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

O Read items that were created by the user

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

- O Create and edit all items
- O 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.

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| Documents | Users ☆ | | | | | | |
| Alerts | $\rm ID \smallsetminus$ | firstName \vee | lastName \vee | fullName \vee | userRole \smallsetminus | email \sim | + Add column |
| Tickets | 1 | Pub | Def01 | pubdefextern01 | admin | pubdefextern01@countyofsb.org | |
| Comments | 2 | Pub | Def10 | pubdefextern10 | tech | pubdefextern10@countyofsb.org | |
| Category | 3 | Pub | Def11 | pubdefextern11 | admin | pubdefextern11@countyofsb.org | |
| Locations | 4 | Deepak | Budwani | Deepak Budwani | admin | dbudwani@countyofsb.org | |
| Tags | 5 | Angella | Stokke | Angella Stokke | admin | Astokke@countyofsb.org | |
| Ticket Automation Rules | 6 | Brent | Modell | Brent Modell | tech | bmodell@countyofsb.org | |
| Ticket Attachments | 7 | Luis | Ramirez | Luis Ramirez | tech | Iramirez@countyofsb.org | |
| KBArticles | 8 | Xavier | Navarro | Xavier Navarro | tech | xnavarro@countyofsb.org | |
| KB Tags | 9 | Sarah | Rothschild | Sarah Rothschild | tech | srothschild@countyofsb.org | |
| Recycle bin | 10 | Bryan | Burzon | Bryan Burzon | tech | bburzon@countyofsb.org | |
| Edit | 11 | Josh | Gill | Josh Gill | tech | jgill@countyofsb.org | |
| | 12 | Alan | Bediamol | Alan Bediamol | tech | abediamol@countyofsb.org | |
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3. Select the option "List Settings"

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| Documents | | | | | | | Site contents |
| Users | Users 🕱 | | | | | | Site information |
| Alerts | $\rm ID \smallsetminus$ | firstName \vee | lastName \vee | fullName \vee | userRole \smallsetminus | email \vee | Apply a site template |
| Tickets | 1 | Pub | Def01 | pubdefextern01 | admin | pubdefextern01@countyofsb.org | Change the look |
| Comments | 2 | Pub | Def10 | pubdefextern10 | tech | pubdefextern10@countyofsb.org | |
| Category | 3 | Pub | Def11 | pubdefextern11 | admin | pubdefextern11@countyofsb.org | Microsoft 365 |
| Locations | 4 | Deepak | Budwani | Deepak Budwani | admin | dbudwani@countyofsb.org | View all |
| Tags | 5 | Angella | Stokke | Angella Stokke | admin | Astokke@countyofsb.org | |
| Ticket Automation Rules | 6 | Brent | Modell | Brent Modell | tech | bmodell@countyofsb.org | |
| Ticket Attachments | 7 | Luis | Ramirez | Luis Ramirez | tech | lramirez@countyofsb.org | |
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| KB Tags | 9 | Sarah | Rothschild | Sarah Rothschild | tech | srothschild@countyofsb.org | |
| Recycle bin | 10 | Bryan | Burzon | Bryan Burzon | tech | bburzon@countyofsb.org | |
| Edit | 11 | Josh | Gill | Josh Gill | tech | jgill@countyofsb.org | |
| | 12 | Alan | Bediamol | Alan Bediamol | tech | abediamol@countyofsb.org | |
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| Alerts Tickets Comments Category Locations Tags Ticket Automation Rules | General Settings Ust name, description and navigation Versioning settings Advanced settings Advanced settings Advance settings Rating settings Rating settings | | Permissions and Management = Delete this list = Permissions for this list = Workflow Settings = Enterprise Metadata and Keywords Settings | Communications + RSS settings | | |
| Ticket Attachments KBArticles KB Tags Recycle Bin | Form settings Columns A column stores information about each Column (click to edit) | item in the list. The following columns are currently ava Type | lable in this list: | | | |
| EDIT LINKS | fullName userRole email firstName lastName Modified | Single line of text Single line of text Single line of text Single line of text Date and Time | * * | | | |
| | Created Created By Modified By Create column | Date and Time Person or Group Person or Group | | | | |
| | Add more existing site columns Column ordering Indexed columns Views A view of a list allows uses to see a particle | uly relation of literar or to rea the literar notation is a new | rindur order Vaue consults configured for the list | | | |
| | View (click to edit) | Default View | Mobile Vis | ew Default h | oble View | ÷ 83 |

4. On the settings page, select "Advanced Settings"

Make your changes in the "Item-level Permissions section.
 a. Scroll down and click the "OK" button to save changes.

