Setting permissions

Graham Smith - 2022-06-21 - Permissions

View and Modify Permissions

Every item within Kahootz have **View** and **Modify** permissions, found in the **Permissions** section of its create and modify pages.

- **View** controls who can see the item. E.g. Browse through folders, but also follow direct links to it in emails and elsewhere, see it in lists like **What's New**, and find it through searches.
- **Modify** controls who can change and delete the item.

There are three options which you can set those permissions to:

- **Registered Users** allows any registered user of your Kahootz site to see the item. This only shows if the workspace is visible to registered users - it's omitted in private workspaces.
- **Members** mean all workspace members have that permission.
- **Managers** mean that only workspace managers have that permission.

If the workspace manager has set up any teams, you can use those to assign more detailed permissions.

Additional Permissions

Some items also have additional permissions that are specific to the item:

Folders	See Setting permissions on folders.
Documents	No additional permissions.
Surveys	See Setting permissions on surveys.
Database	See Setting permissions on databases.
Calendar	Extra permissions on who can modify the calendar and who can add/modify events.
Task list	No additional permissions.
Picture album	Extra permissions on who can add pictures.
Forums	See Setting permissions on forums.
Structured documents	Extra permissions on who can make and view comments.
Blog	Extra permissions on who can add and modify events.

Related Content

- How-To Create Teams & Why
- Permissions that the Kahootz team can help you with
- Getting started - Creating your workspace
- Folders (Display & Sorting + Permissions)
- Getting started with structured documents
- Getting started with picture albums
- Getting started with blogs