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Manual:Extension/BlueSpiceInsertCategory

A [quality version](#) of this page, [approved](#) on *30 July 2020*, was based off this revision.

InsertCategory enables viewing and editing category assignments for a page.

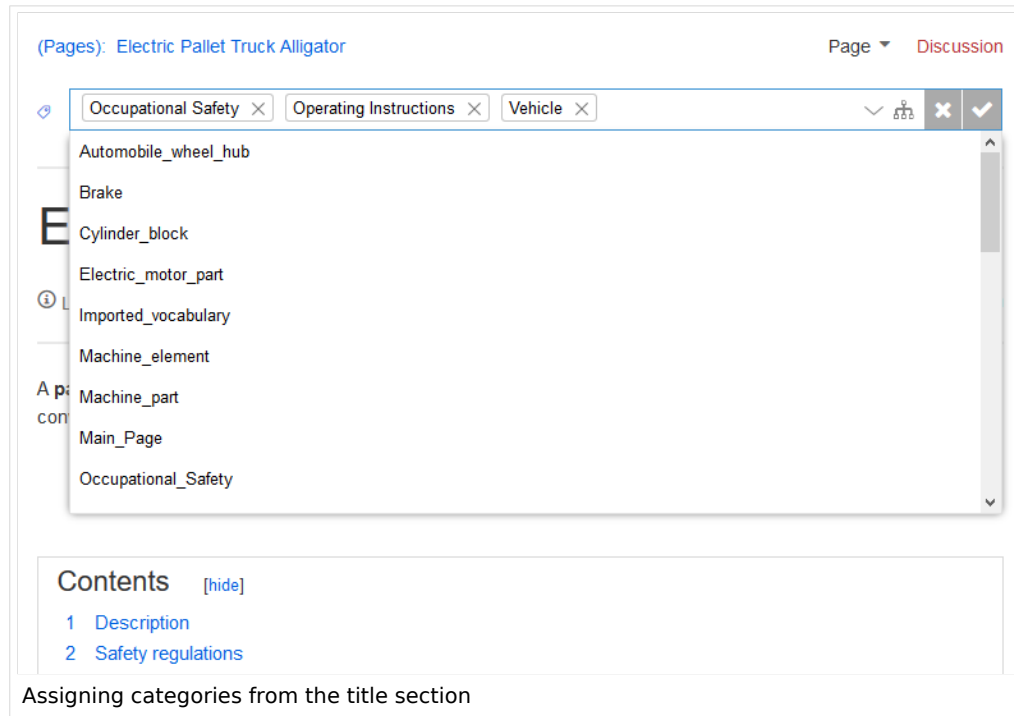
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Assigning categories

Title section

Categories can be assigned to a page directly from the title section in view mode. Any user with edit rights can click on the *tag*-icon above the page title to edit the category assignments.



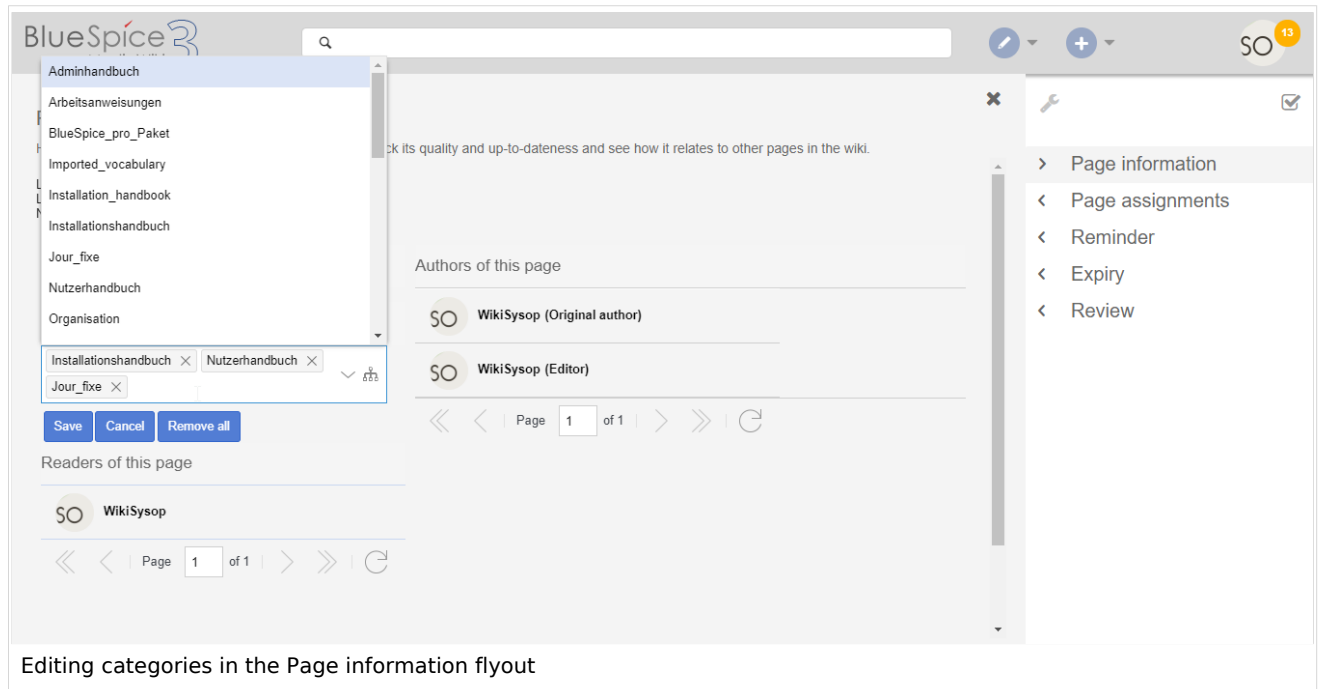
Page information flyout

The page categories can also be managed from the *Page information* flyout in the [quality management tools](#).

To add or remove categories, hover over the this section and click the *edit* button.

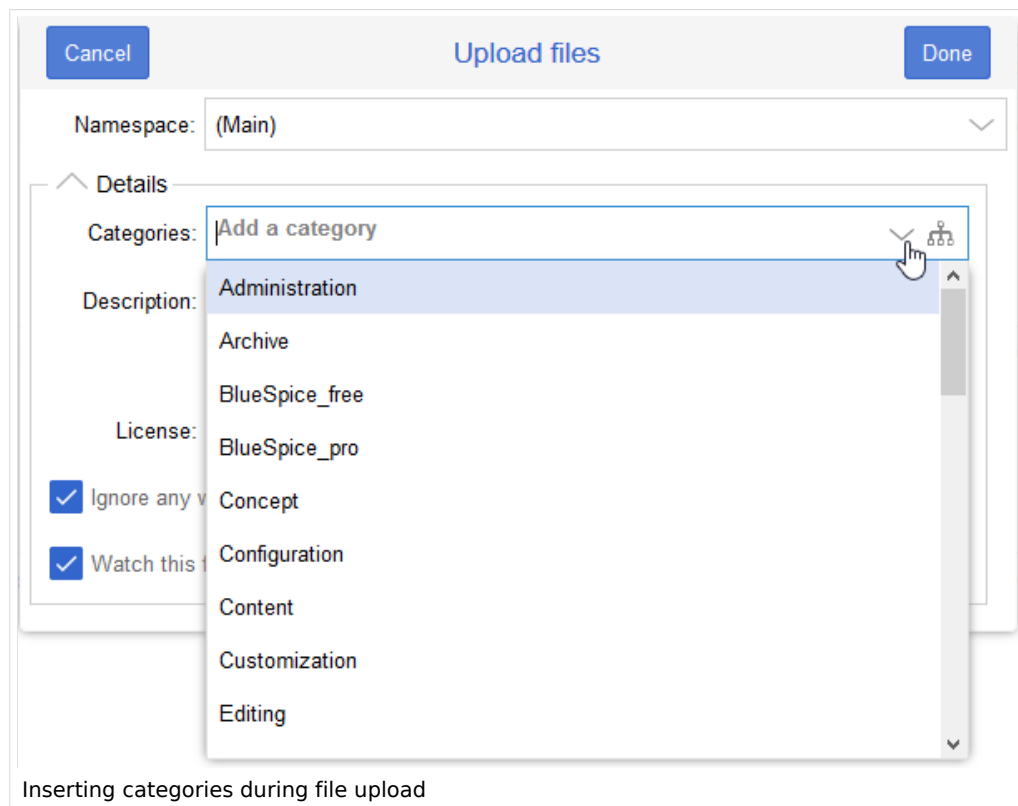
Possible actions:

- *Save*: Saves the categories in the input field.
- *Cancel*: Closes the category field without making any changes.
- *Remove all*: Removes all assigned categories from the page.



File upload dialog

Categories can be assigned to a file during the file upload. If more files are uploaded simultaneously, the same categories will be applied to all files. Select the categories using the arrow icon or the icon for the hierarchical category tree.



Category manager

To manage categories on the wiki level, use the [Category manager](#) page.

Source editing

You can also add to [add categories directly in source editing mode](#).

Configuration

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

- [Insert category with its parents](#)
- [Set page categories as default in upload dialog](#)

Related info

- [Reference:BlueSpiceInsertCategory](#)

Categories

A [quality version](#) of this page, [approved](#) on *27 April 2021*, was based off this revision.

You can assign several categories to a page. Categories can be organized as top categories with subcategories. Therefore, it is possible to create a tree structure and thus to build a hierarchical structure.

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What are categories?

Categories work like keywords or tags. Adding categories to a page makes it easier to find the page in the wiki. All pages of the same category are automatically shown on the corresponding category page. For each category that has not been assigned before, the wiki will automatically create a redlink. Once the page has been created by clicking on the redlink, all pages and subcategories are automatically listed on the category page.

Categories are usually created by users. However, in special cases, MediaWiki also assigns auto-generated categories (for example, pages with broken links).

Characteristics

- **Tagging:** Categories tag pages.
- **Multiple categories per page:** A page can be assigned to several categories.
- **Main categories:** Categories can be organized under main categories.
- **Independent of namespaces:** Categories are not contained in namespaces, but are shared wiki-wide.

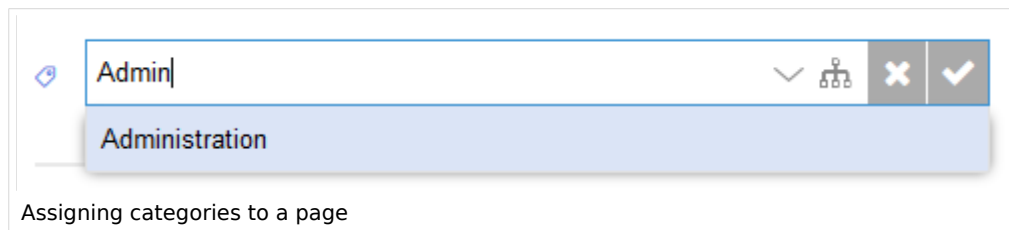
Create and assign categories

To create a category or assign a page to an existing category, there are multiple options:

1. In the title area (view mode)
2. Via the options menu in the visual editor (visual editing mode)
3. With Wikitext (source editing mode)
4. In the "Page Information" fyout of the quality management tools

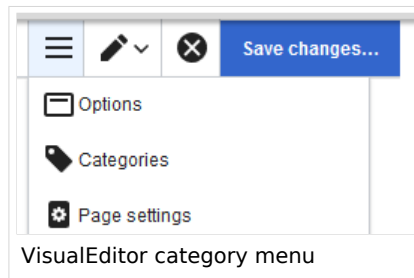
In the title section of the page

The [title section](#) contains the category assignment field. Any user with edit rights can click on the edit link to add or remove categories from the page. To view all existing categories with subcategories, you can click on the tree icon. Once you are done, the categories are confirmed with the check mark.



With Visual Editor

In the page options menu of [VisualEditor](#), you can access a Categories menu item. Here you can add and remove category assignments from the page and also add a sortkey to the category.



In Source code

To add a category in source code, the namespace Category is added before the page name.

```
[[Category:Sales]]
```

Note: On category pages, umlauts are generally sorted all the way to the back, e.g., "Märchen" after "Muh". You can therefore use the variable `{{DEFAULTSORT:sortkey}}` to specify an alternative title to be used for sorting (e.g., `{{DEFAULTSORT:Maerchen}}`).

Links to category pages

Links to a category require a colon **before** the namespace.

Example:

```
[[[:category:new_page]]]
```

If this colon is missing, the article will not be linked to the category page, but the article will be assigned to the corresponding category.

Displays of categories

You can view a list of all wiki categories on the page [Special:Categories](#).

On the page *Category:category_name*, you will find a list of all the pages and media associated with a particular category.

If you have accessed a previously unavailable (redlinked) category page, you can add a category description to the page. That way, users understand the purpose of the category.

Category manager

The easiest way to manage categories and sub-categories is with the Category manager page (`Special:Category_manager`). You can navigate to the [Category manager](#) via Global actions.

Related info

- [Category Manager](#)
- <https://www.mediawiki.org/wiki/Help:Categories>

Category manager

A [quality version](#) of this page, [approved](#) on *30 July 2020*, was based off this revision.

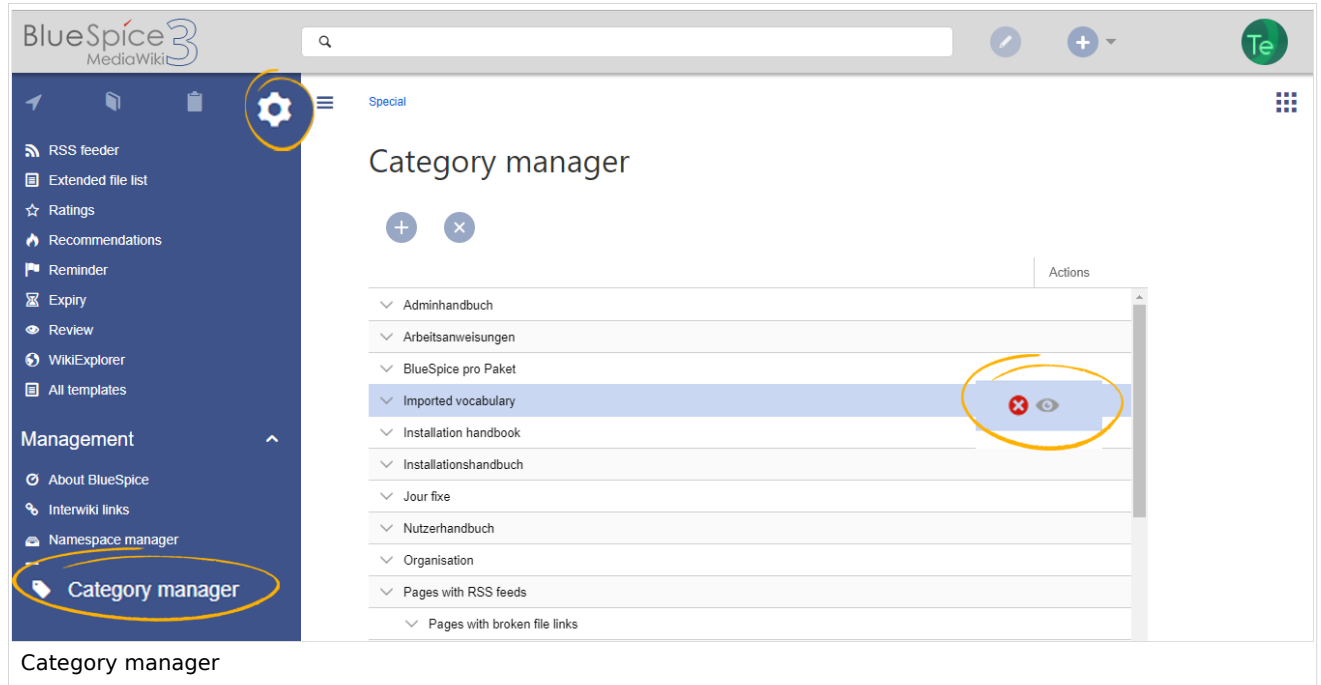
CategoryManager provides a user interface for managing categories on the wiki.

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Where to find the category manager

The navigation item *Global settings* > *Category manager* (in the Management menu) loads the page *Special:Category manager*.



Clicking on the view icon next to a category opens the category page that lists all wiki pages in this category.

Creating a category

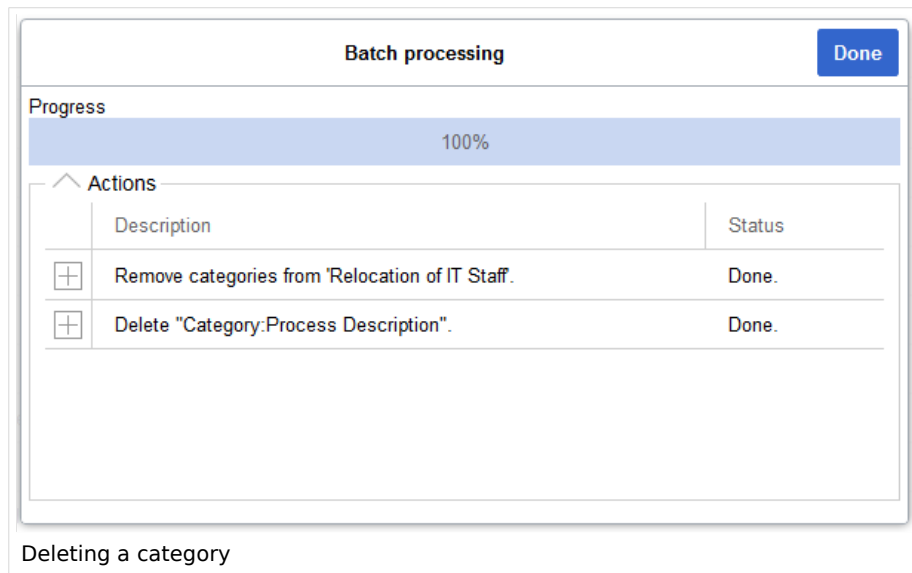
New categories can be created by clicking the "plus" button. This opens a dialog box for creating the category.

Deleting a category

A category can be deleted by:

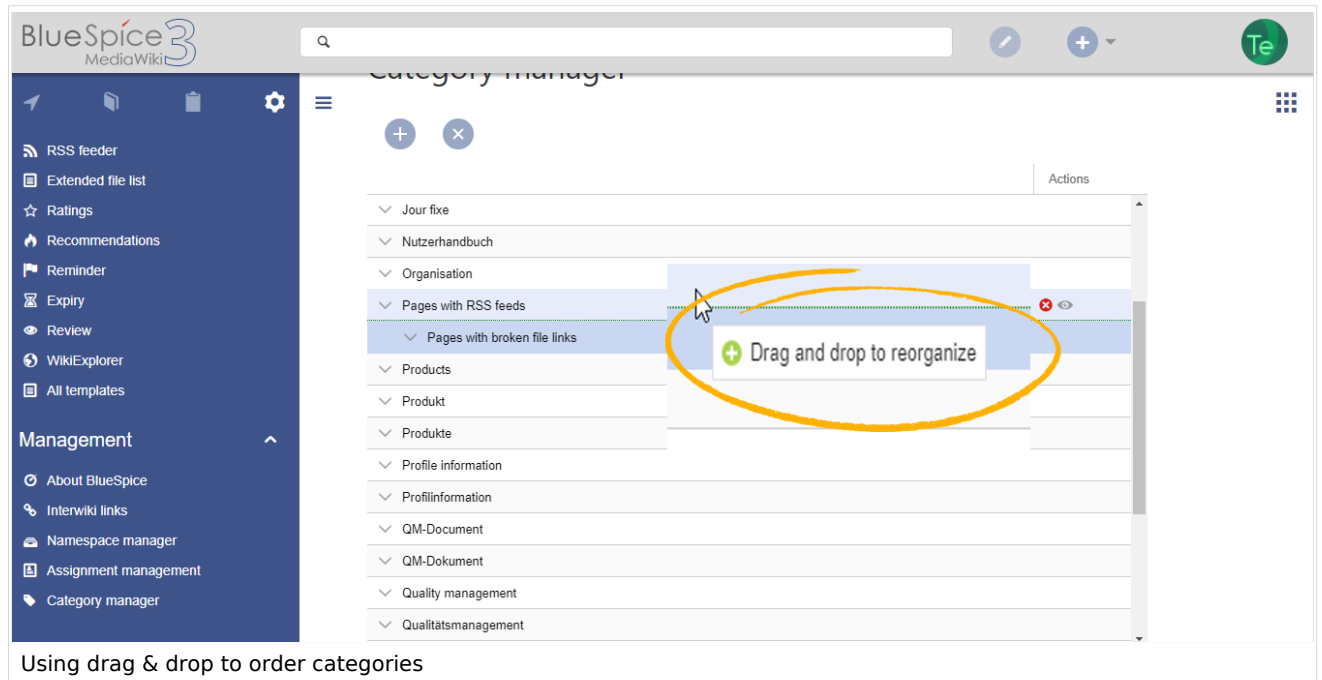
- selecting a category and clicking the delete button above the category list
- selecting a category and clicking delete button inside the category line.

Deleting a category removes the category from all pages that had the category assignment. It also deletes the category page itself.



Re-ordering a category

The category order can be changed by dragging and dropping categories in the list. This is achieved by clicking and, while holding down the mouse button, dragging the category up or down. Dropping a category over another category (instead of in-between two categories) creates a subcategory.



Note: It is not possible to rename a category using the category manager. To rename a category, a wiki administrator can use the special page "Replace".

Related info

- [Reference:BlueSpiceCategoryManager](#)
- [Reference:BlueSpiceCategoryCheck](#)

Config manager

A [quality version](#) of this page, [approved](#) on *6 October 2021*, was based off this revision.

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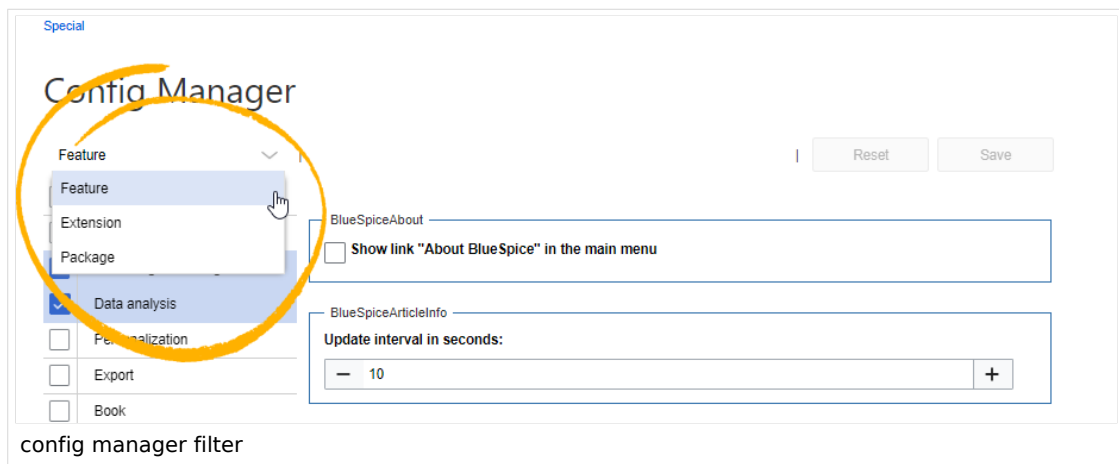
With the Config manager, a wiki user with *sysop* rights can manage BlueSpice wiki-wide settings in one place. In the [navigation](#), it is located under *Global navigations > Management > Config manager*. This link loads the page *Special:ConfigManager*.

Layout

Filter options

All settings can be accessed through the following filter options:

- **Feature:** group by type of functionality the setting belongs to (search, administration...)
- **Extension:** group by extension name
- **Package:** group by BlueSpice edition and services (BlueSpice free, BlueSpice pro, Matomo)



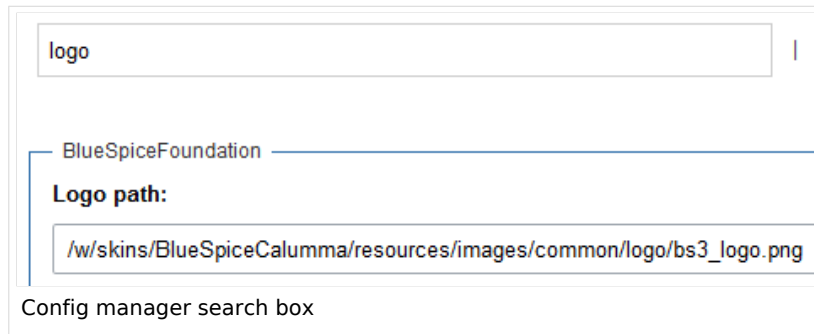
All settings are available in any type of grouping. Changing the grouping type does not add or remove setting options. It just groups them differently. After settings are adjusted, they can be saved by clicking *Save*, or cancelled by clicking *Reset*.

Note: If a server administrator has configured a setting to no longer be writable, it will be shown as greyed-out in the config manager. You will have to talk to your server administrator about changing such a setting.

Searching for settings

A search bar is located above the list of settings. Type in a keyword such as "logo" to find the corresponding setting. The search returns settings regardless of the currently selected group.

Note: The search field has to be empty if you want to see the filter menu instead of the search.



A screenshot of a configuration box for the BlueSpice Foundation. At the top, there is a search bar with the text "logo" and a vertical bar on the right. Below the search bar, the text "BlueSpiceFoundation" is displayed. Underneath, the label "Logo path:" is followed by a text input field containing the path `/w/skins/BlueSpiceCalumma/resources/images/common/logo/bs3_logo.png`. At the bottom of the box, the text "Config manager search box" is visible.

Settings by extension

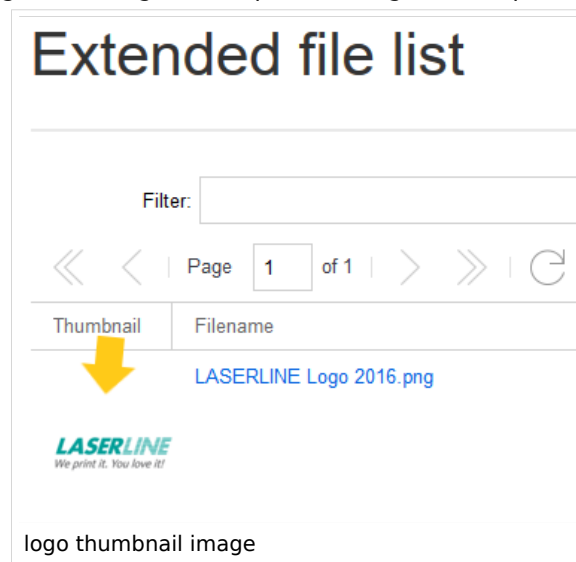
BlueSpiceFoundation

Updating logo and favicon

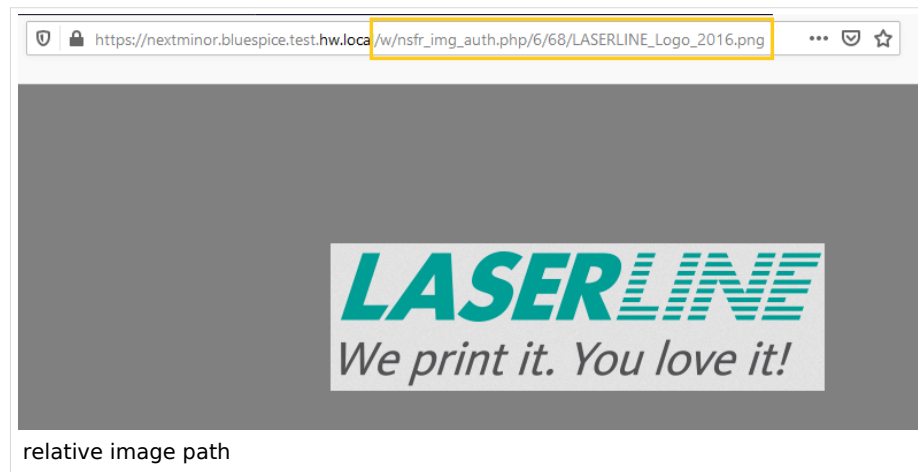
- **Logo path:** The logo image should be stored in the `/images` folder of your installation. If you store it in the `/skins` folder of your BlueSpice installation, it could be overwritten with an upgrade.

To upload the logo directly in the wiki:

1. **Upload** the logo on the page *Extended file list* (*Special:ExtendedFilelist*). This is a link under the *Global actions* navigation.
2. **Search** for the logo name in the extended file list.
3. **Click** on the thumbnail image of the logo. This opens the logo on a separate page.



4. **Copy** the relative logo path from the address bar. In a typical Wiki configuration, this path starts with `/w/....`.



5. **Paste** the logo path into the text field for the logo.

Extension

☒ BlueSpiceFoundation
 ☐ BlueSpiceAbout
 ☐ BlueSpiceArticleInfo
 ☐ BlueSpiceAuthors

Skinning

Logo path:

Favicon path:

6. **Click Save.**

7. **Refresh** the page (Strg+F5).

If the uploaded logo is too large, you can add the following code snippet to the page *MediaWiki:Common.css*. This automatically adjusts the image to the height of the main toolbar:

```
.bs-logo a {background-size: contain;}
```

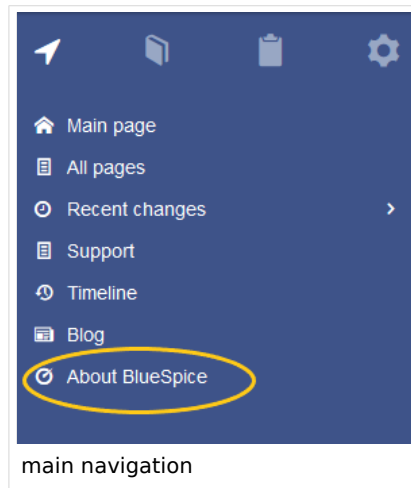
- **Favicon path:** The favicon image should be stored in the */images* folder of your installation. If you store it in the */skins* folder of your BlueSpice installation, it could be overwritten with an upgrade. [Favicon images](#) have the file extension *.ico*.

System

- **Allowed file extensions:** For security reasons, the types of files that users can upload are restricted. Here, you can allow additional file formats. If a file format is blacklisted in the server configuration, adding this file extension here will not allow this file type to be uploaded. See mediawiki.org/wiki/Manual:Page_title for more info.
- **Allowed image extensions:** The standard web image types are listed here. In general, you want to restrict image uploads to web images. See developer.mozilla.org/en-US/docs/Web/Media/Formats/Image_types for more on browser-supported image types.

BlueSpiceAbout

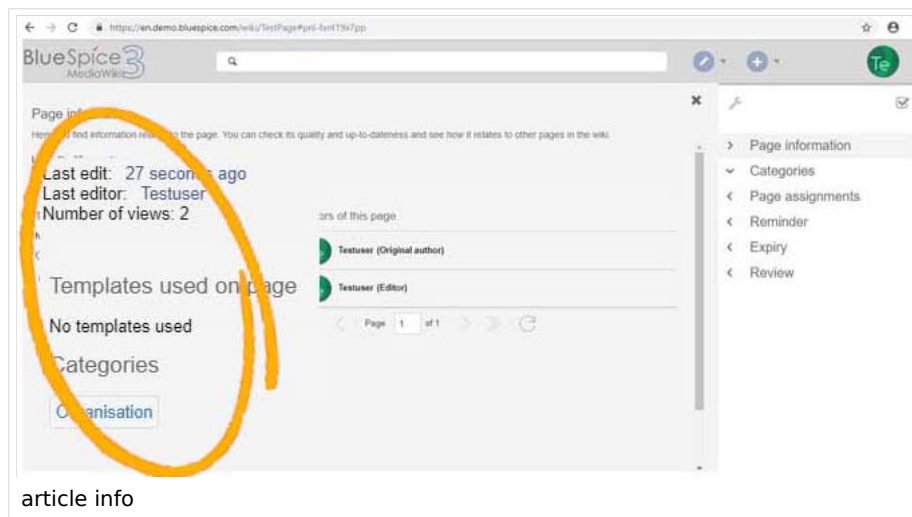
- **Show link "About BlueSpice" in the main menu:** Shows or hides the link to the page [AboutBlueSpice](#) in the main navigation.



BlueSpiceArticleInfo

BlueSpiceArticleInfo, together with *BlueSpiceAuthors*, *BlueSpiceReaders*, and *BlueSpiceExtendedSearch* is part of the *Page information* in the quality management tools.

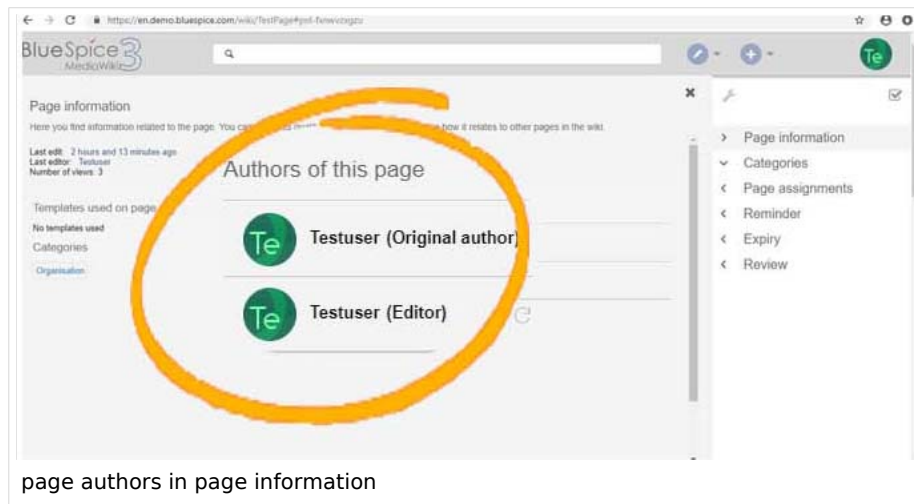
- **Update interval in seconds:** Sets the refresh rate for the "Last edit" value. By default, this date is updated every 10 seconds via JavaScript.



BlueSpiceAuthors

BlueSpiceAuthors, together with *BlueSpiceArticleInfo* and *BlueSpiceReaders*, is part of the *Page information* in the quality management tools.

- **Display authors:** Show or hide authors on the page information page.

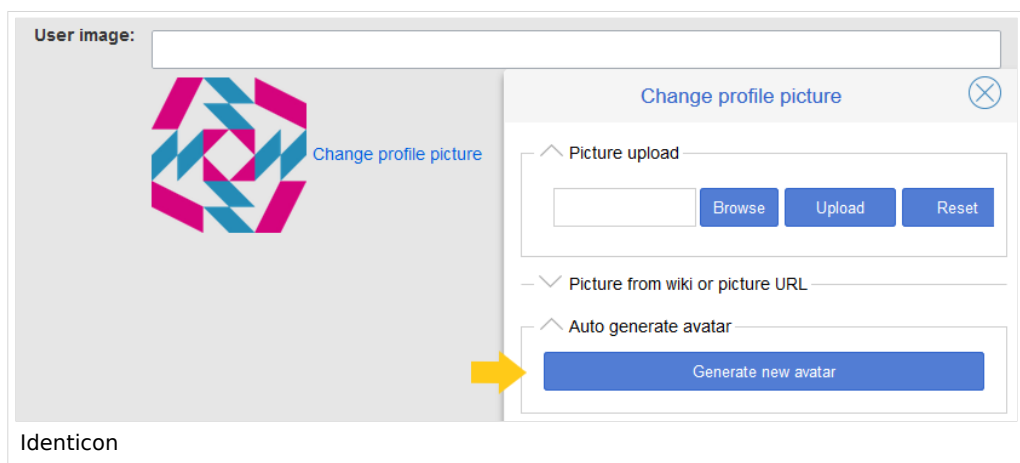
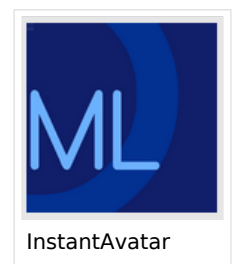


BlueSpiceAvatars

An avatar image is automatically generated if the user does not upload a profile picture or if the user decides to create an avatar image in the preferences.

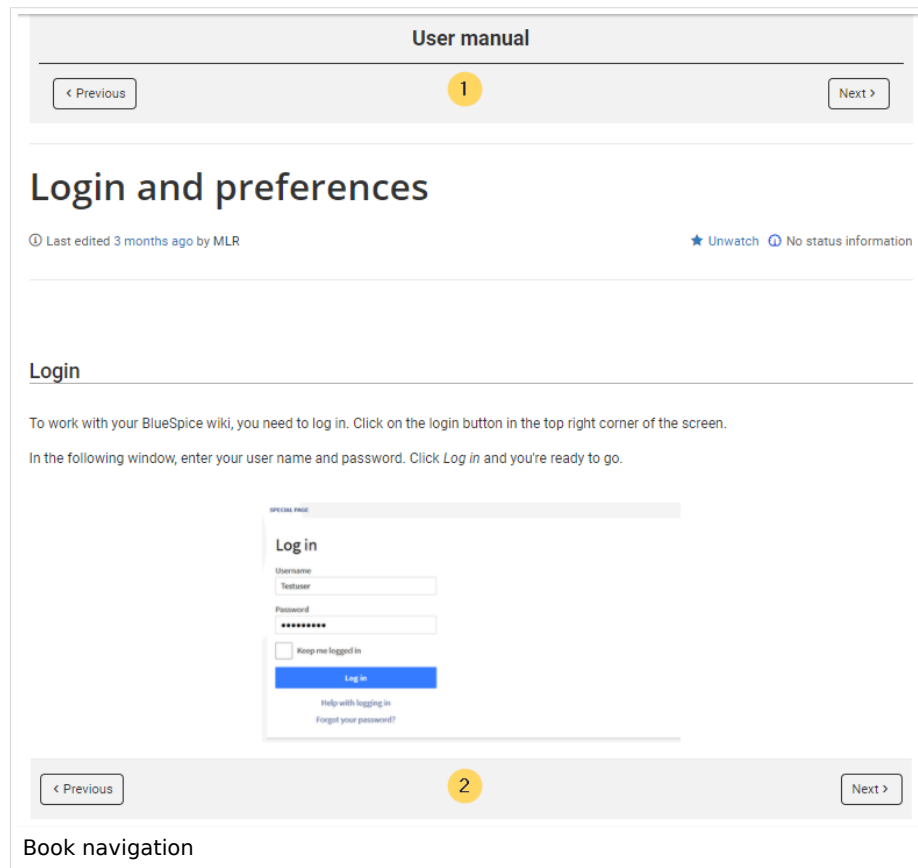
- **Generator**

- **InstantAvatar:** Generates an avatar image based on using the initials of the Real name or the Username
- **Identicon:** Generates an avatar image based on parts of the user's IP address.

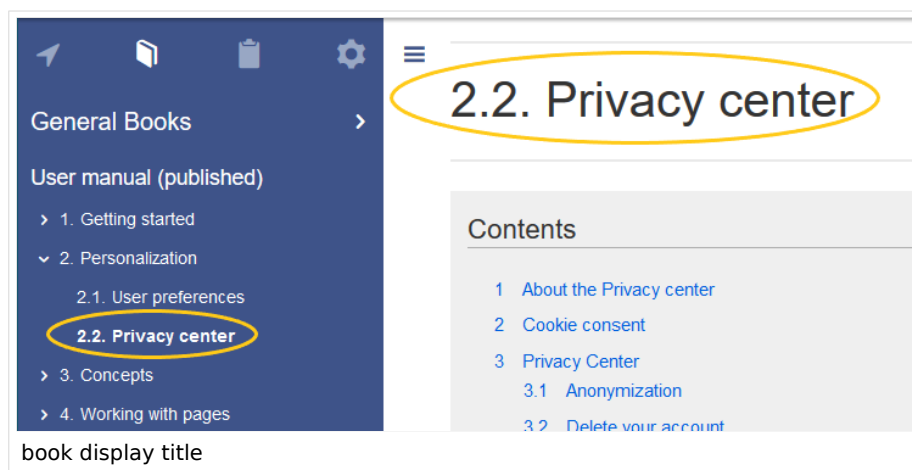


BlueSpiceBookshelf

- **Show book chapter pager after content:** Displays previous/next book page navigation at the end of each book page. (1)
- **Show book chapter pager before content:** Displays previous/next book page navigation at the beginning of each book page. (2)



- **Use the display title from book source on article:** Shows the title from the book navigation as page title instead of the page name.

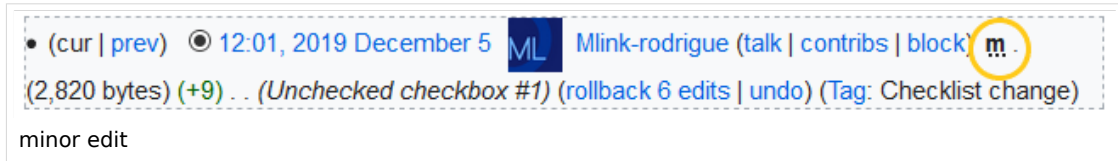


Note: If the page additionally contains a `{{DISPLAYTITLE}}` tag, the display title of the page is shown instead of the book title.

- Prepend article table of contents and headlines with book numbering
- Suppress namespace prefix of book articles in output

BlueSpiceChecklist

- **Mark checklist changes as minor edit:** If this setting is active, changes to a checklist (for example, checking a checkbox) in view mode are logged as minor edits. If this setting is inactive, a change to the checklist is recorded as a regular version in the page history.



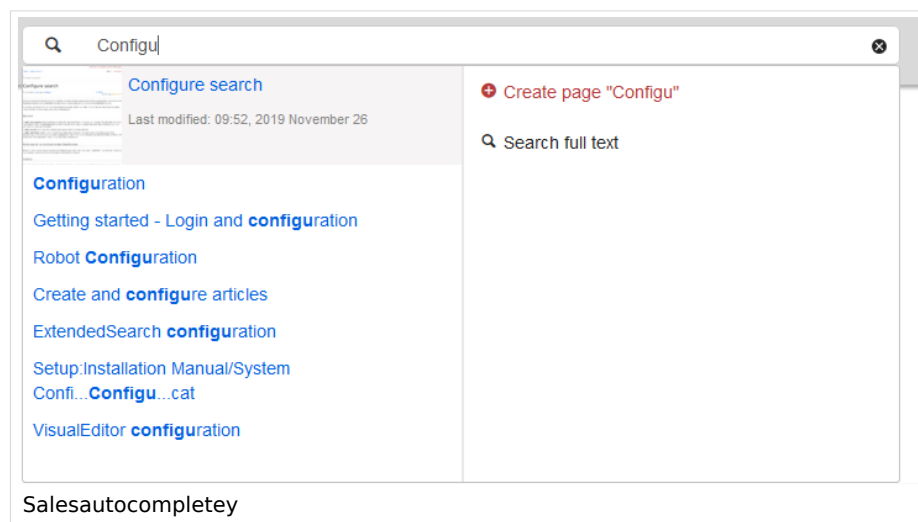
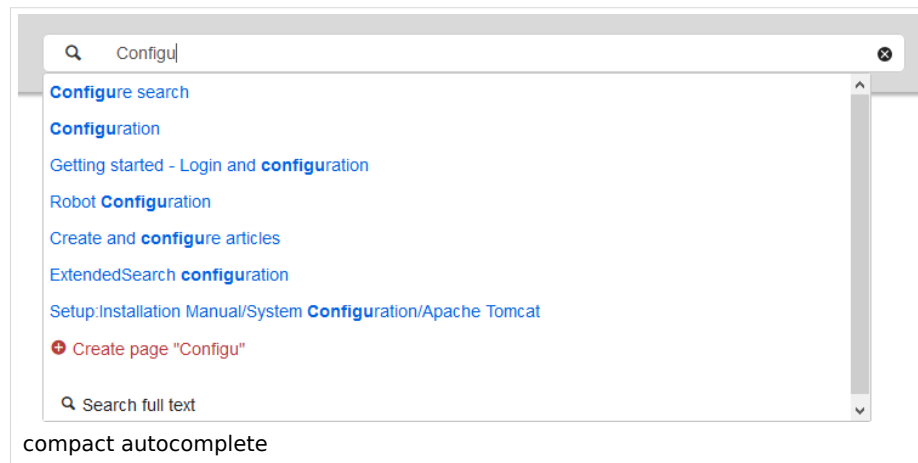
BlueSpiceExtendedSearch

- **External file paths:** External locations to scan for and index files from. These locations are entered in key/value pairs of Physical path and URL prefix.
 - *Physical path:* Storage path. For mounted drives, for example: *X:\Documents*
 - *URL prefix:* All files indexed from the indexed physical location are prefixed in the search results. It should be used if files are available from a web server. By default, the URL prefix is set to the same value as *Physical path*.

Examples for external file paths

Example file	Phys. Path	URL Prefix	Link in results list
S:\Sales\Info\glossaryy.pdf	S:\	file:///S:/	file:///S:/Sales/Info/glossary.pdf
		https://sharepoint/Sales/documents/	https://sharepoint/Sales/documents/Sales/Info/glossary.pdf
		https://intranet/showdocs inline.aspx?path=	https://intranet/showdocsinline.aspx? path=/Sales/Info/glossary.pdf
/var/www/bluespice/w/mounted_share/Sales/Info/glossary.pdf	/var/www/bluespice/w/mounted_share/		https://wiki.company.local/w/mounted_share/Sales/Info/glossary.pdf

- **Use simple autocomplete:** forces a more compact autocomplete (1-column Sales thumbnail preview).



- **Automatically set language filter:** This setting applies to multi-language. It returns search results for a user only in the user's language. Users can set their language in their [preferences](#).
- **Exclude patterns:** Files at external file locations can be excluded from search based on regular expression patterns.

BlueSpiceExtendedStatistics

- **Exclude these users:** Some user groups, like WikiSysop can skew the statistics, for example the statistics for search queries or because they complete automated maintenance tasks. These types of user groups can be excluded from the statistical results.
- **Maximum number of interval steps:** Sets the size of the x-axis for the results. For a few days, select the interval *Day* or *Calendar Week*, for periods over one year, select *Year* or *Month*. If you do not get any results for your query, try to adjust the interval accordingly.

BlueSpiceInsertCategory

- [Insert category with its parents](#)
- [Set page categories as default in upload dialog](#)

BlueSpiceInsertLink

- [Allow unmapped links](#)

- **Allowed locations for external files**
 - Filesystem prefix
 - Web accessible prefix:

BlueSpicePageTemplates

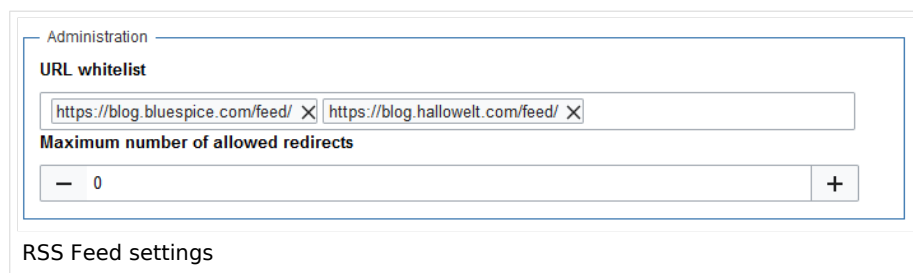
- **Force target namespace:**
- **Hide default templates:** Hides the default *Empty page* template.

BlueSpicePermissionManager

- **Backup limit:** Sets the number of backups for the permissions manager. Each time the page *Special:PermissionManager* is saved, a backup is created. If the backup limit is set to 5, the last five versions of the permissions configuration are saved as backups.

BlueSpiceRSSFeeder

- **URL whitelist:** RSS feeds need to be whitelisted here by an administrator before they can be displayed in a wiki page.
- **Maximum number of allowed redirects:** If there are URL redirects for any of the whitelisted URLs, the number of redirects needs to be adjusted (usually to 1 or 2).



The screenshot shows the 'Administration' section of the BlueSpice RSS Feed settings. It contains two main fields: 'URL whitelist' and 'Maximum number of allowed redirects'. The 'URL whitelist' field is a text input containing two URLs: 'https://blog.bluespice.com/feed/' and 'https://blog.hallowelt.com/feed/'. Each URL has a small 'X' icon to its right, indicating it can be removed. The 'Maximum number of allowed redirects' field is a numeric input box showing the value '0', with minus and plus buttons on either side for adjustment. The entire form is titled 'RSS Feed settings' at the bottom.

BlueSpiceReaders

- **Number of readers to display:** Sets the number of readers that are displayed on the Page information in the Quality management tools.

Page information

Here you find information related to the page. You can check its quality and up-to-dateness and see how it relates to other pages in the wiki.

Last edit: one month ago
Last editor: Rodrigue
Number of views: 13315

Templates used on page

BSExtensionInfobox

Similar pages

BlueSpiceTagCloud BlueSpiceInsertFile BlueSpiceCategoryManager InsertImage
Extension/VisualEditor ServiceCenter BlueSpiceTagSearch BlueSpiceInsertLink PastelImage

Categories

BlueSpice free Extension

Readers of this page

WikiSysop
LukasHoenig
FlorianFuessl

page readers

Authors of this page

WikiSysop (Original author)
Mlink-rodrigue (Editor)
Fbaeckmann (Editor)
Lsireta (Editor)
RichardHeigl (Editor)
P technik (Editor)
IdaK (Editor)
Angelika (Editor)

BlueSpiceSaferEdit

- **Interval for lookup for concurrent editings:** Sets the time in seconds for checking if another person is editing the page.
- **Show name of current editor:** Shows or hides the name of the user who is currently editing the page.

BlueSpiceUEModuleBookPDF

- Table of Contents
 - *Only article titles (indent by grade):* Only shows the article titles in the main contents table of the PDF.

Table of contents	
1 Introduction	3
2 Wiki pages model	4
3 User rights	7
3.1 Group manager	15
3.2 Permission manager	18
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PDF table of contents without article TOCs

- *Embed article TOCs (No indent of article titles):* Shows the table of contents for each article in the main contents table of the PDF.

Table of contents	
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1 The pages modell	6
2 Page types	6
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3 Assigning roles and users to groups	18

Embed article TOCs

BlueSpiceUEModuleHTML

- **Hide namespace prefix in PDF:** If activated, the namespace is shown in the HTML main heading.

Note: If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

BlueSpiceUEModulePDF

- **Hide namespace prefix in PDF:** If activated, the namespace is shown in the PDF main heading for a page.

Manual:Extension/BlueSpiceGroupManager	
Contents	
1 Accessing the group manager	1
2 Functionality	1
3 Assigning roles and users to groups	2
4 Related info	2

namespace in heading

Note: If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

BlueSpiceUniversalExport

- **Metadata (standard, JSON):** Additional data to be passed to the rendering template in JSON format. This data can be used in the export template. The template itself is maintained server-side.
- **Metadata (override, JSON):** Allows overriding standard data sent to the rendering template in JSON format. Values that are set by default can be overridden with this option.

BlueSpiceVisualEditorConnector

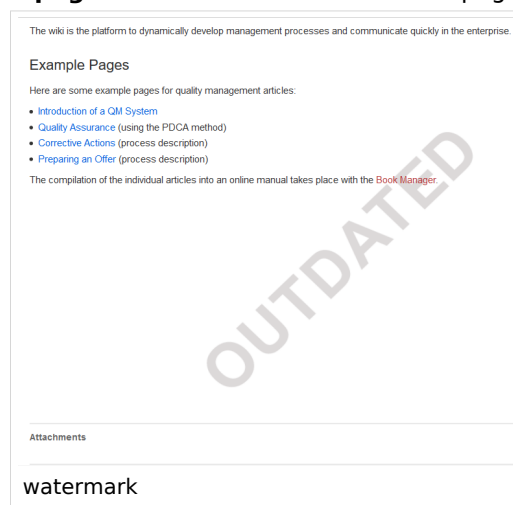
- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
 - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description of the file MUST be given).
 - Simple (No confirmation of required rights is obtained here, the name and namespace of the file can be changed, a description and a category can be assigned, but does not have to be specified)
 - One click (No confirmation about required rights is obtained here, the image cannot be renamed and no category can be assigned. Only the namespace can, but does not have to be adjusted before uploading)

BlueSpiceWholsOnline

- **Time in seconds until a user is marked as offline:** The system checks every x seconds if a user logged out and no longer displayed as online. This can be less frequent than the update interval for newly logged-in users.
- **Update interval in seconds:** The system checks every x seconds for users.

BlueSpiceExpiry

- **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.



BlueSpiceReview

- **Only the owner of a review can change it:** If this is unchecked, any user with edit rights can update a workflow.

BlueSpiceReviewExtended

- **Workflow will be added to page history:** This enables that workflow votes are listed under the page history with the corresponding version.

- (cur | prev) • 15:00, 17 September 2019 FB Fbaeckmann (talk | contribs | block) m . . (802 bytes) (+5) . . (Text replacement - "edition=BlueSpice |active" to "edition=BlueSpice free |active")

1. 👁 Mlink | 14:22, 9 December 2019 | Type: Flagging | "*Rodrigue*: first reviewer ⇒ *Mlink*: Everything is correct."
2. 👁 Helpdesk | 14:47, 9 December 2019 | Type: Flagging | "*Rodrigue*: all content ⇒ *Helpdesk*: Info about configuration is incorrect. Get with John from It. He should have the latest info."

[Reviewed: 14:22, 9 December 2019 | Mlink]

BlueSpiceFlaggedRevsConnector

Export

The export settings affect how the pages of a book are generated in the PDF export.

- **Bookshelf: List accepted revisions log:** Shows a log of stable page versions of pages in the PDF and when these pages were put into accepted status. If editors did not provide a comment when accepting the page, the *Stable comment* field for a revision is empty.

Stable date	Page	Stable comment
18.11.2019	Permission matrix	
18.11.2019	Permission matrix	
15.11.2019	Wiki pages model	
14.11.2019	Permission manager	
14.11.2019	Group manager	

accepted revisions log

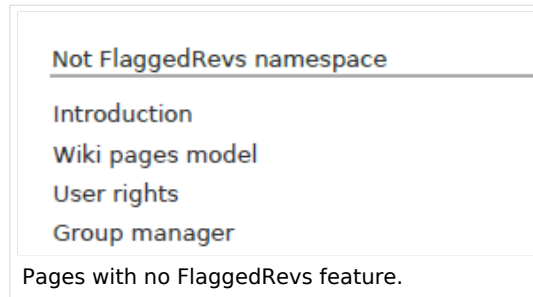
- **Bookshelf: List pages without stable revision:** Displays a list of PDF pages at the beginning of the PDF that only exist as a first draft and have no released version.

Not stable pages

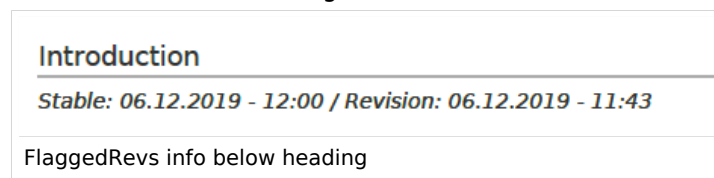
QM:Checklists

Pages without acceptance feature

- **Bookshelf: List pages without FlaggedRevs:** Displays a list of PDF pages that do not have a release mechanism at the beginning of the PDF.



- **UEModulePDF: Show FlaggedRevs info below main heading:** Prints the latest revision dates (last acceptance and last edit date) below the heading.



Quality assurance

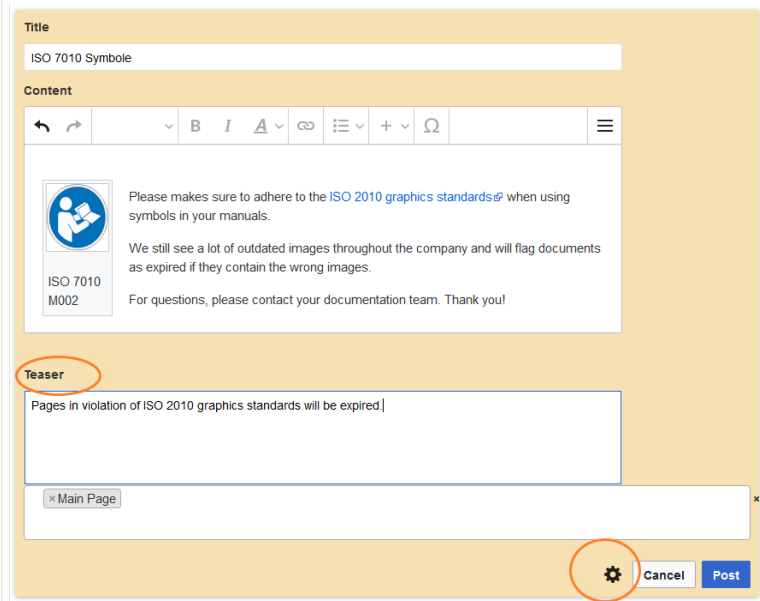
- **Automatically set the page to stable, when the workflow was finished successfully:** The workflow ends with setting the page status to stable. (this setting is available until version 3.1)
- **Automatically delete the workflow, when a page was marked as stable:** The workflow is deleted.
- **Show unstable pages for following groups:** If the group *user* is removed from the *BlueSpiceFlaggedRevs* configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process. When the group *user* is removed, only *sysop* and *reviewer* users can access drafts. If you want other groups, for example *editor*, to see draft versions, you need to add them to the configuration. If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history for the page instead.

Searching and Navigation

- **Indexing only stable versions:** Draft versions are excluded from the search results. If a page does not have a stable version, it is not shown as a search result.

BlueSpiceSocialBlog

- **Use teaser text for blog entries in the timeline:** When you create a blog entry, you can create a teaser text for it by clicking the cogwheel symbol in the blog entry form. If this setting is active, the teaser text will be shown on the page *Special:Timeline* instead of the first part of the content.



Title
ISO 7010 Symbole

Content

Please makes sure to adhere to the [ISO 2010 graphics standards](#) when using symbols in your manuals.

We still see a lot of outdated images throughout the company and will flag documents as expired if they contain the wrong images.

For questions, please contact your documentation team. Thank you!

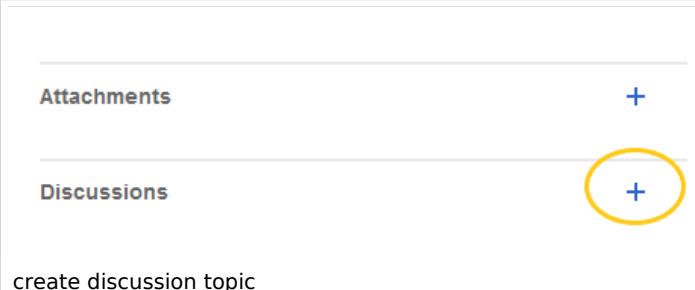
Teaser
Pages in violation of ISO 2010 graphics standards will be expired.

Main Page

blog teaser text

BlueSpiceSocialTopics

- **Automatically create all discussion pages.** If a user creates the first discussion topic for a page using the link in the page footer of a wiki page, the needed discussion page is automatically created first.

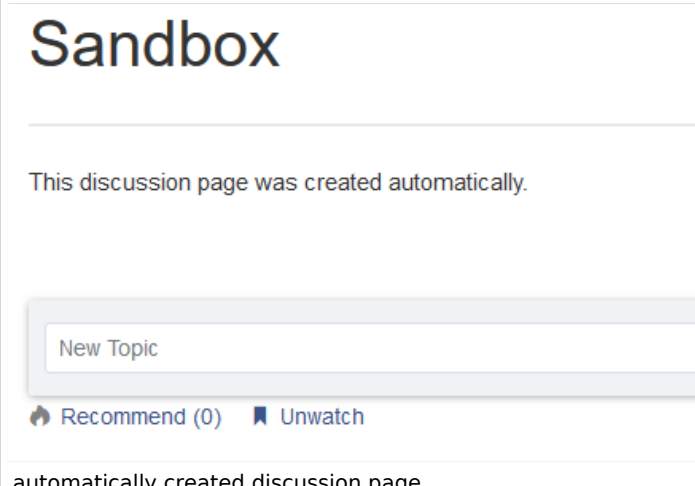


Attachments +

Discussions +

create discussion topic

A message "This discussion page was created automatically" is inserted on the discussion page.



Sandbox

This discussion page was created automatically.

New Topic

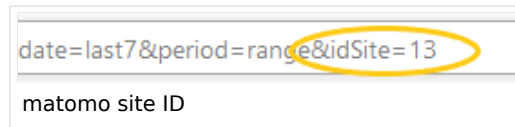
Recommend (0) Unwatch

automatically created discussion page

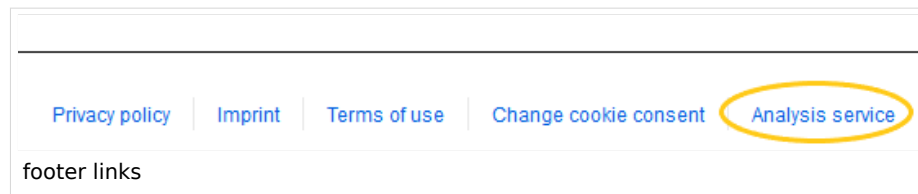
If this setting is deactivated, the user is directed to the "Create page" default page first

BlueSpiceMatomoConnector

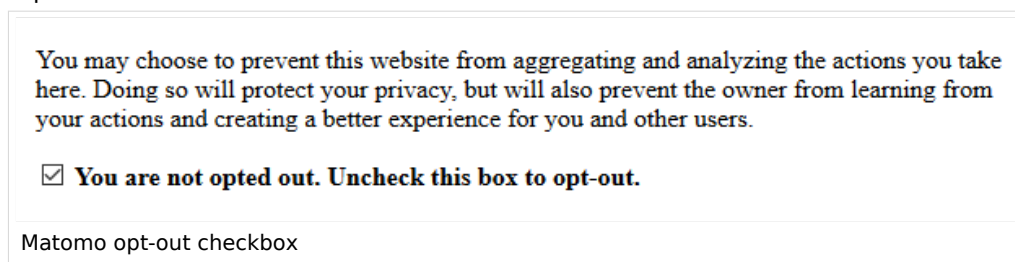
- **Site ID:** Matomo ID of the wiki. You can find the site ID as a url parameter in the browser address bar when you are logged into Matomo.



- **Base url:** The url to your Matomo installation.
- **Show opt-out link in footer:** Displays a link in your wiki footer, usually named *Analysis service*.



On the Analysis service page, there is a checkbox that allows a user to opt-out from being tracked for analysis purposes.



Related info

- [Reference:ConfigManager](#)

Manual:Quality management

A [quality version](#) of this page, [approved](#) on *27 April 2021*, was based off this revision.

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The importance of content quality

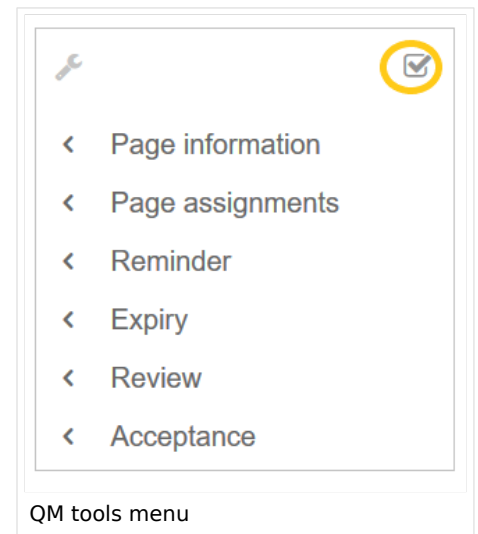
For many companies, the quality of the information they produce and share is of great importance. At the same time, they want to capture all the knowledge of their employees without creating any unnecessary barriers.

In BlueSpice, many users can contribute their knowledge. Ideally, anyone can contribute information right away and specialists can then review and approve the content. This ensures that the quality of the content meets the standards of the company. You should always weigh the benefits and drawbacks of individual quality management features so that you don't create unnecessary roadblocks for users who are eager to contribute.

To access these features, you open the QM tools (with the checkbox icon) in the Page tools panel.

For quality assurance purposes, each content page has the following built-in tools:

- Page information
- Page assignments
- Reminder (BlueSpice pro)
- Expiry (BlueSpice pro)
- Review (BlueSpice pro)
- Acceptance (BlueSpice pro - if FlaggedRevs is activated for the namespace)



Page information

The page information gives you some very interesting statistics about the page. Based on this information, you can decide what quality management measures are necessary to improve the page.

The information that is listed on this page is:

- time of last edit and last editor
- number of views
- templates used on this page
- similar pages
- categories
- readers of this page
- authors of this page

Page assignments

Page assignments are a quick way of giving one or more users informal responsibility and ownership of a page. They are very similar to a [watchlist](#). A user can add a page to their watchlist themselves, but assignments are made by other users.

Page assignments do not change the behavior of the page or grant special rights on a page. For example, the page does not get locked for editing when it is assigned to another user. It is rather a simple mechanism to have users "take a look" at a page. If the feature *Read confirmation* is activated for a namespace, assigned users have to confirm with a checkbox on the page that they have read the page.

Characteristics

- **Notifications** are sent to assigned users when their page assignment is changed. (This can be deactivated in the user preferences.)
- **Transparency:** Assigned users are listed in the QM tools panel of the page
- **Assignment management:** (`Special:ManagePageAssignments`)
- **Quick access** from the user profile menu
- **Read confirmation:** page shows a read confirmation checkbox for assigned users (optional)

[More about page assignments](#)

Reminder

A user can create a reminder for a page by selecting a reminder date and by adding an optional comment. Reminders can also be created for other users by administrators and are a quick and informal way of setting due dates for page-related tasks.

Characteristics

- The user with the reminder receives a notification. (This can be deactivated in the user preferences.)
- Users with reminders are listed on the reminders for the page in the QM tools.
- The page is listed on the Reminders special page under "Global actions" (`Special:Reminder`).
- The page is listed on the user's Reminders page, which is easy to access from the user profile menu.

Expiry

If a page contains content with a known lifecycle, the page can be set to expire on a particular date. On the expiration date, a watermark "Outdated" is added to the page if the corresponding option is set in the [ConfigManager](#). In addition, a reminder can be set so that the user will receive a notification when the page expires. The expiration can be deleted from the page at any time.

Characteristics

- **Watermark** on page background and in PDF (can be configured)
- **Management list:** *Special:Expiry*
- **Reminder** possible
- **Duration:** Expiry can be removed at any time

Review

When a more formal review process is necessary, users can create a review workflow. The review workflow has an end date and is the only quality management tool that can lock the page for editing during the review phase. Each user casts a vote whether the page is acceptable or not.

The page is listed on the special page "Review" under "Global actions" (`Special:Review`) and on the reviewers' personal Review page.

Characteristics of the review feature

- **One active review process** per page
- **Types:** Sequential or parallel review
- **Acceptance or rejection** by participants
- **Page is locked** for editing (Exception: depending on the configuration, reviewers can get edit rights)
- **Automatic restart** possible
- **Revisions-based:** Entries in the version history
- **Acceptance:** can be combined with the Acceptance feature

Acceptance

If the pages in a namespace should have a published and a draft version, the setting `FlaggedRevs` needs to be activated for that namespace. This activates the *Acceptance* feature of the quality management tools.

All changes to a page are collected in a draft version until any user with review rights accepts the page. The pages in this namespace are in draft mode until a user with the right to publish content accepts the page.

There is a global option in the ConfigManager to define which user groups are allowed to read unpublished content. By default, all logged-in users can view drafts.

Characteristics of the acceptance feature

- **Revisions-based:** First draft, draft, accepted
- **External files:** "Freezes" embedded media and templates
- **Automatic acceptance:** Often the result of a review process
- **Permissions:** Read permissions can (cautiously) be limited

Permissions overview

This permissions table shows which [roles](#) have the necessary right to perform different quality assurance actions. The name of the right that grants a certain permission is shown in parentheses:

QA action	
user (read)	
editor	
reviewer	
admin	
intenance- admin	
bot	
Can create and manage page assignments for any user (<i>pageassignments</i>)	
x	
x	
x	
Can be assigned to a page (<i>pageassigneable</i>)	
x	
Can create and	

manage	
reminders	
for any	
user	
<i>(remindere^{editall})</i>	
x	
x	
Can	
create	
and	
manage	
their	
own	
reminders	
<i>(read)</i>	
x	
Can set	
and	
manage	
page	
expiration	
dates	
<i>(expire^{article})</i>	
x	
x	
x	
Can	
create	
and	
manage	
review	
workflows	
<i>(workflow^{edit})</i>	
x	
x	
x	

x
Can be assigned to a review workflow <i>(read)</i>
x
Can view the review workflow on the page <i>(workflowview)</i>
x
x
x
x
x
Can view the complete list of reviews <i>(workflowlist)</i>
x
x
x
x
Can approve a page <i>(review)</i>

x
x
x
Own changes are automatically approved changes <i>(autoreview)</i>
x
x
Rollbacks are automatically approved <i>(autoreviewrestore)</i>
x
x

Related info

- [Working with drafts \(Flagged revisions\)](#)
- [The review workflow](#)

Reference:BlueSpiceInsertCategory

Extension\: BlueSpiceInsertCategory

Overview			
Description:	Dialog to enter a category link		
State:	stable	Dependency:	BlueSpice
Developer:	HalloWelt	License:	GPL-3.0-onlyProperty "BSExtensionInfoLicense" (as page type) with input value "</br>GPL-3.0-only" contains invalid characters or is incomplete and therefore can cause unexpected results during a query or annotation process.
Type:	BlueSpice	Category:	Editor
Edition:	BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud		
View help page			

Features

InsertCategory allows to add categories to a page in view mode or in visual edit mode.

This extension is in use in the page information flyout, in the [title section](#) and in the [multi-upload](#) dialog.

Some aspects of this extension can be configured on Special:BlueSpiceConfigManager, under section "Insert category". Here wiki administrators can configure:

- whether to set the page categories as default in the file upload dialog
- whether to insert a category with its parent category

Technical Information

This information applies to BlueSpice 3 . Technical details for BlueSpice cloud can differ in some cases.

Requirements

MediaWiki: 1.31

BlueSpiceFoundation: 3.2

Integrates into

- [BlueSpiceArticleInfo](#)

Special pages

Configuration

Name	Value
InsertCategoryUploadPanelIntegration	false
InsertCategoryWithParents	false

Hooks

- [BeforePageDisplay](#)
- [SkinTemplateNavigation](#)
- [SkinTemplateOutputPageBeforeExec](#)