

Extension/UserManager

The extension **BlueSpiceUserManager** provides the visual interface for user administration.

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About User manager

Administrators can access the User manager under *Global actions > Management > User Manager*. The User manager link opens the page *Special:UserManager*. It shows an editable list of all registered users.

The screenshot shows the BlueSpice MediaWiki interface. On the left, the 'Management' menu is visible, with 'User manager' highlighted. The main content area displays the 'User manager' page, which shows a table of users. The table has columns for Username, Real name, Email, Groups, and Actions. A single user 'Testuser' is listed with email 'demo@hallowelt.com' and group 'restrictedsysop'. The interface includes search, filter, and export options.

Username	Real name	Email	Groups	Actions
Testuser	Testuser	demo@hallowelt.com	restrictedsysop	[Actions]

Creating users

To create a user:

1. **Click** the "+"-button. This opens a dialog.

Special

User manager

The screenshot shows the 'User manager' interface. At the top, there are navigation icons (add, search, delete, user, key) and an 'Export table' dropdown. Below is a table with columns: Username, Real name, Email, Groups, and Actions. The table contains one entry: 'Testuser' with real name 'Testuser', email 'demo@hallowelt.com', and group 'restrictedsysop'. An 'Add user' dialog box is open, containing fields for Username (Newuser), Password (masked), Confirm password (masked), Email (email@hallowelt.com), Real name, Enabled (checked), and Groups (a dropdown menu with 'Bureaucrats (bureaucrat)' selected). The dialog has 'Cancel' and 'Done' buttons.

2. **Enter** the user information in the dialog:

- *Username*: must be unique and cannot contain special characters
- *Password and Confirm password*: the password for the new user. Users can later change their passwords.
- *Email*: The email address of the user (optional)
- *Real name*: can be a duplicate of an existing user's real name (optional)
- *Enabled*: if checked, user account is active
- *Groups*: a user can be assigned to multiple groups. If no group is selected, the user belongs to the default group *user*.

3. Click **Done** to create the user account.

Editing users

The tools for editing a user are shown in the table grid when hovering over or selecting the user from the list.

The screenshot shows the 'User manager' interface with the 'WikiSysop' user selected. The 'Actions' column for this user displays a set of icons: a key (edit), a person (user), a lock (lock), a wrench (tools), and a red 'X' (delete).

- *Key icon*: change password
- *People icon*: assign groups to this user
- *Block icon*: disable/enable user. Disabling does not delete the account.
- *Wrench icon*: edit email and real name
- *"x" icon*: Delete user. This action is irreversible.

Tip: User groups can be set for multiple users at the same time by selecting the users and clicking on the "groups" icon above the grid. This resets the groups for the selected users and assigns the newly chosen groups.

Inactive users

By default, the list displays users with active user accounts (enabled).

To view inactive users:

1. **Click** on the table header (any column).
2. **Select** "Columns", then select "Enabled". This will add additional column "Enabled" to the grid.
3. **Click** on the header of this column and **select** *Filter > Show all deactivated users*.

Related info

- [Reference:BlueSpiceUserManager](#)