

# User manager

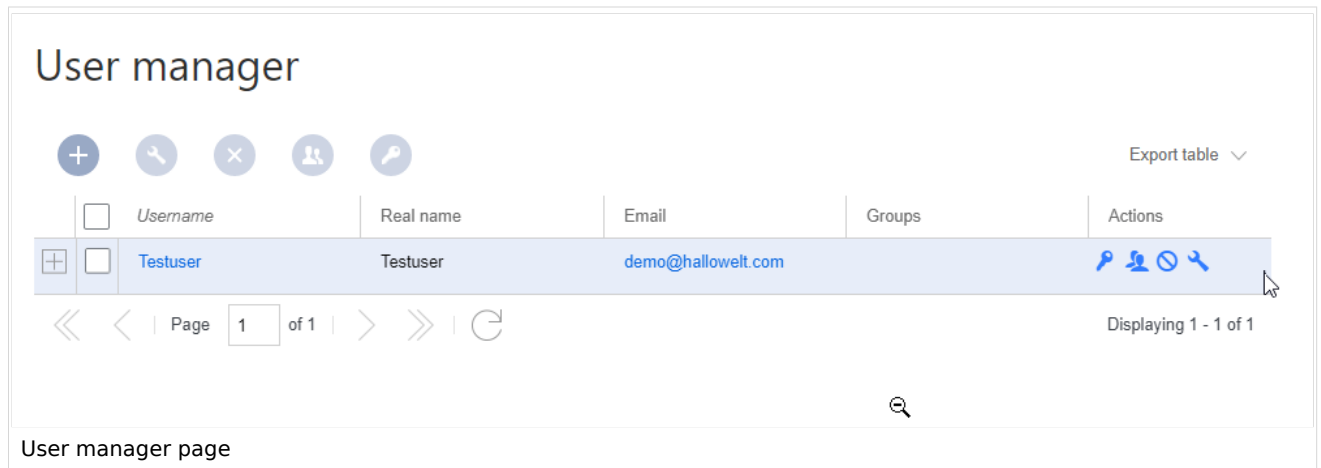
The extension **BlueSpiceUserManager** provides the visual interface for user administration.

## Contents

1 About the User manager .....	2
2 Create a user account .....	2
3 Edit a user account .....	3
4 Inactive users .....	3
5 Related info .....	4

## About the User manager

Administrators can access the User manager in the [Global actions](#) menu under *Management > Users* (link to page *Special:UserManager*). It shows an editable list of all user accounts.



## Create a user account

### To create a user account:

1. **Click** the "+"-button. This opens a dialog.

The screenshot shows the 'Add user' dialog box. It has a 'Cancel' button on the top left and a 'Done' button on the top right. The form contains the following fields: 'Username' with the value 'Newuser', 'Password' with masked characters, 'Confirm password' with masked characters, 'Email' with the value 'email@hallowelt.com', 'Real name' (empty), 'Enabled' with a checked checkbox, and 'Groups' with a dropdown menu showing 'Bureaucrats (bureaucrat)'. Below the 'Groups' dropdown is a search bar with the text 'Type to filter...'. At the bottom, there is a search icon and the text 'Create a user account'.

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.
  - *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.

**Tip:** If you do not want to provide the new user with a password that is known to you, you can create the user account via the page *Special:CreateAccount* instead. It is, however, not possible to assign a user group to the new account during account creation on that page.

## Edit a user account

The tools for editing a user are shown in the table grid when hovering over or selecting the user from the list.

Export table

<div><div></div></div>	Username	Real name	Email	Groups	Actions
<div><div><div></div></div><div><div></div></div></div>	WikiSysop			bureaucrat, editor, sysop	<div><div></div><div></div><div></div><div></div></div>

Edit a user account

- *Key icon*: change the password.
- *People icon*: Assign groups to this user account.
- *Block icon*: Disable/enable user account. A user account cannot be deleted.
- *Wrench icon*: edit email and real name

**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. This resets the groups for the selected users and assigns the newly chosen groups.

## 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*.

**Note:** User accounts cannot be deleted. They can only be disabled.

## Related info

- [Reference:BlueSpiceUserManager](#)



[Technical Reference: BlueSpiceUserManager](#)