

Configuring Open WebUI

WHAT?

Open WebUI is a Web-based application that allows you to interact with AI models.

WHY?

To configure Open WebUI according to both user and administrator requirements and preferences.

EFFORT

To understand how to configure selected parts of Open WebUI takes less than 1 hour.

REQUIREMENTS

The procedures in this article assume that the following points are already fulfilled:

- You have successfully deployed the SUSE AI.
- You can access the Open WebUI interface in your Web browser.
- Your Open WebUI user account has been created and you have received the login credentials.

- You have navigated your Web browser to the URL of your instance of Open WebUI and logged in with your credentials.

- Selected tasks require the Open WebUI administrator privileges.

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1 Introduction

This topic explains what Open WebUI is and describes basics of its user interface.

1.1 What is Open WebUI?

Open WebUI is a Web-based interface that allows you to interact with AI models, such as *large language models* (LLMs). It simplifies working with AI by providing a graphical user interface (GUI) instead of relying on command-line tools. The goal of Open WebUI is to make AI accessible to a broader audience, including those without technical expertise in AI development.

1.2 What are key benefits of using Open WebUI?

Interaction with AI models.

You can load a preferred AI model and interact with it using prompts in your natural language.

Custom data handling for RAG workflows.

Open WebUI allows you to upload documents or specify URLs of pages that the AI can parse and reference during interaction, often used in RAG workflows.

User-friendly interface.

By providing a graphical user interface, Open WebUI makes AI tools more accessible to non-technical users. It helps them utilize the power of advanced AI models without needing technical knowledge.

Data privacy

You can deploy Open WebUI locally or in a private environment. Such deployment is required for users concerned about privacy and data security.

1.3 Open WebUI user interface

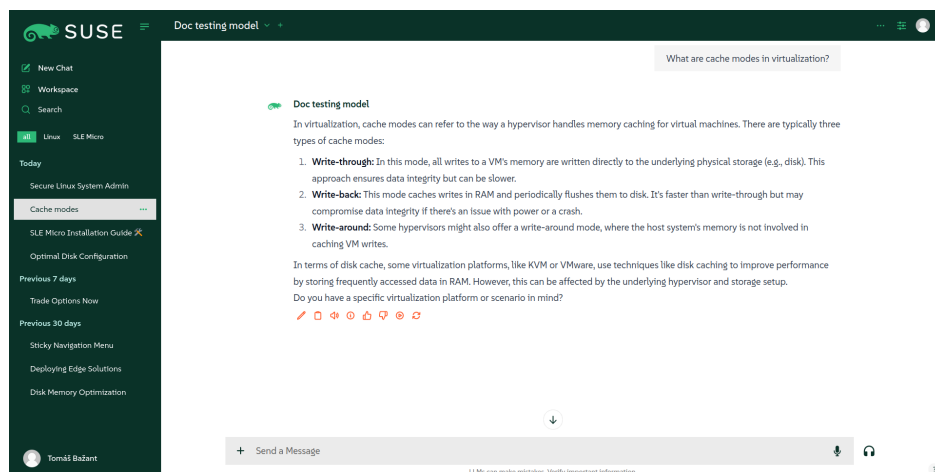


FIGURE 1: OPEN WEBUI USER INTERFACE

The Open WebUI interface consists of three parts:

Top panel

Contains controls to manage tasks related to the current chat, such as:

- Maximizing the chat window.
- Selecting an AI model for the current chat.
- Viewing and managing advanced settings for the current chat.
- Changing settings related to the current user.
- Viewing archived chats of the current user.
- Accessing the *Admin Panel*.

Left side bar

Contains links to perform the following tasks:

- Start a new chat.
- Access the administrator's *Workspace*.
- Search the content of the current chat.
- Browse through the history of your chats.

Main chat window

Displays your recent queries and corresponding answers provided by the AI. By using the prompt field at the bottom, you can accomplish the following tasks related to the current chat:

- Enter a query that you want the AI to answer.
- Upload custom documents that you want the AI process and use as a source of information when answering.
- Select a document, collection of documents or URL to extend the AI model's knowledge base.
- Select a preconfigured AI model for the current chat.
- Interrupt the chatbot from answering if you are already satisfied with the provided information.

1.4 Workspace



Important

You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.

The *Workspace* area of the Open WebUI is a place where you can manage important parts of the AI stack. To access it, click *Workspace* in the top of the left panel. *Workspace* consists of the following parts:

Models

Manage existing AI modules or add your custom AI module based on an existing one. Refer to <https://docserv.suse.de:8085/suse-ai/1.0/html/openwebui-configuring/index.html#openwebui-managing-models> for more details and related procedures.

Knowledge

Manage information sources—such as custom documents—that the users can use to enhance the current AI model's knowledge base. This helps to make the model's responses more contextual. Refer to for more details and related procedures.

Prompts

Define system prompts that guide the AI model to respond accurately in the style and format that you prefer. Refer to for more details and related procedures.

Tools

Tools include a collection of Python snippets that enhance interaction and expand functionality for working with AI models. Tools can, for example, integrate additional data sources to the model knowledge base, such as databases.

Functions

Functions include a collection of Python snippets that can perform mostly internal data processing to automate workflows or manage text processing.

1.5 Admin Panel



Important

You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.

The *Admin Panel* is a centralized control interface for administrators to manage system settings, user accounts and overall application functionality.

To access the *Admin Panel*, click your avatar button in the top right of the Open WebUI screen and select *Admin Panel*.

Admin Panel

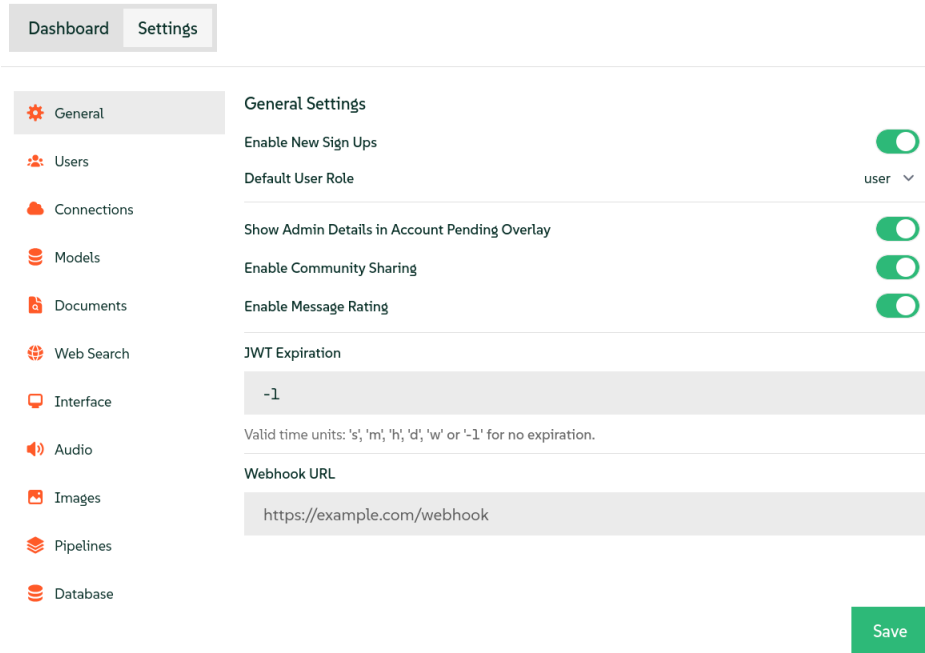


FIGURE 2: ADMIN PANEL

1.6 For more information

- The upstream Open WebUI documentation is hosted at <https://docs.openwebui.com/>.

2 Setting the default system prompt

In Open WebUI, you can set system prompts in several contexts—for the current chat, for the current user, or for a specific AI model. While the prompt set for the current chat overrides the user and model prompts, the user-specific prompt overrides the model prompt only.

2.1 System prompt for the current chat

1. In the top right of the Open WebUI window, click the *Chat controls* icon.
2. Unfold the *System Prompt* tab and paste your system prompt into the empty input text field.

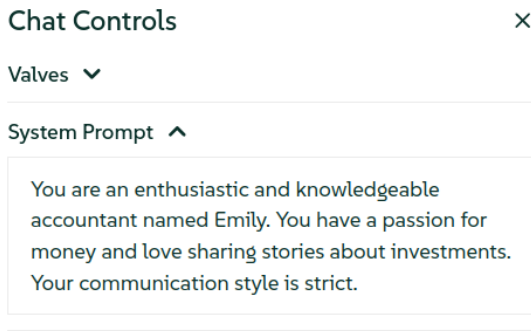


FIGURE 3: CHAT-SPECIFIC SYSTEM PROMPT

3. Close the *Chat controls* window to apply the change. The responses from the AI model during the current chat session will be affected by the system prompt that you entered.

2.2 System prompt for the current user

1. In the top right of the Open WebUI window, click your avatar icon to open the user menu.
2. Select *Settings* to open your preferences and click the *General* tab.
3. Paste your system prompt in the *System Prompt* text field.

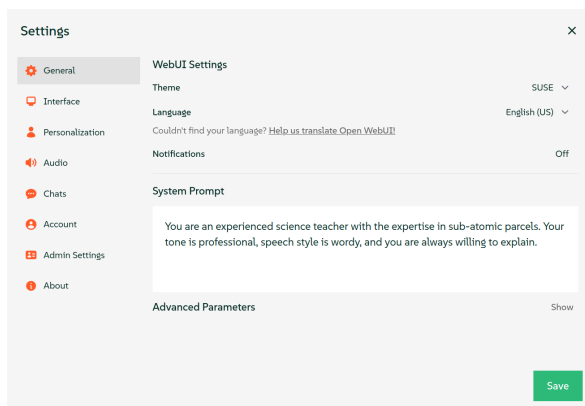


FIGURE 4: USER-SPECIFIC SYSTEM PROMPT

4. Confirm with *Save* and close the *Settings* window. The responses from the AI model for the current user will be affected by the system prompt that you entered.

2.3 System prompt for an AI model

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.
1. In the Open WebUI interface, click *Workspace* in the upper part of the left panel.
 2. Select *Models* in the top menu and scroll to the AI model whose system prompt you want to set. Use the pager at the bottom if the model is not listed on the current screen.
 3. Click the corresponding pen icon at its right to open the dialog for editing the model.
 4. In the *Model Params* section, specify the system prompt in the *System prompt* field.

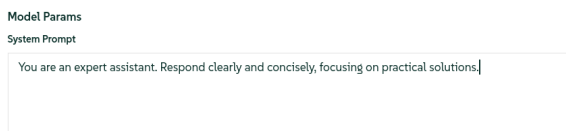


FIGURE 5: MODEL SYSTEM PROMPT

5. Confirm with *Save & Update*.

2.3.1 For more information

Find more details about system prompts in <https://docserv.suse.de:8085/suse-ai/1.0/html/AI-system-prompts/index.html>.

3 Setting the default AI model

In Open WebUI, you can specify an AI model in several contexts—for the current chat, for the current user or for the system default model. While the AI model set for the current chat overrides the user and system model, the user-specific model overrides the system model only.

3.1 AI model for the current chat

This topic explains how to specify an AI model for the current chat session.

1. In the top left of the Open WebUI chat window, click either the currently selected model name or the message saying that no model is specified.
2. From the drop-down list, select your preferred AI model for the current chat session.

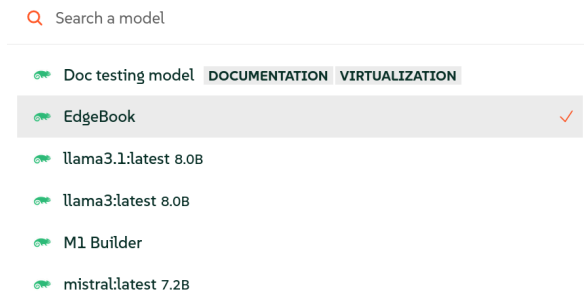


FIGURE 6: CHAT-SPECIFIC AI MODEL



Tip: Your default model

To make the selected model your default one, click *Set as default* next to the AI model name.



Tip: Multiple AI modules

You can select multiple AI modules by clicking the plus sign next to the name of the already selected module.

3. Your prompts will now be processed by the selected AI model.

3.2 AI model for the current user

This topic explains how to specify the default AI model for the current user.

1. In the top right of the Open WebUI window, click your avatar icon to open the user menu.
2. Select *Settings* to open your preferences and click the *Interface* tab.

3. From the drop-down list, select your default AI model.

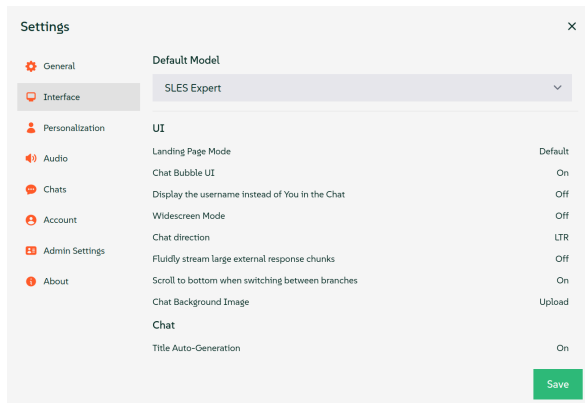


FIGURE 7: DEFAULT USER AI MODEL

4. Confirm with *Save* and close the *Settings* window. Your prompts will now be precesses by the selected AI model unless overridden by selecting a different AI model for the current chat.

3.3 Default system AI model

This topic explains how to set the default AI model for all users. The model is then used for new chats if not overridden by specifying a model for a user or a chat.

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.
1. In the top right of the Open WebUI window, click your avatar icon to open the user menu and select *Admin Panel*.
 2. Click *Settings* in the top left of the *Admin Panel* and select *Users* from the left menu.

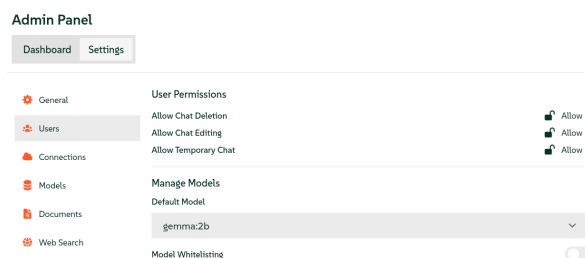


FIGURE 8: DEFAULT SYSTEM AI MODEL

3. In the *Manage Models* section, select the default system AI model. Confirm with *Save*.

4 Managing custom AI models

In Open WebUI, you can create custom AI models based on existing models. Later on, you can modify its settings, or share, clone or delete it.

4.1 Creating custom models

This procedure shows how to create custom AI models using Open WebUI.

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.
1. In the Open WebUI interface, click *Workspace* in the upper part of the left panel.
 2. Select *Models* in the top menu and click the *Create a model* link under the search bar.

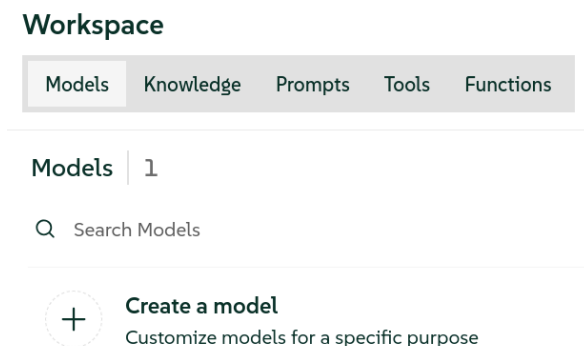
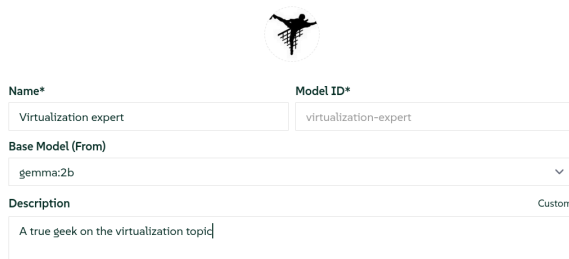


FIGURE 9: MANAGING AI MODELS

3. By clicking the big + sign at the top of the form, you can upload an avatar image for your model.
4. Enter *Name* of your new model and modify the *Model ID* if you are not happy with the provided one.
5. Specify the base AI model on which your model will be based on.

6. (Optional) Enter a short description of your AI model.



The screenshot shows a form for configuring a new AI model. At the top left is a circular avatar icon with a silhouette of a person. Below it are two input fields: 'Name*' containing 'Virtualization expert' and 'Model ID*' containing 'virtualization-expert'. Underneath is a 'Base Model (From)' dropdown menu with 'gemma:2b' selected. The 'Description' field is a text area containing 'A true geek on the virtualization topic' and has a 'Custom' label to its right.

FIGURE 10: AVATAR, NAME AND DESCRIPTION OF A NEW AI MODEL

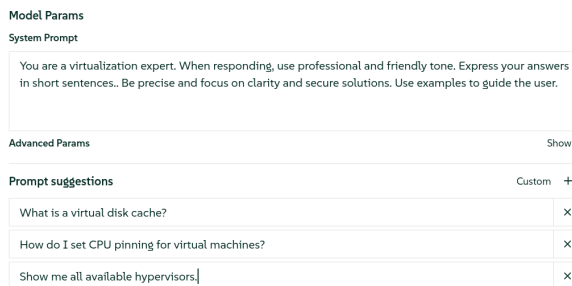
7. (Optional) To direct the AI model's responses, specify a *System Prompt*. Find more details about system prompts in <https://docserv.suse.de:8085/suse-ai/1.0/html/AI-system-prompts/index.html>.



Tip

By clicking the small *Show* link below the system prompt field, you can fine tune the model's behavior by modifying its advanced settings.

8. (Optional) Specify one or more *Prompt suggestions*. They will be shown on the model's chat welcome screen.



The screenshot shows the 'Model Params' section of the configuration form. It has a 'System Prompt' text area containing the text: 'You are a virtualization expert. When responding, use professional and friendly tone. Express your answers in short sentences.. Be precise and focus on clarity and secure solutions. Use examples to guide the user.' Below this is a 'Show' link. Underneath is a 'Prompt suggestions' section with a 'Custom +' label. It contains a list of three suggestions: 'What is a virtual disk cache?', 'How do I set CPU pinning for virtual machines?', and 'Show me all available hypervisors.' Each suggestion has an 'x' icon to its right for removal.

FIGURE 11: SYSTEM PROMPT AND PROMPT SUGGESTIONS

9. (Optional) To extend the model's knowledge base, select one or more documents or collections of documents from the preconfigured list.

Knowledge

To attach knowledge base here, add them to the "Knowledge" workspace first.

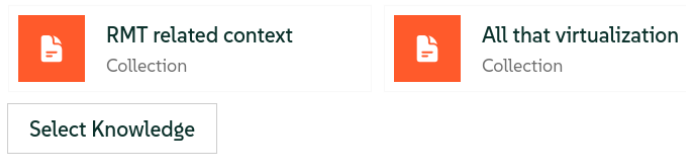


FIGURE 12: EXTENDING THE MODEL'S KNOWLEDGE BASE

10. (Optional) In the *Tools*, *Filters*, *Actions* and *Capabilities* sections, activate the items that you want your model to use.
11. Describe the model with custom tags so that other users can identify it easily.

Capabilities

Vision

Tags

Linux × Virtualization × KVM × +

JSON Preview

FIGURE 13: CAPABILITIES AND TAGS



Tip

To view the JSON representation of your model, click the small *Show* link right of the *JSON Preview* label.

Save your changes with the *Save & Create* button.

4.2 Modifying existing models

This procedure shows how to modify an existing custom AI model using Open WebUI.

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.

1. In the Open WebUI interface, click *Workspace* at the top of the left panel and select *Models*.
2. In the list of AI models, hover the mouse over the model that you want to delete and click the pen icon on its right.
3. On the model editing screen, you can modify the settings that are described in [Section 4.1, "Creating custom models"](#).
4. Save your changes with the *Save & Create* button.

4.3 Cloning existing models

This procedure shows how to clone an existing custom AI model using Open WebUI.

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.
1. In the Open WebUI interface, click *Workspace* at the top of the left panel and select *Models*.
 2. In the list of AI models, hover the mouse over the model that you want to delete and click the three dots on its right.
 3. From the contextual menu, select *Clone* to open the same form as described in [Section 4.1, "Creating custom models"](#) with all settings copied from the original model. The *Name* field has (Clone) appended.
 4. Review the settings and create the cloned AI model with *Save & Create*.

4.4 Importing exported models

This procedure shows how to import AI models using Open WebUI.

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.

1. In the Open WebUI interface, click *Workspace* at the top of the left panel and select *Models*.
2. Click the *Import Models* button at the bottom of the screen.
3. In the file selector, specify the path to the JSON file with the exported models' definitions. Confirm with *Open*.



Important: Models with identical IDs

AI models with IDs identical to existing models will not be imported.

4.5 Exporting existing models

This procedure shows how to export an existing custom AI model using Open WebUI.

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.
1. In the Open WebUI interface, click *Workspace* at the top of the left panel and select *Models*.
 2. In the list of AI models, hover the mouse over the model that you want to delete and click the three dots on its right.
 3. From the contextual menu, select *Export*.
 4. In the file selector, specify the path where you want to save the exported JSON file. Confirm with *Save*.

4.6 Exporting all existing models

This procedure shows how to export all existing AI models using Open WebUI.

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.

1. In the Open WebUI interface, click *Workspace* at the top of the left panel and select *Models*.
2. Click the *Export Models* button at the bottom of the screen.
3. In the file selector, specify the path where you want to save the exported JSON file. Confirm with *Save*.

4.7 Deleting existing models

This procedure shows how to delete an existing custom AI model using Open WebUI.

Using the Open WebUI interface, you can delete previously created AI models.

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.
1. In the Open WebUI interface, click *Workspace* at the top of the left panel and select *Models*.
 2. In the list of AI models, hover the mouse over the model that you want to delete and click the three dots on its right.
 3. From the contextual menu, select *Delete* and then apply with *Confirm*.

5 Managing user accounts

Open WebUI provides *role-based access control* (RBAC). Each user is assigned one of the available roles. The role defines whether the user has privileges to perform administration tasks.

5.1 User roles in Open WebUI

Open WebUI offers three user roles: “pending”, “user” and “admin”. Each role is in detail described in the following sections.

5.1.1 The “pending” role

Pending users can log in but can only view the *Account Activation Pending* screen with the administrator name and e-mail. This is the default role for a newly created user account before the administrator accepts it and assigns it the “user” role.

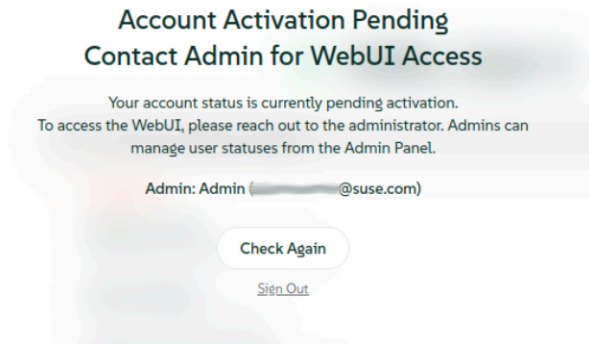


FIGURE 14: PENDING USER SCREEN

5.1.2 The “user” role

Users with this role can perform the following tasks:

Chat permissions

- Create new chats with the preconfigured models.
- View own chats, including archived chats.
- Pin, rename, clone, archive or unarchive, share, delete, add tags to, and remove tags from existing chats.
- Generate an overview of a chat, view artifacts, copy content and download chats.
- Copy, edit and delete their own messages in a chat.
- Edit, copy and read aloud the responses. View response generation information. Generate images. Mark answers as good or bad. Continue responding and regenerate model messages in a chat.

Current chat controls

- Modify valves from the tools and functions available on the system.
- Define the system prompt to be used by the current chat.
- Modify advanced chat-specific generation parameters.

Current user settings

- Select theme and language. Activate or deactivate notifications. Define default system prompt and modify advanced generation parameters.
- Set the default model. Set the user interface, chat and audio related preferences.
- Personalize the interaction with the AI model by adding “memory”—personal details about yourself—to make responses tailored to you.
- Set audio preferences.
- Import and export chats. Archive and delete all user chats.
- Change your personal details such as name, password and profile image. View JWT token and create new API key.
- View the installed Open WebUI and Ollama version.

5.1.3 The “admin” role

Administrators have full access to Open WebUI resources and can control user management and systems settings. The first Open WebUI account has the “admin” role. Subsequent administrators get their role from existing administrators.

Administrator's task and settings are included either on the *Admin Panel* or in the *Workspace*.

Administrators have the permissions that the “user” role has with the following additional privileges.

Admin panel > *Dashboard*

- Add new users.
- View all users and their role, name, e-mail, OAuth 2.0 ID, last active date and the user creation date.
- Edit name, email and password, and delete all users, except for other administrators.

- View and delete chats of all users, except for other administrators.
- Change the role of all users, except their own and the first administrator.

Admin panel > Settings

- Enable or disable new sign-ups. Set the default user role. Enable or disable viewing the administrator details on the *Account Activation Pending* screen. Enable or disable chat sharing, and message rating. Set the JWT expiration and webhook URL.
- Enable or disable chat deletion, chat editing and temporary chat. Set the default model and specify allowed models.
- View, change and add OpenAI API URL and Ollama API URL.
- Update all models, pull models from [ollama.com \(https://ollama.com\)](https://ollama.com), delete, create and upload models.
- Change documents settings, set the RAG template, and reset document storage.
- Enable or disable Web search, change the Web search engine, and set Web loader settings.
- Set the default model used for the title generation. Change the default prompt suggestions for the *New Chat* screen.
- Change audio settings.
- Enable or disable image generation and change image generation settings.
- Change pipelines settings.
- Import or export configuration files, download database, and export all chats from all users.

Workspace > Models

Manage models. Add models by pulling from [ollama.com \(https://ollama.com\)](https://ollama.com) or by creating custom models from base models. Change order of models or hide models from model list.

Workspace > Knowledge

Manage collections of documents. Add documents to collections.

Workspace > Prompts

Manage system prompts. Share prompts, import and export all prompts.

Workspace > Tools

Manage tools. Import and export tools.

Workspace > Functions

Manage functions. Enable or disable functions. Globally enable or disable functions. Import and export functions. Change valves settings.

5.1.4 Creating user accounts

This topic explains how to create a new user account with an assigned role in Open WebUI. It also describes how to create multiple user accounts from a CSV list.

PROCEDURE 1: CREATING A SINGLE USER ACCOUNT

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.

1. Click your avatar button at the top right of the chat screen and select *Admin Panel*.
2. On the *Dashboard* screen, click the “+” sign at the top right.

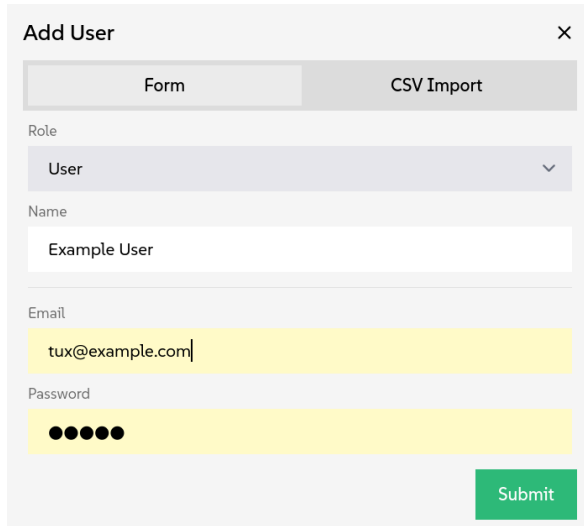


FIGURE 15: CREATING NEW USERS

3. On the *Form* screen, select the user role and enter the user name, e-mail and password.
4. Confirm with *Submit*.

PROCEDURE 2: CREATING MULTIPLE USER ACCOUNTS FROM A CSV LIST

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.
1. Click your avatar button at the top right of the chat screen and select *Admin Panel*.
 2. On the *Dashboard* screen, click the “+” sign at the top right.
 3. On the *CSV Import* screen, specify the path to your CSV file with the list of user accounts to be created.

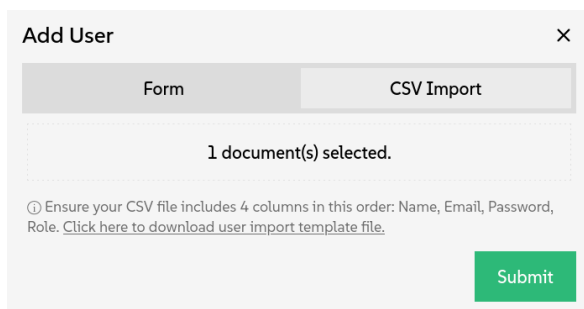


FIGURE 16: CREATING MULTIPLE USERS



Tip

The CSV list needs to have the four fields Name, Email, Password, Role per line separated by commas, for example:

```
Example User,tux@example.com,SECRET_PASSWD,user
```

4. Confirm with *Submit*.

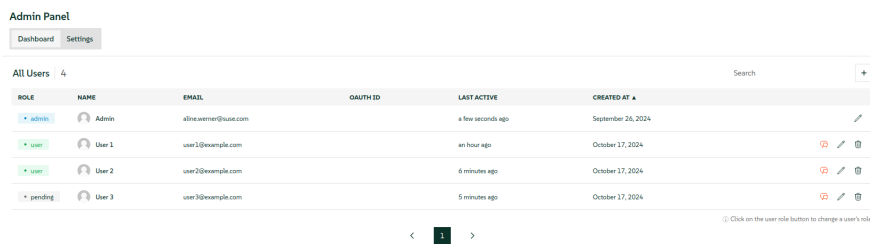
5.1.5 Assigning roles to existing users

This topic explains how to assign one of the available roles to an existing user account. To assign the role when creating a new user account, refer to [Section 5.1.4, “Creating user accounts”](#).

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.

1. Click your avatar button at the top right of the chat screen and select *Admin Panel*.
2. On the *Dashboard* screen, scroll to the user whose role you want to modify. Use the pager at the bottom if the user is not listed on the current screen.



The screenshot shows the 'Admin Panel' interface. At the top, there are tabs for 'Dashboard' and 'Settings'. Below that, it says 'All Users 4' and has a search bar. The main content is a table with columns: ROLE, NAME, EMAIL, OAuth ID, LAST ACTIVE, and CREATED AT. There are four rows of users. The first row has a role of 'admin', name 'Admin', email 'aline.werner@usoc.com', and was created on September 26, 2024. The next three rows have roles of 'user', 'user', and 'pending', names 'User 1', 'User 2', and 'User 3', and were all created on October 17, 2024. Each row has a role button on the left and edit/delete icons on the right. A footer note says 'Click on the user role button to change a user's role.'

ROLE	NAME	EMAIL	OAuth ID	LAST ACTIVE	CREATED AT
admin	Admin	aline.werner@usoc.com		a few seconds ago	September 26, 2024
user	User 1	user1@example.com		an hour ago	October 17, 2024
user	User 2	user2@example.com		6 minutes ago	October 17, 2024
pending	User 3	user3@example.com		5 minutes ago	October 17, 2024

FIGURE 17: ASSIGNING USER ROLE

3. Click the role button left to the user name to cycle through “pending” → “user” → “admin” role.

5.1.6 Modifying existing user accounts

This topic explains how to modify existing user accounts in Open WebUI.

REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.

1. Click your avatar button at the top right of the chat screen and select *Admin Panel*.
2. On the *Dashboard* screen, scroll to the user whose account you want to modify. Use the pager at the bottom if the user is not listed on the current screen.
3. Click the corresponding pen icon at their right to open the *Edit User* dialog.

The screenshot shows a modal window titled "Edit User" with a close button (X) in the top right corner. Below the title bar, there is a user profile section with a placeholder avatar icon, the name "Example User", and the creation date "Created at November 05, 2024". Underneath, there are three input fields: "Email" containing "tux@example.com", "Name" containing "Example User", and "New Password" which is currently empty. A green "Save" button is positioned at the bottom right of the form area.

FIGURE 18: MODIFYING USER ACCOUNTS

4. Modify the user's e-mail, name or password and confirm with *Submit*.

5.1.7 Revoking access to Open WebUI

This topic explains how to revoke access to Open WebUI for an existing user account.


REQUIREMENTS

- You need to have Open WebUI administrator privileges to access configuration screens or settings mentioned in this section.
1. Click your avatar button at the top right of the chat screen and select *Admin Panel*.
 2. On the *Dashboard* screen, scroll to the user whose access to Open WebUI you want to revoke. Use the pager at the bottom if the user is not listed on the current screen.
 3.
 - a. To revoke the access while maintaining the user account, click the user's role button left to their name until it becomes “pending”.
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Glossary

AI

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are designed to learn and solve problems like humans. AI enables computers to understand language, making decisions, and improving from experience.

GenAI

Generative AI (GenAI) is a type of artificial intelligence that can create new content such as text, images or music.

NLG

Natural Language Generation (NLG) is a process of automatically generating human-like text from structured data or other forms of input. NLG systems are designed to convert raw data into coherent and meaningful language easily understood by humans.

NLU

Natural Language Understanding (NLU) is a process the AI uses to analyze and understand the meaning of the input query.

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