

# Tableau Permissions

## All Users & Guest Access

- What does it mean to grant “All Users” access to view your dashboards?
  - Anyone with a Purdue career account or anyone provided the direct link to the dashboard can access it.
  - You are providing access to all internal (Purdue University) and external (Public).
  - See Example A
- What does giving “Guest” access mean?
  - As a single user account, it represents all unauthenticated users accessing Tableau views.
  - When enabled, it is a member of the “All Users” group.
- You can continue to use “All Users,” but **exclude** (deny) “Guest” access.
  - If you want to use “All Users” but want to exclude the public from your dashboards, you can manually deny “Guest”.
    - Click on Add Group/User Rule and add “Guest”
    - Once added, click on the down arrow to the right and select **Denied**.
    - See Example B
- If you do not want the public to access your dashboards, make sure you have set your permissions appropriately. <https://help.tableau.com/current/server/en-us/permissions.htm>
- For any questions, please contact [BICC@purdue.edu](mailto:BICC@purdue.edu).

### Example A:

– Guests have the same access as All Users

The screenshot shows the 'Permission Rules' interface. The 'Group/User' table has a red box around the 'All Users' row, which has a 'View' template and a green checkmark. Below, the 'Effective Permissions' section has a search box containing 'Guest'. The 'User' table below has a red box around the 'Guest' row, which has a 'Guest' site role and a green checkmark.

Group/User	Template	View	Download
All Users	View	✓	✓
00000320-ITAS-BI-ITA...	Administer	✓	✓
BICC Test Account 9.	Publish	✓	✓
Bousman, Ryan J	Administer	✓	✓
Lucas, Richard	Administer	✓	✓

  

User	Site Role	View	Download
Guest	Guest	✓	✗

### Example B:

– All Users have **View** access: Guest access is **Denied**.

The screenshot shows the 'Permission Rules' interface. The 'Group/User' table has a green box around the 'All Users' row, which has a 'View' template and a green checkmark. Below, the 'Effective Permissions' section has a search box. The 'User' table below has a green box around the 'Guest' row, which has a 'Guest' site role and red 'X' marks in the 'View' and 'Download' columns.

Group/User	Template	View	Download
All Users	View	✓	✓
00000320-ITAS-BI-ITA...	Administer	✓	✓
BICC Test Account 9.	Publish	✓	✓
Bousman, Ryan J	Administer	✓	✓
Guest	Denied	✗	✗
Lucas, Richard	Administer	✓	✓

  

User	Site Role	View	Download
Guest	Guest	✗	✗