

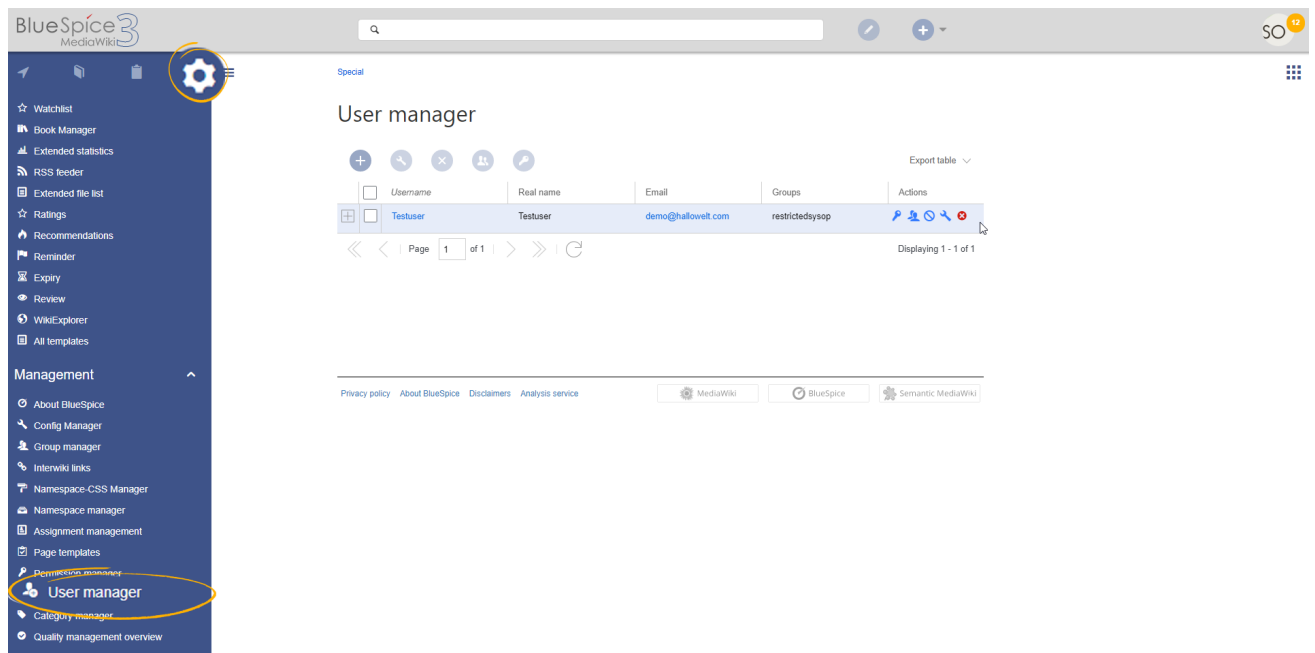
## Extensions/UserManager

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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 displays the 'User manager' interface. At the top, there are navigation icons and an 'Export table' dropdown. Below is a table with columns: Username, Real name, Email, Groups, and Actions. The table contains one row for 'Testuser' with email 'demo@hallowelt.com' and group 'restrictedsysop'. An 'Add user' dialog box is open, showing the following fields: Username (Newuser), Password (masked), Confirm password (masked), Email (email@hallowelt.com), Real name (empty), Enabled (checked), and Groups (Bureaucrats (bureaucrat)).











### 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.

     <span style="float: right;">Export table ▾</span>					
<input type="checkbox"/>	Username	Real name	Email	Groups	Actions
<input type="checkbox"/>	WikiSysop			bureaucrat, editor, sysop	    

- *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](#)