



Column View Permission App

User Guide

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Content

- 1. Introduction..... 3
- 2. How to Use Column View Permission App 4
 - 2.1 Set up a Column Permission Part 4
 - 2.2 Set Columns Hidden or Read-Only Based on Condition 8
 - 2.3 Set up a View Permission Part 12
 - 2.4 Conditions 17
 - 2.5 Technical Notes 19
- Appendix: Subscription Management 21

1. Introduction

The Column View Permission App allows you to control whether columns are hidden or read-only and manage the visibility of views.

With this app, you can:

- Set specific columns as hidden or read-only, preventing users from accessing or modifying them in **New**, **Edit**, or **Display** item forms, as well as in list views.
- Define conditions to control when columns should be hidden or read-only, ensuring dynamic and flexible permission settings.
- Hide views in the list or disable the **Create New View** option, preventing designated users from creating new views.
- Enable or disable actions in the list or individual views, controlling user access to them.

This user guide provides step-by-step instructions on how to configure and use the app to meet your requirements.

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

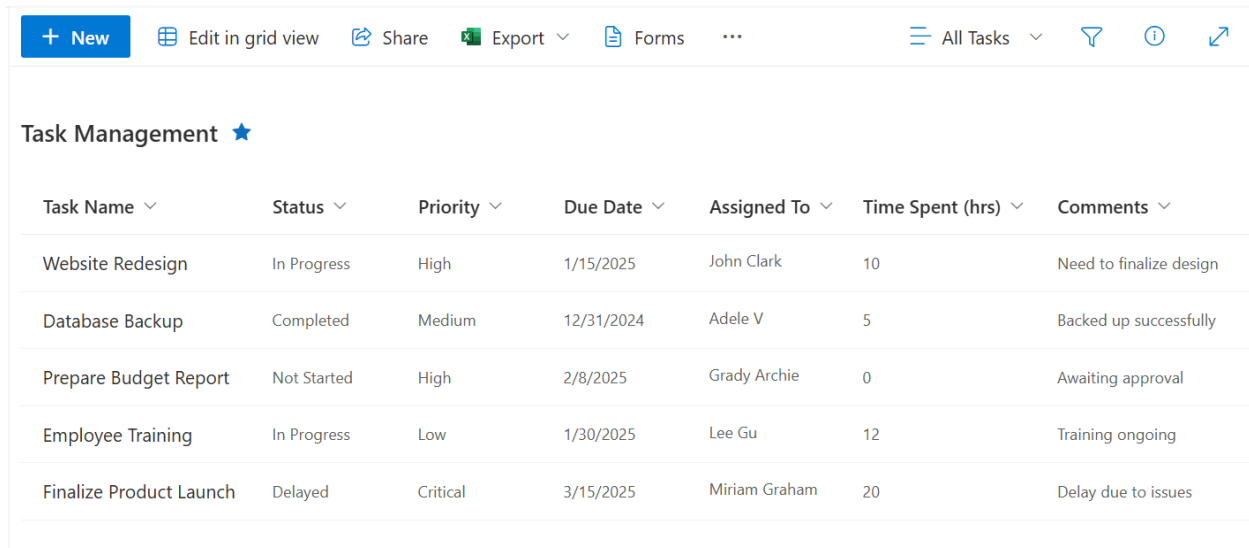
<https://www.boostsolutions.com/download-documentation.html>

2. How to Use Column View Permission App

2.1 Set up a Column Permission Part

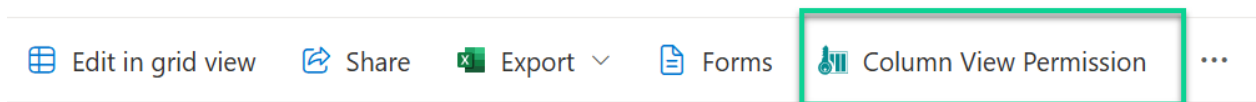
To configure a Column Permission Part, you must have **Full Control** permissions in the list or be a member of the SharePoint Online group with Full Control permissions.

In this guide, we use a custom list named **Task Management** as an example.

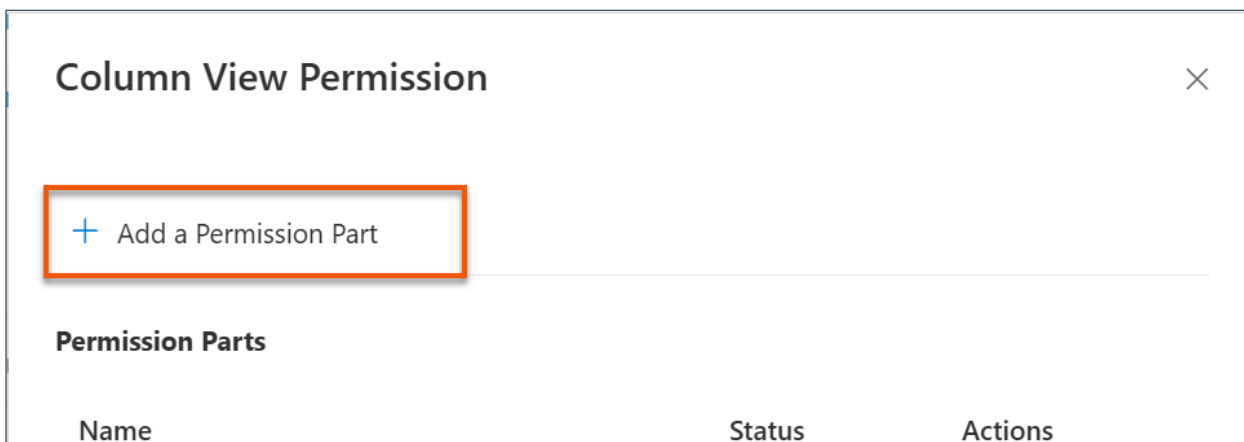


Task Name	Status	Priority	Due Date	Assigned To	Time Spent (hrs)	Comments
Website Redesign	In Progress	High	1/15/2025	John Clark	10	Need to finalize design
Database Backup	Completed	Medium	12/31/2024	Adele V	5	Backed up successfully
Prepare Budget Report	Not Started	High	2/8/2025	Grady Archie	0	Awaiting approval
Employee Training	In Progress	Low	1/30/2025	Lee Gu	12	Training ongoing
Finalize Product Launch	Delayed	Critical	3/15/2025	Miriam Graham	20	Delay due to issues

- Open the **Task Management** list, click on **Column View Permission** in the top action bar. (Column View Permission App is only available in SharePoint modern experience.)



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



c. In the **Add a Permission Part** dialog, specify a name for this part.

Name *

d. In the **Select User(s)** section, specify the users or SharePoint group names.

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

Select User(s) *

Optionally, click the three-dot icon to open another dialog for specifying users.

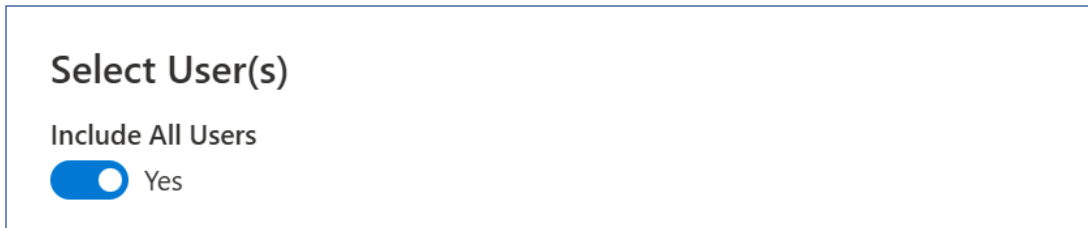
Select User(s) *

- **Include All Users:** Set this option to **Yes**, the column permission settings will be applied to all users in the site collection.
- **Exclude Users:** Add specific users or groups to exclude them from these settings.

Example: If you set **Include All Users** to **Yes** and exclude **Danies Liu**, then all users in the site collection will be affected by the column permission settings except **Danies Liu**.

Exclude Users

In this section, we select **"Include All Users" to Yes.**



- e. In the **Condition** section, you can set conditions to decide when the columns should be hidden or read-only, we will demonstrate how to set a condition in the next chapter.
- f. In the **Set Column Permissions** section, configure permissions for each item form.
 - **Edit Item Form:**
 - Set **Status** and **Due Date** as **Read-Only**.
 - Set **Time Spent** and **Assigned To** as **Hidden**.
 - **View Item Form:**
 - Set **Time Spent** and **Assigned To** as **Hidden**.


Set Column Permission









Column Name	New Item Form		Edit Item Form		View Item Form
	Hidden	Hidden	Read-Only	Read-Only	Hidden
Task Name	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Priority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Due Date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assigned To	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Time Spent (hrs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note that:

- Calculated columns cannot be set as **Hidden** in the **New Item Form**.

- Choice columns without the “Can add values manually” option enabled cannot be set as **Read-Only** in the **Edit Item Form**.
- Hidden **Choice** columns lose their format and must be reconfigured if modified.
- The **Title** column cannot be set as **Hidden** in the **View Item Form**.

- g. Click the **Save** to apply the settings.
- h. Click  to quit the settings page.
- i. Log in as a user (e.g., **Adele**) and access the list, the content of the **Time Spent** and **Assigned To** columns will be invisible for him as follows.

+ New
 Edit in grid view
 Share
 Export ▼
 Forms ...
 All Tasks ▼




Task Management ★

Task Name ▼	Status ▼	Priority ▼	Due Date ▼	Assigned To ▼	Time Spent (hrs) ▼	Comments ▼
Website Redesign	In Progress	High	1/15/2025			Need to finalize design
Database Backup	Completed	Medium	12/31/2024			Backed up successfully
Prepare Budget Report	Not Started	High	2/8/2025			Awaiting approval
Employee Training	In Progress	Low	1/30/2025			Training ongoing
Finalize Product Launch	Delayed	Critical	3/15/2025			Delay due to issues

- j. Select an item (e.g., **Database Backup**) and click **Edit**. Adele cannot see or edit the **Hidden** columns (**Time Spent, Assigned To**) or modify the **Read-Only** columns (**Status, Due Date**).

Save Cancel Copy link

Database Backup

Task Name
Database Backup

Status (Read only)
Completed

Priority
Medium

Due Date (Read only)
12/31/2024

Comments
Backed up successfully

Attachments
[Add attachments](#)

Save Cancel

2.2 Set Columns Hidden or Read-Only Based on Condition

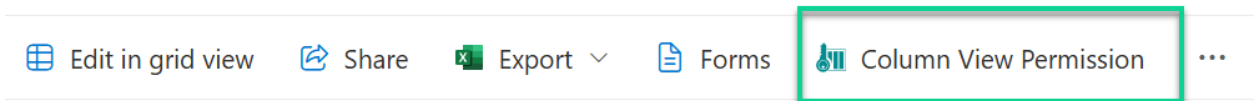
The Column View Permission App enables you to set up conditions to determine when the columns will be invisible or read-only.

In this list, we will demonstrate how to set up the conditions.

Task Management ★

Task Name	Status	Priority	Due Date	Assigned To	Time Spent (hrs)	Comments
Website Redesign	In Progress	High	1/15/2025	John Clark	10	Need to finalize design
Database Backup	Completed	Medium	12/31/2024	Adele V	5	Backed up successfully
Prepare Budget Report	Not Started	High	2/8/2025	Grady Archie	0	Awaiting approval
Employee Training	In Progress	Low	1/30/2025	Lee Gu	12	Training ongoing
Finalize Product Launch	Delayed	Critical	3/15/2025	Miriam Graham	20	Delay due to issues

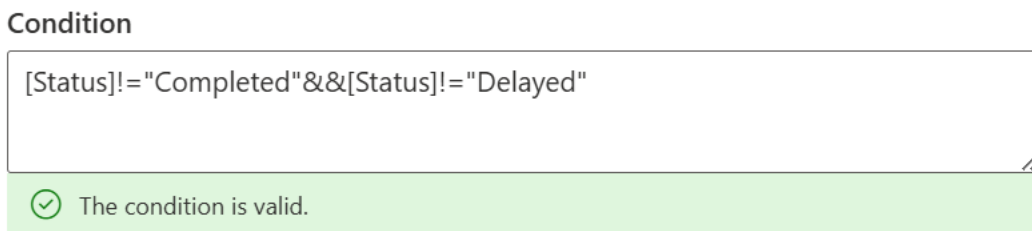
a. Click on **Column View Permission** in the top action bar.



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



e. In the **Condition** section, set conditions as follows:
 [Status]!="Completed"&&[Status]!="Delayed".



- The condition is an expression that returns a Boolean value, either **true** or **false**. This Boolean value determines whether the function will take effect.

- This means that the predefined column permission is only enabled when the condition evaluates to **true**. Otherwise, the product will not function.
 - Note: If an error occurs in the condition, the returned value will be **false**.
 - The condition expression is composed of three parts:
 - **Column name** (enclosed in [])
 - **Operator** (supported by the app)
 - **Value** (enclosed in ")
 - Only when the message displays "**The condition is valid**" can the permission part be saved successfully, and the permission settings work for the specified users.
- f. In the **Set Column Permissions** section, select the columns and set them as hidden or read-only for each item form.
- **Edit Item Form:**
 - Set **Due Date** and **Assigned To** as **Hidden**.
 - Set **Time Spent** and **Comments** as **Read-Only**.
 - **View Item Form:**
 - Set **Due Date** and **Assigned To** as **Hidden**.

Set Column Permission

Column Name	New Item Form	Edit Item Form		View Item Form
	Hidden	Hidden	Read-Only	Hidden
Task Name	<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"/>
Priority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Due Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assigned To	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Time Spent (hrs)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- g. Click the **Save** button to save the settings.
- h. Click **×** to quit the settings page.
- i. Log in as the specified user **Danies Liu**, and access the list.
 - The content of the **Assigned To** and **Due Date** columns is invisible when the **Status** is not completed or delayed.
 - But for items where the **Status** is completed or delayed, the content of the **Assigned To** and **Due Date** columns is visible for the user.

Task Management ★						
Task Name ▾	Status ▾	Priority ▾	Due Date ▾	Assigned To ▾	Time Spent (hrs) ▾	Comments ▾
Website Redesign	In Progress	High			10	Need to finalize design
Database Backup	Completed	Medium	12/31/2024	Adele V	5	Backed up successfully
Prepare Budget Report	Not Started	High			0	Awaiting approval
Employee Training	In Progress	Low			12	Training ongoing
Finalize Product Launch	Delayed	Critical	3/15/2025	Miriam Graham	20	Delay due to issues

- j. Select an item, such as **Website Redesign**, and click **Edit**.

Danies Liu cannot see the hidden columns (**Assigned To** and **Due Date**) or edit the read-only columns (**Time Spent** and **Comments**) as shown below.

The screenshot shows a task form titled "Website Redesign". At the top, there are three buttons: "Save" (with a floppy disk icon), "Cancel" (with an 'X' icon), and "Copy link" (with a link icon). Below the title, there are several sections:

- Task Name:** A text input field containing "Website Redesign".
- Status:** A dropdown menu with a checkmark icon, currently set to "In Progress".
- Priority:** A dropdown menu with a checkmark icon, currently set to "High".
- Time Spent (hrs) (Read only):** A field containing the number "10".
- Comments (Read only):** A field containing the text "Need to finalize design".
- Attachments:** A section with a paperclip icon and a button labeled "Add attachments".

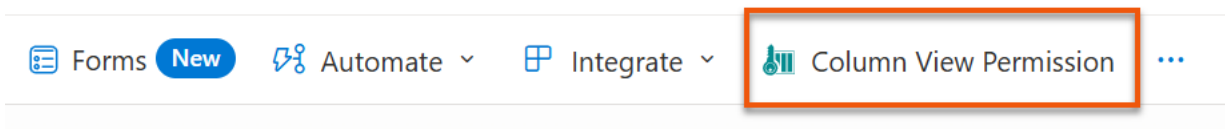
At the bottom of the form, there are two buttons: a blue "Save" button and a white "Cancel" button with a grey border.

2.3 Set up a View Permission Part

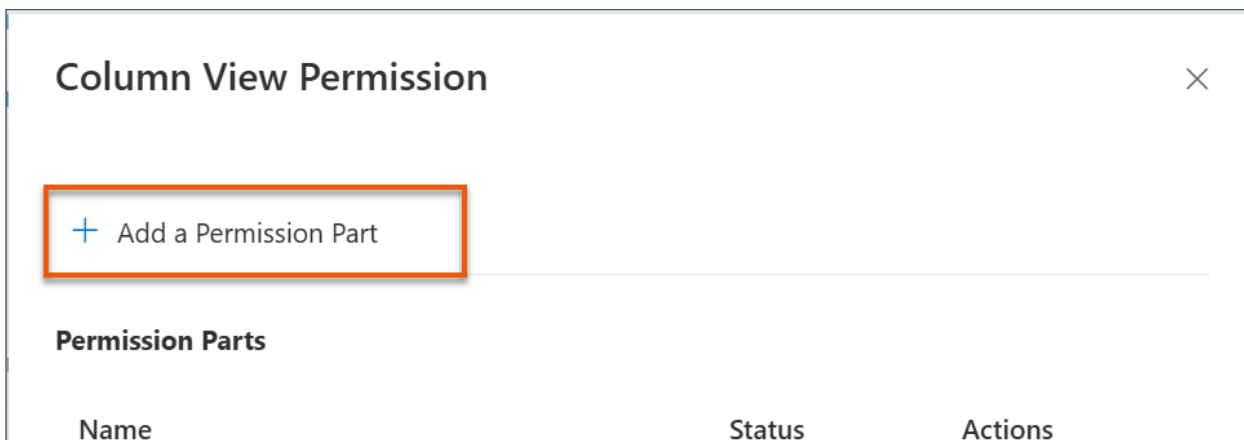
To set up a **View Permission Part** in a list, the steps are similar to configuring column permissions, with some key differences.

In this example, we will configure the list so that only the **"Active Tasks"** view remains visible.

- a. In the list, click on **Column View Permission** in the top action bar.



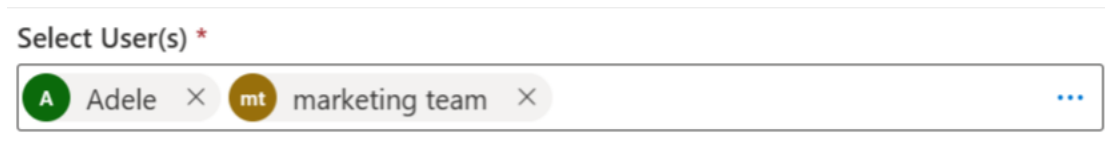
b. In the **Column View Permission** dialog box, click on **Add a Permission Part**.



c. In the **Add a Permission Part** dialog, specify a name for this part.

d. In the **Select User(s)** section, specify the users or groups.

- Specify individual users or SharePoint group names. If you specify a group, all members will be affected by the settings.
- Note: Currently, only SharePoint groups are supported.

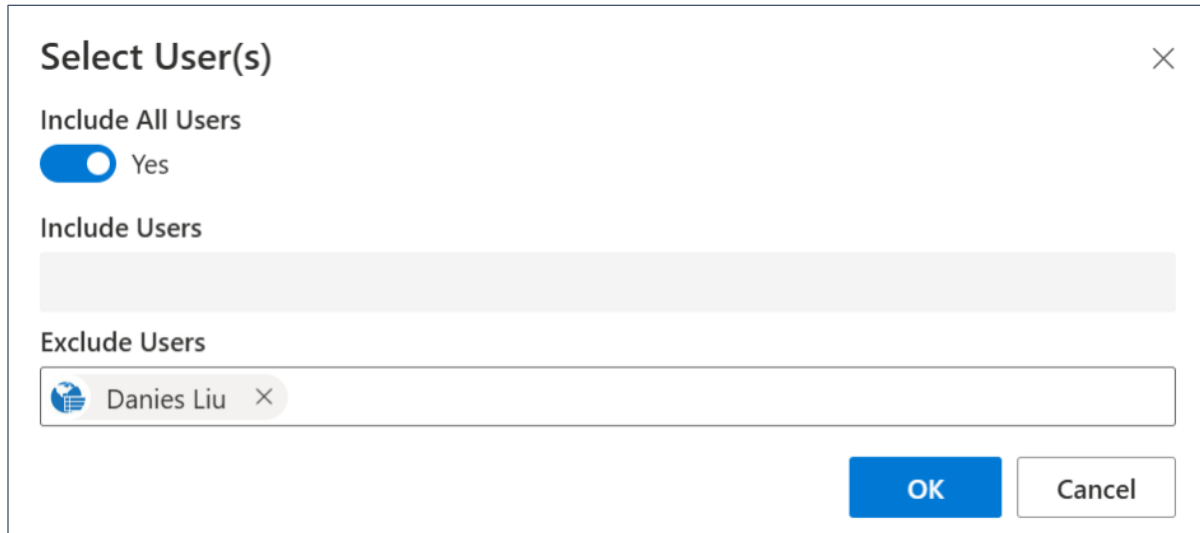


Optionally, click the three-dot icon to open an additional dialog for specifying users.



- **Include All Users:** Set this to **Yes** to apply the view permission settings to all users in the site collection.
- **Exclude Users:** Add specific users or groups to exclude them from these settings.

Here, we set **Include All Users** to yes. Add **Danies Liu** to the **Exclude Users** section.



Select User(s) ×

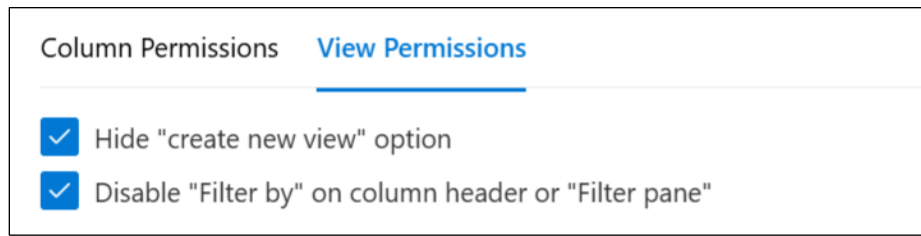
Include All Users
 Yes

Include Users

Exclude Users

OK **Cancel**

- e. Click on **View Permissions**, then configure the following settings:

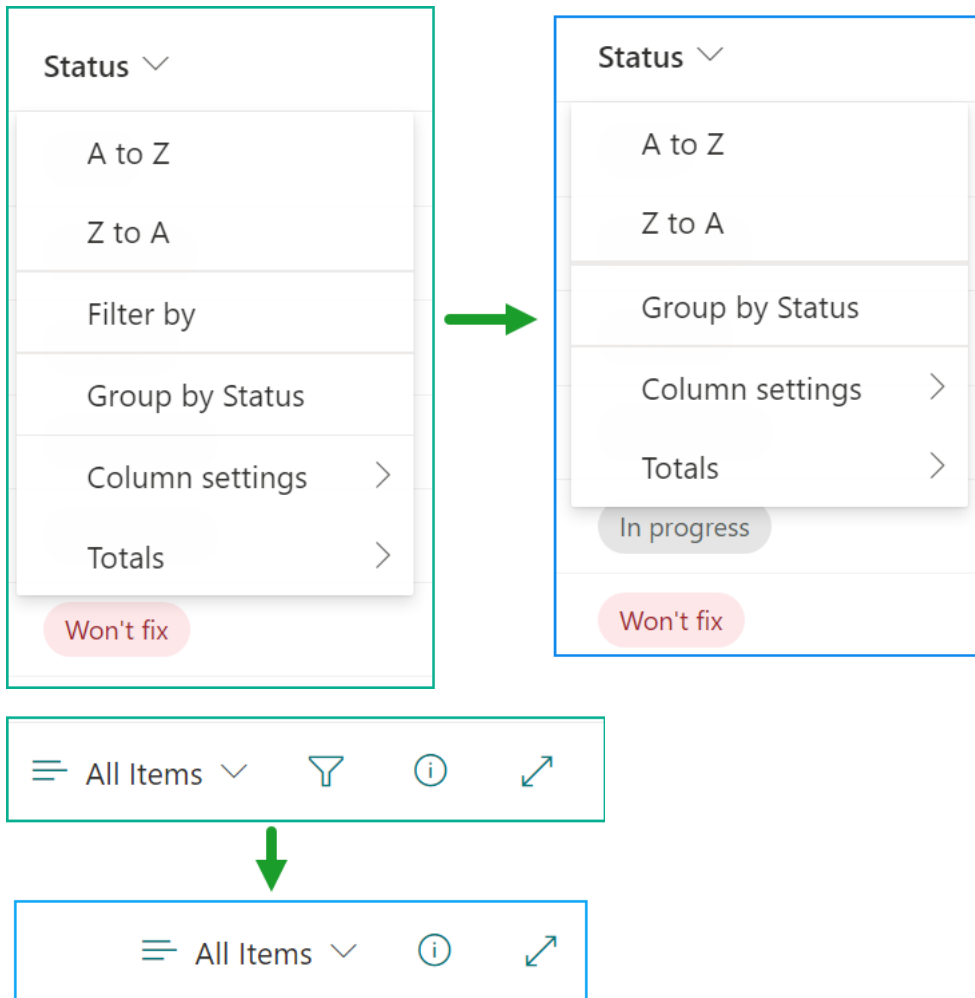


Column Permissions **View Permissions**

Hide "create new view" option

Disable "Filter by" on column header or "Filter pane"

- **Hide "Create new view" option:** Prevent specific users from accessing the "Create new view" or "Add view" options.
- **Disable "Filter by" on column header or "Filter pane":** Disable the "Filter by" and "Filter pane" features for the list.



f. In the **View Settings** section, configure individual views and their respective actions:

- Select the **"Hide View"** option for any view to make it invisible in the list.
- To disable specific actions within a view, click on the action name and turn it to grey.

Here, we set three views hidden. And disable all listed actions for the "Active Tasks" view.

View Settings		
View Name	Hide View	Disable/Enable Actions in View
All Items	<input checked="" type="checkbox"/>	List Compact List Gallery Edit in grid view Export Forms Automate Integrate Alert me Format current view Add or remove fields
Completed Tasks	<input checked="" type="checkbox"/>	List Compact List Gallery Edit in grid view Export Forms Automate Integrate Alert me Format current view Add or remove fields
Active Tasks	<input type="checkbox"/>	List Compact List Gallery Edit in grid view Export Forms Automate Integrate Alert me Format current view Add or remove fields
Delayed Tasks	<input checked="" type="checkbox"/>	List Compact List Gallery Edit in grid view Export Forms Automate Integrate Alert me Format current view Add or remove fields

g. And then, click OK to save the settings.

h. Login as a user such as **Adele**.

- Only the **“Active Tasks”** view is visible.
- Other views are hidden.
- Actions like **“Edit in grid view,” “Export,”** or **“Add or remove fields”** are not available in this view.

[+ New](#)
[Share](#)
[Column View Permission](#)
...
Active Tasks* ▼
[i](#)
[↗](#)

Task Management ☆

Status: In Progress × Clear filters ×

Task Name ▼	Status ▼	Priority ▼	Due Date ▼	Time Spent (hrs) ▼	Comments ▼
Website Redesign	In Progress	High	1/15/2025		Need to finalize design
Employee Training	In Progress	Low	1/30/2025		Training ongoing

i. Login as the excluded user, Danies Liu.

All views are visible. And all list actions remain available for him.

The screenshot shows a task management application interface. At the top, there is a navigation bar with buttons for '+ New', 'Edit in grid view', 'Share', 'Export', 'Forms', and a menu icon. On the right, there are filters for 'All Tasks*', a search icon, an info icon, and a refresh icon. Below the navigation bar, the title 'Task Management' is followed by a star icon. The main content is a table with the following columns: Task Name, Status, Priority, Due Date, Assigned To, Time Spent (hrs), and Comments. The table contains six rows of task data.

Task Name	Status	Priority	Due Date	Assigned To	Time Spent (hrs)	Comments
Website Redesign	In Progress	High	1/15/2025	John Clark	10	Need to finalize design
Database Backup	Completed	Medium	12/31/2024	Adele V	5	Backed up successfully
Prepare Budget Report	Not Started	High	2/8/2025	Grady Archie	0	Awaiting approval
Employee Training	In Progress	Low	1/30/2025	Lee Gu	12	Training ongoing
Finalize Product Launch	Delayed	Critical	3/15/2025	Miriam Graham	20	Delay due to issues

2.4 Conditions

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

The Column View Permission App provides the following functions:

Function	Description	Example
Date().getFullYear()	Returns the year of the specified date according to local time	If the date of the [Start Date] column is 4/8/2022, [Start Date].getFullYear() will return 2022.
Date().getMonth()	Returns the month in the specified date according to local time, as a zero-based value (where zero indicates the first month of the year).	If the date of the [Start Date] column is 4/8/2022, [Start Date].getMonth() will return 3.
Date().getDate()	Returns the day of the month for the specified date according to local time.	If the date of the [Start Date] column is 4/8/2022, [Start Date].getDate() will return 8.
Date().getDay()	Returns the day of the week for the specified date according to local time, where 0 represents Sunday.	If the date of the [Start Date] column is 4/8/2022, [Start Date].getDay() will return 5.
Date().addDays()	Returns the date or datetime result from adding n days to the datetime value dateTime.	If the date of the [Start Date] column is 4/8/2022, [Start Date].addDay(4) will return 4/12/2022.

Date().addMonths()	Returns the date or datetime result from adding n months to the datetime value dateTime.	If the date of the [Start Date] column is 4/8/2022, [Start Date].addMonths(4) will return 8/8/2022.
Date().dateOnly()	Returns the day of the month for the specified date according to local time.	If the datetime of the [Start Date] column is 4/8/2022 10:30, [Start Date].dateOnly() will return 4/8/2022.
Abs()	Returns the absolute value of a number. That is, it returns x if x is positive or zero, and the negation of x if x is negative.	If the value of the [Number] column is -3, Abs([Number]) will return 3.
.length	Gets the count of characters in text.	If the content of the [Note] column is "SharePoint", [Note].length will return 10.
.contains()	Checks whether a string contains a sequence of characters. Returns true if the characters exist and false if not.	If the content of the [Note] column is "SharePoint", [Note].contains(s) will return true; [Note].contains(b) will return false.
.substring()	Returns the part of the string between the start and end indexes, or to the end of the string.	If the content of the [Note] column is "SharePoint", [Note].substring (1,3) will return ha.
.title	Get display name of a specified user.	[Created by].title will return the display name of the user who created the item.
.id	Get user id of a specified user.	[Created by].id will return the user id of the user who created the item.
.email	Get email address of a specified user.	[Created by].email will return the email address of the user who created the item.

The Column View Permission App provides the following operators:

Operator	Description
+	Plus
-	Minus

%	remainder
*	Multiplied by
/	Divided by
==	Is equal to
!=	Is not equal to
!	Is not
<	Is less than
<=	Is less than or equal to
>	Is greater than
>=	Is greater than or equal to
&&	AND
	OR

2.5 Technical Notes

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

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

Appendix: Subscription Management

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

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

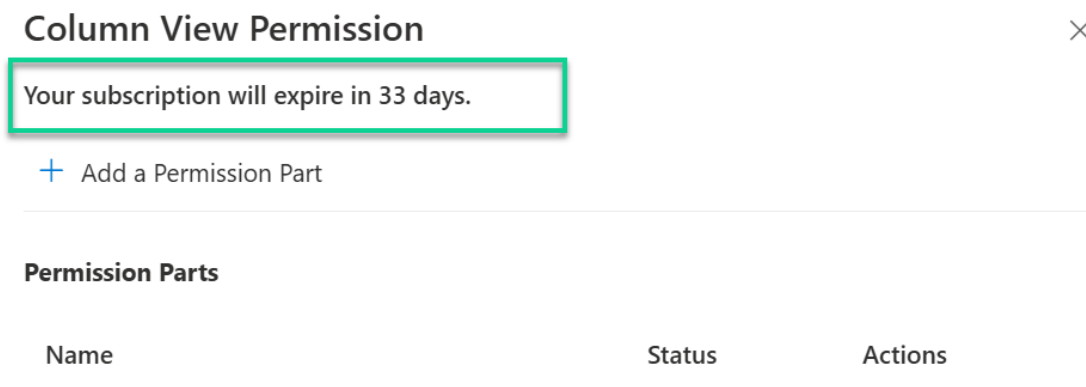
The subscription for the BoostSolutions Column View Permission is per site (previously called "site collection") or tenant, and it is billed annually.

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

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

Check Subscription Status



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



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

License Information ✕

Your subscription will expire in 33 days.



Tenant ID:	ae586225-a936-4e32-b424-6a57e257cf0c
Site ID:	{6ac53356-aa8c-4bc4-acd3-1d4163e15ac0}
Site Url:	https://bsmark.sharepoint.com/sites/TutorialWebsite
Product:	BoostSolutions Column View Permission 1.2.33.110 
License Type:	Trial
Expiration Date:	02/12/2025 
Premium Support:	No

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

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

License Information ✕

Your subscription has expired on 1/5/2025



Tenant ID:	ae586225-a936-4e32-b424-6a57e257cf0c
Site ID:	{6ac53356-aa8c-4bc4-acd3-1d4163e15ac0}
Site Url:	https://bsmark.sharepoint.com/sites/TutorialWebsite
Product:	BoostSolutions Column View Permission 1.2.33.110 
License Type:	Trial
Expiration Date:	01/05/2025 
Premium Support:	No

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

The license type is Site.

License Information ✕

Your subscription will expire in 33 days.



Tenant ID:	ae586225-a936-4e32-b424-6a57e257cf0c
Site ID:	{6ac53356-aa8c-4bc4-acd3-1d4163e15ac0}
Site Url:	https://bsmark.sharepoint.com/sites/TutorialWebsite
Product:	BoostSolutions Column View Permission 1.2.33.110 
License Type:	Site
Expiration Date:	02/12/2025 
Premium Support:	No

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

The license type is Tenant.

License Information ✕

Your subscription will expire in 33 days.

Tenant ID:	ae586225-a936-4e32-b424-6a57e257cf0c
Site ID:	{6ac53356-aa8c-4bc4-acd3-1d4163e15ac0}
Site Url:	https://bsmark.sharepoint.com/sites/TutorialWebsite
Product:	BoostSolutions Column View Permission 1.2.33.110 
License Type:	Tenant
Expiration Date:	02/12/2025 
Premium Support:	No