



User Roles and Permissions

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Zoho Tables lets you assign permission of different levels to users to access your portal, workspace or base. This ensures that the right access is given to the right person to access the right information without having to reveal the entire account details ensuring data security.

What are roles?

Roles are a set of permissions for actions that determine the access privileges of each user you add to your Zoho Tables account.

What are permissions?

Permissions are actions that are permitted to a user to perform a specific operation.

Why do we need to add users under a specific role?

Not all users need to have access to sensitive information about a project. It is necessary to configure certain restrictions for those specific users. Roles have predefined permissions that dictate what users can or cannot do. So assigning each user a role will eliminate the task of giving individual permissions across the product.

Zoho Tables has defined the following user roles under portal, workspace, base, and views.

- Portal - Owner, Manager, and User
- Workspace - Manager, Editor, Data Maintainer, Commenter, and Viewer
- Base - Manager, Editor, Data Maintainer, Commenter, and Viewer
- View - Data Maintainer, Commenter, and Viewer

Portal owner is the most privileged user. A portal owner has full access to the entire portal, its users, and the subscription plan.

Portal - user roles and permissions

- **Manager:** Can have complete access to this portal. Can't delete the portal or make changes to the subscription plan
- **User:** Can have access to selected workspaces with the respective permissions but can't manage portal and workspaces

Workspace - user roles and permissions

- **Manager:** Can fully access all bases of a workspace and manage workspace users and base settings
- **Editor:** Can fully access all bases of a workspace and manage base settings
- **Data Maintainer:** Can edit records and views in all bases of a workspace, but can't configure tables or fields
- **Commenter:** Can add, view, modify, and remove comments on records in bases of a workspace
- **Viewer:** Can read and download all bases of a workspace

Base - user roles and permissions

- **Manager:** Can manage a base and its collaborators
- **Editor:** Can add and update tables, views, fields, and records in this base and manage base settings
- **Data Maintainer:** Can add, delete, and update records in a base
- **Commenter:** Can add, view, modify, and remove comments on records
- **Viewer:** Can view records and comments in a base

View - user roles and permissions

- **Data Maintainer:** Can view, add, modify, and remove records and comments in selected view of the base, but cannot configure fields
- **Commenter:** Can add, view, modify and remove comments on records in selected view of the base
- **Viewer:** Can view records and comments in selected view of the base

Featured below is a schema of role based permissions showing the user roles and their privileges.

User Roles and Permissions

- P - Portal
- W - Workspace
- B - Base
- V - View

