

# Share a Scorecard report

04/02/2025 7:31 am EDT

Results

Settings

Definition

Sharing

You're the only user who can view or edit your Scorecard report 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 to notify users who gain access to the Scorecard, tick the box labeled *Notify users who gain 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"/>

☐ Notify users gaining access to this score\_table

Reset

Submit