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## Extension/PermissionManager

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## Accessing the Permission manager

To manage permissions, you use the Permission manager. It is located under *Global actions > Management > Permission manager*. This links to the page `Special:PermissionManager`.

## Role-based permissions

In BlueSpice 3, roles were introduced as a way to manage user rights. The main intention of using roles is to simplify rights management.

Roles represent a **collection of individual permissions** that are necessary to perform certain functions on the wiki. For example, for a user who is supposed to only read the wiki, many permissions in addition to the "read" permission are needed: The ability to change their own settings, to search the wiki, to view page ratings, and so on.



All permissions that make up a logical group are encapsulated in a role, in this example the role "reader". If wiki admins want to grant read-only rights to a user group, they only need to assign that group the "reader" role, instead of assigning many individual permissions that are needed to create a "read"-user.

By assigning roles to a group, all users belonging to that group receive the rights of these roles. Roles are never assigned directly to users, but always to groups instead. Users are then assigned to one or more groups.



## The roles matrix

The permission manager consists of the group tree (1) and the role matrix (2):

Special

## Permission manager

Save Reset  Show system groups Export table

1

2

Namespaces

Role	Wiki	(Pages)	QM	Portal	Staff	Minutes
bot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
maintenanceadmin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
editor	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
accountmanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
structuremanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
accountselfcreate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
commenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Columns > Namespaces >

- User
- User talk
- BlueSpice
- BlueSpice talk
- File
- File talk
- MediaWiki
- MediaWiki talk
- Template
- Template talk
- Help
- Help talk
- Category
- Category talk
- Property
- Property talk
- Form
- Form talk
- Concept
- Concept Talk
- Widget
- Widget talk
- Module
- Module talk
- Blog
- Book

Associating groups with roles in namespaces

The **group tree** shows all existing groups:

- **Group "\*"':** all non-logged-in (anonymous) users
- **Group "user":** all logged-in users, the default group for all users
- **Subgroups of group "user":** all groups that are defined on the wiki, either by default, by MediaWiki, or custom groups created by an administrator. System groups, created by MediaWiki, can be hidden by unchecking the "Show system groups" checkbox above the tree.

The columns in the **role matrix** are:

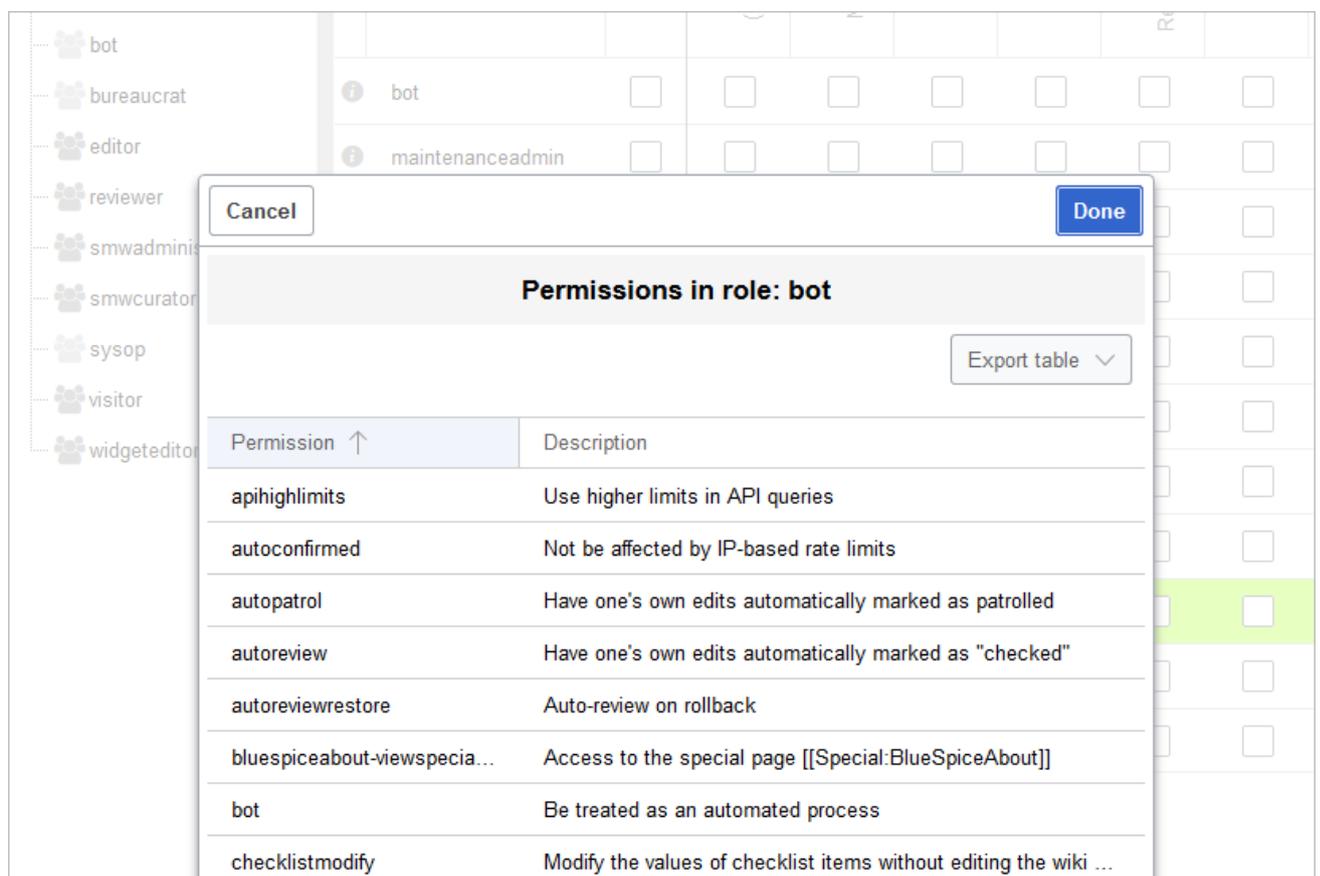
- **Role information** (info icon): Clicking the icon shows all the permissions in a role. This list is exportable.
- **Role name**
- **Wiki:** Assignment of a role to the entire wiki. By assigning the role in this column, a user group gets permissions in this role on the wiki (all namespaces).
- **Individual namespaces:** The following columns list every (applicable) namespace on the wiki.
  - Roles can be assigned to individual namespaces. For example, the group *user* can get the *editor* role only in the namespace *Public*. *Users in this group cannot edit content in any other*. By granting a role to a particular group in a particular namespace, means that all other groups will lose permissions from this role, eg. granting role "reader" in namespace "Private" to group "sysop" means that all users in any other groups won't be able to read pages in "Private" namespace, even if they have "reader" role granted on the wiki level ("Wiki" column).
  - The same role can be granted to multiple groups for the same namespace.
  - Additional namespaces can be added in the matrix by clicking on the arrow in table header, then "Columns". Then the namespaces can be selected.

## Role inheritance

By default, all roles granted to the (\*) group will be granted to the *user* group, and all roles granted to the *user* group are granted to its subgroups. If a group inherits the role from an upper-level group field, this is indicated in the role matrix with a green background, but the checkbox is empty.

## Default roles

By default, the Permission manager includes a number of predefined roles that serve most user needs. The individual permissions contained in a role can be seen by clicking the info icon in front of the role name. It opens a dialog with a permissions list for the role.



The screenshot shows the PermissionManager interface. On the left, a list of roles is visible: bot, bureaucrat, editor, reviewer, smwadmin, smwcurator, sysop, visitor, and widgeteditor. The 'bot' role is selected, and a dialog box titled 'Permissions in role: bot' is open. The dialog has 'Cancel' and 'Done' buttons. Below the title, there is an 'Export table' button with a dropdown arrow. The main content of the dialog is a table with two columns: 'Permission' and 'Description'.

Permission ↑	Description
apihighlimits	Use higher limits in API queries
autoconfirmed	Not be affected by IP-based rate limits
autopatrol	Have one's own edits automatically marked as patrolled
autoreview	Have one's own edits automatically marked as "checked"
autoreviewrestore	Auto-review on rollback
bluespiceabout-viewspecia...	Access to the special page [[Special:BlueSpiceAbout]]
bot	Be treated as an automated process
checklistmodify	Modify the values of checklist items without editing the wiki ...

- **bot:** exists to achieve recurring system actions. This role is assigned to the user BSMaintenance in Bluespice via the group bot. The group bot should not be changed.
- **admin:** Grants access to all administrative special pages and to all typical administrative features.
- **maintenanceadmin:** Similar to the *admin* role, but with extended admin rights for maintaining wiki integrity.
- **author:** all permissions necessary for creating content on the wiki. Editing, moving, or deleting pages is not possible.
- **editor:** create content, edit and delete content.

- **reviewer:** If you have activated the review function and, therefore, work draft pages in a namespace, there must be at least one group with the role of reviewer. By default, the group “reviewer” is available for this purpose. Only users in the reviewer role can approve draft pages. Reviewers generally need read, write and review rights via the corresponding three roles of reader, editor and reviewer. However, if you have not activated the review function in any namespace, you do not need this role in your wiki.
- **accountmanager:** enables the administration of user accounts. Since user accounts are managed independently of namespaces in the wiki, this role cannot be restricted to individual namespaces. Grayed-out namespaces have no meaning here as long as the role in the wiki itself is highlighted in green.
- **structuremanager:** allows some actions for wiki maintenance such as moving pages, mass deleting pages or searching and replacing text, as well as renaming namespaces.
- **accountselfcreate:** enables the automatic creation of new user accounts and is required for single-sign-on. You can assign this role, for example, to anonymous users who can create their own account.
- **commenter:** allows the creation of discussion contributions and page ratings, but not of the pages themselves. The editor role includes all the rights of the commenter role. If a group has editor rights, it does not need special commenter rights.
- **reader:** Basic read access. Users can also edit their personal settings.

**Important!** The default roles and related permissions are different in the [BlueSpice pro Cloud permission manager](#).

## Technical info

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### Logging

Every change to the roles is logged in `Special:Log`, in the `Permission Manager log`. These logs are available only to wiki administrators (users in groups with the role *admin*).

### Configuration

---

All changes to the role matrix are backed up. By default, the last 5 backups are kept. This limit can be changed in [Config manager](#), under extension `BlueSpicePermissionManager`.

- **Backup limit:** Sets the number of backups for the permissions manager. Each time the page *Special:PermissionManager* is saved, a backup is created. If the backup limit is set to 5, the last five versions of the permissions configuration are saved as backups.

## Related info

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- [Reference:PermissionManager](#)
- [Managing groups](#)
- [Rights concepts](#)

## Config manager

A [quality version](#) of this page, [approved](#) on *6 October 2021*, was based off this revision.

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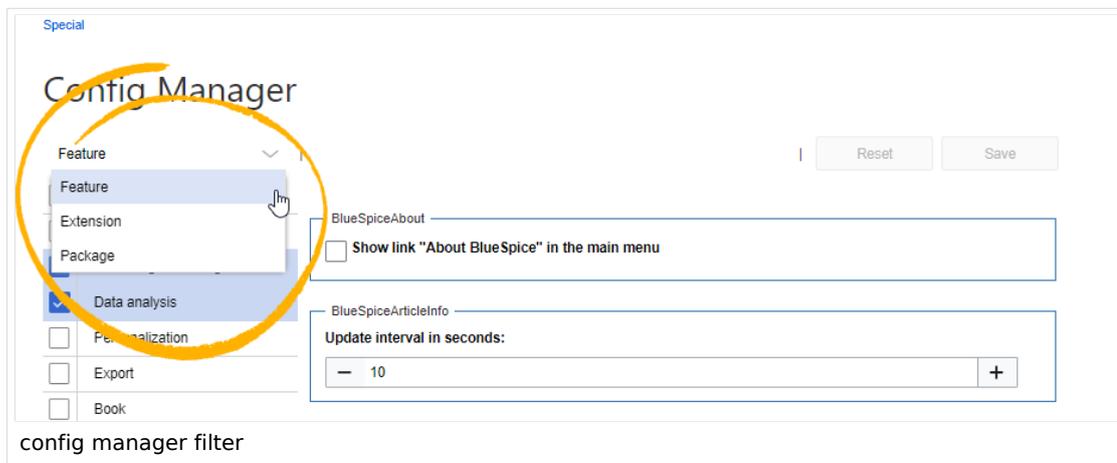
With the Config manager, a wiki user with *sysop* rights can manage BlueSpice wiki-wide settings in one place. In the [navigation](#), it is located under *Global navigations > Management > Config manager*. This link loads the page *Special:ConfigManager*.

## Layout

### Filter options

All settings can be accessed through the following filter options:

- **Feature:** group by type of functionality the setting belongs to (search, administration...)
- **Extension:** group by extension name
- **Package:** group by BlueSpice edition and services (BlueSpice free, BlueSpice pro, Matomo)



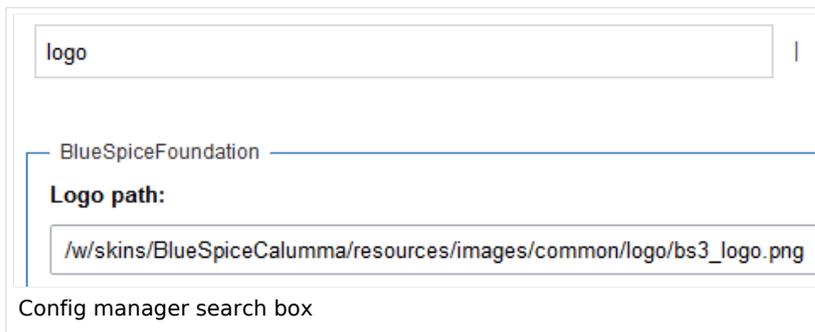
All settings are available in any type of grouping. Changing the grouping type does not add or remove setting options. It just groups them differently. After settings are adjusted, they can be saved by clicking *Save*, or cancelled by clicking *Reset*.

**Note:** If a server administrator has configured a setting to no longer be writable, it will be shown as greyed-out in the config manager. You will have to talk to your server administrator about changing such a setting.

### Searching for settings

A search bar is located above the list of settings. Type in a keyword such as "logo" to find the corresponding setting. The search returns settings regardless of the currently selected group.

**Note:** The search field has to be empty if you want to see the filter menu instead of the search.



## Settings by extension

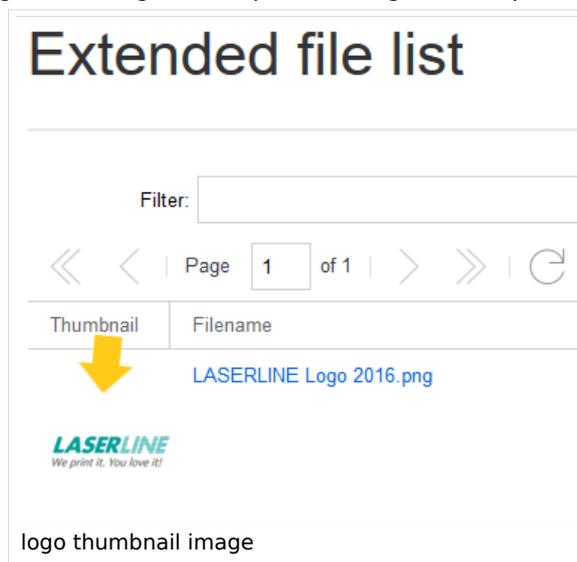
### BlueSpiceFoundation

#### Updating logo and favicon

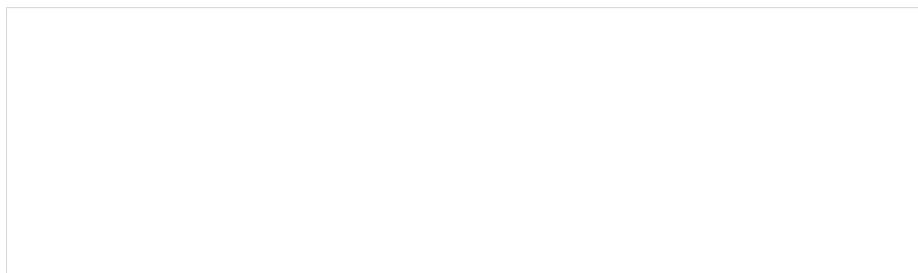
- **Logo path:** The logo image should be stored in the /images folder of your installation. If you store it in the /skins folder of your BlueSpice installation, it could be overwritten with an upgrade.

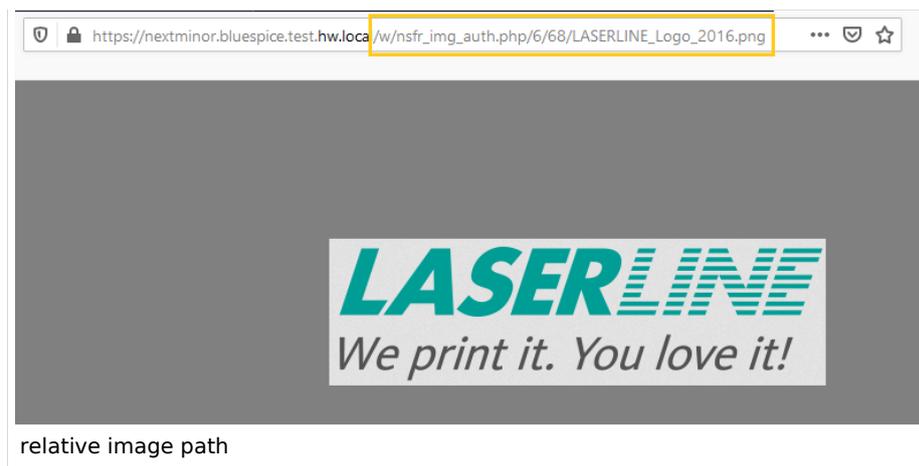
#### To upload the logo directly in the wiki:

1. **Upload** the logo on the page *Extended file list* (*Special:ExtendedFilelist*). This is a link under the *Global actions* navigation.
2. **Search** for the logo name in the extended file list.
3. **Click** on the thumbnail image of the logo. This opens the logo on a separate page.



4. **Copy** the relative logo path from the address bar. In a typical Wiki configuration, this path starts with /w/....





5. **Paste** the logo path into the text field for the logo.

logo path

6. **Click Save.**

7. **Refresh** the page (Strg+F5).

If the uploaded logo is too large, you can add the following code snippet to the page *MediaWiki:Common.css*. This automatically adjusts the image to the height of the main toolbar:

```
.bs-logo a {background-size: contain;}
```

- **Favicon path:** The favicon image should be stored in the */images* folder of your installation. If you store it in the */skins* folder of your BlueSpice installation, it could be overwritten with an upgrade. [Favicon images](#) have the file extension *.ico*.

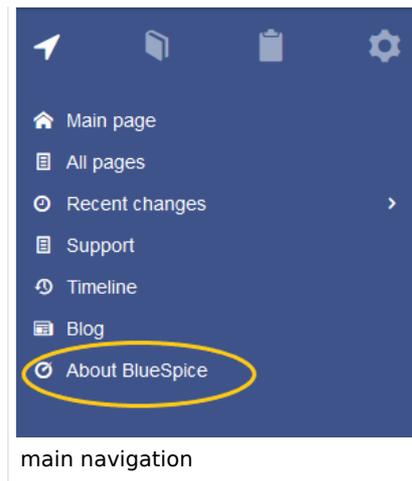
## System

- **Allowed file extensions:** For security reasons, the types of files that users can upload are restricted. Here, you can allow additional file formats. If a file format is blacklisted in the server configuration, adding this file extension here will not allow this file type to be uploaded. See [mediawiki.org/wiki/Manual:Page\\_title](https://mediawiki.org/wiki/Manual:Page_title) for more info.
- **Allowed image extensions:** The standard web image types are listed here. In general, you want to restrict image uploads to web images. See [developer.mozilla.org/en-US/docs/Web/Media/Formats/Image\\_types](https://developer.mozilla.org/en-US/docs/Web/Media/Formats/Image_types) for more on browser-supported image types.

## BlueSpiceAbout

- **Show link "About BlueSpice" in the main menu:** Shows or hides the link to the page [AboutBlueSpice](#) in the main navigation.

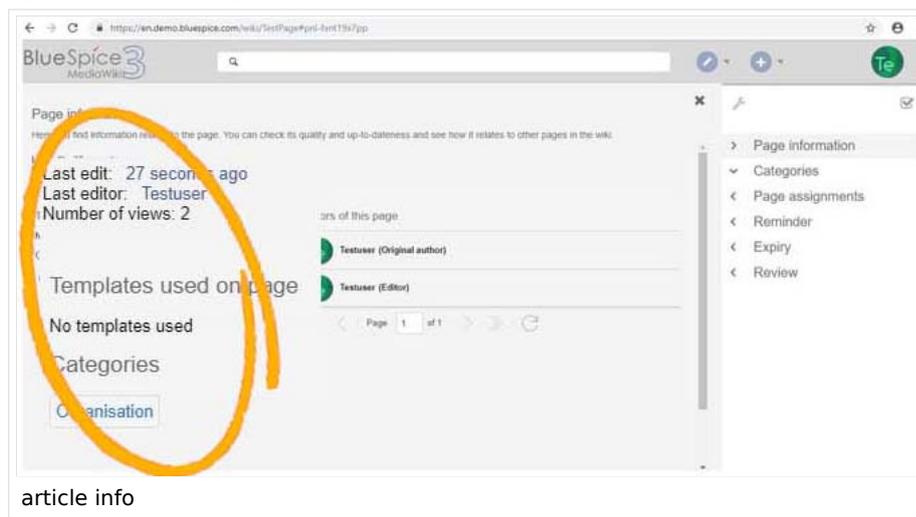




## BlueSpiceArticleInfo

*BlueSpiceArticleInfo*, together with *BlueSpiceAuthors*, *BlueSpiceReaders*, and *BlueSpiceExtendedSearch* is part of the *Page information* in the quality management tools.

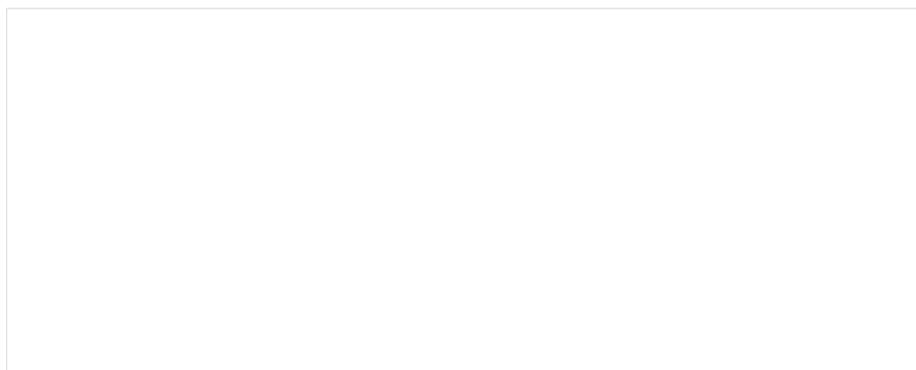
- **Update interval in seconds:** Sets the refresh rate for the "Last edit" value. By default, this date is updated every 10 seconds via JavaScript.

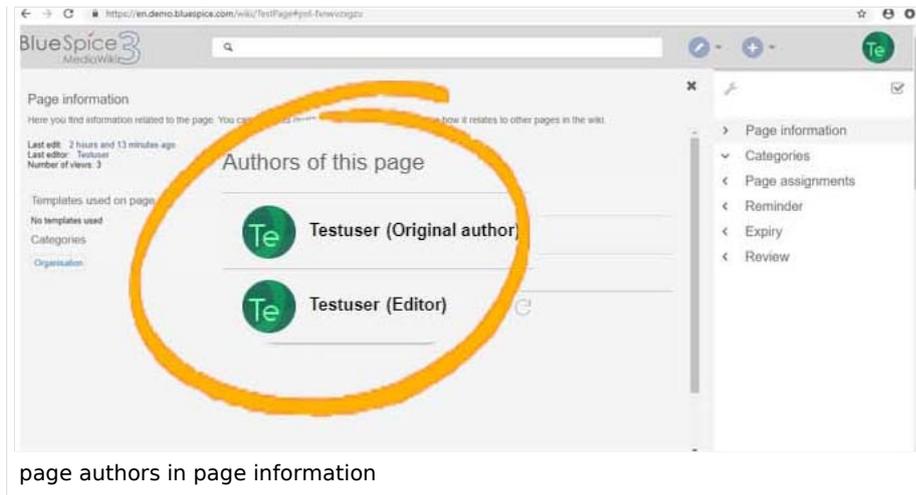


## BlueSpiceAuthors

*BlueSpiceAuthors*, together with *BlueSpiceArticleInfo* and *BlueSpiceReaders*, is part of the *Page information* in the quality management tools.

- **Display authors:** Show or hide authors on the page information page.



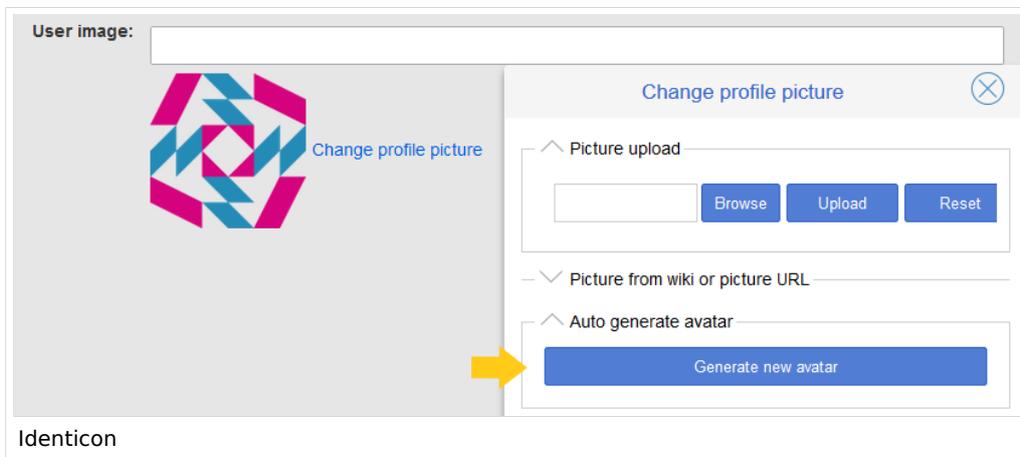


## BlueSpiceAvatars

An avatar image is automatically generated if the user does not upload a profile picture or if the user decides to create an avatar image in the preferences.

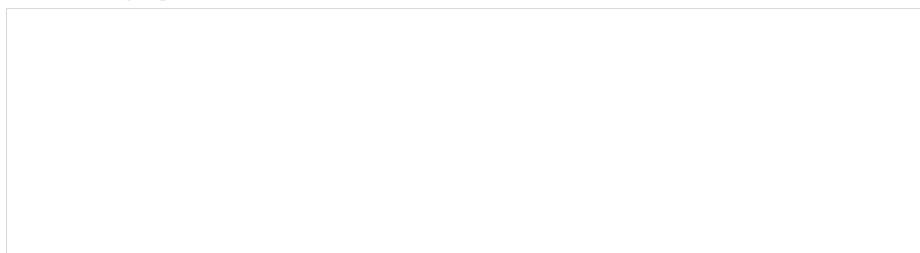
- **Generator**

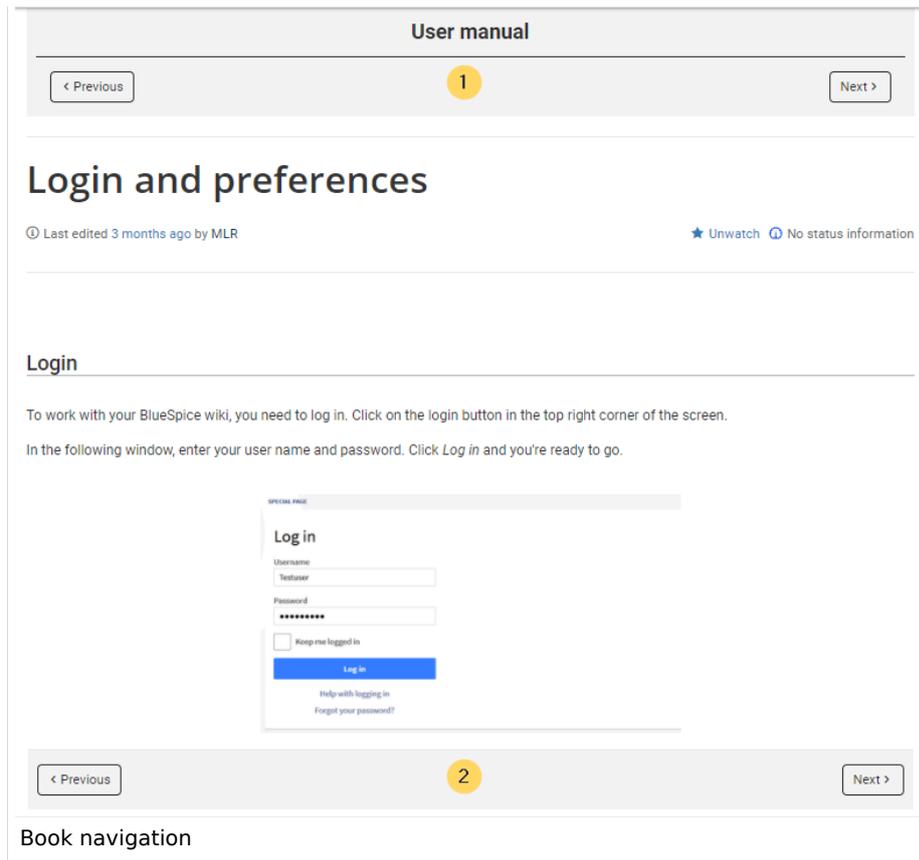
- **InstantAvatar:** Generates an avatar image based on using the initials of the Real name or the Username
- **Identicon:** Generates an avatar image based on parts of the user's IP address.



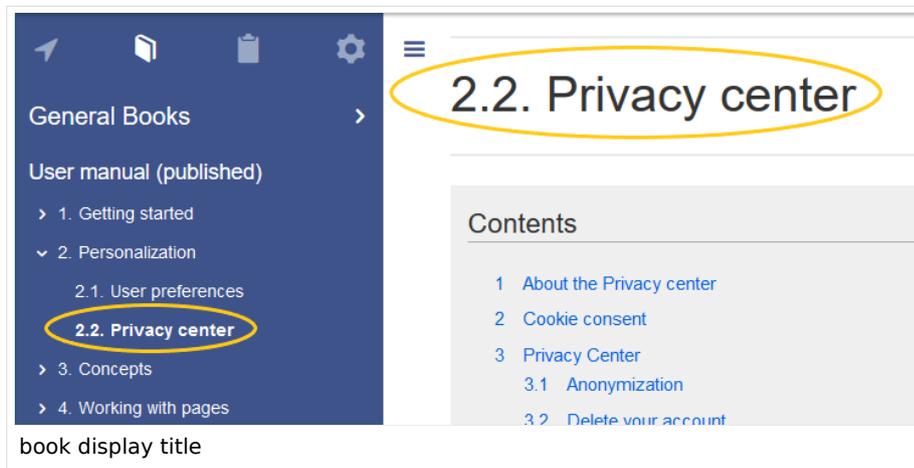
## BlueSpiceBookshelf

- **Show book chapter pager after content:** Displays previous/next book page navigation at the end of each book page. (1)
- **Show book chapter pager before content:** Displays previous/next book page navigation at the beginning of each book page. (2)





- **Use the display title from book source on article:** Shows the title from the book navigation as page title instead of the page name.



book display title

**Note:** If the page additionally contains a `{{DISPLAYTITLE}}` tag, the display title of the page is shown instead of the book title.

- Prepend article table of contents and headlines with book numeration
- Suppress namespace prefix of book articles in output

## BlueSpiceChecklist

- **Mark checklist changes as minor edit:** If this setting is active, changes to a checklist (for example, checking a checkbox) in view mode are logged as minor edits. If this setting is inactive, a change to the checklist is recorded as a regular version in the page history.



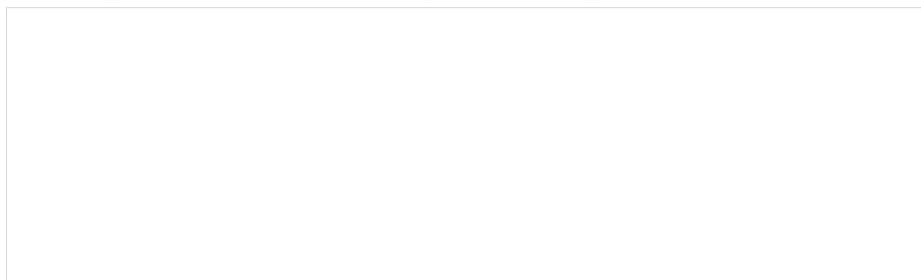
## BlueSpiceExtendedSearch

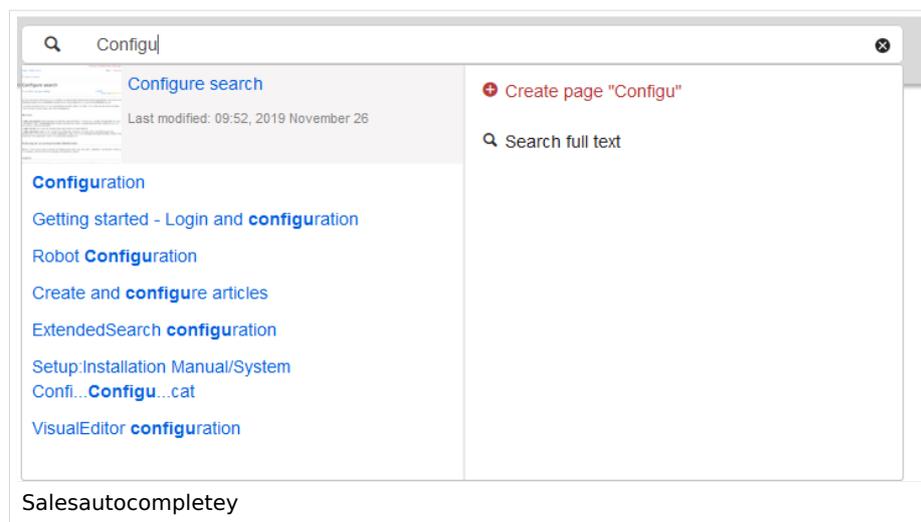
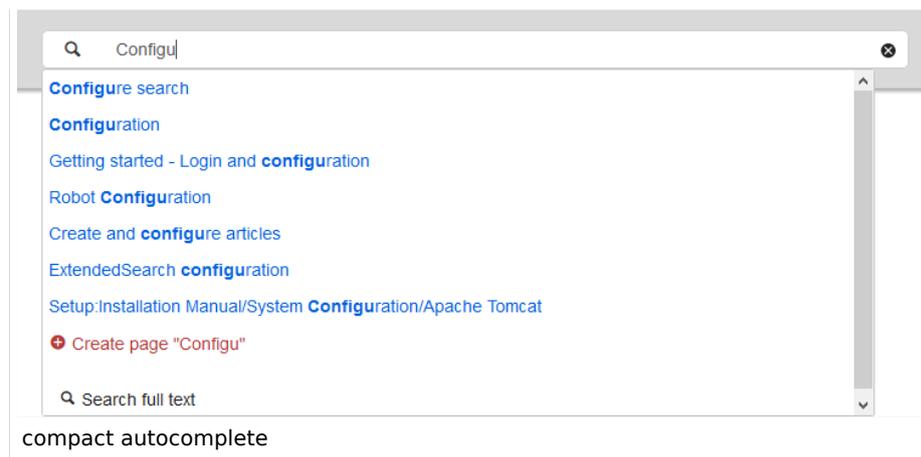
- **External file paths:** External locations to scan for and index files from. These locations are entered in key/value pairs of Physical path and URL prefix.
  - *Physical path:* Storage path. For mounted drives, for example: *X:|Documents*
  - *URL prefix:* All files indexed from the indexed physical location are prefixed in the search results. It should be used if files are available from a web server. By default, the URL prefix is set to the same value as *Physical path*.

### Examples for external file paths

Example file	Phys. Path	URL Prefix	Link in results list
S:\Sales\Info\glossaryy.pdf	S:\	file:///S:/	file:///S:/Sales/Info/glossary.pdf
		https://sharepoint/Sales/ documents/	https://sharepoint/Sales/ documents/Sales/Info/glossary.pdf
		https://intranet/showdocs inline.aspx?path=	https://intranet/showdocs inline.aspx?path=/Sales/Info/glossary.pdf
/var/www/bluespice/w /mounted_ share/Sales/Info/glossary.pdf	/var/www/bluespice /w/ mounted_share/		https://wiki.company.local/w /mounted_ share/Sales/Info/glossary.pdf

- **Use simple autocomplete:** forces a more compact autocomplete (1-column Sales thumbnail preview).





- **Automatically set language filter:** This setting applies to multi-languageSalesIt returns seearch results for a user only in the user's language. Users can set their language in their [preferences](#).
- **Exclude patterns:** Files at external file locations can be exluded from search based on regular expression patterns.

## BlueSpiceExtendedStatistics

- **Exclude these users:** Some user groups, like WikiSysop can skew the statistics, for example the statistics for search queries or because they complete automated maintenance tasks. These types of user groups can be excluded from the statistical results.
- **Maximum number of interval steps:** Sets the size of the x-axis for the results. For a few days, select the interval *Day* or *Calendar Week*, for periods over one year, select *Year* or *Month*. If you do not get any results for your query, try to adjust the interval accordingly.

## BlueSpiceInsertCategory

- [Insert category with its parents](#)
- [Set page categories as default in upload dialog](#)

## BlueSpicinsertLink

- [Allow unmapped links](#)

- **Allowed locations for external files**
  - Filesystem prefix
  - Web accessible prefix:

## BlueSpicePageTemplates

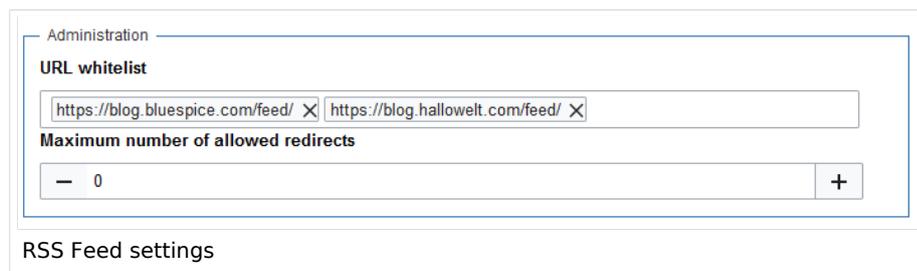
- **Force target namespace:**
- **Hide default templates:** Hides the default *Empty page* template.

## BlueSpicePermissionManager

- **Backup limit:** Sets the number of backups for the permissions manager. Each time the page *Special:PermissionManager* is saved, a backup is created. If the backup limit is set to 5, the last five versions of the permissions configuration are saved as backups.

## BlueSpiceRSSFeeder

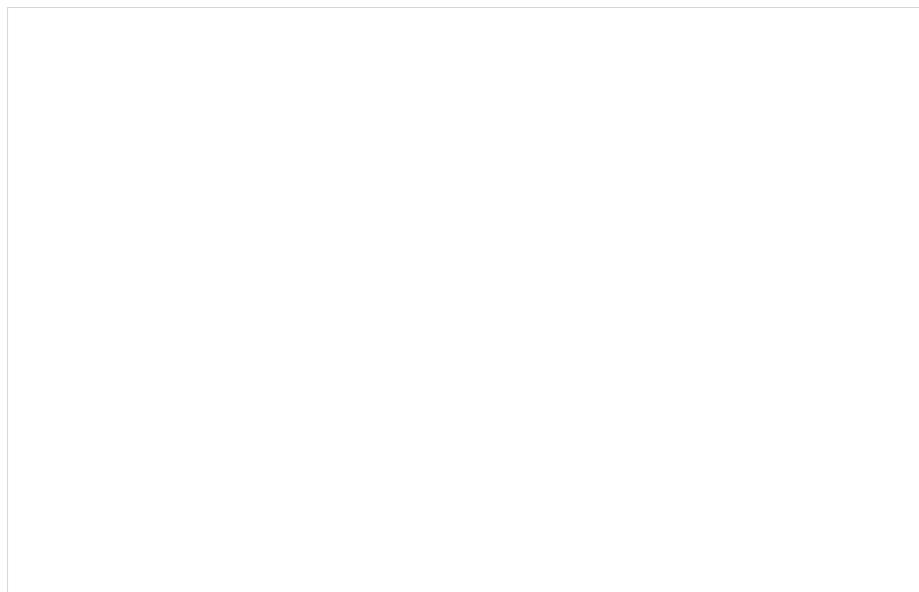
- **URL whitelist:** RSS feeds need to be whitelisted here by an administrator before they can be displayed in a wiki page.
- **Maximum number of allowed redirects:** If there are URL redirects for any of the whitelisted URLs, the number of redirects needs to be adjusted (usually to 1 or 2).



The screenshot shows the 'Administration' section for 'RSS Feed settings'. It features a 'URL whitelist' field containing two entries: 'https://blog.bluespice.com/feed/' and 'https://blog.hallowelt.com/feed/'. Below this is a 'Maximum number of allowed redirects' field set to '0', with minus and plus buttons for adjustment.

## BlueSpiceReaders

- **Number of readers to display:** Sets the number of readers that are displayed on the Page information in the Quality management tools.



An empty rectangular box, likely representing a missing or redacted image of the 'Number of readers to display' setting.

Page information

Here you find information related to the page. You can check its quality and up-to-dateness and see how it relates to other pages in the wiki.

Last edit: one month ago  
Last editor: Rodrigue  
Number of views: 13315

Templates used on page  
BSExtensionInfobox

Similar pages  
BlueSpiceTagCloud BlueSpiceInsertFile BlueSpiceCategoryManager InsertImage  
Extension/VisualEditor ServiceCenter BlueSpiceTagSearch BlueSpiceInsertLink Pastelimage

Categories  
BlueSpice free Extension

Readers of this page

- WikiSysop
- LukasHoenig
- FlorianFuessl

Authors of this page

- WikiSysop (Original author)
- Mlink-rodrigue (Editor)
- Fbaeckmann (Editor)
- Lsireta (Editor)
- RichardHeigl (Editor)
- P technik (Editor)
- IdaK (Editor)
- Angelika (Editor)

page readers

## BlueSpiceSaferEdit

- **Interval for lookup for concurrent editings:** Sets the time in seconds for checking if another person is editing the page.
- **Show name of current editor:** Shows or hides the name of the user who is currently editing the page.

## BlueSpiceUEModuleBookPDF

- Table of Contents
  - *Only article titles (indent by grade):* Only shows the article titles in the main contents table of the PDF.

Table of contents	
1 Introduction .....	3
2 Wiki pages model .....	4
3 User rights .....	7
3.1 Group manager .....	15
3.2 Permission manager .....	18
3.3 User manager .....	24
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PDF table of contents without article TOCs

- *Embed article TOCs (No indent of article titles):* Shows the table of contents for each article in the main contents table of the PDF.

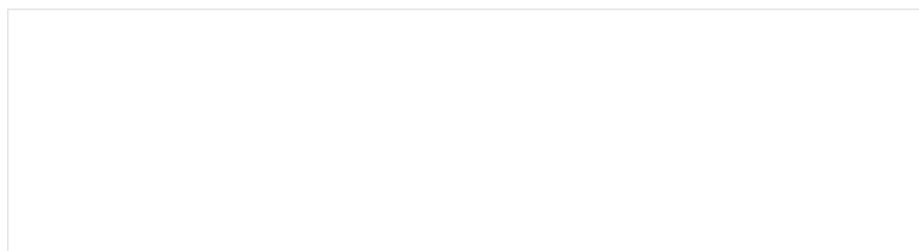


Table of contents	
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3 Assigning roles and users to groups .....	18

Embed article TOCs

## BlueSpiceUEModuleHTML

- **Hide namespace prefix in PDF:** If activated, the namespace is shown in the HTML main heading.

**Note:** If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

## BlueSpiceUEModulePDF

- **Hide namespace prefix in PDF:** If activated, the namespace is shown in the PDF main heading for a page.

Manual: Extension/BlueSpiceGroupManager	
Contents	
1 Accessing the group manager .....	1
2 Functionality .....	1
3 Assigning roles and users to groups .....	2
4 Related info .....	2

namespace in heading

**Note:** If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

## BlueSpiceUniversalExport

- **Metadata (standard, JSON):** Additional data to be passed to the rendering template in JSON format. This data can be used in the export template. The template itself is maintained server-side.
- **Metadata (override, JSON):** Allows overriding standard data sent to the rendering template in JSON format. Values that are set by default can be overridden with this option.

## BlueSpiceVisualEditorConnector

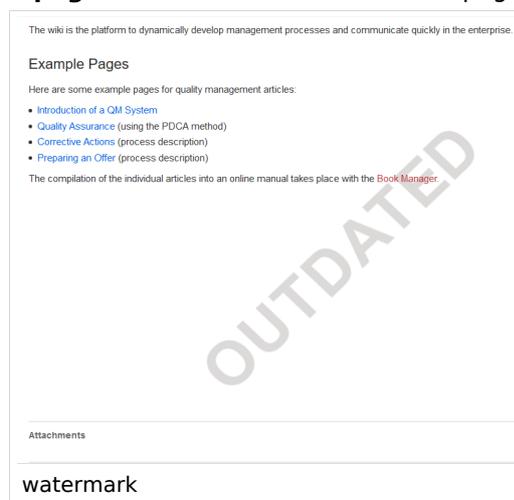
- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
  - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description of the file MUST be given).
  - Simple (No confirmation of required rights is obtained here, the name and namespace of the file can be changed, a description and a category can be assigned, but does not have to be specified)
  - One click (No confirmation about required rights is obtained here, the image cannot be renamed and no category can be assigned. Only the namespace can, but does not have to be adjusted before uploading)

## BlueSpiceWholsOnline

- **Time in seconds until a user is marked as offline:** The system checks every  $x$  seconds if a user logged out and no longer displayed as online. This can be less frequent than the update interval for newly logged-in users.
- **Update interval in seconds:** The system checks every  $x$  seconds for users.

## BlueSpiceExpiry

- **Show watermark for expired pages in PDF:** Shows the watermark for expired pages in PDFs.
- **Show watermark for expired pages in print version:** Shows the watermark for expired pages when a page is printed.
- **Show watermark for expired pages:** Shows a watermark on the page itself.



## BlueSpiceReview

- **Only the owner of a review can change it:** If this is unchecked, any user with edit rights can update a workflow.

## BlueSpiceReviewExtended

- **Workflow will be added to page history:** This enables that workflow votes are listed under the page history with the corresponding version.

• (cur | prev) 15:00, 17 September 2019 FB Fbaeckmann (talk | contribs | block) m... (802 bytes) (+5) .. (Text replacement - "[*edition=BlueSpice* |*active*" to "[*edition=BlueSpice* free |*active*")

1. 👁 Mlink | 14:22, 9 December 2019 | Type: Flagging | "*Rodrigue*: first reviewer ⇒ *Mlink*: Everything is correct."
2. 👁 Helpdesk | 14:47, 9 December 2019 | Type: Flagging | "*Rodrigue*: all content ⇒ *Helpdesk*: Info about configuration is incorrect. Get with John from It. He should have the latest info."

[Reviewed: 14:22, 9 December 2019 | Mlink ]

workflow log entries in page history

## BlueSpiceFlaggedRevsConnector

### Export

The export settings affect how the pages of a book are generated in the PDF export.

- **Bookshelf: List accepted revisions log:** Shows a log of stable page versions of pages in the PDF and when these pages were put into accepted status. If editors did not provide a comment when accepting the page, the *Stable comment* field for a revision is empty.

Stable date	Page	Stable comment
18.11.2019	Permission matrix	
18.11.2019	Permission matrix	
15.11.2019	Wiki pages model	
14.11.2019	Permission manager	
14.11.2019	Group manager	

accepted revisions log

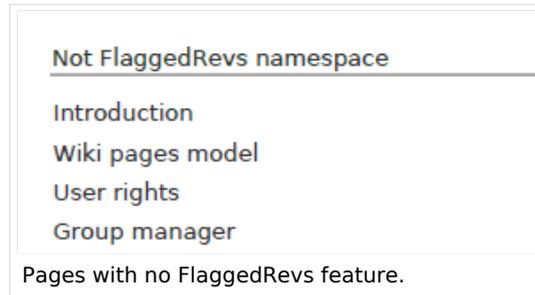
- **Bookshelf: List pages without stable revision:** Displays a list of PDF pages at the beginning of the PDF that only exist as a first draft and have no released version.

### Not stable pages

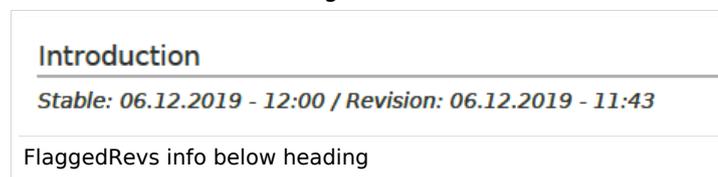
**QM:Checklists**

Pages without acceptance feature

- **Bookshelf: List pages without FlaggedRevs:** Displays a list of PDF pages that do not have a release mechanism at the beginning of the PDF.



- **UEModulePDF: Show FlaggedRevs info below main heading:** Prints the latest revision dates (last acceptance and last edit date) below the heading.



## Quality assurance

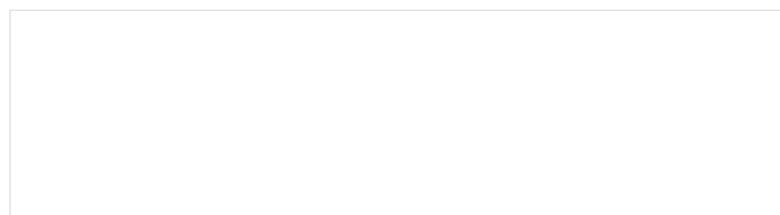
- **Automatically set the page to stable, when the workflow was finished successfully:** The workflow ends with setting the page status to stable. (this setting is available until version 3.1)
- **Automatically delete the workflow, when a page was marked as stable:** The workflow is deleted.
- **Show unstable pages for following groups:** If the group *user* is removed from the *BlueSpiceFlaggedRevs* configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process. When the group *user* is removed, only *sysop* and *reviewer* users can access drafts. If you want other groups, for example *editor*, to see draft versions, you need to add them to the configuration. If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history for the page instead.

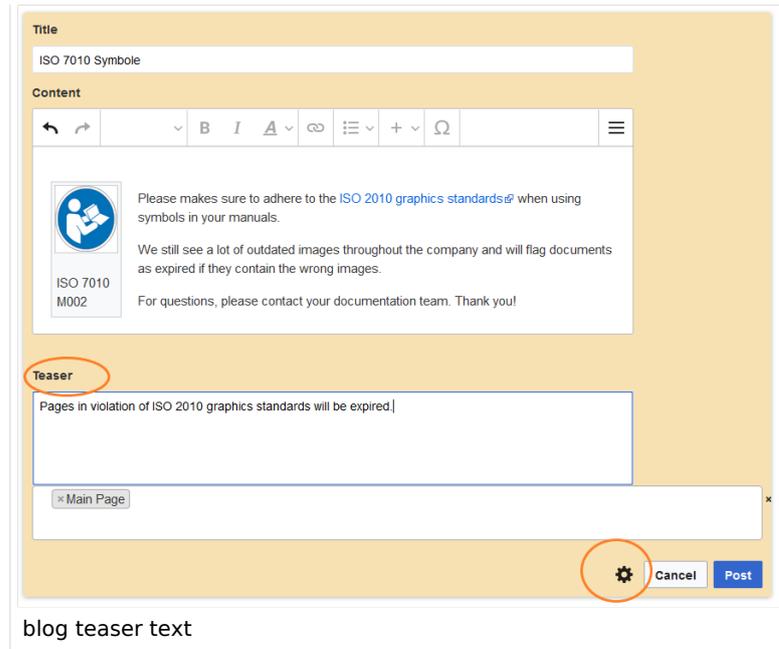
## Searching and Navigation

- **Indexing only stable versions:** Draft versions are excluded from the search results. If a page does not have a stable version, it is not shown as a search result.

## BlueSpiceSocialBlog

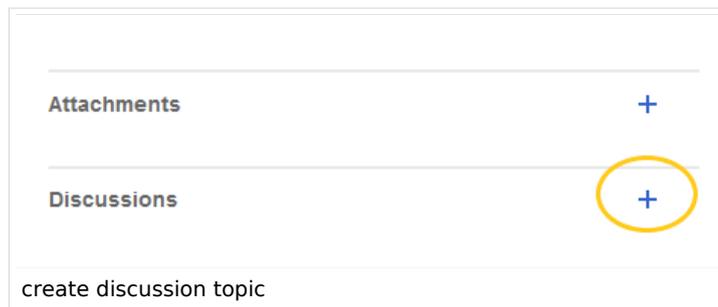
- **Use teaser text for blog entries in the timeline:** When you create a blog entry, you can create a teaser text for it by clicking the cogwheel symbol in the blog entry form. If this setting is active, the teaser text will be shown on the page *Special:Timeline* instead of the first part of the content.



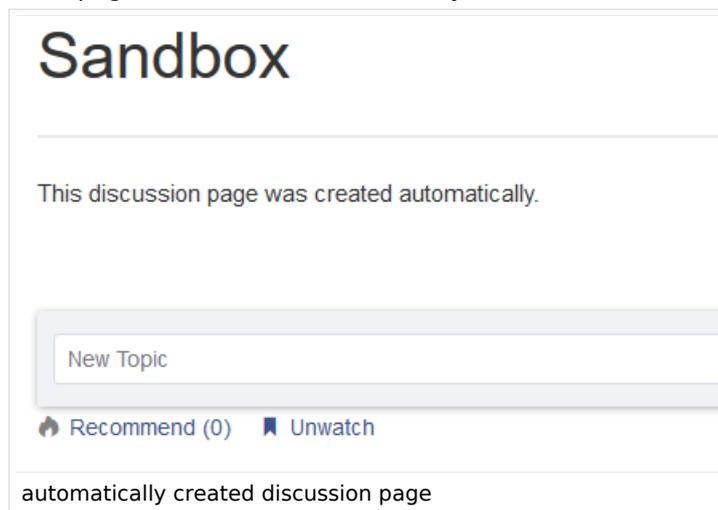


## BlueSpiceSocialTopics

- **Automatically create all discussion pages.** If a user creates the first discussion topic for a page using the link in the page footer of a wiki page, the needed discussion page is automatically created first.



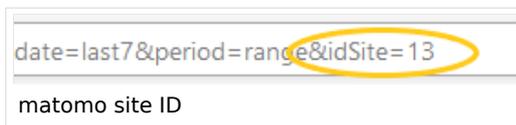
A message "This discussion page was created automatically" is inserted on the discussion page.



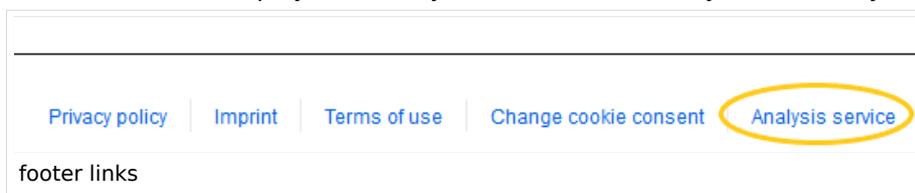
If this setting is deactivated, the user is directed to the "Create page" default page first

## BlueSpiceMatomoConnector

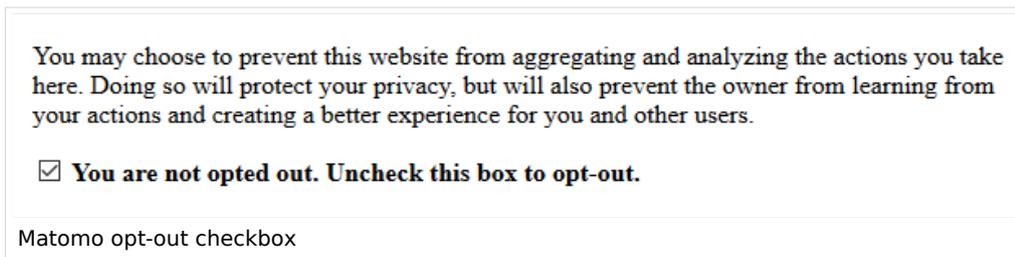
- **Site ID:** Matomo ID of the wiki. You can find the site ID as a url parameter in the browser address bar when you are logged into Matomo.



- **Base url:** The url to your Matomo installation.
- **Show opt-out link in footer:** Displays a link in your wiki footer, usually named *Analysis service*.



On the Analysis service page, there is a checkbox that allows a user to opt-out from being tracked for analysis purposes.



## Related info

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- [Reference:ConfigManager](#)

## Group manager

A [quality version](#) of this page, [approved](#) on *30 July 2020*, was based off this revision.

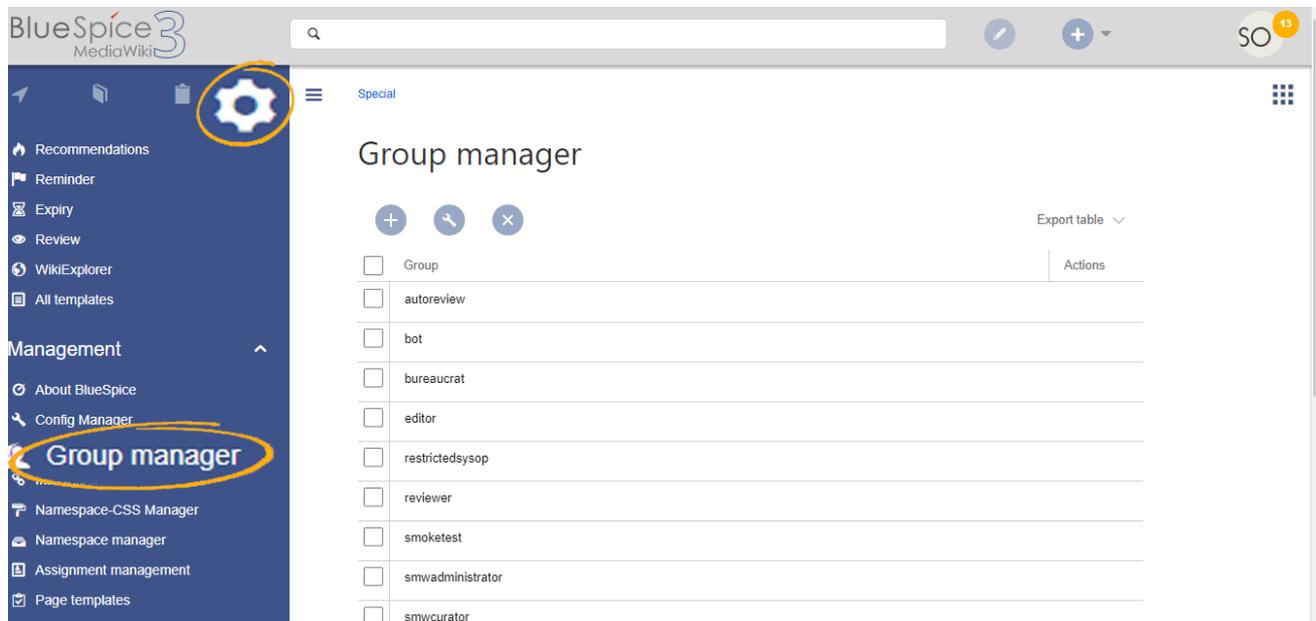
The interface for the Group manager is provided by the extension **GroupManager**. It allows adding, renaming and deleting groups.

## Contents

1	Functionality .....	25
2	Assigning roles and users to groups .....	26
3	Related info .....	26

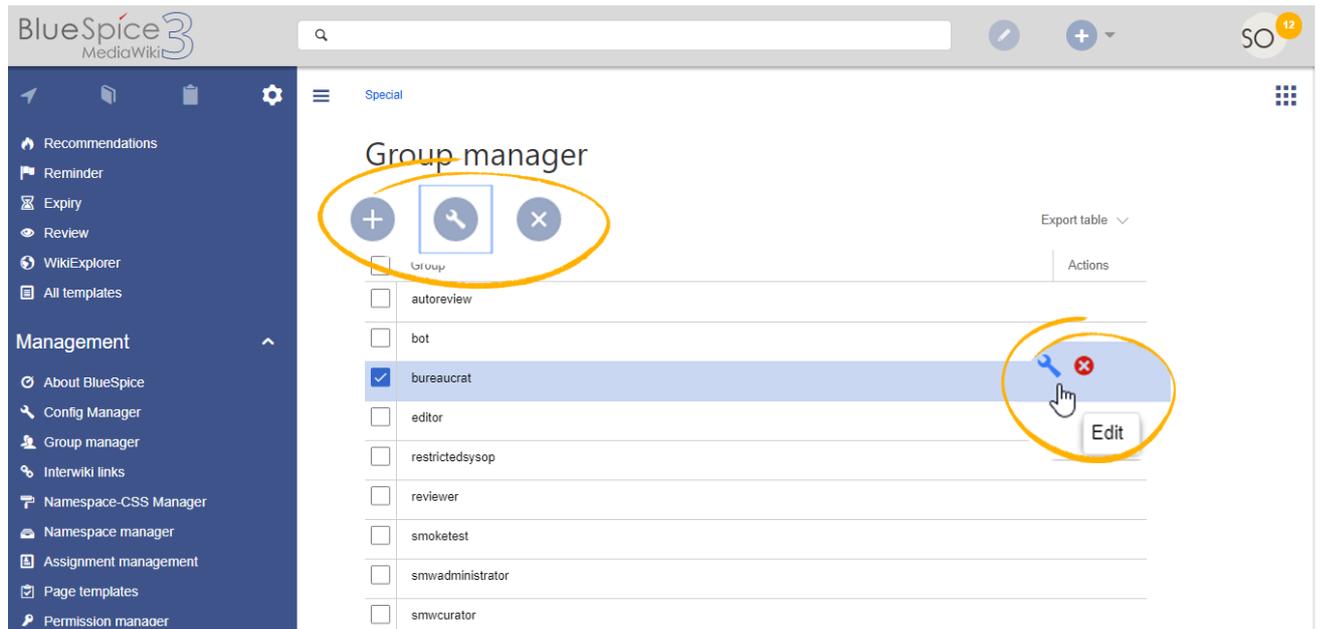
## Functionality

An administrator can go to *Global actions > Management > Group manager*. This opens the page *Special:GroupManager*.



The group manager has the following features:

- **Viewing groups:** All existing groups in the wiki are listed.
- **Creating new groups:** Clicking on the "plus" button opens a dialog for adding a new group.
- **Renaming groups:** A group can be renamed by selecting it and then clicking the wrench icon. System groups and groups declared by other extensions cannot be renamed.
- **Deleting a group:** A group can be deleted by selecting it and then clicking the "x" button. System groups cannot be deleted.



## Assigning roles and users to groups

To assign users to groups, use the [User manager](#). To assign roles (permissions) to groups, use the [Permission manager](#).

## Related info

- [Reference:BlueSpiceGroupManager](#)
- [Managing permissions](#)

## Permission manager (cloud)

A [quality version](#) of this page, [approved](#) on *21 April 2021*, was based off this revision.

To manage permissions, you use the Permission manager. It is located under *Global actions > Management > Permission manager*. This links to the page `Special:PermissionManager`.

## Permission types

An administrator can select between three permission settings. By default, the wiki is set to be **private**.



**Protected wiki**

- Everyone can **view** the content - including anonymous users
- Only logged-in users can **edit** the content
- Only users in the group "sysop" can perform **administrative actions**



**Private wiki**

- Only logged-in users can **view and edit** the content
- Only users in the group "sysop" can perform **administrative actions**

✓



**Custom setup**

- Assign roles and groups manually

Permission manager settings (cloud)

Permission type	Description
Protected wiki	<p>The wiki is visible to anyone. Only logged-in users can edit the wiki.</p> <ul style="list-style-type: none"> <li>• All users have edit rights by default.</li> <li>• To approve a page (if the approval mechanism is activated in a namespace), the groups "editor" and "reviewer" must be assigned to a user.</li> <li>• To manage the wiki (administrative tasks), the group "sysop" must be assigned to a user.</li> </ul>
Private wiki	<p>Only logged-in users can view and edit the wiki.</p> <ul style="list-style-type: none"> <li>• To edit a page, users must be assigned to the "editor" group.</li> <li>• To approve a page (if the approval mechanism is activated in a namespace), the groups "editor" and "reviewer" must be assigned to a user.</li> <li>• To manage the wiki (administrative tasks), the group "sysop" must be assigned to a user</li> </ul>
Custom setup	<p>Roles and groups are assigned by an administrator. This is necessary if different namespaces need to have different user rights. See the next section for more info.</p>

**Note:** In BlueSpice pro Cloud, it is not possible to assign *edit*, *comment*, or *upload* rights to anonymous users.

## Custom setup

**Important!** If you want to manually manage the permissions in your wiki, you need to be familiar with the concept of groups and roles in the wiki. Please check the necessary info about the [BlueSpice Permission manager](#) before assigning roles to groups.

The following table lists a typical basic custom setup (you do not need to change any settings for other listed default groups):

User group	Initially assigned roles	Purpose of this group	Suggested role
anonymous users (*)	-	Determines if anonymous users can read wiki pages.	(no role assignment) or <i>reader</i>
user	reader, editor	Determines the rights authenticated users have if they don't belong to any other groups. All groups except for anonymous users initially inherit permissions from this group.	<i>reader</i> or <i>reader, editor</i>
bureaucrat	(inherited from user), accountmanager	Group members can add user groups and assign groups to users without needing full sysop permissions.	<i>accountmanager</i>
editor	(inherited from user)	Group members can edit the wiki.	<i>(editor)*</i>
interface-admin	(inherited from user)	Group members can execute maintance tasks such as style changes or global text replacements, but do not have permissions related to other sysop tasks, such as user or namespace management.	<i>structuremanager</i>
reviewer	(inherited from user), reviewer	Group members can approve page revisions if the approval feature is activated.	<i>reviewer</i>
			<i>(editor)*, admin</i>

sysop	(inherited from user), admin	Grants administrator rights to the wiki.  Included in roles: admin, maintenanceadmin	colspan="4" style="text-align: right;"  * kann über user vererbt werden
-------	---------------------------------	--	--

**Note:** If you have saved the personalized settings at least once and then switch back to a "protected" or "private" wiki, you do not lose your latest personalized settings. You can simply resave the latest saved settings to switch back to a wiki with personalized permissions.

## Related info

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- [Reference:BlueSpicePermissionManager](#)

## Reference:PermissionManager

Redirect to:

- [Reference:BlueSpicePermissionManager](#)

## Rights concepts

### An introduction to rights management

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More than 100 permissions are necessary to control the user access to all wiki functions and extensions.

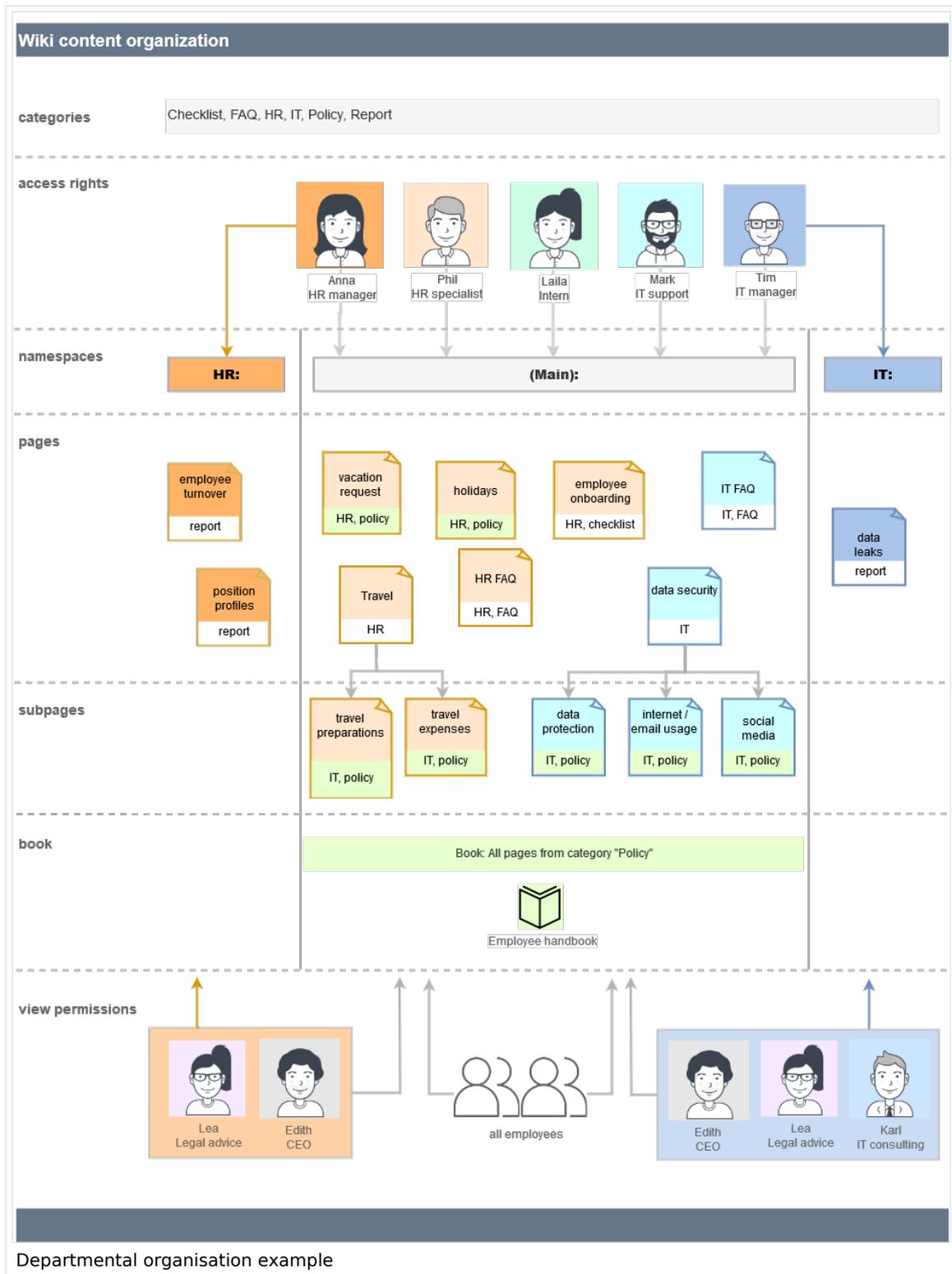
Depending on the actions a user needs to take, many of these permissions are related and consequently need to be granted to a certain type of user. A user with read access, for example, needs to also be able to change the user profile and add pages to a watch list. For this reason, BlueSpice uses roles and groups to manage the rights of individual users.

The following entities are part of the rights management system:

- **Permission:** Allows a specific action.

- **Role:** A set of permissions (permissions can only be set by selecting roles).
- **User:** Entity in the wiki instance database. Has a unique user name and user id.
- **User group:** A collection of users. A user is assigned to one or more groups. There are system internal groups (cannot be removed or renamed) and custom groups. In many cases the group name consists of the role and a namespace name
- **Namespace:** Permissions can be set on a namespace level. But not on a per-page-level.

## Use case\): Managing department information



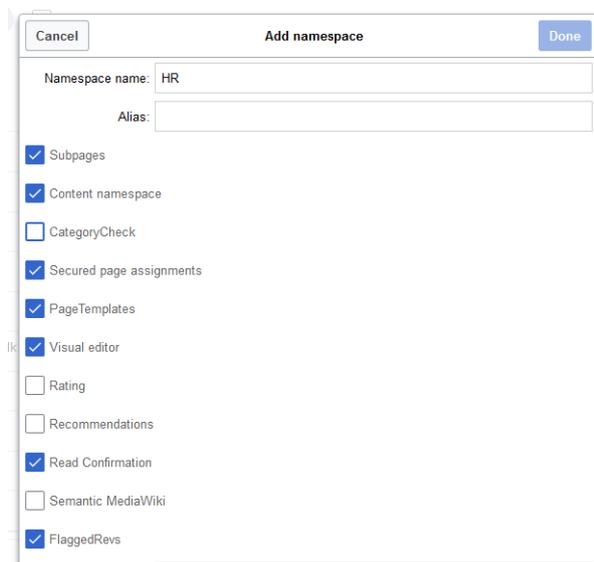
Anna (HR Manager) and Phil (HR Specialist) are maintaining all content related to the Human Resources department on the company wiki.

Some content is visible to all employees. Other content has to be restricted and only be visible to upper management and to Lea, the company's legal advisor.

After reviewing the content and access requirements, the company decides to create HR content in two namespaces: All unrestricted content goes in the Main namespace of the wiki. Sensitive information is maintained in a custom namespace called "HR".

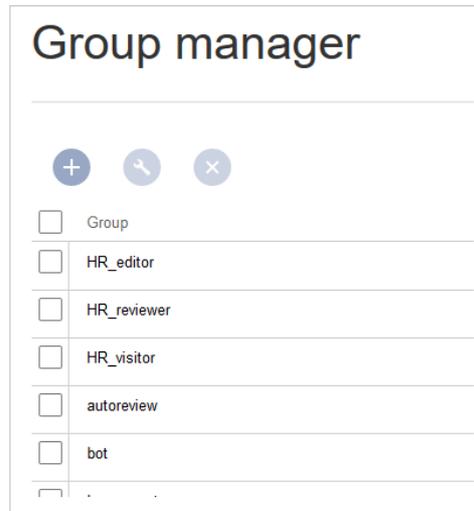
To reflect these specific HR requirements, the wiki administrator needs to complete the following steps:

1. Create the **namespace** (HR:) on the page `Special:NamespaceManager` :

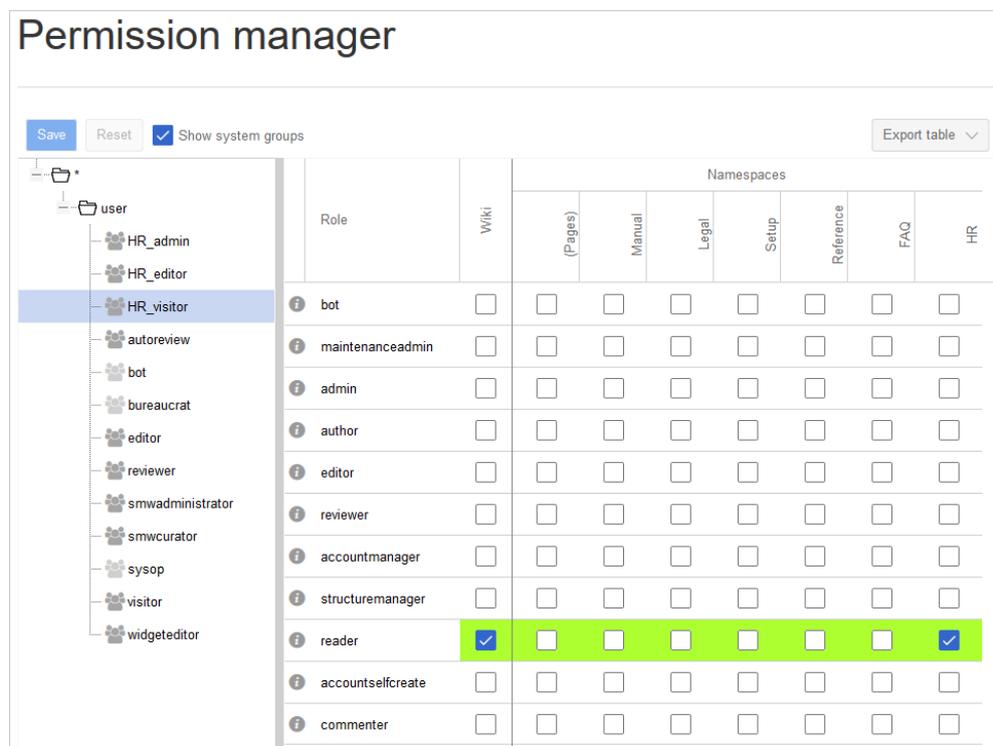


After adding the namespace, the new namespace is displayed after pressing the "f5" key.

2. Create the necessary **groups** on the page `Special:GroupManager` :



- HR\_visitor: Users in this group have only view permissions to the (HR:) namespace
  - HR\_editor: Users in this group can create and edit pages in the (HR:) namespace
  - HR\_reviewer: Users in this group can, additionally, approve documents. For this to work, the function "FlaggedRevs" is activated for the namespace. These groups are initially "empty".
3. Assign **roles** to each group on the page `Special:PermissionManager`. After this, each group has specific sets of permissions:
1. The group HR\_visitor:



The administrator selects the group "HR\_visitor" and checks the Role "reader" only in the HR namespace. Since the reader role in the HR namespace is now assigned to the group "HR\_visitor", all other groups no longer have any view permissions for this namespace:

Save Reset  Show system groups Export table

Role	Wiki	Namespaces								
		(Pages)	Manual	Legal	Setup	Reference	FAQ	HR		
bot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
maintenanceadmin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
editor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
accountmanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
structuremanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
reader	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
accountselfcreate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
commenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. The group HR\_editor: The administrator selects the role editor only in the namespace HR. Since the editor role does not inherit all permissions from the reader role, the administrator also has to check the reader permissions in addition:

Save Reset  Show system groups Export table

Role	Wiki	Namespaces								
		(Pages)	Manual	Legal	Setup	Reference	FAQ	HR		
bot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
maintenanceadmin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
editor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
accountmanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
structuremanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
reader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
accountselfcreate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
commenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. The group HR\_reviewer: The administrator selects the role of reviewer only for the namespace HR. Since the roles HR\_visitor and HR\_editor have been reserved for the groups HR\_visitor and/or HR\_editor before, the editor and reader permissions have to be granted as well:

Role	Wiki	Namespaces							
		(Pages)	Manual	Legal	Setup	Reference	FAQ	HR	
bot	<input type="checkbox"/>								
maintenanceadmin	<input type="checkbox"/>								
admin	<input type="checkbox"/>								
author	<input type="checkbox"/>								
editor	<input checked="" type="checkbox"/>								
reviewer	<input checked="" type="checkbox"/>								
accountmanager	<input type="checkbox"/>								
structuremanager	<input type="checkbox"/>								
reader	<input checked="" type="checkbox"/>								
accountselfcreate	<input type="checkbox"/>								
commenter	<input type="checkbox"/>								

4. **Add users** to the correct user groups: Since Anna needs to be able to edit and approve the documents both in the HR and in the Main namespace, she has to be added to both the "HR\_reviewer" and the standard "reviewer" groups:

The administrator also adds the other affected users to the correct groups. The result is the following permissions configuration:

user	is in groups	roles in namespace HR	roles in namespace Main	description
		reviewer	reviewer	

user	is in groups	roles in namespace HR	roles in namespace Main	description
Anna (HR manager)	HR_reviewer reviewer	reader editor	reader editor	Anna can now read, edit and approve pages in both the HR and the Main namespaces.
Phil (HR specialist)	HR_editor editor	reader editor	reader editor	Phil can now read and edit pages in both the HR and the Main namespaces
Edith (CEO)	HR_viewer editor	reader	editor	Edith can now read pages in the HR namespace and edit pages in the Main namespace.
Lea (Legal advice)	HR_viewer	reader	-	Lea can only read pages in the HR namespace.
All employees	reader	-	reader	All employees can read pages in the Main namespace. They cannot read the pages in the HR namespace.

In addition, the administrator should ensure that Anna is not the only person who can approve content. Otherwise, there would be a problem when Anna is on vacation or has no time for reviewing page edits.

## Related info

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- [Namespace Manager](#)
- [Permission manager](#)
- [Group manager](#)
- [User manager](#)