



Column Permission App

User Guide

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1. Introduction

SharePoint Column Permission App gives administrators the capability to set columns hidden or read-only, restrict users from accessing or modifying columns in New/Edit/Display item forms or list views.

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

This user guide will instruct you how to use this app.

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

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

2. How to Use Column Permission App

2.1 Setup a Column Permission Part

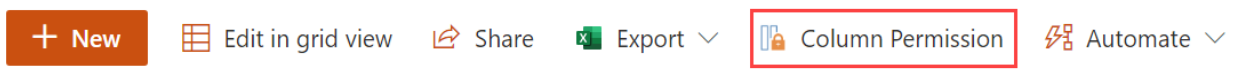
To setup a Column Permission Part in a list, you must have **Full Control** permissions in the list or be a member of the SharePoint Online group who has **Full Control** permissions in the list.

- a. This is a list create d by issue tracker template. In this list, we will setup a Column Permission Part.

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

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



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

BoostSolutions Column Permission



+ Add a Permission Part

Advanced Settings

Permission Parts

Name	Status	Actions
------	--------	---------

- 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 Danies Liu as following.

Add a Permission Part



Name *

Hide Days old & Cost

Select a user *

Danies Liu

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

Currently, only SharePoint group is 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 condition in next chapter.
- f. In the **Set Column Permissions** section, select the columns and set as hidden or read-only for each item form.

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

Set Column Permissions

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 **New Item Form**, you can only set the columns hidden; after you select the columns, the columns will be invisible when you create a new item;

The calculated columns cannot be set hidden in New Item Form.

For **Edit Item Form**, you can set the columns hidden or read-only; after you select the columns, the columns will be invisible and hidden when you edit items.

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

Type

Choices *


Critical
High
Normal
Low

Can add values manually ⓘ





















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

The Title column cannot be set as hidden in View Item Form.




Please note the format of Choice column will be removed if you set the column hidden. If you have set the columns as hidden in the permission part, and then format the column, the columns will not be hidden any more, you need to edit the permission part and set the column hidden again.

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


Issue tracker ☆

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

- 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, Date reported as following.

 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

2.2 Set Columns Hidden or Read-Only Based on Condition

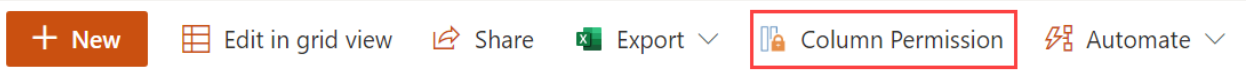
Column Permission App enables you to setup the conditions to decide when the columns will be invisible or read-only.

This is a list create d by issue tracker template. In this list, we will demonstrate how to set 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 **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 **Add a Permission Part**.

BoostSolutions Column Permission ✕

+ Add a Permission Part
⚙️ Advanced Settings

Permission Parts

Name	Status	Actions

- 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 following.

Set permissions based on conditions



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 group is supported.

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

The condition is an expression of returning Boolean value, true or false. The Boolean value will decide if the function will take effect. This means that only when a condition returns as true, then a predefined column permission is enabled. Otherwise, the product will not function. Note, if an error occurs in the condition, then the returned value will be false.

The condition expression is composed by 3 parts: column name, operator and value. The column name must be parceled by [], the operator must be on supported by the app, and the value must be parceled by "".

Condition:

 The condition is valid.


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

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

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

Set Column Permissions

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 settings page.
- h. Login as the specified user Adele Vance and access the list, the content of **Assigned to**, **Date reported**, **Days old** and **Cost** columns are invisible when the Status is not completed as following.

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

Issue tracker ☆

ID	Issue	Priority	Status	Assigned to	Date reported	Days old	Cost
24	Issue-2	Critical	Duplicate				
23	Issue-3	Critical	Blocked				
21	Issue-5	Low	In progress				
26	Issue-6	Normal	Won't fix				
27	Issue-7	Low	Completed	henry lee	3/8/2022	34	\$890.00
28	Issue-8	Normal	Duplicate				
22	Issue-4	Normal	In progress				
29	Issue-9	High	By design				
30	Issue-10	Low	Completed	henry lee	3/1/2022	49	\$10,000.00
25	Issue-1	High	New				

- 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.

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

Even Column Permission App enables you to set columns hidden or read-only in list, but sometimes, users may access or modify these columns in other way, such as in grid view, or export the contents to an Excel or CSV file.

The Advanced Settings allows you to disable these features, to prevent users to access the hidden or read-only columns.

Please note that advanced settings takes 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"

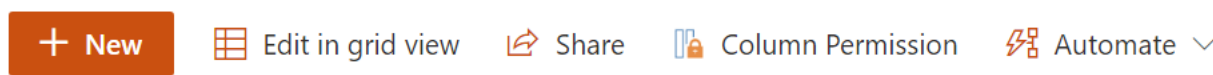
Save
Cancel

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

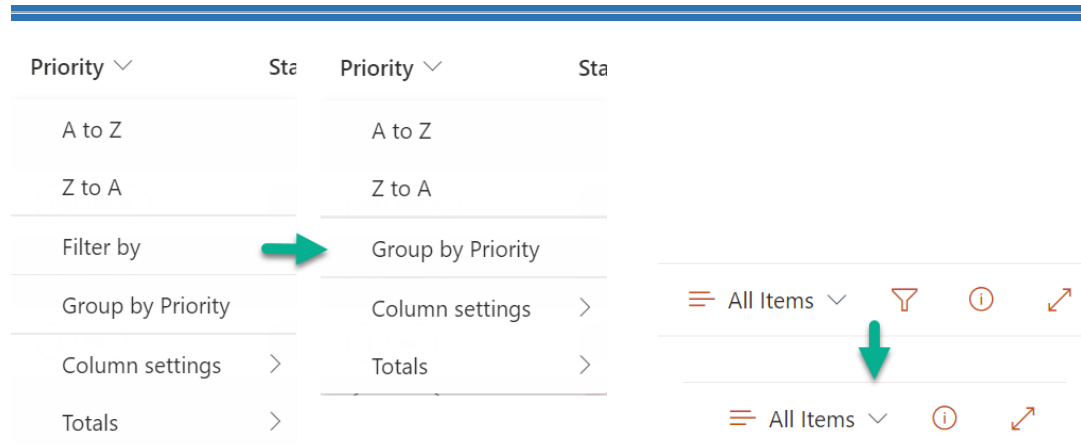
Disable "Edit in grid view": If you select this option, the "Edit in grid view" feature will be disabled on list action bar as following.



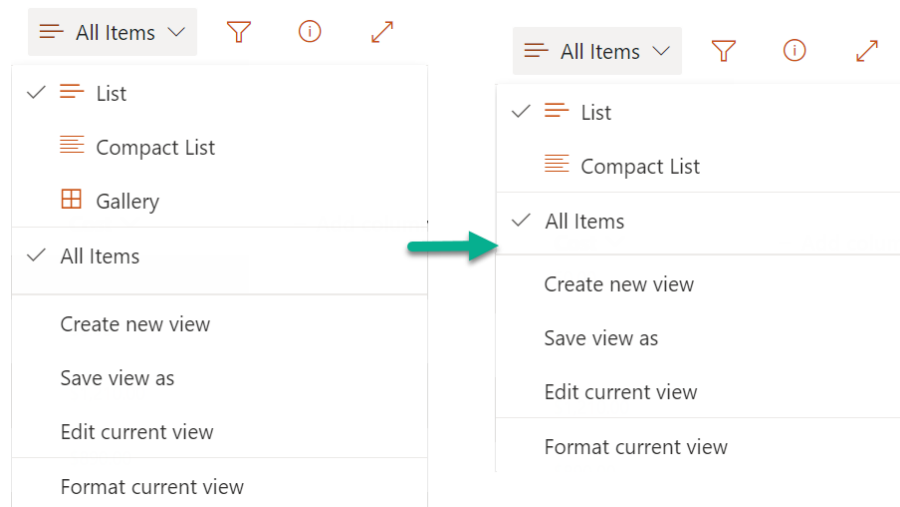
Disable "Export to Excel or CSV": Select this option, the "Export to Excel" and "Export to CSV" feature will be disabled on action bar.



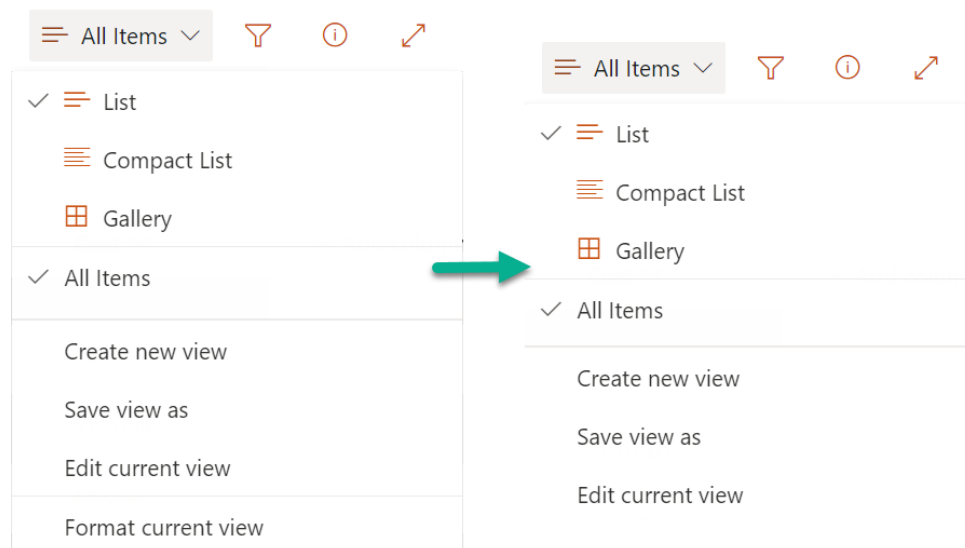
Disable "Filter by" on column header or Filter pane: Select this option, the "Filter by" and "Filter pane" feature will be disabled in the list.



Disable Gallery view: Select this option, the "Gallery" view will be disabled in the list.



Disable "Format current view": Select this option, the "Format current view" feature will be disabled in the list.



2.4 Conditions

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

Column Permission App provides following functions:

Function	Description	Example
Date().getFullYear()	Returns the year of the specified date according to local time	If the date of [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 [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 [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 [Start Date] column is 4/8/2022, [Start Date].getDay() will return 4.
Date().addDays()	Returns the date or datetime result from adding n days to the datetime value dateTime.	If the date of [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 [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 [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 [Number] column is -3, Abs([Number]) will return 3.
.length	Gets the count of characters in text.	If the content of [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 [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 [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 created by user.
.id	Get user id of a specified user.	[Created by].id will return the user id of created by user.
.email	Get email address of a specified user.	[Created by].email will return the email address of created by user.

Column Permission App provides 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 limitation on SharePoint Online, Column Permission App does not work in followings:

Column Permission App does not work on SharePoint Online classic experience;

Column Permission App does not work in Gallery view;

Column Permission App does not work in "Edit in grid view";

Column Permission App does not work with Alert Me;

Column Permission App does not work in version history;

Column Permission App does not work on Wiki page library and Discussion board list;

Column Permission App does not work well for Multiple Line of Text column;

Column Permission App does not work for search results;

Column Permission App does not work in mobile view.

Appendix: Subscription Management

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

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

The subscription of BoostSolutions Column Permission is per site (previously called "site collection") or tenant annually.

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

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

Check Subscription Status

- a. When you open **Column Permission** dialog, the subscription status will be shown on the top of the dialog. When the subscription is about to expire within 30 days, the notification message will always show the days left.

BoostSolutions Column Permission



Your subscription will expire in 30 days

 Add a Permission Part




 [Advanced Settings](#)

- b. To update the subscription status, please click on the notification message, then the License Information dialog will show.

License Information



Your subscription will expire in 30 days

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



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

- c. Once the subscription expired, the message will show as "Your subscription has expired on mm/dd/yyyy".

License Information



Your subscription has expired on 7/6/2022.

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



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

The license type is Site.

License Information



Your subscription will expire in 364 days

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


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

The license type is Tenant.

License Information



Your subscription will expire in 364 days

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