Manage Question Labels in Dashboard

Question Labels standardize how questions are named across your feedback data, so you can combine and compare results from multiple surveys and sources in Alchemer Dashboard. You can now view and manage your organization's Question Label Library directly in Dashboard, without switching to the Survey builder. Labels you manage here stay in sync across Alchemer Survey and Alchemer Digital.

To apply labels to questions while building a survey, or to manage labels from within Survey, see Standardize Your Data with Question Labels.

Who can manage question labels

Managing labels in Dashboard requires a Dashboard Creator license. Dashboard does not use Survey's role-based permissions, so any user with a Creator license, the same users who manage datasets and build charts, can view and manage the Question Label Library. In Alchemer Survey, managing labels instead requires the "Create and modify question library elements" role permission.

Find the Question Labels page

In Dashboard, open the **Data** menu in the top navigation and select **Question Labels**.

The Question Labels table

The page shows your Question Label Library, grouped into collapsible categories. Some labels are system managed and cannot be edited or deleted; these are marked as system managed in the table.

Search for a label

Use the search field above the table to find a label by name. The table filters to the matching labels as you type.

Add a label

1. Select + **Label** in the table header. A new row appears at the top of the table.
2. Enter a label name.
3. Optionally choose a **Category** (defaults to Custom) and add a **Description**.
4. Select **Save**.

The new label is added to your Question Label Library and becomes available in Alchemer Survey and Alchemer Digital, and in the Dashboard chart builder.

Edit a label

Select an existing label to edit its text, then save. Editing a label here updates the label in your Question Label Library. It does not change questions that were already labeled, which matches how question labels behave in Survey.

Delete a label

Select a label and choose delete, then confirm. The label is removed from your Question Label Library.

How labels stay in sync across products

A label you add or edit in Dashboard is available in Alchemer Survey and Alchemer Digital, and in the Dashboard chart builder. Label casing is kept consistent everywhere the label appears. Changes appear right away across products, with no manual refresh needed.

Notes and limitations

- If you do not see the Question Labels option, confirm you hold the required permission.
- Some labels are system managed and cannot be edited or deleted.
- Category creation and management is not currently available.

Related articles

- Standardize Your Data with Question Labels
- Use Question Labels
- Alchemer Dashboard Permissions Overview

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