



Column/View Permission

User Guide

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Our web site: <http://www.BoostSolutions.com/>

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1. Introduction

BoostSolutions Column/View Permission provides more customizable protection on list columns and views than the native SharePoint permission system. This allows for more safeguards on column and view levels and allows administrators to control access for authorized users and deny unauthorized entry.

This user guide will guide you to install and configure Column/View Permission on your SharePoint.

For latest version of this copy or other user guides, please visit our document center:

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

2. Installation

2.1 Product Files

After you download and unzip the Column/View Permission zip file from www.boostsolutions.com, you will find the following files:

Path	Descriptions
Setup.exe	A program that installs and deploys the WSP solution packages to the SharePoint farm.
EULA.rtf	The product End-User-License-Agreement.
Column View Permission_V4_User Guide.pdf	User guide for Column View Permission in PDF format.
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\4.6\Setup.exe	The product installer for .Net Framework 4.6.
Library\4.6\Setup.exe.config	A file containing the configuration information for the installer.
Solutions\Foundation\BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\BoostSolutions.FoundationSetup16.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2016/2019/Subscription Edition.
Solutions\Foundation\Install.config	A file containing the configuration information for the installer.
Solutions\ ColumnViewPermission\ BoostSolutions.ColumnViewPermissionSetup15.4.wsp	A SharePoint solution package containing product fundamental files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\ ColumnViewPermission\ BoostSolutions.ColumnViewPermissionSetup16.4.wsp	A SharePoint solution package containing product fundamental files and resources for SharePoint 2016/2019/Subscription

	Edition.
Solutions\ColumnViewPermission\Install.config	A file containing the configuration information for the installer.
ServiceSetup\ ColumnViewPermissionForWebServices2013.exe	A program that installs and deploys the web service for Column/View Permission on SharePoint 2013 or SharePoint Foundation 2013.
ServiceSetup\ ColumnViewPermissionForWebServices2016.exe	A program that installs and deploys the web service for Column/View Permission on SharePoint 2016/2019/Subscription Edition.

2.2 Software Requirements

Before you install Column/View Permission, ensure your system meets the following requirements:

SharePoint Server Subscription Edition

Operating System	Windows Server 2019 Standard or Datacenter Windows Server 2022 Standard or Datacenter
Server	Microsoft SharePoint Server Subscription Edition
Browser	Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2019

Operating System	Windows Server 2016 Standard or Datacenter Windows Server 2019 Standard or Datacenter
Server	Microsoft SharePoint Server 2019
Browser	Microsoft Internet Explorer 11 or above Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2016

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2016 Standard or Datacenter
Server	Microsoft SharePoint Server 2016 Microsoft .NET Framework 4.6
Browser	Microsoft Internet Explorer 10 or above Microsoft Edge Mozilla Firefox Google Chrome

SharePoint 2013

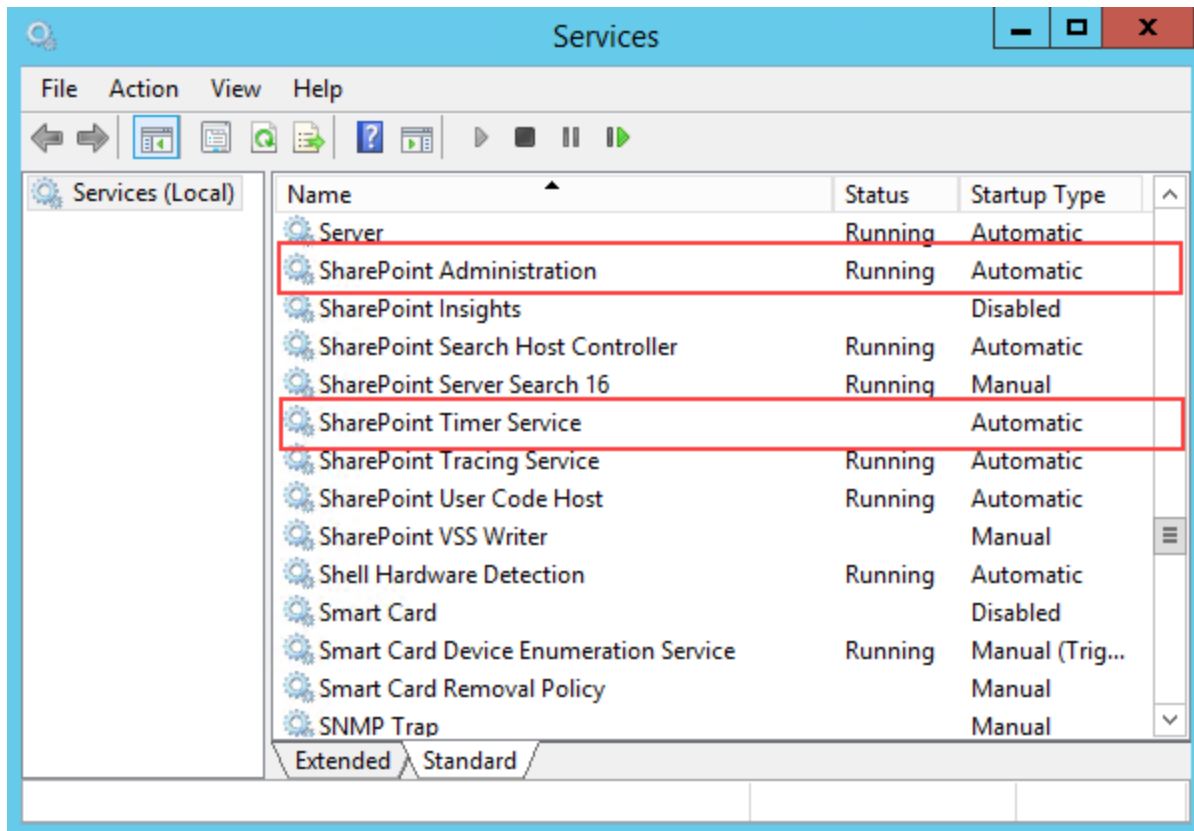
Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 or above Microsoft Edge Mozilla Firefox Google Chrome

2.3 Installation

Follow these steps to install Column/View Permission on your SharePoint servers.

Installation Preconditions

Before you start installing the product, please make sure these services are started on your SharePoint servers: **SharePoint Administration** and **SharePoint Timer Service**.



Column/View Permission must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration → System Settings** for a list of servers running this service.

Required Permissions

To perform this procedure, you must have specific permissions and rights.

- Member of the local server's **Administrators** group.
- Member of the **Farm Administrators** group.

To install Column/View Permission on SharePoint server.

- Download the zip file (*.zip) of the product of your choice from the BoostSolutions website, then extract the file.
- Open the created folder and run the **Setup.exe** file.

Note If you cannot run the setup file, please right click the **Setup.exe** file and choose Run as administrator.

- A system check is performed to verify if your machine meets all the requirements for installing the product. After the system check is finished, click **Next**.

- d. Review and accept the End-User License Agreement and click **Next**.
- e. In the Web Application Deployment Targets, select the web applications you are going to install and click **Next**.

Note If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation process. If you want to manually activate the product feature later, uncheck this box.

- f. Upon completion of the installation, details are displayed showing which web applications you product has been installed to.
- g. Click **Close** to finish the installation.

To install Column/View Permission for Web Service on SharePoint server.

- a. Double-click the ColumnViewPermissionForWebServices.exe file. The setup wizard appears, click **Next** button.

Note If you cannot run the setup file, please right click the **Setup.exe** file and choose Run as administrator.

- b. After confirming to install Column View Permission for Web Service in the wizard, click **Next**.
- c. Upon completion of the installation, details are displayed showing on which web front end the Column/View Permission for Web Service has been installed.
- d. Then, repeat above steps to install Column View Permission for Web Service on each web front end in the SharePoint farm.

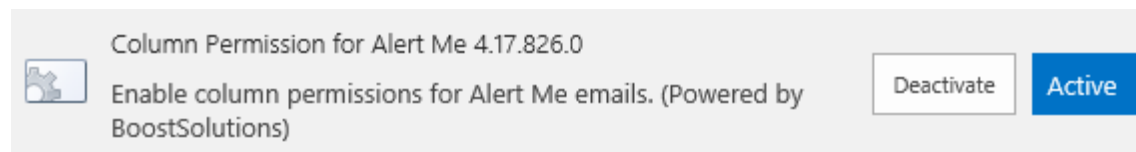
2.4 Upgrade

Download the latest version of our product and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

2.5 Uninstallation

Before uninstall product, you need to deactivate the **Column Permission for Alert Me** on all web application.



And then double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.

2.6 Command Line Installation

The following instructions are for installing the solution files for Column/View Permission by using the SharePoint STSADM command line tool.

Required permissions

To use STSADM, you must be a member of the local Administrators group on the server.

To install Column/View Permission to SharePoint servers.

If you have installed BoostSolutions products before, please skip the steps of Foundation installation.

- a. Extract the files from the product zip pack to a folder on one SharePoint server.
- b. Open a command prompt and make sure your path is set with the SharePoint bin directory.
C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\16\BIN
- c. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename BoostSolutions.FoundationSetup16.1.wsp
stsadm -o addsolution -filename BoostSolutions.ColumnViewPermissionSetup16.4.wsp
```

- d. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.FoundationSetup16.1.wsp -allowgacdeployment -url [virtual server url] -immediate
stsadm -o deploysolution -name BoostSolutions.ColumnViewPermissionSetup16.4.wsp -allowgacdeployment -url [virtual server url] -immediate
```

- e. Wait for the deployment to complete. Check the final status of the deployment with this command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp  
stsadm -o displaysolution -name BoostSolutions.ColumnViewPermissionSetup16.4.wsp
```

The result should contain a <Deployed> parameter for which the value is TRUE.

- f. In the STSADM tool, activate the features.

```
stsadm -o activatefeature -name SharePointBoost.ColumnViewPermission -url [site collection url]  
-force  
stsadm -o activatefeature -name SharePointBoost.ColumnViewPermission.Alert -url [site collection  
url] -force
```

Note:

After install product using command line, you can check whether the product is installed and deployed successfully in Central Administration.

- a. On the Central Administration Home page, click **System Settings**.
- b. In the Farm Management section, click **Manage farm solutions**.
- c. On the Solution Management page, check whether the solution "boostsolutions.columnviewpermissionsetup16.4.wsp" is deployed to the web applications.
- d. On the Solution Properties page, click **Deploy Solution**.
- e. On the Deploy Solution page, in the Deploy When section, select **Now**.
- f. In the Deploy To? section, in the A specific web application list, click either All web applications or select a specific Web application.
- g. Click **OK**.

To remove Column/View Permission from SharePoint servers.

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.ColumnViewPermissionSetup16.4.wsp -immediate  
-url [virtual server url]
```

- b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.ColumnViewPermissionSetup16.4.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

- c. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.ColumnViewPermissionSetup16.4.wsp
```

Note:

After uninstall product using command line, you can check whether the product is removed and successfully in Central Administration.

- a. On the Central Administration Home page, click **System Settings**.
- b. In the Farm Management section, click **Manage farm solutions**.
- c. On the Solution Management page, click "boostsolutions.columnviewpermissionsetup16.4.wsp".
- d. On the Solution Properties page, click **Retract Solution**.
- e. On the Retract Solution page, in the Deploy When section, select **Now**.
- f. In the Retract From section, in the A specific web application list, click All content web applications.
- g. Click **OK**.
- h. Wait a minute, and refresh the browser until you see "Not Deployed" as the status for "boostsolutions.columnviewpermissionsetup16.4.wsp".
- i. Select "boostsolutions.columnviewpermissionsetup16.4.wsp".
- j. On the Solution Properties page, click **Remove Solution**.

To remove BoostSolutions Foundation from SharePoint servers.

The BoostSolutions Foundation is mainly designed to provide a centralized interface to manage licenses for all BoostSolutions software from within SharePoint Central Administration. If are still using BoostSolutions product on your SharePoint server, please do not remove Foundation from the servers.

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.FoundationSetup16.1.wsp -immediate -url [virtual server url]
```

- b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

- c. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup16.1.wsp
```

Note:


After uninstall product using command line, you can check whether the product is removed and successfully in Central Administration.

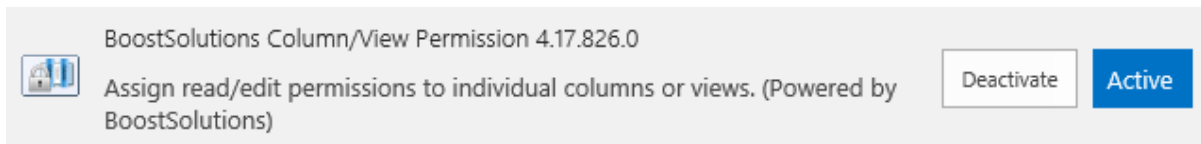
- a. On the Central Administration Home page, click **System Settings**.
- b. In the Farm Management section, click **Manage farm solutions**.
- c. On the Solution Management page, click "boostsolutions.foundationsetup16.1.wsp".
- d. On the Solution Properties page, click **Retract Solution**.
- e. On the Retract Solution page, in the Deploy When section, select **Now**.
- f. In the Retract From section, in the A specific web application list, click All content web applications.
- g. Click **OK**.
- h. Wait a minute, and refresh the browser until you see "Not Deployed" as the status for "boostsolutions.foundationsetup16.1.wsp".
- i. Select "boostsolutions.foundationsetup16.1.wsp".
- j. On the Solution Properties page, click **Remove Solution**.

2.7 Feature Activation

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

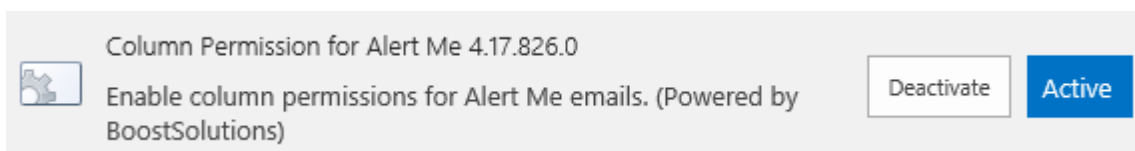
Activate Column/View Permission's feature in site collection

- a. Select Settings  and then select **Site Settings**.
- b. Under **Site Collection Administration** click **Site collection features**.
- c. Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.



Activate Column/View Permission's feature in Central Administration

- a. Using the Quick Launch click **Application Management**.
- b. On the Application Management page, under Manage Applications, click **Manage Web applications**.
- c. Select a web application you want to configure and click **Manage Features** on the ribbon.
- d. Find Cascaded Lookup's features and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.



3. Enter Column Or View Permission Page

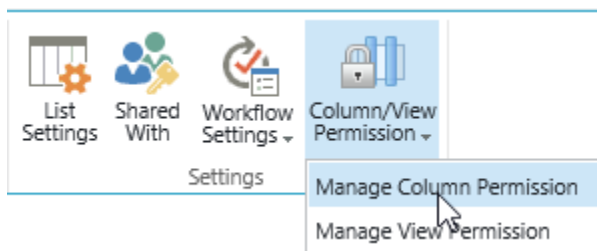
There are two ways a user can enter Column or View Permission Settings, through **site settings** or **list settings**.

On List

To enter the column or view permission settings page from list, you must first have **Full Control** permissions on the current list.

Entering through Ribbon

- a. Navigate to the List or Library tab on the ribbon menu.
- b. Click **Column/View Permissions** and then select and click **Manage Column Permission** or **Manage View Permission** on the ribbon menu.




Entering through list settings

- a. Click **List Settings** on ribbon menu.
- b. Click **Column Permission settings** or **View Permission settings** under the **Permissions and Management** section.

Permissions and Management

- [Delete this list](#)
- [Save list as template](#)
- [Permissions for this list](#)
- [Workflow Settings](#)
- [Generate file plan report](#)
- [Enterprise Metadata and Keywords Settings](#)
- [Information management policy settings](#)
- [Column Permission settings \(Powered by BoostSolutions\)](#)
- [View Permission settings \(Powered by BoostSolutions\)](#)

On Site

- a. Select Settings  and then select **Site Settings**.
- b. In the site settings, located under BoostSolutions Software, click **Column Permission Settings** or **View Permission settings**.

BoostSolutions Software

[List Transfer Settings](#)[Column Permission settings](#)[View Permission settings](#)[Convert Lookup Column](#)[Data Connector Settings](#)[List Sync Settings](#)[AD Information Sync settings](#)

- c. Enter Column Permissions Settings or View Permission Settings page. In this page, you can configure settings, including add a permission part, export/import permission settings, activate/deactivate a permission part, and more.

List Name (Number of Permission Parts)	Column Permission	Actions									
▶ Contacts (1)	<input type="text" value="Enable"/> ▼	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▶ Employee Information (1)	<input type="text" value="Enable"/> ▼	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▲ Employee Information list (2)	<input type="text" value="Enable"/> ▼	Add Permission Part Export Import Advanced Settings (Inherit settings)									
<table border="1"> <thead> <tr> <th>Permission Part Name</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>✔ Activated</td> <td>View Edit Delete</td> </tr> <tr> <td>General</td> <td>✔ Activated</td> <td>View Edit Delete</td> </tr> </tbody> </table>			Permission Part Name	Status	Actions	Administration	✔ Activated	View Edit Delete	General	✔ Activated	View Edit Delete
Permission Part Name	Status	Actions									
Administration	✔ Activated	View Edit Delete									
General	✔ Activated	View Edit Delete									
▶ Project Tracking List (1)	<input type="text" value="Enable"/> ▼	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▶ PT Tasks (2)	<input type="text" value="Disable"/> ▼	Add Permission Part Export Import Advanced Settings (Inherit settings)									
▶ Requests List (1)	<input type="text" value="Disable"/> ▼	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▶ Shared Documents (1)	<input type="text" value="Enable"/> ▼	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▶ User Employee Info (3)	<input type="text" value="Enable"/> ▼	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									

Select Site: ▼

[Advanced Settings](#)

View: ▼

4. Managing Column Permission

4.1 Enable/Disable Column Permission

You can enable or disable the Column Permission feature for the list and library.

- Enter the Column Permission settings page from list or site settings (see [section 3](#)).
- To enable column permission, select **Enable** from the drop-down list.

The screenshot shows the 'Column Permission' settings page. At the top, there is a dropdown menu labeled 'Column Permission' with 'Enable' selected. Below this is a toolbar with a '+ Add Permission Part' button, 'Export', 'Import', and 'Ad' (Admin) icons. Below the toolbar is a table with columns: 'Permission Part Name', 'Status', and 'Actions'.

- To disable the product, select **Disable** from the drop-down list.

The screenshot shows the 'Column Permission' settings page. At the top, there is a dropdown menu labeled 'Column Permission' with 'Disable' selected. Below this is a toolbar with a '+ Add Permission Part' button, 'Export', 'Import', and 'Ad' (Admin) icons. Below the toolbar is a table with columns: 'Permission Part Name', 'Status', and 'Actions'.

4.2 Activate/Deactivate A Permission Part

The Permissions Settings section provides an overview of all currently setup Column Permission settings.

The Status column displays whether a permission part is **Activated** or **Deactivated**.

Permission Part Name	Status	Actions
Administration	✓ Activated	View Edit Delete
General	✓ Activated	View Edit Delete

- Enter the Column Permission settings page from list or site settings (see [section 3](#)).

- b. Select a permission part that you want to activate.
- c. Click **Activated** or **Deactivated**.

Permission Part Name	Status	Actions
Administration	Activated	View Edit Delete
General	Deactivated	View Edit Delete

4.3 Add A Permission Part

A permission part is a container which contains the selected users and columns permissions. To set column permissions on the list or library, you first need to add permission parts.

- a. Enter the Column Permission settings page from list or site settings (see [section 3](#)).
- b. Click **Add Permission Part**.

Column Permission Disable

+ Add Permission Part Export | Import

Permission Part Name	Status	Actions
----------------------	--------	---------

- c. In the Part Name box type a name of the part you would like to add.

* Part Name

- d. In the Include Users section, specify the user or groups.

v Include Users

Select User All users Only the following users

Select Users/Groups

[Select more users](#)

- e. In the Exclude Users section, type the users or groups.

▼ **Exclude Users**

Select Users/Groups

Henry

Select more users

- f. In Permission Settings section, select the columns and set as hidden or read-only for each item form.

▼ **Permission Settings**

Configure column permissions for "new item" "edit item" and "view item" forms. For "new item" and "view item" forms, columns can be set as hidden. For the "edit item" form, columns can be set as either read-only or hidden.

Note: Column permission settings use the column name as the identifier. If you change the column name, the permissions will be noneffective.

Column Permission Settings

New Item Form	Edit Item Form	View Item Form	Condition	Actions
<p>Hidden: First Name, Family Name, Name, E-mail, Mobile Phone, Contract Due Date, Duration of Contract, Employee ID, Joined in, ID Card, Department, Account Name, Users in People list</p>	<p>Hidden: Contract Due Date, Duration of Contract, Joined in, ID Card</p> <p>Read-only: First Name, Family Name, Name, E-mail, Mobile Phone, Employee ID</p>	<p>Hidden: Contract Due Date, Duration of Contract, Employee ID, Joined in, ID Card</p>	<p>There are no conditions.</p>	<div style="margin-bottom: 5px;"><input type="button" value="Edit"/></div> <input type="button" value="Delete"/>

g. Click **OK** to the permission part.

4.4 Edit A Permission Part

- a. Enter the Column Permission settings page from list or site settings (see [section 3](#)).
- b. Select the permission part which you want to edit by either clicking **Edit** or clicking the permission part name.
- c. Edit the details, and click **OK** to save settings.

4.5 Delete A Permission Part

- a. Enter the Column Permission settings page from list or site settings (see [section 3](#)).

- b. Select the permission part you want to delete by either clicking **Delete**.

Permission Part Name	Status	Actions
Administration	✔ Activated	View Edit Delete
General	✔ Activated	View Edit Delete

4.6 Preview A Permission Part

Column Permission provides a feature to preview settings of a permission part.

- a. Enter the permission part page and set the specify users and column permissions.
- b. Then, click **Preview**.



After clicking preview a pop-up window will open displaying a preview of the settings of the permission part.

Permission Part - Administration x

Include Users

Users/Groups: All users

Exclude Users

There are no users or groups.

Permission Settings

New Item Form	Edit Item Form	View Item Form	Condition
<p>Hidden: First Name, Family Name, Name, E-mail, Mobile Phone, Contract Due Date, Duration of Contract, Employee ID, Joined in, ID Card, Department, Account Name, Users in People list</p>	<p>Hidden: Contract Due Date, Duration of Contract, Joined in, ID Card</p> <p>Read-only: First Name, Family Name, Name, E-mail, Mobile Phone, Employee ID</p>	<p>Hidden: Contract Due Date, Duration of Contract, Employee ID, Joined in, ID Card</p>	There are no conditions.

[Close](#)

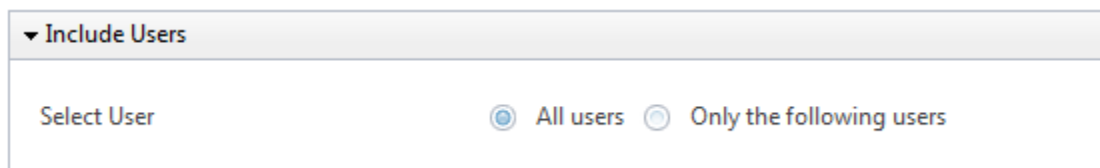
- c. To close the preview window, click **Close**.

4.7 Assign Column Permissions To Users

Assign column permissions for all users

Selecting **All users** means that any users who access the list will be affected by the column permission settings.

- Enter the permission part page.
- In the **Include Users** section, select **All users**.



▼ Include Users

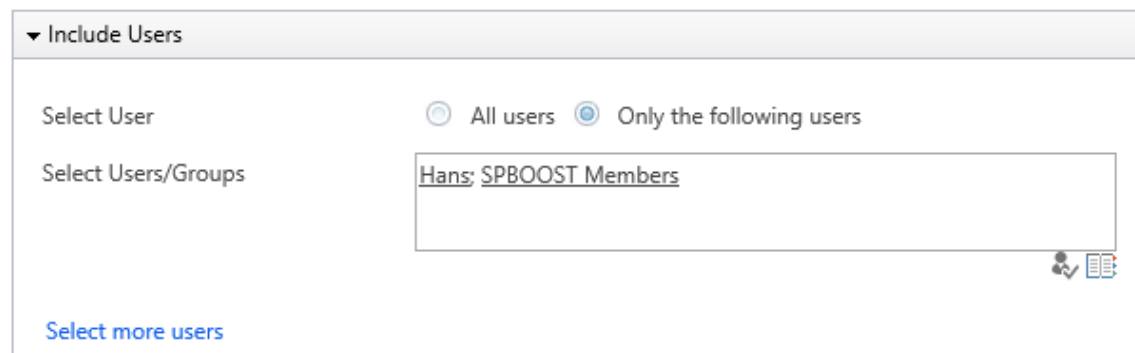
Select User All users Only the following users

Assign column permission to specified users or groups

You can set column permissions for specified users or groups. Column permission supports the following user or group types:

- Domain user or group
- Form Based Authenticated user
- NT user or group
- SharePoint group

- Enter the permission part page.
- In the **Include Users** section, select **Only the following users**.
- In the **Select Users/Groups** box, type the user or group names.



▼ Include Users

Select User All users Only the following users

Select Users/Groups

Select more users

Assign column permission to user columns

When you select user/group columns, the column permissions will be assigned to the users or groups contained in those columns.

Column permission allows you to select user columns in the current list or from other lists.

User columns in current list

- Enter permission part page.
- In the **Include Users** section, select **Only the following users**.
- Click **Select more users**.

- In **Choose User/Group Columns** section, check the boxes next to the Person or Group columns.

[Select more users](#)

Choose User/Group Columns Show user/group columns in other lists related to lookup columns in this list

Account Name

Created By

Modified By

- Check the box next to **Show user/group columns in other lists related to lookup columns in this list**.

Choose User/Group Columns Show user/group columns in other lists related to lookup columns in this list

- Then select the check boxes next to the user columns.

Choose User/Group Columns

Show user/group columns in other lists related to lookup columns in this list

- Account Name
- Created By
- Modified By
- Users in People list.User
- Users in People list.usera
- Users in People list.Created By
- Users in People list.Modified By

User columns from another list

This function is provided to assign permission to **User or Group columns** from another site or list.

- a. Enter the permission part page.
- b. In **Include Users** section, select **Only the following users**.
- c. Expand the **Select more users** section.
- d. Click **Choose user or group columns from another list**

Choose User/Group Columns from Another List

User/Group Columns	Condition	Actions
--------------------	-----------	---------

There are no user/group columns chosen from other lists.

- e. In the dialog window, select **Site** and **List**.

Choose User/Group Columns from Another List x

Site Product Department

List Tasks

Select user/group columns

- Created By
- Modified By
- Assigned To
- Task Group

Condition (Enter a condition to determine the users or groups to which the permissions will be assigned)

Condition

Note: Only sites in the same site collection are available.

- f. Select the **user/group columns** that will be used to specify the users.
- g. Under **Condition**, click **Edit** to set conditions to filter a selection of users.
- h. Then click **OK** to save as one item.

Note: You can also add more user columns from other lists in the permission part.

Choose User/Group Columns from Another List + Choose User/Group Columns from Another List

User/Group Columns	Condition	Actions
Site: Product Department List: Tasks User Columns: Assigned To	There are no conditions.	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Assign column permission to anonymous users

Column Permission can hide or read-only columns for any users when they log on SharePoint as an anonymous user.

- a. Enter the permission part page.
- b. In the **Include Users** section, select **Only the following users**.
- c. Click **Select more users**.
- d. Select the check box next to **Include anonymous users**.

Select Anonymous Users Include anonymous users

4.8 Exclude Column Permissions For Users Or Groups

The **Exclude Users** section allows administrators to decide which users to exclude from the column permission settings.

Exclude column permission for specified users or groups

Column permission supports the following user or group types:

- Domain user or group
- Form Based Authenticated user

- NT user or group
 - SharePoint group
- a. Enter the permission part page.
 - b. Expand the **Exclude Users** section.
 - c. In the **Select User/Group** box, type the user or group names.

Exclude column permission settings for user columns

Column permission allows you to select user columns in the current list or from other lists.

User columns in the current list

- a. Enter the permission part page.
- b. Expand the **Exclude Users** section.
- c. In the **Choose User/Group Columns** section, check the boxes next to the Person or Group columns.
- d. Next, check box next to **Show user/group columns in other lists related to lookup columns in this list**.
- e. Then select the check boxes next to the user columns.

User columns from another list

- a. Enter the permission part page.
- b. Expand the **Exclude Users** section.
- c. Click **Choose user or group columns from another list**.

User/Group Columns	Condition	Actions
There are no user/group columns chosen from other lists.		

- d. In the dialog window, select **Site** and **List**.

- e. Select the **user/group columns** that will be used to specify the users.
- f. Then click **OK** to save as one item.

Choose User/Group Columns from Another List

[+ Choose User/Group Columns from Another List](#)

User/Group Columns	Condition	Actions
Site: Product Department List: Tasks User Columns: Assigned To	There are no conditions.	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Exclude column permission settings for anonymous users

You can also exclude any users when they log on SharePoint as an anonymous user from the column permissions settings.

- a. Enter the permission part page.
- b. Expand the **Exclude Users** section.
- c. Select the check box next to the **Include anonymous users**.

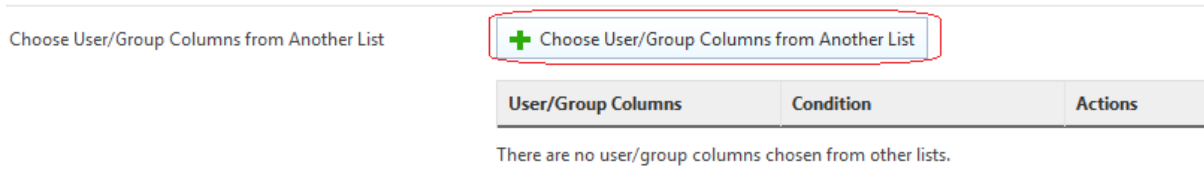
Select Anonymous Users Include anonymous users

4.9 Set Conditions

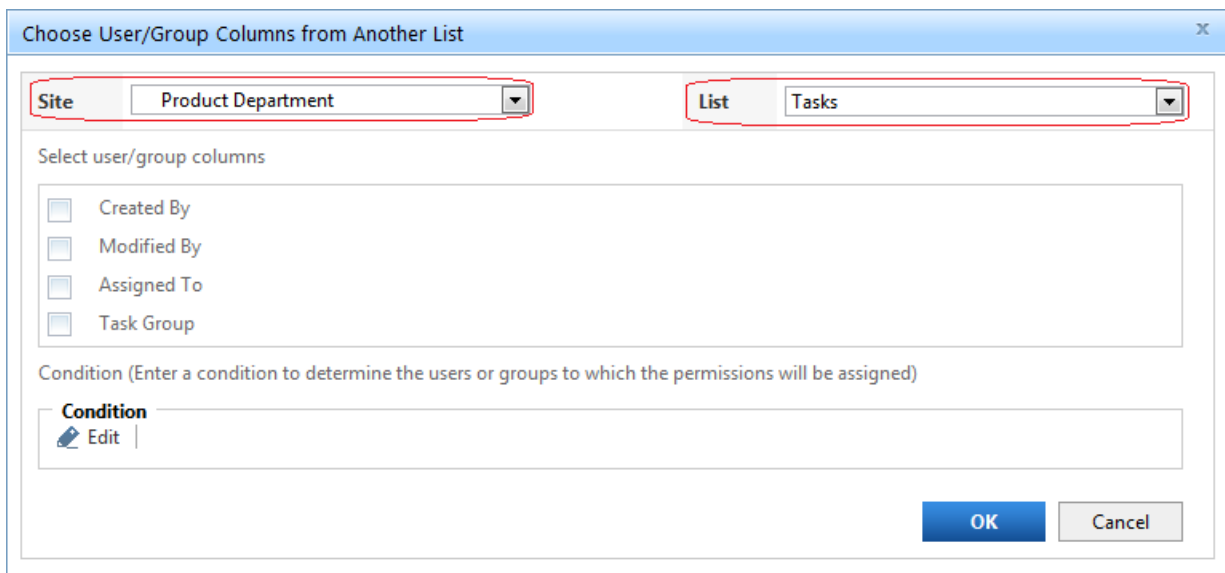
Select user columns based on conditions

When you select users or group columns from other lists, you set conditions to filter which users or groups from other lists are affected by column permissions.

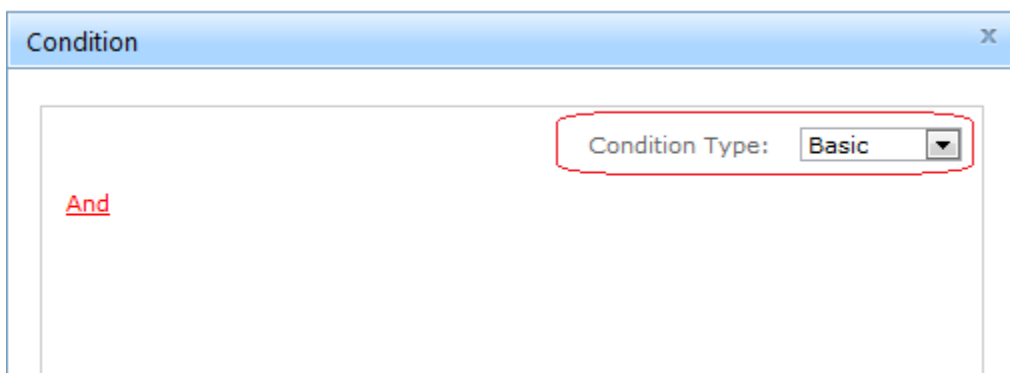
- a. Enter the permission part page.
- b. Expand the **Include Users or Exclude Users** section.
- c. Click **Choose user or group columns from another list.**

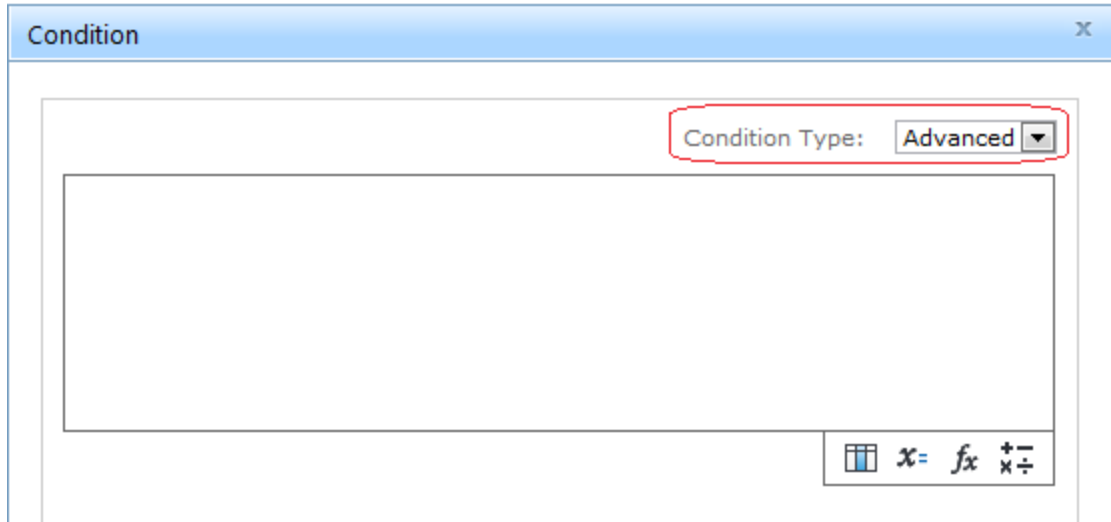


- d. In the dialog window, select **Site**, **List** and **user/group columns**.

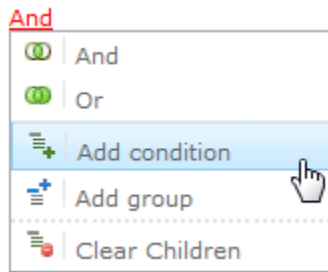


- e. Then, click **Edit** in the **Condition** section.
- f. In the condition type menu, select either **Basic** or **Advanced** from the drop-down list.

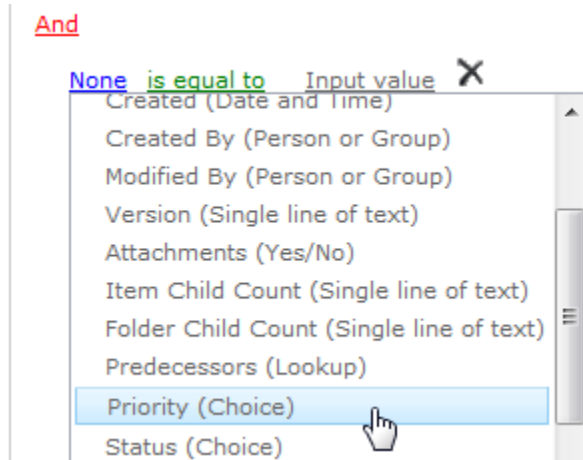




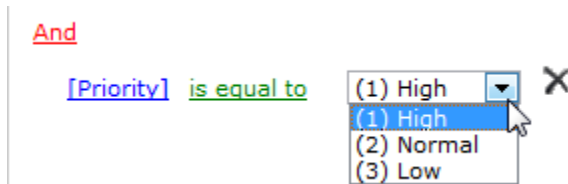
g. Click **And** and select **Add Condition**.



h. Select one column; for example, **Priority (Choice)**.



i. Then select a value from the drop-down list.



- j. Click **OK**.

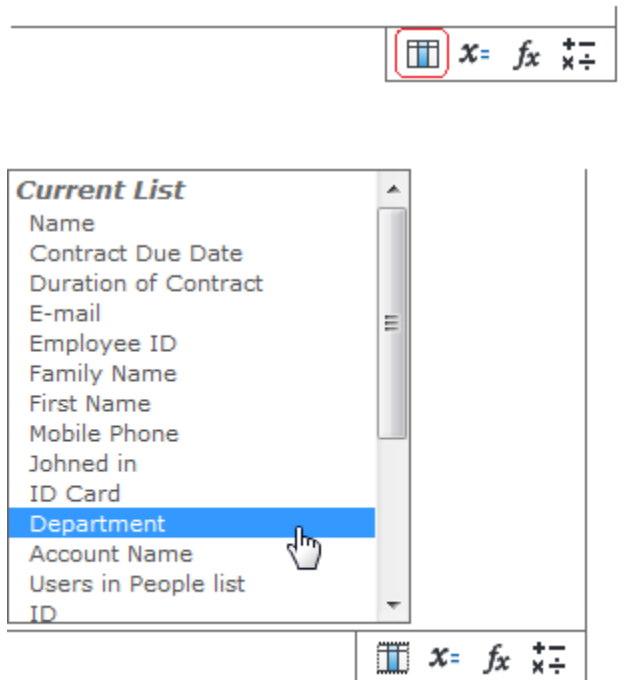
Set column permissions based on conditions

You can control the column permissions based on different conditions.

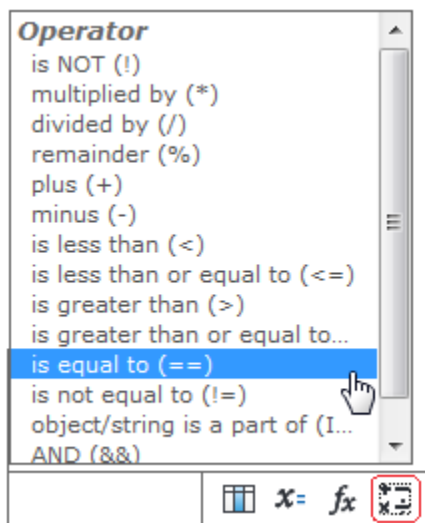
- a. Click **Add Column Permission**.

- b. Click **Edit** in the **Conditions** section.

- c. Select the condition type as **Advanced**.
- d. Select one column first; for example, **Status**.



- e. Then select one **Operator**; for example, **is equal to**.

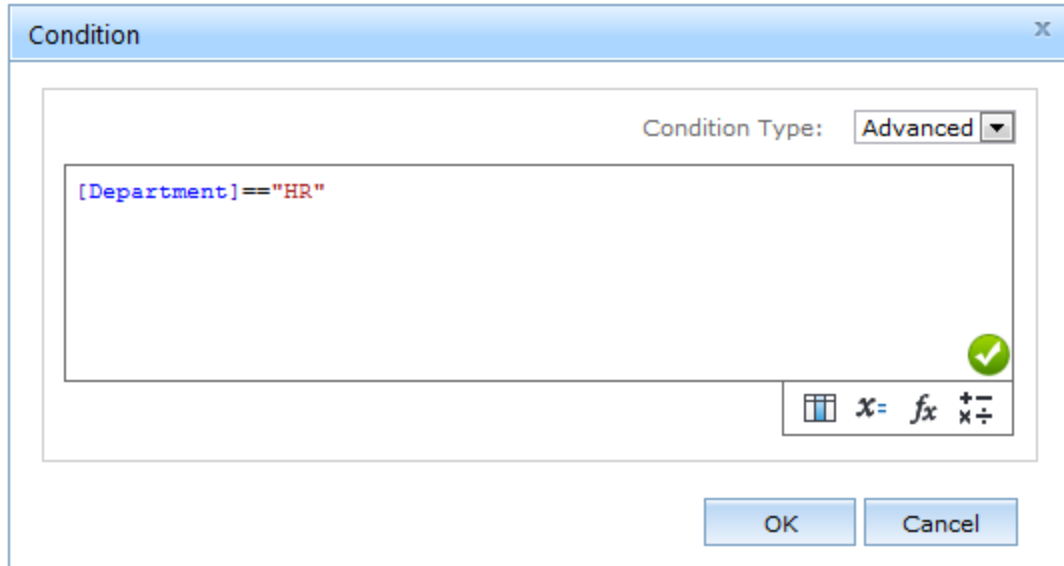


- f. Type a value with double quotations.

Condition Type:

[Department]== "HR"

- g. When the operation is successful a green tick will appear in the lower right corner of the entry box.



- h. Click **OK**.

4.10 Hide Or Read-Only Columns

4.10.1 Set Columns As Hidden Or Read-Only

Column Permission can specify what columns are accessible and in what way for each form. Column permission settings use the column name as identifier. If you change the column name, the permissions will be noneffective.

In **New Item Form**, columns can be set as hidden.

In **Edit Item Form**, columns can be set as hidden or read-only.

In **View Item Form**, columns only can be set as hidden. When the columns are set as hidden, they will be invisible in the list views.

- a. Enter the permission part page.
- b. Click **Add Column Permission**.

Permission Settings

Configure column permissions for "new item" "edit item" and "view item" forms. For "new item" and "view item" forms, columns can be set as hidden. For the "edit item" form, columns can be set as either read-only or hidden.

Note: Column permission settings use the column name as the identifier. If you change the column name, the permissions will be noneffective.

Column Permission Settings

New Item Form	Edit Item Form	View Item Form	Condition	Actions
Hidden: Contract Due Date, Duration of Contract, E-mail	Hidden: Read-only: Contract Due Date, Duration of Contract, E-mail	Hidden: Family Name, Johned in, ID Card	There are no conditions.	<input type="button" value="Edit"/> <input type="button" value="Delete"/>


- c. Filter the columns by the content type; for example, by Item. Select columns and set as hidden or read-only.

Set Column Permissions Filter Columns

Column Name	New Item Form		Edit Item Form		View Item Form
	Hidden		Hidden	Read-only	Hidden
First Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Phone2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- d. Click **Edit** to set the conditions.

Condition

 **Edit**

- e. Then, save the settings as one item.
- f. Click **Add Column Permission** to add more column permission settings.
- g. You can click **Edit** or **Delete** buttons to modify or delete items.

Column Permission Settings

New Item Form	Edit Item Form	View Item Form	Condition	Actions
Hidden: Account Name, Users in People list	Hidden: Read-only: Duration of Contract, Employee ID	Hidden: Family Name	[Department] == "HR"	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Hidden: Name, Contract Due Date, Duration of Contract, E-mail, First Name, ID Card, Department, Account Name, Attachments	Hidden: Contract Due Date, Duration of Contract, Employee ID, ID Card Read-only: Family Name, First Name, Mobile Phone, Department	Hidden: Contract Due Date, Duration of Contract, Passport#, Johned in, ID Card	[Department] == "Support"	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

4.10.2 Hide Columns In Datasheet View

Column permission can control column permissions in the datasheet view.

After you set columns to hidden, they will not be shown on the datasheet view.

✓	Family Name	First Name	Contract Due Date	Duration of Contract	E-mail	Employee ID	Mobile Phone	Passport#	Joined in	Department
	Mike ...	Miller	10/14/2015	3	mike.miller@mail.com	200100214	0432 633 125	221475021473215	10/11/2015	IT
	Peter ...	Lee	10/15/2016	3	peter.lee@mail.com	200100315	0432 541 523	221475021473226	10/12/2016	IT
	Brad ...	Rachel	1/16/2015	3	brad.rachel@mail.com	200100216	0433 231 573	221475097873215	1/13/2015	IT
	James ...	Kong	3/17/2017	5	james.kong@mail.com	200100217	0431 541 652	221475021473256	3/12/2017	IT
	Laura ...	Chen	1/8/2015	3	laura.chen@mail.com	200100218	0432 312 784	221475021473289	1/5/2015	IT




✓	Family Name	First Name	E-mail	Employee ID	Mobile Phone	Department
	Mike	...	Miller	mike.miller@mail.com	200100214	0432 633 125 IT
	Peter	...	Lee	peter.lee@mail.com	200100315	0432 541 523 IT
	Brad	...	Rachel	brad.rachel@mail.com	200100216	0433 231 573 IT
	James	...	Kong	james.kong@mail.com	200100217	0431 541 652 IT
	Laura	...	Chen	laura.chen@mail.com	200100218	0432 312 784 IT

Note: To hide columns that are not shown in the datasheet view, make sure you have installed **Web Services for Column View Permission** on all web front ends.

4.10.3 Hide Columns In Alert Me Emails

To make sure column permissions work with Alert Me emails, select **Activate** in the Manage Web Application Features, Column Permission for Alert Me feature for web applications in central administration.

 Column Permission for Alert Me 4.16.103.0

Enable column permissions for Alert Me emails. (Powered by BoostSolutions)

In the list, set columns as hidden, then set Alert Me emails. Columns will not be shown in Alert Me emails.

4.10.4 Hide Columns In Version History

- In the permission part page, select columns and set as hidden in the View Item Form.
- In the list, select the item, and click Version History.
- Columns will be hidden based on the conditions you select.


Version History ×

Delete All Versions

No. ↓ [Modified](#) [Modified By](#)

1.0 [10/17/2014 2:41 PM](#) Annette Young

Family Name	Mike
First Name	Miller
E-mail	mike.miller@mail.com
Mobile Phone	0432 633 125
Contract Due Date	10/14/2015
Duration of Contract	3
Employee ID	200100214
Department	IT
Passport#	221475021473215
Joined in	10/11/2015



Version History ✕

Delete All Versions

No. ↓	Modified	Modified By										
1.0	10/17/2014 2:41 PM	<input type="checkbox"/> Annette Young										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 10px;">Family Name</td> <td>Mike</td> </tr> <tr> <td>First Name</td> <td>Miller</td> </tr> <tr> <td>E-mail</td> <td>mike.miller@mail.com</td> </tr> <tr> <td>Mobile Phone</td> <td>0432 633 125</td> </tr> <tr> <td>Department</td> <td>IT</td> </tr> </table>			Family Name	Mike	First Name	Miller	E-mail	mike.miller@mail.com	Mobile Phone	0432 633 125	Department	IT
Family Name	Mike											
First Name	Miller											
E-mail	mike.miller@mail.com											
Mobile Phone	0432 633 125											
Department	IT											

4.11 Manage Advanced Settings

Manage Settings on Site

Column/View Permission provides a page to configure more settings on site or list level.

After the settings are configured on site, the sub sites and contained lists can inherit or customize (stop inheriting) settings.

Follow these steps to enter the Advanced Settings page:

- a. Go to > **Site Settings** > **BoostSolutions Software** > **Column Permission settings**.

if you want to manage settings in a root site, under **Site Collection Administration**, click **Go to top level site settings**.

- b. In the Column Permission Settings page, click **Advanced Settings** link.

Site Settings ▸ Column Permission Settings

Select Site:

Product Center

▼

Advanced Settings

- c. In the settings page, you can configure the following options:

If you enter the settings page from a sub site, you can choose to inherit to stop inheriting settings from a parent site.

Inherit settings

Stop inheriting settings

To customize the settings for a site, select Stop inheriting settings and then configure each section.

Object-Model Settings

The Object-Model Settings section lets you decide if read-only columns can be edited on object-model level or by applications that use object-model.

This feature will also control if the read-only columns can be modified in datasheet view.

To enable modification of the read-only columns, select the check box next to **Allow modification of read-only column**.

Object-Model Settings

Specify whether the read-only columns can be modified using object-model.

Enabling this setting will allow users to update the read-only columns in datasheet view, SharePoint Designer workflow, web services and third-party applications using web services.

Note: If you disable this setting, users can still edit the read-only columns in datasheet view, but all the changes will not be saved.

Allow modification of read-only column

Exempt users from column permissions

In the section, you can decide which users will be excluded from the column permissions. The excluded users can access all columns in the list.

Exempt users from column permissions

You can define which users will be exempt from column permission settings and can still access all columns in list.

When "Site Collection Administrators/System Account" is selected, Site Collection Administrators and System Account will be exempt from column permission settings.

When "Users who have Manage Permissions permission" is selected, Users who have Manage Permissions permission in this list will be exempt from column permission settings.

When "None" is selected, column permission settings will apply to all users.

Exempt the following users from column permission settings:

- Site Collection Administrators/System Account
- Users who have Manage Permissions permission
- None

- **Site Collection Administrators/System Account**

After select this option, Site Collection Administrators or System Account will be exempt from the column permissions.

- **Users who have Manage Permissions permission**

After select this option, the users who have Manage Permissions permission will be exempt from the column permissions.

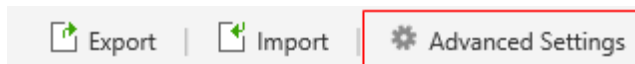
- **None**

After select this option, no one will be exempt from the column permissions. The column permissions will be applied to all users.

Manage Settings on List

Besides managing settings on a site level, you can configure the above settings for an individual list or library.

- To access the settings page in a list, go to: **List Settings** > **Column Permission Settings** > **Advanced Settings**.



- In the Advanced Settings page, click **Stop inheriting settings**, and then configure the unique settings.



- Configure the following sections: **Object-Model Settings** and **Exempt users from column permissions**. The steps for configuration are similar to those found in [section 4.11](#).

4.12 Manage Column Permissions On The Site

Column Permission provides a central page on the site where you can manage column permissions on all lists or libraries.

Select Site: <input type="text" value="Product Center"/>		Advanced Settings									
		View: <input type="text" value="All Lists"/>									
List Name (Number of Permission Parts)	Column Permission	Actions									
▶ Contacts (1)	<input type="text" value="Enable"/>	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▶ Employee Information (1)	<input type="text" value="Enable"/>	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▲ Employee Information list (2)	<input type="text" value="Enable"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									
<table border="1"> <thead> <tr> <th>Permission Part Name</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>✔ Activated</td> <td>View Edit Delete</td> </tr> <tr> <td>General</td> <td>✔ Activated</td> <td>View Edit Delete</td> </tr> </tbody> </table>			Permission Part Name	Status	Actions	Administration	✔ Activated	View Edit Delete	General	✔ Activated	View Edit Delete
Permission Part Name	Status	Actions									
Administration	✔ Activated	View Edit Delete									
General	✔ Activated	View Edit Delete									
▶ Project Tracking List (1)	<input type="text" value="Enable"/>	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▶ PT Tasks (2)	<input type="text" value="Disable"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									
▶ Requests List (1)	<input type="text" value="Disable"/>	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▶ Shared Documents (1)	<input type="text" value="Enable"/>	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▶ User Employee Info (3)	<input type="text" value="Enable"/>	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									

You can locate lists in other sites by changing the site in the drop-down list.

Select Site:

You can also filter lists by views as follows:

- **All Lists.** Show all lists and libraries under selected site.
- **Lists with Permission Parts.** Show all lists and libraries which contain the permission parts.
- **Lists without Permission Parts.** Show all lists and libraries which don't contain the permission parts.

View:

In the permission table, you can manage permission parts as lists. For example, **activate/deactivate**, **add**, **edit** and **delete**.

5. Manage View Permission Part

5.1 Enable/Disable View Permission

You can enable or disable the View Permission feature for the list and library.

- Enter the View Permission settings page from the list or site settings (see [section 3](#)).
- To enable view permission, select **Enable** from the drop-down list.

View Permission Enable ▼

+ Add Permission Part Exp

Permission Part Name	Status	Actions
----------------------	--------	---------

- To disable the product, select **Disable** from the drop-down list.

View Permission Disable ▼

+ Add Permission Part Exp

Permission Part Name	Status	Actions
----------------------	--------	---------

5.2 Activate/Deactivate A Permission Part

The Permissions Settings section provides an overview of all currently setup View Permission settings. The Status column displays whether one permission part is activated or deactivated.

Permission Part Name	Status	Actions
Hide Salary	✔ Activated	View Edit Delete
Hide Details	☐ Deactivated	View Edit Delete

- Enter the View Permission settings page from list or site settings (see section 3).

- b. Select a permission part which you want to activate.
- c. Click **Activated** or **Deactivated**.

Permission Part Name	Status	Actions
Hide Salary	<input checked="" type="checkbox"/> Activated	View Edit Delete
Hide Details	<input type="checkbox"/> Deactivated	View Edit Delete

5.3 Add A Permission Part

- a. Enter the View Permission settings page from the list or site settings (see [section 3](#)).
- b. Click **Add Permission Part**.
- c. In the **Part Name** box type a name of the part you would like to add.

* Part Name

- d. In the **Include Users** section, specify the user or groups.

▼ Include Users

Select User

Select Users/Groups

All users
 Only the following users

SPBOOST Members

[Select more users](#)

- e. In the **Exclude Users** section, type the users or groups.

▼ Exclude Users

Select Users/Groups

Henry

[Select more users](#)

- f. In **Permission Settings** section, set the permissions for each view.

▼ Permission Settings

Create View Permission Disable create view (both public and personal)

View Settings

View Name	Access Type	Disable/Enable Ribbon Button (Click to disable/enable)	Disable Edit View
Employee Info	Hidden		<input type="checkbox"/>
General Info	Full Access		<input type="checkbox"/>
Manager View	Hidden		<input type="checkbox"/>
[Personal View]	Full Access		<input type="checkbox"/>

- g. In **Default View** section, select one view as default.

▼ Set Default View

Set Default View Enable default view settings

Select one view as the default view: General Info ▼

- h. Click **OK**.

5.4 Edit A Permission Part

- a. Enter the View Permission settings page from the list or site settings (see [section 3](#)).
- b. Select the permission part which you want to edit by either clicking **Edit** or clicking the permission part name.

View Permission Disable ▼

+ Add Permission Part Export | Import

Permission Part Name	Status	Actions
Hide Salary	✔ Activated	View Edit Delete
Hide Details	✔ Activated	View Edit Delete

- c. In the **Part Name** box, type a new name.
- d. In **Include Users** section, change the user or groups.

- e. In **Exclude Users** section, change the users or groups.
- f. In **Permission Settings** section, change the view permissions.
- g. Click **OK** to save settings.

5.5 Delete A Permission Part

- a. Enter the View Permission settings page from the list or site settings (see [section 3](#)).
- b. Select the permission part you want to delete by either clicking **Delete**.

View Permission Disable

+ Add Permission Part |

Permission Part Name	Status	Actions
Hide Salary	✔ Activated	View Edit Delete
Hide Details	✔ Activated	View Edit Delete

5.6 Preview A Permission Part

View Permission provides a feature to preview settings of one permission part.

- a. Enter the permission part page and set the **specify users** and view permissions.
- b. Then, click **Preview**.



5.7 Assign View Permissions To Users

Assign view permission to all users

Selecting **All users** means any users who access' the list will be affected by the view permission settings.

- a. Enter the permission part page.
- b. In the **Include Users** section, select **All users**.

Assign view permission to user or group

You can set view permissions for the specified users or groups. View permission supports the following user or group types:

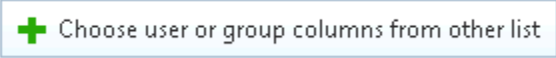
- Domain user or group
- Form Based Authenticated user
- NT user or group
- SharePoint group

- a. Enter the permission part page.
- b. In the **Include Users** section, select **Only the following users**.

- c. In the Select User/Group box, type the user or group names.

Assign view permission to user columns

View permission allows you to select user or group columns in the current list or from other lists.

- a. Enter the permission part page.
- b. In the **Include Users** section, select **Only the following users**.
- c. Expand **Select more users** section.
- d. Click .
- e. In the dialog window, select **Site** and **List**.

Note: Only sites in the same site collection are available.

- f. Select the user/group columns that will be used to specify the users.
- g. Under **Condition**, click **Edit** to set conditions to filter a selection of users.
- h. Then click **OK** to save as one item.

Choose User/Group Columns from Another List + Choose User/Group Columns from Another List

User/Group Columns	Condition	Actions
Site: Product Department List: Shared Documents User Columns: Respond	There are no conditions.	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Note: You can also add more user columns from other lists in each permission part.

Assign view permission to anonymous users

Views can be set as hidden or read-only for any users when they log on SharePoint as an anonymous user.

- a. Enter the permission part page.
- b. In the **Include Users** section, select **Only the following users**.
- c. Click **Select more users**.
- d. Select the check box next to **Include anonymous users**.

Select Anonymous Users

Include anonymous users

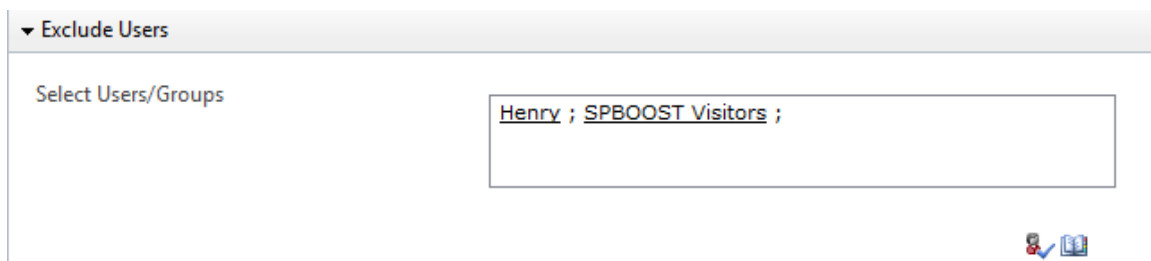
5.8 Exclude View Permissions To Users

Exclude view permission settings for user or group

View permission supports the following user or group types:

- Domain user or group
- Form Based Authenticated user
- NT user or group
- SharePoint group



- a. Enter one permission part page.
- b. Expand the **Exclude Users** section.
- c. In the **Select User/Group** box, type the user or group names.




▼ Exclude Users

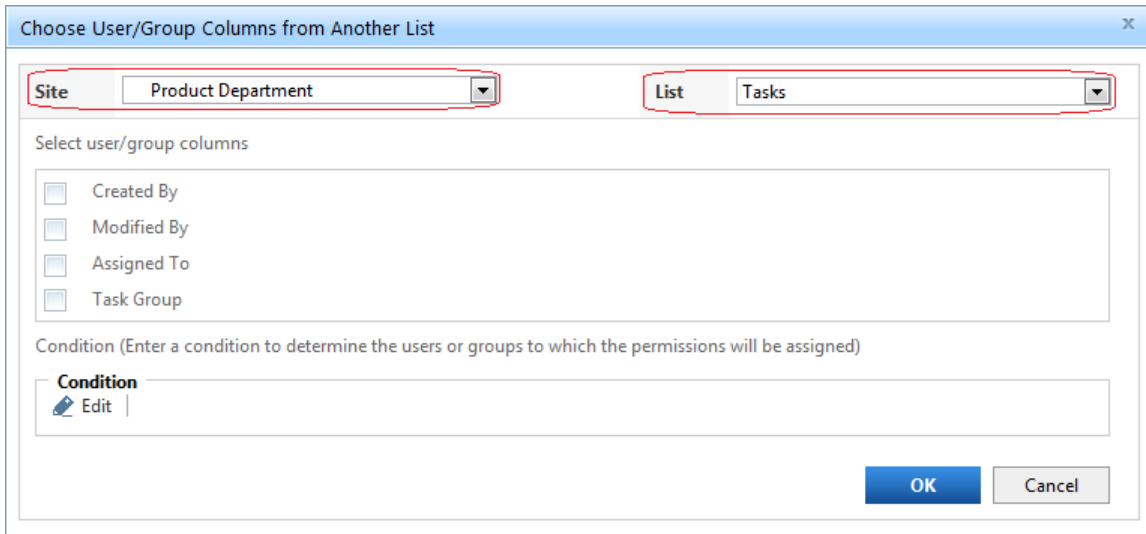
Select Users/Groups

Henry ; SPBOOST Visitors ;

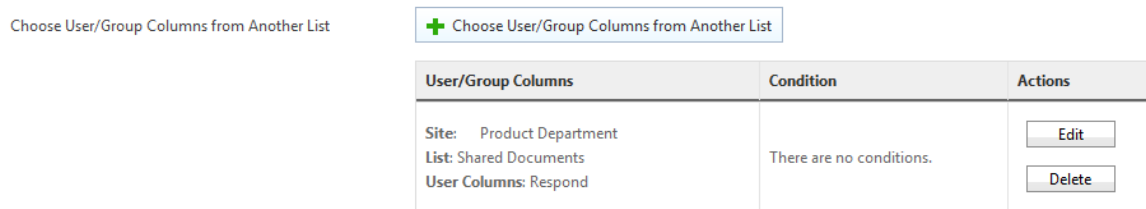
 

Exclude view permission settings for user columns

- a. Enter the permission part page.
- b. Expand the **Exclude Users** section.
- c. Click  Choose user or group columns from other list .
- d. In the dialog window, select **Site** and **List**.



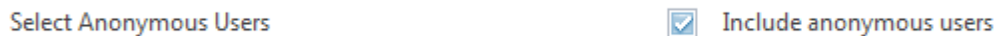
- e. Select the user/group columns that will be used to specify the users.
- f. Then click **OK** to save as one item.



Exclude view permission settings for anonymous users

You can also exclude any users when they log on SharePoint as an anonymous user from the View permissions settings.

- a. Enter the permission part page.
- b. Expand the **Exclude Users** section.
- c. Select the check box next to the **Include anonymous users**.



5.9 Set View Permissions

There are three types of view permissions, full access, hidden and read-only (Disable Edit View).

- **Full Access** means that users have all view permissions.
- **Hidden** means that users cannot access views in the list or library.

- **Disable Edit View** means that users cannot modify the views in the list or library.

Setting a view as read-only means that all items in the list cannot be edited or deleted unless the user has the appropriate permissions. Also, the **Modify this view** option in the **Views** dropdown menu will not be available.

























5.9.1 Set Views As Hidden Or Read-Only

- Enter the permission part page.
- In the **Permission Settings** section, select one view and select one value in the **Access Type** drop-down list.
- To set the view as read-only, select the **Disable Edit View** box.

▼ Permission Settings

Create View Permission Disable create view (both public and personal)

View Settings

View Name	Access Type	Disable/Enable Ribbon Button (Click to disable/enable)	Disable Edit View
Employee Info	Hidden	     	<input type="checkbox"/>
General Info	Full Access	     	<input checked="" type="checkbox"/>
Manager View	Hidden	     	<input type="checkbox"/>
[Personal View]	Full Access	     	<input type="checkbox"/>

5.9.2 Disable Create View For Users

The **Disable create view** option provides a way to prevent the included users from creating views in the list, including public and personal views.

- Enter the permission part page.
- In the **Permission Settings** section, click the check box next to the **Disable create view** (both public and personal).

▼ Permission Settings

Create View Permission Disable create view (both public and personal)

5.9.3 Set Personal View As Hidden Or Read-Only

























When personal view is set as **hidden** or **read-only**, users will be restricted in accessing their personal views and they also cannot modify views.

- Enter the view permission part page.
- In **Include Users** sections, select users or groups.
- In **Permission Settings** section, select **Personal View** and set the permissions as **Hidden or Read-only**.

▼ Permission Settings

Create View Permission Disable create view (both public and personal)

View Settings

View Name	Access Type	Disable/Enable Ribbon Button (Click to disable/enable)	Disable Edit View
Employee Info	Hidden	     	<input type="checkbox"/>
General Info	Full Access	     	<input checked="" type="checkbox"/>
Manager View	Hidden	     	<input type="checkbox"/>
[Personal View]	Full Access	     	<input checked="" type="checkbox"/>

5.9.4 Set Default View For Users

In view permission, you can specify the default view for selected users in the **Include People** section. After configuration, the log-on will see a specified default view when they try to access the list.

- Enter the view permission part page.
- In **Set Default View** section, select check box next to Enable Default view settings.

▼ Set Default View

Set Default View Enable default view settings

Select one view as the default view:

- Select one view from the drop-down list.

Note: Only the public view can be set as the default view.

5.10 Manage Advanced Settings

Manage Settings on Site

Column/View Permission provides a page to configure more settings on site or list level.

After the settings are configured on site, the sub sites and contained lists can inherit or customize (stop inheriting) settings.

Follow these steps to enter the Advanced Settings page:

- a. Go to > **Site Settings** > **BoostSolutions Software** > **View Permission settings**.

if you want to manage settings in a root site, under **Site Collection Administration**, click **Go to top level site settings**.

- b. In the Column Permission Settings page, click **Advanced Settings** link.

Site Settings › Column Permission Settings

Select Site:

- c. In the settings page, you can configure the following options:

If you enter the settings page from a sub site, you can choose to inherit to stop inheriting settings from a parent site.

Inherit settings Stop inheriting settings

To customize the settings for a site, select Stop inheriting settings and then configure each section.

Default Settings for View Permission

This function defines the default behavior for View Permissions.

Default Settings for View Permission

Specify whether views in this list are visible or hidden by default. (Note: If you select "hidden", then all new views and any previously existing views will be hidden by default. This results in all users 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, unless you specifically configure a permission part to deny them access.)

Select the default settings for view permission:

- Hidden
 Visible

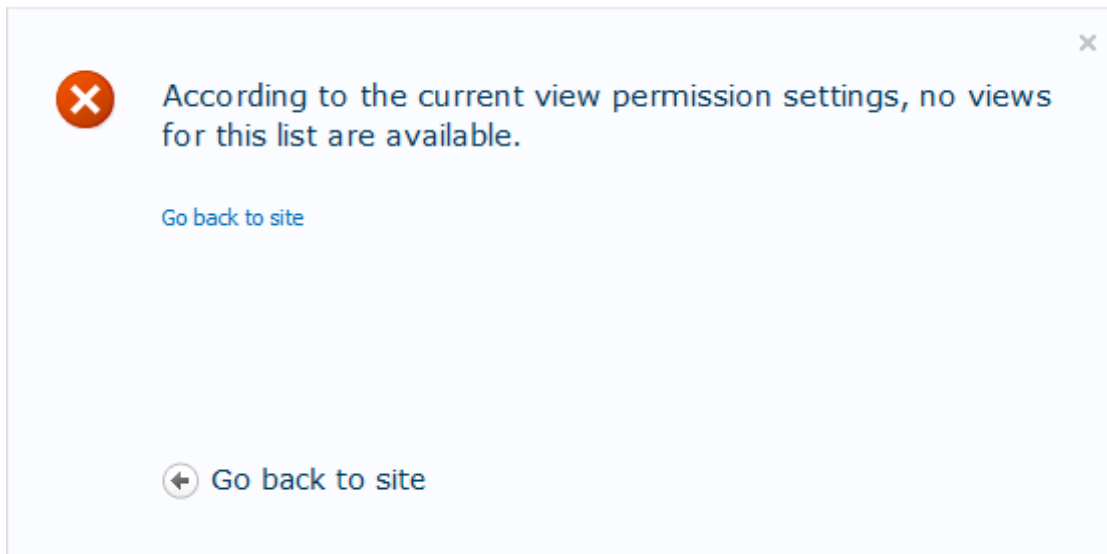
- If the default level is set as **Hidden**, then all existing and new views will be hidden by the View Permission settings unless you specifically set these views as full access or read-only.
- Setting the default to be **Visible** will make all existing and new views accessible by default.

Note: after configure the default settings here, you can also set permissions for each individual view in the Permission part.

Redirect Page Settings

These settings provide the option to configure notifications if views are unavailable (hidden) to users.

If activated, any users without sufficient permissions will be directed to a page presenting them with the following message.



- To enable this function, click the check box next to **Use redirect page**.
- Type your message in each text box.

There are four messages that can be configured. However, each message has a default message preset.

- **View unavailable message:** This message will be displayed if the user does not have sufficient permissions to access the view selected.
- **All views unavailable message:** This message will be displayed if the user does not have sufficient permissions to access any view for this list.
- **Go to view button text:** This message will be displayed on the **Go to view** button, to direct the user to the next available view.
- **Return to homepage button text:** This message will be displayed on the **Return to homepage** button to direct the user from this list.

Redirect Page Settings

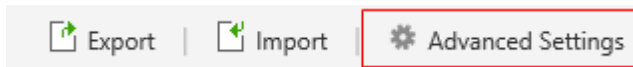
Configure redirect page settings. If you enable the redirect page settings for this list, any user that attempts to access a view to which he does not have the necessary permissions will automatically be redirected to a page containing the specified text. If the redirect page is not enabled, the user will simply see the default "Access Denied" message or be sent to the next available view.

<input checked="" type="checkbox"/> Use redirect page	
View unavailable message:	According to the current view permission settings, this view is not available.
All views unavailable message:	According to the current view permission settings, no views for this list are available.
"Go to view" button text:	Go to next available view
"Return to homepage" button text:	Go back to site

Manage Settings on List

Besides managing settings on a site level, you can configure the above settings for an individual list or library.

- To access the settings page in a list, go to: **List Settings > View Permission Settings > Advanced Settings.**



- In the Advanced Settings page, click **Stop inheriting settings**, and then configure the unique settings.



- Configure the following sections: Default Settings for View Permission and Redirect Page Settings. The steps for configuration are similar to those found in [section 5.10](#).

5.11 Managing View Permissions On The Site

View Permission provides a central page on the site where you can manage view permissions on all lists or libraries.

List Name (Number of Permission Parts)	View Permission	Actions									
Select Site: <input type="text" value="Product Center"/> Advanced Settings View: <input type="text" value="All Lists"/>											
▶ Contacts (1)	Enable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									
▲ Employee Information (2)	Enable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
<table border="1"> <thead> <tr> <th>Permission Part Name</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Manager's View</td> <td><input checked="" type="checkbox"/> Activated</td> <td>View Edit Delete</td> </tr> <tr> <td>HR's View</td> <td><input type="checkbox"/> Deactivated</td> <td>View Edit Delete</td> </tr> </tbody> </table>			Permission Part Name	Status	Actions	Manager's View	<input checked="" type="checkbox"/> Activated	View Edit Delete	HR's View	<input type="checkbox"/> Deactivated	View Edit Delete
Permission Part Name	Status	Actions									
Manager's View	<input checked="" type="checkbox"/> Activated	View Edit Delete									
HR's View	<input type="checkbox"/> Deactivated	View Edit Delete									
▶ Employee Information list (2)	Disable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									
▶ User Employee Info (2)	Disable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Stop inheriting settings)									
▶ Calendar-1 (0)	Enable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									
▶ Calendar-2 (0)	Enable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									
▶ Car and Salary (0)	Enable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									
▶ Case List (0)	Enable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									
▶ Company Information (0)	Enable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									
▶ Contact List (0)	Enable <input type="text"/>	Add Permission Part Export Import Advanced Settings (Inherit settings)									

You can locate lists in other sites by changing the site in the drop-down list.

You can also filter lists by views as follows:

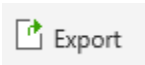
- **All Lists.** Show all lists and libraries under selected site.
- **Lists with Permission Parts.** Show all lists and libraries which contain the permission parts.
- **Lists without Permission Parts.** Show all lists and libraries which don't contain the permission parts.

In the permission table, you can manage permission parts as lists. For example, **activate/deactivate**, **add**, **edit** and **delete**.


6. Export and Import permission settings

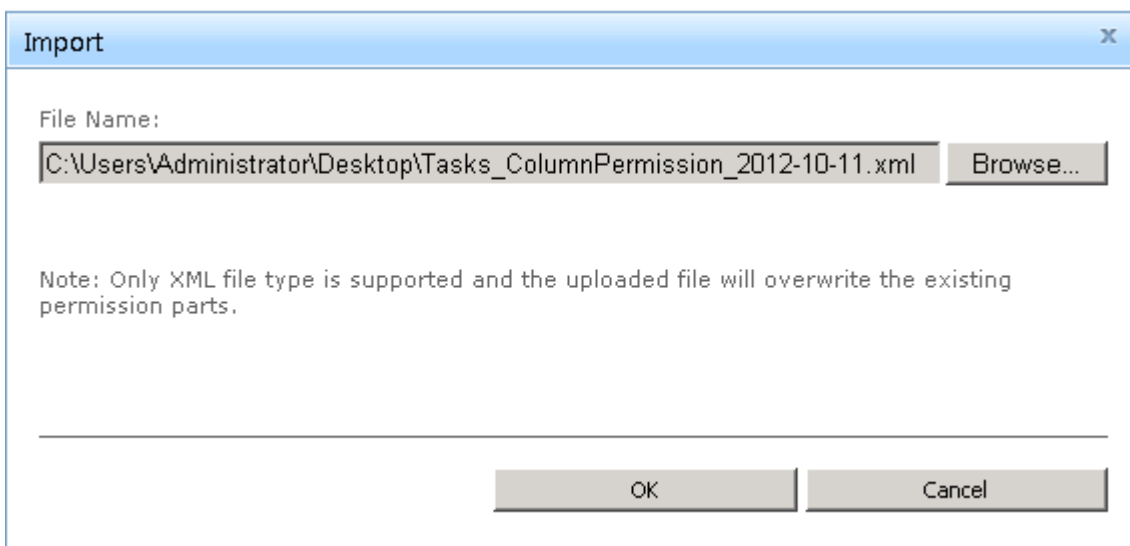
You can **export** and **import** column permission settings and advanced settings as an xml file as a backup, or use it on other lists.

6.1 Export

- Enter the column or view permission settings page, click .
- A popup window will open.
- Select a location and save the settings.

6.2 Import

- Enter the column or view permission settings page, click .
- In the popup window, browse for a file and upload it.
- Click **OK**.
- Or click **Cancel** to abort importing the specified permission settings.



7. How To Use Column/View Permission API

Column/View Permission publishes an Application Programming Interface (API) that provides easy compatibility with other applications.

For more details, please refer to the [Column/View Permission API Documentation](#).

8. How To Control Column/View Permission On Web Services

Column/View Permission will limit permissions of web service methods based on the Column/View Permission settings in the following list.

Service	Methods	Description
Lists (Lists.asmx)	AddAttachment DeleteAttachment GetListAndView GetListItems UpdateListItems GetListItemChanges GetAttachments	Methods for working with Lists and List Data
Site Data (SiteData.asmx)	GetAttachments GetListItems	Methods that return metadata or list
Views(Views.asmx)	AddView DeleteView GetViewCollection GetViewHtml UpdateView UpdateViewHtml UpdateViewHtml2	Methods for working with list views

To enable Column/View Permission on web services, you need to install Column/View Permission for Web Services on each web front end of farm (see [section 2.3](#)).

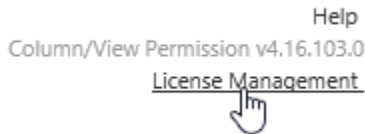
Appendix 1: License Management

You can use Column/View Permission without entering any license code for a period of 30 days from when you first use it.

To use product without limitation, you will need to purchase a license and register the product.

Finding License Information

- a. In the products main page, click the License Management link and enter the **License Management Center**.



- b. Click Download License Information, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

Download License Information



Download the license type information and send to sales@boostsolutions.com to get license.

Choose a license type

Server License

Server Code: 24edc5f10a7f4ca091bbc0fab63d3eaab468c3b17
b5c44ee96d9b8e595000357

Farm License

Farm ID: {24edc5f1-0a7f-4ca0-91bb-c0fab63d3eaa}
Number of Users: 22 user(s)

Site Collection License

Site Collection ID: 38d6d052-0dab-43dc-a669-cdd5ad7d7f3d [Change](#)
Site Collection: <http://product2013/sites/Product Center>

Download

Close

In order for BoostSolutions to create a license for you, you need to send us your SharePoint environment identifier (Note: different license types need different information). A server license

needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

- c. Send the above information to us (sales@boostsolutions.com) to generate a license code.

License Registration

- a. When you receive a product license code, enter the **License Management Center** page.
- b. Click **Register** on the license page and a **Register or Update license** window will open.

Register or Update license

Please upload a license code file or enter the license code to activate the product.

Upload a license code file

 Browse...

Enter license code

- c. Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated.

Registered Successfully



Registered Successfully

- ▶ The license was verified successfully.
- ▶ Thank you for choosing BoostSolutions.

If you encounter any problems or would like to suggest a product requirement, please contact support@boostsolutions.com

Close

For more details on license management, see the [BoostSolutions Foundation](#).