1. Feature Introduction
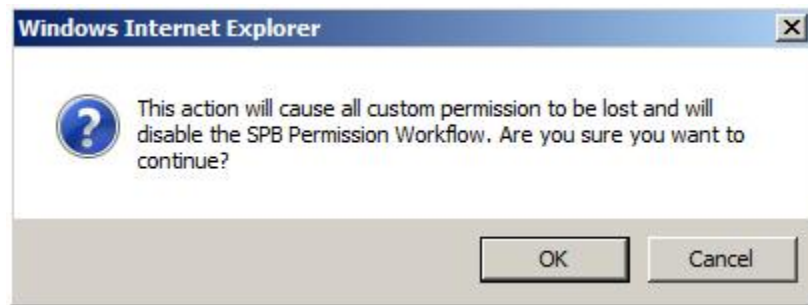
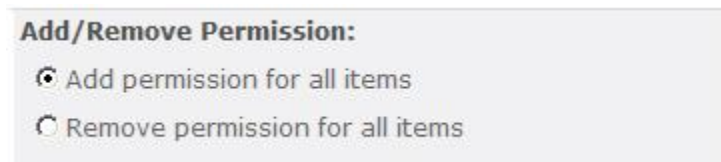## 1.1 Inherit List Permission Settings

Clicking this button will inherit the list permission settings to all items in the list.

This will also disable the SharePointBoost Permission Workflow.

On clicking this button a popup window will prompt the administrator to confirm and continue.

1.2 Add or Remove Permission

The function allows the administrator to specify whether he wants to remove or add permissions to the specified users. Thus, to remove a specific permission level, the administrator has to check what permission level the user has for which item, and then select to remove this specific permission level from the user.

1.3 User/Group Selection

- user or group names
- user/group columns, as well as relative lookup fields in this list
- look up users from other lists and filter them using conditions

a) Input user and group names

Item Permission Batch provides a box to enter any user or group name, and allows the input of multiple users.

b) Select user/group columns, as well as relative lookup fields in this list

c) Look up users from other lists and filter them using conditions

1.4 Condition

Two conditions typesare provided in settings page, Basic and Advanced.

The Basic conditions help administrator to easily configure conditions.

The Advanced conditions provide elaborate conditions beyond basic conditions.

1.5 Item Permission Settings

The Item Permission Settings specify to which items the settings should apply, and what permissions the users should have for these items. To specify the items affected the users can use conditions by clicking "Add Conditions".
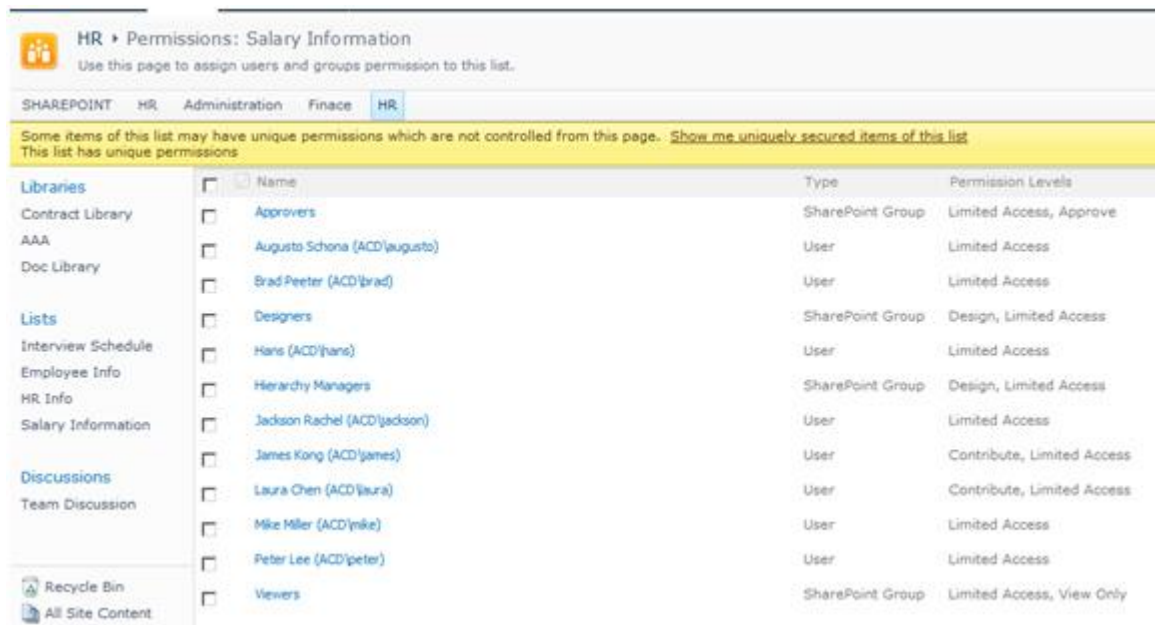

After that, the permission level has to be set. These permission levels are pulled from the Site Collection permission settings.

The option "Add permission settings" will open a similar pane, so that several different permission settings can be created for similar users.

2. Example

In a situation where the permissions for each item have been changed manually, changing the permissions on list level will not yield any results. The screenshot below displays the list level settings for the current list.
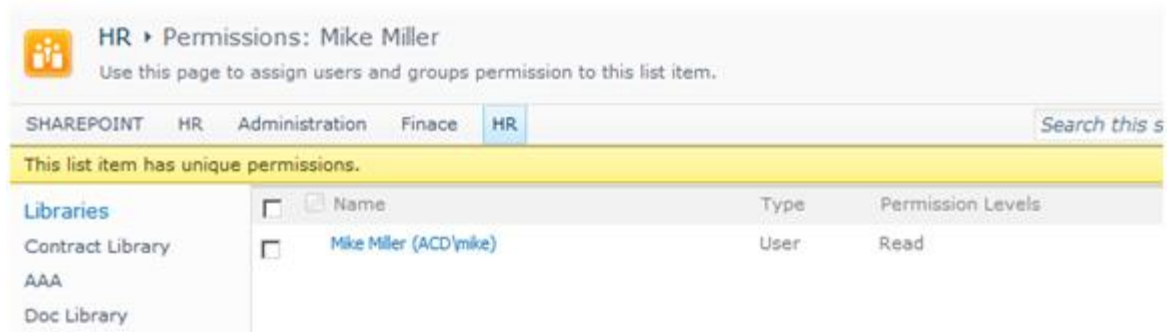

As information in this list is confidential, the permissions have been changed for each item. With the current setup each users can only view the items related to them, but they cannot make any changes.

This means no matter if you add or remove permissions at list level, for the items with specifically set conditions, these changes would not take effect. However, the HR Manager and the Owner should be able to make changes and approve them. In the current set up, the administrator would have to change the permissions for every item one by one.

Item Permission Batch can solve this issue by changing the permissions of all existing items in a list. To do so click on the Item Permission Batch link in the list settings.

Permissions and Management

Delete this list

Save list as template

Permissions for this list

Workflow Settings

Enterprise Metadata and Keywords Settings

Information management policy settings

Generate file plan report

Column Permission settings (Powered by SharePointBoost)

View Permission settings (Powered by SharePointBoost)

Item Permission Batch settings (Powered by SharePointBoost)

In the next screen the administrator can specify how to change permissions for the items.

To add permissions for the Administration Manager, Item Permission Batch provides the option to look up this information from another list.

Firstly the administrator has to select the site to look up from, and then the list. Here we pull information from the same site, but instead use the list HR Info.

Family Name	First Name	Department	Position	Reporting to	Mobile Phone	E-mail	Account Name
Mike	Miller	Development	RD	James Kong	0432 633 125	mike.miller@mail.com	Mike Miller
Peter	Lee	Development	RD	James Kong	0432 623 741	peter.lee@mail.com	Peter Lee
Brad	Rachel	Development	RD	James Kong	0432 654 123	brad.rachel@mail.com	Brad Peeter
Jackson	Rachel	Development	RD	James Kong	0432 541 222	jackson.rachel@mail.com	Jackson Rachel
James	Kong	Development	RM	Rechard Feng	0432 521 248	james.kong@mail.com	James Kong
Augusto	Schona	HR	Manager	Anthony Bodriguez	0432 415 441	augusto.schona@mail.com	Augusto Schona
Laura	Chen	HR	Employee	Augusto Schona	0432 618 211	laura.chen@mail.com	Laura Chen
John	Maki	Finance	Cashier	Kelly Hyvonen	0432 618 244	john.maki@mail.com	John Maki
Eric	Hunter	Finance	Accountant	Kelly Hyvonen	0432 154 666	eric.hunter@mail.com	Eric Hunter
Kelly	Hyvonen	Finance	CFO	Anthony Bodriguez	0432 555 111	kelly.hyvonen@mail.com	Kelly Hyvonen
Sally	Wong	Administration	Manager	Sally Wong	0431 777 142	sally.wong@mail.com	Sally Wong
Anthony	Bodriguez	Administration	General Manager	Anthony Bodriguez	0432 122 458	Anthony.bodriguez@mail.com	Anthony Bodriguez

The administrator has to specify further which User/Group column in this list shall be the source of the user for whom to add permissions, in this case it is the "Account Name" column. The final step requires filtering the information from this column using conditions. These conditions can be based on any column in this list. Here, the condition to select the Administration Manager would look like this:

Then, the administrator has to set what permissions the Administration Manager has. This can be done by simply checking the checkboxes for the desired permissions levels. In this case, the Administration Manager should have permission to Contribute.

After clicking Apply Permission Settings button, above Contribute permission level is assigned to users presented by Account Name column.

Then the permissions settings for the Owner should be set. Here the administrator can just enter his name and specify the permission level he should have.

After the changes take effect, the item permissions have changed. From now on, each user has read permission for his own item, while the Administration Manager has Contribute permissions and the Owner has Approve permissions.