which determine which data a user can see by default.
- **Alchemer Digital data** is controlled by your **Digital app access**. You can see data only for the Digital apps you have access to in Alchemer Digital.
- **Dashboard sharing** controls access to a specific dashboard. Whether you can view or edit an individual dashboard is determined by how that dashboard was shared with you, and sharing settings are not overridden by your license type.

Stakeholders must log in to access dashboards and will only see data that has been shared with them or that is available based on their data access.

Managing question labels

In Dashboard, the Question Labels management page is available to any user with a Creator license. Dashboard does not use Survey's role-based permissions, so any Creator can view and

manage the Question Label Library. In Alchemer Survey, managing labels instead requires the "Create and modify question library elements" role permission. See Manage Question Labels in Dashboard.

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