

## OWD

Organization Wide Defaults(OWD) in salesforce is the baseline level of access that the most restricted user should have.

Organizational Wide Defaults are used to restrict access. You grant access through other means like(sharing rules, Role Hierarchy, Sales Teams and Account teams, manual sharing, Apex Sharing ).

In simple words Organization Wide Defaults(OWD) specify the default level of access users have to each other's records.

Important to note that Org-wide defaults can never grant users more access than they have through their object permission. This can be defined for standard and custom objects.

There are mainly four levels of access :

- Public Read/Write/Transfer (only available of Leads and Cases)
- Public Read/Write : All users can view, edit, and report on all records(Given that they have object level permission).
- Public Read/Only : All users can view and report on records, but only the owner, and users above that role in the hierarchy, can edit them.
- Private : Only the record owner, and users above that role in the hierarchy, can view, edit, and report on those records.

### **Public Read/Write.**

When ever a record is set to **Public Read/Write** the user can view, edit and report on all record.

### **Public Read Only.**

When ever a record is set to **public Read only** the user can search the records, view and report on every record but the user can not edit that record. Record owners and users can edit that records.

### **Private.**

When ever a record is set to **private** only that record owner and users above that roles in an hierarchy can view, edit and report on those records.

### **No Access, View only, Use.**

This **No Access, View only, Use** options is available only for Price books only.  
We can set access level for price book OWD settings to either No Access, view only or use.

### How to make organization-wide default settings in salesforce.

1. Go to Setup.
2. Security Controls.
3. Sharing Settings.
4. Organization wide defaults.
5. Edit.

Object	Default Internal Access	Default External Access	Grant Access Using Hierarchies
Lead	Public Read/Write/Transfer	Public Read/Write/Transfer	<input checked="" type="checkbox"/>
Account, Contract and Asset	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
Contact	Controlled by Parent	Controlled by Parent	<input checked="" type="checkbox"/>
Opportunity	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
Case	Public Read/Write/Transfer	Public Read/Write/Transfer	<input checked="" type="checkbox"/>
Campaign	Public Full Access	Public Full Access	<input checked="" type="checkbox"/>
User	Public Read Only	Public Read Only	<input checked="" type="checkbox"/>
Activity	Private	Private	<input checked="" type="checkbox"/>
Calendar	Hide Details and Add Events	Hide Details and Add Events	<input checked="" type="checkbox"/>
Price Book	Use	Use	<input checked="" type="checkbox"/>
Bike	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
car	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
College	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
Demo object	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
Dept	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
ExpenseReports	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
Prasanth	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
Rollnumber	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
Schedule	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>
Student	Public Read/Write	Public Read/Write	<input checked="" type="checkbox"/>

**User Visibility Settings**  
 Standard Report Visibility ☒ [i](#)