

Contents

1. Manual:Extension/ReviewExtended	2
2. Manual:Extension/BlueSpiceReviewExtended	2

Manual:Extension/ReviewExtended

Redirect to:

- [Manual:Extension/BlueSpiceReviewExtended](#)

Review settings

A [quality version](#) of this page, [approved](#) on *10 June 2021*, was based off this revision.

The options for [review workflows](#) are provided by the extension *BlueSpiceReviewExtended*.

Contents

1	Review options	3
2	Templates	3
2.1	Managing templates	3
2.1.1	In BlueSpice 3.2	3
2.1.2	In BlueSpice 3.1	5
2.2	Applying a template	6
2.3	Deleting a template	6
3	Configuration	6
4	Related info	7

Review options

When you set up a new workflow, the following options are available:

- **Reviewer can edit the page:** Everybody that is assigned as reviewer can edit the page while the review is active. Other users cannot edit the page during this time. If this box is not checked, then reviewers will also not be allowed to make changes to the page.
- **Follow the reviewer order:** Reviewers need to cast their votes in sequence. Only when one is finished casting a vote, the next reviewer can start. The order of the reviewers can be adjusted by clicking on up and down arrows that appear when hovering over the reviewer in the grid.
- **Restart review if a reviewer rejects it:** If any of the reviewers rejects the page, the review is restarted and all of the reviewers must cast their votes again.

Review workflow

Here you can give your vote about the current page content, if you are part of a review workflow. Furthermore you can change settings and view the recent history of the running review workflow.

Review process

Start date: 01/29/19

End date: 02/05/19

Type: Flagging

Options:

- ☒ Reviewer can edit the page
- ☒ Follow the reviewer order
- ☒ Restart review if a reviewer reject it

Template: Load

Save

Review options

Status	Reviewer	Comment	Delegated to	Actions
	Testuser			

Templates

To minimize the effort when starting a review, templates are introduced.

Managing templates

In BlueSpice 3.2

Click Manager next to the template select menu if you are already setting up a review.

Template: Load Manager

Switch to the template manager

Alternatively, you can create a workflow template by going to *Global actions > Management > Review template manager* in the navigation panel of the wiki.

Review template manager

Public review templates | Private review templates

+ 3 ⚙️ ✕

Export table ▾

Type	Name ↑	Namespaces	Categories	Actions
default	QA Check ISO9001			4 ⚙️ ✕
default	QA Research and Development	DEV	RE	Edit
flagging	QA Technology			

⏪ < | Page 1 of 1 | > ⏩ | ↺

Displaying 1 - 3 of 3

Managing review templates in BlueSpice 3.2

Create a new template:

1. Select if you want to create a template that is available to all users (1) or that is available only to you (2).
2. Click the "+"-button (3). This opens the template dialog. Create your template.

Cancel

Edit review template

Done

Name: Audit Review

Type: Approval ▾

Namespaces: QM ✕ ▾

Categories: Audit ✕ ▾

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

+ ▾ ⚙️ ✕

Export table ▾

	Reviewer	Comment	Actions
1	👤 Florian Bäckmann		
2	👤 Renate Memminger		
3	👤 Reviewers (reviewer)		

Creating a review template

3. Enter a name.

4. Select the template type:
 1. **Default:** The review is independent of settings in the Config manager. For reviews in **namespaces with approvals**, the page is not automatically approved at the end of the review.
 2. **Approval:** The review applies the [setting from the Config manager](#) for automatically deleting the workflow after the page has been approved. Pages in namespaces that do not create draft versions are not affected by this setting.
5. If the template should only appear on pages in certain namespaces, specify the appropriate namespaces.
6. If the template should only appear on pages that are assigned to certain categories, specify the categories.
7. Select the review options described above.
8. Use the "+"-button to add the reviewers. If you enter a comment here, it will be displayed in the version history. **Note:** A group vote can also be set up for an individual workflow step using the plus button. For this purpose, a wiki group is selected as the reviewer.

Cancel Edit step Done

Group: Reviewers (reviewer) ▾

Comment: Check for ISO9001 criteria

Required approvals: 2 + − User(s) ▾

Required rejections: + − User(s) ▾

Group vote

1. *Group:* The group that will vote on the selected step.
 2. *Comment:* Comment that is displayed in the workflow and in the version history for this step.
 3. *Required approvals:* If this number is reached first, the process step will be completed positively.
 4. *Required rejections:* If this number is reached first, the process step will be completed negatively.
9. Click *Done*.

The template can now be selected accordingly in a review.

Note: The review type can be changed after loading the template and then behaves according to the newly selected type. This means that the "Approval" type from a template can be set to be a "Standard" workflow on a page. In that case, the draft version of the page will not be approved after the workflow has finished.

In BlueSpice 3.1

Once the list of reviewers is entered and the other options have been set, enter the name for the template in the input field and click on the arrow next to the "Load" button. Several options are available:

- *Save for myself:* The template will be shown only to the user who saves it
- *Save for everybody:* the template will be shown to everybody

Pick the desired option and the template will be saved.

Review workflow

Here you can give your vote about the current page content, if you are part of a review workflow. Furthermore you can change settings and view the recent history of the running review workflow.

Review process

Start date: 01/29/19
End date: 02/05/19
Type: Flagging

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

Template: Test

Save Delete

Save for myself
Save for everybody
Delete

Status	Reviewer	Comment	Delegated to	Actions
1	Testuser	Testuser: My comment		

Creating a new template in BlueSpice 3.1

Applying a template

Once there are templates saved, users can choose from the list of templates. After clicking the "Load" button, the reviewers that have been saved in this template are added to the reviewer list.

In BlueSpice 3.1, only the list of reviewers is stored in the template.

Deleting a template

To delete a template, choose the template to delete, click on the arrow in the "Load" button and select "Delete".

Configuration

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

- **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]

workflow log entries in page history

Related info

- [Reference:BlueSpiceReviewExtended](#)