

# Sharing a MultiScore report

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If you wish to allow others to view your MultiScore report, click on *Settings*, then *Sharing*.

## MULTI SCORE SHARING

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

NAME	NO ACCESS	READ ONLY	EDIT
Everyone	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
[REDACTED]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[REDACTED]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[REDACTED]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[REDACTED]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

There are three levels of permissions. The default is *No Access*, meaning they cannot see the report. *Read Only* access will allow them to view, but not edit, the report. *Edit* will allow them to view, make changes to, and delete the report. If you want to grant access to everyone in your organization, select *Everyone*.

Changes will not take effect until you click *Save* at the bottom of the page. At that time, you may choose whether you want to notify users who are gaining access to the report.

Please note that you will not see the *Settings* or *Sharing* options if you do not have edit permissions for a report.

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