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.

A 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.

| View Details | | | |
|---|-----|--|--|
| View: HyperDrive Project Estimates The view for estimating project tasks, assigning tasks to people and tracking progress. Access: Manage - you can change all properties of this view Properties Sharing Associations Advanced Delete | * | | |
| The view is shared with some users. Make Public Make Private | | | |
| Who can Use: Group: jira-developers All who can Update Include: Group Jira-developers Add | II | | |
| Who can Update: All who can Manage Include: Project | | | |
| Who can Manage: Owner and JIRA administrators Include: Everyone Add | * | | |
| Back to View List Save Changes Cano | cel | | |

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

Nobody

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- 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.

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