Allowing Other Users to View Your Reports

Any online report that you generate can be shared with whomever you wish so that they can also monitor responses to the survey. This document outlines how to turn on the public report function within Qualtrics.

1. Click on the View Results tab, then the View Reports button and select the report from the list that you wish to share.

2. Once your report loads, click the Public Report button.
3. In the dialog box that appears, click the Turn On Public Report button and the link that appears can be shared with those whom you would like see the results. If necessary, you can set a password that you can share with your other viewers. Your viewers will not have any opportunity to interact with the report.