**Creating a Shareable Report Link in Listen**

In Listen, you can generate a password-protected dashboard report that can be shared to stakeholders externally via a link. This allows you to provide view-only reports to stakeholders who may not have access to Listen at any time. In this article, learn how to create and customize a shareable report link.

Creating a shareable report link

Note:

Shareable reports can only be created from Listen saved searches.

1. In the Listen dashboard you would like to share, make sure you have selected the timeframe for the dashboard you would like to report on. Then, click **Create Report** in the top-right corner.
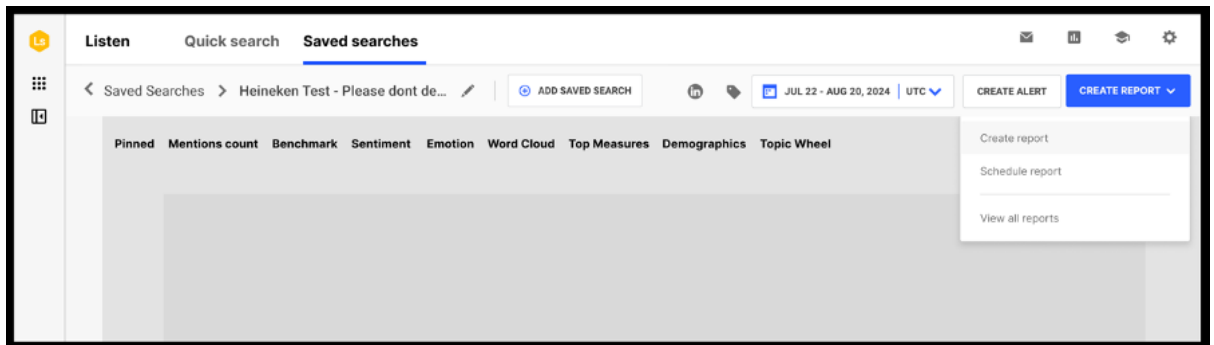
2. In the Create report window, enter a name for your report. You will see the report date based on the timeframe you selected for your dashboard. If desired, enter an optional summary for your report and select the charts from your dashboard you would like to include. By default, all charts from your dashboard will be

included. Click **Create Report** to proceed in creating a shareable link.

3. The following step will prompt you to create a password for your report link. Passwords must contain 8 characters, 1 numeric character, 1 uppercase character, and 1 non-alphanumeric character (e.g. !#%,+-/). All reports will use a single passwords, and users you provide with the password will be able to scroll back in time to view previously generated reports via the link. Click **Save** to

generate your report.

4. The following window will display the password you created to copy and share with stakeholders, as well as a link of your report to share. If you have previously shared reports, they will be listed in this menu along with their shareable links and dates they were created. At any time, you can update your shared report password via this menu.

External stakeholder view

After you share your report link with external stakeholders, they will be prompted to input the report password. After they open the report, they will be able to see all of the charts you chose to share in your report, as well as previous reports if they are available.

Enter your password to open this report

Password *

[   ]

Open report

Report name July 18, 2024 — August 16, 2024

Total volume

Benchmarked for Jul 18, 2024 - Aug 16, 2024 (UTC) against data from the Jun 18, 2024 - Jul 17, 2024 (UTC)

Total mentions

97 ↗ 61%
Previous period: 60

Total reach

42K ↗ 67%
Previous period: 25K

Total impressions

15K ↗ 2067%
Previous period: 683

Unique authors

49 ↗ 104%
Previous period: 24

Previous report

Mention volume **over time by** day