Shared Items vs. Workspaces

You can create your own sheets, reports, or dashboards. The real magic happens when you share and collaborate with other people.

You create an item

Share with other people
Team members shared to a sheet, report, or dashboard can access that item only.

Share in a workspace
Team members shared to a workspace have access to everything in it.

Sheets
Dashboards
Reports

Sheet Types

Sheets
Sheets are the foundation of Smartsheet. This is where you enter, edit, and format your information.

Reports
Filter data from more than one sheet. For example, use reports to show only tasks assigned to you from multiple sheets.

Dashboards
Surface data from your sheets & reports. For example, share with executives a dashboard showing key metrics & project progress in real-time.
User Types vs. Sharing Permissions

User Types

Four types of users can collaborate with each other in Smartsheet.

1. **System Admins**
   - Can manage security, billing & users on the plan

2. **Licensed Users**
   - Part of a plan
   - Can create new items
   - Can manage their items

3. **Unlicensed Users**
   - Part of a plan
   - Cannot create new items
   - Limited features

4. **Free Collaborators**
   - Not part of a plan
   - Cannot create new items
   - Limited features

Smartsheet Plan

- System Admins
- Licensed Users
- Unlicensed Users
- Free Collaborators

Sharing Permissions

Sharing Permissions are given to each person shared to a sheet

- **Owner (Sheet creator)**
  - Has full control

- **Admin**
  - Can share and modify settings

- **Editor**
  - Can edit data

- **Viewer**
  - Can view only

- **See item data** ✔️
- **Edit & organize data** ✔️
- **Share & publish** ✔️
- **Change settings** ✔️
- **Rename & delete** ✔️
- **Edit dashboard data** ✔️
- **Share & publish dashboards** ✔️

Available ✔️  Unavailable ❌ Available with exceptions ✔️  Permission does not exist ❌

For more details, visit: help.smartsheet.com/sharing