Who can View, Modify and Create Items in my Workspaces

Chris Holt - 2023-07-18 - Permissions

As a Workspace Manager, you can **Review Permissions** across the entire workspace via **Manage this Workspace**.

Click the **Manage Workspace** "cogwheel icon" and select **All Manager Functions** from the drop-down menu.

Then from the left-hand side, select **Review Permissions** from the available options.

As shown above, you can review who can view, modify, and create items.

Which can be displayed in the following views: **Tree**, **List** & **Differences**.

How permissions work in Kahootz

Only people who can see the workspace can see *any* items at all.

You can check who can see the workspace on the **Manage Permissions** page.

Click the **Manage Workspace** "cogwheel icon" and select **Settings** from the drop-down menu.

Then click on the **Permissions** tab along the top to review the **Workspace Permissions**.

Permissions on each item within the workspace limit who can see or modify it.

The permissions on items are:

- Public - Anyone, including people who are not registered on this site
- Users - People who are registered users on this site
- Members - Members of this workspace
- Managers - Managers of this workspace

People with higher permission can see everything that people with lower permission can see.

For example, **Members** can see everything **Users** and the **Public** can see.

Workspace Managers can always see *all* items.

You can also set up workspace teams and assign members to those teams. Teams give *extra permissions* to workspace members and allow members to see *more* items.

If an item's 'View' permission is set to **Managers + Teams**, it can be seen by managers *and* all members of those teams.

People can view any item they have permission to see if they have a link.

They do not need to have permission to see all the parent folders.

Read Only

This sets the workspace to **Read-Only**, stopping anyone from making changes or adding new content.

Therefore, while you're reviewing permissions, this helps prevent any users from altering your data.

Click the **Manage Workspace** "cogwheel icon" and select **Settings** from the drop-down menu.

> **Kahootz Tip:** Setting your workspace to read-only is perfect for keeping an archive of its data.
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> Please review this Knowledgebase Article for more detailed information.