

## Page assignments

With the extension **PageAssignments**, users can be assigned to a page. Assigned users can serve as contacts for a page. In addition, assignments can be used to collect [read confirmations](#). If the optional "Secured page assignments" function is activated in a namespace , only assigned users can edit a page.

### Contents

1	Assigning a page .....	2
2	Assignments management .....	2
2.1	Possible actions .....	3
3	Secured page assignments .....	3
4	My assignments .....	4
5	Related info .....	4

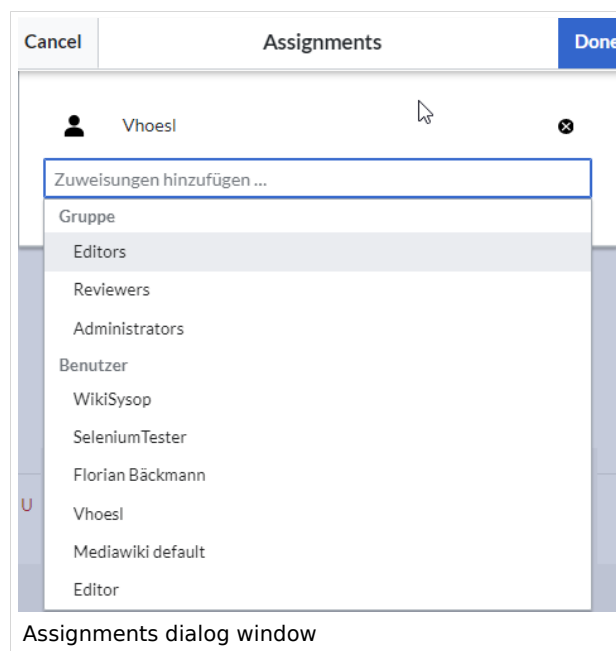
## Assigning a page

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To assign pages to other users, you need the appropriate rights. These are provided via the roles *reviewer*, *admin* and *maintenanceadmin*. Assigned users need to have the role *editor* to be able to edit the page they are assigned to. Although users with *read* permissions can be assigned to a page, they cannot make changes to the page.

### To assign a user or a group to a page:

1. **Click** on *Set page assignments* in the page tools.
2. **Type** a user or group name in the assignments text box *Add assignments...*
3. **Click** the *Done* button.
4. **Add** more users or groups (optional).



## Assignments management

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Users in the *reviewer* role can see a list of all pages that have assignments. This page (*Special: ManagePageAssignments*) can be loaded from the navigation menu under *Global actions > Management > Assignments*.

Assignment management			
<div><div></div><div></div></div> <div>Export table ▾</div>			
Pagetitle	Assignments	Read?	Actions
Main Page	Vhoesi	Disabled	
Template:Userpage standard content	No assignments	Disabled	
VH:Newpage	Florian Bäckmann		

Assignments manager

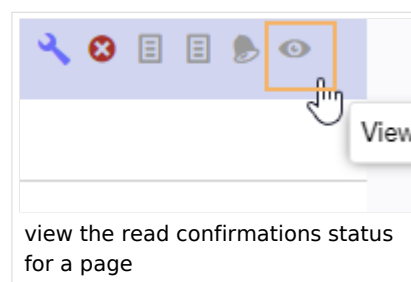
## Possible actions

### For page assignments:

- (1) Change assignments (wrench icon)
- (2) Delete assignments (delete icon)
- (3) View assignments log (first page icon)

**For read confirmations** (if activated in the namespace of the page):

- (4) Read confirmations log (second page icon)
- (5) Request read confirmation (bell icon)
- (5) View the read confirmation status for a page (eye-icon)

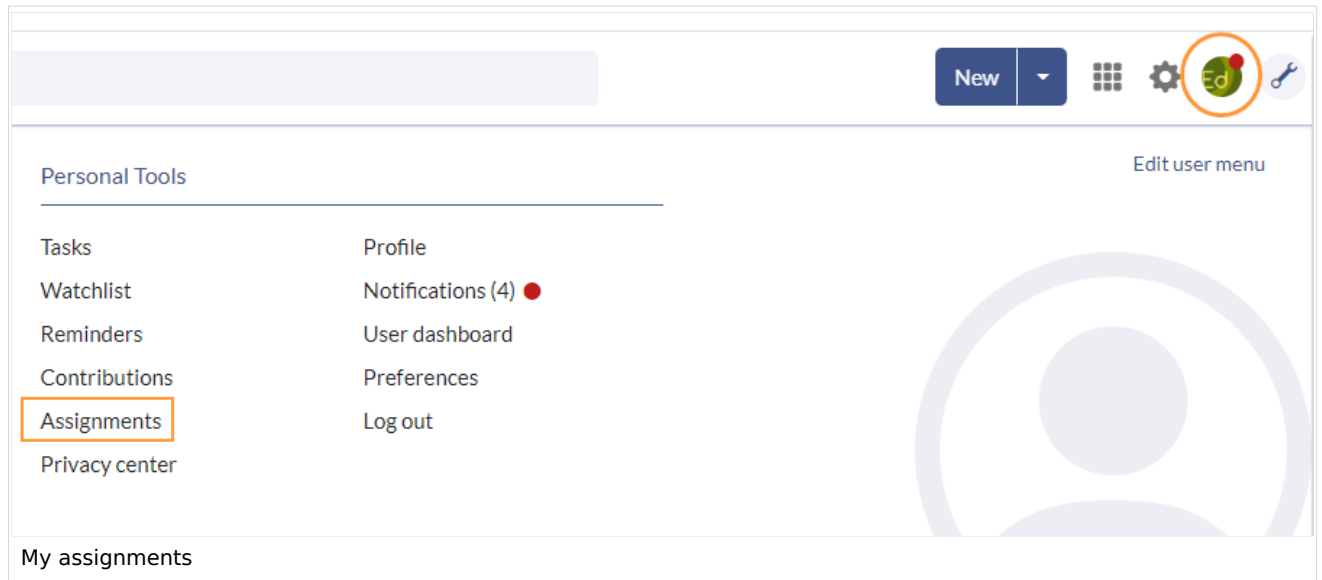


## Secured page assignments

In the [namespace manager](#) you can configure that page assignments are secured. If a page is created in such a namespace, the page is only editable for users that are assigned to this page. This means that every new page should be created by a user with *reviewer* or *admin rights*, because only these roles have the necessary rights to make the assignment. If a page is created in this namespace by a user with *edit* rights, this page cannot be edited further by this user, unless he/she is assigned by a user with the necessary permissions.

## My assignments

Users can view their own page assignments by clicking on "Assignments" in their personal menu.



### Related info

- [Reference:BlueSpicePageAssignments](#)
- [Request read confirmations from assigned users](#)

➔ [Technical Reference: BlueSpicePageAssignments](#)