3.3 Extension/BlueSpiceUserManager

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.
1. **Key icon:** change password
2. **People icon:** assign groups to this user
3. **Block icon:** disable/enable user. Disabling does not delete the account.
4. **Wrench icon:** edit email and real name
5. **"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