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## **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 <u>Setting permissions on folders</u>.

**Documents** No additional permissions.

SurveysSee Setting permissions on surveys.DatabaseSee 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 <u>Setting permissions on forums</u>.

**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