1. Create your [Custom Report using Report Builder](#)

2. From within the report, click **SHARE**, found in the upper right corner of the page.

3. In the **Share** Report pop-up window, start typing in the name of the Penda user you want to share the report with and click Share. Note, you can add multiple users. Users will be able to view the report you share but will not be able to make any changes.

4. Click **Close**.

View reports in Report Manager. The 👥 icon indicates a report is shared