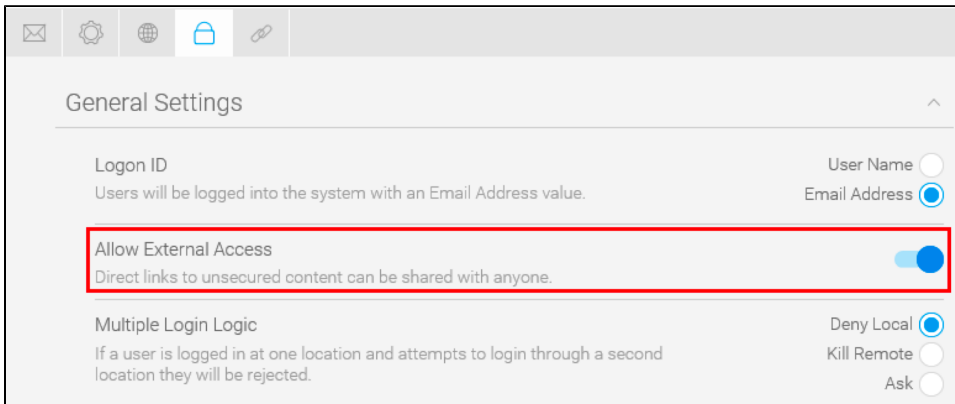


# Guest Users

How do I share a report with a person if they don't exist as a user within Yellowfin? How can my JavaScript API embedded reports be browsed in my website which does not require user authentication?

To do that, **you must have a server license**. This allows users to view Yellowfin reports without logging in.

1. External Access needs to be enabled. This is done from Administration > Configuration > Authentication:



General Settings

Login ID  
Users will be logged into the system with an Email Address value.

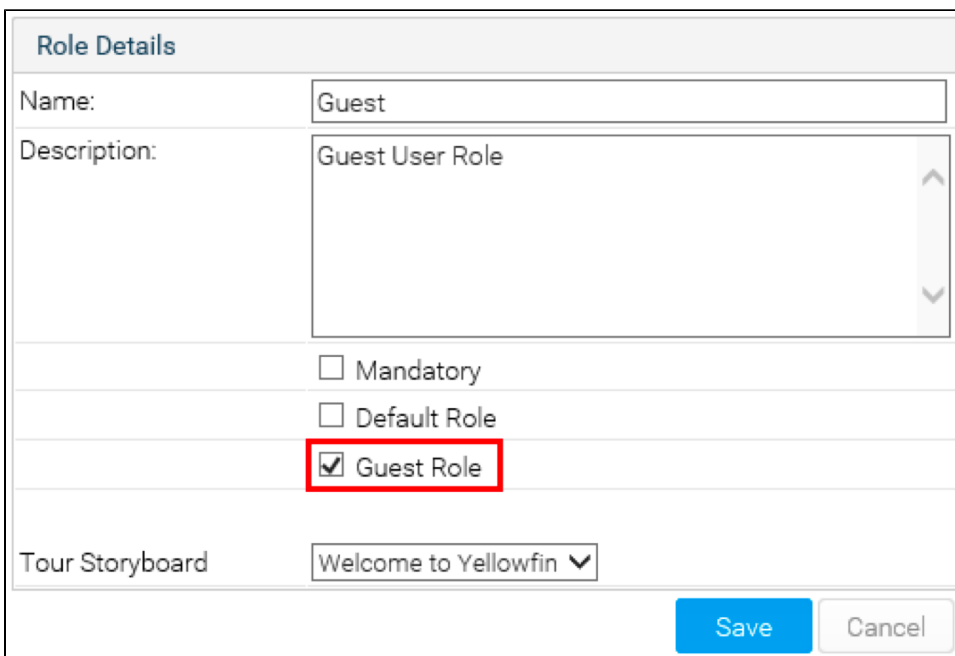
User Name ☐  
Email Address ☒

**Allow External Access**  
Direct links to unsecured content can be shared with anyone. ☒

Multiple Login Logic  
If a user is logged in at one location and attempts to login through a second location they will be rejected.

Deny Local ☒  
Kill Remote ☐  
Ask ☐

2. **You need to setup a 'Guest Role'**: Once you have External Access enabled, you will have an option to create a new role as 'Guest':



Role Details

Name:

Description:

☐ Mandatory  
☐ Default Role  
☒ **Guest Role**

Tour Storyboard

Save Cancel

3. **Confirm the Base URL**: Set base URL which will be used to form a report/dashboard URL. This base URL should be available for users (external from website or internal within your network).

the chart color defaults.

**Base Tags**  
Base tags will be included in the HTML of every page, but will be commented out. This can be useful for debugging purposes.

Included ☐  
Excluded ☐  
Commented ☒

**External Instance Base URL**  
Define the external URL used to access this instance. This should be a link all users can access. It's used for embed script links, direct links, and links sent via email.

**External API cookie timeout**  
When using the Javascript API, a browser cookie is used to store the user's login details. Define the time, in seconds, the cookie is valid. Use zero to disable the cookie.

4. **Confirm the Report security level is Unsecure:** You will also need to confirm the report security level is set to 'unsecure'. These settings are applied to the Report Category, you need to create unsecured Category:

**New Folder**

Description    User Access

**Expert Approval Required to Publish**  
Publishing into this folder doesn't require approval

☐

**Folder Security**  
This option is used in conjunction with a multicast license and guest login to provide access to content in this folder without logging in. This behaves like a Public folder for users that are logged in.

Unsecure ☒   
Public ☐   
Private ☐

5. Then save the reports/dashboards which are supposed to be accessed via Guest role in that Category.
6. If you have met all the criteria mentioned above you will now be able to send the URL from the Report Information to a user or browse embedded report/dashboard without login.

## Note

- You can also access 'unsecure' dashboard tabs and reports on that tab.
- The user will be able to access areas of Yellowfin defined in the guest role.
- You will need to have a Server license enabled to allow external access.