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## UserManual:Extension/FlaggedRevisions

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## What is the Acceptance feature?

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In BlueSpice, you can create draft versions of a page. Published or accepted versions of a page will be shown on the main page and the draft versions can be accessed by clicking on the status information of a page. This functionality is known as the **Acceptance** feature of your quality management tools.

Draft versions can technically also be hidden from some user groups, such as readers. However, if besides the Acceptance feature the Review feature is also used, there might be permissions conflicts, which we will explain in more detail.

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There is a global option in the ConfigManager to define which user groups are allowed to read unpublished content.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.

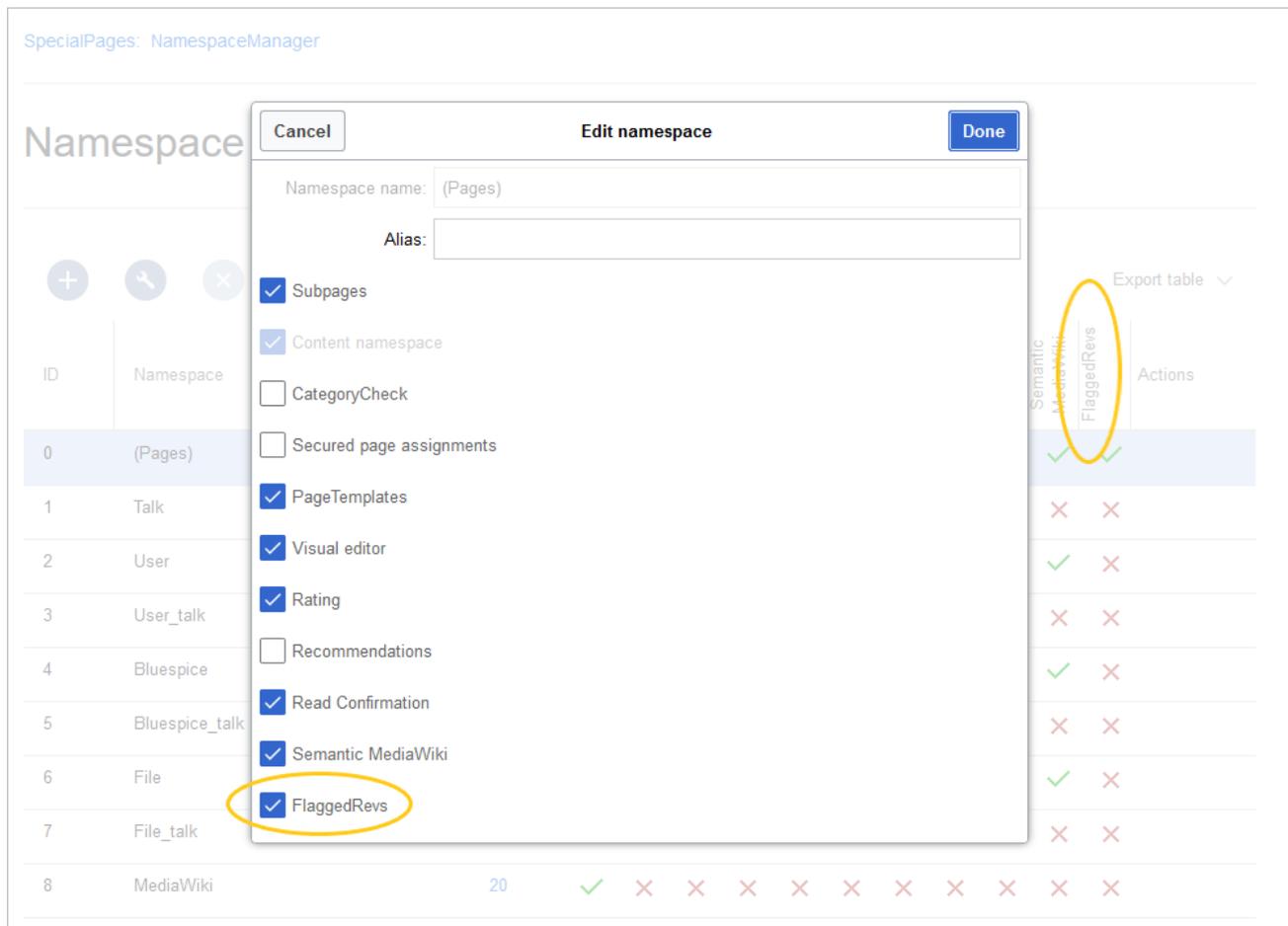
## Characteristics of the acceptance feature

- **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

## Activating the Acceptance feature

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Activating drafts is done on the namespace level. A user with admin permissions checks that *FlaggedRevs* is activated for each namespace that should enable drafts. This is done in *Global actions > Management > Namespace manager*.



The dialog window opens after clicking the edit icon (wrench) in the *Actions* column. Select *FlaggedRevs* and click *Done*. 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).

## Existing pages

After activating *FlaggedRevs* for a namespace, all pages in the namespace are set in draft mode. Users with *read* permissions will always see the latest accepted version of a page. Since the existing page is considered *accepted*, all users can see the page content that was visible before *FlaggedRevs* was activated.

## New pages

When a new page is created and first saved, it will automatically be visible to all users. If you do not want to show any information on the page, simply save the new page empty or with a short notification, such as "In progress" and immediately publish it:

There are no accepted versions of this page. 1

Test: [Entwurfsseite](#) Page ▾ Discussion

[No categories assigned](#)

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## Working with drafts

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

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In progress.

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:

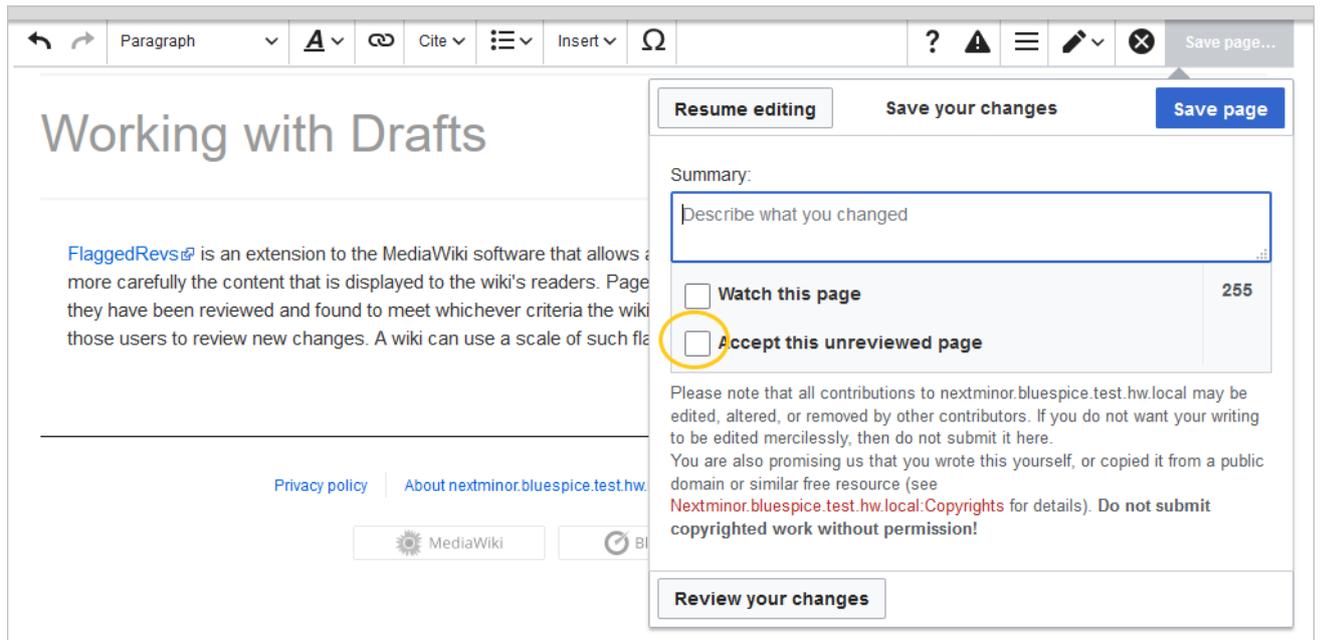
<ul style="list-style-type: none"> <li> <a href="#">(cur   prev)</a> <span style="background-color: orange; border: 1px dotted orange; border-radius: 50%; padding: 2px 6px;">14:04, 4 November 2019</span> <a href="#"> WikiSysop (talk   contribs   block)</a> <span style="background-color: orange;"> (1,332 bytes) (+486) .. (Tag: Visual edit) [pending review]</span> </li> </ul>
<ul style="list-style-type: none"> <li> <a href="#">(cur   prev)</a> <span style="background-color: orange; border: 1px dotted orange; border-radius: 50%; padding: 2px 6px;">14:03, 4 November 2019</span> <a href="#"> WikiSysop (talk   contribs   block)</a> <span style="background-color: orange;"> (846 bytes) (+213) .. (Tag: Visual edit) [pending review]</span> </li> </ul>
<ul style="list-style-type: none"> <li> <a href="#">(cur   prev)</a> <span style="border-radius: 50%; padding: 2px 6px;">13:36, 4 November 2019</span> <a href="#"> WikiSysop (talk   contribs   block)</a> <span style="background-color: #e6f2ff;"> m... (633 bytes) (+38) .. (Tag: 2017 source edit)</span> </li> </ul> <p>[Reviewed: 13:57, 4 November 2019   <a href="#"> WikiSysop</a>   Everything looks correct.]</p>
<ul style="list-style-type: none"> <li> <a href="#">(cur   prev)</a> <span style="border-radius: 50%; padding: 2px 6px;">12:45, 4 November 2019</span> <a href="#"> WikiSysop (talk   contribs   block)</a> <span style="background-color: #e6f2ff;"> (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)</span> </li> </ul>

[Compare selected revisions](#)

The revisions during 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.

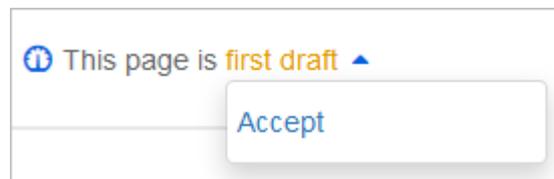
## Accepting a page

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



If the page is not accepted when the file is being saved, it can be accepted independently from the editing process.

A review user 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:



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

**Page acceptance**

Here you can see the current acceptance state of the page and accept new versions.

State of acceptance for this page:

First draft

Accept the page

Everything is correct.

Confirm

- < Page information
- < Page assignments
- < Reminder
- < Expiry
- < Review
- < **Acceptance**

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

Although the acceptance feature uses the term *first draft*, there is no further distinction between drafts. A page is therefore either in *first draft* or in *accepted* status.

Once the page has been accepted and until it is further being edited, the page now shows the page version as accepted:

This version is accepted.

Test: Working with Drafts Page ▾ Discussion

No categories assigned

## Working with drafts

Last edited 23 minutes ago by WikiSysop ☆ Watch ⓘ This page is accepted

**FlaggedRevs** is an extension to the MediaWiki software that allows a wiki to monitor the changes that are made to pages, and to control more carefully the content that is displayed to the wiki's readers. Pages can be flagged by certain "editors" and "reviewers" to indicate that they have been reviewed and found to meet whichever criteria the wiki requires. Each subsequent version of the page can be "flagged" by those users to review new changes. A wiki can use a scale of such flags, with only certain users allowed to set each flag.

## Setting read permissions for drafts

By default, all users can see the drafts of a page, even readers. In the default BlueSpice installation, users have the role "reader".

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  |  |

- Export
- Skinning
- System
- Searching and Navigation
- Data analysis
- Personalization
- Book
- Content structuring
- Quality assurance**
- Administration
- Editor

**BlueSpiceChecklist**

- Mark checklist changes as minor edit

**BlueSpiceExpiry**

- Show watermark for expired pages

**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

**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**

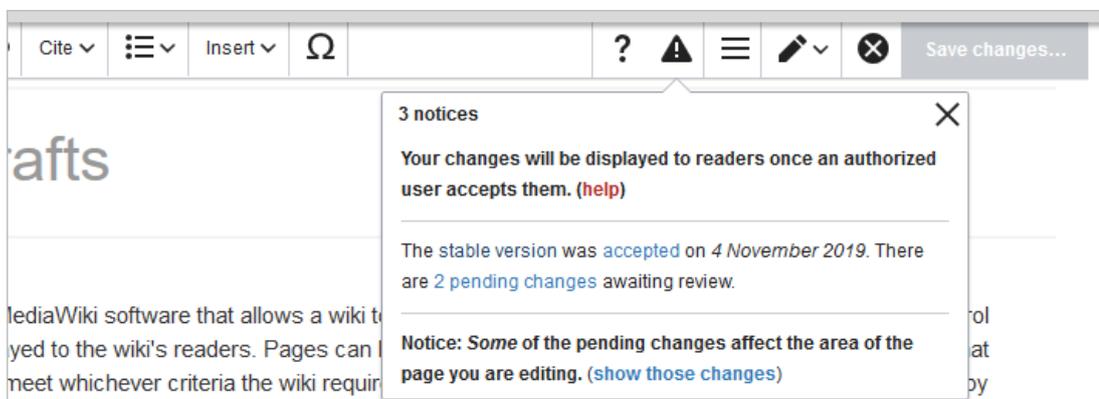
- Automatically set the page to stable, when the workflow was finished successfully
- Automatically delete the workflow, when a page was marked as stable

Show unstable pages for following groups

The two checkboxes *Automatically set the page to stable...* 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.

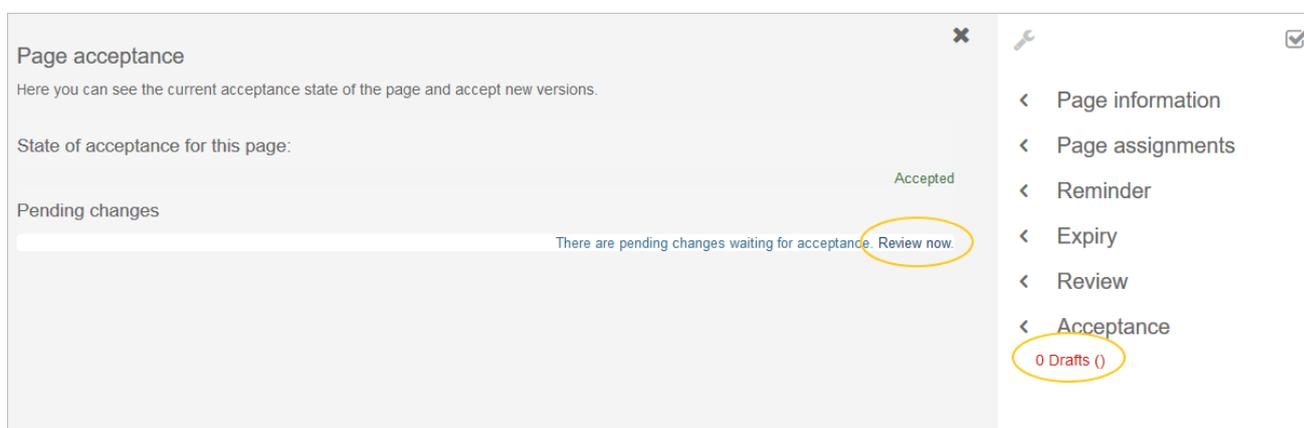
**Note:** If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history of a page instead.

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



## Template changes

If a page uses templates and there is a change to the template page itself, it will also create a draft for this page. This will show up as a *0 Drafts ()* notice in your quality management toolbar under *Acceptance*. To update the page, simply click *review now* to see the changes and accept the change:



## Related info

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- [UserManual:FlaggedRevisions](#)
- [Quality management tools](#)

[UserManual:De:Handbuch:Erweiterung/FlaggedRevisions](#)

## Reference:Flagged Revisions

Redirect to:

- [Reference:FlaggedRevs](#)

## 7 UserManual:Quality management

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## The importance of content quality

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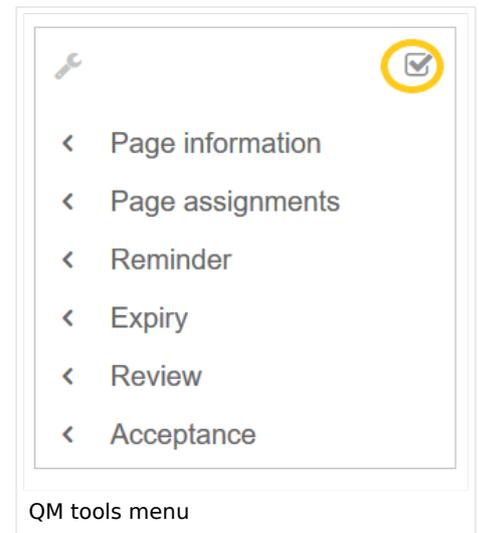
For many companies, the quality of the information they produce and share is of great importance. At the same time, they want to capture all the knowledge of their employees without creating any unnecessary barriers.

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

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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

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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

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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

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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

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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

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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.

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## 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

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