Setting permissions on databases

Graham Smith - 2017-06-21 - Permissions

Permissions on databases offer a huge amount of flexibility and detailed control over what is displayed, who can see what and who can edit the database.

In order to change the permissions of your database click on **Manage database > Modify permissions and column display.** The permissions controls are as follows:

- **View** - who can see that the database exists (who can see each entry is controlled by **view entries** below).
- **Modify** - who can manage the database ie. change settings and columns.
- **Add entries** - who can add new entries to the database.
- **View locked columns** and **Modify locked columns** - this is where you can add column-based permissions. You can set some columns to only be visible to, or editable by, managers or certain teams. Which columns are 'locked' is set in the grid at the bottom of the page.

  > **EXAMPLE**: Harry makes a holiday request but only his manager can confirm that he can have the time off. In order to prevent Harry from making the request and approving it himself, you could lock the 'approved' column, and set it to only be edited by managers (or a 'Holiday Approvers' team). Then the locked columns can be viewed by Harry but only modified by appropriate people.

- **View entries -** who can see entries in the database.
- **Modify entries** - who can edit entries in the database.
- **Delete entries** - who can delete individual entries in the database.
- In these last three options, the "entry creator" here refers to the person who created the entry, so you can use that to allow people to only see/modify/delete their own entries.

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