

Alchemer Dashboard Permissions Overview

Dashboard license types and permissions

Dashboards control access using the same license types you already have on your account. Dashboard features come in two packages: Standard and Advanced.

Standard vs. advanced dashboard access

The features available 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.

Understanding license types

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

- **Full Access and Professional Licenses** can build, edit, and manage dashboards, charts, and data sources.
- **Collaborator and Stakeholder Licenses** can view, filter, interact with, and share dashboards but cannot create or modify them.

Capabilities	"Standard" Dashboard		"Advanced" Dashboard	
	Collaborator /Stakeholder	Full Access /Professional	Collaborator /Stakeholder	Full Access /Profession
Build charts with natural language using Spark				✓
Analyze data using AI Highlights				✓
View results of AI Highlights analysis			✓	✓
Create, update, and delete charts and dashboards		✓		✓
Manage data sources and access the data tab		✓		✓
View, filter, & drill down on charts and dashboards	✓	✓	✓	✓
Share and export charts and dashboards	✓	✓	✓	✓
Set alerts on KPIs and schedule dashboard notifications	✓	✓	✓	✓

How access is controlled

A user's access to data in Dashboard is determined by:

- **Survey Teams:** Control which data a user can see by default

- **Dashboard sharing settings:** Allow Creators to share dashboards or data across teams

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