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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.

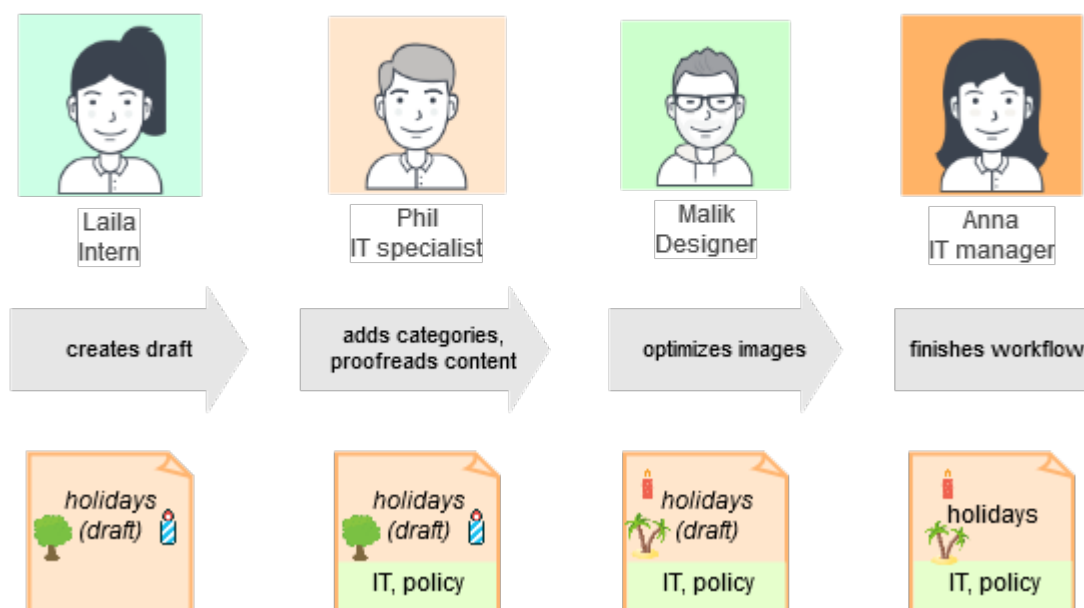
During the review phase, assigned reviewers will "vote" on the page and either accept or reject the page. If the extension *BlueSpiceReviewExtended* is installed, the workflow can run sequentially or parallel for the reviewers and the reviewers can be allowed to edit the page. A reviewer also has the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

Config manager

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

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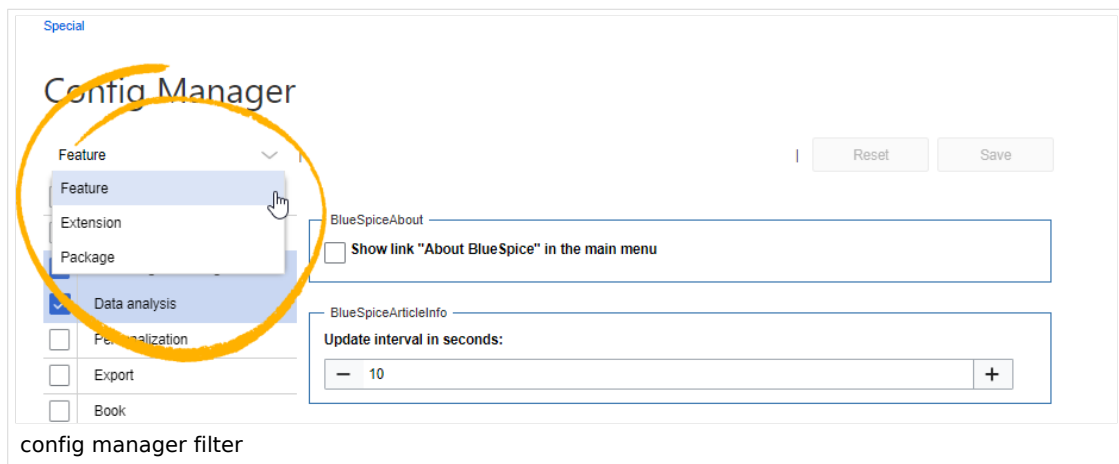
With the Config manager, a wiki user with *sysop* rights can manage BlueSpice wiki-wide settings in one place. In the [navigation](#), it is located under *Global navigations > Management > Config manager*. This link loads the page *Special:ConfigManager*.

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.

BlueSpiceFoundation

Logo path:

Config manager search box

Settings by extension

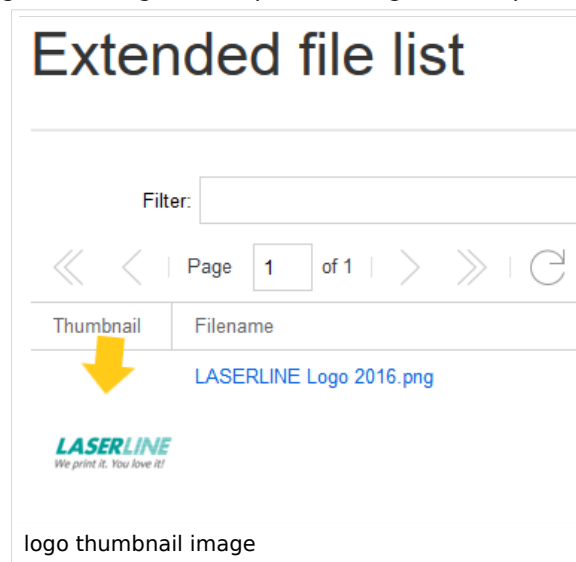
BlueSpiceFoundation

Updating logo and favicon

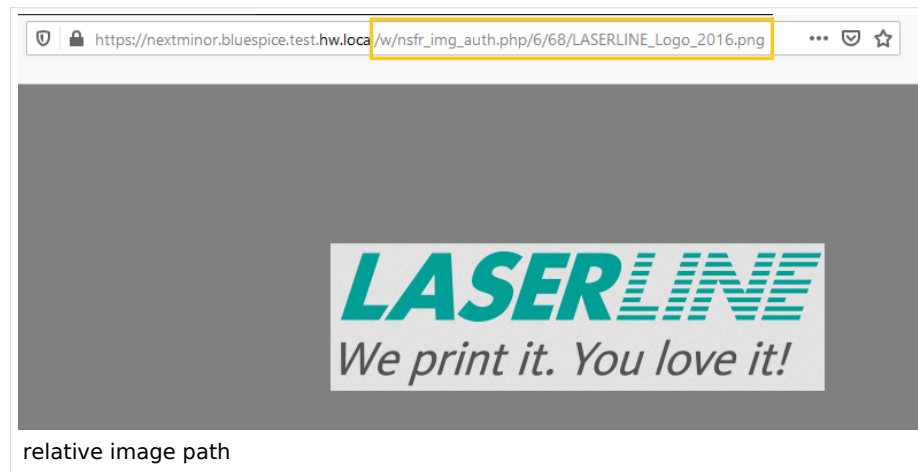
- **Logo path:** The logo image should be stored in the `/images` folder of your installation. If you store it in the `/skins` folder of your BlueSpice installation, it could be overwritten with an upgrade.

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.

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;}
```

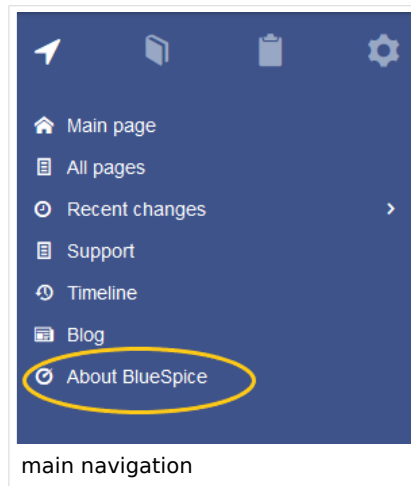
- **Favicon path:** The favicon image should be stored in the */images* folder of your installation. If you store it in the */skins* folder of your BlueSpice installation, it could be overwritten with an upgrade. [Favicon images](#) have the file extension *.ico*.

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 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

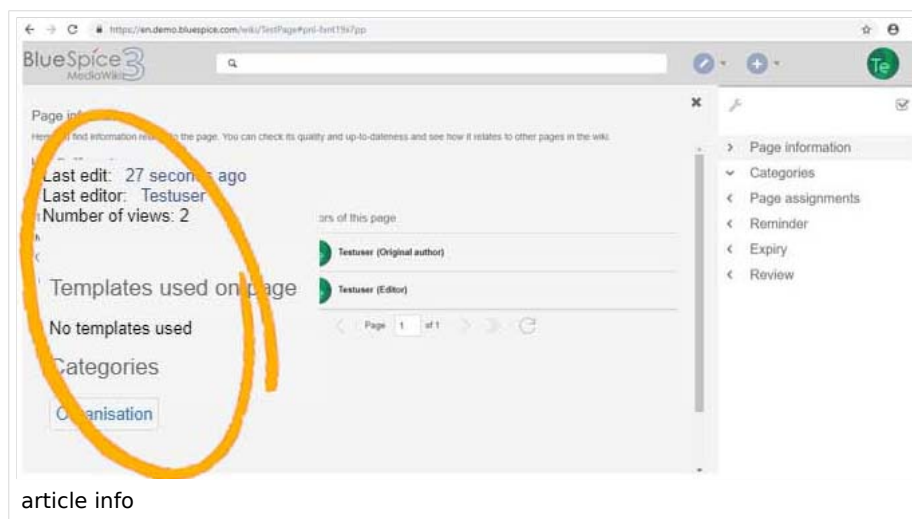
- **Show link "About BlueSpice" in the main menu:** Shows or hides the link to the page [AboutBlueSpice](#) in the main navigation.



BlueSpiceArticleInfo

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

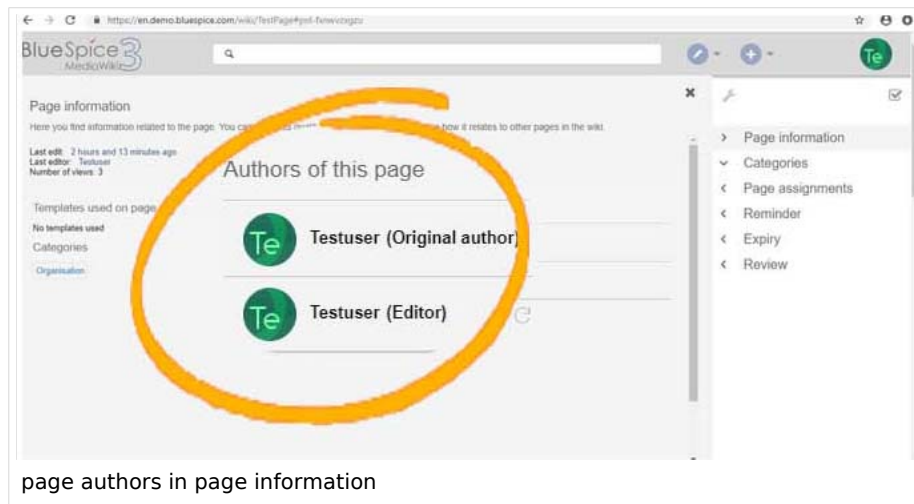
- **Update interval in seconds:** Sets the refresh rate for the "Last edit" value. By default, this date is updated every 10 seconds via JavaScript.



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.

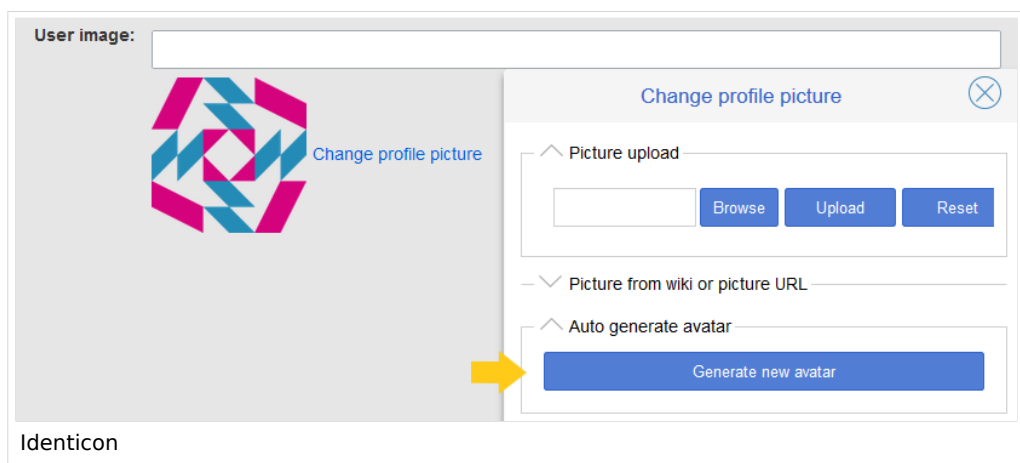
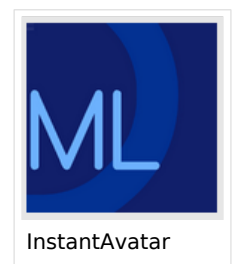


BlueSpiceAvatars

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.

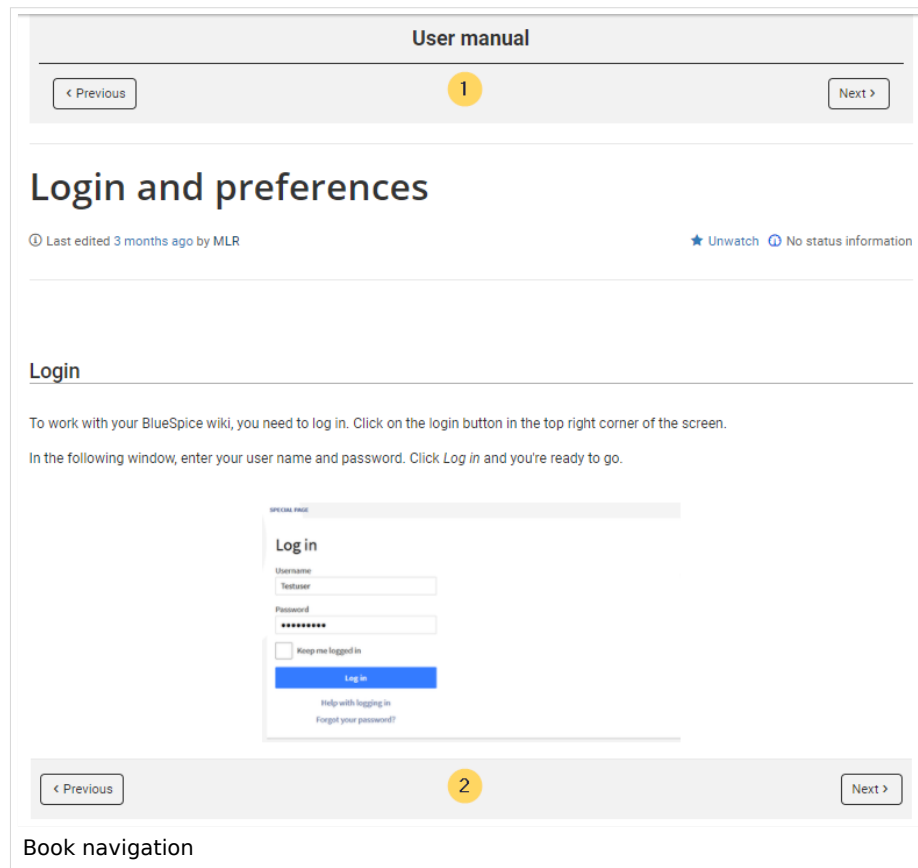
- **Generator**

- **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.

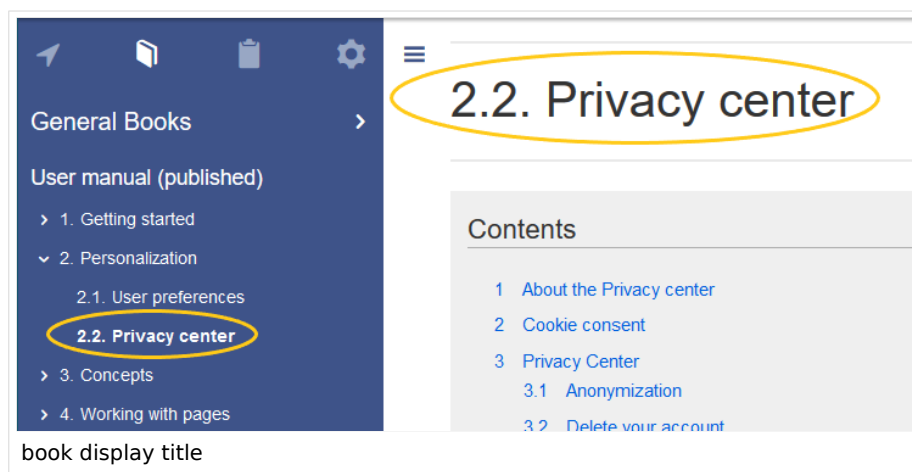


BlueSpiceBookshelf

- **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.

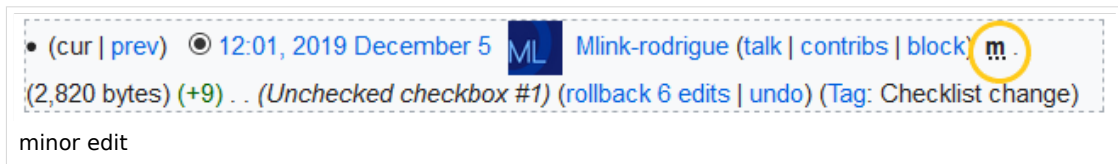


Note: If the page additionally contains a `{{DISPLAYTITLE}}` tag, the display title of the page is shown instead of the book title.

- 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.



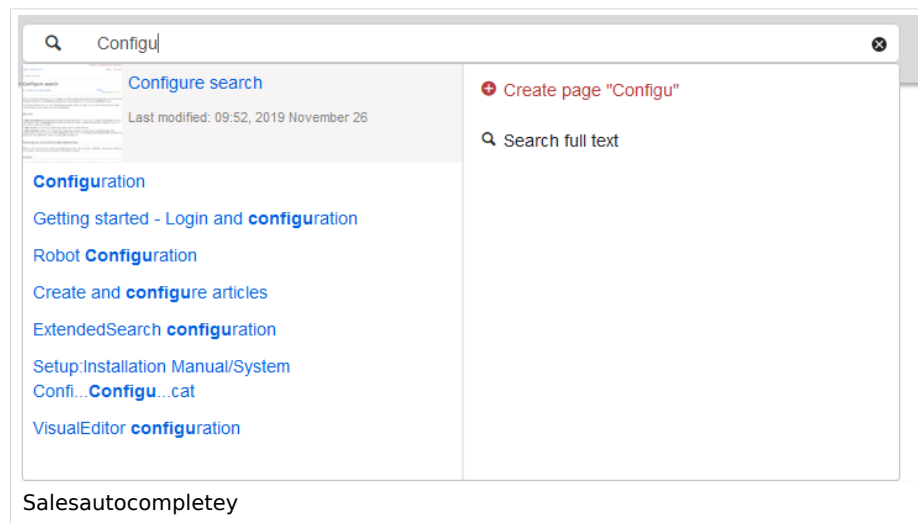
BlueSpiceExtendedSearch

- **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-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](#)

BlueSpicensertLink

- [Allow unmapped links](#)

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

BlueSpicePageTemplates

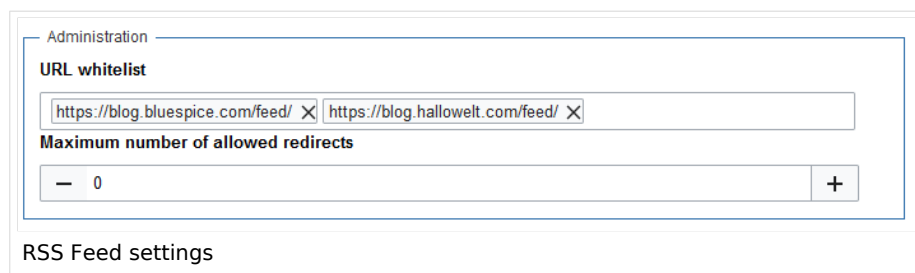
- **Force target namespace:**
- **Hide default templates:** Hides the default *Empty page* template.

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 interface. Under the 'RSS Feed settings' heading, there are two main configuration areas. The first is 'URL whitelist', which contains a text input field with 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 second area is 'Maximum number of allowed redirects', which features a numeric input field currently set to '0'. This field has a minus sign button to its left and a plus sign button to its right for adjusting the value.

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

Authors of this page

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

page readers

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
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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

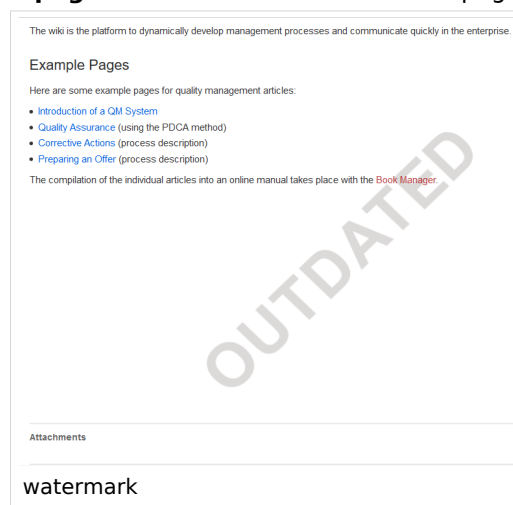
- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
 - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description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



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

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

workflow log entries in page history

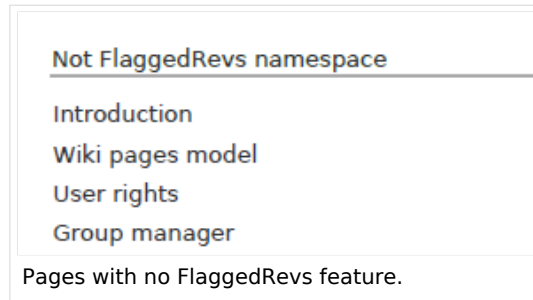
Export

- **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.

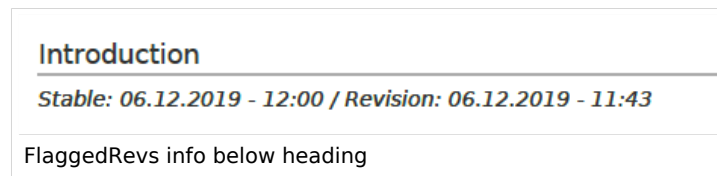
accepted revisions log

- ## 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

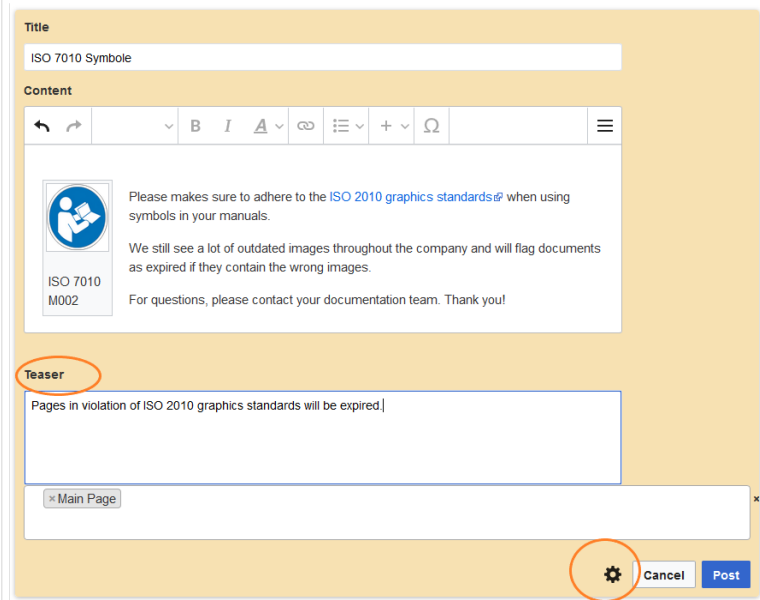
- **Automatically set the page to stable, when the workflow was finished successfully:** The workflow ends with setting the page status to stable. (this setting is available until version 3.1)
- **Automatically delete the workflow, when a page was marked as stable:** The workflow is deleted.
- **Show 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.

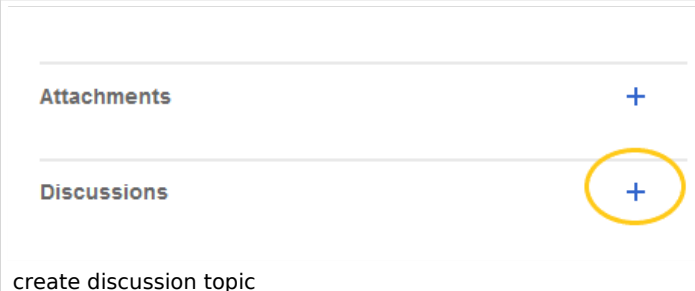
Main Page

Cancel Post

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.

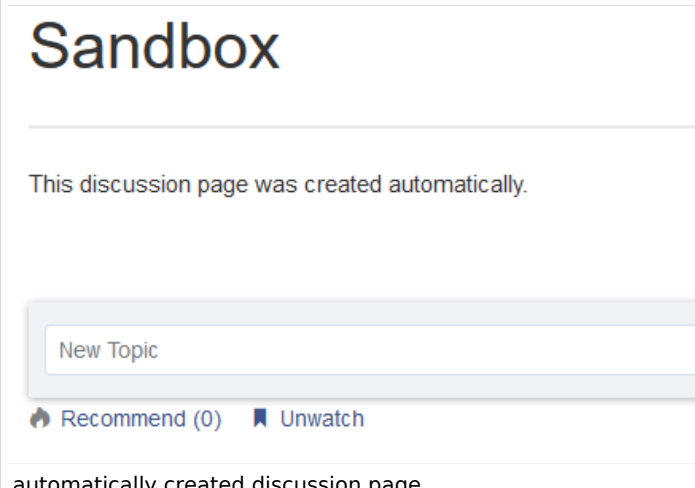


Attachments +

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

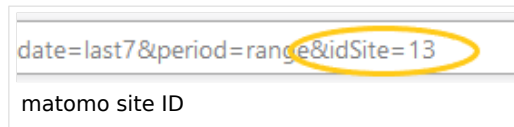
Recommend (0) Unwatch

automatically created discussion page

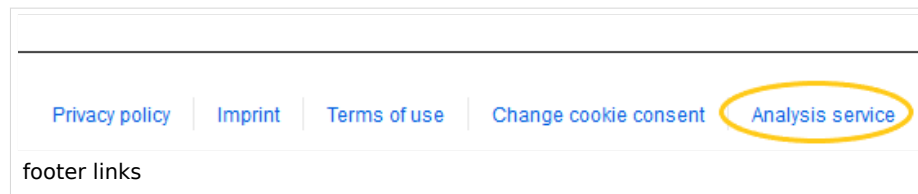
If this setting is deactivated, the user is directed to the "Create page" default page first

BlueSpiceMatomoConnector

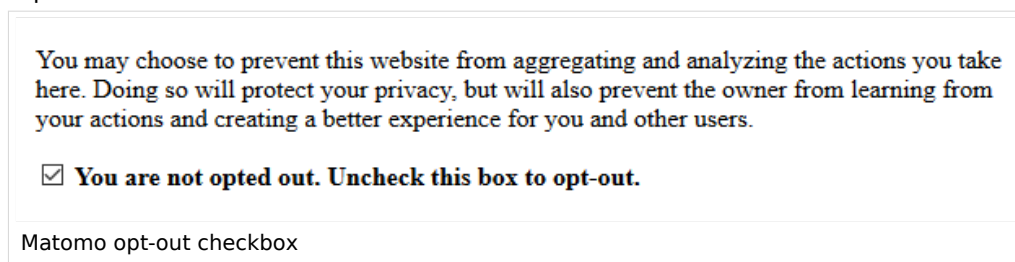
- **Site ID:** Matomo ID of the wiki. You can find the site ID as a url parameter in the browser address bar when you are logged into Matomo.



- **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](#)

Create a review

A [quality version](#) of this page, [approved](#) on *24 November 2021*, was based off this revision.

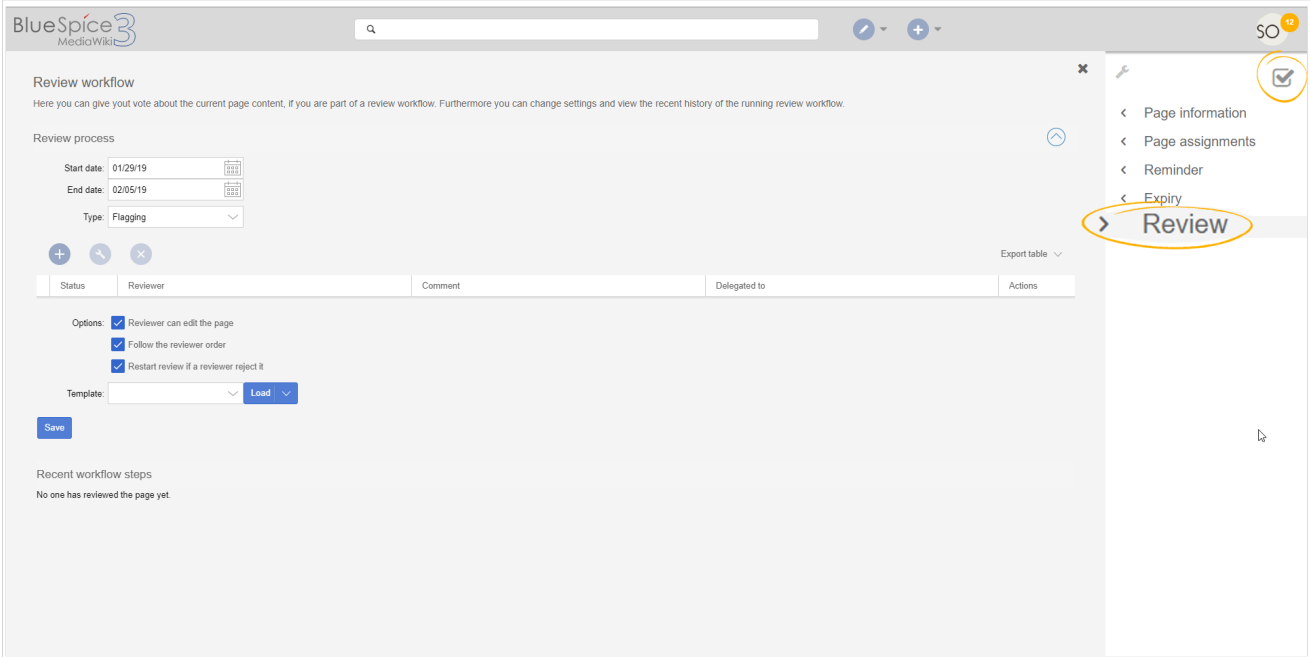
BlueSpiceReview is a workflow tool for MediaWiki. It allows assigning users to a page who then should complete their review within a certain timeframe.

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The review page

All relevant info can be accessed from the *Review* flyout in the *Quality management* tools. This screen shows the review settings. If a review is running, users see a form to cast their votes. They can also expand the collapsed workflow settings to see the details for this review.



The 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 rejects it

Template: Load

Save

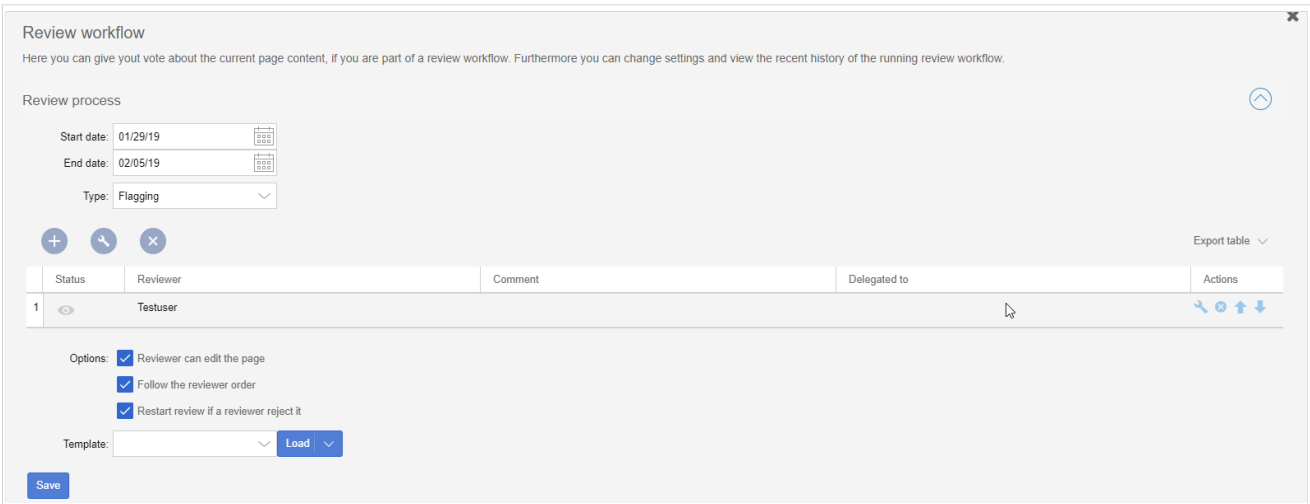
Recent workflow steps

No one has reviewed the page yet

The review workflow

Starting a review

All users with sufficient permissions can start (or edit) a review on a page.



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 rejects it

Template: Load

Save

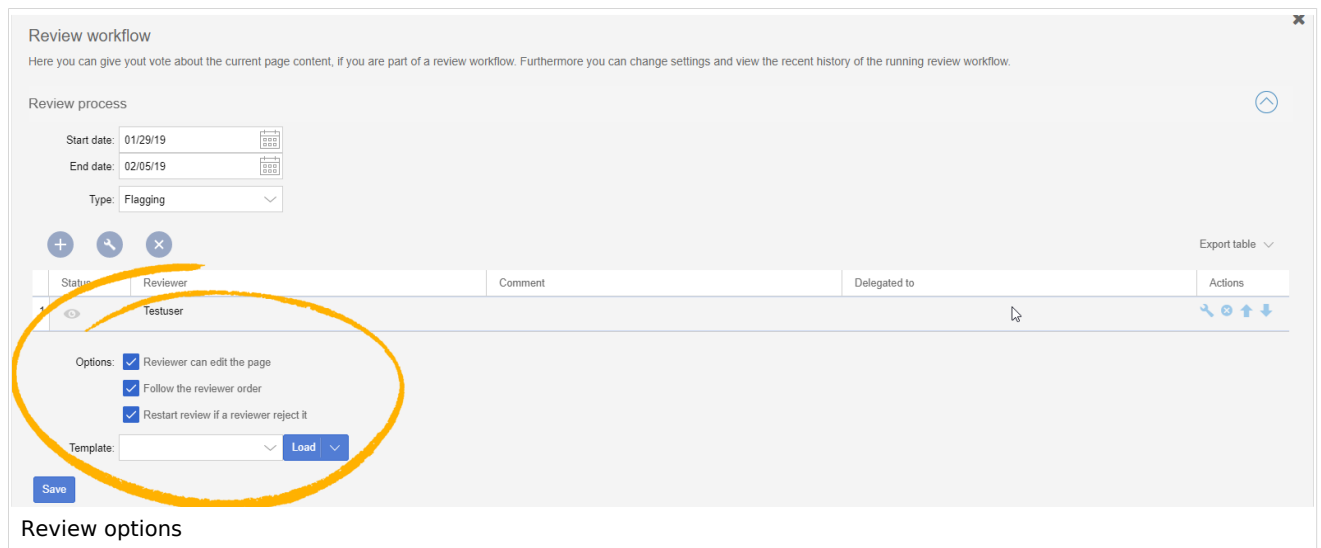
Review settings

Possible settings:

- **Start date:** The date when the review officially begins. Please note that you cannot schedule a review in advance. The page is locked for editing as soon as the workflow is saved.
- **End date:** The date on which the review is listed as expired. It has no effect on the review itself and is simply used for managing workflow lists.
- **Type:** The review type determines what will happen to the page once the review has been successfully completed. The default type is *Approval* so that it can be used in conjunction with the Approval feature if this feature is activated in a namespace. BlueSpice 3.1 only ships with this one type. BlueSpice 3.2 has a *Default* and an *Approval* option which is explained in the steps to set up a workflow template.
- **Reviewers grid:** A list of all reviewers assigned to review a particular page. Reviewers can be added by clicking on the "Plus" button above the grid and by typing in the name of the user in the dialog that pops up. Existing reviewers can be removed by selecting a reviewer and clicking on the "x" button.

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

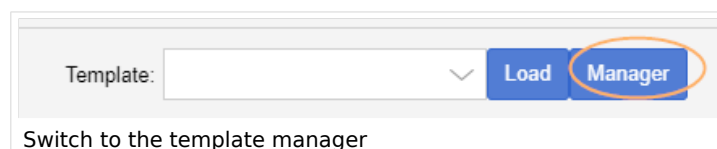
Review options

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 1 | **Private review templates** 2

+ 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.

CancelEdit review templateDone

Name:

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

Export table

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

Options:

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

Template: Test Load

Save Delete

Save for myself

Save for everybody

Delete

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.

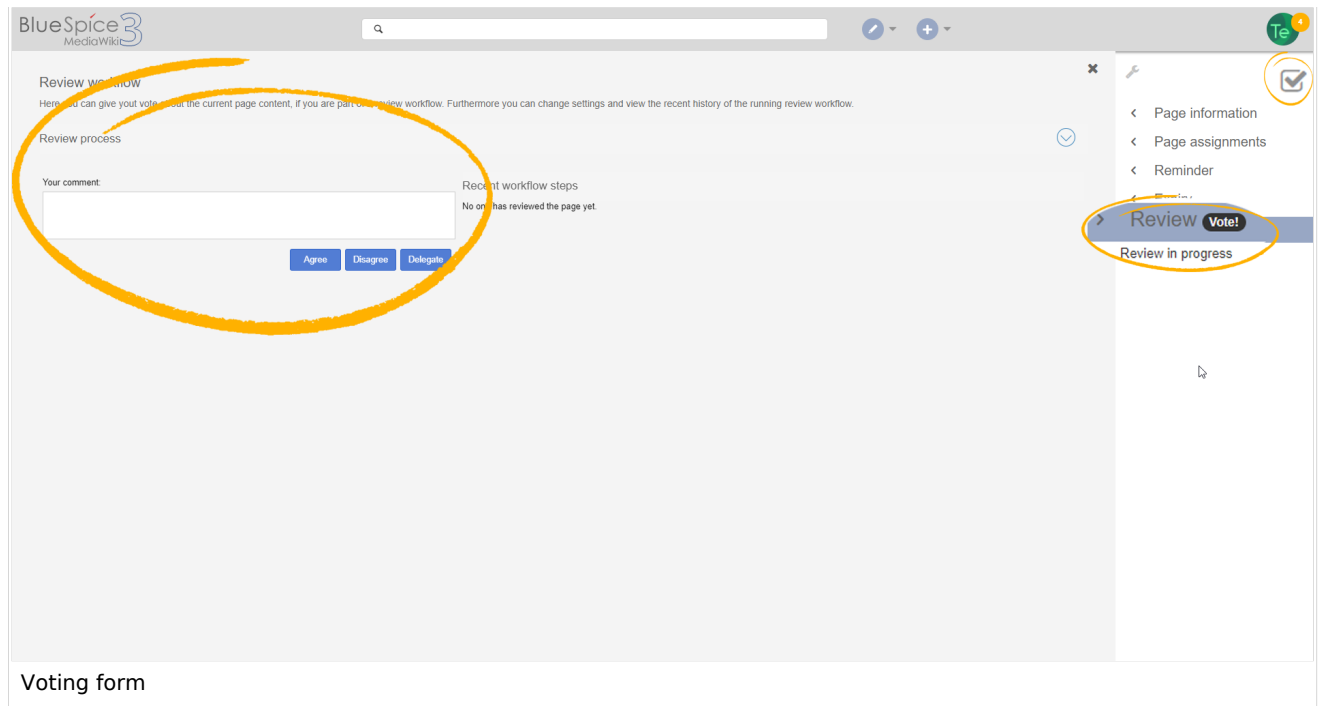
Deleting a template

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

A review can only be started if at least one review has been added. Once all settings are set, click save to start the review. At this point, all assigned reviewers receive a notification (depending on their notification settings) that there is a review pending, and that they need to review it. During the review process, editing of the page is disabled unless the setting to allow editing has been activated.

Casting votes

When assigned reviewers visit that page, they are prompted to cast their vote.



The voting form consists of:

- Comment box - here reviewers can explain the reason for their vote
- Agree button - by clicking this button, users cast a "yes" vote and agree to the proposed version of the page.
- Disagree button - by clicking this button, users cast a "no" vote and reject the proposed version.
- Delegate button - users can delegate their assignment to another user. This button opens a dialog for delegating the vote.

All votes along with comments are displayed under "Recent workflow steps" in the same flyout as the vote form and in the page history.

Rejecting a task

If a reviewer votes with "Disagree" the workflow returns to the beginning. The next reviewer in line is now the originator of the workflow. The order of the initial reviewers after the originator is kept the same.

Review overview

The page `Special:Review` provides an overview of all ongoing reviews. It can be accessed from the main navigation under "Global actions", item "Review". Clicking on an individual review opens a list of all reviewers assigned to review this page along with their votes (indicated by the eye icon before the username). A grey eye icon means the reviewer has not yet reviewed the page, green means a "yes" vote, while red means a "no" vote.

BlueSpice3 MediaWiki

Global actions

- Special pages
- Upload file
- Watchlist
- Book Manager
- Extended statistics
- RSS feeder
- Extended file list
- Ratings
- Recommendations
- Reminder
- Expiry
- Review**
- WikiExplorer
- All templates

Management

- About BlueSpice
- Config Manager
- Group manager
- Interwiki links
- Namespace CSS Manager

Review overview

Page	Owner	State	Start	End
TestPage	Sissy Oppermann	Accepted: 1 / 1 Accepted	29.01.2019	05.02.2019
Edit articles	Mary Read	Accepted: 0 / 2 Expired	23.11.2018	20.12.2018
QM Competencies	Sissy Oppermann	Accepted: 1 / 1 Expired	16.07.2018	23.07.2018
QM Preparing an offer	Sissy Oppermann	Accepted: 0 / 4 Expired	29.08.2016	30.09.2016

Assessors

Page 1 of 1 | Displaying 1 - 4 of 4

Configuration

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

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

Related info

- [Reference:BlueSpiceReview](#)

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*.

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2 Templates 30

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2.1.1 In BlueSpice 3.2 30

2.1.2 In BlueSpice 3.1 32

2.2 Applying a template 33

2.3 Deleting a template 33

3 Configuration 33

4 Related info 34

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 ¹ | Private review templates ²

 ³  

Export table 

Type	Name 	Namespaces	Categories	Actions
default	QA Check ISO9001			   ⁴
default	QA Research and Development	DEV	RE	
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:
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 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.
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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

Export table

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

Options:

☒ Reviewer can edit the page

☒ Follow the reviewer order

☒ Restart review if a reviewer reject it

Template: Test

Load

Save

Delete

Save for myself

Save for everybody

Delete

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](#)