Manual Sharing in Salesforce

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Consider a scenario where security setting is too restrictive in your org. If there is a need to share some specific record with only couple of users or group and that too for **one time sharing**, instead of changing OWD setting or profile level setting or creating a permission set you can share those records manually directly from records detail page.

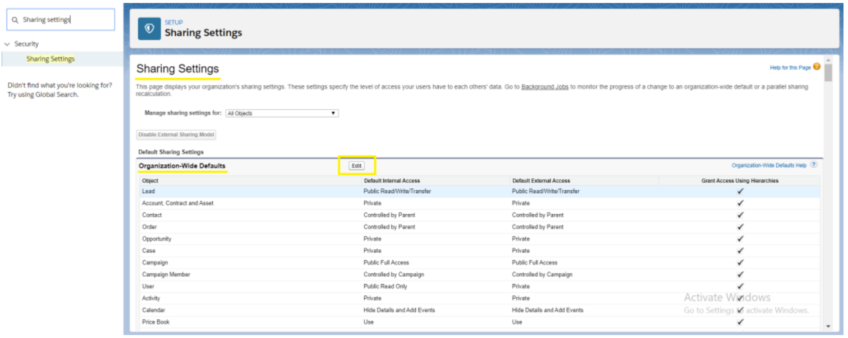
How to Enable Sharing button in detail page.

Step 1: Go to setup, in quick search type "Sharing Settings", Click on Sharing Settings.

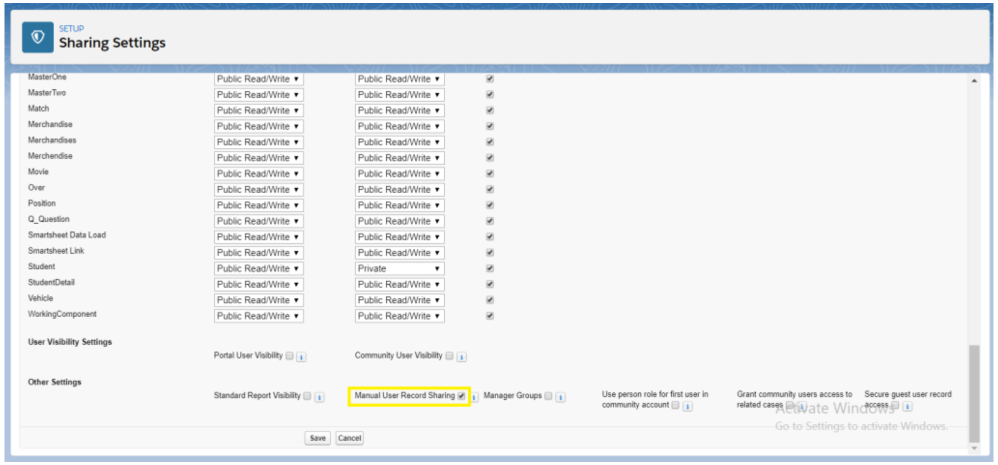
Step 2: In Organization-wide Default section, click "Edit"

Step 3: Select the Manual User Record Sharing checkbox to display the Sharing button on user detail pages, which enables users to share their records with others. Or deselect the checkbox to hide the button, which prevents users from sharing their user records with others.

Step 4: Click "Save".



Organization-wide Default (Sharing Setting)



Other section section of OWD

Once the permission is given user can see the Sharing button in detail page of a record.

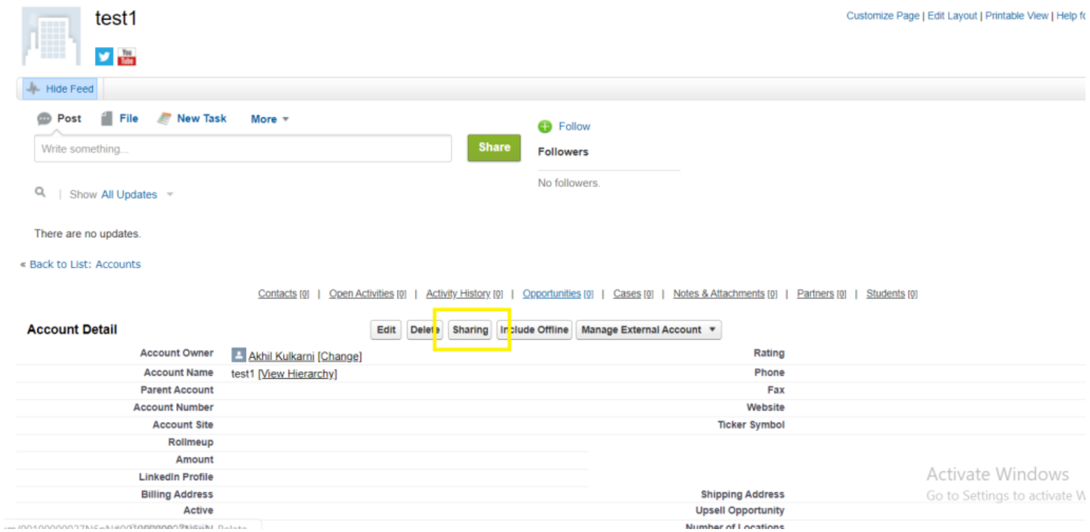
Note: [Sharing button is available in Salesforce Classic version only].

You can create a custom workaround to share record Manually in lightning. Or there are some app exchange applications which can help you.

How to grant access to a record with Manual sharing.

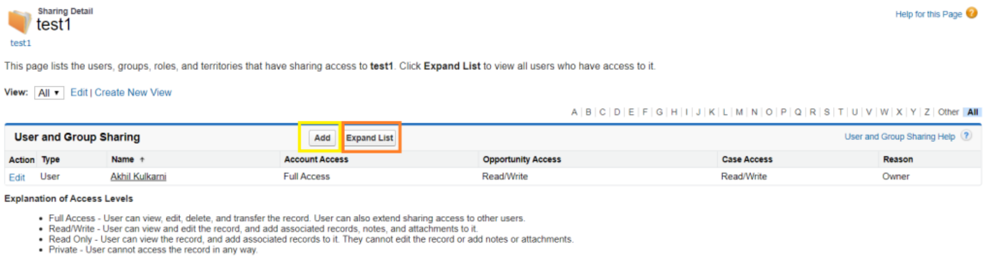
Switch to classic version of salesforce if you are in lightning version.

Open a record that you want to share manually, go to detail page of that record.



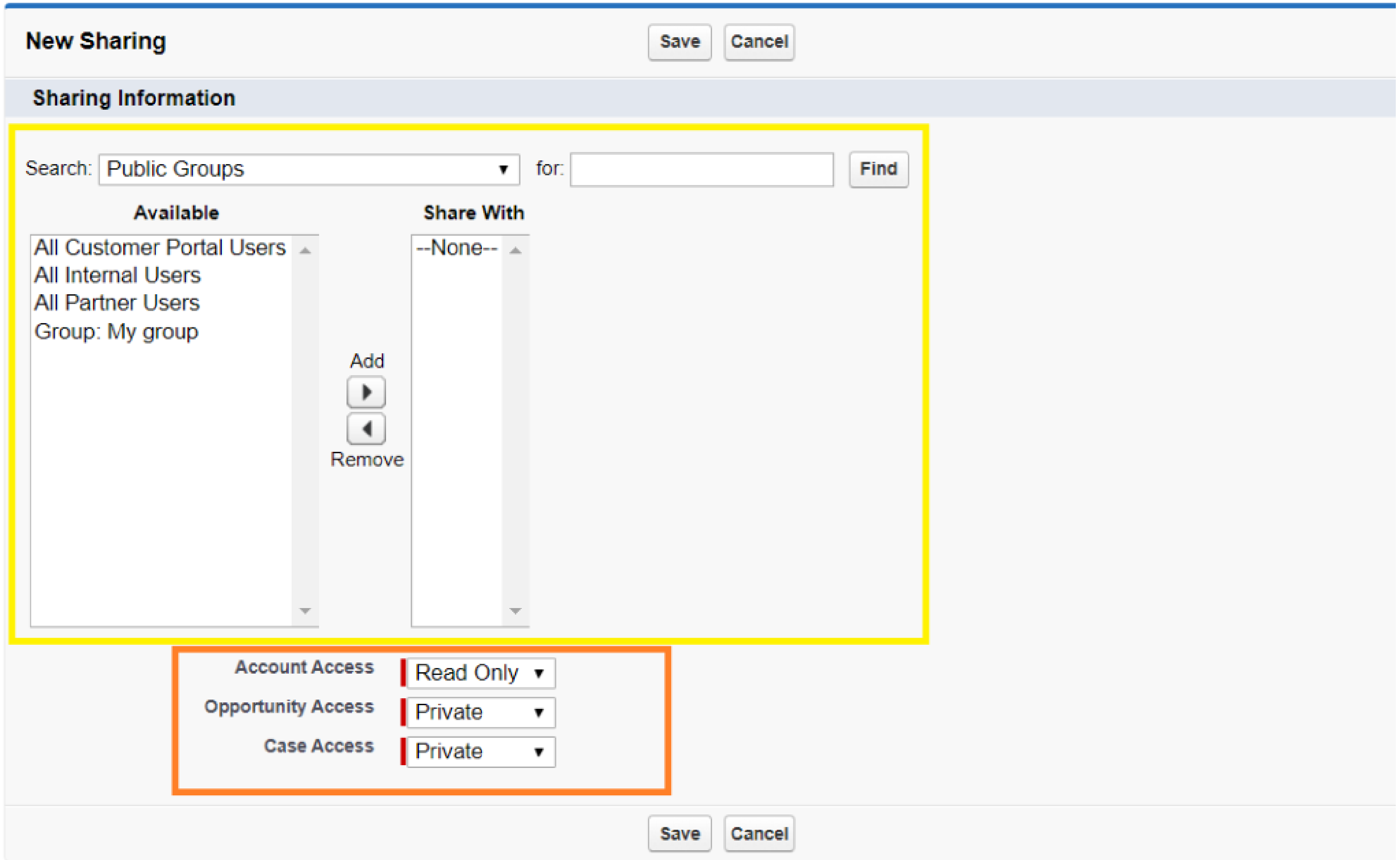
Detail page of record (Classic version of salesforce)

Click on Sharing button, system will take you to sharing detail page.



Sharing Detail Page

Click on Add button, system will take you to New Sharing page.



New Sharing form

In New Sharing page you can find the search picklist, select the type of group, user, role, or territory to add.

Basic default options available in picklist are as follows.

Type	Description
Public Group	All public groups defined by your administrator.
Roles	All roles defined for your organization, including all users in each role.