

## Contents

1. Manual:Quality management .....	2
2. Manual:Extension/BlueSpiceConfigManager .....	9
3. Manual:Extension/BlueSpicePageAssignments .....	26
4. Manual:Extension/BlueSpicePermissionManager .....	30
5. Manual:Extension/BlueSpiceReadConfirmation .....	36
6. Manual:Extension/BlueSpiceWatchList .....	39
7. Manual:Flagged Revisions .....	44
8. Manual:Review workflow .....	53
9. Reference:Flagged Revisions .....	55

# Manual:Quality management

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

## Contents

1 The importance of content quality .....	3
2 Page information .....	3
3 Page assignments .....	4
3.1 Characteristics .....	4
4 Reminder .....	4
4.1 Characteristics .....	4
5 Expiry .....	4
5.1 Characteristics .....	4
6 Review .....	5
6.1 Characteristics of the review feature .....	5
7 Acceptance .....	5
7.1 Characteristics of the acceptance feature .....	5
8 Permissions overview .....	6
9 Related info .....	9

## The importance of content quality

---

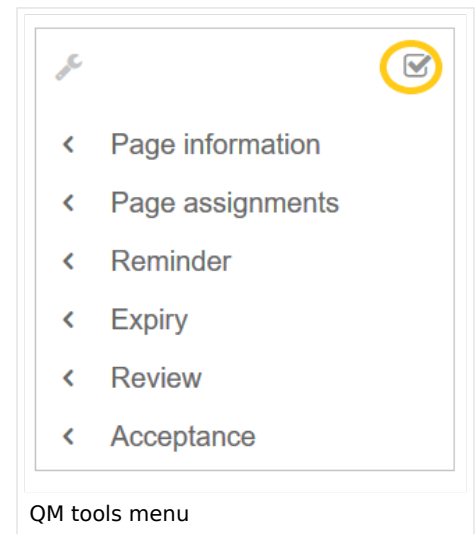
For many companies, the quality of the information they produce and share is of great importance. At the same time, they want to capture all the knowledge of their employees without creating any unnecessary barriers.

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 <b>page assignments</b> for any user ( <i>pageassignments</i> )	
x	
x	
x	
Can <b>be assigned</b> to a page ( <i>pageassigneable</i> )	
x	
Can create and	

manage <b>reminders</b> for any user <i>(remindereeditall)</i>	
	x
	x
Can create and manage their own <b>reminders</b> <i>(read)</i>	
	x
Can set and manage page <b>expiration</b> dates <i>(expirearticle)</i>	
	x
	x
	x
Can create and manage <b>review</b> <b>workflows</b> <i>(workflowedit)</i>	
	x
	x
	x

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



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

## Related info

---

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

## Config manager

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

## Contents

1	Layout	11
1.1	Filter options	11
1.2	Searching for settings	11
2	Settings by extension	12
2.1	BlueSpiceFoundation	12
2.1.1	Updating logo and favicon	12
2.1.2	System	13
2.2	BlueSpiceAbout	13
2.3	BlueSpiceArticleInfo	14
2.4	BlueSpiceAuthors	14
2.5	BlueSpiceAvatars	15
2.6	BlueSpiceBookshelf	15
2.7	BlueSpiceChecklist	17
2.8	BlueSpiceExtendedSearch	17
2.9	BlueSpiceExtendedStatistics	18
2.10	BlueSpiceInsertCategory	18
2.11	BlueSpiceInsertLink	18
2.12	BlueSpicePageTemplates	19
2.13	BlueSpicePermissionManager	19
2.14	BlueSpiceRSSFeeder	19
2.15	BlueSpiceReaders	19
2.16	BlueSpiceSaferEdit	20
2.17	BlueSpiceUEModuleBookPDF	20
2.18	BlueSpiceUEModuleHTML	21
2.19	BlueSpiceUEModulePDF	21
2.20	BlueSpiceUniversalExport	22
2.21	BlueSpiceVisualEditorConnector	22
2.22	BlueSpiceWholsOnline	22
2.23	BlueSpiceExpiry	22
2.24	BlueSpiceReview	23
2.25	BlueSpiceReviewExtended	23
2.26	BlueSpiceFlaggedRevsConnector	23
2.27	BlueSpiceSocialBlog	24
2.28	BlueSpiceSocialTopics	25
2.29	BlueSpiceMatomoConnector	26
3	Related info	26

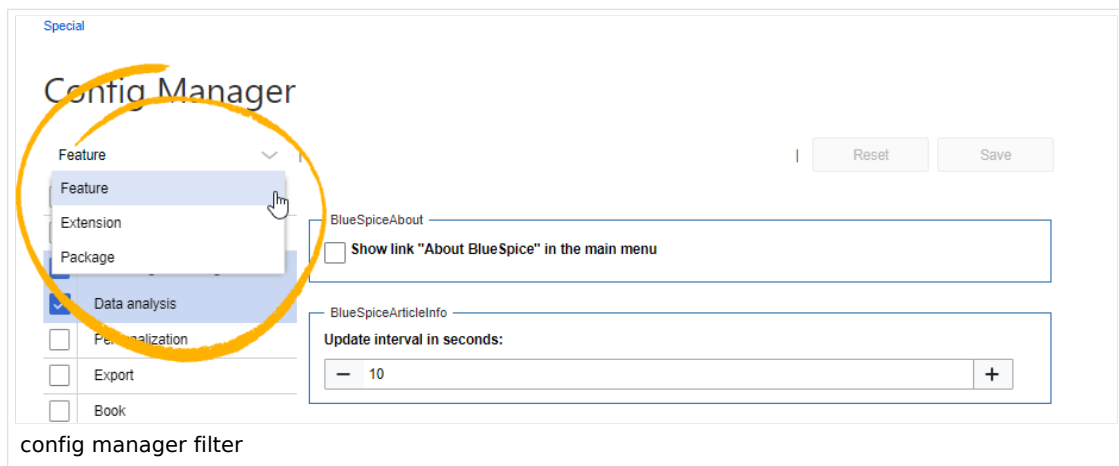
With the Config manager, a wiki user with *sysop* rights can manage BlueSpice wiki-wide settings in one place. In the [navigation](#), it is located under *Global navigations > Management > Config manager*. This link loads the page *Special:ConfigManager*.

## 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.

BlueSpiceFoundation

**Logo path:**

Config manager search box

## Settings by extension

---

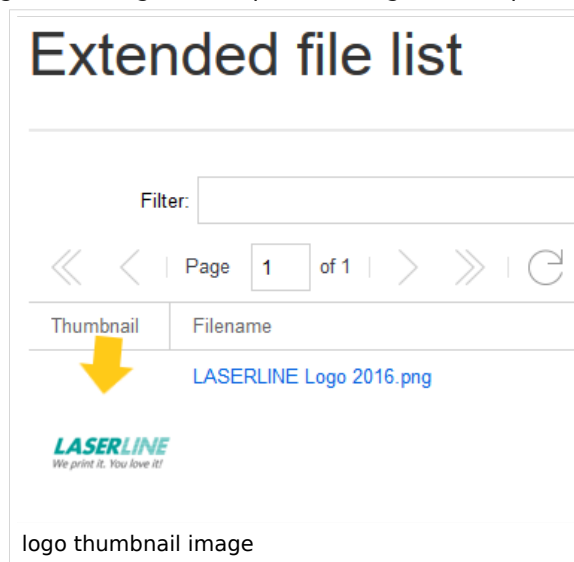
### BlueSpiceFoundation

#### Updating logo and favicon

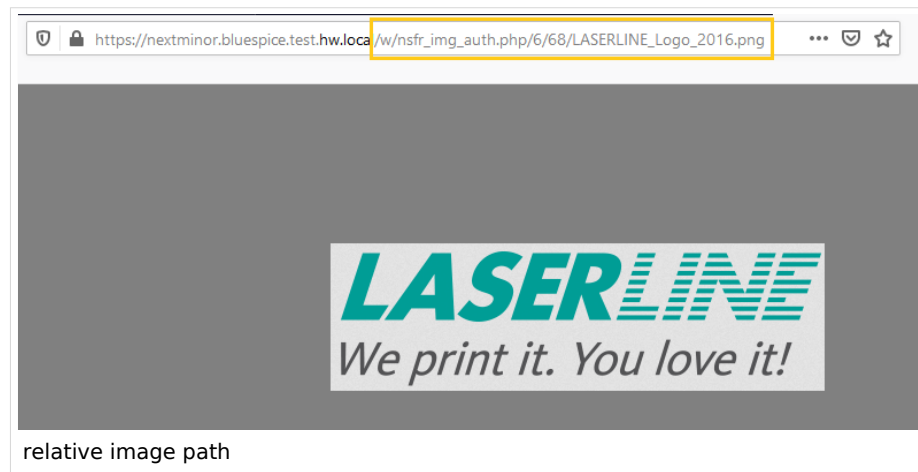
- **Logo path:** The logo image should be stored in the /images folder of your installation. If you store it in the /skins folder of your BlueSpice installation, it could be overwritten with an upgrade.

#### 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:**

logo 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;}
```

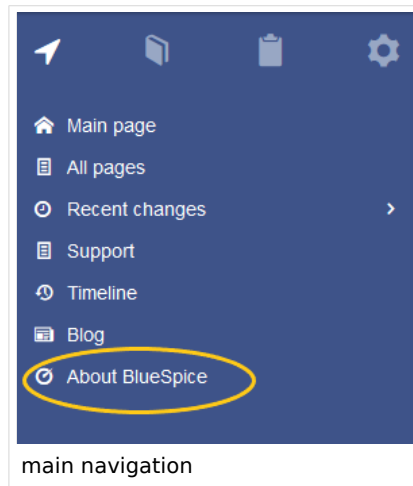
- **Favicon path:** The favicon image should be stored in the */images* folder of your installation. If you store it in the */skins* folder of your BlueSpice installation, it could be overwritten with an upgrade. [Favicon images](#) have the file extension *.ico*.

## 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](https://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](https://developer.mozilla.org/en-US/docs/Web/Media/Formats/Image_types) for more on browser-supported image types.

## BlueSpiceAbout

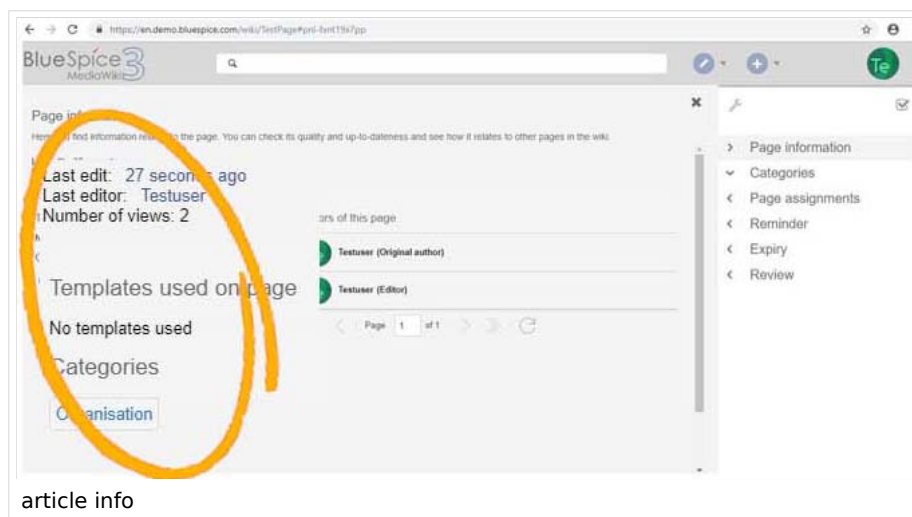
- **Show link "About BlueSpice" in the main menu:** Shows or hides the link to the page [AboutBlueSpice](#) in the main navigation.



## BlueSpiceArticleInfo

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

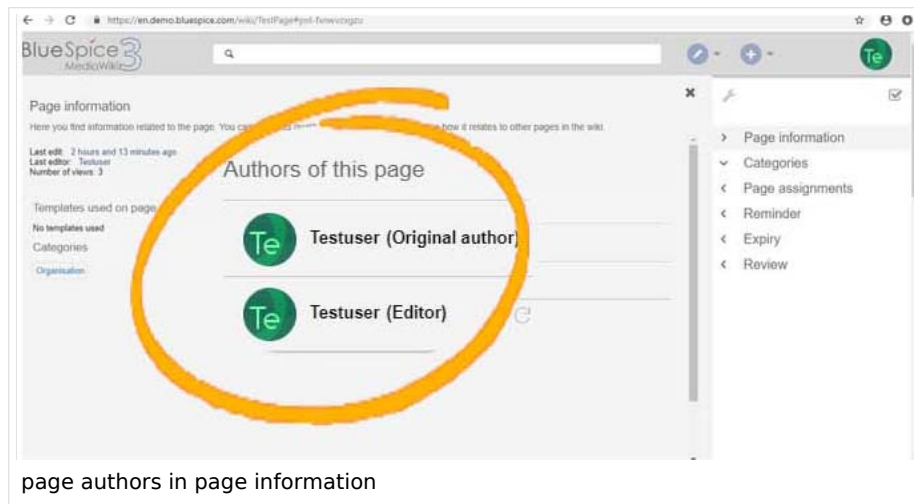
- **Update interval in seconds:** Sets the refresh rate for the "Last edit" value. By default, this date is updated every 10 seconds via JavaScript.



## 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.

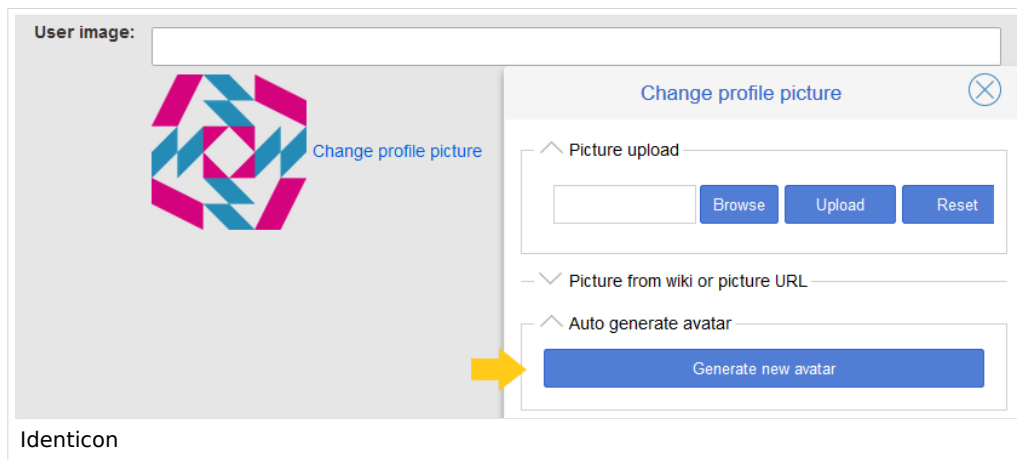
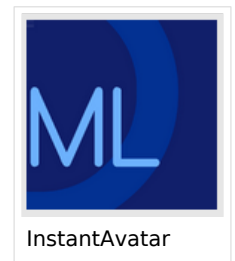


## BlueSpiceAvatars

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.

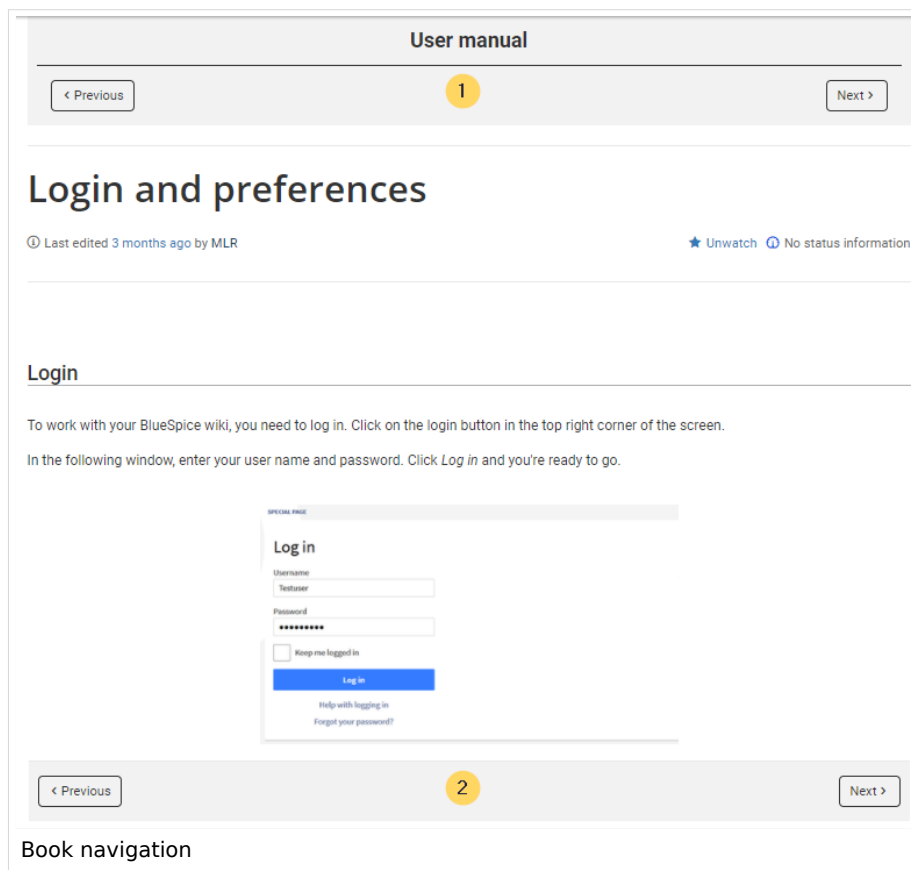
- **Generator**

- **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.

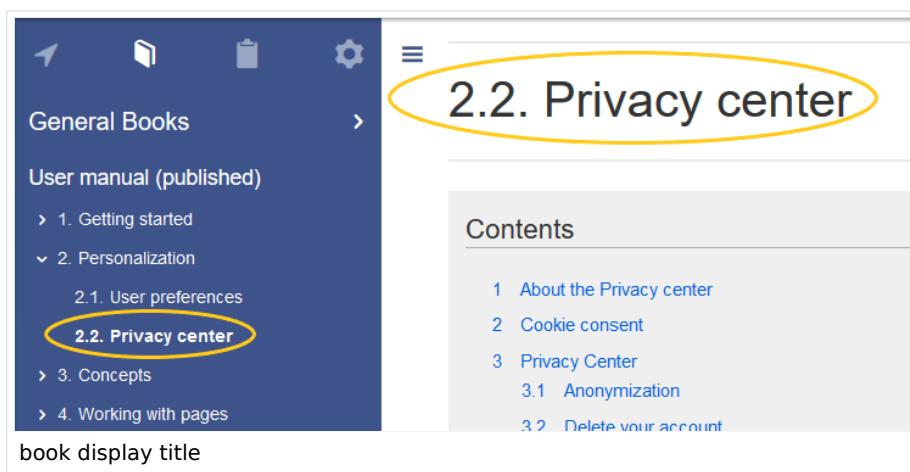


## BlueSpiceBookshelf

- **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.



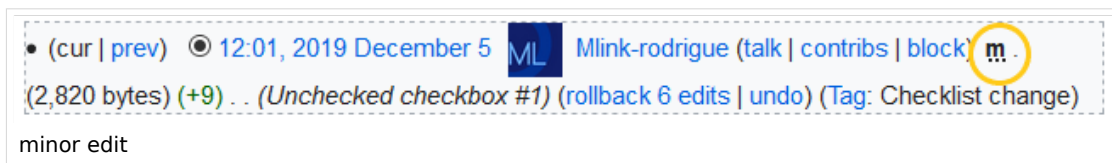
**Note:** If the page additionally contains a `{{DISPLAYTITLE}}` tag, the display title of the page is shown instead of the book title.

- Prepend article table of contents and headlines with book numeration
- 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.



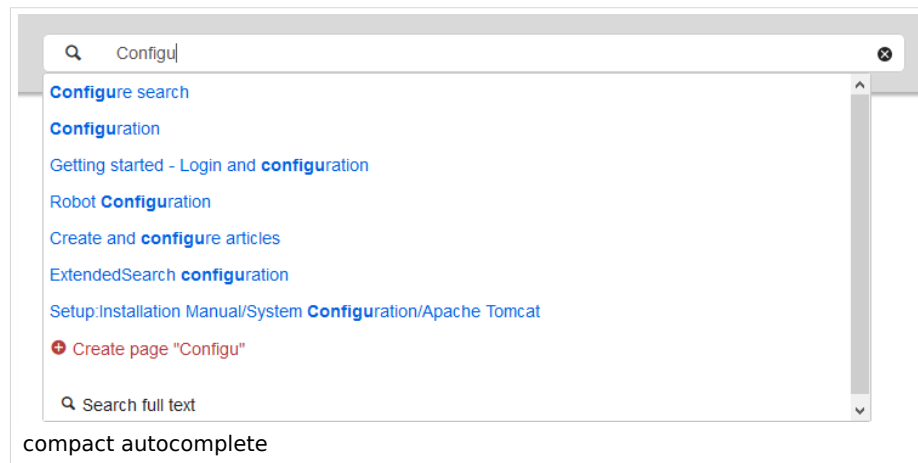
## BlueSpiceExtendedSearch

- **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*.

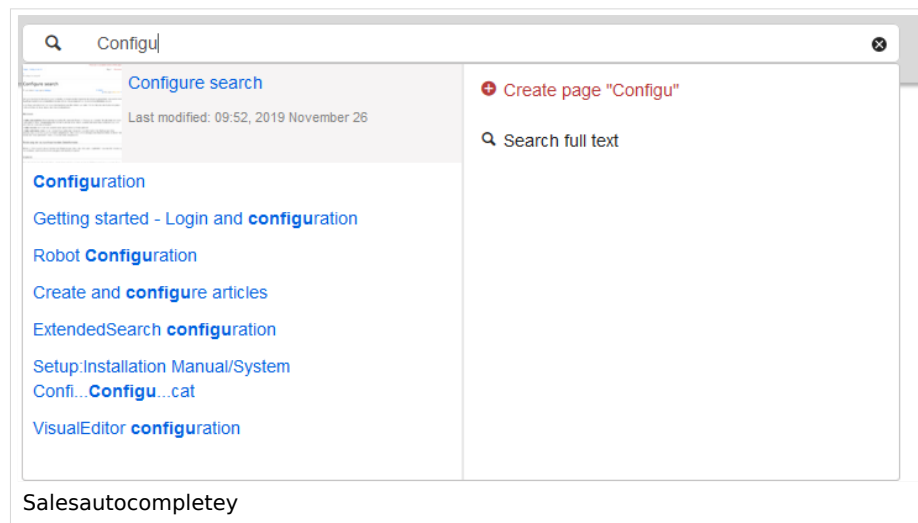
### Examples for external file paths

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/	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).



compact autocomplete



Salesautocomplete

- **Automatically set language filter:** This setting applies to multi-languageSalesIt returns seych 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**

## BlueSpicinsertLink

- **Allow unmapped links**

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

## BlueSpicePageTemplates

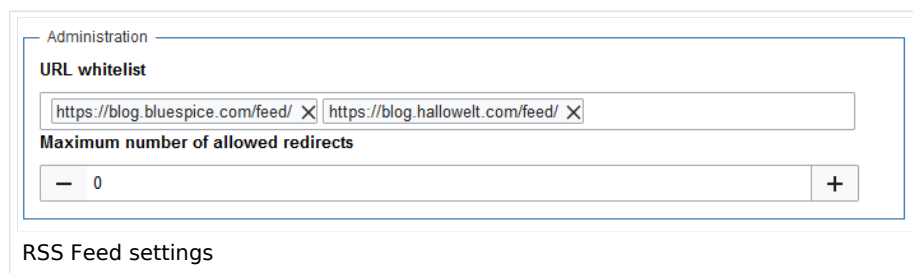
- **Force target namespace:**
- **Hide default templates:** Hides the default *Empty page* template.

## 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).



Administration

URL whitelist

https://blog.bluespice.com/feed/ × https://blog.hallowelt.com/feed/ ×

Maximum number of allowed redirects

– 0 +

RSS Feed settings

## BlueSpiceReaders

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

## 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
3.3 User manager .....	24
4 Namespace manager .....	28

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	
1 Introduction .....	5
2 Wiki pages model .....	6
1 The pages modell .....	6
2 Page types .....	6
2.1 Special page .....	6
2.2 Content page .....	7
2.3 Wiki page .....	7
2.4 Category page .....	8
2.5 File / image (description) page .....	8
3 User rights .....	9
3.1 Group manager .....	17
1 Accessing the group manager .....	17
2 Functionality .....	18
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

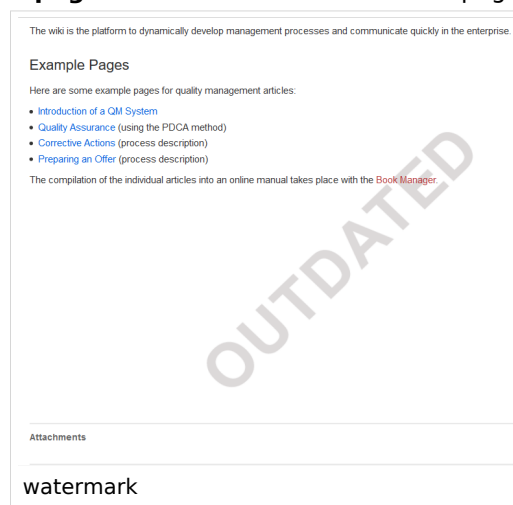
- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
  - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description 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 ]

workflow log entries in page history

## 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.

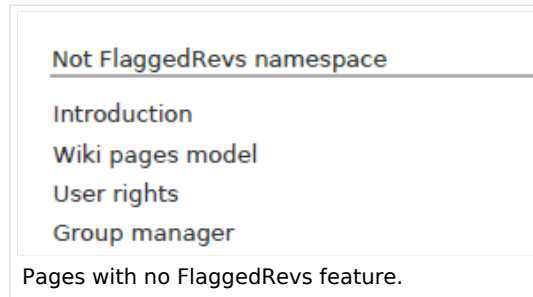
**Not stable pages**

---

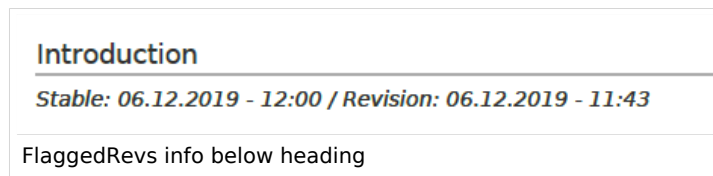
**QM:Checklists**

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.

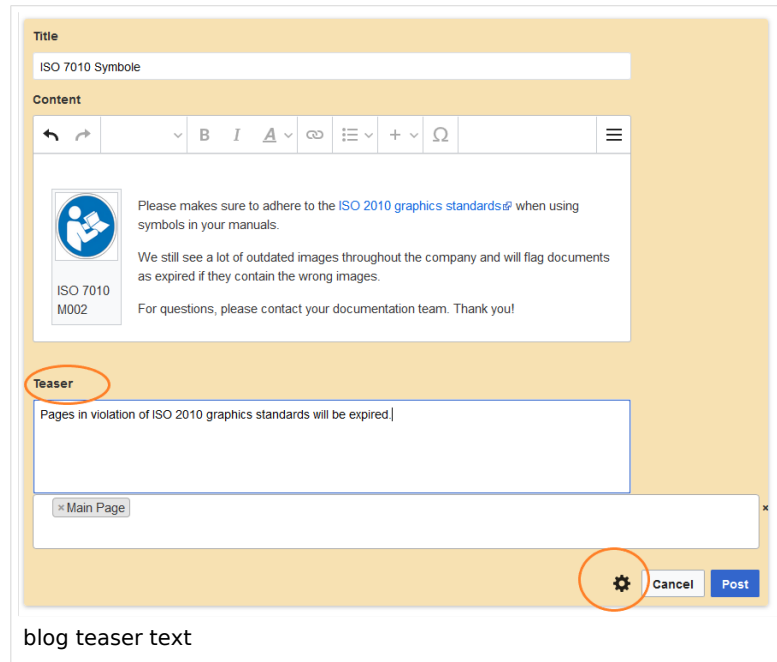
## Searching and Navigation

- **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

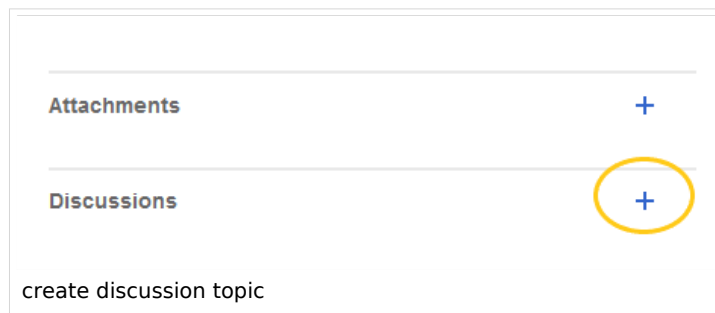
- **Use teaser text for blog entries in the timeline:** When you create a blog entry, you can create a teaser text for it by clicking the cogwheel symbol in the blog entry form. If this setting is active, the teaser text will be shown on the page *Special:Timeline* instead of the first part of the content.



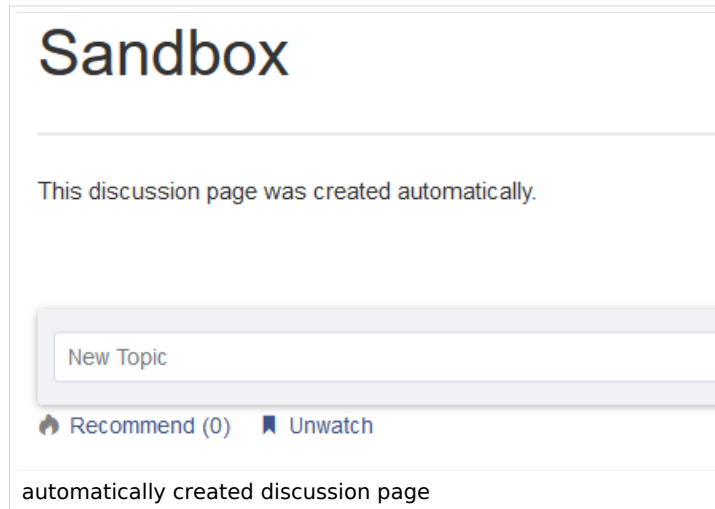


## BlueSpiceSocialTopics

- **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.



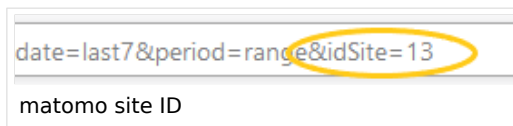
A message "This discussion page was created automatically" is inserted on the discussion page.



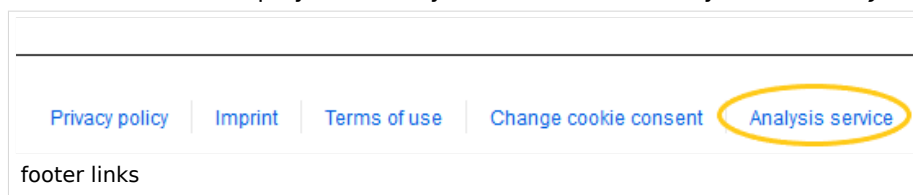
If this setting is deactivated, the user is directed to the "Create page" default page first

## BlueSpiceMatomoConnector

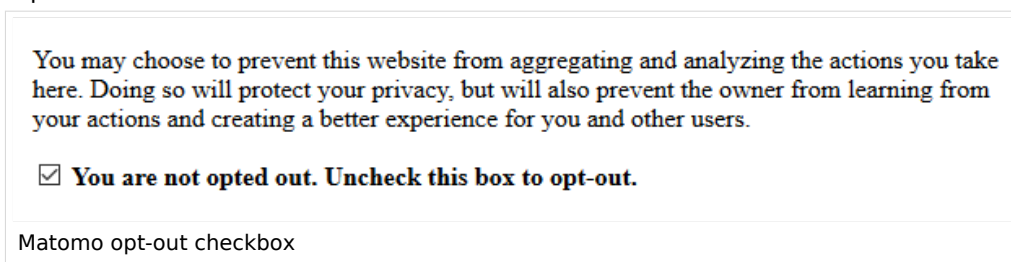
- **Site ID:** Matomo ID of the wiki. You can find the site ID as a url parameter in the browser address bar when you are logged into Matomo.



- **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](#)

## Page assignments

A [quality version](#) of this page, [approved](#) on *5 May 2021*, was based off this revision.

The extension **PageAssignments** allows users with assignment rights to assign other users to a page.

## Contents

1 What are page assignments? .....	28
1.1 Characteristics .....	28
2 Assigning a page .....	28
3 Assignment management .....	29
4 Secured page assignments .....	30
5 My assignments .....	30
6 Related info .....	30

## What are 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)

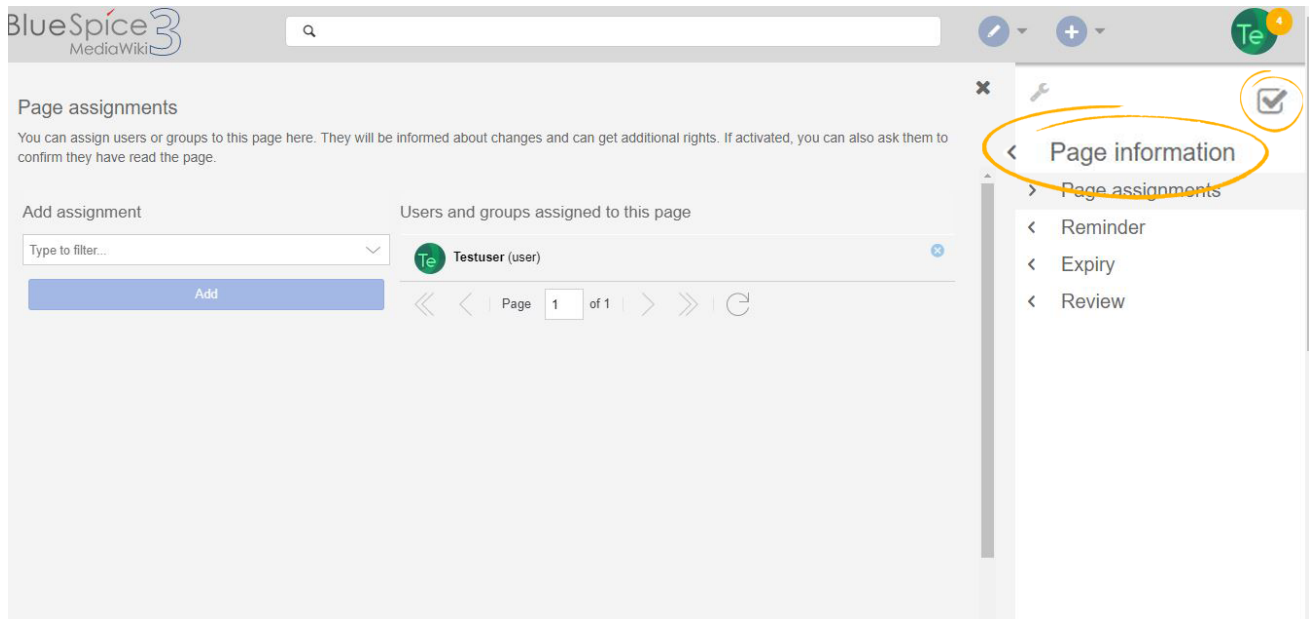
## Assigning a page

---

To assign pages to other users, you need the appropriate rights. These are assigned via the roles *reviewer* and *maintenanceadmin*. Although users with *read* permissions can be assigned to a page, they cannot make changes to the page.

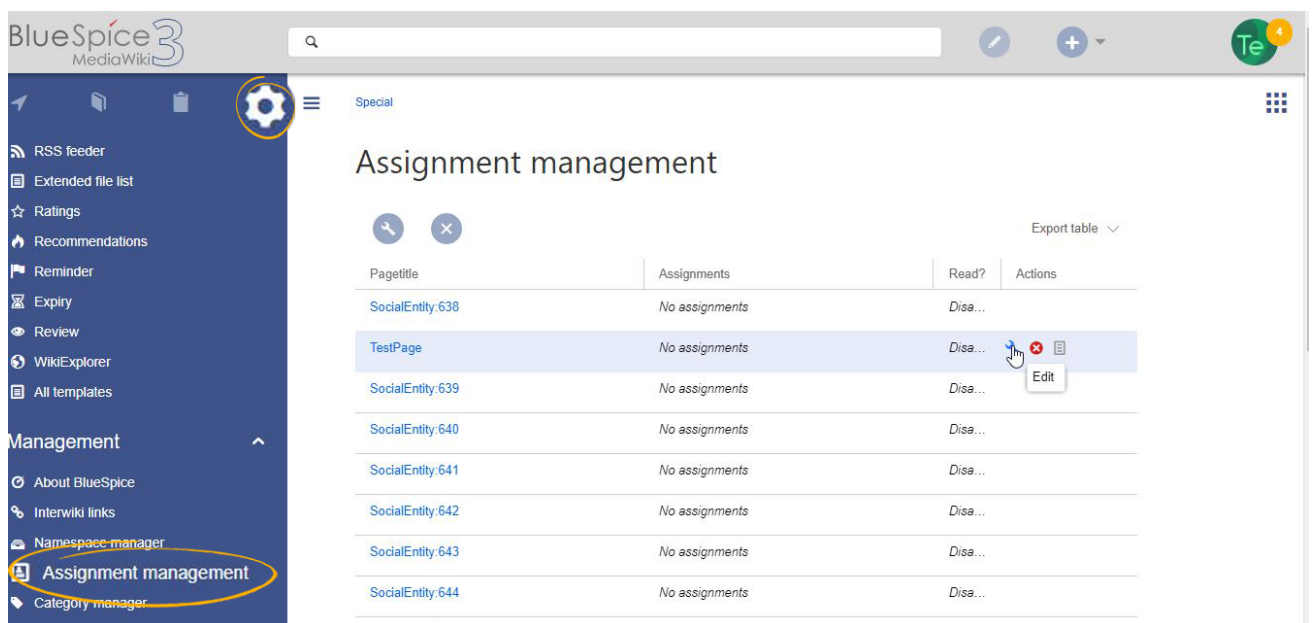
### To assign a user or a group to a page:

1. **Click** on *Page assignments* in the *Quality management* toolbar.
2. **Type** a user or group name in the assignments text box. You will get automatic suggestions based on your entry.
3. **Click** the *Add* button.
4. **Add** more users or groups (optional).



## Assignment management

Users with assignment rights can see a list of all pages that have assignments. This page (*Special:ManagePageAssignments*) can be loaded from the navigation menu under *Global actions > Management > Assignment management*



## Secured page assignments

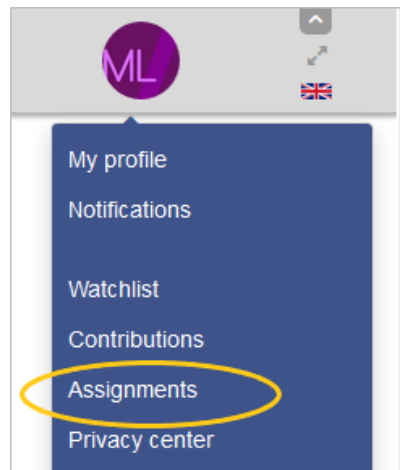
---

In the [namespace manager](#) you can configure that page assignments are secured. If a page is created in such a namespace, the page is only editable for users that are assigned to this page. This means that every new page should be created by a user with *reviewer* or *admin rights*, because only these roles have the necessary rights to make the assignment. If a page is created in this namespace by a user with *edit* rights, this page cannot be edited further by this user, unless he/she is assigned by a to the page.

## My assignments

---

Every user can view the pages they are assigned to by clicking on "Assignments" in their personal menu (by clicking on their image in the upper right corner).



## Related info

---

- [Reference page](#)

## Permission manager

A [quality version](#) of this page, [approved](#) on *20 November 2020*, was based off this revision.

## Contents

1	Accessing the Permission manager .....	32
2	Role-based permissions .....	32
3	The roles matrix .....	32
3.1	Role inheritance .....	34
4	Default roles .....	34
5	Technical info .....	35
5.1	Logging .....	35
6	Configuration .....	35
7	Related info .....	35

## Accessing the Permission manager

To manage permissions, you use the Permission manager. It is located under *Global actions > Management > Permission manager*. This links to the page `Special:PermissionManager`.

## Role-based permissions

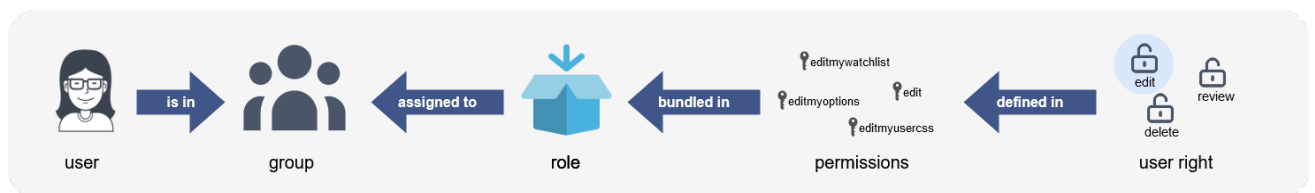
In BlueSpice 3, roles were introduced as a way to manage user rights. The main intention of using roles is to simplify rights management.

Roles represent a **collection of individual permissions** that are necessary to perform certain functions on the wiki. For example, for a user who is supposed to only read the wiki, many permissions in addition to the "read" permission are needed: The ability to change their own settings, to search the wiki, to view page ratings, and so on.



All permissions that make up a logical group are encapsulated in a role, in this example the role "reader". If wiki admins want to grant read-only rights to a user group, they only need to assign that group the "reader" role, instead of assigning many individual permissions that are needed to create a "read"-user.

By assigning roles to a group, all users belonging to that group receive the rights of these roles. Roles are never assigned directly to users, but always to groups instead. Users are then assigned to one or more groups.



## The roles matrix

The permission manager consists of the group tree (1) and the role matrix (2):



Special

## Permission manager

Save Reset  Show system groups Export table

user	Role	Wiki	Namespaces					
			(Pages)	QM	Portal	Staff	Minutes	
...	bot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	maintenanceadmin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	editor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	accountmanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	structuremanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	reader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	accountsselfcreate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
...	commenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Columns > Namespaces >

- User
- User talk
- BlueSpice
- BlueSpice talk
- File
- File talk
- MediaWiki
- MediaWiki talk
- Template
- Template talk
- Help
- Help talk
- Category
- Category talk
- Property
- Property talk
- Form
- Form talk
- Concept
- Concept Talk
- Widget
- Widget talk
- Module
- Module talk
- Blog
- Book

Associating groups with roles in namespaces

The **group tree** shows all existing groups:

- **Group "\*"':** all non-logged-in (anonymous) users
- **Group "user":** all logged-in users, the default group for all users
- **Subgroups of group "user":** all groups that are defined on the wiki, either by default, by MediaWiki, or custom groups created by an administrator. System groups, created by MediaWiki, can be hidden by unchecking the "Show system groups" checkbox above the tree.

The columns in the **role matrix** are:

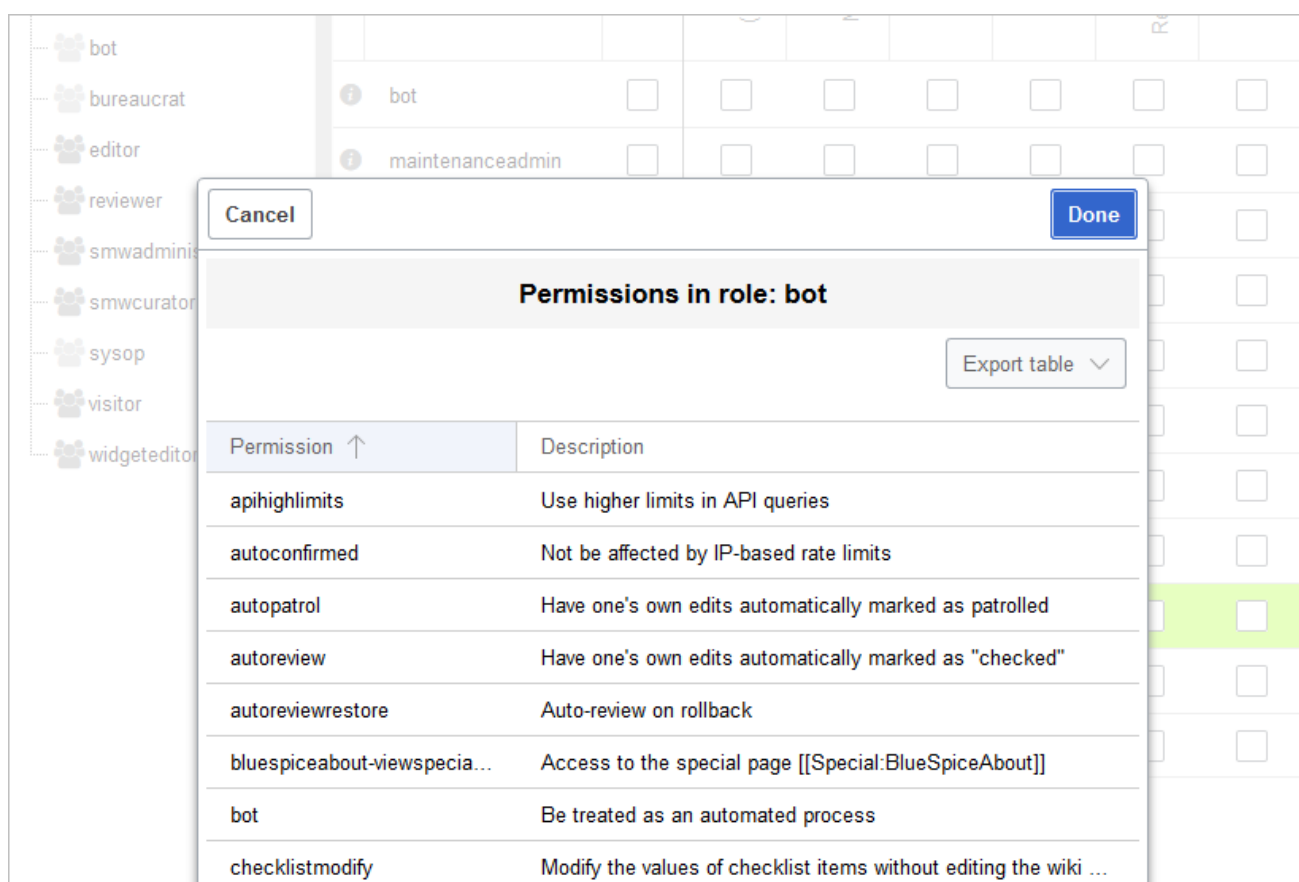
- **Role information** (info icon): Clicking the icon shows all the permissions in a role. This list is exportable.
- **Role name**
- **Wiki:** Assignment of a role to the entire wiki. By assigning the role in this column, a user group gets permissions in this role on the wiki (all namespaces).
- **Individual namespaces:** The following columns list every (applicable) namespace on the wiki.
  - Roles can be assigned to individual namespaces. For example, the group *user* can get the *editor* role only in the namespace *Public*. *Users in this group cannot edit content in any other*. By granting a role to a particular group in a particular namespace, means that all other groups will lose permissions from this role, eg. granting role "reader" in namespace "Private" to group "sysop" means that all users in any other groups won't be able to read pages in "Private" namespace, even if they have "reader" role granted on the wiki level ("Wiki" column).
  - The same role can be granted to multiple groups for the same namespace.
  - Additional namespaces can be added in the matrix by clicking on the arrow in table header, then "Columns". Then the namespaces can be selected.

## Role inheritance

By default, all roles granted to the (\*) group will be granted to the *user* group, and all roles granted to the *user* group are granted to its subgroups. If a group inherits the role from an upper-level group field, this is indicated in the role matrix with a green background, but the checkbox is empty.

## Default roles

By default, the Permission manager includes a number of predefined roles that serve most user needs. The individual permissions contained in a role can be seen by clicking the info icon in front of the role name. It opens a dialog with a permissions list for the role.



The screenshot shows a dialog box titled "Permissions in role: bot" overlaid on a permission matrix. The dialog has "Cancel" and "Done" buttons. It contains a table with the following data:

Permission ↑	Description
apihighlimits	Use higher limits in API queries
autoconfirmed	Not be affected by IP-based rate limits
autopatrol	Have one's own edits automatically marked as patrolled
autoreview	Have one's own edits automatically marked as "checked"
autoreviewrestore	Auto-review on rollback
bluespiceabout-viewspecia...	Access to the special page [[Special:BlueSpiceAbout]]
bot	Be treated as an automated process
checklistmodify	Modify the values of checklist items without editing the wiki ...

- **bot:** exists to achieve recurring system actions. This role is assigned to the user BSMaintenance in Bluespice via the group bot. The group bot should not be changed.
- **admin:** Grants access to all administrative special pages and to all typical administrative features.
- **maintenanceadmin:** Similar to the *admin* role, but with extended admin rights for maintaining wiki integrity.
- **author:** all permissions necessary for creating content on the wiki. Editing, moving, or deleting pages is not possible.
- **editor:** create content, edit and delete content.

- **reviewer:** If you have activated the review function and, therefore, work draft pages in a namespace, there must be at least one group with the role of reviewer. By default, the group “reviewer” is available for this purpose. Only users in the reviewer role can approve draft pages. Reviewers generally need read, write and review rights via the corresponding three roles of reader, editor and reviewer. However, if you have not activated the review function in any namespace, you do not need this role in your wiki.
- **accountmanager:** enables the administration of user accounts. Since user accounts are managed independently of namespaces in the wiki, this role cannot be restricted to individual namespaces. Grayed-out namespaces have no meaning here as long as the role in the wiki itself is highlighted in green.
- **structuremanager:** allows some actions for wiki maintenance such as moving pages, mass deleting pages or searching and replacing text, as well as renaming namespaces.
- **accountselfcreate:** enables the automatic creation of new user accounts and is required for single-sign-on. You can assign this role, for example, to anonymous users who can create their own account.
- **commenter:** allows the creation of discussion contributions and page ratings, but not of the pages themselves. The editor role includes all the rights of the commenter role. If a group has editor rights, it does not need special commenter rights.
- **reader:** Basic read access. Users can also edit their personal settings.

**Important!** The default roles and related permissions are different in the [BlueSpice pro Cloud permission manager](#).

## Technical info

---

### Logging

Every change to the roles is logged in `Special:Log`, in the `Permission Manager log`. These logs are available only to wiki administrators (users in groups with the role *admin*).

### Configuration

---

All changes to the role matrix are backed up. By default, the last 5 backups are kept. This limit can be changed in [Config manager](#), under extension `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.

## Related info

---

- [Reference:PermissionManager](#)
- [Managing groups](#)
- [Rights concepts](#)

## Read confirmation

A [quality version](#) of this page, [approved](#) on *1 December 2021*, was based off this revision.

The extension **ReadConfirmation** allows to request read confirmations from users. If a user is assigned to a page, a mandatory read confirmation can be added to the page.

### Contents

<a href="#">1 Enabling read confirmations</a>	37
<a href="#">2 Display</a>	37
<a href="#">3 Administration of read confirmations</a>	38
<a href="#">4 Read confirmation in connection with page approval</a>	38
<a href="#">5 Related info</a>	38

## Enabling read confirmations

An administrator must enable read confirmations for the namespace the page belongs to. This can be set using the [Namespace manager](#):

Activating read confirmations in a namespace

ID	Namespace	Pages	Subpages	Content namespace	CategoryCheck	Secured page assignments	Page Templates	Visual editor	Rating	Recommendations	Read Confirmation	Semantic MediaWiki	FlaggedRevs	Actions
0	(Pages)	51	✓	✓	✗	✗	✓	✓	✗	✗	✗	✓	✗	Edit
1	Talk	46	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
2	User	12	✓	✗	✗	✗	✓	✓	✗	✗	✗	✓	✗	
3	User_talk	1	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
4	BlueSpice	6	✓	✗	✗	✗	✓	✗	✗	✗	✗	✓	✗	
5	BlueSpice_talk	2	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
6	File	88	✗	✗	✗	✗	✗	✓	✗	✗	✗	✓	✗	
7	File_talk	17	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	

## Display

Read confirmation checkbox

**Read confirmation**

Yes, I have completely read this article.

Page 5 hours and 16 minutes - Testuser

### The MediaWiki Enterprise Distribution

Find everything immediately. Update knowledge faster: BlueSpice is the enterprise distribution of the famous Wikipedia software MediaWiki. Working with BlueSpice is as simple and uncomplicated as you would expect from wikis and meet the most demanding requirements.

Add user-friendly extensions to MediaWiki and make your administrators' lives easier. An appealing design is included!

Collect knowledge, write articles, find products, workflows and specifications intuitively – even if you don't have any previous experience.

Monitor changes, review and approve articles, manage rights and categories, create books, and so much more – everything quickly and easily.

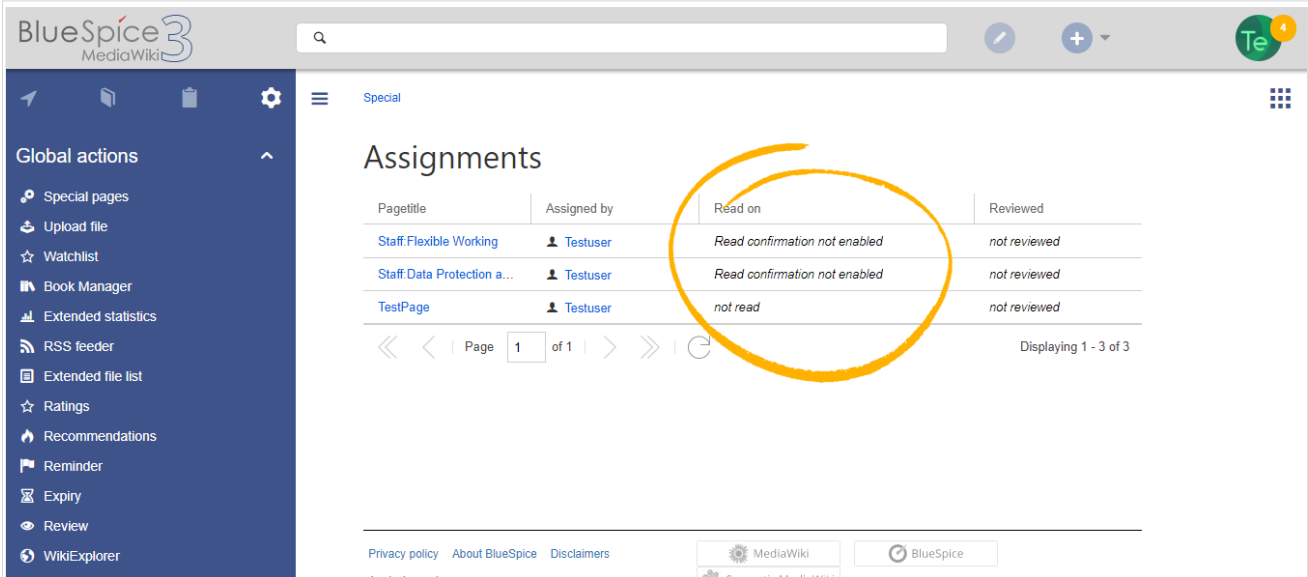
Employees perform their tasks faster and more efficiently. The management secures decisive know-how and arranges new projects.

When read confirmations are active on a namespace, assigned users see a confirmation prompt. After checking the checkbox *Yes, I have completely read this article* and clicking *Confirm*, the page will be marked as read by that user.

## Administration of read confirmations

Wiki admins can see an overview of all read confirmations by navigating to *Global actions > Management > Assignment management*. Read confirmation information is shown in the column *Read on*. A page can have multiple states:

- *Read confirmation not enabled*: BlueSpiceReadConfirmation is not enabled for the namespace to which the page belongs.
- *Not read*: BlueSpiceReadConfirmation is enabled, but the assigned users have not yet read the page.
- *Actions*: In the columns for actions, there are two items related to read confirmations.
  - *Read confirmation log*: Link to the read confirmation log for the page.
  - *Request read confirmation*: Users get a reminder for their read confirmation.



The screenshot shows the 'Assignments' page in BlueSpice. A table lists assignments with columns for 'Page title', 'Assigned by', 'Read on', and 'Reviewed'. The 'Read on' column contains three entries: 'Read confirmation not enabled', 'Read confirmation not enabled', and 'not read'. A yellow circle highlights the 'Read on' column. The page also shows a sidebar with 'Global actions' and a footer with 'Reviewing read confirmations'.

Page title	Assigned by	Read on	Reviewed
Staff.Flexible Working	Testuser	Read confirmation not enabled	not reviewed
Staff.Data Protection a...	Testuser	Read confirmation not enabled	not reviewed
TestPage	Testuser	not read	not reviewed

## Read confirmation in connection with page approval

If the approval feature is activated in a namespace at the same time, the read confirmation is triggered when a new draft is created. This [can be changed via server configuration](#) so that the read confirmation is required after the draft page has been approved.

## Related info

- [Reference:BlueSpiceReadConfirmation](#)

## Watchlist

A [quality version](#) of this page, [approved](#) on *28 July 2020*, was based off this revision.

With the **watchlist**, you can monitor all wiki pages that are important to you. In your [preferences](#), you can customize when and how to be notified about different types of changes related to the pages on your watchlist. Your watchlist is only visible to you. Administrators can see a report of which pages are not on any watchlist.

### Contents

1	Watching and unwatching pages	40
1.1	Automatic additions	40
2	Settings	41
3	Watchlist quick view	41
4	Classic watchlist	42
5	Notifications	43
6	Sidebar widget	43
7	The watchlist tag	44
8	Related info	44

## Watching and unwatching pages

In the title section of a page, you can add the page to your watchlist. Click *Watch* to add the page to the watchlist. The link description switches to Unwatch. Click *Unwatch* to remove the list from your watchlist.

### Edit pages

🕒 Last edited 24 days ago by [Rodrigue](#)
☆ Watch
🔒 This page is accepted

The watchlist switch link

### Automatic additions

In addition to manually marking a page watched, there are several ways a page can be added automatically. For example, whenever you create or edit a page, that page can be added to the watchlist. You can change the options for this in the *Watchlist* settings in your [Preferences](#).

**Important!** If you have deactivated the setting *Add pages and files I edit to my watchlist* in the settings, the check box *Watch this page* in the save dialog is not automatically activated. If you do not manually activate this checkbox when saving a page, a page that was on your watch list will be removed from the watch list when you save. Conversely, each page is automatically added to your watch list if this check box is selected by default. When saving, always check whether the edited page should (still) be on your watchlist.

Resume editing
Save your changes
Save changes

Summary:

Describe what you changed

This is a minor edit
  Watch this page
 255

Please note that all contributions to BlueSpice Wiki may be edited, altered, or removed by other contributors. If you do not want your writing to be edited mercilessly, then do not submit it here.  
You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource (see [Legal:Copyright](#) for details). **Do not submit copyrighted work without permission!**

Review your changes

A page is removed from the watchlist



## Settings

---

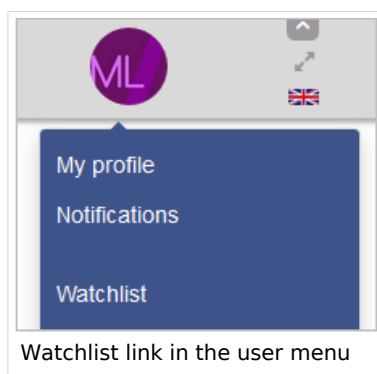
Go to your [user menu](#). Click *Preferences* and select the tab *Watchlist* to access the following settings:

- **Edit watchlist:** Links to the maintenance pages for the watchlist.
- **Display options:** Default settings for showing pages in your watchlist that have recently changed.
  - You can set 3-90 days of page changes.
  - You can set 250-1000 watchlist results.
- **Advanced options:** Settings for automatically adding pages to the watchlist or hiding page changes from the watchlist.
- **Watchlist token:** The token can be used to create a public RSS feed to your watchlist. Anyone who knows this token can access the feed. The syntax for the feed URL is: `https://[YourWikiDomain]/w/api.php?action=feedwatchlist&wlower=[USERNAME]&wltoken=[TOKEN]`

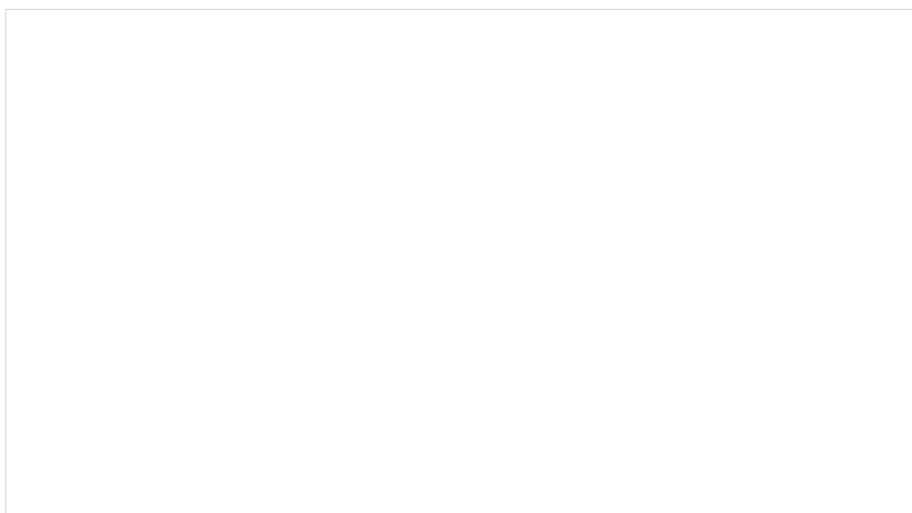
## Watchlist quick view

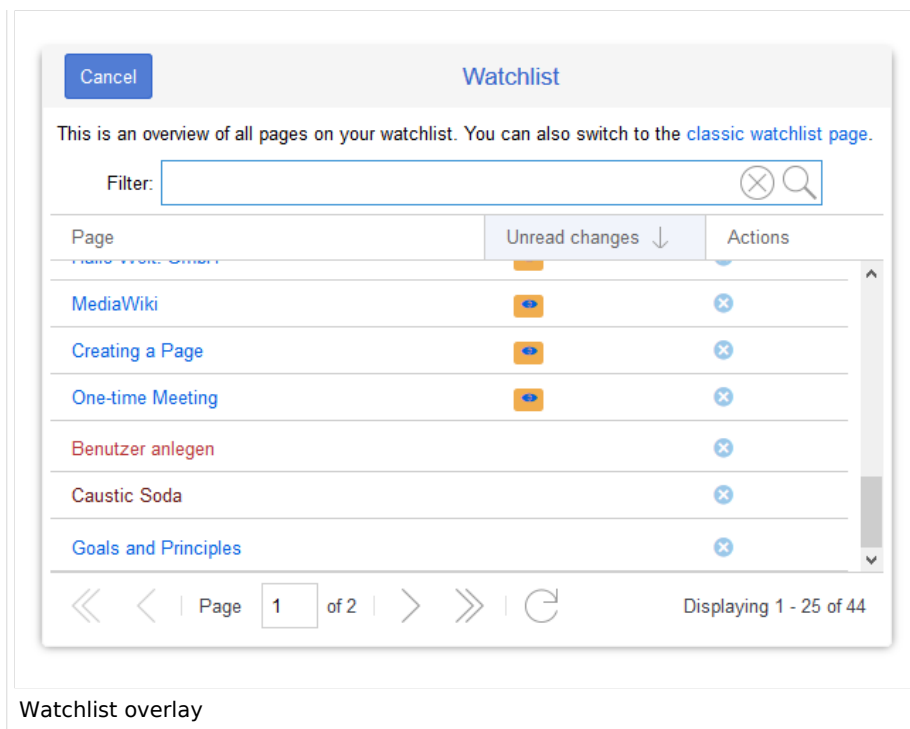
---

You can open a quick view of your watchlist from the user profile menu.



This opens an overlay with a filterable and sortable view of your watchlist directly on the current page. The watchlist indicates what pages on your pages have changes that are unread by you. Clicking on the icon for unread changes leads to the version comparison page so that you can quickly review the changes you haven't seen yet.





## Classic watchlist

---

From this overlay display, you can switch to the classic view of the watchlist. This loads the page *Special:Watchlist*:

At the top of the Watchlist page are some important edit links and information about your watchlist settings:

- **View relevant changes:** This is the default watchlist page. It displays the filter menu with the legend.
- **View and edit watchlist:** Here you can delete entries from your watchlist.
- **Edit raw watchlist:** Loads an editable list of the page names on your watchlist.
- **Clear the watchlist:** Loads a page that clears your watchlist in the next step. Clicking this link will not clear the watchlist yet.

Special

## Watchlist ? Help

For WikiSysop ([View relevant changes](#) | [View and edit watchlist](#) | [Edit raw watchlist](#) | [Clear the watchlist](#))

There are currently [pending changes](#) to reviewed pages on your watchlist. **Your attention is needed!**

363 pages are on your Watchlist (plus talk pages). Email notification is enabled. Pages that have been changed since you last visited them are shown in **bold**.

Watchlist options

Below are the last **10** changes in the last **72** hours, as of 12 February 2019, 17:36.  
 Period of time to display:

Hide:  **registered users**  **anonymous users**  **my edits**  **bots**  **minor edits**  
 **reviewed edits**

Namespace:   Invert selection  
 Associated namespace

**Legend:** [\[Collapse\]](#)

**N** This edit created a new page (also see [list of new pages](#))

**m** This is a minor edit

**b** This edit was performed by a bot

**(±123)** The page size changed by this number of bytes

12 February 2019

- ▶ **N** 17:32 [TestPage](#) (3 changes | [history](#)) . . **(+1,483)** . . [WikiSysop](#) (3×)
- N** 17:32 [\(Article edit\)](#) [Sissy Oppermann](#) edited the article [TestPage](#) (diff | hist) . . (+352) . . [BSMaintenance](#) ([talk](#) | [contribs](#) | [block](#))
- N** 17:27 [\(Article edit\)](#) [Sissy Oppermann](#) edited the article [TestPage](#) (diff | hist) . . (+352) . . [BSMaintenance](#) ([talk](#) | [contribs](#) | [block](#))
- N** 17:27 [\(Article\)](#) [TestPage](#) (diff | hist) . . (+236) . . [BSMaintenance](#) ([talk](#) | [contribs](#) | [block](#))
- N** 16:45 [Test](#) (diff | hist) . . (+26) . . [Testuser](#) ([talk](#) | [contribs](#) | [block](#)) (*Created page with "Regensburg lorem ipsum"*) ([Tag: 2017 source edit](#))
- N** 16:45 [\(Article\)](#) [Test](#) (diff | hist) . . (+232) . . [BSMaintenance](#) ([talk](#) | [contribs](#) | [block](#))
- mb** 11:04 [MediaWiki:CustomMenu/Header](#) (diff | hist) . . (0) . . [BSMaintenance](#) ([talk](#) | [contribs](#) | [block](#)) (*BSMaintenance moved page [MediaWiki:TopBarMenu](#) to [MediaWiki:CustomMenu/Header](#) without leaving a redirect: [TopMenuBarCustomizer](#) => [CustomMenu](#)*) [[rollback 1 edit](#)]
- b** 11:04 [\(Move log\)](#) . . [BSMaintenance](#) ([talk](#) | [contribs](#) | [block](#)) moved page [MediaWiki:TopBarMenu](#) to [MediaWiki:CustomMenu/Header](#) without leaving a redirect (*[TopMenuBarCustomizer](#) => [CustomMenu](#)*)

Classic view of the watchlist page

**Note:** Since many social entities are created automatically by the system, changes to pages in the namespace SocialEntity are filtered out by default. You can remove the filter to view changes to pages in this namespace.

### Notifications

You can get notifications about all changes on that page.

To receive notifications, go to your *Preferences* and open the *Notifications* tab. You can select to get notifications about the following changes:

- **Actions on pages in watchlist:** A page was edited or deleted.
- **Entity actions on watched pages:** A discussion topic or an attachment was added, edited, or deleted.

### Sidebar widget

The watchlist is, by default, is included in the *user sidebar*. It can be removed by deleting the entry .

## The watchlist tag

You can include the watchlist in the page content by adding the tag `<bs:watchlist />`.

### Example:

```
<bs:watchlist count="4" maxtitlelength="20" order="time" />
```

Output:

## Related info

- [Reference:BlueSpiceWatchList](#)

## Page approvals (Acceptance)

The extension **FlaggedRevs** is a MediaWiki extension that activates an approval mechanism. New versions of a page are initially marked as drafts and remain so until a user with *review* rights approves the page.

### Contents

1	What are page drafts? .....	45
2	Activating the acceptance feature .....	45
2.1	Existing pages .....	45
2.2	New pages .....	46
3	Accepting a page .....	46
4	Setting read permissions for drafts .....	48
5	Changes to embedded templates and files .....	50
5.1	Approving a resource .....	51
6	Settings for resources on approved pages .....	51
7	Effects on Semantic MediaWiki properties .....	52
8	Quality management overview .....	53
9	Related info .....	53

## What are page drafts?

---

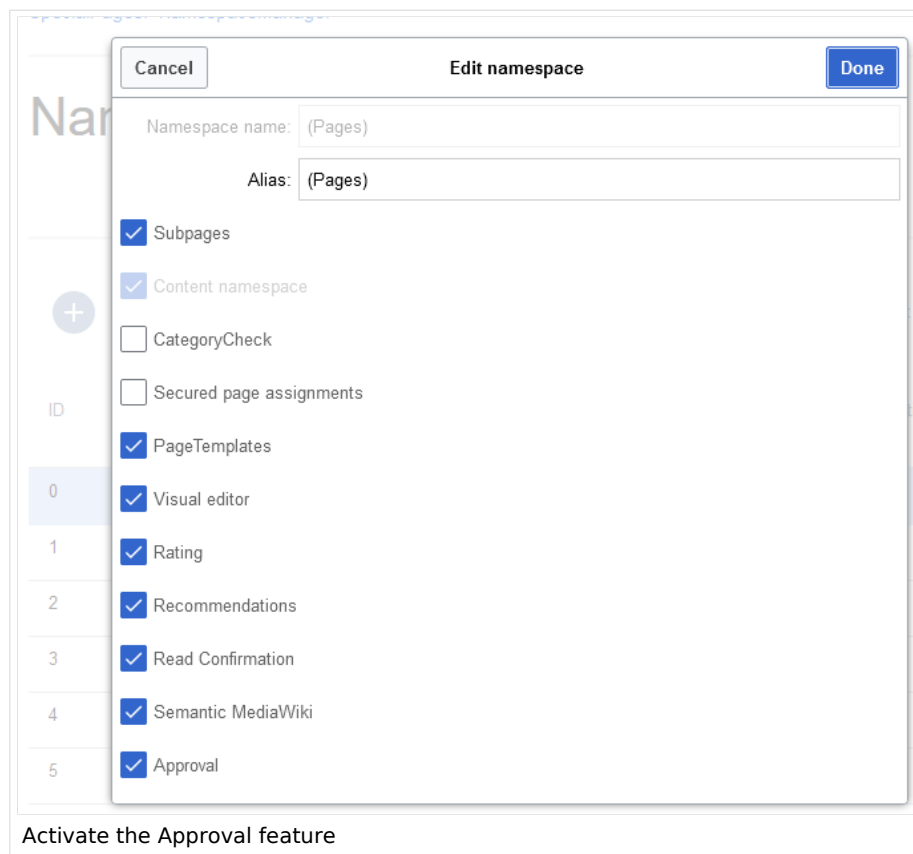
In BlueSpice, you can create draft versions of a page. After a page has been edited and saved in draft mode readers of the page will, by default, see the most recently accepted version of the page. This allows editors to work on a draft version until all changes "fit". The changes can then be approved by users with reviewer rights.

By default, all users can see the latest draft version by clicking on the status information of a page or by switching to the [version history](#). It is possible to limit view permissions of drafts to specific user groups.

## Activating the acceptance feature

---

Activating the acceptance feature is done on the namespace level. A user with admin permissions activates the feature in *Global actions > Management > Namespace manager* for individual namespaces. The dialog window opens after clicking the edit icon (wrench) in the *Actions* column. Select *Approval* and click *Done*.



## Existing pages

After activating *Approvals* for a namespace, all pages in the namespace are set into *first draft* mode.

There are no accepted versions of this page. 1

Test: [Entwurfsseite](#) Page ▾ Discussion

[No categories assigned](#)

## Working with drafts

ⓘ Last edited 1 second ago by WikiSysop ☆ [Watch](#) 2 ⓘ This page is first draft ▾

In progress.

Draft banner notice (1) and page status information in the status bar (2).

Each page in the namespace now displays a banner at the top of the page with the acceptance status (1) and a quick link to publish the page (2).

## New pages

When a new page is created and first saved, it will automatically be visible to all users. Subsequent page edits will be collected in the draft version of the page. If a page is edited and saved multiple times while in draft mode, each edit gets logged in the version history:

- [\(cur | prev\)](#) ● 14:04, 4 November 2019 [WikiSysop](#) ([talk](#) | [contribs](#) | [block](#)) . . (1,332 bytes) (+486) . . (Tag: Visual edit) **[pending review]**
- [\(cur | prev\)](#) ● 14:03, 4 November 2019 [WikiSysop](#) ([talk](#) | [contribs](#) | [block](#)) . . (846 bytes) (+213) . . (Tag: Visual edit) **[pending review]**
- [\(cur | prev\)](#) ○ 13:36, 4 November 2019 [WikiSysop](#) ([talk](#) | [contribs](#) | [block](#)) [m](#) . . (633 bytes) (+38) . . (Tag: 2017 source edit) [Reviewed: 13:57, 4 November 2019 | [WikiSysop](#) | Everything looks correct.]
- [\(cur | prev\)](#) ○ 12:45, 4 November 2019 [WikiSysop](#) ([talk](#) | [contribs](#) | [block](#)) . . (595 bytes) (+595) . . (Created page with "FlaggedRevs is an extension to the MediaWiki software that allows a wiki to monitor the changes that are made to pag...") (Tag: Visual edit)

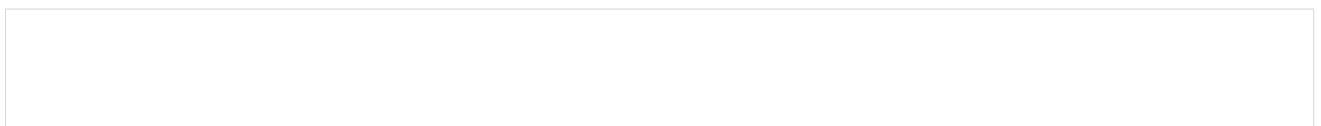
[Compare selected revisions](#)

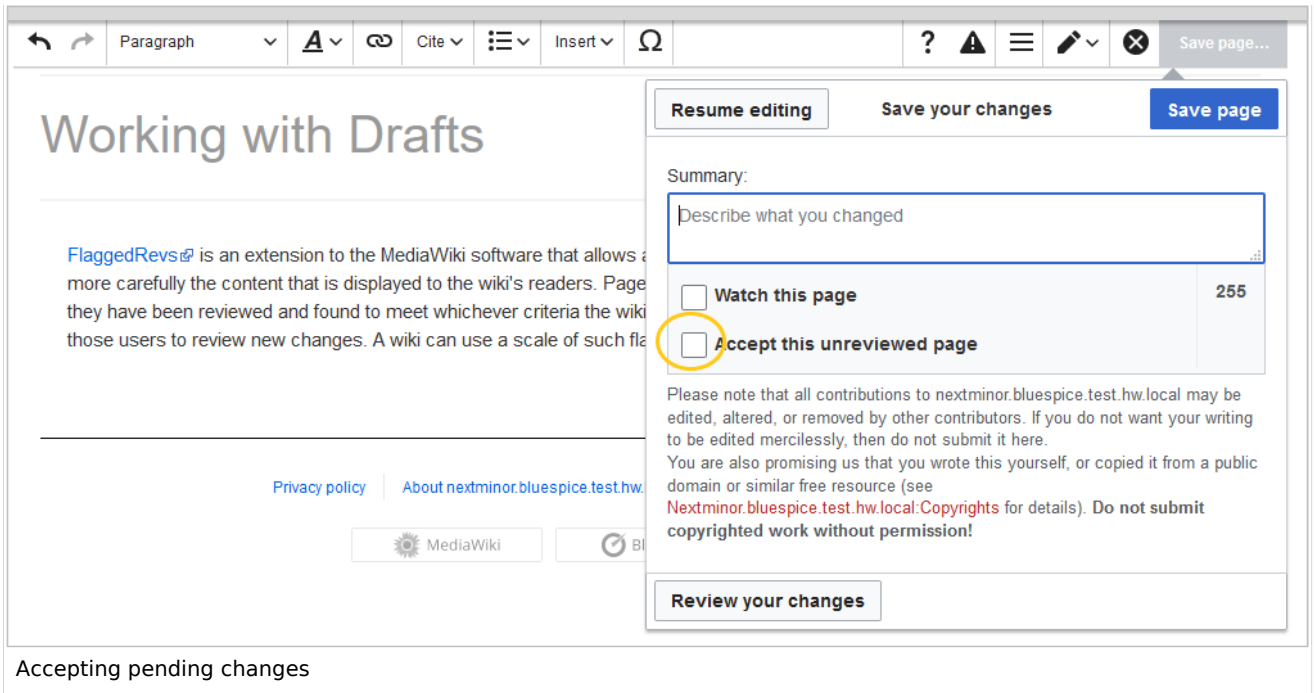
Draft revisions

The revisions in draft status have a dotted border and are highlighted in orange. In addition, they are marked as *pending review*. These revisions can be compared before the pending changes of the page are accepted.

## Accepting a page

Users with *review* rights can accept a draft page any time they save a page (*Accept this unreviewed page*):

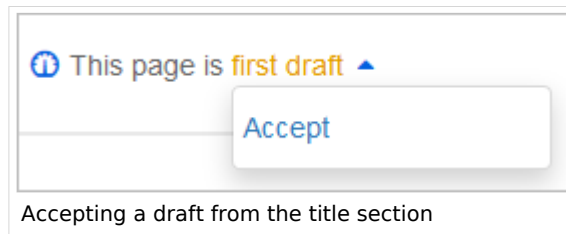




Accepting pending changes

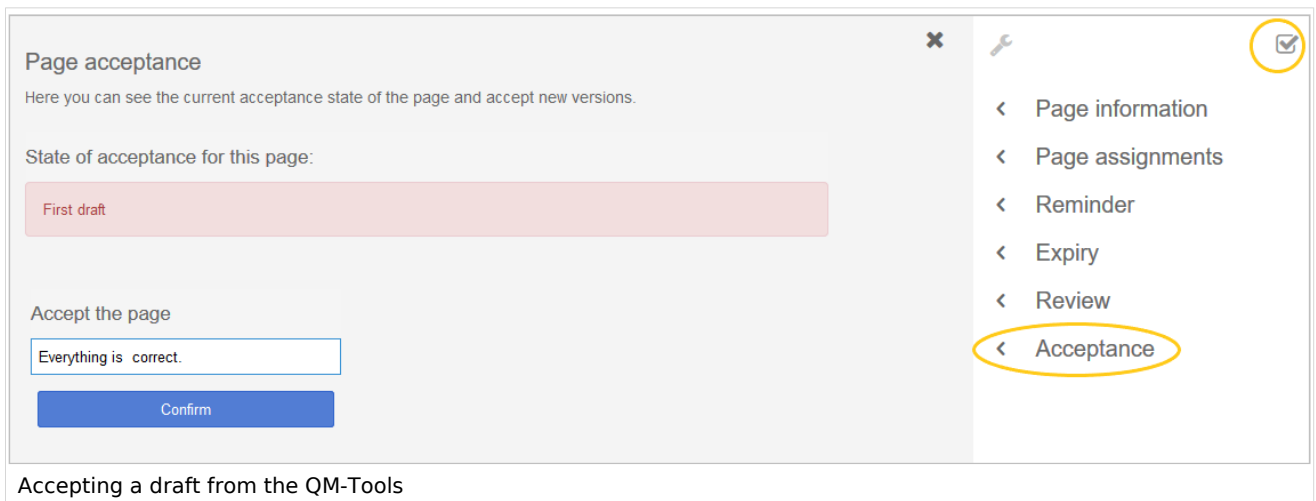
If the page is not accepted at this point, it can be accepted independently from the editing process.

A user with *review* rights can accept the page quickly with the review feature in the title section of the page. The draft message will display an arrow which includes the *accept* function:



Accepting a draft from the title section

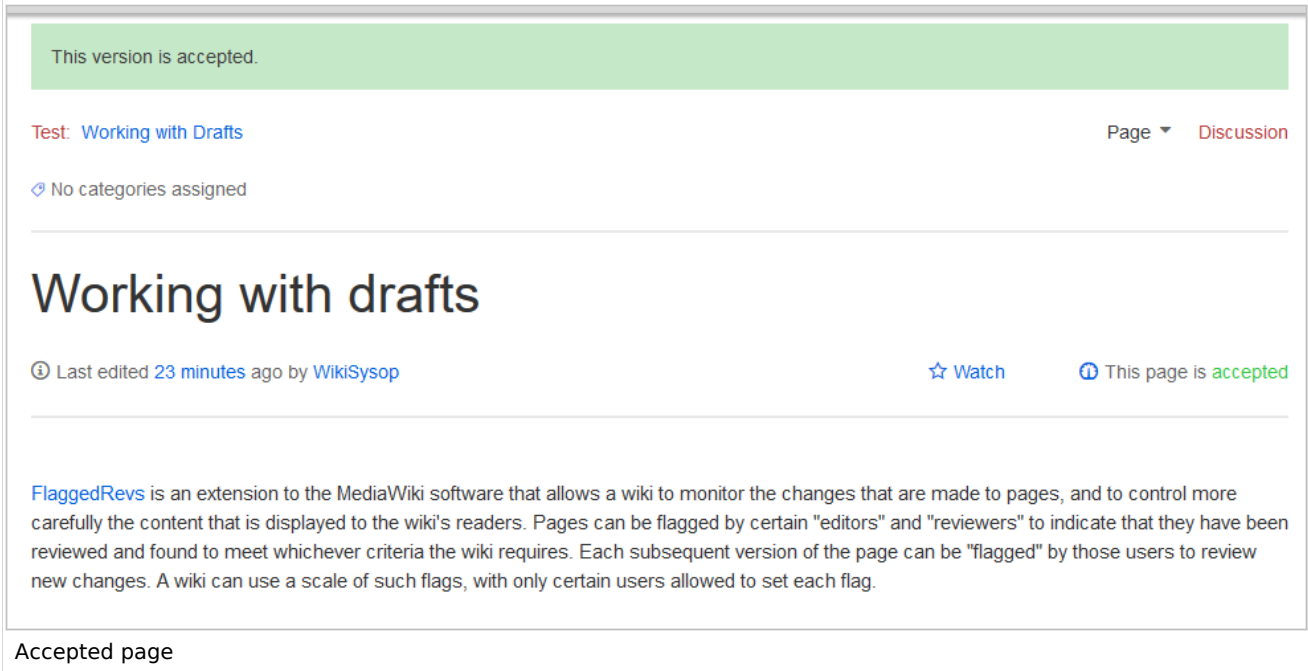
Alternatively, the reviewer can go to the Acceptance page in the Quality Management toolbar instead:



Accepting a draft from the QM-Tools

In both cases, the reviewer can leave a comment. This comment will then be shown in the version history of the page.

The page now shows the page version as accepted.



The screenshot shows a MediaWiki page interface. At the top, a green banner states "This version is accepted." Below this, the page title "Working with drafts" is displayed. To the right of the title, there are links for "Page" and "Discussion". Below the title, it says "No categories assigned". The page content includes a paragraph about "FlaggedRevs" and a status indicator "This page is accepted" with a green checkmark icon. At the bottom of the page content, it says "Accepted page".

## Setting read permissions for drafts

---

By default, all users can see the drafts of a page, even readers.

To hide drafts from readers, the group *user* has to be removed from the configuration. An administrator deletes the group user from "Show unstable pages for the following groups" in *Global actions > Management > Config manager*.



## Config Manager

Feature  |  |

<input type="checkbox"/> Export	BlueSpiceChecklist	<input checked="" type="checkbox"/> Mark checklist changes as minor edit	
<input type="checkbox"/> Skinning		BlueSpiceExpiry	<input checked="" type="checkbox"/> Show watermark for expired pages
<input type="checkbox"/> System			BlueSpiceFlaggedRevsConnector
<input type="checkbox"/> Searching and Navigation	<input checked="" type="checkbox"/> Automatically delete the workflow, when a page was marked as stable		
<input type="checkbox"/> Data analysis	Show unstable pages for following groups		
<input type="checkbox"/> Personalization	<input type="text" value="user X"/>		
<input checked="" type="checkbox"/> Quality assurance			
<input type="checkbox"/> Book			
<input type="checkbox"/> Content structuring			
<input type="checkbox"/> Administration			
<input type="checkbox"/> Editor			

**Warning:** 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 and save it:

BlueSpiceFlaggedRevsConnector

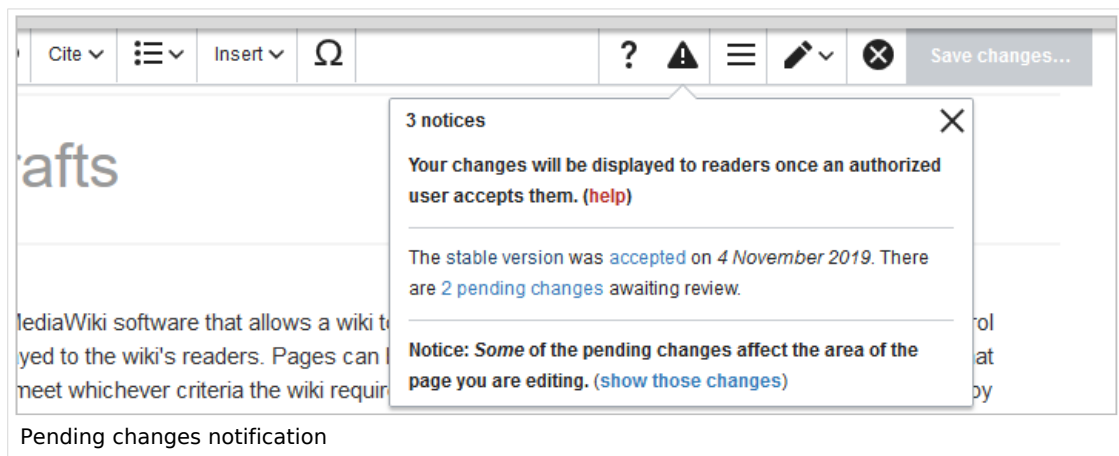
- Automatically set the page to stable, when the workflow was finished successfully
- Automatically delete the workflow, when a page was marked as stable

Show unstable pages for following groups

The two checkboxes *Automatically set the page to stable...* (checkbox is available until version 3.1.) and *Automatically delete the workflow...* determine what happens at the end of a workflow, if there is an active **Review** for a page. A page can be set to accepted status by a workflow and the workflow can be deleted after the page is marked as stable.

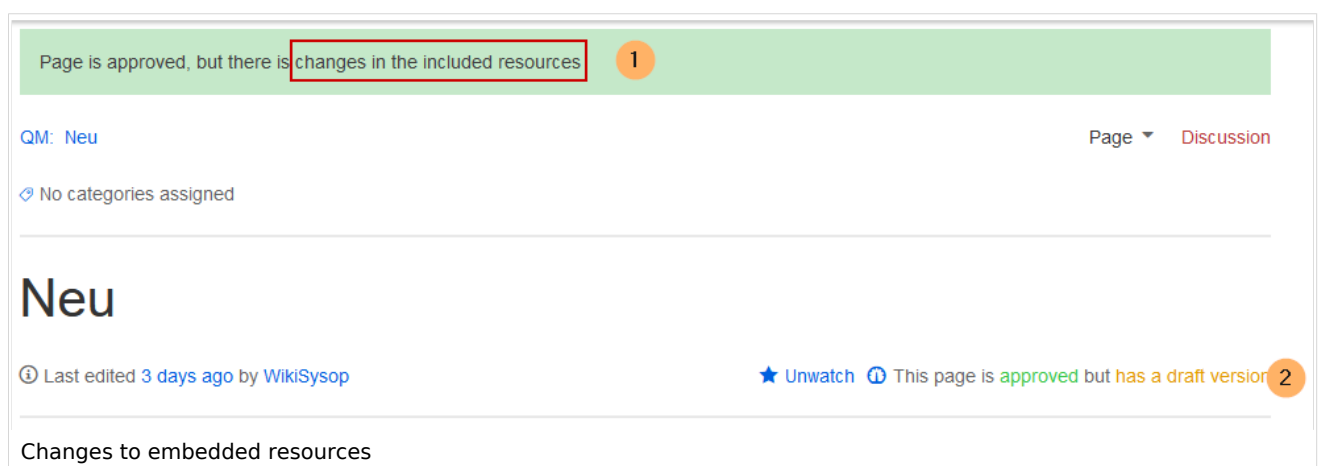
**Note:** If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history of a page instead.

Anyone with edit permissions will receive a notification that there are pending changes for the page when they access the page in edit mode:



## Changes to embedded templates and files

If a page includes templates or files such as images or PDFs and there is a change to these files after the page has been approved, this will also be reflected in the status banner (1) and the QM status information in the title area (2).



If the embedded resources are located in a namespace without its own approval function, the version of the resource at the time of page approval is displayed in the approved version of the page. The draft version accordingly shows the most current version of the embedded resource. To approve the resource change, the page has to be approved again. This creates a new page version.

## Approving a resource

Before approving the changed resource(s), you should check which resources are affected.

1. **Open** the quality management tools (1). Here you can see under Approval that there are changes to resources (2).
2. **Click** on a changed resource (3) to display the changes between the last two versions of the resource.
3. **Click** "*Review now*" (4) under Unapproved changes. This will take you to the draft version of the page. From there you can approve the page in the title area. **Note:** If there are several changed resources, they can only be approved together.

The screenshot shows the 'Page approval' interface. At the top right, there is a circled '1' and a checkmark icon. The main content area shows the page is 'Approved'. Under 'Pending changes', there is a blue bar with the text 'There are pending changes waiting for approval. View now.' and a circled '4'. Under 'Changes to included resources since the last page approval', there is a list item 'File:QM:pexels-martin-damboldt-814499.jpg' with a circled '3'. On the right side, there is a sidebar with a circled '2' next to the 'Approval' option, and the text 'Changes to resources' below it.

## Settings for resources on approved pages

It is possible via server configuration to show embedded resources (i.e., files, templates or transcluded content) that were changed after the page has been released, in a certain version. The following options exist:

Setting	Description
	Shows the resource version that was valid when the page was approved.

Setting	Description
FR_INCLUDES_FREEZE	<p><b>Warning:</b> The setting FR_INCLUDES_FREEZE for handling the state of included files of an approved wiki page has <a href="#">no long term support by</a> and should not be introduced in a new wiki for that reason.</p>
FR_INCLUDES_STABLE	Always shows the latest approved (stable) version of a resource, even if it was approved after the page was approved (this works only if the resource is located in a namespace with active approval feature).
FR_INCLUDES_CURRENT	Always shows the latest version of the included resource.

**Important!** Results of a **semantic query**, unlike attribute values **cannot** be "frozen", even if FR\_INCLUDES\_FREEZE has been set. The query results do not persist in the source text of a page, but are generated dynamically at the time of the query. As a consequence, they are not available for versioning.

## Effects on Semantic MediaWiki properties

Wenn in einem Namensraum gleichzeitig mit der Seitenfreigabe auch [Semantic MediaWiki](#) aktiviert ist, sind je nach Freigabestatus der Seite folgende Attribute für SMW-Abfragen verfügbar:

Document state	Available properties
First draft	Current values
Approved	Values of the approved (stable) version
Draft	Values of the approved (stable) version (default setting)
Implicit draft <sup>[1]</sup>	Values of the approved (stable) version

The availability of the semantic properties is determined by the following configuration setting:

```
$msgFlaggedRevsConnectorStabilizeSMWPropertyValues = true;
```

The value for this setting can be set to *false* in the *LocalSettings.php* of the server file system. If set to *false*, the property values of the draft version are used for semantic queries instead of the values for the stable version.

## Quality management overview

The Special page *Special:Quality\_management\_overview* allows users with *admin* or *reviewer* rights to view and filter a list of wiki pages and their review status.

### Quality management overview

Export table ▾

Page title	State ↑	Page categories	
<a href="#">Manual:What is a wiki</a>	Approved		
<a href="#">Manual:Create pages</a>	Approved		
<a href="#">Manual:Subpage</a>	Approved		
<a href="#">Setup:System requirements</a>	Approved		
<a href="#">Setup:Release Notes</a>	Approved		
<a href="#">Setup:Download</a>	Approved		<a href="#">Setup</a>
<a href="#">Setup:Release History</a>	Approved		<a href="#">Setup</a>
<a href="#">Setup:Portal</a>	Approved		
<a href="#">Manual:Getting started - Login and configuration</a>	Approved		<a href="#">Manual</a>
<a href="#">Manual:Using the Version History</a>	Approved		

↑ Sort Ascending  
↓ Sort Descending  
Columns >  
Filters >

First draft  
 Draft  
 Approved  
 Not enabled  
 Implicit draft

Special page Quality management overview

## Related info

- [Quality management tools](#)
- [Reference:FlaggedRevs](#)
- [Reference:BlueSpiceFlaggedRevsConnector](#)
- [Manual:Semantic MediaWiki](#)

- ↑ An approved page has an implicit draft, if there have been changes to embedded resources (e.g., a template or an image) since the last page approval.

## Manual:Review workflow

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

If you have a page that has to be reviewed by others before it should be published, you can use the review workflow of the page. The review can be started for pages with or without the revisions feature. If the revisions feature is turned on for the namespace in which the page is located, the page will be in draft mode and locked for editing until the review end date has been reached.

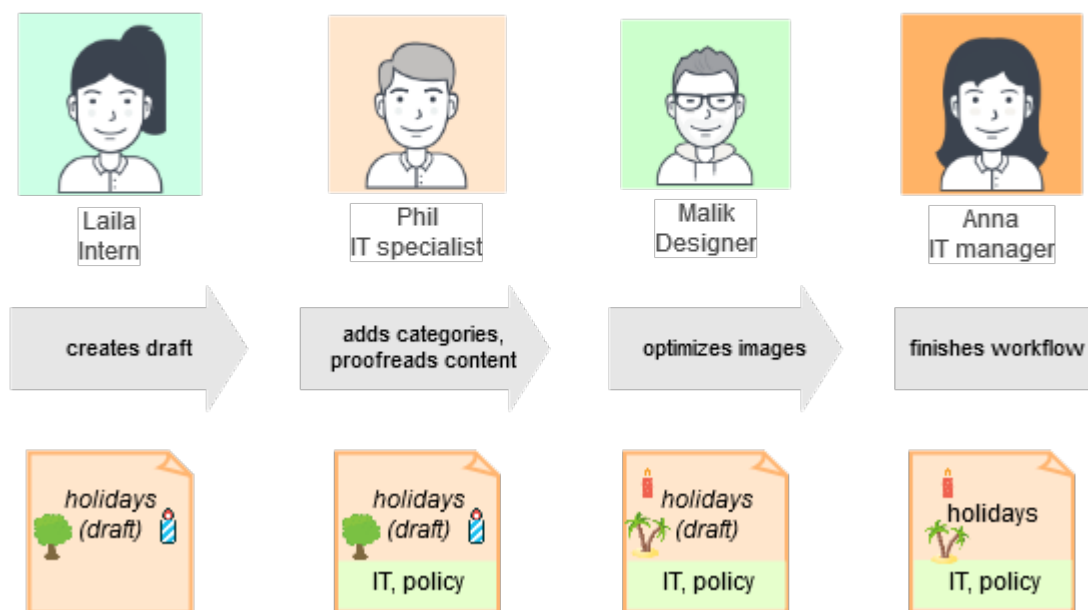
During the review phase, assigned reviewers will "vote" on the page and either accept or reject the page. If the extension *BlueSpiceReviewExtended* is installed, the workflow can run sequentially or parallel for the reviewers and the reviewers can be allowed to edit the page. A reviewer also has the option to delegate a review task to a different user.

## Use case\: A basic review workflow

Anna and Phil are responsible for all content of the IT department of their company. They have many responsibilities and are not always able to create their IT wiki pages. They task Laila, the company's intern, to write the draft for the new holiday policy. They tell Laila that she can include images on the page to make the page more eye-catching. Laila is happy about this task and gets to work right away. Anna reminds Laila to keep Phil in the loop and to have any images on the page reviewed by someone in marketing.

[Edit](#)

### Wiki review workflow



The review workflow consists of the following steps:

1. *Laila (author)*: After finishing the changes to a page, Laila starts the review cycle for that page. Laila decides that Phil needs to proofread the page first, then Malik in Marketing will approve the images. Finally, Anna gives the okay to publish the page. Since Anna is very busy, Laila has set the workflow to run for 14 days. She sets the workflow so that all reviewers have to review the page in sequential order.
2. *Phil (first reviewer)*: Phil proofreads the page and adds the correct categories to the page (IT, Policy). He then closes his review task by accepting the page.
3. *Malik (second reviewer)*: Malik adds some professional graphics to the page and accepts the page.
4. *Anna (third reviewer)*: Anna doesn't have time to review the document, since it is not one of her priorities. She delegates the final vote to Phil.

During the review period, the page has the following characteristics:

- It is **locked for editing** for the entire duration of the review period. Exception: The extension *BlueSpiceReviewExtended* allows the option to have the reviewers edit the page during the review period. In our example, the reviewers can make changes.
- It displays an alert message: "Page is currently being reviewed."
- The Review menu item in the QM tools shows "Review in progress".
- When a reviewer opens the QM tools, he is alerted by a "Vote!" notice on the Review menu item.
- For each reviewer who has completed their review, their action is shown under "recent workflow steps" on the review page.
- It is listed on the special page `Special:Review`.

## Technical requirements

---

The following extensions and configurations are part of the review functionality:

- [Extension: BlueSpiceReview](#)
- [Extension: BlueSpiceReviewExtended](#)
- [Config manager](#) > Extension > BlueSpiceReview / BlueSpiceReviewExtended

## Reference:Flagged Revisions

Redirect to:

- [Reference:FlaggedRevs](#)