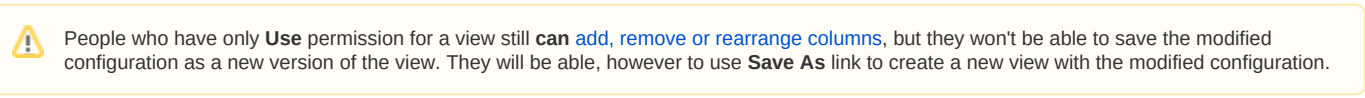
View Sharing and Permissions

Like structures, views can be shared with different levels of access for each group of users.

There are four levels of access to a view:

None	The view is not visible nor usable by the user.
Use	Read-only access: the user can use the view, but cannot modify it.
Update	The user can use the view, and also save view adjustments as the new version of the view. The user cannot modify view name or sharing permissions.
Manage	The user can change any of the view's properties and also can delete it.

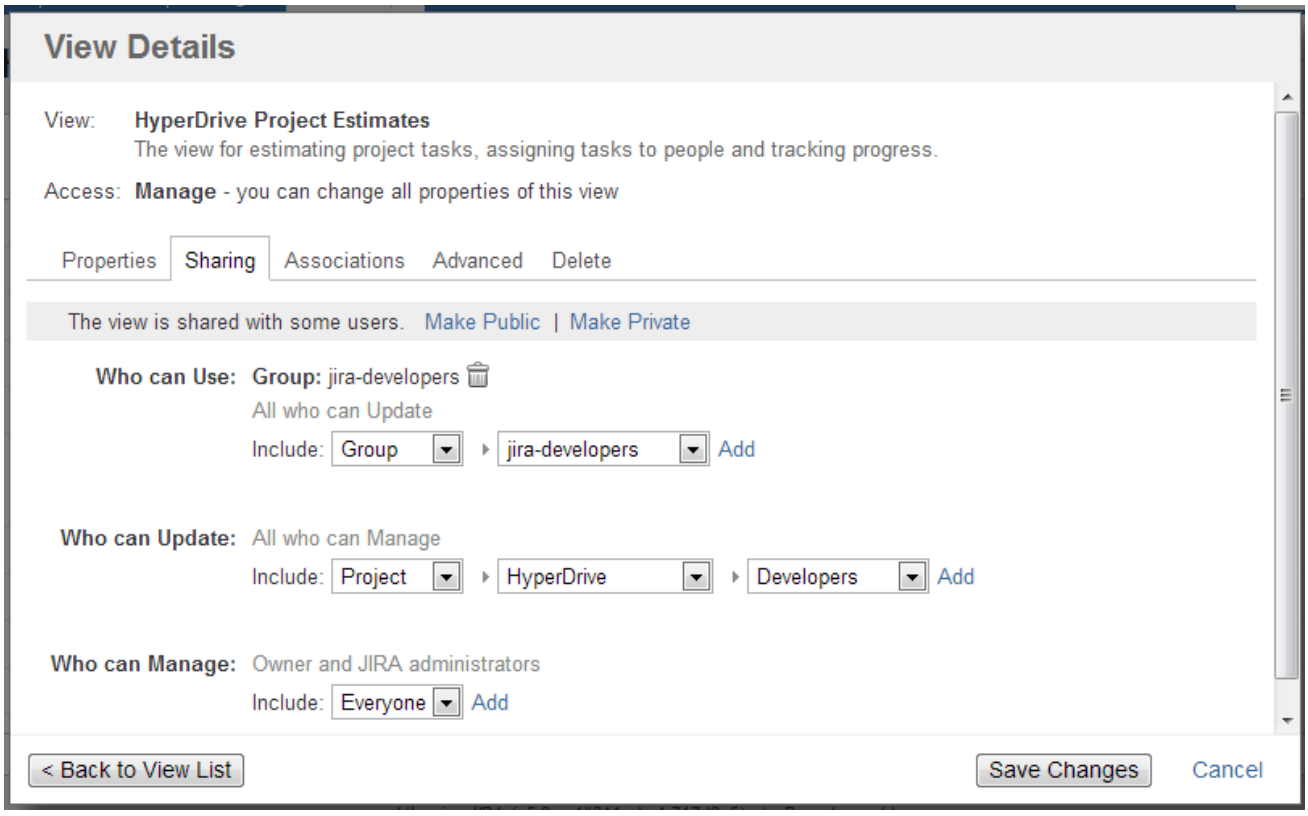
View owner and JIRA administrators always have **Manage** access to a view.



People who have only **Use** permission for a view still **can** add, remove or rearrange columns, but they won't be able to save the modified configuration as a new version of the view. They will be able, however to use **Save As** link to create a new view with the modified configuration.

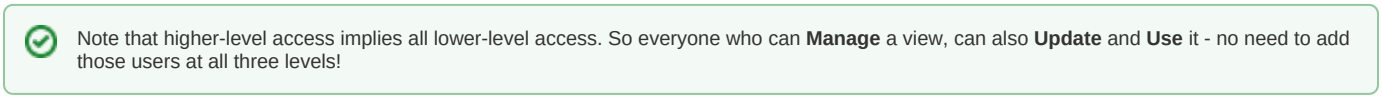
Changing permissions

If you have **Manage** access to a view, you can modify its permissions on the **Sharing** tab of the view details dialog.



For each level of access, you can define categories of users who have this type of access:

- Nobody
- Specific user groups
- Specific roles in specific projects
- Everyone (including anonymous users)



Note that higher-level access implies all lower-level access. So everyone who can **Manage** a view, can also **Update** and **Use** it - no need to add those users at all three levels!

Private and Public Views

When a view is not shared with anyone, it's called **private view**. You can quickly make a view private by clicking **Make Private** link – this will have the effect of removing all permission assignments.

When **everyone** is given at least **Use** permission for a view, it is called **public view**. You can quickly make view public by clicking **Make Public** link on the the **Sharing** tab and also in the Views Menu – this will give **Use** permission on that view to everyone.

You need to have global **Create Shared Objects** permission to be able to share views.