Share a crosstab

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By default, only you can see crosstabs that you create. If you wish to allow others to view your crosstab, click on the *Sharing* tab.

Find the name of the user(s) in your organization to whom you wish to grant permission to view the crosstab. *Read Only* access will permit the user to view the crosstab. *Edit* access will permit the user to view, edit, and even delete the crosstab. At the bottom of the list of users is a checkbox that controls whether those gaining access to the crosstab are notified. If you want to grant everyone in your organization access, choose *Everyone*.

SHARING SETTINGS

Crosstabs can be shared with other users of your account. Users with Read Only access can view, but not edit, a crosstab. Users with Edit access can view the crosstab, share the crosstab with others, and make changes to the crosstab.

NAME	NO ACCESS	READ ONLY	EDIT
Everyone	○	○	●
Product	●	○	○
Sales	●	○	○
	●	○	○
	●	○	○
	●	○	○
	●	○	○
	●	○	○

☐ Notify users gaining access to this crosstab

Reset   Save

Once you've made all the desired changes, use the blue *Save* button at the bottom left of the page.

Users who have read-only access cannot see the *Settings* or *Sharing* sections of the crosstab.