

Password Protect Shared Reports

Report builders can add Password Protection to Shared Reports to add another layer of security for their data. To add Password Protection to a report, select Password Protected from the **Who can see this report** dropdown menu. This will prompt you to create a password needed to access the report.

The screenshot shows the 'Share Report' configuration window. At the top, there is a 'Shareable Link' field with a URL and buttons for 'Copy' and 'View'. Below this is a section titled 'Who can see this report' with a dropdown menu set to 'Password Protected'. Underneath is a 'Password' input field. To the left, there are 'Options' with checkboxes for 'Allow Date Filtering', 'Allow Answer Option Filtering', 'Allow Exports', and 'Email Report Automatically'. To the right, there is a 'Report Expiration' field with a date picker. At the bottom right, there is a 'Done' button.

When a report is shared with Password Protection, the report viewer will be required to enter a password in order to access the report. Make sure to inform your report viewers of the password when you share the report!

The screenshot shows the Alchemer login screen. The header features the Alchemer logo and the text 'Formerly SurveyGizmo'. The main content area has a dark background with a white box containing the text 'Please sign in'. Below this text is a 'Password' input field and a 'Log In' button.

Require all Shared Reports in your account to be Password Protected
Account Administrators can require all shared reports in the account to be Password Protected or only accessible to logged-in Alchemer users. To set this up go to **Security > Settings**. Select the checkbox next to Require Password Protection.

Share Report Settings

Password Protect Report Share Links

Require all share link reports within the account to be password protected or only accessible for logged-in users.

Note: This change will impact all shared reports that are created going forward and will not impact previously shared reports. Additionally, reports will no longer be indexed by search engines.

Adding this setting will only impact future shared reports, and will not impact previously shared reports. Reports will no longer be indexed by search engines.

When an Account Administrator has made this the default setting on the account, report builders will only see the option to share reports that are Password Protected or only accessible to logged-in Alchemer users.

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