

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.

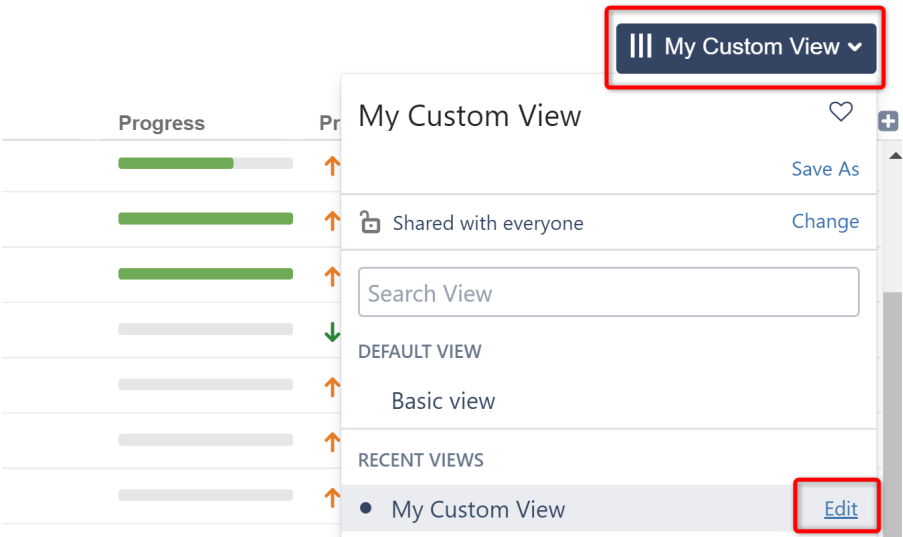
The view owner always has **Manage** access to a view.

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

 Jira admins have Manage-level access for all views.

Changing permissions

If you have **Manage** access to a view, you can modify its permissions. To do so, locate the view in the Views Menu and click the **Edit** button.



Go to the **Sharing** tab of the view details dialog.

ed Structure

My Cu

View Settings - My Custom View

×

Properties

Sharing

Advanced

Owner

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Permissions

Use

Use the view but cannot make changes.

+ Add people

Everyone

Update

Use the view; update specification.

+ Add people

No people with **Update** access.

Manage

Use, edit and manage the view - including changing view permissions.

+ Add people

No people with **Manage** access.

Delete This View


Save

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)

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

 If you do not see the Sharing tab, you do not have Manage access for the view.