

Sharing a Scorecard

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To share a scorecard, click on *Settings*, then on *Sharing*. You can choose three levels of permissions for users on your account. The default is *No Access*, meaning the person or group 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, and delete the report.

Custom Scorecard Sharing			
<small>Scorecards can be shared with other users of your account. Users with Read Only access can view, but not edit, a scorecard. Users with Edit access can view the scorecard, share the scorecard with others, and make changes to the scorecard.</small>			
Name	No Access	Read Only	Edit
Everyone	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
asd	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CivicScientists - T-Mobile	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Below the list of members of your account, there's a section that can be used to give scorecard access to other accounts. Under *Shared Accounts*, you will see a list of accounts to which the scorecard is shared.

Notify users gaining access to this scorecard

Share with Other Accounts

With which accounts would you like to share this scorecard?

- All Accounts
- All Publisher Accounts
- All Data Customer Accounts
- Custom

Account ID's (csv)

Shared Accounts

This scorecard is not currently shared with other accounts.

At the very bottom of the page, you'll find the *Save* and *Cancel* buttons. You must click *Save*, or none of your *Sharing* changes will be made.

When you *Save* your changes, you may choose whether you want to notify users gaining access to the report.

Notify users gaining access to this scorecard

Save

Cancel
