

# How to Share a Dashboard Using the Shareable Link Function

This article shows how to use the Shareable Link function to share dashboards.

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## Background Information

You may choose to view shared reports from a user's browser. This is done by utilizing the MSPbots Shareable Link function which allows users to copy and attach a shareable link to emails or other channels. With this function, you can also set a duration for the link's availability to the recipients.

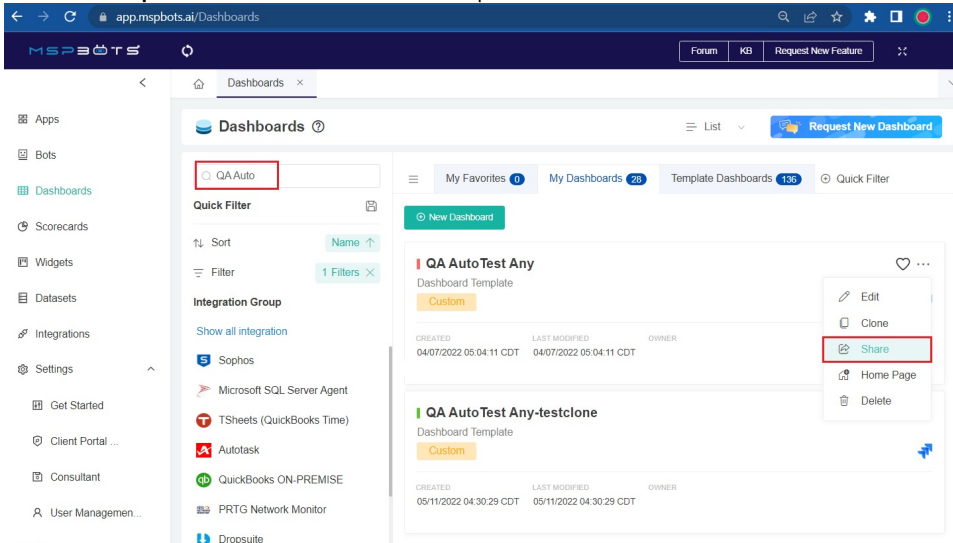
If you are the person generating a shared dashboard link, but the person viewing the dashboard is in a different time zone than you, they will see the dashboard in your time zone, which is the time zone of the person who generated the shared dashboard link. This is because the time zone of the shared dashboard will follow the time zone of the user who generated the link. For example, if you generate a shared link for a dashboard and your time zone is CDT, but the people viewing the shared dashboard are in the AEDT time zone, when they open the shared dashboard, the dashboard's time zone will be displayed as CDT.

## Prerequisites

You need admin permissions to clone and share dashboards.

## To share a dashboard using a shareable link

1. Go to [Dashboards](#) and search for the dashboard that you want to share.
2. Click on the **ellipsis** icon and select **Share** from the options.



Note



- The **Share** option is only available in the **My Dashboards** tab and **My Favorites** tab. Use the **Search** function to find the dashboard you want to share.
- **Template Dashboards** are not shareable. The Share option will only be available after you clone the template dashboard.

3. Click the **Copy** button to copy the URL for sharing.

Share Dashboard ×

SHAREABLE LINK EMBED STREAM TO TV


Copy this URL to share:  
 Copy

[Revoke token](#)

Additional Settings

Save Cancel

4. Click **Additional Settings** and select **Customized Time** to specify a limit to the link's availability or **No Time Limit** if the link will be available without limits.
5. Click **Save**. You may now share the link via email or any channel. Use the URL to view the dashboard. Press **F11** to enter the full-screen mode, and press **Esc** to exit the full-screen mode.

 Important  
Don't forget to click **Save** before copying and sharing the link.

## Related Topics

- [How to Add Your Screen to the MSPbots Device List](#)
- [How to Share A Dashboard Using the Embed Function \(HTML\)](#)
- [Presenting Dashboards Using the Rotating Dashboard View](#)
- [Sharing Dashboards Using the Stream to TV Function](#)
- [How to Create a Shared Public Dashboard](#)
- [Client Portal Management](#)
- [Client Portal Dashboard for ConnectWise and Autotask](#)
- [How to Share Financial Dashboards with Non-financial Admin Roles](#)
- [How to Create and Use Dashboards in MSPbots](#)
- [How to Create and Use Reports in MSPbots](#)
- [Auvik Dashboards Package](#)
- [Some users are not appearing on the MSPbots dashboard](#)