



View sharing

Plan	Free and Professional
User Permissions	Owner, & Manager
Platform	Web, Android, & iOS



Zoho Tables allows users to create views and add collaborators. The *view sharing* feature allows each collaborator to see only the information that has been shared with them. You maintain control over what's visible, keeping sensitive data protected.

How to share the current view

1. Click the **Share View** button on the view bar.

The screenshot shows the Zoho Content Plan interface. At the top, there's a navigation bar with 'Content Plan' and a 'Share' button with a count of 5. Below that, a secondary navigation bar includes 'Team', 'Team details', 'Content Calendar', and 'Content Assets ...'. The main table has columns for 'Title', 'Assigned Writer', 'Content Type', 'Area of Interest', 'Cover Image', 'Status of the Dra...', and 'Date of Publicati...'. A red arrow points to the 'Share' icon in the top right of the table header.

	Title	Assigned Writer	Content Type	Area of Interest	Cover Image	Status of the Dra...	Date of Publicati...
1	The Future of Remote Work: Pros and Cons	Matthew Davis	Blog	Business		In progress	August 22, 2024
2	Startup Success Stories: Lessons to Learn	Sophia Thomas	Blog	Business		Published	June 18, 2024
3	Navigating Business Ethics in the Modern World	Emma Garcia	Blog	Business		Approved	June 12, 2024
4	The Role of AI in Streamlining Business Operations	Michael Johnson	Article	Business		Published	June 10, 2024
5	Strategies for Effective Team Building and Leadership	Matthew Davis	Article	Business		Published	June 4, 2024
6	The Evolution of eCommerce: Trends to Watch	Matthew Davis	Feature	Business		Published	June 1, 2024
7	Building a Sustainable Business: Eco-friendly Practices	Matthew Davis	Feature	Business		Published	August 22, 2024
8	Personal Finance Tips for Millennials	Christopher Clark	Article	Finance		In progress	June 30, 2024
9	The Rise of Cryptocurrencies: What You Need to Know	Elizabeth Martinez	Blog	Finance		Published	June 29, 2024
10	Investment Strategies for a Post-COVID World	William Anderson	Case Study	Finance		Waiting for appro...	June 29, 2024
11	Understanding the Basics of Stock Market Investing	William Anderson	Infographics	Finance		Published	June 27, 2024
12	The Importance of Financial Literacy in Schools	Christopher Clark	Infographics	Finance		Published	November 7, 2024
13	Navigating the World of Online Banking	Matthew Davis	Article	Finance		Final draft compl...	June 3, 2024
14	Retirement Planning: Starting Early vs. Starting Late	Emma Garcia	Blog	Finance		Published	June 3, 2024
15	The Impact of 5G on Everyday Life	Andrew Taylor	Whitepaper	Technology		Waiting for appro...	June 3, 2024
16	Virtual Reality: Beyond Gaming	Elizabeth Martinez	Blog	Technology		Waiting for appro...	June 1, 2024

2. The title in the panel indicates the view that will be shared with collaborators. Provide the email addresses of the collaborators, each separated by commas, in the designated *Email Address* box.

3. Choose the access level you want to grant to the chosen collaborators from the *Access Type* dropdown menu. The different access types that can be chosen for collaborators include:

- **Data Maintainer:** Can add, edit, and remove records in an allowed view of the base, but can't configure fields. Can add, view, modify, and remove comments on records in the allowed view.
- **Commenter:** Can add, view, modify, and remove comments on records in an allowed view of the base.
- **Viewer:** Can read records and comments in an allowed view in the base.

Note: A collaborator added to the view will not be able to access configuration options, such as filters, sorting, and color settings.

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4. You can also include additional collaborators with a different access type by clicking the **+ADD MORE COLLABORATORS IN DIFFERENT ROLES** button.

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5. Once you've finished adding the collaborators you want to share the view with, click the **Share** button.

6. An email notification will be sent to the collaborators, along with a link to the view. The collaborators will also receive a notification in Zoho Cliq, if the organization has a valid subscription.

7. If you click the view users list next to the **Share View** button, you can see the collaborators you've shared the view with under their respective roles.

The screenshot displays a content management system interface. On the left, a table lists content assets with columns for Title, Assigned Writer, Content Type, and Area of Interest. On the right, a 'Share View' modal is open, showing a search bar and a list of users categorized by role. The 'DATA MAINTAINER' role is highlighted with a red box, listing Abby (abby@zylker.com) and Aaliya Khan (aaliya.khan@zylker.com). The 'COMMENTER' role lists Aaliya Khan (aaliya.khan@zylker.com). The 'VIEWERS' role lists Aaron Brown (aaron.brown@zylker.com).

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Share View Library

Add Collaborator Users 5

Find a user

EDITORS

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COMMENTER

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VIEWERS

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