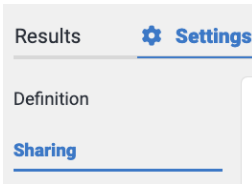


Share a scorecard

02/06/2025 1:45 pm EST



You're the only user who can view or edit your scorecard by default. To change that, you must grant access to the scorecard, either by group or to individuals. To do so, go to the *Sharing* item under the *Settings* tab.

The first line of the *Sharing Settings* is labeled *Everyone*. If you want all account members to be able to view the scorecard, select *READ ONLY* on this line. Selecting *EDIT* will allow a user or group of users to change settings, share it with others, or delete it.

After that, any [user groups](#) in your account will be listed. If you provide access to any of these, every user in that group will have access. Individual users are listed after the groups.

If you want users gaining access to the scorecard to be notified, tick the box labeled *Notify users gaining access to this scorecard*.

SHARING SETTINGS

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.

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

Notify users gaining access to this score_table