

Sharing a MultiTimeview report

04/01/2025 4:45 pm EDT

By default, only you can see the reports you create. If you want them to be viewable by other members of your organization, go to *Settings > Sharing* and select the members with whom you wish to share it and the access you want them to have. Those with *Read Only* access will be able to view but not alter the report. Members with *Edit* access can change any aspect of the report, change its sharing settings, and delete the report. If you want to grant access to everyone in your organization, select *Everyone*.

MULTI TIMEVIEW SHARING

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

NAME	NO ACCESS	READ ONLY	EDIT
Everyone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Product	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sales	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Changes will not take effect until you hit the *Save* button 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.

Notify users gaining access to this MultiTimeview

Save

Cancel