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3 UserManual:Rights concepts

An introduction to rights management

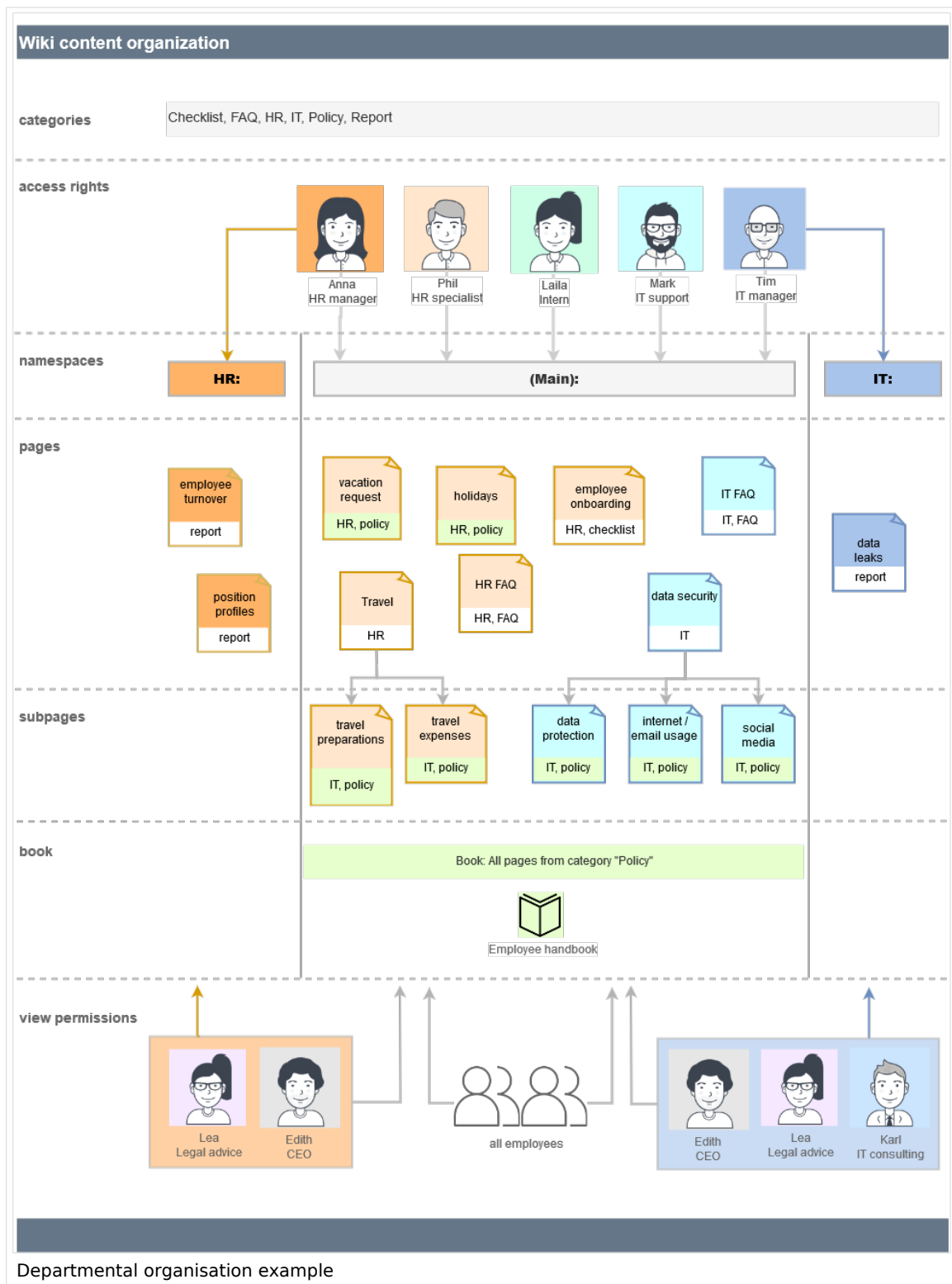
More than 100 permissions are necessary to control the user access to all wiki functions and extensions.

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



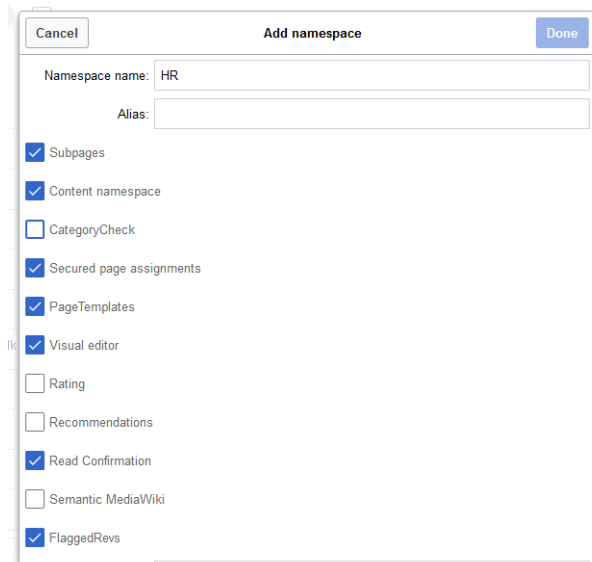
Anna (HR Manager) and Phil (HR Specialist) are maintaining all content related to the Human Resources department on the company wiki.

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".

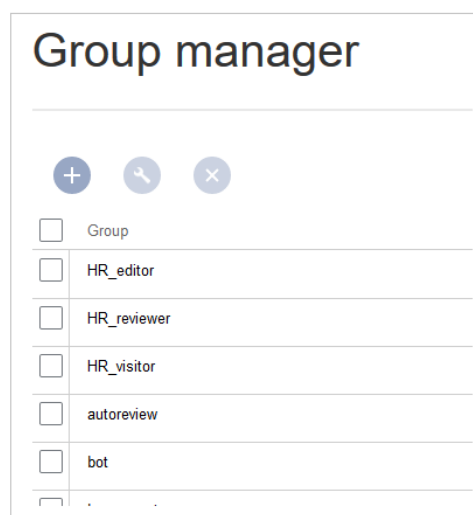
To reflect these specific HR requirements, the wiki administrator needs to complete the following steps:

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`:

Permission manager

Save Reset ☒ Show system groups Export table

	Role	Wiki	Namespaces							
			(Pages)	Manual	Legal	Setup	Reference	FAQ	HR	
user										
HR_admin										
HR_editor										
HR_visitor										
autoreview										
bot										
bureaucrat										
editor										
reviewer										
smwadministrator										
smwcurator										
sysop										
visitor										
widgeditor										
bot										
maintenanceadmin										
admin										
author										
editor										
reviewer										
accountmanager										
structuremanager										
reader		<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>	
accountselfcreate										
commenter										

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	
user										
HR_editor										
HR_reviewer										
HR_visitor										
autoreview										
bot										
bureaucrat										
editor										
reviewer										
smwadministrator										
smwcurator										
sysop										
visitor										
widgeditor										
bot										
maintenanceadmin										
admin										
author										
editor										
reviewer										
accountmanager										
structuremanager										
reader		<input checked="" type="checkbox"/>								
accountselfcreate										
commenter										

Blocked by HR_visitor

- 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:

The screenshot shows the 'Rights' management interface. On the left, a tree view shows the 'user' group expanded, with 'HR_editor' selected. The main table lists roles and their permissions across various namespaces. The 'editor' role is selected for the 'HR' namespace, and the 'reader' role is also selected for the 'HR' namespace. The 'bot' role is selected for the 'Main' namespace.

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"/>	
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"/>	
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"/>	
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"/>	
editor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	
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"/>	
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"/>	
reader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	
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"/>	

- 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:

The screenshot shows the 'Rights' management interface. On the left, a tree view shows the 'user' group expanded, with 'HR_reviewer' selected. The main table lists roles and their permissions across various namespaces. The 'editor' role is selected for the 'HR' namespace, and the 'reviewer' role is also selected for the 'HR' namespace. The 'bot' role is selected for the 'Main' namespace.

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"/>	
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"/>	
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"/>	
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"/>	
editor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
reviewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	
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"/>	
reader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	
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"/>	

- 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
Anna (HR manager)	HR_reviewer reviewer	reviewer reader editor	reviewer 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

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

Group manager

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

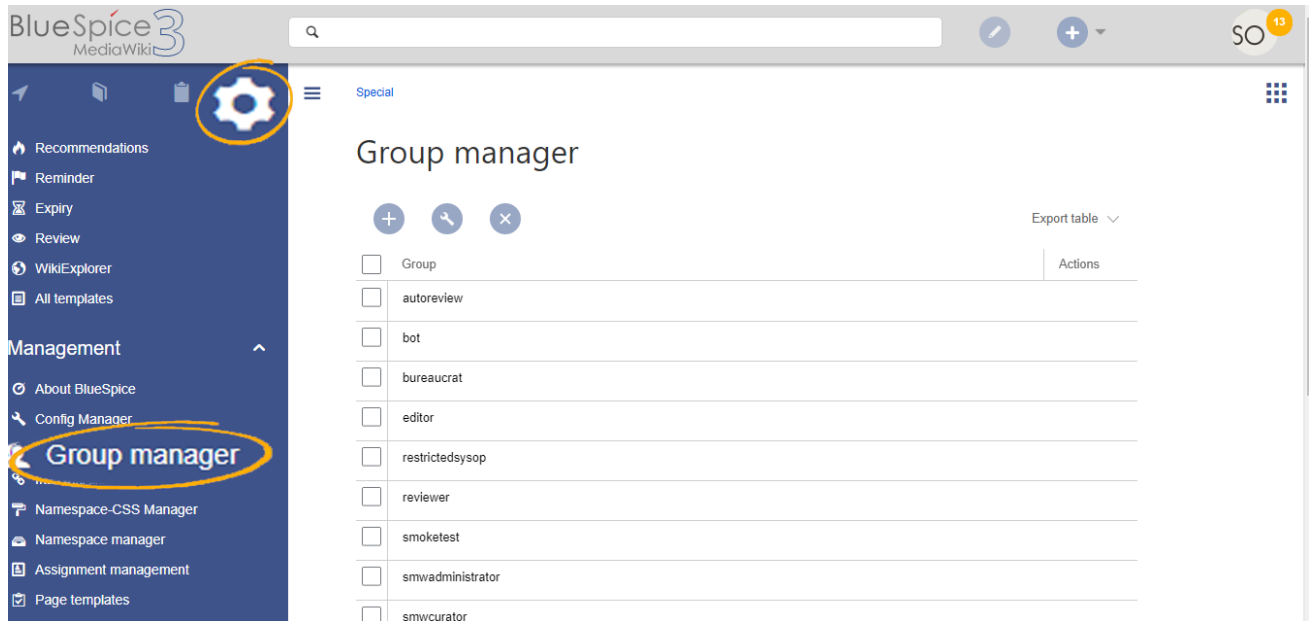
The interface for the Group manager is provided by the extension **GroupManager**. It allows adding, renaming and deleting groups.

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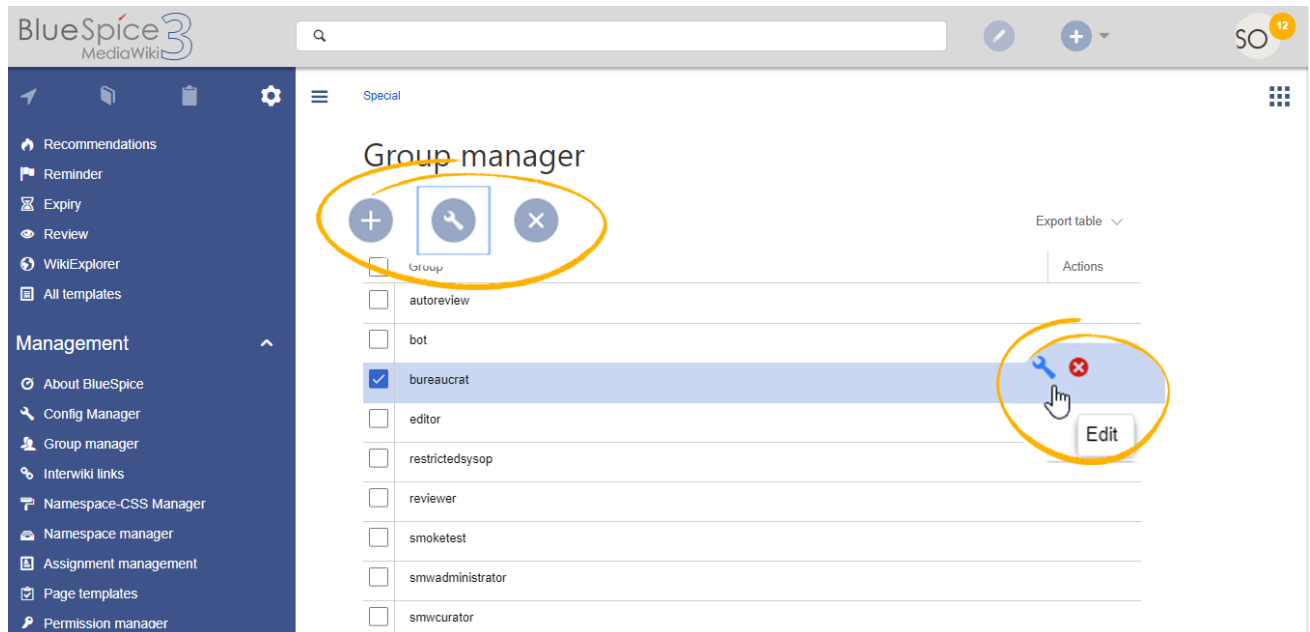
Functionality

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](#)

Namespace manager

A [quality version](#) of this page, [approved](#) on *5 May 2021*, was based off this revision.

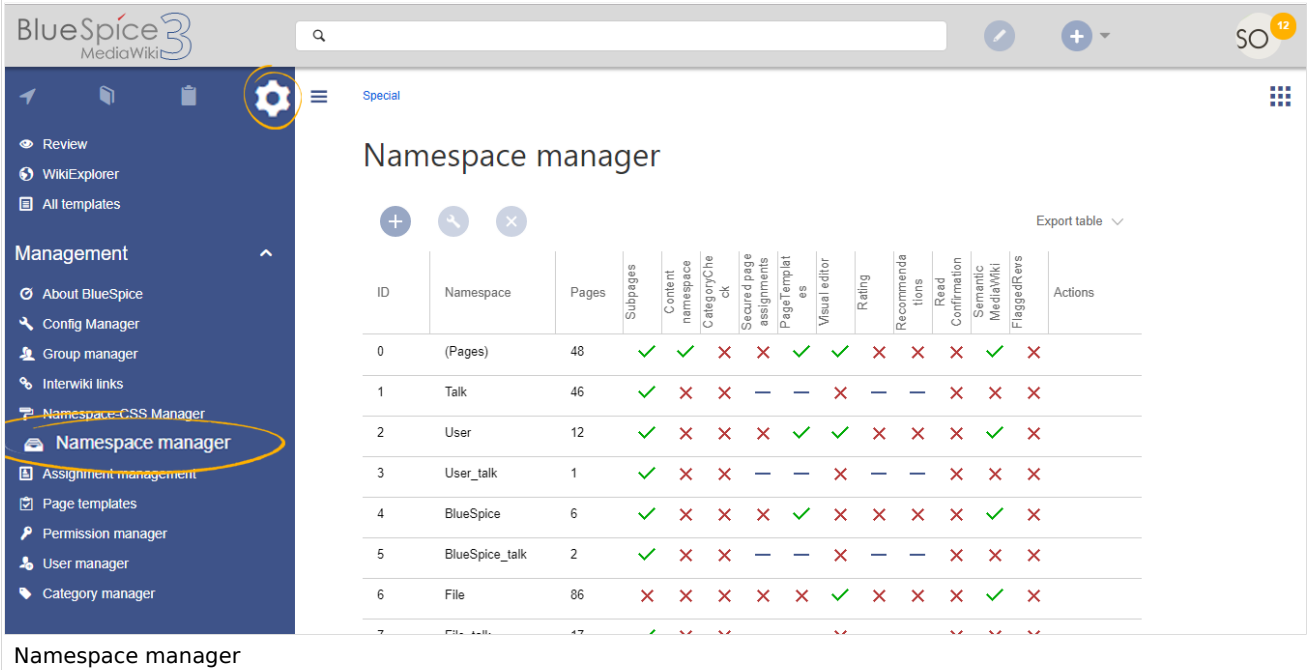
The Namespace manager allows a user with *administrative* rights to create, delete and rename [namespaces](#) and to change the settings of these namespaces. The interface for the user manager is provided by the extension *BlueSpiceNamespaceManager*.

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Accessing the Namespace manager

The navigation link to the Namespace manager is located under *Global actions > Management*. This link opens the page *Special:NamespaceManager*.



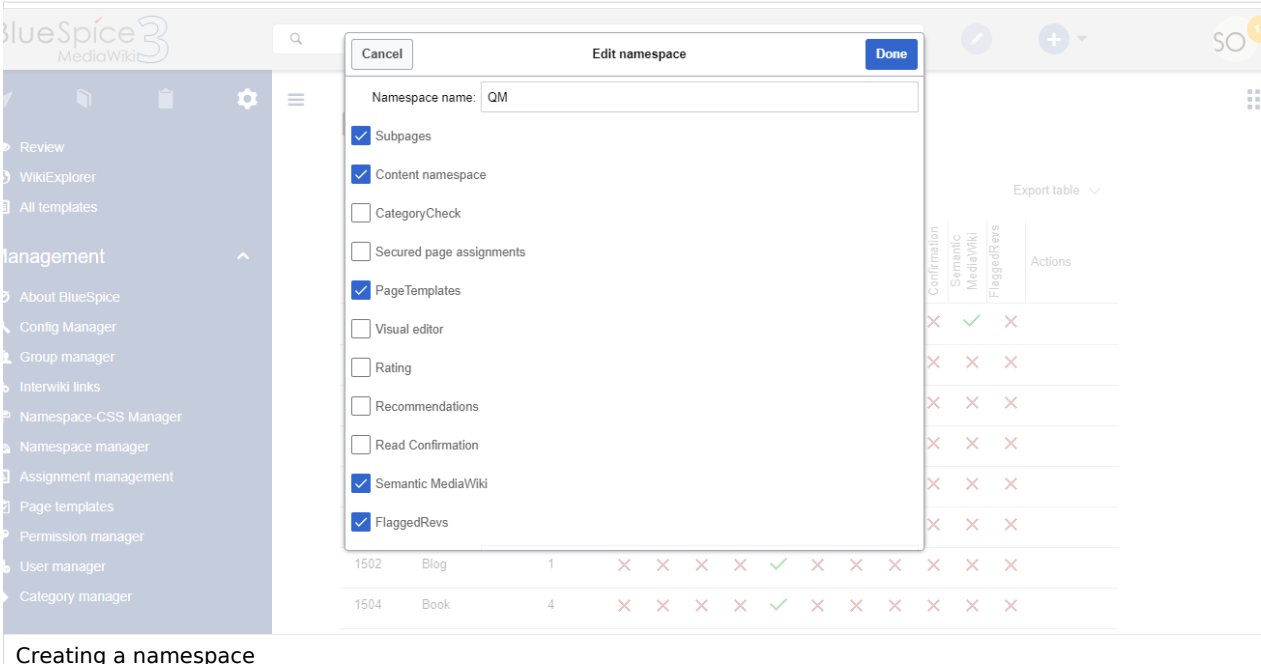
Namespace manager

ID	Namespace	Pages	Subpages	Content namespace	CategoryCheck	Secured page assignments	PageTemplates	Visual editor	Rating	Recommendations	Read Confirmation	Semantic MediaWiki	FlaggedRevs	Actions
0	(Pages)	48	✓	✓	✗	✗	✓	✓	✗	✗	✗	✓	✗	
1	Talk	46	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
2	User	12	✓	✗	✗	✗	✓	✓	✗	✗	✗	✓	✗	
3	User_talk	1	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
4	BlueSpice	6	✓	✗	✗	✗	✓	✗	✗	✗	✗	✓	✗	
5	BlueSpice_talk	2	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
6	File	86	✗	✗	✗	✗	✗	✓	✗	✗	✗	✓	✗	

Creating a namespace

To create a namespace:

1. **Click** the "Plus" icon at the top of the page. A dialog opens.
2. **Enter** the name for the new namespace and select the namespace options.



Creating a namespace

3. You can activate the following options:

1. *Subpages*: namespace can contain subpages (MediaWiki functionality)
2. *Content namespace*: needs to be checked if users will create wiki pages in this namespace (MediaWiki functionality). See also mediawiki.org/wiki/Manual:ContentHandler.
3. The remaining options activate a number of extensions for the namespace: [CategoryCheck](#), [Secured page assignments](#), [PageTemplates](#), [Visual editor](#), [Rating](#), [Recommendations](#), [ReadConfirmation](#), [Semantic MediaWiki](#), [Approval](#).

The corresponding talk namespace for the new namespace is automatically created. The ID of each namespace is assigned automatically based on wiki settings and existing namespace IDs.

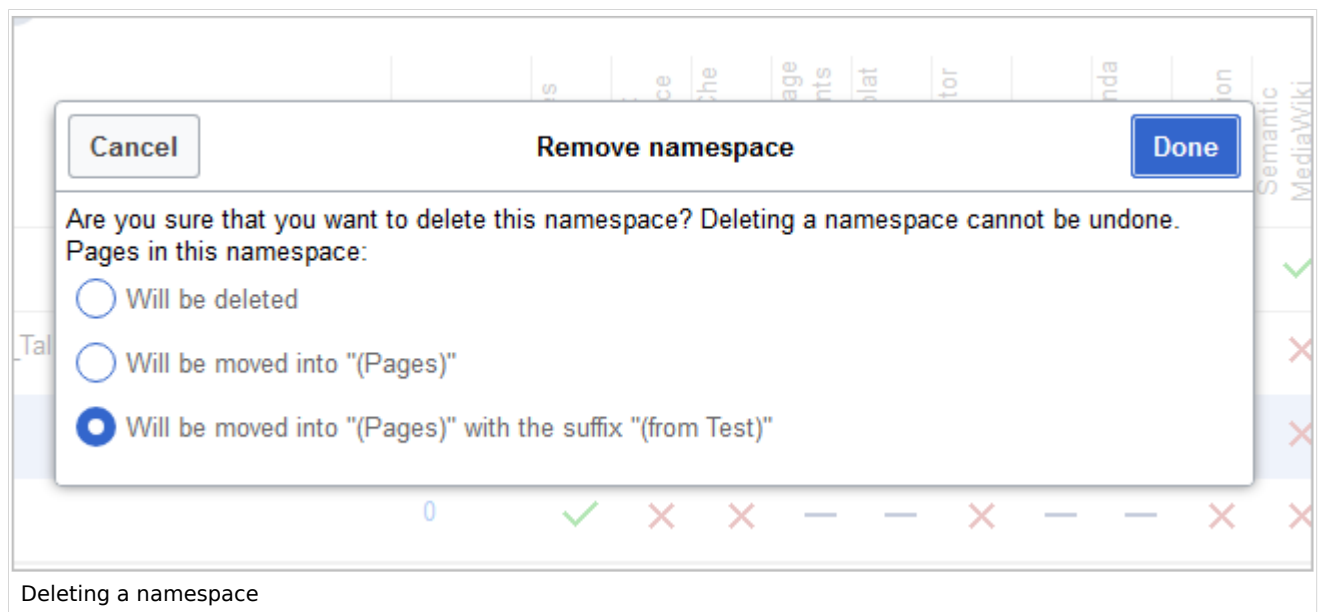
Editing and deleting a namespace

Editing a namespace: A namespace can be edited by clicking on the "wrench" icon in the table row or above the table when a namespace is selected.

Names of talk namespaces or of system namespaces (File, MediaWiki) cannot be changed.

Deleting a namespace: Only custom (user created) namespaces can be deleted.

After clicking on the delete icon, a dialog with the delete options appears.



- *Will be deleted*: deletes the pages in this namespace together with the namespace
- *Will be moved into "(Pages)"*: moves the pages of this namespace into the main namespace
- *Will be moved into "(Pages)" with the suffix "(from [namespace name])"*: moves and appends the pages with "from [namespace]"

Talk namespaces are deleted with their corresponding namespace and cannot be deleted separately.

Related info

- [Reference:BlueSpiceNamespaceManager](#)

Permission manager

A [quality version](#) of this page, [approved](#) on *20 November 2020*, was based off this revision.

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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

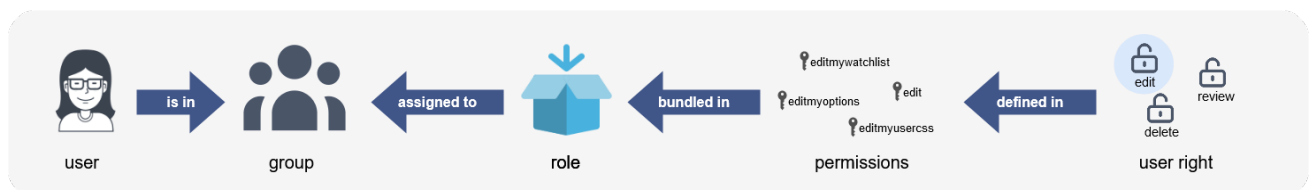
In BlueSpice 3, roles were introduced as a way to manage user rights. The main intention of using roles is to simplify rights management.

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.



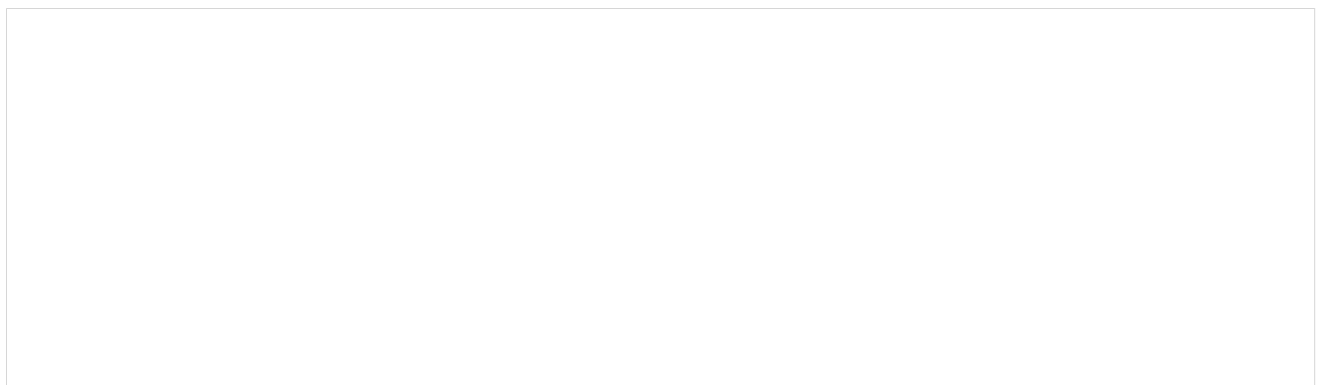
All permissions that make up a logical group are encapsulated in a role, in this example the role "reader". If wiki admins want to grant read-only rights to a user group, they only need to assign that group the "reader" role, instead of assigning many individual permissions that are needed to create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

Group	Role	Wiki	Namespaces						
			(Pages)	QM	Portal	Staff	Minutes		
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"/>	
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"/>	
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"/>	
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"/>	
editor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	
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"/>	
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"/>	
reader	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<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"/>	

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 BlueSpice Permission Manager 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. It contains a table of permissions for the 'bot' role.

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

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

- [Reference:PermissionManager](#)
- [Managing groups](#)
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User manager

A [quality version](#) of this page, [approved](#) on *21 January 2022*, was based off this revision.

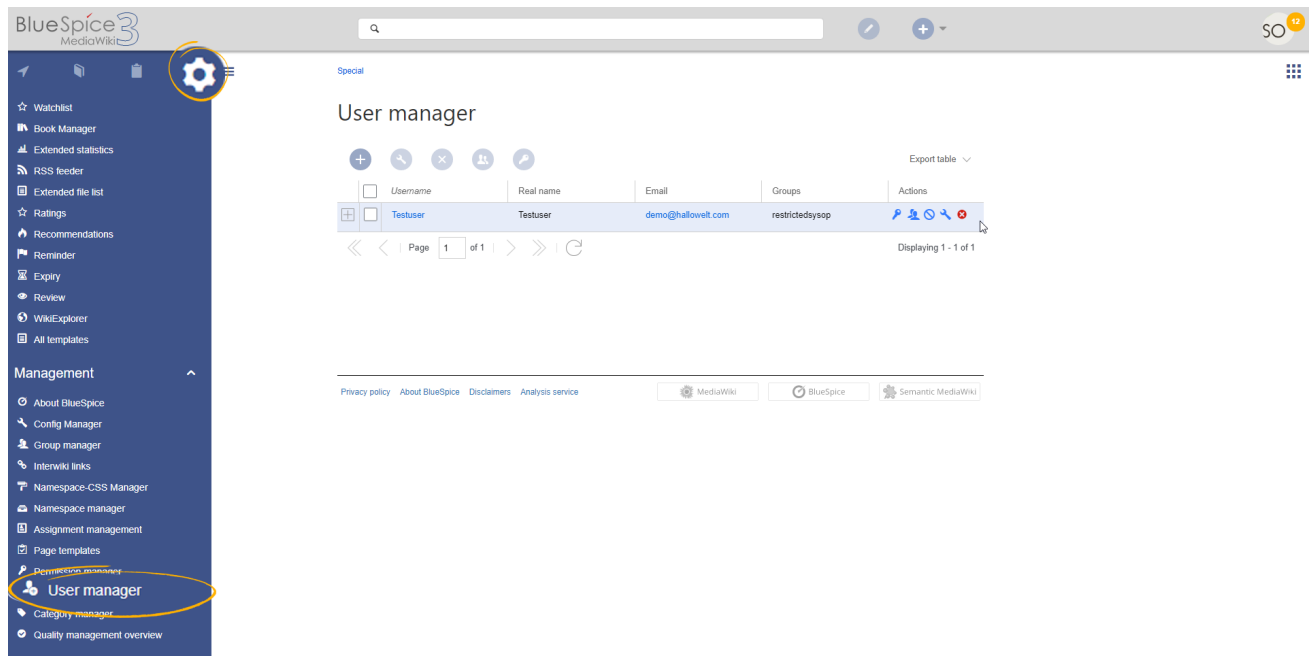
The extension **BlueSpiceUserManager** provides the visual interface for user administration.

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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.



Creating users

To create a user:

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

[Special](#)

User manager

The screenshot shows the 'User manager' interface with a table of users. A modal dialog box titled 'Add user' is open, allowing the creation of a new user. The dialog includes the following fields and options:

- Username:** Newuser
- Password:** (masked with dots)
- Confirm password:** (masked with dots)
- Email:** email@hallowelt.com
- Real name:** (empty field)
- Enabled:** ☒
- Groups:** A dropdown menu with the text 'Type to filter...' and a list of groups including 'Bureaucrats (bureaucrat)'.

The background shows a table with columns: Username, Real name, Email, Groups, and Actions. The first row shows a user named 'Testuser' with email 'demo@hallowelt.com' and group 'restrictedsysop'.

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 a table of users. The 'WikiSysop' user is highlighted, and the 'Actions' column shows a set of icons for editing the user: a plus icon, a wrench icon, a minus icon, a person icon, and a key icon.

- *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](#)