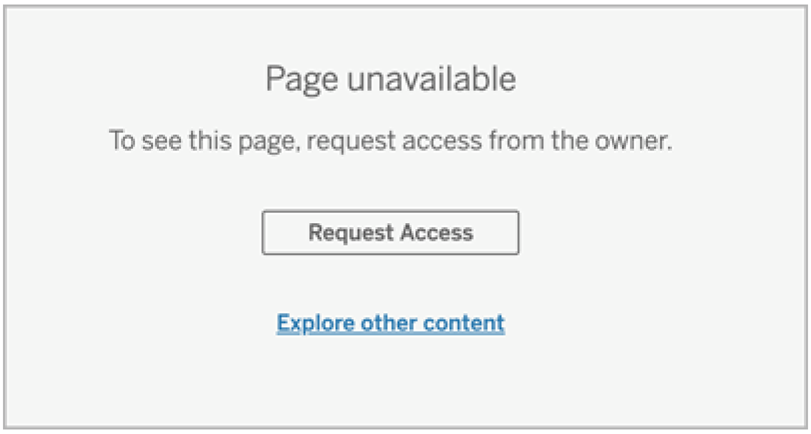
Let Site Users Request Access to Content

Permissions determine if a user has viewing access to workbook, view, or content inside a project. If an existing site user clicks on content or a project they don't have access to, they can select Request Access to send a request to the owner controlling permissions for that piece of content.



When someone requests access, the owner who controls permissions for that content (either at the project or workbook level) receives an email with the name and email of the requester, the content or project requested, and a link to the project or content controlling permissions on the requested item.

For example, if a user requests access to a workbook and content permissions are locked to the project, then the project owner receives the request. Likewise, if a user requests access to a workbook and project permissions are managed by the workbook owner, then the workbook owner receives the request.

Once permission is granted, the owner can email the requester to let them know they have view capability to the project or workbook.

[]{.icon--med-lg .icon--arrow-up .heading-item__icon}{.heading-item__link .print-hidden} Default settings

The Request Access setting is enabled by default on a new site. To enable the setting if it's been disabled:

1. Go to the General tab of the Settings page for your site.
   - If you have a single site, on the side navigation, click [Settings] and [General].
   - If you have multiple sites, select the site you want to configure and click [Settings] and [General].
2. On the General tab, scroll down to Request Access and select [Let users request access to projects, workbooks, and views].
3. Click [Save].

[]{.icon--med-lg .icon--arrow-up .heading-item__icon}{.heading-item__link .print-hidden} Configure project permissions

You can control who will receive the access request by adjusting the project's content permissions. If content permissions are:

- Locked to the project: the project owner receives the request.
- Managed by the owner: The workbook owner receives the request.

To manage content access using projects, see Use Projects to Manage Content Access and Permissions.

For more information about how permission rules are evaluated, see Permissions: Evaluate permission rules.

[]{.icon--med-lg .icon--arrow-up .heading-item__icon}{.heading-item__link .print-hidden} Change project permissions

For administrators and project leaders

Permissions can be set at the project level for both the project itself and for any content in the project. For example, if workbook permissions are configured at the project level, all workbooks published into that project inherit those default permissions. However, the [Creator]{.Variablessiterole-author} can choose to change the permissions during publishing, or certain users can change the permissions on published content. To enforce the permissions established at the project level, **Content Permissions** can be locked to the project. For more information, see Let Site Users Request Access to Content.

To set permissions at the project level:

1. Navigate to the project
2. Open the Actions menu (...) and click **Permissions**. The permissions dialog box opens.
3. To modify an existing permission rule, open the Actions menu (...) for that row and click **Edit**.
4. To create a new rule, a. Select [+ Add a user or group rule]. b. If necessary, use the drop-down box to the right to change

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   between groups and users.
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   c. Select a group or user from the drop-down box. This creates a

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   row where you can configure the permission rule.
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5. In the row for the permission rule, choose an existing permission role template from the drop-down box for each section, or create a custom rule by expanding a section ( ) and clicking the capabilities. One click sets the capability to **Allowed**, two clicks sets it to **Denied**, and a third click clears the selection (**Unspecified**).
6. When finished, click **Save**.

[]{.icon--med-lg .icon--arrow-up .heading-item__icon}{.heading-item__link .print-hidden} Change content permissions

For administrators, project leaders, and content owners

If project permissions are not locked, permissions for individual pieces of content can be modified.

Warning: Tableau recommends managing permissions at the project level within the Tableau site. These steps are relevant only for content in projects where permissions are managed by the owner.

Set permissions on content

1. Navigate to the content (workbook, data source, flow, data role)
2. Open the Actions menu (...) and click **Permissions**. The permissions dialog box opens.
3. To modify an existing permission rule, open the Actions menu (...) for that row and click **Edit**.
4. To create a new rule, a. Select [+ Add a user or group rule]. b. If necessary, use the drop-down box on the right to change

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between groups and users.
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c. Select a group or user from the drop-down box. This creates a

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row where you can configure the permission rule.
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5. In the row for the permission rule, choose an existing permissions role template from the drop-down box or create a custom rule by clicking the capabilities.
6. When finished, click **Save**.

Set permissions on a view

In some situations, it may be valuable to specify permissions on a view independently from the workbook that contains it. To set permissions on a published view, navigate to the view within a published workbook and follow steps above.

Warning: While it is possible to set view-level permissions within a workbook, we strongly recommend managing permissions at the project (or workbook) level as much as possible. For views to inherit permissions, the project must be locked or the workbook must be published with **Show Sheets as Tabs**. See Let Site Users Request Access to Content for more information.