

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.

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1	The Future of Remote Work: Pros and Cons	Matthew Davis	Blog	Business	une (In progress	August 22, 2024	
2	Startup Success Stories: Lessons to Learn	Sophia Thomas	Blog	Business	4 5 4	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 	And the second s	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	i jel	Published	June 29, 2024	
10	Investment Strategies for a Post-COVID World	William Anderson	Case Study	• Finance	1. s	• Waiting for appro	June 29, 2024	
11	Understanding the Basics of Stock Market Investing	William Anderson	Infographics	• Finance	une 👔	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	i face was i	• 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	
42 Records								

- 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.
- ③ **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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5	Strategies for Effective Team Building and Leadership	Matthew Davis	Article	Business	ACCESS TYPE		
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7	Building a Sustainable Business: Eco-friendly Practices	Matthew Davis	Feature	Business			
8	Personal Finance Tips for Millennials	Christopher Clark	Article	Finance	Data Maintainer		
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16	Virtual Reality: Beyond Gaming	Elizabeth Martinez	Blog	Technology			
42 Records					Share		

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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16	Virtual Reality: Beyond Gaming	Elizabeth Martinez	Blog	Technology	「「「」「「」
42 Records					Share

- 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.

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