

# List Item-Level Permissions

## Brief Overview:

This document will walk you through configuring item-level permissions for a list in SharePoint.

The item-level permissions feature consists of two sections.

**Read access:** which grants users to either read all items (records) in the selected list or only those items that they created themselves. For example, staff members typically do not create items in the “Users” list; Therefore, to access their user data, they should have "Read all items" selected. On the other hand, for the Tickets list, staff members only need to be able to read the items they have created. In this case, "Read items created by the user" should be selected.

**Create and Edit access:** determines whether users can create and modify list items, and there are three options to choose from: "create and edit all items," "create and edit items created by the user," or "none." For example, staff members should not be allowed to create or edit any records in this List; Therefore, “None” should be selected. For the Tickets List, users should be able to “Create items and edit items created by the user”, so that option should be selected for that List.

### Item-level Permissions

Specify which items users can read and edit.

**Note:** Users with the Cancel Checkout permission can read and edit all items. [Learn about managing permission settings.](#)

**Read access:** Specify which items users are allowed to read

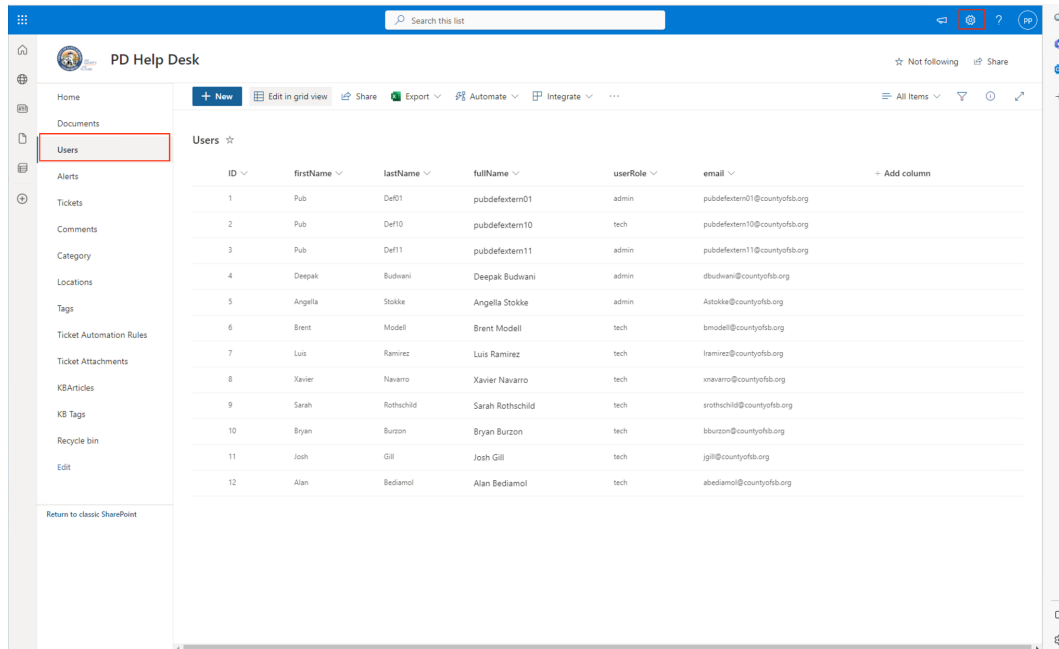
- ☒ Read all items
- ☐ Read items that were created by the user

**Create and Edit access:** Specify which items users are allowed to create and edit

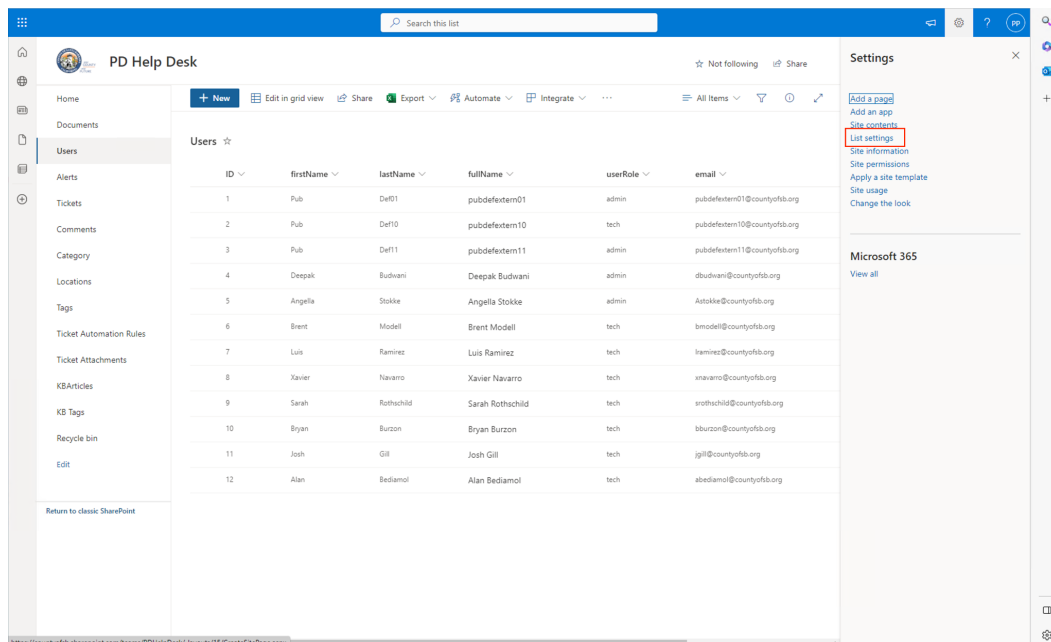
- ☐ Create and edit all items
- ☐ Create items and edit items that were created by the user
- ☒ None

# Configuring List Item-Level Permissions:

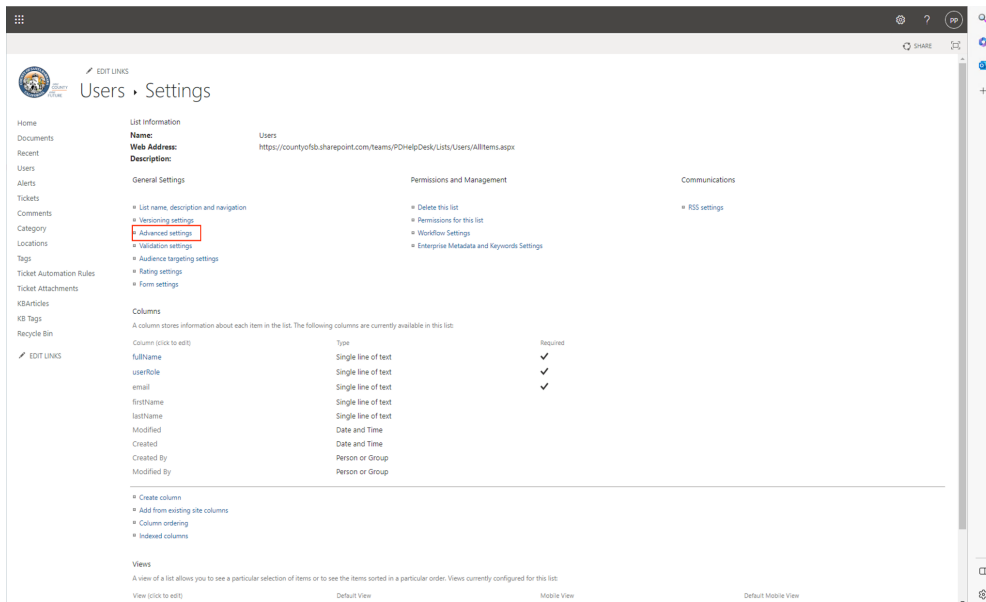
1. Navigate to the SharePoint Site URL
2. Select “Your desired List” on the left-hand side and then click the settings icon on the top right of the page.



3. Select the option “List Settings”



#### 4. On the settings page, select “Advanced Settings”



#### 5. Make your changes in the “Item-level Permissions” section.

##### a. Scroll down and click the “OK” button to save changes.

