

# 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:

<b>None</b>	The view is not visible nor usable by the user.
<b>Use</b>	Read-only access: the user can use the view, but cannot modify it.
<b>Update</b>	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.
<b>Manage</b>	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.

### 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:  >  [Add](#)

**Who can Update:** All who can Manage

Include:  >  >  [Add](#)

**Who can Manage:** Owner and JIRA administrators

Include:  [Add](#)

[< Back to View List](#) [Save Changes](#) [Cancel](#)

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 **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.