

# Share Records with Manual Sharing in Lightning

February 14, 2021   [Nikhil Palekar](#)   [Leave a comment](#)

Manual Sharing in Lightning is the must feature for Salesforce Developers. In this post, we will see how can we share records with Manual Sharing in Lightning. Earlier, to share the records manually, we had to switch to Salesforce Classic and then use the Sharing button to share the records. We don't have to do it anymore.


Let's hop into the good stuff.

## Manual Sharing in Lightning

In Spring '21, Salesforce has enabled Manual Sharing in Lightning to share records without switching to Salesforce Classic. To share records with Manual sharing in Lightning, first, go to the Record page and click on **Sharing** button. A Share popup will open where can select and search either **User, Public Group, Role and Role and Subordinates**. And we can also provide the **Read-Only** or **Read/Write** access.

# Share

Search

 Director, Direct Sales ×

\* Sample Access Level

Read/Write

▼

Shared with 0 groups of users.

Cancel

Save


Share Records with Manual Sharing in Lightning


For this demonstration, I am selecting **Role** and providing **Read/Write** access. Click on the **Save** button.

We can again click on the **Sharing** button and manage access to this record. Click on the **Sharing** button and then click the **Edit** link on the popup.

# Share

Search

 ▼ Search User...




\* Sample Access Level

Read Only

▼

Shared with 1 group of users.

[View Sharing Hierarchy](#)

 Filter groups of users

Name ↑	Type	Sample Access Level	
Director, Direct Sales	Role	<div>Read/Write</div> <div>▼</div>	<div>×</div>

Cancel

Save

Share Records and manage Manual Sharing in Lightning

Here, we can see who has access to the record, edit that access and provide more access to Users, Public Groups, Roles and Roles and Subordinates.

# Why Sharing button is not visible on the Record Page?

Sometimes, the Sharing button is not visible on the Record page. If this is the case, first check if the **Sharing button is added into Page Layout**. If it is added and still Sharing button is not visible, check if the **Sharing Setting for the Object or Related Object is Private or Public Read Only**. This is a must condition to display Sharing button on the Record page. If still, the user is not able to see Sharing button, check if the user meets one of the below criteria:

- User is Record Owner.
- User is Administrator.
- The user is in a role hierarchy above the record owner.
- The User who has been granted **“Full Access” sharing**.