

## Manual:Extension/BlueSpiceReviewExtended

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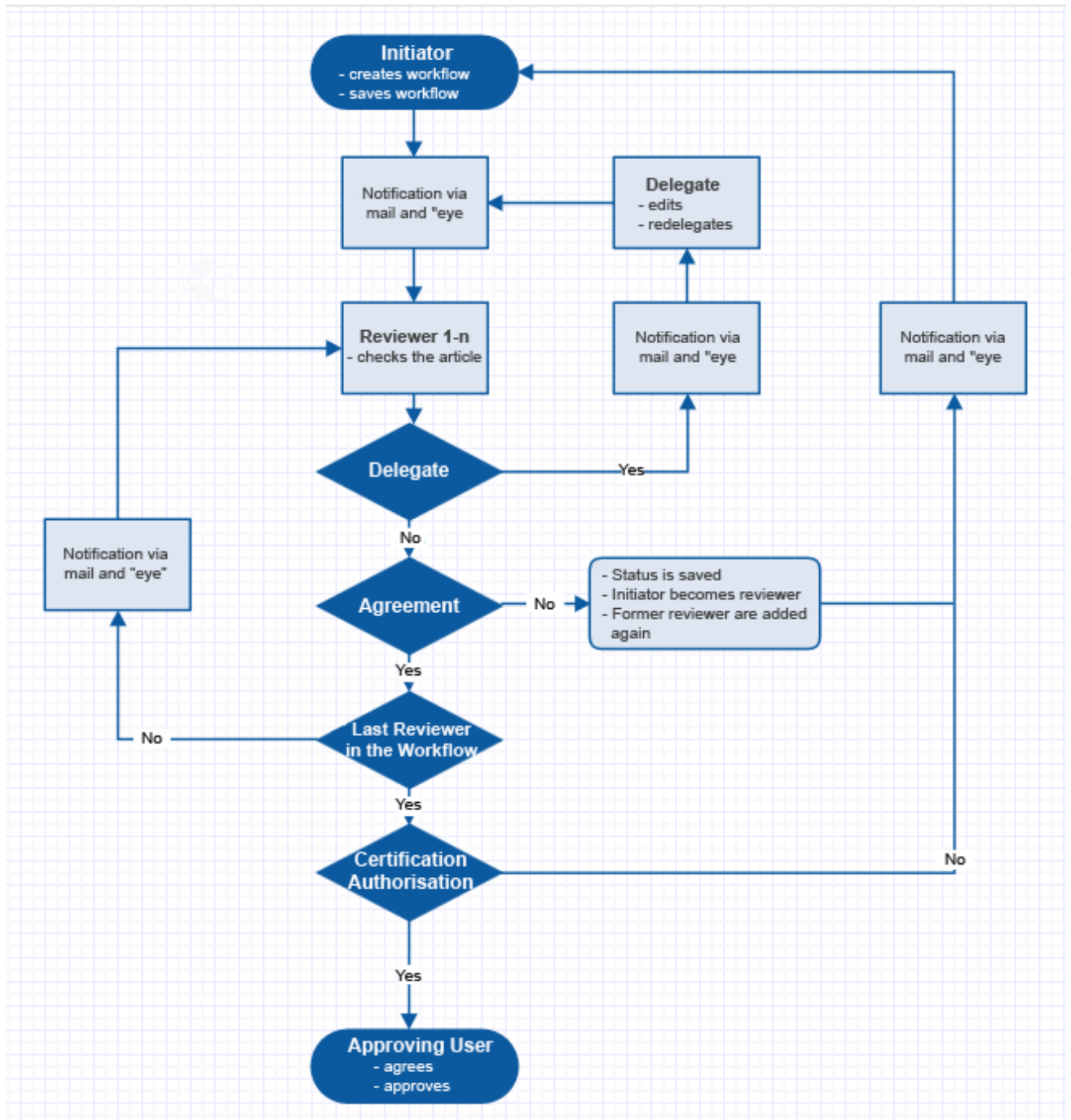
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## What is ReviewExtended?

**ReviewExtended**, with this workflow tool, users can start a review process of single articles by several users.

## Schematic

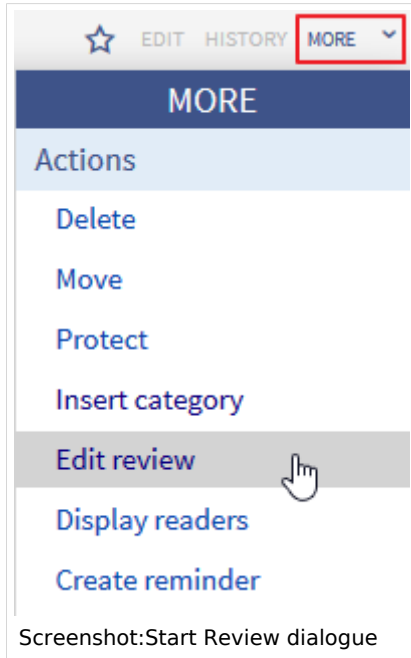
Reviews in **Teamwork** uses this following schema:



## Where to find ReviewFull?

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Go to the "More" menu and click on "Edit review". Or you start the dialogue directly by using the special page `Special:Review/Name_of_the_site`



## Create workflow

**Review** ✕

Start date:        End date:

Options:  Reviewer can edit the page  
 Follow the reviewer order  
 Abort review if a reviewer reject it

Template:

+

✂

-

Status	Reviewer	Comment	Actions
1 <input type="checkbox"/>	Mary Read	Please check screenshots	<input type="button" value="✂"/> <input type="button" value="⊖"/> <input type="button" value="⬆"/>

Screenshot: Creating a workflow

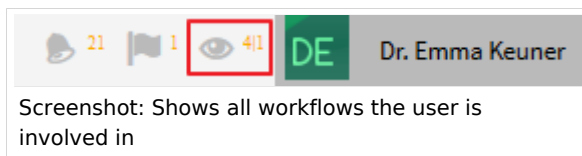
- Insert **start and end date** for the review: To start a workflow you have to define start and end date. During this period the article can only be edited by reviewers of this article. The end date defines until when all reviewers have to vote. Votes and changes after the end date won't be considered.
- Choose an **option**: Reviewer can edit the page; Follow the reviewer order; Abort review if a reviewer reject it.
  - Editing not allowed/ Don't follow the reviewer order
  - Editing not allowed/ Follow the reviewer order
  - Editing allowed/ Don't follow the reviewer order
  - Editing allowed/ Follow the reviewer order
- **Add Reviewer**: Click on the green button. Now you can choose a user from the reviewer list and add a comment. Clicking on "OK" confirms the choice. Keep adding reviewers until all the ones you want are in the list.
- **Template**: Import a list of reviewers from a template. On the other hand, one can save a list of reviewers as a template so you can use it for recurring processes.
- **Sorting and changing reviewers**: You can delete reviewers with the red button. To the right of the list, there is the action column containing a button marked with an arrow. This lets you change the position of reviewers in the list which is particularly important when you have chosen the option "Follow the reviewer order".
- **Creating**: Click on "save" to save and activate the workflow. The reviewers will be informed via email.

## Review

### My reviews

There are several ways to access an overview of the reviews you are involved in.

- Click on the review symbol, the eye next to your user profile



There are two numbers next to the symbol. The first is the number of workflows you are involved in. This includes both those workflows in which you are named as a reviewer and those you have initiated yourself.

The second number displays the number of workflows you have already voted in.

The click on the review icon leads you to your personal overview page. I. e. there are all workflows listed.

SPECIAL PAGE

### Reviews of Peter

Page	Owner	Assessors	State	Start	End
Staff:Criminal Recor...	Peter	Peter 14.04	Accepted:1/1	14.04.2015	21.04.2015
Hallo Welt! - Medie...	Testuser	Peter Matt Maria	Accepted:0/3 Pending	14.04.2015	21.04.2015
Staff:Trade Union M...	Peter	Peter Peter Peter	Accepted: 0/2 Returned to be revie...	14.04.2015	21.04.2015

Screenshot: Benutzerbezogene Übersicht der Workflows

- A second possibility is to click on Reviews in the expanded user menu which you can find next to the avatar. This method takes you to the same user workflow overview described above.
- In contrast to the options described above, the third variant gives you an overview of all current workflows, not only those relating to the user. This overview can be found on a special page which you can call up in the following way:
  - You will find the menu entry "workflow" in the list of special pages under the heading "BlueSpice". Clicking on this takes you to the special page.
  - Enter the URL instead of that of the currently displayed page name: After the last "/", simply put `Special:Review` and confirm by hitting enter.

The list of workflows you can see there can be sorted with different filter options.

## E-mail notification

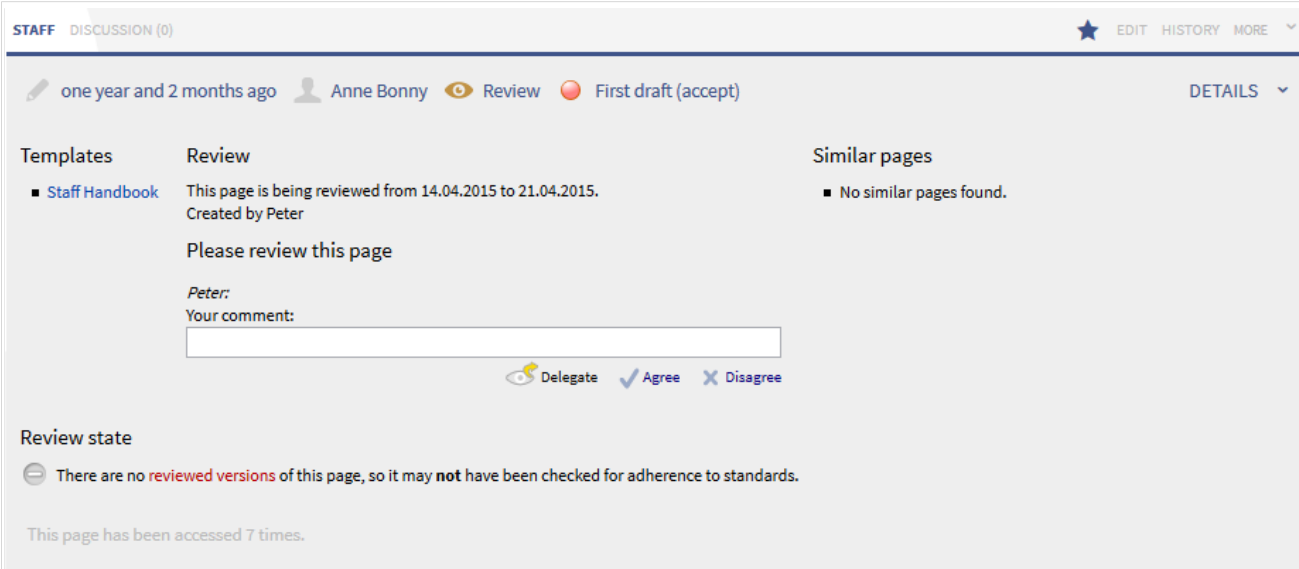
The reviewers are (if selected, in the order given) informed by email about the review, if this is selected in the user settings at "BlueSpice":

- Notify the owner of a review about changes
- Notify the reviewer of a review about changes

## Finish review

The reviewers finish their work (editing or reviewing) by approving or rejecting the articles content, or delegating further. These are done via the expanded [Statebar](#). The [ArticleInfo](#) function gives information about this. [ArticleInfo](#) also provides information on:

- Reviews
- Summary of the latest edit
- Requests for reviews
- Review state
- Field for Approving



The screenshot shows the 'Review' statebar interface. At the top, it indicates 'STAFF DISCUSSION (0)' and includes navigation links for 'EDIT', 'HISTORY', and 'MORE'. Below this, a summary bar shows the review was initiated 'one year and 2 months ago' by 'Anne Bonny', with a 'Review' icon and a 'First draft (accept)' status. A 'DETAILS' dropdown is also present.

The main content area is divided into three sections:

- Templates:** Includes a link to 'Staff Handbook' and a message: 'This page is being reviewed from 14.04.2015 to 21.04.2015. Created by Peter'. Below this is the instruction 'Please review this page' and a signature 'Peter:'. A text input field for 'Your comment:' is provided.
- Similar pages:** Displays the message 'No similar pages found.'
- Review state:** Shows a status icon and the text: 'There are no reviewed versions of this page, so it may not have been checked for adherence to standards.' Below this, it notes 'This page has been accessed 7 times.'

At the bottom of the statebar, there are three action buttons: 'Delegate' (with a person icon), 'Agree' (with a checkmark icon), and 'Disagree' (with an 'X' icon).

Screenshot: Review in the statebar

## Delegating

The reviewer can also use the StateBar to delegate the review to other users. To aid in this, a field opens in ArticleInfo which shows all users. When a review is delegated, both the additionally appointed user and the workflow owner are informed by email. The extra user is temporarily added in a special column of the workflow configuration. The person delegated works on the content just like a normal reviewer. He or she can redelegate via a link in the StateBar. Reviewers and workflow owners are informed by email. The name of the person delegated is then deleted from the workflow configuration.

## Approving

At the end of the review process, the article can be approved by users with the correct rights. This makes the draft version into a new article. This function works closely together with the extension [FlaggedRevisions](#).

## Monitoring progress

The workflow owner receives emails detailing further steps and reviews. Additionally, the progress and the current status of all active workflows can be seen at the special page [Special:Review](#).

SPECIAL PAGE

### Review overview

Page	Owner	Assessors	State	Start	End
Hallo Welt! - Medie...	Testuser	<ul style="list-style-type: none"> <li> Peter</li> <li> Matt</li> <li> Maria</li> </ul>	Accepted: 0/3 Pending	14.04.2015	21.04.2015
Staff:Trade Union M...	Peter	<ul style="list-style-type: none"> <li> Peter</li> <li> Peter</li> <li> Peter</li> </ul>	Accepted: 0/2 Returned to be revie...	14.04.2015	21.04.2015
Staff:Criminal Recor...	Peter	<ul style="list-style-type: none"> <li> Peter 14.04</li> </ul>	Accepted: 1/1	14.04.2015	21.04.2015
Redirects	Peter	<ul style="list-style-type: none"> <li> Tony Stark</li> <li> Mary Read</li> </ul>	Accepted: 0/2 Pending	14.04.2015	21.04.2015
Main Page	WikiSysop	<ul style="list-style-type: none"> <li> WikiSysop 04.1</li> </ul>	Accepted: 1/1 Expired	04.03.2014	11.03.2014

Screenshot: Übersicht aller bestehenden Workflows

## Permissions

By default, every user can set up workflows and delete them. This permission can, however, be limited in the [permission manager](#).

The following permission belong to ReviewFull:

Permissions	Definition
workflowview	view a workflow
workflowedit	Create, edit, change and delete a workflow
workflowlist	Allows viewing the workflow overview on the Review special page.

## Preferences for Administrators

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Administrators can define **preferences** for reviews.

- Only the owner of a review can change it
- Notify the owner of a review about changes
- Notify the reviewer of a review about changes

## Dealing with problems

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If you can still see a review button when a workflow has been deleted, please empty your browser cache.

## See also

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Our [reference page](#).



### RELATED TOPICS

- [Teamwork](#) - ReviewExtended and FlaggedRevs in a package
- [Integrate approvals](#)