

SharePoint Column Permission

Please note that Column View Permission has to be activated before it can be used. For further reference, please see our [Product Installation Guide](#).

Further information is also available in our [FAQ](#).

Feature Introduction

Column Permission

| | |
|---|---|
| Column Permission Enable or disable Column Permission | Enable or Disable Column Permission <input checked="" type="radio"/> Enable <input type="radio"/> Disable |
|---|---|

This function lets the administrator globally enable or disable or Column Permission settings configured with Column Permission in this list.

Permission Settings

| | |
|--|---|
| Permission Settings Set form permission parts. | Permission Settings Name (Click to edit) Click to Delete Enable/Disable State |
| | You have not yet created any permission settings. |
| | Add Form Permission Settings |

The Permissions Settings section gives the administrator an overview over all Column Permission settings already set up. Each settings part can be deleted, or enabled disabled. The status field display whether a settings part is enabled or disabled. To edit a Column Permission settings part click the name of the settings part which will open the settings page for the Column Permission settings part.

To add Column Permission settings, click the “Add Form Permissions Settings” link.

Import/Export Permission Parts

Import or Export

Import or export current settings as an xml file.



The new version of Column View Permission allows for importing and exporting permission parts. This function is based on XML files. Thus, creating similar permissions for different sites will be easier and less time consuming.

To import settings click the Import button. A popup window will open. There the administrator can either paste the XML file contents into the designated area, or browse for a file and upload it. After uploading the file the contents will be displayed in the area above the upload area. To confirm importing the XML file click the OK button. To abort importing the specified permission settings, click the Cancel button.

To export permission settings click the Export button. A popup window will open and display the XML file contents in the edit area. The administrator can then save the settings to any location and thus make it reusable in other lists. To abort exporting the settings, click the Cancel button.

Permission Settings Name

| | |
|--|---|
| Permission Settings Name Enter a unique name for these permission settings | Enter a name for these Permission Settings: <input type="text"/> |
|--|---|

Name each Column Permission settings part. The settings part will be displayed with this name in the Permission Settings table in the main settings page for View Permission.

User/Group Selection Process

The User/Group selection process has been modified and improved compared to the previous version. One distinctive difference is that administrators are now able to specify in far more detail which users to include and which to exclude from the selection process. It also makes understanding the selection easier as both parts share the same interface.

The first selection lets the administrator decide if he wants to include all users, or if he wants to select a small group of users based on criteria that he specifies below.

Include People

Select people to whom you want to assign permissions

Select people type

- Select All Users
 Select Only the Following Users

Column View Permission now allows for specific selection of users and groups by filtering them by:

- a) Including/excluding anonymous users
- b) Input of user or group names
- c) Selecting user/group columns, as well as relative lookup fields in this list
- d) Looking up users from other lists and filter them based on conditions

- a) Anonymous Users

Select/Unselect Anonymous Users

Include Anonymous Users

This allows the administrator to include anonymous users in the permission settings.

An anonymous user is used for public access to your Web Site.

Anonymous access allows anyone to visit the public areas of your Web sites while preventing unauthorized users from gaining access to your Web server's critical administrative features and private information.

- b) Input of user and group names

Enter users/groups



As in previous versions, Column View Permission provides a box to enter any user or group name. It also allows entering multiple users or groups, and as with the default user selection, the administrator can look up names or check the names entered into the box.

- c) Selecting user/group columns, as well as relative lookup fields in this list

Choose columns containing users or user groups

Display any related columns (i.e. lookup columns)

User

Created By

Modified By

As in previous versions, Column View Permission provides checkboxes with all User/Group columns available. Checking these checkboxes will result in selecting the users which are contained within the selected column. This selection will filter the values in the column specified with the logged in user. The permissions are only set for items associated with the currently logged in user, but will not affect any other items.

The administrator can also select related columns, if the checkbox to display them is checked. This means that all user/group columns in the list that is looked up from will be available for selection.

d) Looking up users from other lists and filter them based on conditions

Choose user or group columns from another SharePoint list

Choose user/group columns from a different list:

Select a site: Global Home Select a list: ActiveDirectoryConfig

Select a column containing people or groups:

Created By

Modified By

Add condition

Enter a condition to determine the people or groups to which the permissions will be assigned:

[Insert column...] [Insert operator...] [Insert function...]

Function Help Tip

Test Condition Settings

[Add users from another list](#)

The process to select users from another list works in 3 steps:

1. Specify the list to look up from. To do so, the administrator has to firstly select the site on which the list is located. Note that only sites in the same site collection are available. All lists located on this site will be available for selection in another dropdown list.
2. Specify the User/Group columns that will be used to specify the users. These are to be selected through checkboxes, similar to the User/Group column selection in the original list. The difference is that all the users are pulled from the column regardless of the user who has logged in. Thus the settings will be the same for all items. Also, related columns are not available to select in these settings.
3. A final step is the ability to filter the users selected based on conditions.

Specify Selection Criteria Based on Conditions

We have introduced conditions to specify user and items even more precise, and thus providing an even more granular approach. The conditions sections have been added in two sections:

- a) For filtering users/groups from other sites
- b) For specifying the items that will be affected by the permission settings

a) The process to select users from another list works in 3 steps:

1. Specify the list to look up from. To do so, the administrator has to firstly select the site on which the list is located. Then all lists located on this site will be available for selection in a dropdown list.
2. Specify the User/Group columns that will be used to specify the users. These are to be selected through checkboxes, similar to the User/Group column selection in the original list.
3. Filter the results by specifying conditions. The conditions allow to build relationships between the User/Group columns and any other column existing in the list. This will effectively result in only selecting users who meet the conditions specified.

b) Specifying items that will be affected by the permission settings:

Form Permission Settings

Select permission settings:

Add Conditions

Enter a condition to determine the people or groups to which the permissions will be assigned:

[Insert column...] [Insert operator...] [Insert function...]

Function Help Tip

Test Condition Settings

By entering conditions, the administrator can specify for which items the permissions are set. The main difference to the user selection process is that these conditions are only based on the current list. There is no reference to other lists possible. Also, the selection process is not based on any associated columns with the user selection, but it takes direct effect.

Form Permission Settings

Form Permission Settings

Select permission settings:

Add Conditions

New Item Form:
Select columns to hide on the new item form (these columns will not be visible)

Approval Status
Attachments
Employee ID
Salary
Social Security Number
User

Add >

< Remove

Edit Item Form:
Select columns to grant edit or read-only access in the edit item form

Approval Status
Attachments
Employee ID
Salary
Social Security Number
User

Add >

< Remove

Select read-only columns

Add >

< Remove

Select hidden columns

View Item Form:
Select columns to hide on the display item form (these columns will not be visible)

Approval Status
Attachments
Employee ID
Salary
Social Security Number
User

Add >

< Remove

[Add permission settings](#)

In the new version of Column View Permission the administrator has the option to not only set the permissions for columns, but instead can specify what columns are accessible in what way for each form.

To set columns read-only, they have to be set as read-only in the Edit Item Form.

To set columns hidden, they have to be set as hidden in all three forms, meaning the New Item Form, the Edit Item Form and the View Item Form.

Column Permission and View Permission are working closely together. This means that columns hidden from certain users will have to be removed from a view if these users should be able to access this view. If a view contains these columns it will not be accessible to the users.

Example

In a list that keeps confidential information on HR, most companies will have to restrict access to certain fields.

Global Home > HR Department > HR Management
HR Management

| Employee ID | Family Name | First Name | Phone | Mobile | Email | Date Of Birth | Social Security # | Passport # | Address | City | Joined on | Duration of Contract | On Probation Until | Contract Due Date | Department | Position | Reporting To | User | Comments |
|--------------|-------------|------------|-----------------|-----------------|--------------------------------|---------------|-------------------|------------|--------------------------|-------------|-----------|----------------------|--------------------|-------------------|------------------------|---------------------------|-----------------|-------------------|----------|
| JR010608AD03 | Jackson | Rachel | (8199) 550-6794 | (8255) 859-9584 | Jackson.Rachel@testcorp.com | 7/7/1963 | 308-78-1766 | 121VB7HT | 59 Casino Drive | Springfield | 6/1/2008 | 60 | | 6/1/2013 | Administration | Manager | Michael Peters | Rachel Jackson | |
| DA010109PD19 | Davis | Ashley | (8155) 550-8646 | (8244) 595-3228 | Davis.Ashley@testcorp.com | 10/14/1984 | 422-60-7849 | 121JN9FGE | 4 Kennedy Drive | Springfield | 1/1/2009 | 36 | 4/1/2009 | 1/1/2012 | Production&Development | Quality Assurance Analyst | James White | Ashley Davis | |
| TC010808PD14 | Turner | Clare | (8155) 854-8501 | (8233) 583-4237 | Turner.Clare@testcorp.com | 7/28/1978 | 618-38-5574 | 121LS54JX | 74 Main Street | Springfield | 8/1/2008 | 36 | 11/1/2008 | 8/1/2011 | Production&Development | Developer | Daniel Lopez | Clare Turner | |
| BC150707MK05 | Brown | Catherine | (8122) 517-3257 | (8244) 216-6025 | Brown.Catherine@testcorp.com | 1/20/1965 | 074-50-0789 | 12120GVCG | 69 Times Square | Springfield | 6/15/2008 | 60 | | 6/15/2013 | Marketing | Manager | Michael Peters | Catherine Brown | |
| UK010109PD16 | Lee | Kevin | (8122) 206-9647 | (8244) 594-0298 | Lee.Kevin@testcorp.com | 2/23/1983 | 008-60-1919 | 121R6NFPN | 60 Casino Drive | Springfield | 1/1/2009 | 36 | 4/1/2009 | 1/1/2012 | Production&Development | Developer | Daniel Lopez | Kevin Lee | |
| AP010708MK06 | Anderson | Peter | (8133) 124-9690 | (8255) 293-8381 | Anderson.Peter@testcorp.com | 5/11/1967 | 680-86-8856 | 121DLOYDE | 60 Garden Road | Springfield | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Marketing | Assistant | Catherine Brown | Peter Anderson | |
| JM010708PD18 | Johnson | Mary | (8155) 420-9327 | (8244) 598-1958 | Johnson.Mary@testcorp.com | 6/8/1984 | 431-72-4648 | 12123,7LP | 9 Park Avenue | Springfield | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Production&Development | Quality Assurance Analyst | James White | Mary Johnson | |
| PH010608GM01 | Peters | Michael | (8133) 271-0717 | (8233) 710-4791 | Peters.Michael@testcorp.com | 9/21/1960 | 265-63-0983 | 1210P3IQ | 19 Greenview Terrace | Springfield | 6/1/2008 | | | | General Manager | Owner | | Michael Peters | |
| W3010608PD11 | White | James | (8155) 197-6471 | (8255) 710-4960 | White.James@testcorp.com | 5/26/1974 | 452-30-8128 | 1210RMEZ | 14 Park Boulevard | Springfield | 6/1/2008 | | | | Production&Development | Manager | Michael Peters | James White | |
| S1010708AD04 | Smith | John | (8122) 197-6471 | (8222) 710-4960 | Smith.John@testcorp.com | 12/11/1964 | 488-04-3293 | 1213M4ULP | 65 Main Street | Springfield | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Administration | Assistant | Rachel Jackson | John Smith | |
| G1010808MK08 | Garcia | Isabella | (8155) 559-9317 | (8222) 761-7310 | Garcia.Isabella@testcorp.com | 5/18/1968 | 764-46-6984 | 121AN3CY4 | 35 Main Street | Springfield | 8/1/2008 | 36 | 11/1/2008 | 8/1/2011 | Marketing | Assistant | Catherine Brown | Isabella Garcia | |
| PA010708PD13 | Phillips | Angela | (8111) 102-1032 | (8222) 151-1075 | Phillips.Angela@testcorp.com | 11/20/1977 | 006-42-9357 | 121D6X07M | 59 Museum Road | Springfield | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Production&Development | Developer | Daniel Lopez | Angela Phillips | |
| JM010109MK09 | Jackson | Mary | (8111) 438-4900 | (8233) 370-3055 | Jackson.Mary@testcorp.com | 10/5/1968 | 529-66-8285 | 121437NRW | 72 Station Square | Springfield | 1/1/2009 | 36 | 4/1/2009 | 1/1/2012 | Marketing | Sales Associate | Catherine Brown | Mary Jackson | |
| LS010609PD17 | Lewis | Susan | (8122) 438-8667 | (8244) 505-6711 | Lewis.Susan@testcorp.com | 11/30/1983 | 530-95-7093 | 1212VQDQ2 | 70 Lake Road | Springfield | 6/1/2009 | 36 | 9/1/2009 | 6/1/2012 | Production&Development | Developer | Daniel Lopez | Susan Lewis | |
| LP010708PD12 | Lopez | Daniel | (8111) 559-8667 | (8244) 525-9435 | Lopez.Daniel@testcorp.com | 3/30/1977 | 536-31-4783 | 1210FY2E1 | 12 Springfield Boulevard | Springfield | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Production&Development | Project Manager | James White | Daniel Lopez | |
| TM010808MK07 | Taylor | Madson | (8144) 211-9067 | (8299) 301-9966 | Taylor.Madson@testcorp.com | 8/5/1967 | 305-66-0545 | 1218R8JW | 18 Park Boulevard | Springfield | 8/1/2008 | 36 | 11/1/2008 | 8/1/2011 | Administration | Assistant | Rachel Jackson | Madson Taylor | |
| RA010808PD15 | Rodriguez | Anthony | (8122) 831-1370 | (8222) 691-1826 | Rodriguez.Anthony@testcorp.com | 1/17/1982 | 632-01-1179 | 121FV31D6 | 17 Park Avenue | Springfield | 8/1/2008 | 36 | 11/1/2008 | 8/1/2011 | Production&Development | Developer | Daniel Lopez | Anthony Rodriguez | |
| S3010109MK10 | Smith | Jennifer | (8155) 250-1016 | (8244) 692-8849 | Smith.Jennifer@testcorp.com | 12/8/1973 | 393-70-6868 | 1212HQQ135 | 59 University Drive | Springfield | 6/1/2009 | 36 | 9/1/2009 | 6/1/2012 | Marketing | Sales Associate | Catherine Brown | Jennifer Smith | |

The screenshot above illustrates this issue; here a lot of information is included that normal employees should not be able to change. Column View Permission is designed to provide a way to manage permissions for forms. It also provides the option to hide columns, or to set them as read-only.







So for the Edit Item Form all values can be changed, even though the user should not be able to see or changed all the information in this form.

HR Management: JR010608AD03

OK

Cancel

 Attach File |  Delete Item |  Spelling...

| | |
|-----------------------------|---|
| Employee ID | JR010608AD03 |
| Family Name | Jackson |
| First Name | Rachel |
| Date Of Birth | 7/7/1963  |
| Passport # | 121VBJTHT |
| Social Security # | 308-78-1766 |
| Address | 59 Casino Drive |
| City | Springfield |
| Email | Jackson.Rachel@testcorp.com |
| Phone | (8199) 560-6794 |
| Mobile | (8255) 859-9584 |
| Joined on | 6/1/2008  |
| Duration of Contract | 60 |
| Contract Due Date | 6/1/2013  |
| On Probation Until |  |
| Position | Manager |
| Department | Administration ▼ |
| Reporting To | Michael Peters |
| Comments | |
| User | <u>Rachel Jackson</u>   |







The same issue exists for the New Item Form. Not every user should be able to add information to the list, or enter values for all columns.

HR Management: New Item

OK

Cancel

 Attach File |  AEC Spelling...

| | |
|-----------------------------|--|
| Employee ID | <input type="text"/> |
| Family Name | <input type="text"/> |
| First Name | <input type="text"/> |
| Date Of Birth | <input type="text"/>  |
| Passport # | <input type="text"/> |
| Social Security # | <input type="text"/> |
| Address | <input type="text"/> |
| City | <input type="text"/> |
| Email | <input type="text"/> |
| Phone | <input type="text"/> |
| Mobile | <input type="text"/> |
| Joined on | <input type="text"/>  |
| Duration of Contract | <input type="text"/> |
| Contract Due Date | <input type="text"/>  |
| On Probation Until | <input type="text"/>  |
| Position | <input type="text"/> |
| Department | Administration ▼ |
| Reporting To | <input type="text"/> |
| Comments | <input type="text"/> |
| User | <input type="text"/>   |

In the View Item Form, most often, companies would want to hide certain information from users. With default settings however the View Item Form looks like the one below.

HR Management: JR010608AD03

Close

 New Item |
  Edit Item |
  Delete Item |
  Manage Permissions |
  Workflows |
  Alert Me

| | |
|-----------------------------|--|
| Employee ID | JR010608AD03 |
| Family Name | Jackson |
| First Name | Rachel |
| Date Of Birth | 7/7/1963 |
| Passport # | 121VBJTHT |
| Social Security # | 308-78-1766 |
| Address | 59 Casino Drive |
| City | Springfield |
| Email | Jackson.Rachel@testcorp.com |
| Phone | (8199) 560-6794 |
| Mobile | (8255) 859-9584 |
| Joined on | 6/1/2008 |
| Duration of Contract | 60 |
| Contract Due Date | 6/1/2013 |
| On Probation Until | |
| Position | Manager |
| Department | Administration |
| Reporting To | Michael Peters |
| Comments | |
| User | Rachel Jackson |

To change this behavior, navigate to the Column Permission Settings. To do so, enter the List Settings page.

Global Home > HR Department > HR Management

HR Management

New | Actions | **Settings**

| | | |
|--------------|-------------|---|
| Employee ID | Family Name |  Create Column Add a column to store additional information about each item. |
| JR010608AD03 | Jackson | |
| DA010109PD19 | Davis | |
| TC010808PD14 | Turner |  Create View Create a view to select columns, filters, and other display settings. |
| | |  List Settings Manage settings such as permissions, columns, views, and policy. |

There click the Column Permission settings link.

| General Settings | Permissions and Management |
|--|--|
| <ul style="list-style-type: none">Title, description and navigationVersioning settingsAdvanced settingsAudience targeting settingsList Item Ranking Settings (Powered by SharePointBoost)RichText Boost Settings (Powered by SharePointBoost) | <ul style="list-style-type: none">Delete this listSave list as templatePermissions for this listWorkflow settingsInformation management policy settingsColumn Permission settings (Powered by SharePointBoost)View Permission settings (Powered by SharePointBoost)Item Permission Batch settings (Powered by SharePointBoost)Form validation settings (Powered by SharePointBoost) |

This will direct you to the Column Permission Main Settings page. Here click Add Form Permission Settings.

Global Home > HR Department > HR Management > Settings > Permission Main Settings

Customize column permission for HR Management

Main Settings Page

Click the OK button to apply any changes you have made to permission settings

| Column Permission Enable or disable Column Permission | Enable or Disable Column Permission <input checked="" type="radio"/> Enable <input type="radio"/> Disable | | | | | | | | |
|--|---|--|---|----------------|-------|----------------|---------------------------------------|--|---|
| Permission Settings Set form permission parts. | <table border="1"><thead><tr><th>Permission Settings Name (Click to edit)</th><th>Click to Delete</th><th>Enable/Disable</th><th>State</th></tr></thead><tbody><tr><td>Administration</td><td><input type="button" value="Delete"/></td><td><input type="button" value="Disable"/></td><td><input checked="" type="button" value="Enabled"/></td></tr></tbody></table> <p><input type="button" value="Add Form Permission Settings"/></p> | Permission Settings Name (Click to edit) | Click to Delete | Enable/Disable | State | Administration | <input type="button" value="Delete"/> | <input type="button" value="Disable"/> | <input checked="" type="button" value="Enabled"/> |
| Permission Settings Name (Click to edit) | Click to Delete | Enable/Disable | State | | | | | | |
| Administration | <input type="button" value="Delete"/> | <input type="button" value="Disable"/> | <input checked="" type="button" value="Enabled"/> | | | | | | |
| Import or Export Import or export current settings as an xml file. | <input type="button" value="Import"/> <input type="button" value="Export"/> | | | | | | | | |
| License Management Manage license for Column Permission | Click here to manage license for Column/View Permission 2.0.401.1 | | | | | | | | |

Click the OK button to apply any changes you have made to permission settings

Here, firstly specify the name of the permissions part, here it is called "Administration".

Global Home > HR Department > HR Management > Settings > Permission Main Settings > Modify form permission settings

Modify form permission settings

| | |
|--|--|
| Permission Settings Name Enter a unique name for these permission settings | Enter a name for these Permission Settings: <input type="text" value="Administration"/> |
| Include People Select people to whom you want to assign permissions | Select people type <input checked="" type="radio"/> Select All Users <input type="radio"/> Select Only the Following Users |

In the Include People section the checkbox is set to Select All Users. In this Permission part the users affected are specified by excluding users, thus the selection is actually made in the Exclude People part.

Exclude People
Select people to exclude from these permission settings

Select people to exclude from these permission settings

Select/Unselect Anonymous Users

Exclude Anonymous Users

Enter users/groups

Choose columns containing users or user groups

Display any related columns (i.e. lookup columns)

User

Created By

Modified By

Choose user or group columns from another SharePoint list

Choose user/group columns from a different list:

Select a site: HR Department

Select a list: HR Management

Select a column containing people or groups:

User

Created By

Modified By

Add condition

Enter a condition to determine the people or groups to which the permissions will be assigned:

[(HR Management).Department]== "Administration"

[Insert column...] [Insert operator...] [Insert function...]

Function Help Tip

Test Condition Settings

[Add users from another list](#)

Firstly, the Anonymous Users are excluded from the selection. Furthermore, this settings part should only affect all users except employees in the "Administration" department. To exclude these users, the "Choose user or group from another SharePoint list" section can be used to filter users. To do so you have to specify the site and list to lookup from. In this case, this is actually the same list, so it is the HR Department site, and the HR Management list. After that, a column has to be selected from which the users or groups are pulled from. The "User" column contains all the users in the company; therefore this information has to be filtered. For filtering this information Column Permission provides condition settings. The condition in this case is:

`[(HR Management).Department]== "Administration"`

This condition specifies that only users working in the "Administration" department will be selected.

Looking at the whole user selection, this part specifies that only users should be affected by these settings who are not an anonymous user, and whose value in the Department field is not "Administration".

To complete the settings you have to specify what permissions the users should have for which form.

Permission Settings

Configure form permission settings (customize permissions for the "create new item," "edit item," and "view item" forms). Specify columns that will be hidden in the "create new item" and "view item" forms, and which columns will be set as read-only or hidden in the "edit item" form. (Note: Form permission settings use the column name as the identifier, so if you change the column name, the permissions will be non-effective.)

Form Permission Settings

Select permission settings:

Add Conditions

New Item Form:
Select columns to hide on the new item form (these columns will not be visible)

Edit Item Form:
Select columns to grant edit or read-only access in the edit item form

View Item Form:
Select columns to hide on the display item form (these columns will not be visible)

Add permission settings

These permissions reflect the permissions for all users except the "Administration" department employees.

For the New Item Form, these users should not be able to add any information. Therefore all the columns are set to be hidden.

For the Edit Item Form, you can choose to set columns either as read-only, or as hidden. Information in columns like First Name, Family Name, Email, Department, Reporting to, and Phone should be visible, but not changeable for these users.

The permission settings for the View Item Form should reflect the settings in the read-only section for the Edit Item Form. This means that all other columns will be set invisible for this form.

After all settings have been made, confirm by clicking OK. Please note that you also have to click OK in the Column Permission main settings page to confirm any changes made.

Looking in as a user who is not working in the "Administration" department will change the forms displayed.

The New Item Form now does not display any column to edit, it is completely empty.

Global Home > HR Department > HR Management > New Item

HR Management: New Item

OK Cancel

ABC Spelling...

OK Cancel

In the Edit Item Form only the columns set as read-only are displayed, all others are not shown anymore. The columns displayed cannot be edited at all, they behave like in the View Item Form.

Global Home > HR Department > HR Management > JR010608AD03 > Edit Item

HR Management: JR010608AD03

OK Cancel

X Delete Item | ABC Spelling...

| | |
|---------------------|--|
| Family Name | Jackson |
| First Name | Rachel |
| Email | Jackson.Rachel@testcorp.com |
| Phone | (8199) 560-6794 |
| Mobile | (8255) 859-9584 |
| Joined on | 6/1/2008 |
| Position | Manager |
| Department | Administration |
| Reporting To | Michael Peters |
| User | Rachel Jackson |

The View Item Form is also only displaying the columns not set as hidden.

Global Home > HR Department > HR Management > JR010608AD03

HR Management: JR010608AD03

[Close](#)

[New Item](#) | [Edit Item](#) | [Delete Item](#) | [Workflows](#) | [Alert Me](#)

| | |
|---------------------|-----------------------------|
| Employee ID | JR010608AD03 |
| Family Name | Jackson |
| First Name | Rachel |
| Email | Jackson.Rachel@testcorp.com |
| Phone | (8199) 560-6794 |
| Joined on | 6/1/2008 |
| Position | Manager |
| Department | Administration |
| Reporting To | Michael Peters |
| User | Rachel Jackson |

As Column Permission is linked with SharePointBoost's View Permission, views containing columns that are hidden from users will be not accessible.

Global Home > HR Department > HR Management

HR Management

[New](#) | [Actions](#) | [Settings](#)

| Family Name | First Name | Email | Department | Position | Reporting To | Joined on | Phone | User | Employee ID | Address |
|-------------|------------|--------------------------------|-----------------------|---------------------------|-----------------|-----------|-----------------|-------------------|--------------|--------------------------|
| Jackson | Rachel | Jackson.Rachel@testcorp.com | Administration | Manager | Michael Peters | 6/1/2008 | (8199) 560-6794 | Rachel Jackson | JR010608AD03 | 59 Casino Drive |
| Davis | Ashley | Davis.Ashley@testcorp.com | ProductionDevelopment | Quality Assurance Analyst | James White | 1/1/2009 | (8155) 593-8646 | Ashley Davis | DA010109PD19 | 4 Kennedy Drive |
| Turner | Clare | Turner.Clare@testcorp.com | ProductionDevelopment | Developer | Daniel Lopez | 8/1/2008 | (8155) 834-8501 | Clare Turner | TC010808PD14 | 74 Main Street |
| Brown | Catherine | Brown.Catherine@testcorp.com | Marketing | Manager | Michael Peters | 6/15/2008 | (8122) 517-3257 | Catherine Brown | BC150707R905 | 69 Times Square |
| Lee | Kevin | Lee.Kevin@testcorp.com | ProductionDevelopment | Developer | Daniel Lopez | 1/1/2009 | (8122) 206-9647 | Kevin Lee | LK010109PD16 | 60 Casino Drive |
| Anderson | Peter | Anderson.Peter@testcorp.com | Marketing | Assistant | Catherine Brown | 7/1/2008 | (8133) 124-9850 | Peter Anderson | AP010708R906 | 60 Garden Road |
| Johnson | Mary | Johnson.Mary@testcorp.com | ProductionDevelopment | Quality Assurance Analyst | James White | 7/1/2008 | (8155) 420-9327 | Mary Johnson | JM010708PD18 | 9 Park Avenue |
| Peters | Michael | Peters.Michael@testcorp.com | General Manager | Owner | | 6/1/2008 | (8133) 279-0717 | Michael Peters | PM010608PD01 | 19 Greenview Terrace |
| White | James | White.James@testcorp.com | ProductionDevelopment | Manager | Michael Peters | 6/1/2008 | (8155) 271-3356 | James White | WJ010608PD11 | 14 Park Boulevard |
| Smith | John | Smith.John@testcorp.com | Administration | Assistant | Rachel Jackson | 7/1/2008 | (8122) 197-4471 | John Smith | SJ010708AD04 | 65 Main Street |
| Garcia | Isabella | Garcia.Isabella@testcorp.com | Marketing | Assistant | Catherine Brown | 8/1/2008 | (8155) 559-9317 | Isabella Garcia | GI010608R408 | 35 Man Street |
| Levis | Susan | Levis.Susan@testcorp.com | ProductionDevelopment | Developer | Daniel Lopez | 6/1/2009 | (8122) 408-5308 | Susan Levis | LS010609PD17 | 70 Lake Road |
| Lopez | Daniel | Lopez.Daniel@testcorp.com | ProductionDevelopment | Project Manager | James White | 7/1/2008 | (8111) 559-8667 | Daniel Lopez | LD010708PD12 | 12 Springfield Boulevard |
| Phillips | Angela | Phillips.Angela@testcorp.com | ProductionDevelopment | Developer | Daniel Lopez | 7/1/2008 | (8111) 102-1032 | Angela Phillips | PA010708PD13 | 59 Museum Road |
| Jackson | Mary | Jackson.Mary@testcorp.com | Marketing | Sales Associate | Catherine Brown | 1/1/2009 | (8111) 242-4900 | Mary Jackson | JM010109R409 | 72 Station Square |
| Smith | Jennifer | Smith.Jennifer@testcorp.com | Marketing | Sales Associate | Catherine Brown | 6/1/2009 | (8155) 250-1016 | Jennifer Smith | SJ010109R410 | 59 University Drive |
| Taylor | Madison | Taylor.Madison@testcorp.com | Administration | Assistant | Rachel Jackson | 8/1/2008 | (8144) 211-9067 | Madison Taylor | TM010808R407 | 18 Park Boulevard |
| Rodriguez | Anthony | Rodriguez.Anthony@testcorp.com | ProductionDevelopment | Developer | Daniel Lopez | 8/1/2008 | (8122) 831-1370 | Anthony Rodriguez | RA010808PD15 | 17 Park Avenue |

So in this case while Administration staff can see the Public view with the Address column included, this will throw an error message.

[Go back to site](#)

According to the current view permission settings, no views for this list are available. What would you like to do?

[Go back to site](#)

SharePoint-list-items-view.jpg

SharePoint list items view that cannot be seen

However, the view is accessible if the column is removed from this view.

Global Home > HR Department > HR Management

HR Management

| Family Name | First Name | Email | Department | Position | Reporting To | Joined on | Phone | User | Employee ID |
|-------------|------------|--------------------------------|------------------------|---------------------------|-----------------|-----------|-----------------|-------------------|--------------|
| Jackson | Rachel | Jackson.Rachel@testcorp.com | Administration | Manager | Michael Peters | 6/1/2008 | (8199) 560-6794 | Rachel Jackson | JR010608AD03 |
| Davis | Ashley | Davis.Ashley@testcorp.com | Production&Development | Quality Assurance Analyst | James White | 1/1/2009 | (8155) 593-8646 | Ashley Davis | DA010109PD19 |
| Turner | Claire | Turner.Claire@testcorp.com | Production&Development | Developer | Daniel Lopez | 8/1/2008 | (8155) 834-8501 | Claire Turner | TC010808PD14 |
| Brown | Catherine | Brown.Catherine@testcorp.com | Marketing | Manager | Michael Peters | 6/15/2008 | (8122) 517-3257 | Catherine Brown | BC150707MK05 |
| Lee | Kevin | Lee.Kevin@testcorp.com | Production&Development | Developer | Daniel Lopez | 1/1/2009 | (8122) 206-9647 | Kevin Lee | LK010109PD16 |
| Anderson | Peter | Anderson.Peter@testcorp.com | Marketing | Assistant | Catherine Brown | 7/1/2008 | (8133) 124-9850 | Peter Anderson | AP010708MK06 |
| Johnson | Mary | Johnson.Mary@testcorp.com | Production&Development | Quality Assurance Analyst | James White | 7/1/2008 | (8155) 420-9327 | Mary Johnson | JM010708PD18 |
| Peters | Michael | Peters.Michael@testcorp.com | General Manager | Owner | | 6/1/2008 | (8133) 279-0717 | Michael Peters | PM010608GM01 |
| White | James | White.James@testcorp.com | Production&Development | Manager | Michael Peters | 6/1/2008 | (8155) 271-3396 | James White | WJ010608PD11 |
| Smith | John | Smith.John@testcorp.com | Administration | Assistant | Rachel Jackson | 7/1/2008 | (8122) 197-6471 | John Smith | SJ010708AD04 |
| Garcia | Isabella | Garcia.Isabella@testcorp.com | Marketing | Assistant | Catherine Brown | 8/1/2008 | (8155) 559-9317 | Isabella Garcia | IG010808MK08 |
| Lewis | Susan | Lewis.Susan@testcorp.com | Production&Development | Developer | Daniel Lopez | 6/1/2009 | (8122) 408-5308 | Susan Lewis | LS010609PD17 |
| Lopez | Daniel | Lopez.Daniel@testcorp.com | Production&Development | Project Manager | James White | 7/1/2008 | (8111) 559-8667 | Daniel Lopez | LP010708PD12 |
| Phillips | Angela | Phillips.Angela@testcorp.com | Production&Development | Developer | Daniel Lopez | 7/1/2008 | (8111) 102-1032 | Angela Phillips | PA010708PD13 |
| Jackson | Mary | Jackson.Mary@testcorp.com | Marketing | Sales Associate | Catherine Brown | 1/1/2009 | (8111) 242-4900 | Mary Jackson | JM010109MK09 |
| Smith | Jennifer | Smith.Jennifer@testcorp.com | Marketing | Sales Associate | Catherine Brown | 6/1/2009 | (8155) 250-1016 | Jennifer Smith | JS010109MK10 |
| Taylor | Madison | Taylor.Madison@testcorp.com | Administration | Assistant | Rachel Jackson | 8/1/2008 | (8144) 211-9067 | Madison Taylor | TM010808K07 |
| Rodriguez | Anthony | Rodriguez.Anthony@testcorp.com | Production&Development | Developer | Daniel Lopez | 8/1/2008 | (8122) 831-1370 | Anthony Rodriguez | AR010808PD15 |

SharePoint View Permission

Please note that Column View Permission has to be activated before it can be used. For further reference, please see our [Product Installation Guide](#).

Further information is also available in our [FAQ](#).

Feature Introduction

View Permission

View Permission

Enable or disable View Permission

Enable or Disable View Permission

Enable

Disable

This function lets the administrator globally enable or disable or View Permission settings configured with View Permission in this list.

Default View Permission Level

Default View Permission Level

Specify whether views in this list are visible or hidden by default. (Note: If you select "hidden" as your default, then all new views and any previously existing views will be hidden by default. This results in all users and any subsequently created new user accounts not having access to any views in this list unless you specifically grant them permission to access the view(s). If you choose "visible" as your default, all views will be fully visible to all users, including any new user accounts created, unless you specifically configure a permission part to deny them access.)

Select the default view permission level:

- Hidden
- Visible

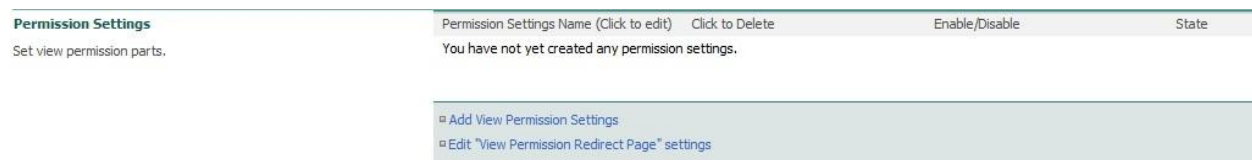
This function defines the default behavior for View Permissions. If the default level is set as "Hidden" then new users will not be able to access any views affected by View Permission settings, unless the administrator specifically grants them access to these view. Setting the default to be "Visible" will thus allow all new users access to all views, unless they specifically denies them access by creating separate View Permission settings.



These settings also have another effect on the View Permission settings. Depending on the value set here, the default value in the Access Type menu in specific View Permission Settings will change. If the default value is “Hidden” then the default in the Access Type menu will also be “Hidden (this view is not visible to users)” However, if the default value is set to be “Visible” then the default in the Access Type menu will change to “Full Access”.

These are important settings if you will lists with a large number of views. Selecting a good default value will set the Access Type for all views, so that the administrator does not have to change these settings. Also, for each new view this value will be set by default, so the administrator can save a lot of time with choosing the appropriate default value.

Permission Settings



The Permission Settings section gives the administrator an overview over all View Permission settings already set up. Each settings part can be deleted, or enabled disabled. The status field display whether a settings part is enabled or disabled. To edit a View Permission settings part click the name of the settings part which will open the settings page for the View Permission settings part.

To add View Permission settings, click the “Add View Permissions Settings” link.

The “Edit ‘View Permission Redirect Page’ settings” directs the administrator to a site to configure notifications for users if they do not have sufficient permissions to access a view.

Edit "View Permission Redirect Page" settings

Global Home > HR Department > Salary Information > Settings > Permission Main Settings > Edit Redirect Page Settings

Edit Redirect Page Settings

Change the text displayed on the redirect page

| | |
|---|--|
| <p>Redirect Page Settings</p> <p>Configure redirect page settings. If you enable the redirect page settings for this list, any user that attempts to open a view to which he does not have the necessary permissions will automatically be redirected to a page containing the text specified on the right. (If the redirect page is not enabled, the user will simply see the default "Access Denied" message or be sent to the next available view.)</p> | <p>Redirect page settings:</p> <p><input type="checkbox"/> Use redirect page</p> <p>View unavailable message: <input type="text" value="According to the current view permission settings, this view is not available. What would you like to do?"/></p> <p>All views unavailable message: <input type="text" value="According to the current view permission settings, no views for this list are available. What would you like to do?"/></p> <p>"Go to view" button text: <input type="text" value="Go to next available view"/></p> <p>"Return to homepage" button text: <input type="text" value="Go back to site"/></p> |
|---|--|

These settings have been newly introduced to Column View Permission. They give the administrator the option to configure notifications if views are unavailable to users. Check the “Use redirect page” to use this feature. If activated, any users without sufficient permissions will be directed to a page presenting him with the following options.

There are four messages that can be configured. However, for each message a default message is preset. So activating this feature does not require to enter any messages, if the default messages meet the requirements of the administrator.

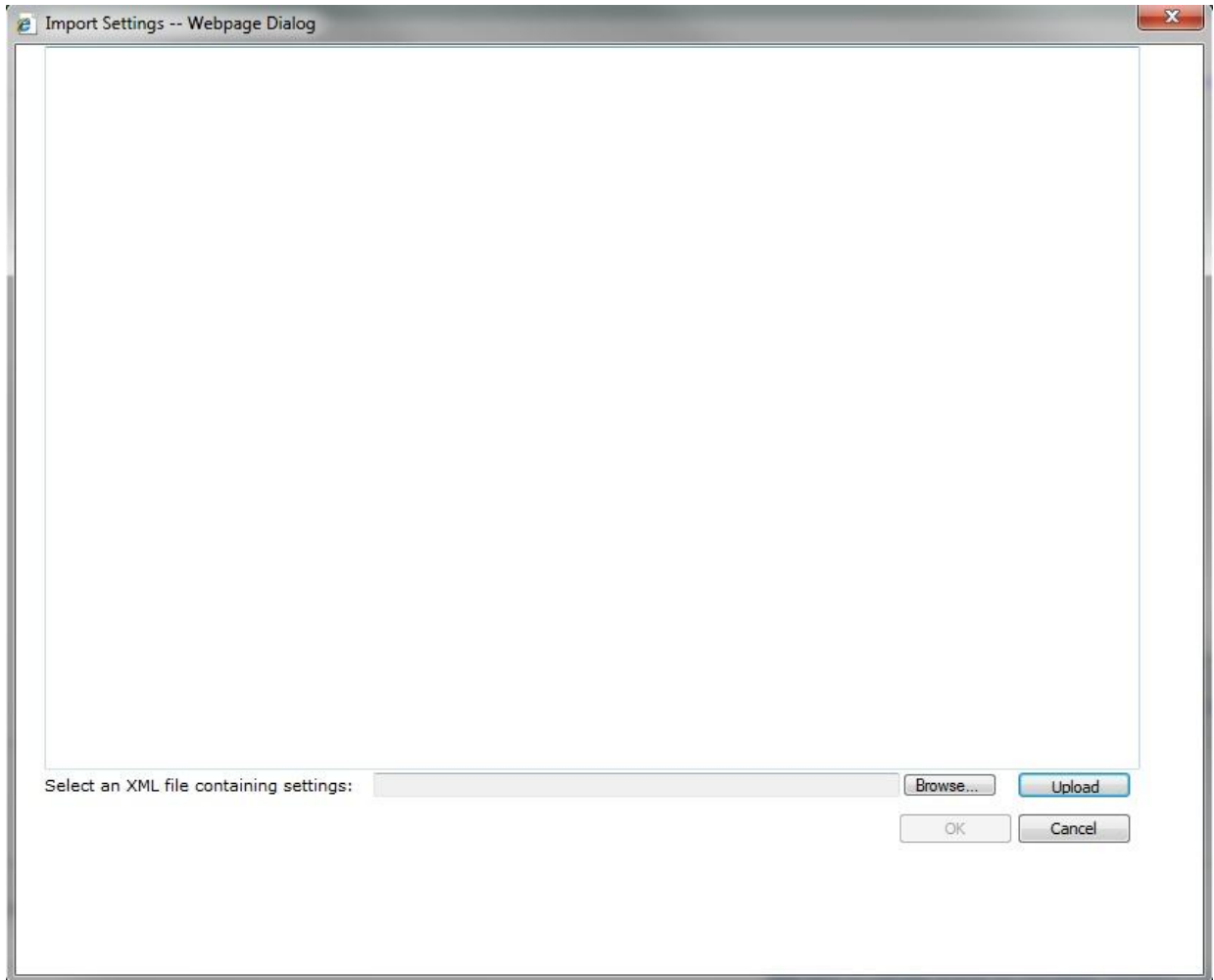
1. The “View unavailable message”: This message will be displayed if the user does not have sufficient permissions to access the view selected.
2. The “All views unavailable message”: This message will be displayed if the user does not have sufficient permissions to access any view for this list.
3. The “Go to view’ button text”: This message will be displayed on the face of the ‘Go to view’ button, to direct the user to the next available view.
4. The “Return to homepage’ button text”: This message will be displayed on the face of the ‘Return to homepage’ button to direct the user from this list.

Import/Export Permission Parts

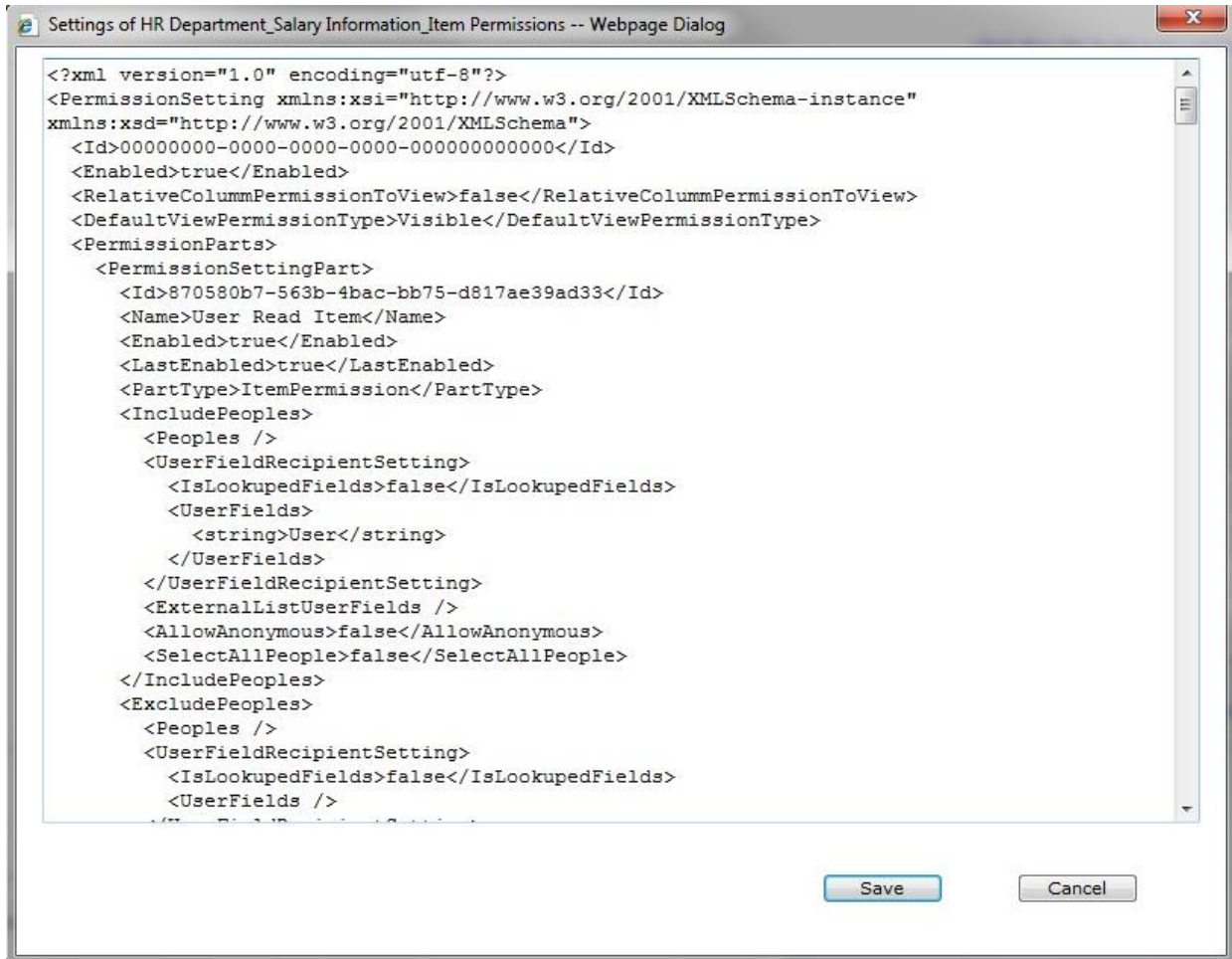
Import or Export

Import or export current settings as an xml file.

The new version of Column View Permission allows for importing and exporting permission parts. This function is based on XML files. Thus, creating similar permissions for different sites will be easier and less time consuming.



To import settings click the Import button. A popup window will open. There the administrator can either paste the XML file contents into the designated area, or browse for a file and upload it. After uploading the file the contents will be displayed in the area above the upload area. To confirm importing the XML file click the OK button. To abort importing the specified permission settings, click the Cancel button.



To export permission settings click the Export button. A popup window will open and display the XML file contents in the edit area. The administrator can then save the settings to any location and thus make it reusable in other lists. To abort exporting the settings, click the Cancel button.

Permission Settings Name

| | |
|--|---|
| <p>Permission Settings Name Enter a unique name for these permission settings</p> | <p>Enter a name for these Permission Settings: <input type="text"/></p> |
|--|---|

Name each View Permission settings part. The settings part will be displayed with this name in the Permission Settings table in the main settings page for View Permission.

User/Group Selection Process

The User/Group selection process has been modified and improved compared to the previous version. One distinctive difference is that administrators are now able to specify in far more detail which users to include and which to exclude from the selection process. It also makes understanding the selection easier as both parts share the same interface.

The first selection lets the administrator decide if he wants to include all users, or if he wants to select a small group of users based on criteria that he specifies below.



Include People
Select people to whom you want to assign permissions

Select people type

- Select All Users
- Select Only the Following Users

Column View Permission now allows for specific selection of users and groups by filtering them by:

- e) Including/excluding anonymous users
 - f) Input of user or group names
 - g) Looking up users from other lists and filter them based on conditions
- e) Anonymous Users



Select/Unselect Anonymous Users

Include Anonymous Users

This allows the administrator to include anonymous users in the permission settings.

An anonymous user is used for public access to your Web Site.

Anonymous access allows anyone to visit the public areas of your Web sites while preventing unauthorized users from gaining access to your Web server's critical administrative features and private information.

- f) Input of user and group names



Enter users/groups

[Empty text input field]

[Search icon] [Submit icon]

As in previous versions, Column View Permission provides a box to enter any user or group name. It also allows entering multiple users or groups, and as with the default user selection, the administrator can look up names or check the names entered into the box.

As in previous versions, Column View Permission provides checkboxes with all User/group columns available. Checking these checkboxes will result in selecting the users which are contained within the selected column. The administrator can also select related columns, if the checkbox to display them is checked. This means that all user/group columns in the list that is looked up from will be available for selection.

g) Looking up users from other lists and filter them based on conditions

Choose user or group columns from another SharePoint list

Choose user/group columns from a different list:

Select a site: Global Home

Select a list: ActiveDirectoryConfig

Select a column containing people or groups:

Created By

Modified By

Add condition

Enter a condition to determine the people or groups to which the permissions will be assigned:

[Insert column...] [Insert operator...] [Insert function...]

Function Help Tip

Test Condition Settings

[Add users from another list](#)

The process to select users from another list works in 3 steps:

4. Specify the list to look up from. To do so, the administrator has to firstly select the site on which the list is located. Note that only sites in the same site collection are available. All lists located on this site will be available for selection in another dropdown list.
5. Specify the User/Group columns that will be used to specify the users. These are to be selected through checkboxes, similar to the User/Group column selection in the original list. However, no related columns are available to select in this selection.

6. A final step is the ability to filter the users selected based on conditions.

Specify Selection Criteria Based on Conditions

We have introduced conditions to specify user and items even more precise, and thus providing an even more granular approach. In View Permission conditions are used for filtering users/groups from other sites.

The process to select users from another list works in 3 steps:

1. Specify the list to look up from. To do so, the administrator has to firstly select the site on which the list is located. Then all lists located on this site will be available for selection in a dropdown list.
2. Specify the User/Group columns that will be used to specify the users. These are to be selected through checkboxes, similar to the User/Group column selection in the original list.
3. Filter the results by specifying conditions. The conditions allow building relationships between the User/Group columns and any other column existing in the list. This will effectively result in only selecting users who meet the conditions specified.

View Permission Settings

In the View Permission Settings the administrator can specify the permission level that the selected users will have for each of the views in a list.

Permission Settings
Configure view permission settings. Specify whether the view is hidden, read-only, or fully accessible.
(Note: View permission settings use the view name as the identifier, so if you change the view name, the permissions will be noneffective.)

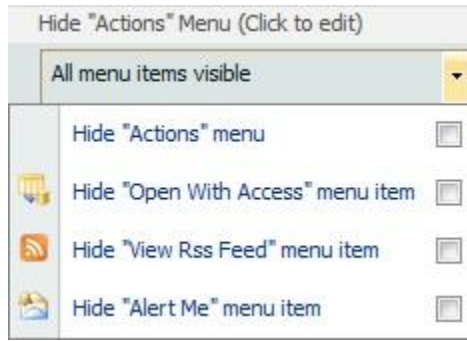
| View Permission Settings | | | |
|--------------------------|-------------|-------------------------------------|--------------------------|
| View Name | Access Type | Hide "Actions" Menu (Click to edit) | Disable Datasheet View |
| Salary Info Confidential | Full Access | All menu items visible | <input type="checkbox"/> |
| My submissions | Full Access | All menu items visible | <input type="checkbox"/> |
| Approve/reject Items | Full Access | All menu items visible | <input type="checkbox"/> |

The Access Type defines whether the view should be fully accessible, read-only, or hidden for the selected users. The default for these settings can be changed in the Default View Permission Level settings (see above for further information).

Access Type

| | |
|--|---|
| Full Access | ▼ |
| Read-only | |
| Hidden (this view is not visible to users) | |
| Full Access | |

The 'Actions' menu configures which options in the 'Actions' menu should be visible to the user. Selecting the first option ("Hide 'Actions' menu") will make the whole Actions menu completely invisible in the view, and thus disable all the options available in it. The administrator can also specify single menu items to be hidden from users.



The Datasheet View can be disabled by checking the checkbox in the 'Disable Datasheet View' column for each view. This will not only make the Datasheet View 'Actions' menu item invisible, but will also disable the URL to access the Datasheet View.

Example

In companies there is information that should only be accessible to certain people. So only staff in the Administration department has to be able to read and modify private information of employees. Other employees should not be able to access this kind of information. So information like address, social security number, etc should be hidden from any employee, except employees working for Administration.

Less sensitive information on the other hand like the department employees are working in, whom they are reporting to, etc is information that should be shared, however, it should only be read-only.

A way to achieve this goal is to define views that include the necessary information for its target audience, and then restrict the access level with SharePointBoost View Permission.

Firstly, create a view that should be accessible by all employees. This view is called "Public".

Global Home > HR Department > HR Management

HR Management

New Actions Settings View: **Public**

| Employee ID | Family Name | First Name | Email | Phone | Department | Position | Reporting To | User |
|--------------|-------------|------------|--------------------------------|-----------------|------------------------|---------------------------|--|-------------------|
| PM010608GM01 | Peters | Michael | Peters.Michael@testcorp.com | (8133) 279-0717 | General Manager | Owner | | Michael Peters |
| JR010608AD03 | Jackson | Rachel | Jackson.Rachel@testcorp.com | (8199) 560-6794 | Administration | Manager | General Manager | Rachel Jackson |
| SJ010708AD04 | Smith | John | Smith.John@testcorp.com | (8122) 197-6471 | Administration | Assistant | Manager Administration | John Smith |
| BC150707MK05 | Brown | Catherine | Brown.Catherine@testcorp.com | (8122) 517-3257 | Marketing | Manager | General Manager | Catherine Brown |
| AP010708MK06 | Anderson | Peter | Anderson.Peter@testcorp.com | (8133) 124-9850 | Marketing | Assistant | Manager Marketing | Peter Anderson |
| TM010808MK07 | Taylor | Madson | Taylor.Madson@testcorp.com | (8144) 211-9067 | Administration | Assistant | Manager Marketing | Madson Taylor |
| GI010808MK08 | Garcia | Isabela | Garcia.Isabela@testcorp.com | (8155) 559-9317 | Marketing | Assistant | Manager Marketing | Isabela Garcia |
| JM010109MK09 | Jackson | Mary | Jackson.Mary@testcorp.com | (8111) 242-4900 | Marketing | Sales Associate | Manager Marketing | Mary Jackson |
| SJ010109MK10 | Smith | Jennifer | Smith.Jennifer@testcorp.com | (8155) 250-1016 | Marketing | Sales Assistant | Manager Marketing | Jennifer Smith |
| WJ010608PD11 | White | James | White.James@testcorp.com | (8155) 271-3396 | Production&Development | Manager | General Manager | James White |
| LP010708PD12 | Lopez | Daniel | Lopez.Daniel@testcorp.com | (8111) 559-8667 | Production&Development | Project Manager | Manager Production&Development | Daniel Lopez |
| PA010708PD13 | Phillips | Angela | Phillips.Angela@testcorp.com | (8111) 102-1032 | Production&Development | Developer | Project Manager Production&Development | Angela Phillips |
| TC010808PD14 | Turner | Claire | Turner.Claire@testcorp.com | (8155) 834-8501 | Production&Development | Developer | Project Manager Production&Development | Claire Turner |
| RA010808PD15 | Rodriguez | Anthony | Rodriguez.Anthony@testcorp.com | (8122) 831-1370 | Production&Development | Developer | Project Manager Production&Development | Anthony Rodriguez |
| LK010109PD16 | Lee | Kevin | Lee.Kevin@testcorp.com | (8122) 206-9647 | Production&Development | Developer | Project Manager Production&Development | Kevin Lee |
| LS010609PD17 | Lewis | Susan | Lewis.Susan@testcorp.com | (8122) 408-5308 | Production&Development | Developer | Project Manager Production&Development | Susan Lewis |
| JM010708PD18 | Johnson | Mary | Johnson.Mary@testcorp.com | (8155) 420-9327 | Production&Development | Product Support Assistant | Manager Production&Development | Mary Johnson |
| DA010109PD19 | Davis | Ashley | Davis.Ashley@testcorp.com | (8155) 593-8646 | Production&Development | Product Support Assistant | Manager Production&Development | Ashley Davis |

Also, create another view for administrative staff only; this one is the "Administrative" view.

Global Home > HR Department > HR Management

HR Management

| Employee ID | Family Name | First Name | Date of Birth | Social Security # | Passport # | Address | City | Email | Phone | Mobile | Joined on | Duration of Contract | On Probation Until | Contract Due Date | Department | Position | Reporting To | User | Comments | Documents |
|--------------|-------------|------------|---------------|-------------------|------------|--------------------------|-------------|--------------------------------|-----------------|-----------------|-----------|----------------------|--------------------|-------------------|------------------------|---------------------------|------------------------|-------------------|----------|-----------|
| JR010608AD03 | Jackson | Rachel | 7/7/1963 | 308-78-1766 | 1218VTH7 | 59 Casino Drive | Springfield | Jackson.Rachel@testcorp.com | (8199) 560-6794 | (8255) 859-9884 | 6/1/2008 | 60 | | 6/1/2013 | Administration | Manager | General Manager | Rachel Jackson | | |
| S3010708AD04 | Smith | John | 12/11/1964 | 488-04-3293 | 1213M4ALP | 65 Main Street | Springfield | Smith.John@testcorp.com | (8122) 517-6471 | (8222) 730-4960 | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Administration | Assistant | Manager Administration | John Smith | | |
| BC150707MK05 | Brown | Catherine | 1/20/1965 | 074-50-0789 | 12120GICG | 69 Times Square | Springfield | Brown.Catherine@testcorp.com | (8122) 517-3257 | (8246) 216-4025 | 6/15/2008 | 60 | | 6/15/2013 | Marketing | Manager | General Manager | Catherine Brown | | |
| AP010807MK06 | Anderson | Peter | 5/11/1967 | 680-86-8856 | 1210LOVEE | 60 Garden Road | Springfield | Anderson.Peter@testcorp.com | (8133) 124-9830 | (8255) 302-8381 | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Marketing | Assistant | Manager Marketing | Peter Anderson | | |
| TM010808MK07 | Taylor | Madson | 8/5/1967 | 305-66-0545 | 1218R4BN | 18 Park Boulevard | Springfield | Taylor.Madson@testcorp.com | (8144) 311-9067 | (8299) 301-9966 | 8/1/2008 | 36 | 11/1/2008 | 8/1/2011 | Administration | Assistant | Manager Marketing | Madson Taylor | | |
| G010808MK08 | Garcia | Isabella | 5/18/1968 | 764-46-4984 | 121ANUCY4 | 35 Main Street | Springfield | Garcia.Isabella@testcorp.com | (8155) 336-9317 | (8222) 761-7310 | 8/1/2008 | 36 | 11/1/2008 | 8/1/2011 | Marketing | Assistant | Manager Marketing | Isabella Garcia | | |
| JM010909MK09 | Jackson | Mary | 10/5/1968 | 529-66-8285 | 121437WRW | 72 Station Square | Springfield | Jackson.Mary@testcorp.com | (8111) 324-4900 | (8233) 376-3055 | 1/1/2009 | 36 | 4/1/2009 | 1/1/2012 | Marketing | Sales Associate | Manager Marketing | Mary Jackson | | |
| PM010608MK10 | Peters | Michael | 9/21/1960 | 265-63-0983 | 12109F3QZ | 19 Greenview Terrace | Springfield | Peters.Michael@testcorp.com | (8133) 276-0712 | (8233) 390-9867 | 6/1/2008 | | | | General Manager | Owner | | Michael Peters | | |
| S3010709MK10 | Smith | Jennifer | 12/8/1973 | 393-70-6868 | 121HQQ135 | 59 University Drive | Springfield | Smith.Jennifer@testcorp.com | (8155) 326-1036 | (8246) 862-8849 | 6/1/2009 | 36 | 9/1/2009 | 6/1/2012 | Marketing | Sales Associate | Manager Marketing | Jennifer Smith | | |
| W3010608PD11 | White | James | 5/26/1974 | 452-30-8128 | 121049MBZ | 14 Park Boulevard | Springfield | White.James@testcorp.com | (8155) 271-3396 | (8253) 462-4951 | 6/1/2008 | | | | Production/Development | Manager | General Manager | James White | | |
| LP010708PD12 | Lopez | Daniel | 3/30/1977 | 536-31-4783 | 1210FY2E1 | 12 Springfield Boulevard | Springfield | Lopez.Daniel@testcorp.com | (8111) 276-599 | (8246) 302-9435 | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Production/Development | Project Manager | Production/Development | Daniel Lopez | | |
| PA010807PD13 | Phillips | Angela | 11/20/1977 | 006-42-9357 | 1216XQ7M4 | 59 Museum Road | Springfield | Phillips.Angela@testcorp.com | (8115) 102-8667 | (8222) 1075-151 | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Production/Development | Developer | Production/Development | Angela Phillips | | |
| TC010808PD14 | Turner | Claire | 7/28/1978 | 618-38-5574 | 121L554JK | 74 Main Street | Springfield | Turner.Claire@testcorp.com | (8155) 834-8901 | (8233) 483-4237 | 8/1/2008 | 36 | 11/1/2008 | 8/1/2011 | Production/Development | Developer | Production/Development | Claire Turner | | |
| RA010808PD15 | Rodriguez | Anthony | 1/17/1982 | 632-01-1179 | 121FV310B | 17 Park Avenue | Springfield | Rodriguez.Anthony@testcorp.com | (8123) 139-831 | (8223) 491-1378 | 8/1/2008 | 36 | 11/1/2008 | 8/1/2011 | Production/Development | Developer | Production/Development | Anthony Rodriguez | | |
| UL010909PD16 | Lee | Kevin | 2/23/1983 | 008-68-1919 | 121R087H1 | 60 Casino Drive | Springfield | Lee.Kevin@testcorp.com | (8123) 323-5647 | (8244) 594-0288 | 1/1/2009 | 36 | 4/1/2009 | 1/1/2012 | Production/Development | Developer | Production/Development | Kevin Lee | | |
| LS010609PD17 | Lewis | Susan | 11/30/1983 | 530-95-7093 | 12129QSPD | 70 Lake Road | Springfield | Lewis.Susan@testcorp.com | (8123) 438-3308 | (8244) 205-6711 | 6/1/2009 | 36 | 9/1/2009 | 6/1/2012 | Production/Development | Developer | Production/Development | Susan Lewis | | |
| JM010708PD18 | Johnson | Mary | 6/8/1984 | 431-72-4648 | 1212A.7LP | 9 Park Avenue | Springfield | Johnson.Mary@testcorp.com | (8155) 420-5327 | (8244) 198-1958 | 7/1/2008 | 36 | 10/1/2008 | 7/1/2011 | Production/Development | Product Support Assistant | Production/Development | Mary Johnson | | |
| DA010909PD19 | Davis | Ashley | 10/14/1984 | 422-60-7849 | 121JF6FGE | 4 Kennedy Drive | Springfield | Davis.Ashley@testcorp.com | (8155) 393-8646 | (8244) 395-3228 | 1/1/2009 | 36 | 4/1/2009 | 1/1/2012 | Production/Development | Product Support Assistant | Production/Development | Ashley Davis | | |

The Public View includes no sensitive information, while the Administrative view displays all fields of interest for the Administration Department. To set permissions for these views, navigate to the View Permission settings page.

Global Home > HR Department > HR Management > Settings

Customize HR Management

List Information

Name: HR Management

Web Address: <http://vmdevbase/HR.Department/Lists/HR Documents/Restricted Info.aspx>

Description:

General Settings

- Title, description and navigation
- Versioning settings
- Advanced settings
- Audience targeting settings
- List Item Ranking Settings (Powered by SharePointBoost)
- RichText Boost Settings (Powered by SharePointBoost)

Permissions and Management

- Delete this list
- Save list as template
- Permissions for this list
- Workflow settings
- Information management policy settings
- Column Permission settings (Powered by SharePointBoost)
- View Permission settings (Powered by SharePointBoost)**
- Item Permission Batch settings (Powered by SharePointBoost)
- Form validation settings (Powered by SharePointBoost)

In the List Settings page click on the View Permission link to be directed to the View Permission general settings page.

Global Home > HR Department > HR Management > Settings > Permission Main Settings

Customize View Permission for HR Management

Main Settings Page

Click the OK button to apply any changes you have made to permission settings

| <p>View Permission</p> <p>Enable or disable View Permission</p> | <p>Enable or Disable View Permission</p> <p><input checked="" type="radio"/> Enable</p> <p><input type="radio"/> Disable</p> | | | | | | | | | | | | |
|--|---|--|---|----------------|-------|--------|---------------------------------------|--|---|----------------|---------------------------------------|--|---|
| <p>Default View Permission Level</p> <p>Specify whether views in this list are visible or hidden by default. (Note: If you select "Hidden" as your default, then all new views and any previously existing views will be hidden by default. This results in all users and any subsequently created new user accounts not having access to any views in this list unless you specifically grant them permission to access the view(s). If you choose "Visible" as your default, all views will be fully visible to all users, including any new user accounts created, unless you specifically configure a permission part to deny them access.)</p> | <p>Select the default view permission level:</p> <p><input checked="" type="radio"/> Hidden</p> <p><input type="radio"/> Visible</p> | | | | | | | | | | | | |
| <p>Permission Settings</p> <p>Set view permission parts.</p> | <table border="1"> <thead> <tr> <th>Permission Settings Name (Click to edit)</th> <th>Click to Delete</th> <th>Enable/Disable</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Public</td> <td><input type="button" value="Delete"/></td> <td><input type="button" value="Disable"/></td> <td><input checked="" type="button" value="Enabled"/></td> </tr> <tr> <td>Administration</td> <td><input type="button" value="Delete"/></td> <td><input type="button" value="Disable"/></td> <td><input checked="" type="button" value="Enabled"/></td> </tr> </tbody> </table> <p>Add View Permission Settings</p> <p>Edit "View Permission Redirect Page" settings</p> | Permission Settings Name (Click to edit) | Click to Delete | Enable/Disable | State | Public | <input type="button" value="Delete"/> | <input type="button" value="Disable"/> | <input checked="" type="button" value="Enabled"/> | Administration | <input type="button" value="Delete"/> | <input type="button" value="Disable"/> | <input checked="" type="button" value="Enabled"/> |
| Permission Settings Name (Click to edit) | Click to Delete | Enable/Disable | State | | | | | | | | | | |
| Public | <input type="button" value="Delete"/> | <input type="button" value="Disable"/> | <input checked="" type="button" value="Enabled"/> | | | | | | | | | | |
| Administration | <input type="button" value="Delete"/> | <input type="button" value="Disable"/> | <input checked="" type="button" value="Enabled"/> | | | | | | | | | | |
| <p>Import or Export</p> <p>Import or export current settings as an xml file.</p> | <p><input type="button" value="Import"/> <input type="button" value="Export"/></p> | | | | | | | | | | | | |
| <p>License Management</p> <p>Manage license for View Permission</p> | <p>Click here to manage license for Column/View Permission 2.0.401.1</p> | | | | | | | | | | | | |

Click the OK button to apply any changes you have made to permission settings

As this information in this list is confidential, the administrator wants the default set to be 'Hidden' for new users.

Global Home > HR Department > HR Management > Settings > Permission Main Settings > Edit Redirect Page Settings

Edit Redirect Page Settings

Change the text displayed on the redirect page

| | |
|---|--|
| <p>Redirect Page Settings</p> <p>Configure redirect page settings. If you enable the redirect page settings for this list, any user that attempts to open a view to which he does not have the necessary permissions will automatically be redirected to a page containing the text specified on the right. (If the redirect page is not enabled, the user will simply see the default "Access Denied" message or be sent to the next available view.)</p> | <p>Redirect page settings:</p> <p><input checked="" type="checkbox"/> Use redirect page</p> <p>View unavailable message: <input type="text" value="According to the current view permission settings, this view is not available. What would you like to do?"/></p> <p>All views unavailable message: <input type="text" value="According to the current view permission settings, no views for this list are available. What would you like to do?"/></p> <p>"Go to view" button text: <input type="text" value="Go to next available view"/></p> <p>"Return to homepage" button text: <input type="text" value="Go back to site"/></p> |
|---|--|

Also, the administrator has activated the Redirect Page; so that users are informed of their choices when they navigate to a view they do not have permissions to.

Then navigate back to the View Permission main settings page, and click "Add View Permission Settings". The administrator creates a settings part that allows users access to the "Public" view, while denying access to other views that contain confidential information. This settings part is called 'Public'.

| | |
|---|---|
| <p>Permission Settings Name</p> <p>Enter a unique name for these permission settings</p> | <p>Enter a name for these Permission Settings:</p> <p><input type="text" value="Public"/></p> |
|---|---|

Then the administrator has to specify which users will be affected by these view permission settings. As all employees should be able to access this view the administrator just selects the ‘Select all users’ radio button. As external parties should not be able to access this information at all, anonymous users are excluded by checking the Select/Deselect Anonymous Users checkbox. Also, as employees working in the "Administration" department should not be affected, they are excluded as well, using the following condition:

`[(HR Management).Department]== "Administration"`

The screenshot shows the 'Include People' dialog box in SharePoint. It is divided into two main sections: 'Include People' and 'Exclude People'.

- Include People:**
 - Section: **Select people type**
 - Options: Select All Users, Select Only the Following Users
- Exclude People:**
 - Section: **Select people to exclude from these permission settings**
 - Section: **Select/Unselect Anonymous Users**
 - Option: Exclude Anonymous Users
 - Section: **Enter users/groups** (empty text box)
 - Section: **Choose user or group columns from another SharePoint list**
 - Section: **Choose user/group columns from a different list:**
 - Select a site:
 - Select a list:
 - Select a column containing people or groups:
 - User
 - Created By
 - Modified By
 - Add condition
 - Enter a condition to determine the people or groups to which the permissions will be assigned:

```
[(HR Management).Department]== "Administration"
```
 - Buttons: [Insert column...], [Insert operator...], [Insert function...]
 - Section: **is equal to (==)**

For predefined value types, the equality operator (==) returns true if the values of its operands are equal, false otherwise. For reference types other than string, == returns true if its two operands refer to the same object. For the string type, == compares the values of the strings.
 - Buttons:
 - Text: Add users from another list

Now the administrator has to select what views are available to the employees, and what permissions they have for these views.

Permission Settings
 Configure view permission settings. Specify whether the view is hidden, read-only, or fully accessible.
 (Note: View permission settings use the view name as the identifier, so if you change the view name, the permissions will be noneffective.)

View Permission Settings

| View Name | Access Type | Hide "Actions" Menu (Click to edit) | Disable Datasheet View |
|----------------|--|-------------------------------------|-------------------------------------|
| Administration | Hidden (this view is not visible to users) | All menu items visible | <input type="checkbox"/> |
| Public | Read-only | Hide "Actions" menu | <input checked="" type="checkbox"/> |

For the 'Public' view they should be able to see it, however they should not be able to make any changes, thus selecting read-only access is the right choice. To ensure that they are not able to access the information by exporting the list information, check the administrator can hide the Actions Menu completely. Also, by disabling the Datasheet View, he ensures that the employees cannot access the datasheet view at all, and thus won't be able to access any information in the datasheet view.

All the other views should be hidden from the employees, thus the administrator just selects the 'Hidden' option in the Access Type menu.

Now, the administrator still has to set up the view permissions for the Administration Department. Firstly, again create a new View Permissions settings part. Name it as 'Administration'.

Permission Settings Name
 Enter a unique name for these permission settings

Enter a name for these Permission Settings:
 Administration

Then, select which users to include. To only select employees working in the Administration Department the administrator needs to specify the site and the list from which to look up. Here, this is the same as the existing list. Then specify the 'User' column as the column to pull users from. Following he needs to filter for employees in Administration department only. This he can achieve with this condition:

```
[(HR Management).Department]== "Administration"
```

Include People

Select people to whom you want to assign permissions

Select people type

Select All Users

Select Only the Following Users

Select/Unselect Anonymous Users

Include Anonymous Users

Enter users/groups

Choose user or group columns from another SharePoint list

Choose user/group columns from a different list:

Select a site: HR Department

Select a list: HR Management

Select a column containing people or groups:

User

Created By

Modified By

Add condition

Enter a condition to determine the people or groups to which the permissions will be assigned:

[(HR Management).Department]="Administration"

[Insert column...] [Insert operator...] [Insert function...]

is equal to (==)

For predefined value types, the equality operator (==) returns true if the values of its operands are equal, false otherwise. For reference types other than string, == returns true if its two operands refer to the same object. For the string type, == compares the values of the strings.

Test Condition Settings Test Successful

Add users from another list

Now, the administrator has to specify what access type the administration employees should have for each view. For all views they should have Full Access. So the administrator can just specify full access for all views. Also, the Actions menu and all its options should be visible, and the Datasheet View available.

Permission Settings

Configure view permission settings. Specify whether the view is hidden, read-only, or fully accessible.

(Note: View permission settings use the view name as the identifier, so if you change the view name, the permissions will be noneffective.)

View Permission Settings

View Permission Settings:

| View Name | Access Type | Hide "Actions" Menu (Click to edit) | Disable Datasheet View |
|----------------|-------------|-------------------------------------|--------------------------|
| Administration | Full Access | All menu items visible | <input type="checkbox"/> |
| Public | Full Access | All menu items visible | <input type="checkbox"/> |

Logging in as Anthony from the Production & Development department, only the 'Public' view is available. Also, the Actions menu is not being displayed.

HR Management

| New | | | | | | | | View: Public | |
|--------------|-------------|------------|--------------------------------|-----------------|------------------------|---------------------------|--|--------------|-------------|
| Employee ID | Family Name | First Name | Email | Phone | Department | Position | Reporting To | User | Public |
| PM010608GM01 | Peters | Michael | Peters.Michael@testcorp.com | (8133) 279-0717 | General Manager | Owner | | Michael | Create View |
| JR010608AD03 | Jackson | Rachel | Jackson.Rachel@testcorp.com | (8199) 560-6794 | Administration | Manager | General Manager | Rachel | Jackson |
| SJ010708AD04 | Smith | John | Smith.John@testcorp.com | (8122) 197-6471 | Administration | Assistant | Manager Administration | John | Smith |
| BC150707MK05 | Brown | Catherine | Brown.Catherine@testcorp.com | (8122) 517-3257 | Marketing | Manager | General Manager | Catherine | Brown |
| AP010708MK06 | Anderson | Peter | Anderson.Peter@testcorp.com | (8133) 124-9850 | Marketing | Assistant | Manager Marketing | Peter | Anderson |
| TM010808MK07 | Taylor | Madison | Taylor.Madison@testcorp.com | (8144) 211-9067 | Administration | Assistant | Manager Marketing | Madison | Taylor |
| GI010808MK08 | Garcia | Isabella | Garcia.Isabella@testcorp.com | (8155) 559-9317 | Marketing | Assistant | Manager Marketing | Isabella | Garcia |
| JM010109MK09 | Jackson | Mary | Jackson.Mary@testcorp.com | (8111) 242-4900 | Marketing | Sales Associate | Manager Marketing | Mary | Jackson |
| SJ010109MK10 | Smith | Jennifer | Smith.Jennifer@testcorp.com | (8155) 250-1016 | Marketing | Sales Assistant | Manager Marketing | Jennifer | Smith |
| WJ010608PD11 | White | James | White.James@testcorp.com | (8155) 271-3396 | Production&Development | Manager | General Manager | James | White |
| LP010708PD12 | Lopez | Daniel | Lopez.Daniel@testcorp.com | (8111) 559-8667 | Production&Development | Project Manager | Manager Production&Development | Daniel | Lopez |
| PA010708PD13 | Phillips | Angela | Phillips.Angela@testcorp.com | (8111) 102-1032 | Production&Development | Developer | Project Manager Production&Development | Angela | Phillips |
| TC010808PD14 | Turner | Claire | Turner.Claire@testcorp.com | (8155) 834-8501 | Production&Development | Developer | Project Manager Production&Development | Claire | Turner |
| RA010808PD15 | Rodriguez | Anthony | Rodriguez.Anthony@testcorp.com | (8122) 831-1370 | Production&Development | Developer | Project Manager Production&Development | Anthony | Rodriguez |
| KL010109PD16 | Lee | Kevin | Lee.Kevin@testcorp.com | (8122) 206-9647 | Production&Development | Developer | Project Manager Production&Development | Kevin | Lee |
| LS010609PD17 | Lewis | Susan | Lewis.Susan@testcorp.com | (8122) 408-5308 | Production&Development | Developer | Project Manager Production&Development | Susan | Lewis |
| JM010708PD18 | Johnson | Mary | Johnson.Mary@testcorp.com | (8155) 420-9327 | Production&Development | Product Support Assistant | Manager Production&Development | Mary | Johnson |
| DA010109PD19 | Davis | Ashley | Davis.Ashley@testcorp.com | (8155) 593-8646 | Production&Development | Product Support Assistant | Manager Production&Development | Ashley | Davis |

On the other hand, if John logs in, she can access all views and has permissions to change or add list entries.

HR Management

| New | | | | | | | | View: Public | |
|--------------|-------------|------------|--------------------------------|-----------------|------------------------|---------------------------|-----------------|--------------|-----------|
| Employee ID | Family Name | First Name | Email | Phone | Department | Position | Reporting To | User | Public |
| JR010608AD03 | Jackson | Rachel | Jackson.Rachel@testcorp.com | (8199) 560-6794 | Administration | Manager | Michael Peters | Rachel | Jackson |
| DA010109PD19 | Davis | Ashley | Davis.Ashley@testcorp.com | (8155) 593-8646 | Production&Development | Quality Assurance Analyst | James White | Ashley | Davis |
| TC010808PD14 | Turner | Claire | Turner.Claire@testcorp.com | (8155) 834-8501 | Production&Development | Developer | Daniel Lopez | Claire | Turner |
| BC150707MK05 | Brown | Catherine | Brown.Catherine@testcorp.com | (8122) 517-3257 | Marketing | Manager | Michael Peters | Catherine | Brown |
| LP010109PD16 | Lee | Kevin | Lee.Kevin@testcorp.com | (8122) 206-9647 | Production&Development | Developer | Daniel Lopez | Kevin | Lee |
| AP010708MK06 | Anderson | Peter | Anderson.Peter@testcorp.com | (8133) 124-9850 | Marketing | Assistant | Catherine Brown | Peter | Anderson |
| JM010708PD18 | Johnson | Mary | Johnson.Mary@testcorp.com | (8155) 420-9327 | Production&Development | Quality Assurance Analyst | James White | Mary | Johnson |
| PM010608GM01 | Peters | Michael | Peters.Michael@testcorp.com | (8133) 279-0717 | General Manager | Owner | | Michael | Peters |
| WJ010608PD11 | White | James | White.James@testcorp.com | (8155) 271-3396 | Production&Development | Manager | Michael Peters | James | White |
| SJ010708AD04 | Smith | John | Smith.John@testcorp.com | (8122) 197-6471 | Administration | Assistant | Rachel Jackson | John | Smith |
| GI010808MK08 | Garcia | Isabella | Garcia.Isabella@testcorp.com | (8155) 559-9317 | Marketing | Assistant | Catherine Brown | Isabella | Garcia |
| LS010609PD17 | Lewis | Susan | Lewis.Susan@testcorp.com | (8122) 408-5308 | Production&Development | Developer | Daniel Lopez | Susan | Lewis |
| LP010708PD12 | Lopez | Daniel | Lopez.Daniel@testcorp.com | (8111) 559-8667 | Production&Development | Project Manager | James White | Daniel | Lopez |
| PA010708PD13 | Phillips | Angela | Phillips.Angela@testcorp.com | (8111) 102-1032 | Production&Development | Developer | Daniel Lopez | Angela | Phillips |
| JM010109MK09 | Jackson | Mary | Jackson.Mary@testcorp.com | (8111) 242-4900 | Marketing | Sales Associate | Catherine Brown | Mary | Jackson |
| SJ010109MK10 | Smith | Jennifer | Smith.Jennifer@testcorp.com | (8155) 250-1016 | Marketing | Sales Associate | Catherine Brown | Jennifer | Smith |
| TM010808MK07 | Taylor | Madison | Taylor.Madison@testcorp.com | (8144) 211-9067 | Administration | Assistant | Rachel Jackson | Madison | Taylor |
| RA010808PD15 | Rodriguez | Anthony | Rodriguez.Anthony@testcorp.com | (8122) 831-1370 | Production&Development | Developer | Daniel Lopez | Anthony | Rodriguez |