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## Delete article

Users with edit rights can delete wiki pages. If a page is deleted, it can no longer be found using the search function. However, users have the option to restore a deleted page.

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## How to delete a page?

To delete the page, click *Page Tools > Manage page > Delete* .

**Warning:** The page you are about to delete has a history with 34 revisions: [Page history](#)

**Warning:** [Other pages](#) link to or transclude the page you are about to delete.

You are about to delete a page along with all of its history. Please confirm that you intend to do this, that you understand the consequences, and that you are doing this in accordance with [the policy](#).

**Delete**

**Reason:**

Other reason

**Other/additional reason:**

This content is now maintained in our intranet instead of the wiki

Watch this page

Delete page

Deleting a page

Before deleting the page, you can:

- Check the version history.
- Check which pages link to this page
- Indicate the reason for the deletion: Since deleting a page can raise questions from other users, it makes sense to leave a short explanation here. This text is shown accordingly in the deletion log.
- Watch the page: If the page is restored by another user, you can receive a notification.

## Mass-deleting pages

Admin users can mass-delete recently added pages from the special page Special:Nuke .

## Which pages should be deleted?

You can use some pages under Special:SpecialPages to find candidates for deletion:

- Special:ShortPages : With short pages it can be expected that the content of the article is not relevant enough or is better dealt with as a paragraph in another article.
- Special:LonelyPages : Orphaned pages are characterized by a lack of transclusions or links to the page.
- Special:NewPages : Reviewing recently added pages is useful, for example, to detect spam in public wikis.

## Where do I find information about deleted pages?

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- [Special:Log/delete](#) : Search for and restore deleted pages.
- [Special:DeletedContributions](#) : Search for deleted posts of a specific user (or an IP address).

## Recover deleted pages

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Deleted pages can be restored using the *Delete* log which can be accessed from the page *Special:SpecialPages*. If the deleted page was linked to other wiki pages, the page can be restored directly via the redlink on that page.

## Which pages shouldn't be deleted?

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There are often more sensible alternatives for deleting:

- **Move:** If a page has an incorrect or incorrect title, the page can be moved.
- **Copy:** If the content does not match the page title, the content can be copied to another page
- **Redirect:** If the page content already exists on another page, the duplicate content can be deleted and a redirect can be created.
- **Obsolete:** The content is no longer current. You can mark the page as out of date and other wiki users can update the page later.

## Related info

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- [Nuke](#): Extension for mass-deleting pages
- [Redirects](#)
- [Deleting user accounts](#)

## Expiry

A [quality version](#) of this page, [approved](#) on *5 October 2020*, was based off this revision.

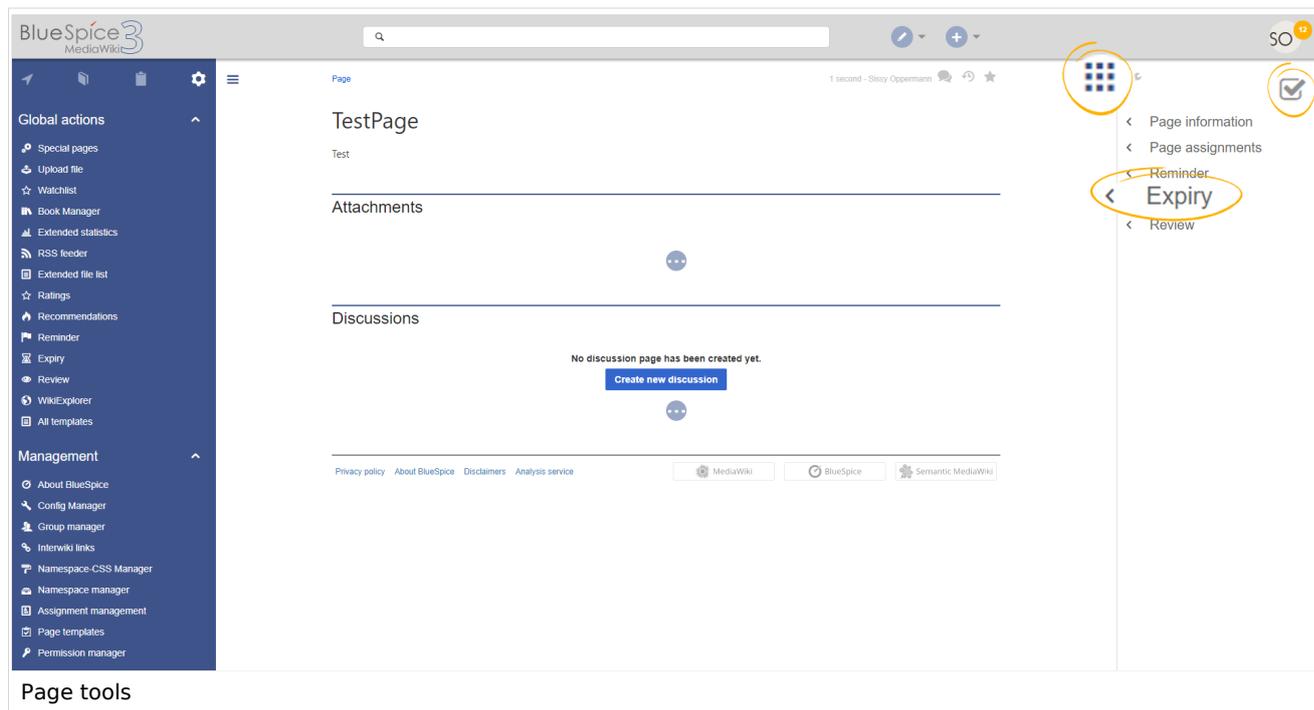
**Expiry** marks a wiki page as "obsolete". The page can be updated by editing or by confirming that the page is still up-to-date. Expiry is the ideal basis for an archiving system. Outdated articles can be moved to an archive after being queried. Expiry can be set on any content page of the wiki.

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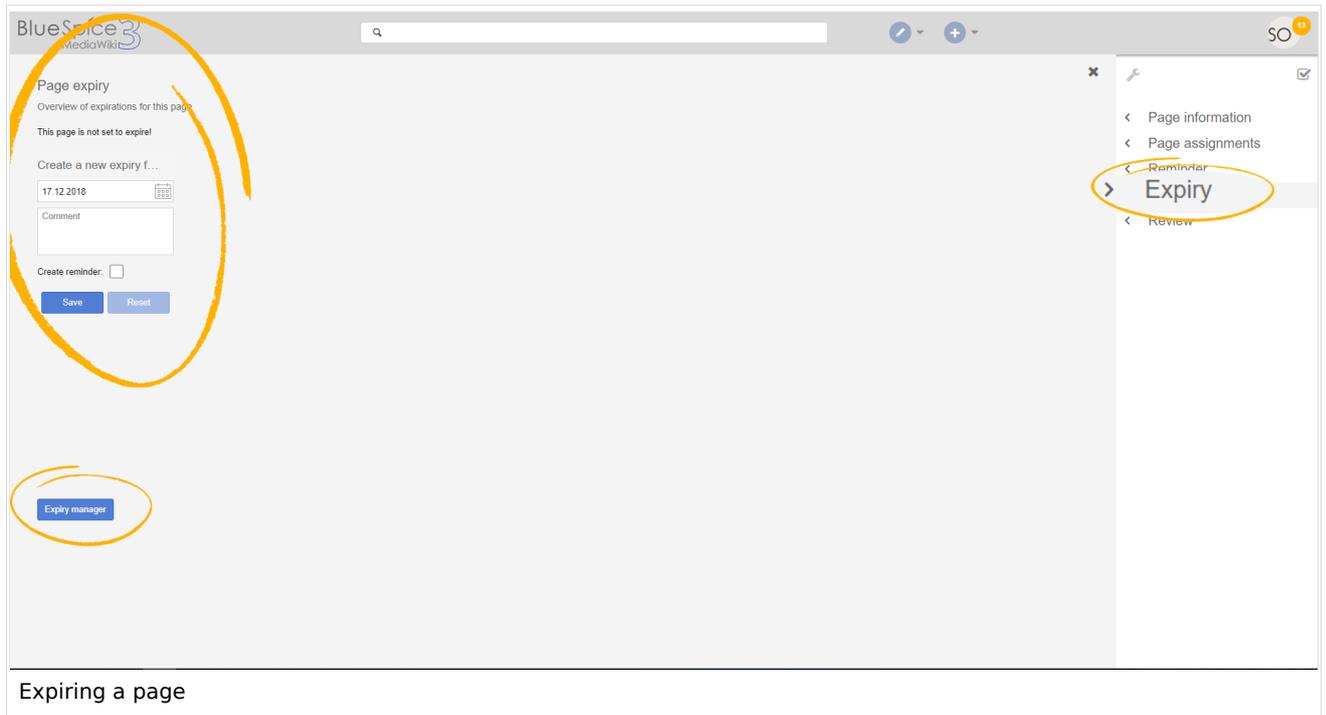
## Expiring a page



Expiry for a page can be set from the *Quality management tab* in the page tools. After clicking on "Expiry", a form opens in a fly-out layer.

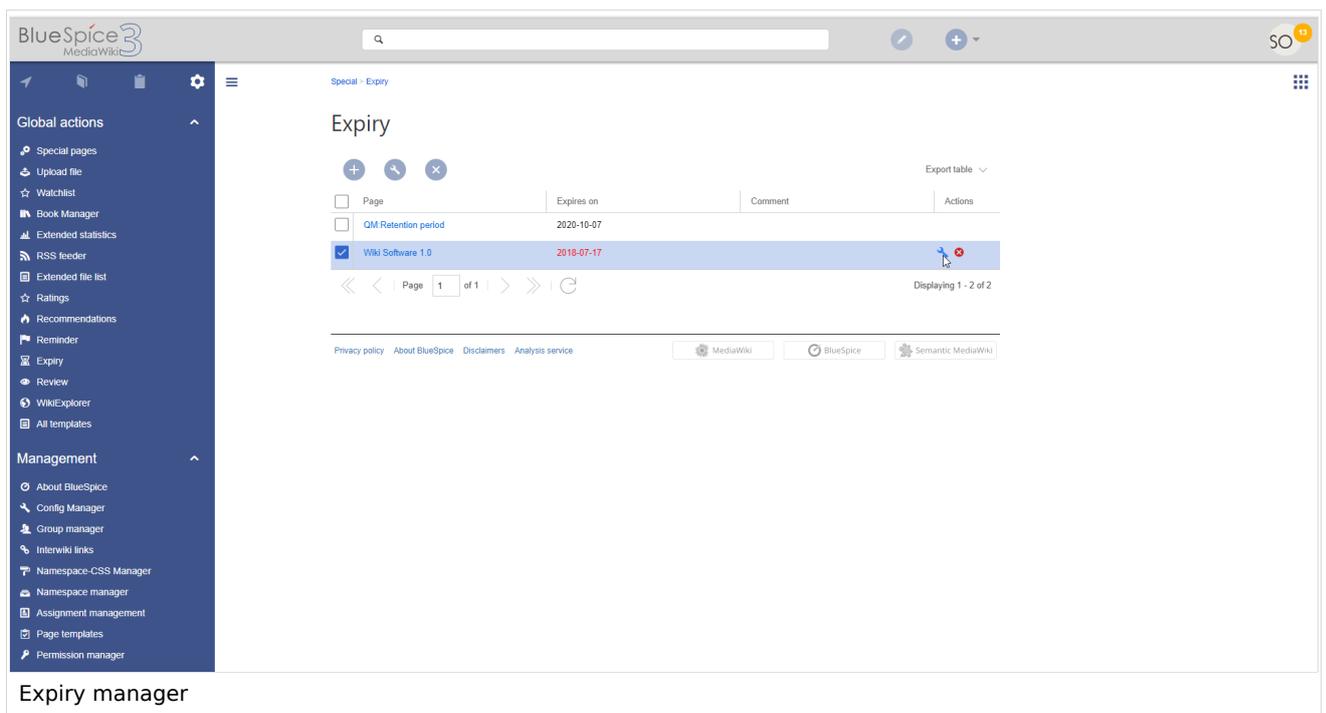
If the page has already been expired, the expiration date is shown. In this case, a user can remove the expiration from the page by clicking on *Unexpire the page*.

If no expiration date is set, users can set an expiration date and enter a short comment: In addition, the user can create a [reminder](#) for the page. After saving the form, the page is reloaded and updated information is displayed.



## Overview of expired wiki pages

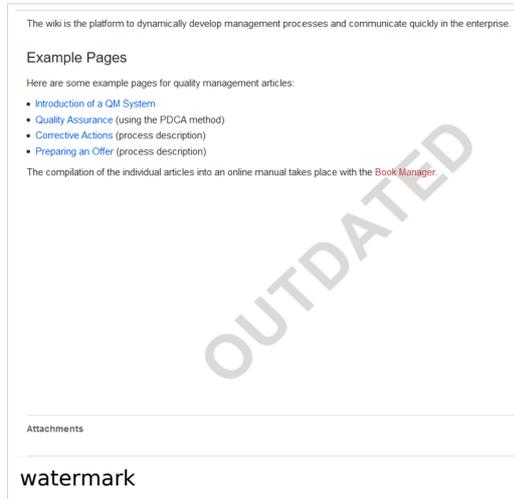
Users can see all of the pages set to expire, along with expiry information for those pages on *Special:Expiry* page. This page can be accessed from the Expiry flyout described above, by clicking on Expiry manager at the bottom of the flyout. All expiration dates can be deleted or edited from this page.



## Configuration

In the [Config manager](#), you can change the following settings:

- **Show watermark for expired pages in PDF:** Shows the watermark for expired pages in PDFs.
- **Show watermark for expired pages in print version:** Shows the watermark for expired pages when a page is printed.
- **Show watermark for expired pages:** Shows a watermark on the page itself.



## Related info

- [Quality assurance](#)
- [Reference:BlueSpiceExpiry](#)

## User manager

A [quality version](#) of this page, [approved](#) on *21 January 2022*, was based off this revision.

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

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## About User manager

Administrators can access the User manager under *Global actions > Management > User Manager*. The User manager link opens the page *Special:UserManager*. It shows an editable list of all registered users.

The screenshot shows the BlueSpice MediaWiki interface. On the left, the 'Management' menu is visible, with 'User manager' highlighted. The main content area displays the 'User manager' page, which shows a table of users. The table has columns for Username, Real name, Email, Groups, and Actions. The user 'Testuser' is listed with email 'demo@hallowelt.com' and group 'restrictedsysop'. Above the table, there are buttons for '+', '-', and 'x', and an 'Exportable' dropdown. The footer contains links for Privacy policy, About BlueSpice, Disclaimers, and Analysis service, along with logos for MediaWiki, BlueSpice, and Semantic MediaWiki.

## Creating users

### To create a user:

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

Special

## User manager

The screenshot shows the 'User manager' interface. At the top, there are navigation icons (add, search, delete, user, key) and an 'Export table' dropdown. Below is a table with columns: Username, Real name, Email, Groups, and Actions. The first row is 'Testuser' with email 'demo@hallowelt.com' and group 'restrictedsysop'. An 'Add user' dialog box is overlaid on the table. The dialog has a 'Cancel' button and a 'Done' button. It contains the following fields: Username: 'Newuser', Password: '.....', Confirm password: '.....', Email: 'email@hallowelt.com', Real name: (empty), Enabled: , and Groups: a dropdown menu with 'Bureaucrats (bureaucrat)' selected. The dialog also has a search bar for groups.

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. Users can later change their passwords.
- *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.

## Editing users

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

The screenshot shows the 'User manager' interface with the 'WikiSysop' user selected. The table has columns: Username, Real name, Email, Groups, and Actions. The 'WikiSysop' row has 'bureaucrat, editor, sysop' in the Groups column and a set of icons in the Actions column: a key icon, a user icon, a lock icon, a search icon, and a delete icon.

- *Key icon*: change password
- *People icon*: assign groups to this user
- *Block icon*: disable/enable user. Disabling does not delete the account.
- *Wrench icon*: edit email and real name
- *"x" icon*: Delete user. This action is irreversible.

**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

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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*.

## Related info

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- [Reference:BlueSpiceUserManager](#)

## Manual:Redirects

A [quality version](#) of this page, [approved](#) on *28 November 2019*, was based off this revision.

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## What is a redirect?

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A redirect is a technique to automatically forward users from one page to another. If you redirect a page that has content, the user will not see the content of the redirected page, but only the content of the target page.

## When to use a redirect

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Pages are usually redirected in the following cases:

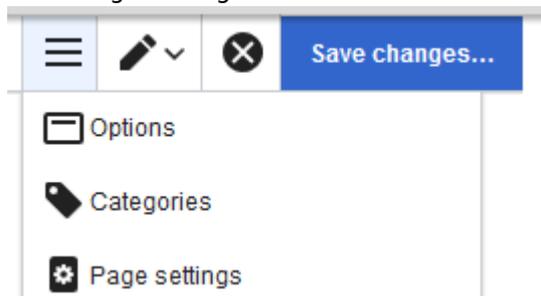
- abbreviations
- synonyms
- duplicate content
- spelling variants
- plural/singular
- renaming/moving a page

## How to redirect a page

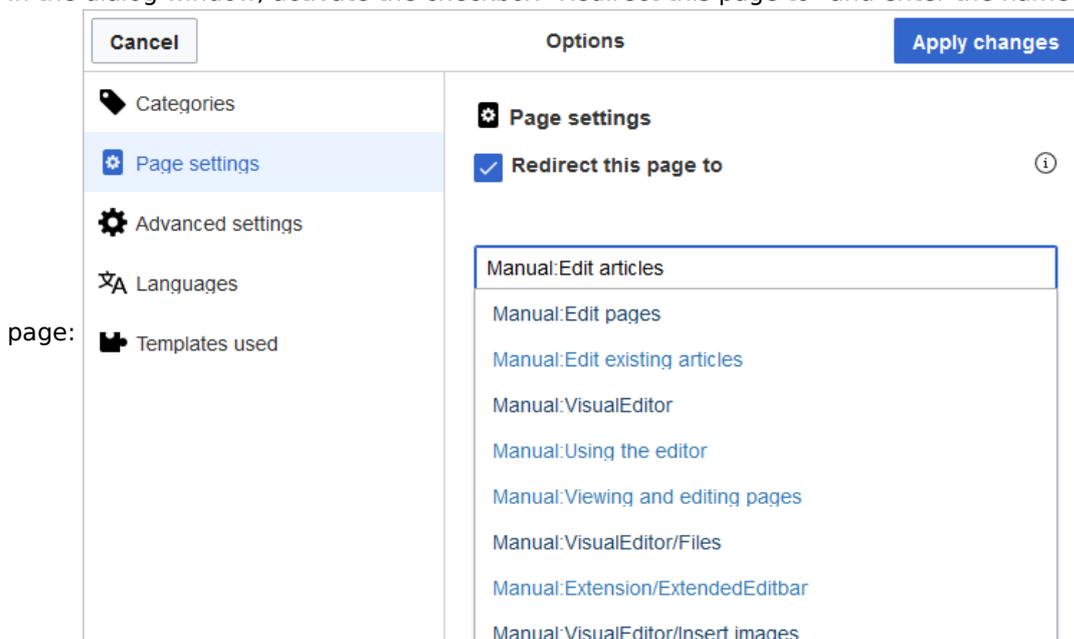
---

### With visual editing

1. Go to Page settings:



2. In the dialog window, activate the checkbox "Redirect this page to" and enter the name of the target



3. Click "Apply changes"

## With source editing

At the beginning of the page, insert the redirect instruction and save the page:

```
#REDIRECT [[pagename of target page]]
```

There is no need to delete the content of the page. The content is simply no longer visible to readers as long as the redirect is included on the page. If you remove the code for redirecting the page, the original content will be loaded again.

## Managing page redirects

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All redirected pages on the wiki are listed on the special page `Special:ListRedirects`. In addition, there are pages for broken redirects as well as double redirects in the maintenance reports on the Special pages.

You can navigate to them from *Global actions > Special pages*.

To maintain the quality of your wiki, you should review these pages on a regular basis and fix any broken and double redirects.

If you navigate to a redirected page, it shows the redirect. A rounded arrow points to the target file:



## Resolving double redirects

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The page *Special:DoubleRedirects* lists all pages that are redirected from an already redirected page:

## Double redirects

This page lists pages that redirect to other redirect pages. Each row contains links to the first and second redirect, as well as the target of the second redirect, which is usually the "real" target page to which the first redirect should point. ~~Crossed out~~ entries have been solved.

Showing below up to **50** results in range **#1** to **#50**.

View (previous 50 | next 50) (20 | 50 | 100 | 250 | 500)

1. [Get creative - Working with information \(edit\)](#) → [Create pages](#) → [Manual:Create pages](#)
2. [Edit existing articles \(edit\)](#) → [Create pages](#) → [Manual:Create pages](#)

Let's look at the page *Edit existing articles* in the BlueSpice helpdesk. This page is redirected to a page *Create pages* that is again redirected to *Manual: Create pages*. The double redirect was caused by moving the page *Create pages* to the namespace *Manual*.

To resolve the double redirect, we open the page *Edit existing articles* in source view:

## Edit existing articles

```
#REDIRECT [[Create pages]]
<!--
__NOTOC__<bs:bookshelf src="Book:User manual 3.1 - incomplete draft" />
==Edit existing articles==
Every existing article in a wiki should be modifiable. Simply switch into edit mode, change the
contents, and save. Easy!

===Entering edit mode===
You have two options to edit an article:
```

The page is not only redirected to the page *Create pages* but also contains a bookshelf tag. Therefore, we first check if the page is still part of the book. If it is, we need to decide if the book should include this page or the actual final target page of the redirect instead.

We now have some options to fix the redirect:

- Redirect to the final target page
- Redirect to a completely different page
- Delete the page

Since the helpdesk actually has an updated page about editing, we redirect to the page *Manual: Edit pages*:

## Edit existing articles

```
#REDIRECT [[Manual:Edit pages]]
<!--
__NOTOC__<bs:bookshelf src="Book:User manual 3.1 - incomplete draft" />
```

Sometimes, it might make more sense to simply delete the page. Before deleting an article, always check what other pages link to the page by reviewing the info under `Special:WhatLinksHere/Redirects`.

## Related info

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- [Rename and move pages](#)
- [Delete an article](#)
- [Creating subpages](#)
- <https://www.mediawiki.org/wiki/Help:Redirects>

## Redirects

Redirect to:

- [Manual:Redirects](#)

## Reference:Nuke

## Extension\>: Nuke

Overview			
<b>Description:</b>	Extension for administrators to delete more than one page at once.		
<b>State:</b>	stable	<b>Dependency:</b>	MediaWiki
<b>Developer:</b>	Brion Vibber, Jeroen De Dauw	<b>License:</b>	<a href="#">GPL v2+</a>
<b>Type:</b>	<a href="#">MediaWiki</a>	<b>Category:</b>	Administration
<b>Edition:</b>	BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud		
For more info, visit <a href="#">Mediawiki</a> .			

## Features

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**Nuke** is an extension for administrators to delete more than one page at once. This tool allows mass deletions of pages recently added by a given user or an IP address.

For more information visit [MediaWiki](#).

## **Rename and move pages**

Redirect to:

- [Manual:Rename and move pages](#)