

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 permission. 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 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.
