3.1 Extension/BlueSpiceGroupManager

Accessing the group manager

The interface for the Group manager is provided by BlueSpiceGroupManager. It allows adding, renaming and deleting groups. An administrator can go to Global actions > Management > Group manager. This opens the page Special:GroupManager:
Functionality

The group manager has the following features:

- **Viewing groups**: it provides a list of all user groups
- **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

- UserManual:BlueSpiceGroupManager
- Managing permissions
3.3 User manager

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.
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.
3. User rights

- **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.

### 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.

### Technical details

The extension **BlueSpiceUserManager** provides this visual interface for managing users.

### Related info

- Reference: UserManager

### 3.2 Managing permissions
Access to the permission manager

To manage permissions, the extension BlueSpicePermissionManager provides the administrator interface. It is located under Global actions > Management > Permission manager. This links to the page Special:PermissionManager:

Role-based permissions

In BlueSpice version 3.0 roles were introduced as a way to manage wiki 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 function 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 rights.

By assigning roles to a group, all users belonging to that group will receive the rights contained in these roles. Roles are not assigned directly to users, but to groups instead. Users are then assigned to one or more groups.

Default roles

By default, BlueSpicePermissionManager includes a number of pre-defined roles that serve most user needs on the wiki. 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:

- **bot** - typically assigned only to the bot group
- **admin** - all available rights. It should be assigned only to wiki-admin groups
- **maintenanceadmin** - very similar to the *admin* role, used for user groups that are responsible for maintaining wiki integrity
- **author** - all permissions necessary for creating content on the wiki
- **editor** - create content, edit and delete content, create reviews
- **reviewer** - all reviewing actions
- **accountmanager** - user account management rights
- **structuremanager** - move (rename) pages, create and delete namespaces
- **reader** - basic read-only access
- **accountselfcreate** - this role must be assigned to the "*" groups to allow users to self-create user accounts
- **commenter** - cannot create and edit content, can only comment on existing content

### The roles matrix

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

The **group tree** (on the left) shows all existing groups:

- **Group "*"**: all non-logged-in (anonymous) users
- **Group "user"**: all logged-in users, the default group for all users
3. User rights

- **Subgroups of group "user"**: all groups that are defined on the wiki, either by default, by MediaWiki, or custom groups created by the wiki admins. 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.

**Technical info**

**Logging**

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

**Backups**

All changes to the role matrix are backed up. By default, the last 5 backups are kept. This limit can be changed in BlueSpiceConfigManager, under configs for the extension BlueSpicePermissionManager.

**Related info**

- UserManual:PermissionManager
- Managing groups
- Rights concepts