Sharing Measure Dashboards Internally

When you share your Measure dashboards internally, you can give other users and teams in your organization access to view or edit your dashboards. Depending on their access users and teams can then easily and independently perform tasks such as editing the dashboard, sharing the dashboard further, scheduling it, duplicating it, or exporting it complete with all visible channels and metrics.

Note:

For US clients, this feature is accessible to Pro/Premium accounts only. If you are a US client with a Standard account and would like to upgrade your package, contact your Customer Success Manager (CSM) or Brandwatch Support.

Who can I share dashboards with?

You can share dashboards internally with your users and teams in Social Media Management.

Tip:

To share a dashboard with an external stakeholder, visit our article on Sharing Dashboards Externally.

What access can I grant users or teams?

By sharing internally, you can grant users or teams view or edit access to the dashboard.

With edit access, users and teams can:

- View the dashboard
- Edit the dashboard (by clicking the **Edit** button)
- Share the dashboard (internally and externally)
- Manage access to the dashboard (internally and externally)
- Schedule the dashboard
- Duplicate the dashboard
- Export the dashboard

- Manage the dashboard's channels

Note:

Only the original owner of a dashboard or an [Admin user](#) can delete a dashboard. Admin users can access, view, and edit all Measure dashboards by default.

With view access, users and teams can:

- [View the dashboard](#)

- [Duplicate the dashboard](#)

- [Export the dashboard](#)

Note:

If you share a dashboard with a user and a team that same user is on, the sharing role you have granted the user will take priority for the user's access. For example, if you grant a user Editor access but the user's team only has Viewer access, the individual user will still have Editor access to the dashboard.

If you remove a team's access from a dashboard but the dashboard is still shared with the individual user, the user's access to the dashboard will remain according to the sharing role you have granted the user. Similarly, if you remove a user from the dashboard but still share the dashboard with the user's team, the user's access to the dashboard will remain according to the sharing role you have granted the team.

Sharing a dashboard with internal users and teams
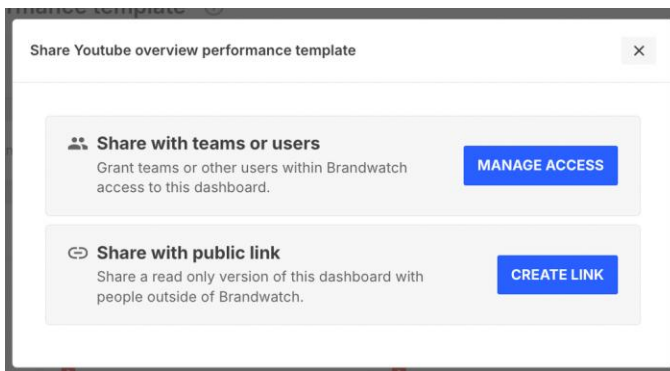
To share a dashboard, please follow the steps below:

1. Under the **Dashboards** tab in Measure, open any existing dashboard.
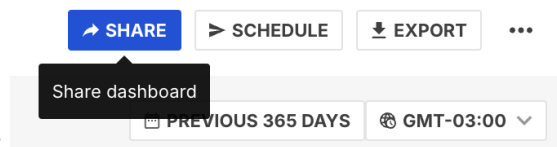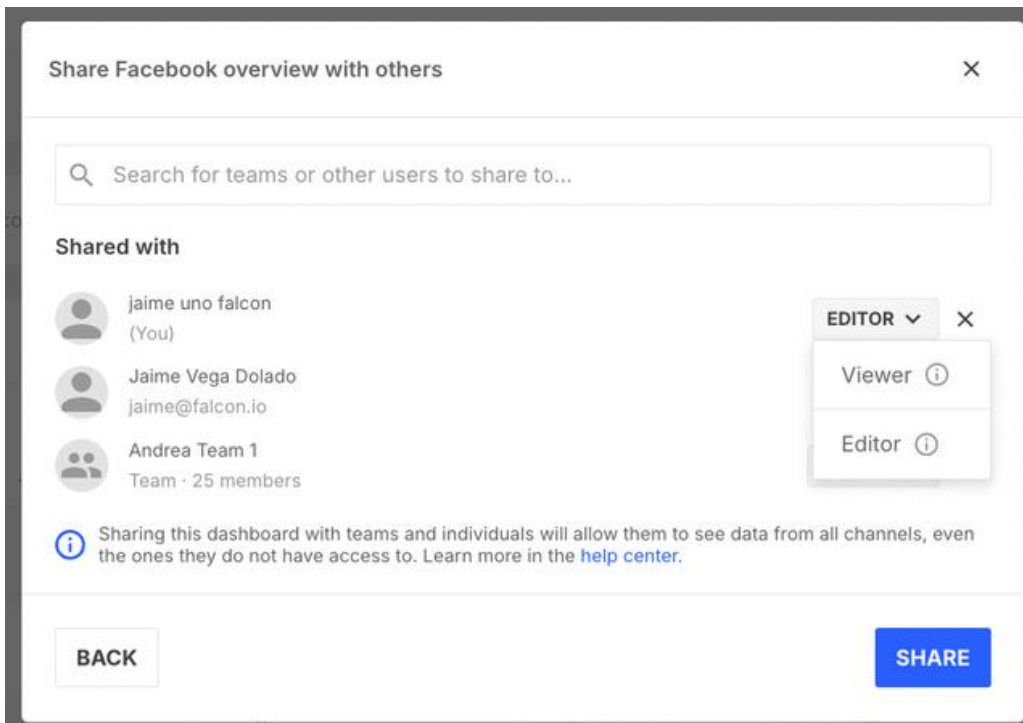

2. Click **Share** in the top right.

3. Next to **Share with teams or users**, click **Manage access**.

4. Scroll or type to search for the users and teams to share your dashboard with and select them to add them to your sharing list. Next to each user and team, use the access dropdown to grant them either **Viewer** or **Editor** access. When ready, click **Share**.


In the top-right corner, you will receive a notification that your dashboard has been successfully shared. In the top left beside your dashboard title, you will also see the **Shared** icon. Hover over the icon to view a list of users and teams the dashboard has

been shared with.

Similarly, from your overview of existing dashboards in Measure, you can view the **Shared** icon from the bottom right of each listed dashboard.
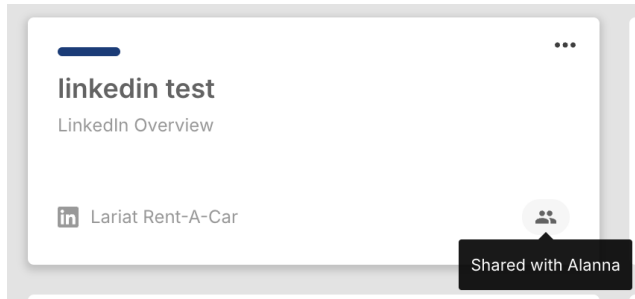
How will users and teams be notified?

Users and users in your chosen team(s) will receive email updates for any dashboards which have been shared with them. Email notifications will be sent to all applicable users in the following scenarios:
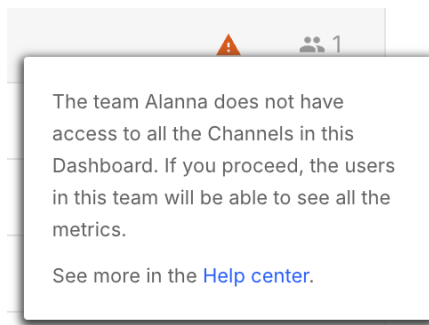
- A dashboard has been shared with the user

- A shared dashboard has been edited/updated

- The user's access to a dashboard has been removed

- A shared dashboard has been deleted

- The owner of a shared dashboard no longer has access to the dashboard (for example, if they are removed from the team)

- The owner of the shared dashboard has been deleted from Social Media Management

Warning:

When you are choosing teams to share your dashboard with, you may notice a warning icon beside the team name. This warning sign highlights teams that do not have access to all channels in your dashboard.

You may still share your dashboard with any teams showing this warning sign, though please be aware that your dashboard will be shared in its entirety, **including all data, metrics, and content for the channels the team doesn't have access to**. Users can still

view, filter, sort and export all visible data in your dashboard.

The team Alanna does not have access to all the Channels in this Dashboard. If you proceed, the users in this team will be able to see all the metrics.
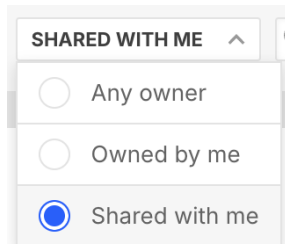
See more in the Help center.

Viewing and editing shared dashboards

From your Dashboards menu in Measure, you will see an **eye icon** in the bottom right corner of a dashboard that has been shared with you.
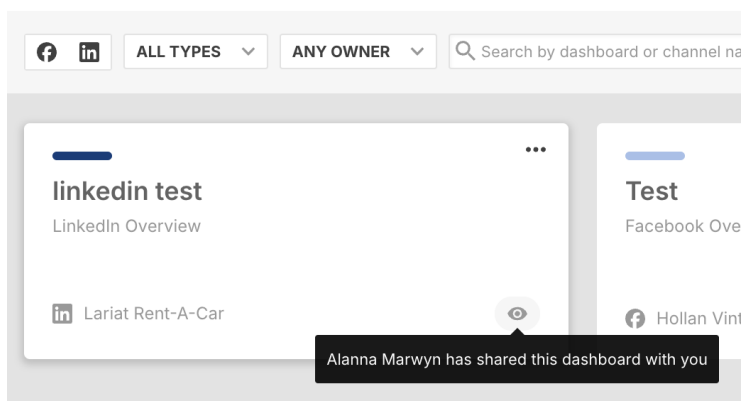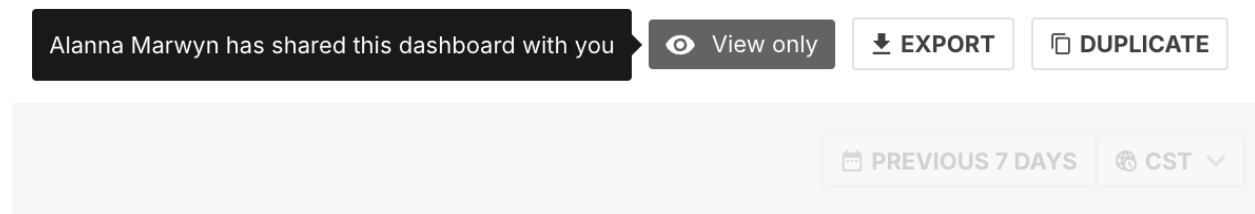

At the top of the Dashboards menu, you can click the filter dropdown to filter by dashboards **Shared with me** to only view dashboards shared with you or your team.

View-only mode on a shared dashboard

If you have been granted a **Viewer** role to the dashboard, it will open in view-only mode.

While in view-only mode, you will not be able to add widgets, channels, metrics, or any additional information to the dashboard.

In view-only mode, you can:

- Select/deselect channels using the Channels dropdown

- Sort widgets by clicking on any metrics from the top of the widget

- Change the timeframe of the dashboard using the calendar icon

- Export the dashboard by clicking Export in the top right

Editor mode on a shared dashboard

Users and teams granted Editor access to a shared dashboard will have all standard editing privileges on the dashboard except deleting it. Visit our article on Editing Measure Dashboards to learn more.
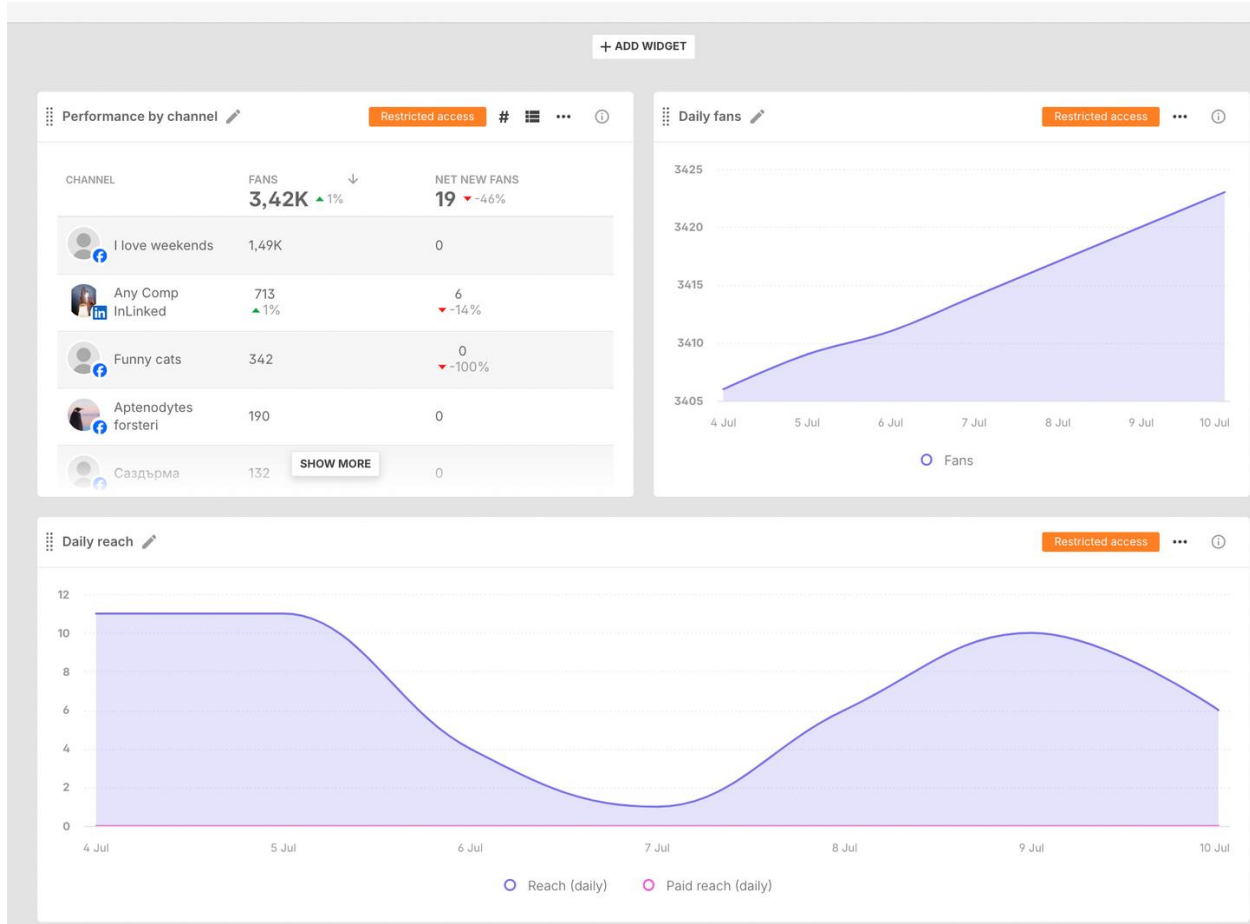
Note:

Only the original owner of a dashboard or an Admin user can delete a dashboard. Admin users can access, view, and edit all Measure dashboards by default.

If a user with an Editor role lacks access to certain channels included in the dashboard, those channels will be marked with a **Restricted access** icon in the Channels filter.
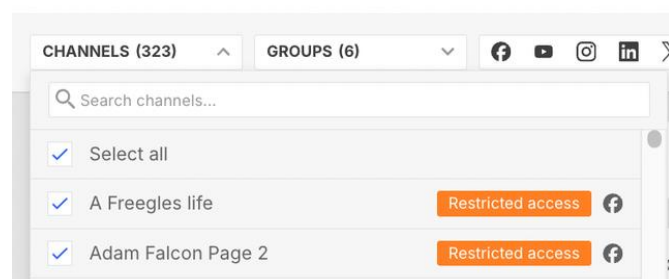
When the user is in Edit mode, they will also see Restricted access icons on any widgets that contain channels inaccessible to the user.


Users with restricted channel access **cannot**:

- Edit the metrics of the widget

- Filter/edit filters of the widget

- Add new metrics on a custom CSV export for the widget

Users with restricted channel access **can**:

- Customize date range on the widget

- Delete the widget

- Customize the channels in the widget they have access to

- Duplicate the widget (with only the channels the user has access to)

- Add widgets (with the channels the user has access to)

Warning:

Measure only supports **one user editing a dashboard** at a time. If a user is currently editing a dashboard, another user will be unable to enter edit mode until the current editor either saves their edits or exits editor mode. If a user attempts to edit the dashboard while another user is already editing it, Measure will display an **Unable to edit** warning
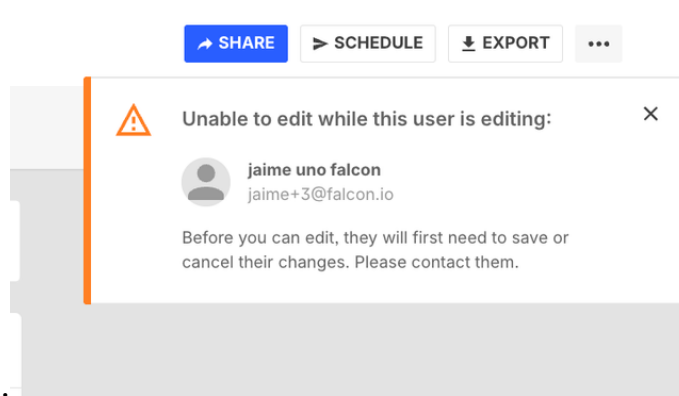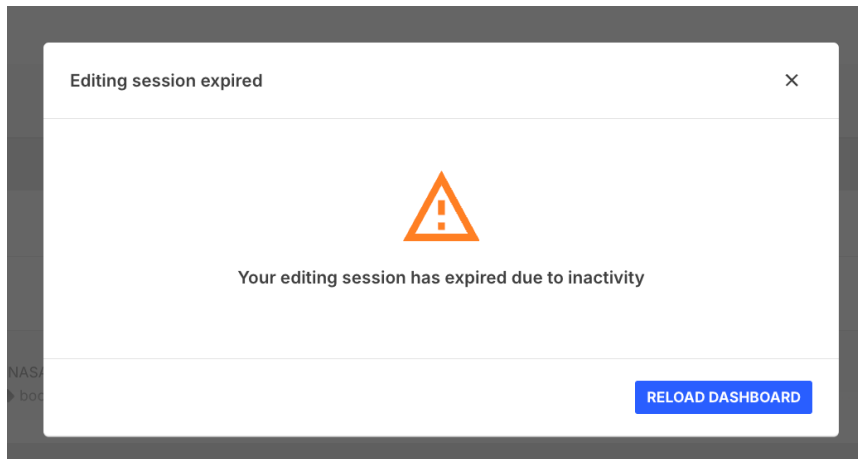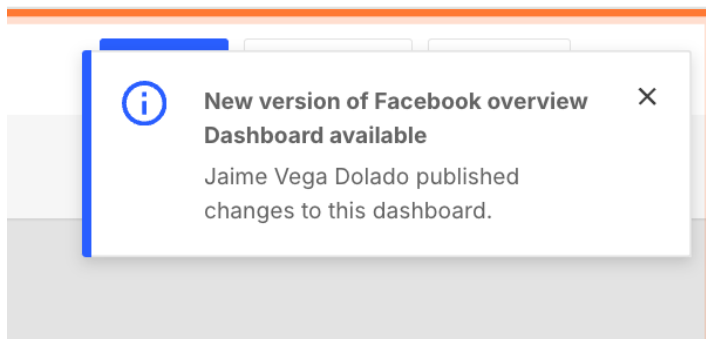

notification.

If an editing user has not made any edits to the dashboard after **8 minutes**, they will receive a warning notice the session will expire and have **2 minutes** to respond to the pop-up and select either **Yes, continue editing** or **No, save changes**.
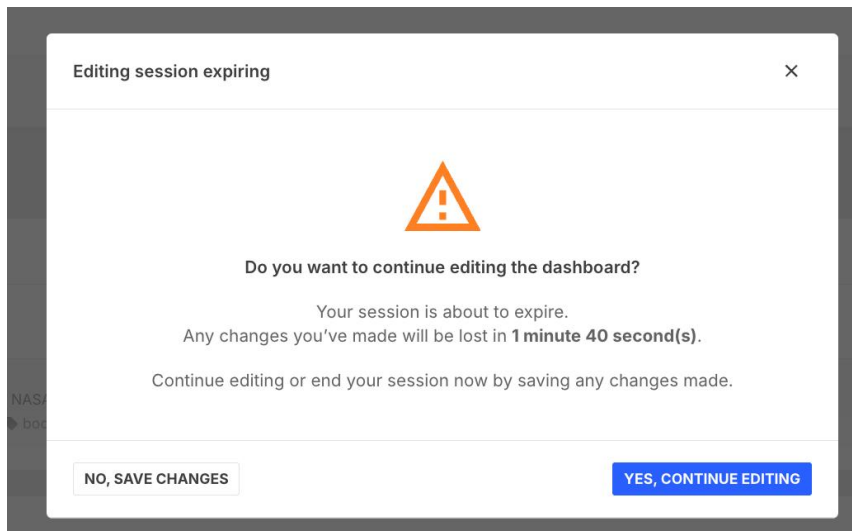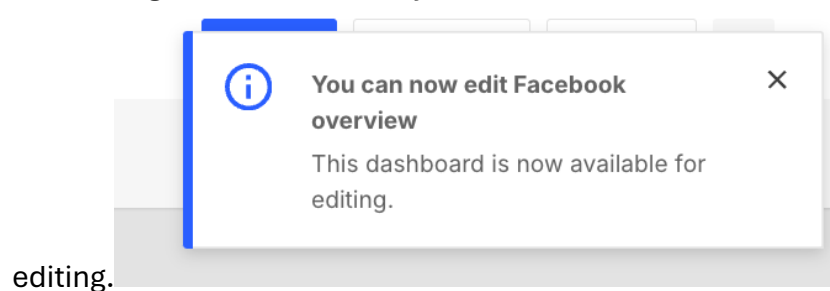
If the editing user fails to respond to the warning pop up within two minutes, they will see a notification that their session expired due to inactivity.

Once the dashboard is available for editing, a user waiting to edit will receive one of two notifications. If the dashboard was edited by another user, they will receive a notification that a new version of the dashboard is available.

If no changes were made, they will see a notification that the dashboard is available for

editing.