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.
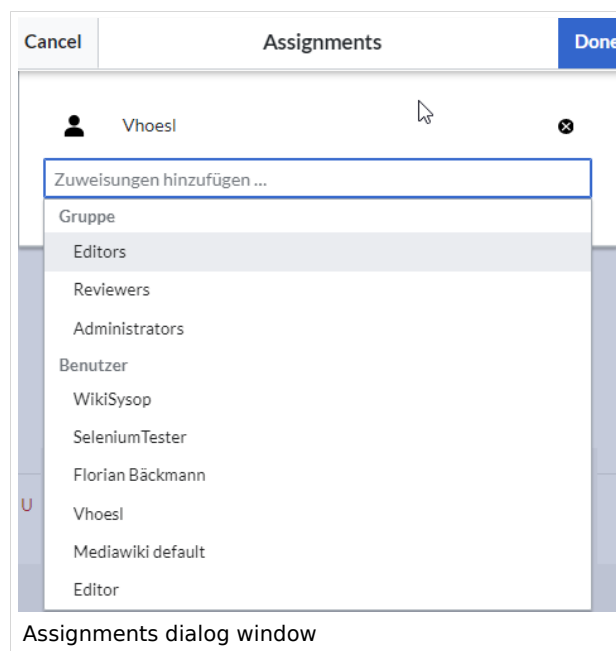
Contents

Assigning a page

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 dialog window

Assignments management

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.*
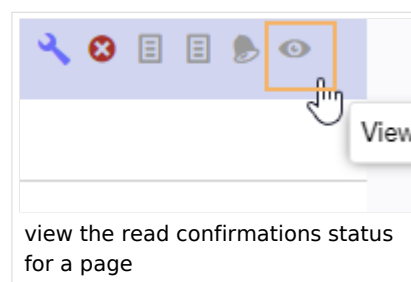
Assignments manager

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)

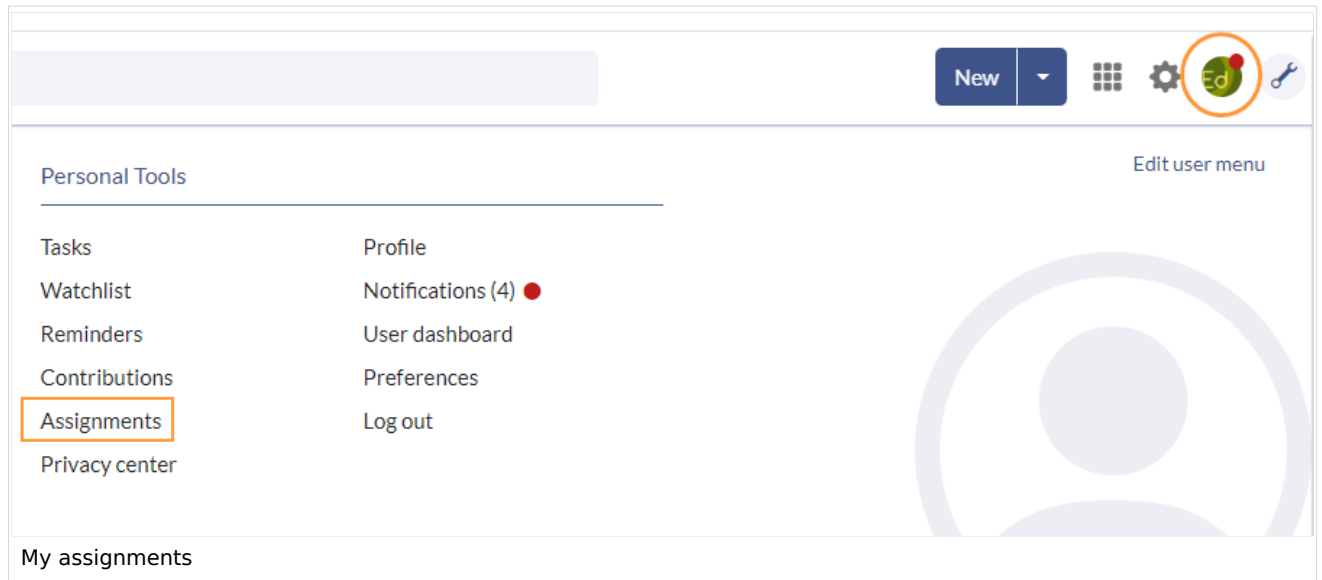
view the read confirmations status for a page

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 r*eviewer* 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.

My assignments

Related info

- Reference:BlueSpicePageAssignments
- Request read confirmations from assigned users

➡ Technical Reference: BlueSpicePageAssignments