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Cvent Reporting Visibility [1]

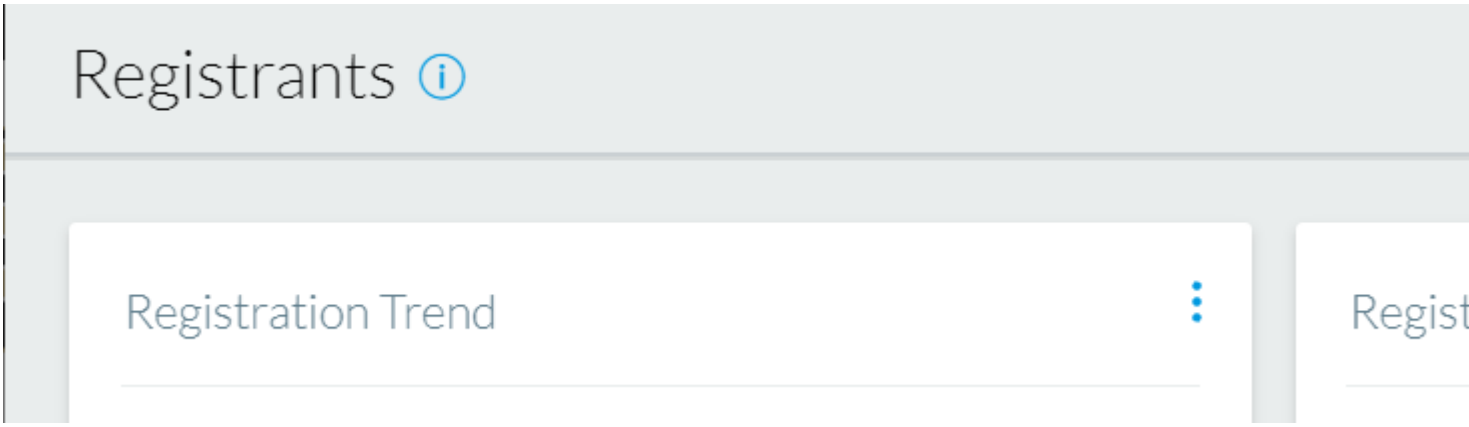
October 1, 2026 by Melanie Jones [2]

By default, any saved Cvent Report [3] is only accessible to the person who created it. Whoever created and saved the Report will need to expand the Report Visibility for anyone else to access it. This is important for two scenarios:

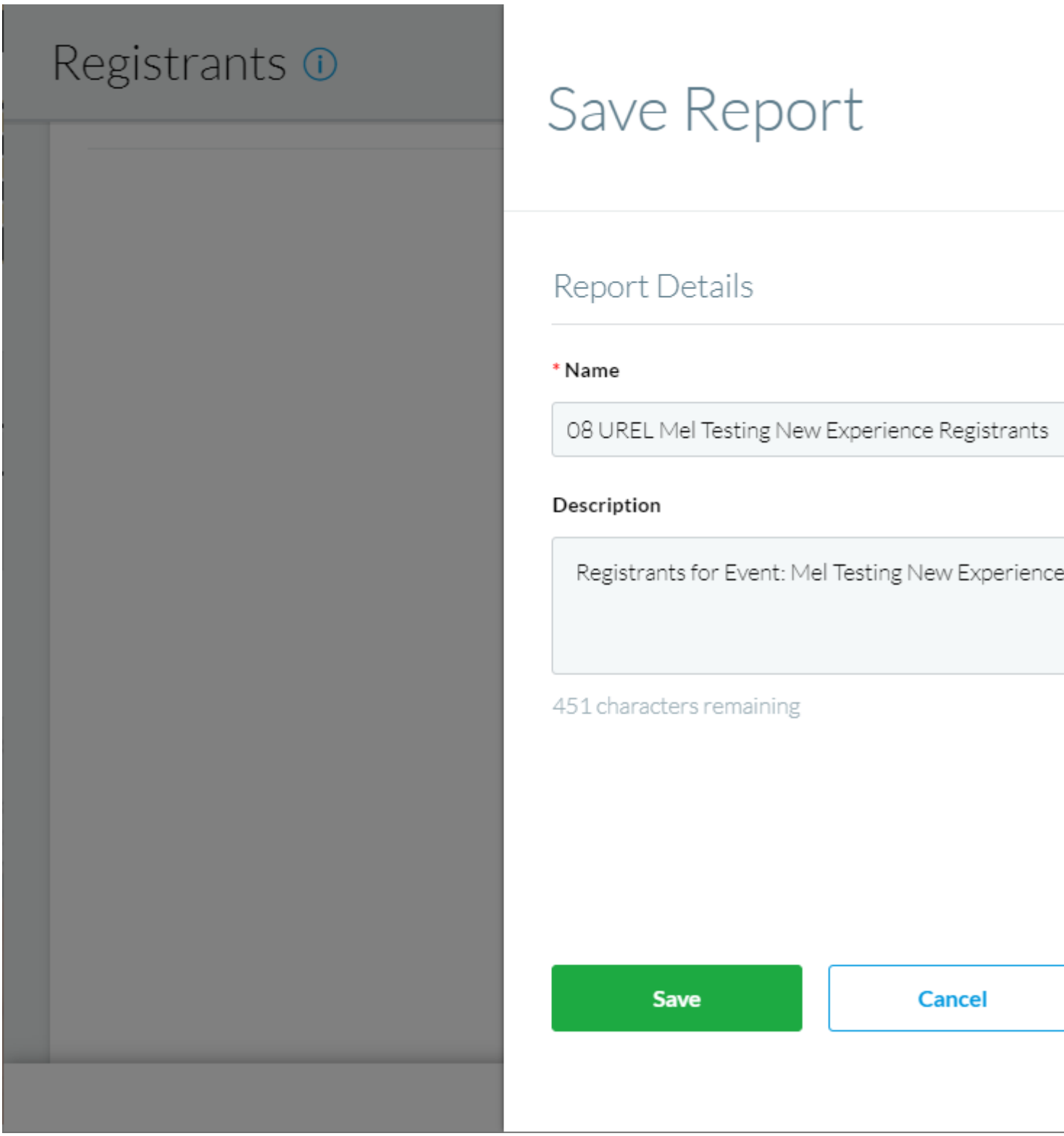
1. You wish to share a Report with another licensed Cvent user who you are collaborating on an event with. You'll need to not only share the event with them [4] but also share the Report Visibility (below).
2. You wish to share a Report with a free, Portal user. Your eComm specialist will need to help you complete this task [5], but first, you must share the Report Visibility with your eComm specialist(s).

Share Report Visibility While Saving

- First, **run a Report** [3]
- Hover **Actions** in the top right
- Click **Save As** in the dropdown

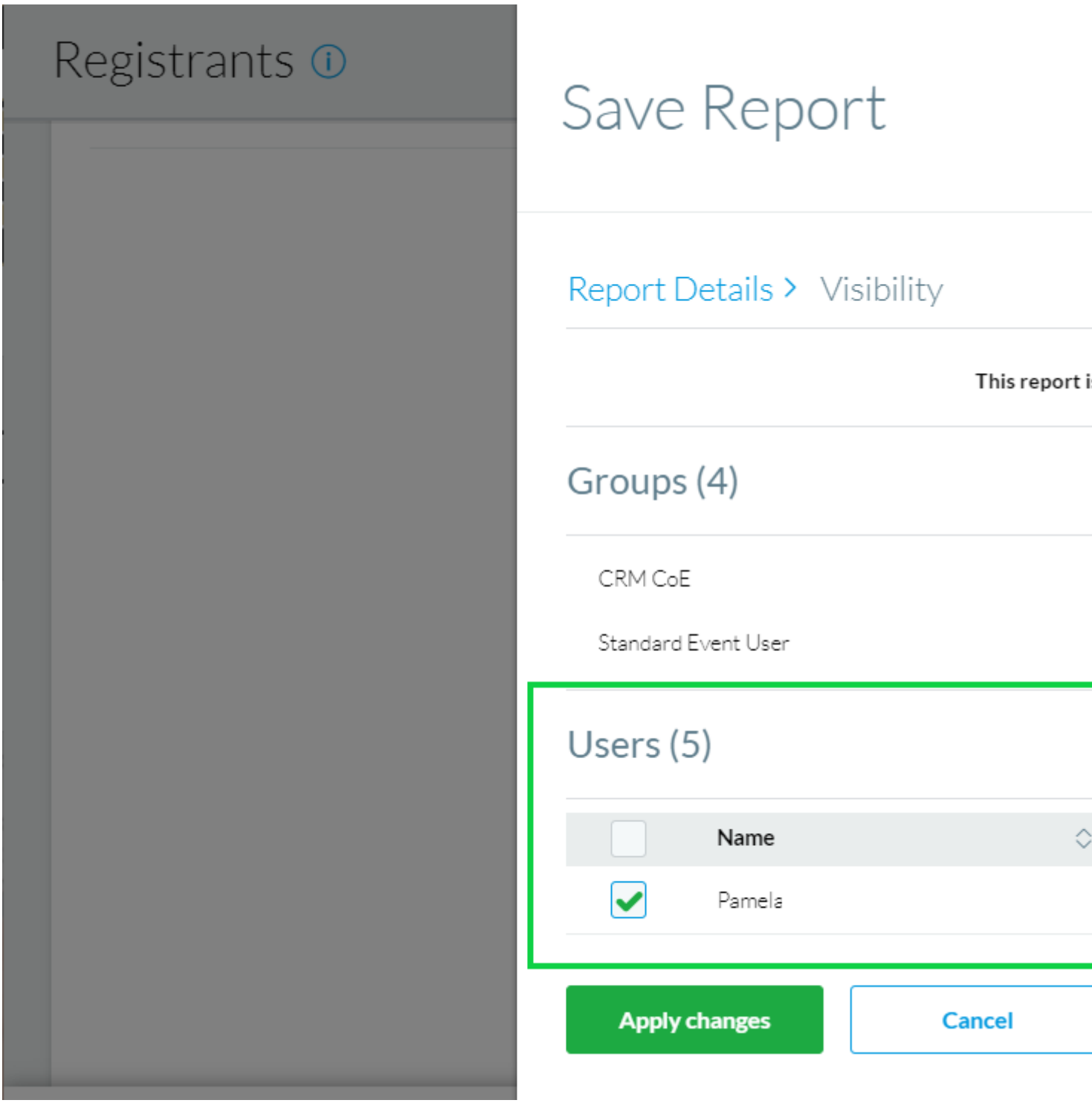


- **Name** the report and provide a **description**
- **Select the blue pencil** icon near **Visible to: Only me**

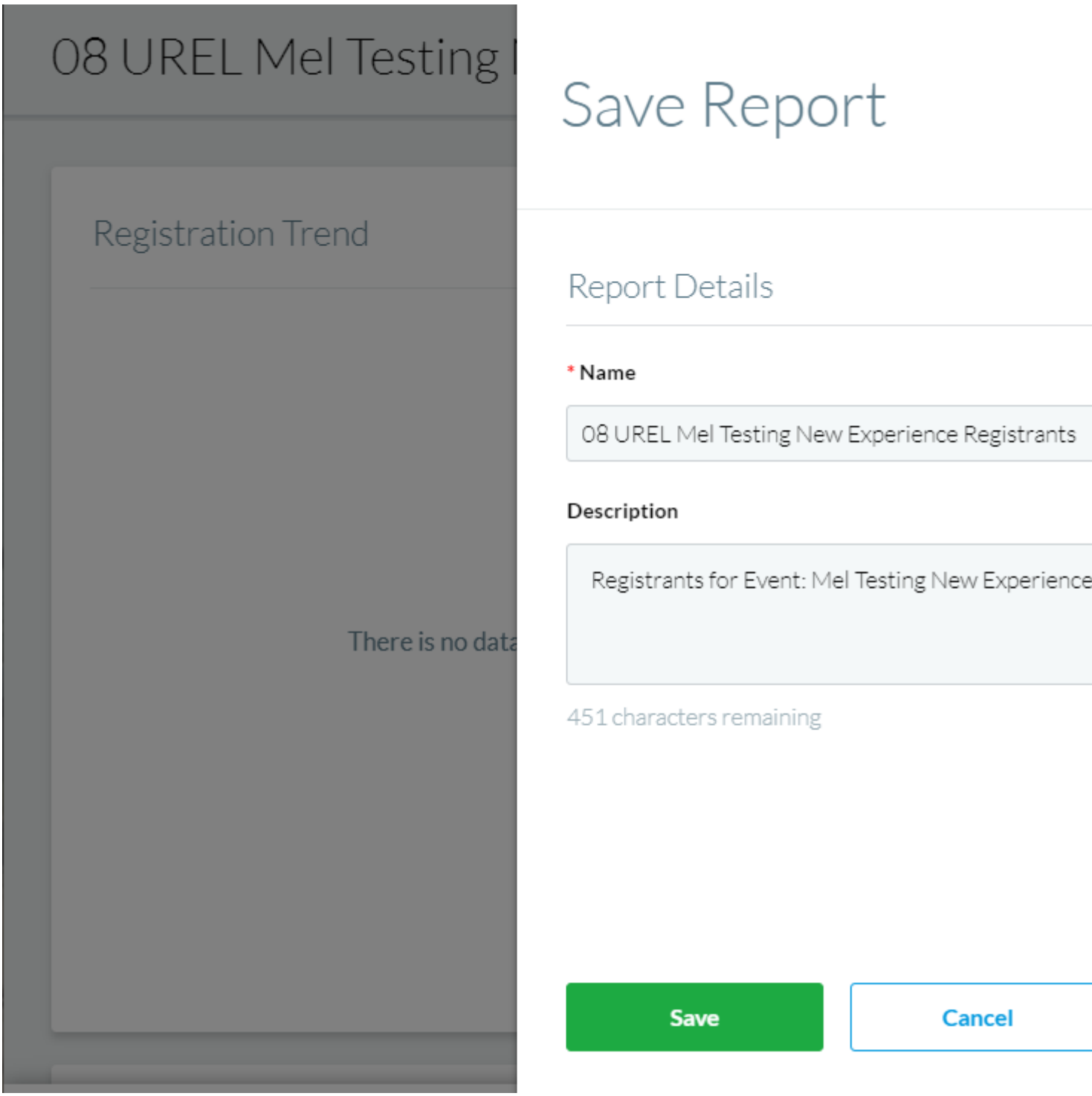


- In the top dropdown, choose **This report is only visible to: Selected users**
- **Check the box next to the users** you want to have access to this Report
    - **TIP!** Use the search function to easily find a user by name or email
- Select the green **Apply changes** button

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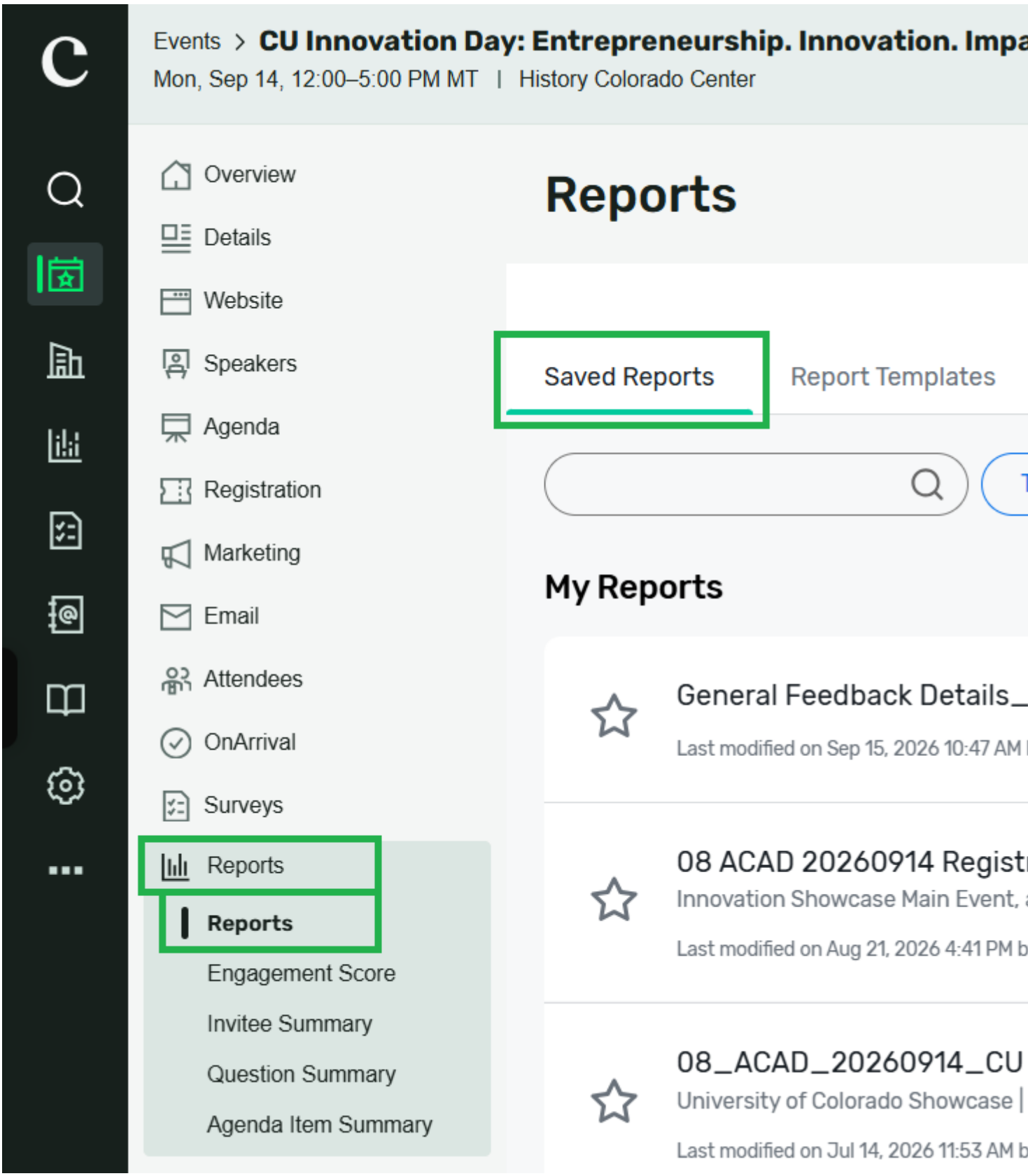
- Click the green **Save** button towards the bottom



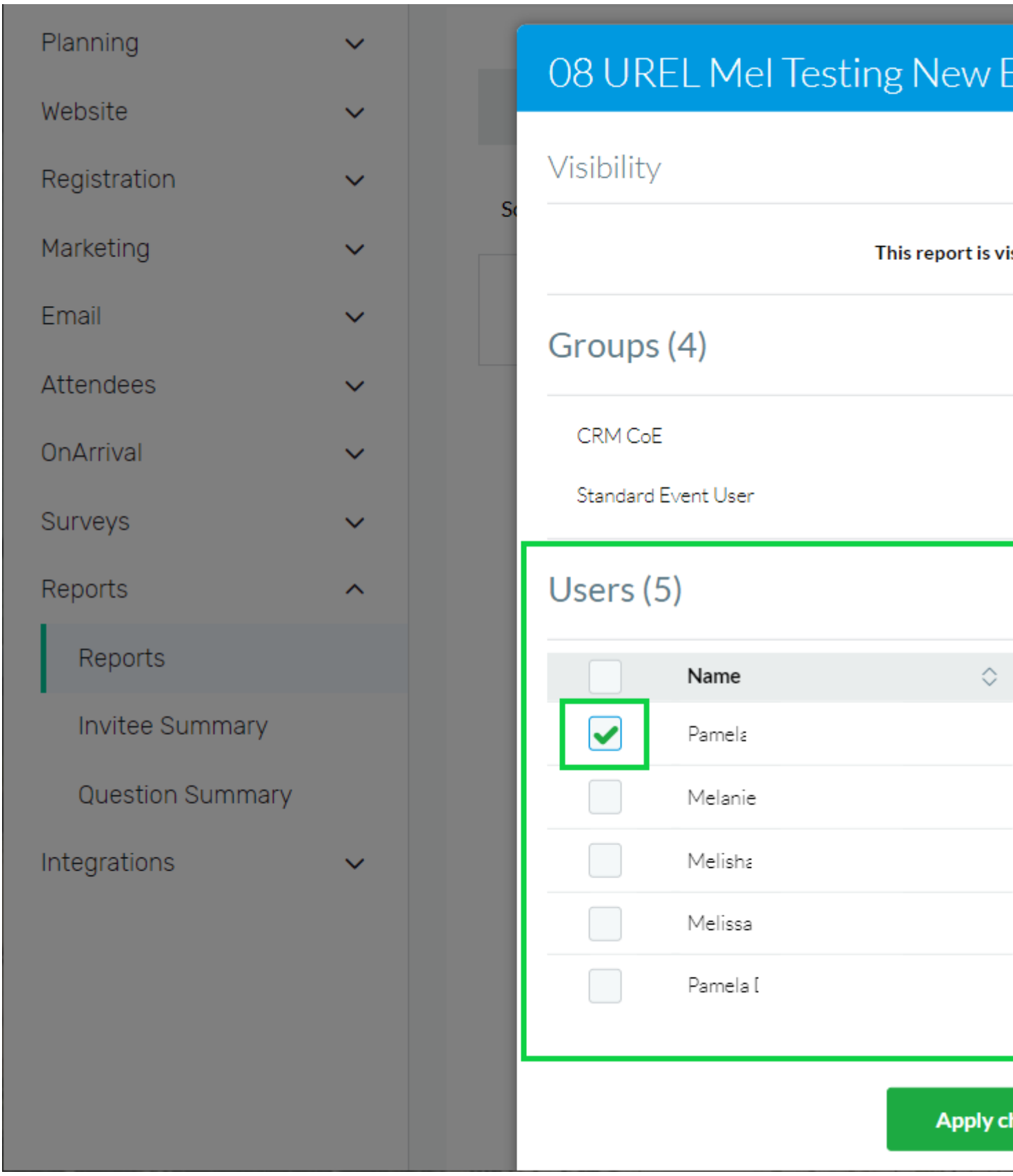
Share Report Visibility for Already Saved Report

If you have already saved your Report, you can update the visibility later.

- Navigate to your event Report or Cross-Event Report
  - In this example, we opened an event, expanded the **Reports** section in the left navigation > then **Reports** in the dropdown > **Saved Reports** tab
- Click the **three dots** on the far right of the Report > select **Edit Visibility** in the dropdown



- In the pop-up, **check the box** next to the users you want to have visibility
    - **TIP!** Use the search function to find users by name or email address.
- Click the green **Apply changes** button at the bottom



Related Wikis

- 'New' Reporting & Portals vs. Legacy Reports & Parked Report Groups [6]
- Cvent Portal (make Cvent reports accessible to others for free) [5]
- How-To Manage Reports in the Portal (eComm specialists) [7]

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