



# Column Permission App

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## User Guide

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## 1. Introduction

The SharePoint Column Permission App provides administrators with the ability to set columns as hidden or read-only, thereby restricting users from accessing or modifying columns in New/Edit/Display item forms or list views.

The Column Permission App also allows administrators to control whether columns should be hidden or read-only by setting conditions.

This user guide will provide instructions on how to use this app.

For the latest version of this and other guides, please visit:

<https://www.boostsolutions.com/download-documentation.html>

## 2. How to Use Column Permission App

### 2.1 Set up a Column Permission Part

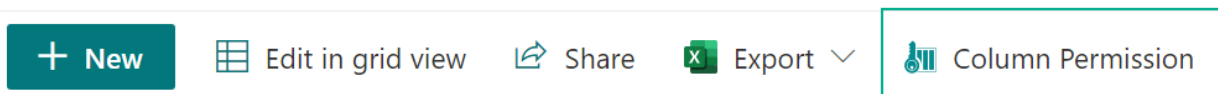
To set up a Column Permission Part in a list, you must have **Full Control** permissions in the list or be a member of the SharePoint Online group with **Full Control** permissions in the list.

- This is a list created by the issue tracker template. In this list, we will set up a Column Permission Part.

#### Issue tracker ☆

Issue ▾	Status ▾	Assigned to ▾	Date reported ▾	Days old ▾	Cost ▾
Issue-1	New	Danies Liu	4/1/2022	420	\$10,000.00
Issue-2	Duplicate	cynthia Carey	4/20/2022	1	\$0.00
Issue-3	Blocked	Adele Vance	3/22/2022	20	\$1,055.00
Issue-4	In progress	Danies Liu	3/3/2022	46	\$123.00
Issue-5	In progress	Grady Archie	3/15/2022	27	\$0.00
Issue-6	Won't fix	cynthia Carey	3/12/2022	30	\$1,210.00
Issue-7	Completed	henry lee	3/8/2022	34	\$890.00

- Click on **Column Permission** in the top action bar. (Column Permission App is only available in SharePoint modern experience.)



- In the **BoostSolutions Column Permission** dialog box, click on **Add a Permission Part**.

## BoostSolutions Column Permission

[+ Add a Permission Part](#)[⚙️ Advanced Settings](#)

## Permission Parts

Name	Status	Actions
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- d. In the **Add a Permission Part** dialog, specify a name for this part; in the **Select a User** section, specify the users or groups. Here, we specify a user named Danies Liu as follows.

## Add a Permission Part



Name \*

Select a user \*

If you specify a group, all members of the group will be affected by the column permission settings.

Currently, only SharePoint groups are supported.

- e. In the **Condition** section, you can set conditions to decide when the columns should be hidden or read-only, we will demonstrate how to set a condition in the next chapter.
- f. In the **Set Column Permissions** section, select the columns and set them as hidden or read-only for each item form.

Here, we set 'Status', 'Assigned to', and 'Date reported' as read-only and set 'Days old' and 'Cost' as hidden in the **Edit Item Form**; and we set the 'Days old' and 'Cost' columns as hidden in the **View Item Form**.

## Set Column Permission

Column Name	New Item Form	Edit Item Form		View Item Form
	Hidden	Hidden	Read-Only	Hidden
Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Priority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Status	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assigned to	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Date reported	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Days old	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cost	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


For the **'New Item Form'**, you can only set the columns as hidden; after selecting the columns, they will be invisible when creating a new item.

However, calculated columns cannot be set as hidden in the 'New Item Form'.

For the **'Edit Item Form'**, you can set the columns as hidden or read-only; after selecting the columns, they will be hidden or read-only when you edit items.


The calculated columns and choice column without the "Can add values manually" option enabled cannot be set as read-only in the 'Edit Item Form'.

Type

Choice 

Choices \*


Critical  
High  
Normal  
Low

Can add values manually 

For the '**View Item Form**', you can only set the columns as hidden; after selecting the columns, the content of the columns will be invisible in the list views.

However, the Title column cannot be set as hidden in the 'View Item Form'.

Please note that the format of a Choice column will be removed if you set the column as hidden. If you have already set the columns as hidden in the permission part and then format the column, the columns will not be hidden. In such cases, you will need to edit the permission part and set the column as hidden again.




- g. Click the **Save** button to save the settings.
- h. Click  to quit the settings page.
- i. Log in as the specified user Danies Liu and access the list, the content of the '**Days old**' and '**Cost**' columns will be invisible for him as follows.



## Issue tracker ☆

Issue ▾	Status ▾	Assigned to ▾	Date reported ▾	Days old ▾	Cost ▾
Issue-1	New	Danies Liu	4/1/2022		
Issue-2	Duplicate	cynthia Carey	4/20/2022		
Issue-3	Blocked	Adele Vance	3/22/2022		
Issue-4	In progress	Danies Liu	3/3/2022		
Issue-5	In progress	Grady Archie	3/15/2022		
Issue-6	Won't fix	cynthia Carey	3/12/2022		
Issue-7	Completed	henry lee	3/8/2022		

- j. Select an item, such as Issue 2, and click Edit. Danies Liu cannot see the hidden columns 'Days old' and 'Cost' or edit the read-only column 'Status', 'Assigned to', and 'Date reported' as follows.

 Save  Cancel  Copy link



## Issue-2

 Issue \*

Issue-2

 Priority

Critical

Add the priority of this issue

 Status

Duplicate

 Assigned to

cynthia Carey

 Date reported

4/20/2022

Save

Cancel

## 2.2 Set Columns Hidden or Read-Only Based on Condition

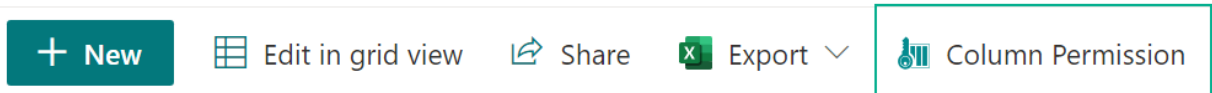
The Column Permission App enables you to set up conditions to determine when the columns will be invisible or read-only.

This is a list created using the issue tracker template. In this list, we will demonstrate how to set up the conditions.

Issue tracker ☆

ID	Issue	Priority	Status	Assigned to	Date reported	Days old	Cost
24	Issue-2	Critical	Duplicate	cynthia Carey	4/20/2022	1	\$0.00
23	Issue-3	Critical	Blocked	Adele Vance	3/22/2022	20	\$1,055.00
21	Issue-5	Low	In progress	Grady Archie	3/15/2022	27	\$0.00
26	Issue-6	Normal	Won't fix	cynthia Carey	3/12/2022	30	\$1,210.00
27	Issue-7	Low	Completed	henry lee	3/8/2022	34	\$890.00
28	Issue-8	Normal	Duplicate	Megan Bowen	3/7/2022	35	\$0.00
22	Issue-4	Normal	In progress	Danies Liu	3/3/2022	46	\$123.00
29	Issue-9	High	By design	Danies Liu	3/3/2022	39	\$0.00
30	Issue-10	Low	Completed	henry lee	3/1/2022	49	\$10,000.00
25	Issue-1	High	New	Danies Liu	4/1/2021	383	\$10,000.00

- a. Click on **Column Permission** in the top action bar. (Column Permission App is only available in SharePoint modern experience.)



- b. In the **BoostSolutions Column Permission** dialog box, click on **Add a Permission Part**.
- c. In the **Add a Permission Part** dialog, specify a name for this part. In the **Select a User** section, specify the users or groups. Here, we specify another user, Adele Vance, as follows.

### Set permissions based on conditions ✕

Name \*

Select a user \*

Adele Vance ✕

If you specify a group, all members of the group will be affected by the column permission settings. Currently, only SharePoint groups are supported.

- d. In the **Condition** section, set conditions as follows: [Status]!="Completed".

The condition is an expression that returns a Boolean value, either true or false. The Boolean value determines whether the function will take effect. This means that the predefined column permission is only enabled when the condition evaluates to true. Otherwise, the product will not function. Note that if an error occurs in the condition, the returned value will be false.

The condition expression is composed of three parts: the column name (which must be enclosed in []), the operator (which must be supported by the app), and the value (which must be enclosed in "").

Condition:

[Status]!="Completed"

✔ The condition is valid.

Only when the message is 'The condition is valid', can the permission part be saved successfully, and the permission settings work for the specified users.

- e. In the **Set Column Permissions** section, select the columns and set them as hidden or read-only for each item form.

Here, we set 'Assigned to', 'Date reported', 'Days old' and 'Cost' as hidden in the 'Edit Item Form' and 'View Item Form'.

Set Column Permission

Column Name	New Item Form		Edit Item Form		View Item Form	
	Hidden		Hidden	Read-Only	Hidden	
Title	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Priority	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Status	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assigned to	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Date reported	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Days old	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cost	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	




- f. Click the **Save** button to save the settings.
- g. Click to quit the settings page.
- h. Log in as the specified user Adele Vance and access the list. The content of the **'Assigned to', 'Date reported', 'Days old' and 'Cost'** columns is invisible when the 'Status' is not completed, as follows.

But for items where the 'Status' is completed, the content of the '**Assigned to**', '**Date reported**', '**Days old**' and '**Cost**' columns is visible for Adele Vance.

### Issue tracker ☆

Issue ▾	Status ▾	Assigned to ▾	Date reported ▾	Days old ▾	Cost ▾
Issue-1	New				
Issue-2	Duplicate				
Issue-3	Blocked				
Issue-4	In progress				
Issue-5	In progress				
Issue-6	Won't fix				
Issue-7	Completed	henry lee	3/8/2022	34	\$890.00

- i. Select an item, such as Issue 2, and click Edit. Adele Vance cannot see the hidden columns 'Assigned to', 'Date reported', 'Days old' and 'Cost', as following.

 Save  Cancel  Copy link

## Issue-2

Issue \*

Issue-2

Priority

Critical

Add the priority of this issue

Status

Duplicate

Status of the issue

Save

Cancel

### 2.3 Advanced Settings

While the Column Permission App enables you to set columns as hidden or read-only in the list, users may still access or modify these columns in other ways, such as in grid view or by exporting contents to an Excel or CSV file.

The Advanced Settings allow you to disable these features, preventing users from accessing the hidden or read-only columns.

Please note that advanced settings take effect on all site users, including the site admin. The settings are independent of the user specified in the permission parts.

## Advanced Settings



- Disable "Edit in grid view"
- Disable "Export to Excel or CSV"
- Disable "Filter by" on column header or Filter pane
- Disable Gallery view
- Disable "Format current view"

Save

Cancel

In Advanced Settings, you can decide if the user can access the following features:

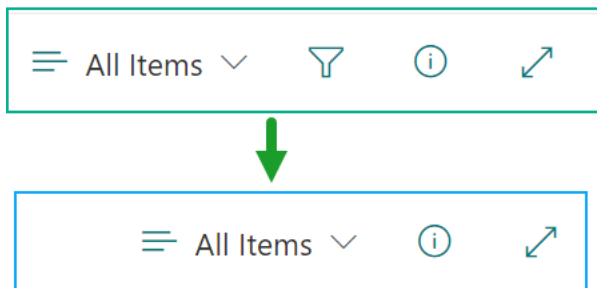
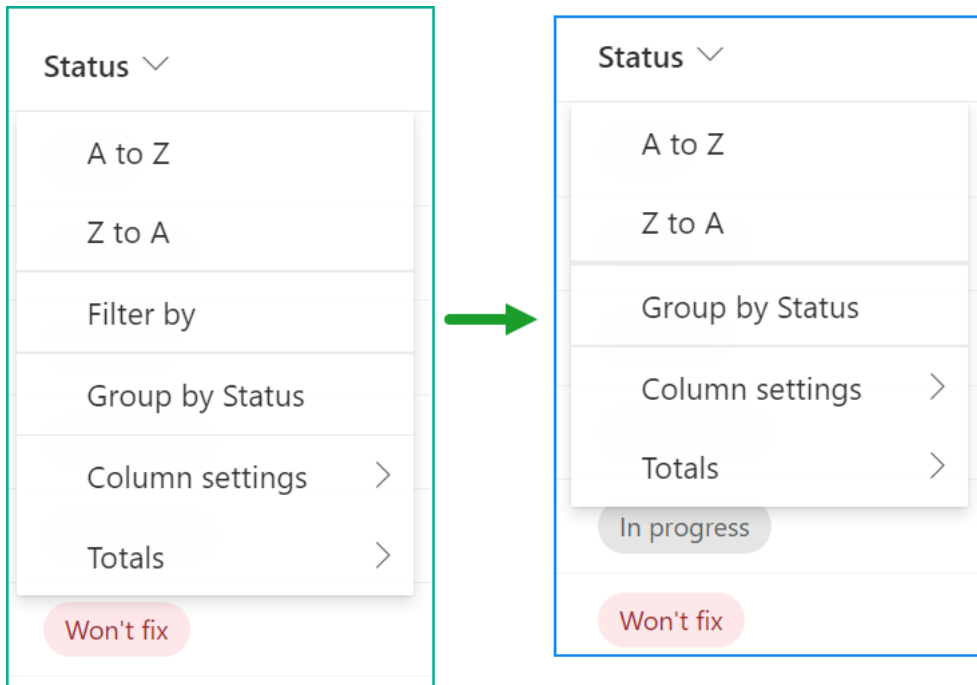
**Disable "Edit in grid view":** If you select this option, the "Edit in grid view" feature will be disabled in the list action bar as follows.



**Disable "Export to Excel or CSV":** Selecting this option will disable the "Export to Excel" and "Export to CSV" features in the action bar.

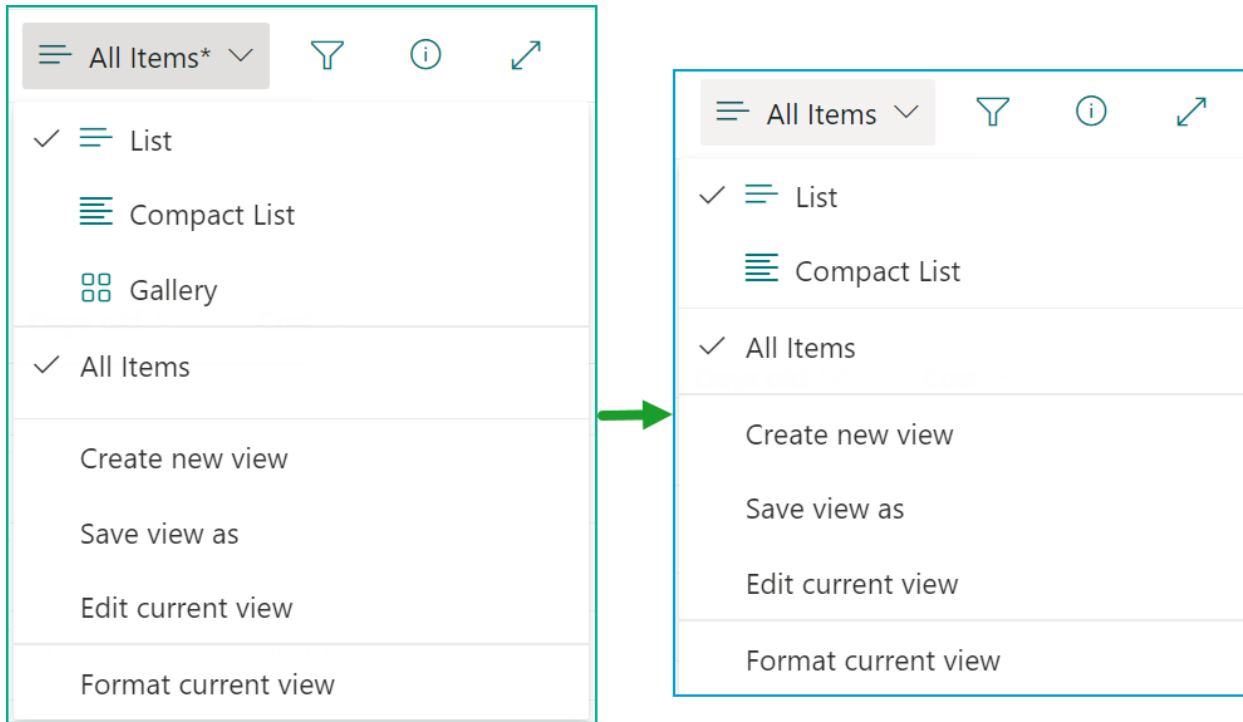


**Disable "Filter by" on column header or Filter pane:** Selecting this option will disable the "Filter by" and "Filter pane" features in the list.

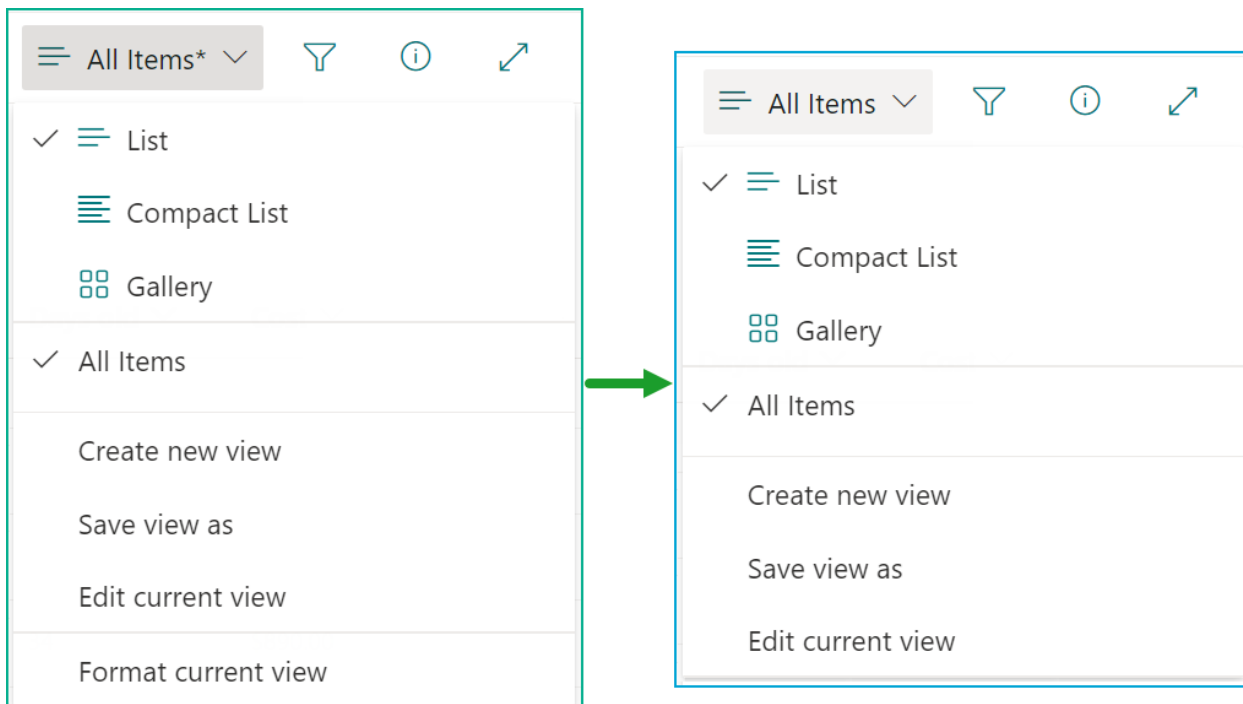


Disable "Gallery view": Selecting this option will disable the "Gallery" view in the list.





Disable "Format current view": Selecting this option will disable the "Format current view" feature in the list.



## 2.4 Conditions

The Column Permission App enables you to set up the conditions to decide when the columns will be invisible or read-only.

The Column Permission App provides the following functions:

Function	Description	Example
Date().getFullYear( )	Returns the year of the specified date according to local time	If the date of the [Start Date] column is 4/8/2022, [Start Date].getFullYear() will return 2022.
Date().getMonth( )	Returns the month in the specified date according to local time, as a zero-based value (where zero indicates the first month of the year).	If the date of the [Start Date] column is 4/8/2022, [Start Date].getMonth() will return 3.
Date().getDate( )	Returns the day of the month for the specified date according to local time.	If the date of the [Start Date] column is 4/8/2022, [Start Date].getDate() will return 8.
Date().getDay( )	Returns the day of the week for the specified date according to local time, where 0 represents Sunday.	If the date of the [Start Date] column is 4/8/2022, [Start Date].getDay() will return 5.
Date().addDays( )	Returns the date or datetime result from adding n days to the datetime value dateTime.	If the date of the [Start Date] column is 4/8/2022, [Start Date].addDay(4) will return 4/12/2022.
Date().addMonths( )	Returns the date or datetime result from adding n months to the datetime value dateTime.	If the date of the [Start Date] column is 4/8/2022, [Start Date].addMonths(4) will return 8/8/2022.
Date().dateOnly( )	Returns the day of the month for the specified date according to local time.	If the datetime of the [Start Date] column is 4/8/2022 10:30, [Start Date].dateOnly() will return 4/8/2022.
Abs( )	Returns the absolute value of a number. That is, it returns x if x is positive or zero, and the negation of x if x is negative.	If the value of the [Number] column is -3, Abs([Number]) will return 3.
.length	Gets the count of characters in text.	If the content of the [Note] column is "SharePoint", [Note].length will return 10.
.contains( )	Checks whether a string contains a sequence of characters. Returns true if the characters exist and false if not.	If the content of the [Note] column is "SharePoint", [Note].contains(s) will return true; [Note].contains(b) will return false.
.substring( )	Returns the part of the string between the start and end indexes, or to the end of the string.	If the content of the [Note] column is "SharePoint", [Note].substring(1,3) will return ha.

.title	Get display name of a specified user.	[Created by].title will return the display name of the user who created the item.
.id	Get user id of a specified user.	[Created by].id will return the user id of the user who created the item.
.email	Get email address of a specified user.	[Created by].email will return the email address of the user who created the item.

The Column Permission App provides the following operators:

Operator	Description
+	Plus
-	Minus
%	remainder
*	Multiplied by
/	Divided by
==	Is equal to
!=	Is not equal to
!	Is not
<	Is less than
<=	Is less than or equal to
>	Is greater than
>=	Is greater than or equal to
&&	AND
	OR

---

## 2.5 Technical Notes

Due to technical limitations on SharePoint Online, the Column Permission App does not work in the following scenarios:

- SharePoint Online classic experience;
- Gallery view;
- Edit in grid view;
- Alert Me;
- Version history;
- Wiki page library and Discussion board list;
- Multiple Line of Text column;
- Search results;
- Mobile view.

## Appendix: Subscription Management

You can use the BoostSolutions Column Permission trial subscription for a period of 30 days from the day you first use it, without any functional limitations.

When the trial subscription period ends, you will need to buy a subscription.

The subscription for the BoostSolutions Column Permission is per site (previously called "site collection") or tenant, and it is billed annually.

For a site collection subscription, there are no end-user limitations. All users in the site collection can access the app.

For a tenant subscription, there are no limitations on sites or site collections. All users can access the app in all sites or site collections within the same tenant.

### Check Subscription Status

- a. When you open the **Column Permission** dialog, the subscription status will be shown at the top of the dialog. If the subscription is about to expire within 30 days, the notification message will display the remaining days.

#### BoostSolutions Column Permission



Your subscription will expire in 30 days

Add a Permission Part




Advanced Settings

- b. To update the subscription status, click on the notification message, and the License Information dialog will appear.

## License Information



Your subscription will expire in 30 days

<b>Tenant ID:</b>	ae586225-a936-4e32-b424-6a57e257cf0c
<b>Site ID:</b>	{8621d73c-3553-440b-b5cb-5747fae6baba}
<b>Site Url:</b>	https://bsmark.sharepoint.com/sites/BS
<b>Product:</b>	Column Permission 1.1.1.707 
<b>License Type:</b>	Trial
<b>Expiration Date:</b>	8/6/2022  



Click the refresh icon next to the expiration date, and the new status will be loaded.

- c. Once the subscription status changes to "Your subscription has expired on mm/dd/yyyy", it means that your subscription has expired.

## License Information



Your subscription has expired on 7/6/2022.

<b>Tenant ID:</b>	ae586225-a936-4e32-b424-6a57e257cf0c
<b>Site ID:</b>	{8621d73c-3553-440b-b5cb-5747fae6baba}
<b>Site Url:</b>	https://bsmark.sharepoint.com/sites/BS
<b>Product:</b>	Column Permission 1.1.1.707 
<b>License Type:</b>	Trial
<b>Expiration Date:</b>	7/6/2022 

- d. Please send us ([sales@boostsolutions.com](mailto:sales@boostsolutions.com)) the Site URL/Site ID/Tenant ID to proceed with a subscription or renewal.
- e. If you purchase a site (site collection) subscription, the license status will be as follows.

The license type is Site.

## License Information



Your subscription will expire in 364 days

<b>Tenant ID:</b>	ae586225-a936-4e32-b424-6a57e257cf0c
<b>Site ID:</b>	{8621d73c-3553-440b-b5cb-5747fae6baba}
<b>Site Url:</b>	<a href="https://bsmark.sharepoint.com/sites/BS">https://bsmark.sharepoint.com/sites/BS</a>
<b>Product:</b>	Column Permission 1.1.1.707
<b>License Type:</b>	Site
<b>Expiration Date:</b>	7/6/2023

- f. If you purchase a tenant subscription, the license status will be as follows.

The license type is Tenant.

## License Information



Your subscription will expire in 364 days

<b>Tenant ID:</b>	ae586225-a936-4e32-b424-6a57e257cf0c
<b>Site ID:</b>	{8621d73c-3553-440b-b5cb-5747fae6baba}
<b>Site Url:</b>	<a href="https://bsmark.sharepoint.com/sites/BS">https://bsmark.sharepoint.com/sites/BS</a>
<b>Product:</b>	Column Permission 1.1.1.707
<b>License Type:</b>	Tenant
<b>Expiration Date:</b>	7/6/2023