

# Admin manual



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# 1 Introduction



## Wiki administration made easy

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This administrator manual is supplemental to the general [user manual](#). Many topics that are of interest to wiki administrators, such as important wiki concepts like [namespaces](#), [categories](#), or [templates](#), are already covered there. This administrator manual focuses on the areas of the wiki interface that are only accessible and editable by administrative users with sysop rights.

## Additional resources

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Here, we don't cover any topics related to server administration and configuration. For questions regarding server issues, you can refer to our [Setup](#) portal.

To view a list and description of all BlueSpice extensions, you can consult our [software catalogue](#).

## Questions?

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If you have any questions that go beyond what is covered in this user manual, you can also ask administrator-related questions in our support forum at [sourceforge.net/p/bluespice/discussion/1249668](https://sourceforge.net/p/bluespice/discussion/1249668).

We hope you find it easy to accomplish your BlueSpice administrator tasks. If there is anything we can improve — and we are sure there is, please let us know at [info@bluespice.com](mailto:info@bluespice.com).

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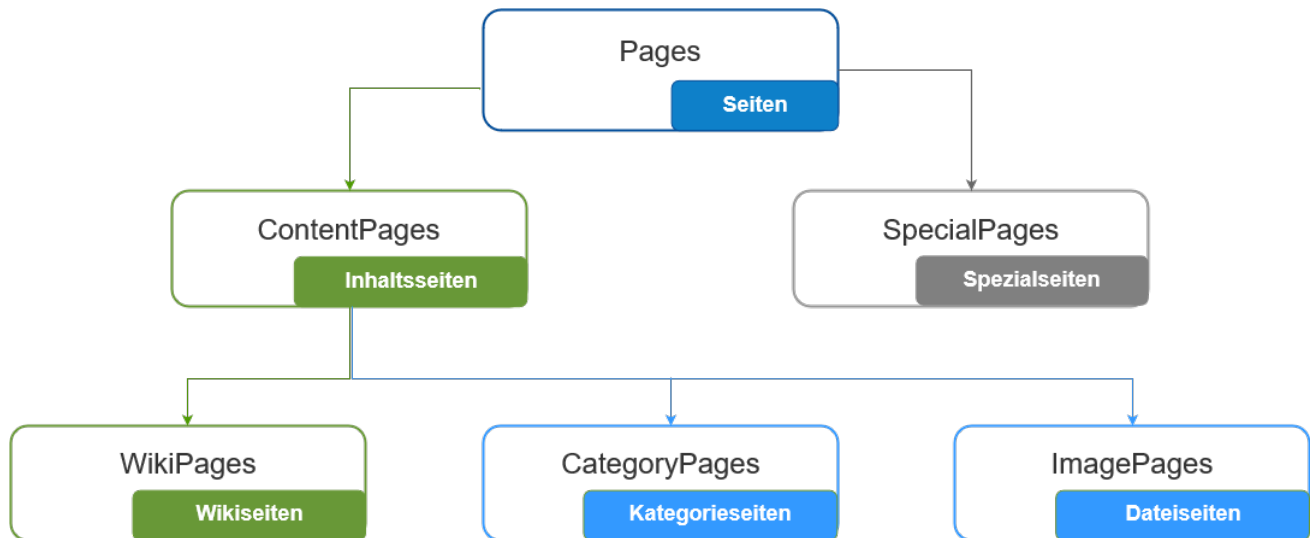
## 2 Wiki pages model

### Contents

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## The pages modell

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### Content page

Content pages are all editable wiki pages. They can be **wiki pages** that are created by all users with the goal to share information on the wiki. **Category pages** are created when a page was added to a category and a user subsequently saves the necessary category page. A **file description page** is created when a file is uploaded to the wiki.

### Wiki page

Wiki pages are the actual "content pages" that users create when they add information to a wiki. They can be "blank" at the beginning or based on a page template that already contains some content with a predefined structure.

Characteristics:

- content is added by users
- revisioned and has a version history
- has an associated "Talk" page

### Special page

Each wiki contains a large number of special pages. These pages are built-in and not editable. All special pages are located in the pseudo-namespaces "Special" and are listed on the page `Special:SpecialPages`. Merkmale:

- automatically created content
- overview pages or administrative tools

Types of special pages:

- **Maintenance reports** (e.g., broken redirects, uncategorized pages, wanted pages)
- **Lists of pages** (e.g., all pages, categories, forms, templates, high-use pages)
- **User admin pages** (e.g., active users list, blocked users, user rights)
- **BlueSpice special pages** (e.g., category manager, namespace manager, privacy admin)
- and many others

If you want to create your own special page, you can find the necessary information at [Mediawiki.org](https://www.mediawiki.org).

## Category page / file description page

To display all pages that share a category tag, a category page has to be created. Otherwise, users won't have a list of pages that are in a particular category.

When a file (e.g. image or PDF) is uploaded to the wiki, a corresponding description page is created. This page shows all necessary file information and provides access to important file management tools.

Characteristics:

- hybrid page between special and wiki page
- editable/deletable like a wiki page
- automatically generated content like a special page

## 3 User rights

### An introduction to rights management

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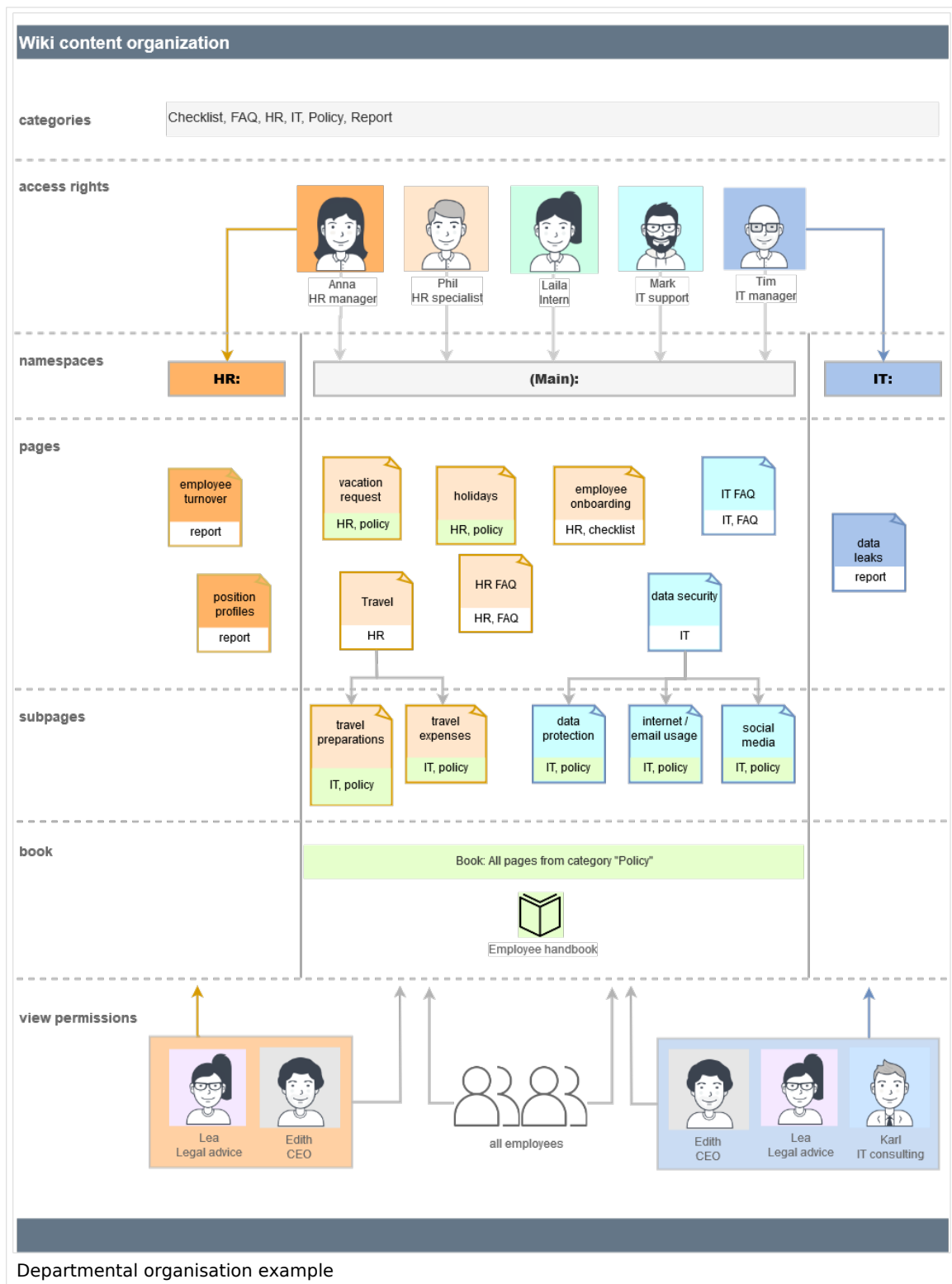
More than 100 permissions are necessary to control the user access to all wiki functions and extensions.

Depending on the actions a user needs to take, many of these permissions are related and consequently need to be granted to a certain type of user. A user with read access, for example, needs to also be able to change the user profile and add pages to a watch list. For this reason, BlueSpice uses roles and groups to manage the rights of individual users.

The following entities are part of the rights management system:

- **Permission:** Allows a specific action.
- **Role:** A set of permissions (permissions can only be set by selecting roles).
- **User:** Entity in the wiki instance database. Has a unique user name and user id.
- **User group:** A collection of users. A user is assigned to one or more groups. There are system internal groups (cannot be removed or renamed) and custom groups. In many cases the group name consists of the role and a namespace name
- **Namespace:** Permissions can be set on a namespace level. But not on a per-page-level.

## Use case\: Managing department information



Anna (HR Manager) and Phil (HR Specialist) are maintaining all content related to the Human Resources department on the company wiki.

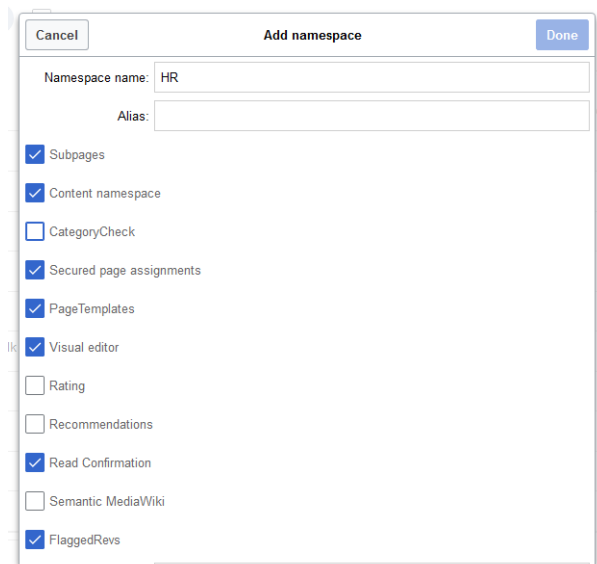
Some content is visible to all employees. Other content has to be restricted and only be visible to upper management and to Lea, the company's legal advisor.



After reviewing the content and access requirements, the company decides to create HR content in two namespaces: All unrestricted content goes in the Main namespace of the wiki. Sensitive information is maintained in a custom namespace called "HR".

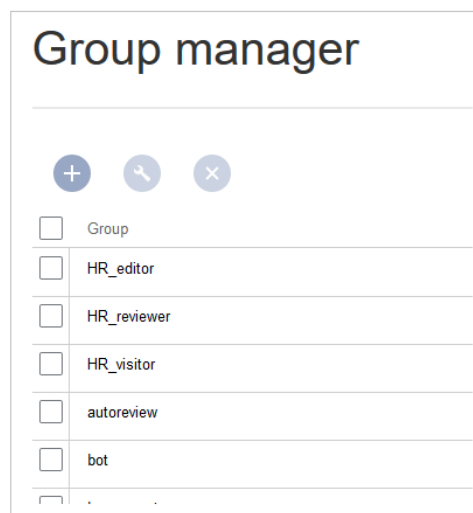
To reflect these specific HR requirements, the wiki administrator needs to complete the following steps:

1. Create the **namespace** (HR:) on the page `Special:NamespaceManager` :



After adding the namespace, the new namespace is displayed after pressing the "f5" key.

2. Create the necessary **groups** on the page `Special:GroupManager` :



- HR\_visitor: Users in this group have only view permissions to the (HR:) namespace
- HR\_editor: Users in this group can create and edit pages in the (HR:) namespace
- HR\_reviewer: Users in this group can, additionally, approve documents. For this to work, the function "FlaggedRevs" is activated for the namespace. These groups are initially "empty".

3. Assign **roles** to each group on the page `Special:PermissionManager` . After this, each group has specific sets of permissions:
1. The group `HR_visitor`:

### Permission manager

Save Reset ☒ Show system groups Export table

	Role	Wiki	Namespaces							
			(Pages)	Manual	Legal	Setup	Reference	FAQ	HR	
HR_admin	bot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HR_editor	maintenanceadmin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HR_visitor	admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
autoreview	author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
bot	editor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
bureaucrat	reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
editor	smwadministrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
reviewer	smwcurator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
smwadministrator	sysop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
smwcurator	visitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
sysop	widgeditor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
visitor	reader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
widgeditor	accountmanager	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	accountselfcreate	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The administrator selects the group "HR\_visitor" and checks the Role "reader" only in the HR namespace. Since the reader role in the HR namespace is now assigned to the group "HR\_visitor", all other groups no longer have any view permissions for this namespace:

Save Reset ☒ Show system groups Export table

	Role	Wiki	Namespaces							
			(Pages)	Manual	Legal	Setup	Reference	FAQ	HR	
HR_editor	bot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HR_reviewer	maintenanceadmin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HR_visitor	admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
autoreview	author	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
bot	editor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
bureaucrat	reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
editor	smwadministrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
reviewer	smwcurator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
smwadministrator	sysop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
smwcurator	visitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
sysop	widgeditor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
visitor	reader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
widgeditor	accountselfcreate	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Blocked by HR\_visitor

- The group `HR_editor`: The administrator selects the role editor only in the namespace HR. Since the editor role does not inherit all permissions from the reader role, the administrator also has to check the reader permissions in addition:

The screenshot shows the 'user' group list on the left with 'HR\_editor' selected. The main table displays permissions for various roles across different namespaces. The 'editor' role is selected for the 'HR' namespace, and the 'reader' role is also selected for the 'HR' namespace. The 'bot' role is selected for the 'HR' namespace.

Role	Wiki	Namespaces							
		(Pages)	Manual	Legal	Setup	Reference	FAQ	HR	
bot	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
reader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
accountselfcreate	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- The group `HR_reviewer`: The administrator selects the role of reviewer only for the namespace HR. Since the roles `HR_visitor` and `HR_editor` have been reserved for the groups `HR_visitor` and/or `HR_editor` before, the editor and reader permissions have to be granted as well:

The screenshot shows the 'user' group list on the left with 'HR\_reviewer' selected. The main table displays permissions for various roles across different namespaces. The 'editor' role is selected for the 'HR' namespace, and the 'reviewer' role is also selected for the 'HR' namespace. The 'bot' role is selected for the 'HR' namespace.

Role	Wiki	Namespaces							
		(Pages)	Manual	Legal	Setup	Reference	FAQ	HR	
bot	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
reviewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
accountmanager	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
reader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
accountselfcreate	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Add users** to the correct user groups: Since Anna needs to be able to edit and approve the documents both in the HR and in the Main namespace, she has to be added to both the "`HR_reviewer`" and the standard "`reviewer`" groups:

The administrator also adds the other affected users to the correct groups. The result is the following permissions configuration:

user	is in groups	roles in namespace HR	roles in namespace Main	description
Anna (HR manager)	HR_reviewer reviewer	reviewer reader editor	reviewer reader editor	Anna can now read, edit and approve pages in both the HR and the Main namespaces.
Phil (HR specialist)	HR_editor editor	reader editor	reader editor	Phil can now read and edit pages in both the HR and the Main namespaces
Edith (CEO)	HR_viewer editor	reader	editor	Edith can now read pages in the HR namespace and edit pages in the Main namespace.
Lea (Legal advice)	HR_viewer	reader	-	Lea can only read pages in the HR namespace.
All employees	reader	-	reader	All employees can read pages in the Main namespace. They cannot read the pages in the HR namespace.

In addition, the administrator should ensure that Anna is not the only person who can approve content. Otherwise, there would be a problem when Anna is on vacation or has no time for reviewing page edits.

## Related info

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- [Namespace Manager](#)
- [Permission manager](#)
- [Group manager](#)
- [User manager](#)

## 3.1 Group manager

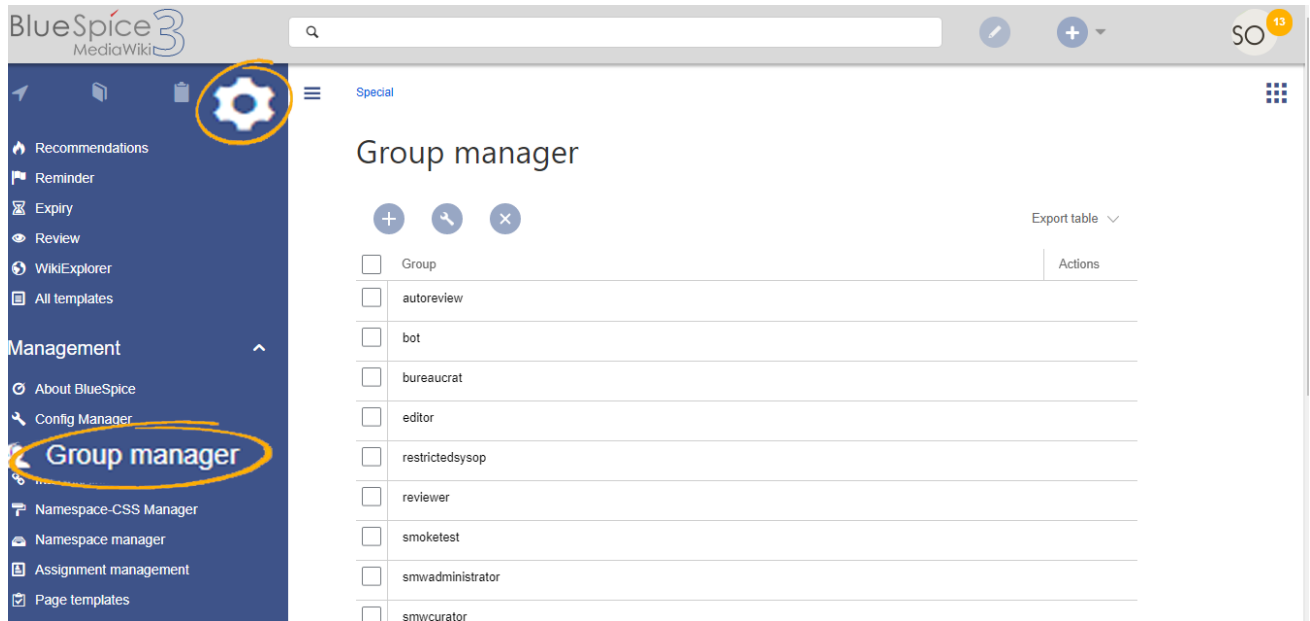
The interface for the Group manager is provided by the extension **GroupManager**. It allows adding, renaming and deleting groups.

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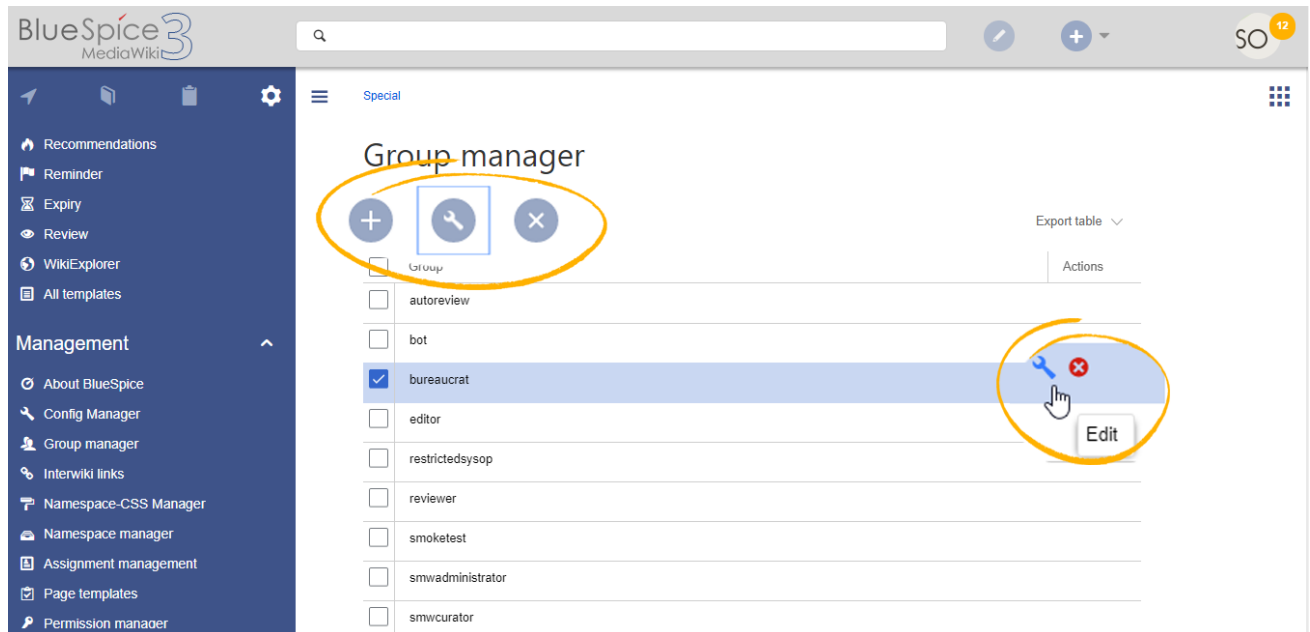
## Functionality

An administrator can go to *Global actions > Management > Group manager*. This opens the page *Special:GroupManager*.



The group manager has the following features:

- **Viewing groups:** All existing groups in the wiki are listed.
- **Creating new groups:** Clicking on the "plus" button opens a dialog for adding a new group.
- **Renaming groups:** A group can be renamed by selecting it and then clicking the wrench icon. System groups and groups declared by other extensions cannot be renamed.
- **Deleting a group:** A group can be deleted by selecting it and then clicking the "x" button. System groups cannot be deleted.



## Assigning roles and users to groups

To assign users to groups, use the [User manager](#). To assign roles (permissions) to groups, use the [Permission manager](#).

## Related info

- [Reference:BlueSpiceGroupManager](#)
- [Managing permissions](#)



## 3.2 Permission manager

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## 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

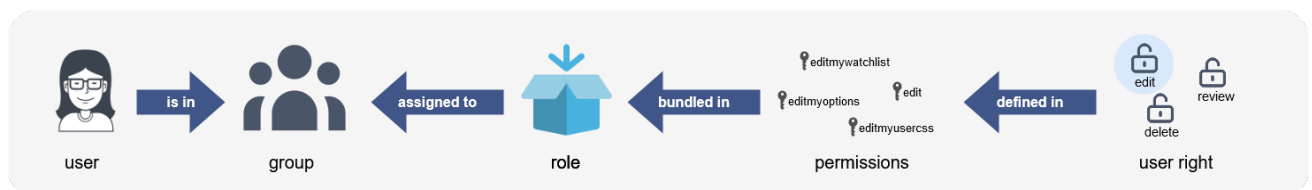
In BlueSpice 3, roles were introduced as a way to manage user rights. The main intention of using roles is to simplify rights management.

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.



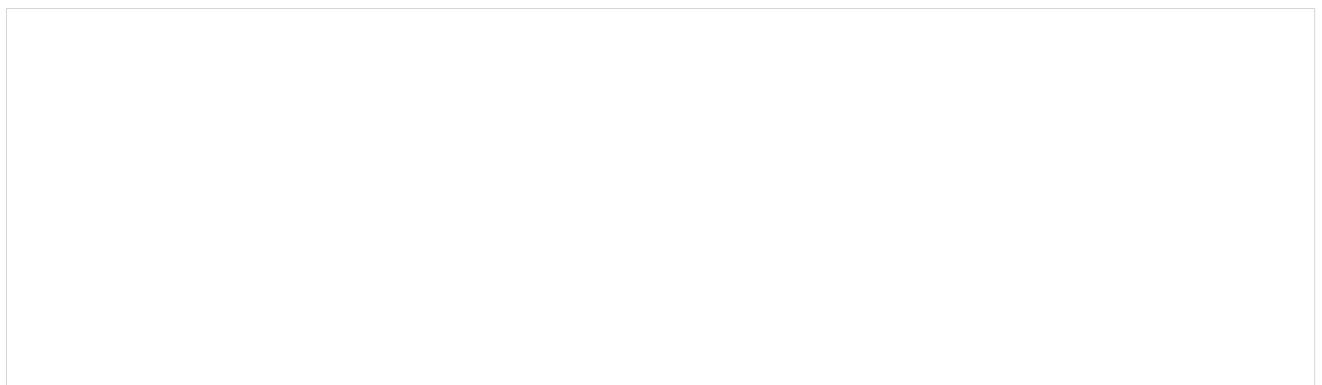
All permissions that make up a logical group are encapsulated in a role, in this example the role "reader". If wiki admins want to grant read-only rights to a user group, they only need to assign that group the "reader" role, instead of assigning many individual permissions that are needed to create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

1

- user
- autoreview
- bot
- bureaucrat
- editor
- restrictedsysop
- reviewer
- smoketest
- smwadministrator
- smwcurator
- sysop
- wikieditor

2

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"/>	
accountselfcreate	<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"/>	

☐ 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 the BlueSpice Permission Manager interface. On the left, a list of roles is visible: bot, bureaucrat, editor, reviewer, smwadmin, smwcurator, sysop, visitor, and widgeteditor. The 'bot' role is selected, and a dialog box titled 'Permissions in role: bot' is open. The dialog has 'Cancel' and 'Done' buttons. It contains a table of permissions for the 'bot' role.

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

---

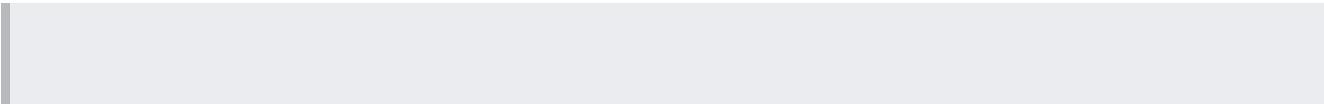
All changes to the role matrix are backed up. By default, the last 5 backups are kept. This limit can be changed in [Config manager](#), under extension `BlueSpicePermissionManager`.

- **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

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



### 3.3 User manager

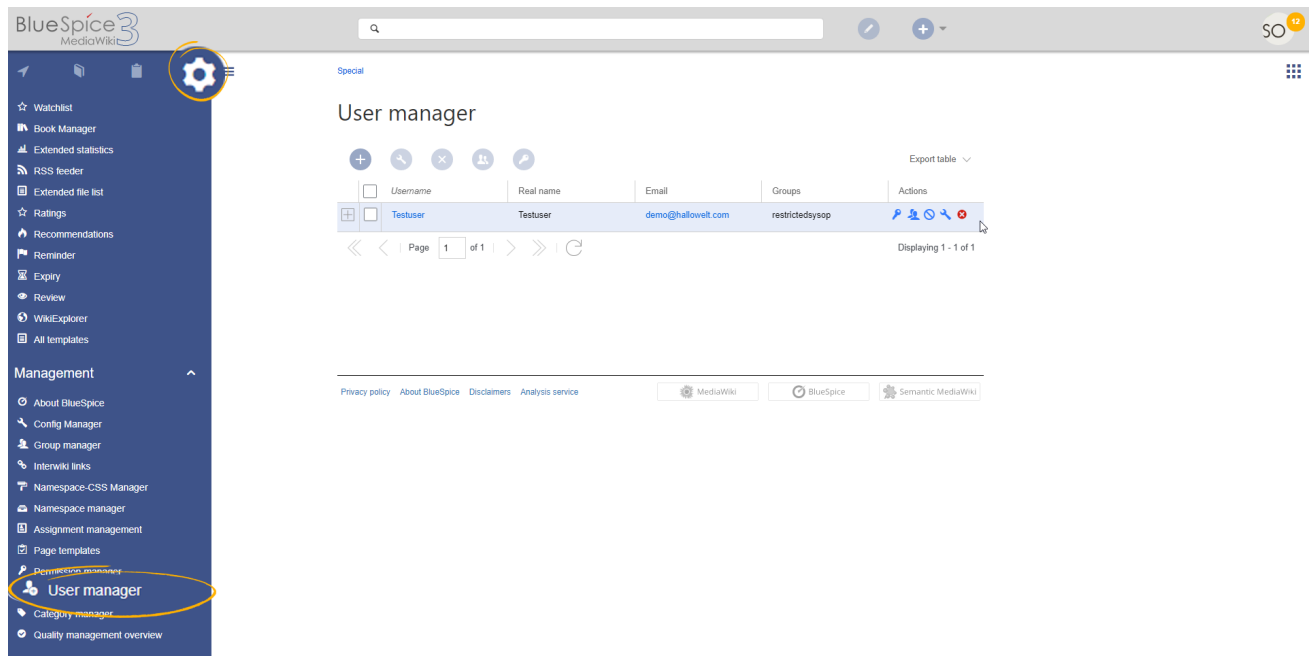
The extension **BlueSpiceUserManager** provides the visual interface for user administration.

#### Contents

1 About User manager .....	24
2 Creating users .....	24
3 Editing users .....	25
4 Inactive users .....	26
5 Related info .....	26

## About User manager

Administrators can access the User manager under *Global actions > Management > User Manager*. The User manager link opens the page *Special:UserManager*. It shows an editable list of all registered users.



## Creating users

### To create a user:

1. **Click** the "+"-button. This opens a dialog.



[Special](#)

## User manager

The screenshot shows the 'User manager' interface with a table of users. A modal dialog box titled 'Add user' is open, allowing the creation of a new user. The dialog contains the following fields and options:

- Username:** Newuser
- Password:** (masked with dots)
- Confirm password:** (masked with dots)
- Email:** email@hallowelt.com
- Real name:** (empty field)
- Enabled:** ☒
- Groups:** A dropdown menu with the placeholder text 'Type to filter...'. Below the dropdown, the group 'Bureaucrats (bureaucrat)' is visible with a selection icon.

The background table shows a user named 'Testuser' with email 'demo@hallowelt.com' and group 'restrictedsysop'. The interface includes navigation icons at the top and a 'Privacy policy' link at the bottom left.

2. **Enter** the user information in the dialog:

- *Username:* must be unique and cannot contain special characters
- *Password and Confirm password:* the password for the new user. Users can later change their passwords.
- *Email:* The email address of the user (optional)
- *Real name:* can be a duplicate of an existing user's real name (optional)
- *Enabled:* if checked, user account is active
- *Groups:* a user can be assigned to multiple groups. If no group is selected, the user belongs to the default group *user*.

3. Click **Done** to create the user account.

## Editing users

The tools for editing a user are shown in the table grid when hovering over or selecting the user from the list.

This screenshot shows the 'Actions' column of the user manager table. The user 'WikiSysop' is selected, and the 'Actions' column displays a set of icons for editing the user's profile and permissions. The icons include a plus sign, a wrench, a minus sign, a person icon, and a key icon. The user's groups are listed as 'bureaucrat, editor, sysop'.

- *Key icon*: change password
- *People icon*: assign groups to this user
- *Block icon*: disable/enable user. Disabling does not delete the account.
- *Wrench icon*: edit email and real name
- *"x" icon*: Delete user. This action is irreversible.

**Tip:** User groups can be set for multiple users at the same time by selecting the users and clicking on the "groups" icon above the grid. This resets the groups for the selected users and assigns the newly chosen groups.

## Inactive users

---

By default, the list displays users with active user accounts (enabled).

### To view inactive users:

1. **Click** on the table header (any column).
2. **Select** "Columns", then select "Enabled". This will add additional column "Enabled" to the grid.
3. **Click** on the header of this column and **select** *Filter > Show all deactivated users*.

## Related info

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- [Reference:BlueSpiceUserManager](#)

## 4 Namespace manager

The Namespace manager allows a user with *administrative* rights to create, delete and rename [namespaces](#) and to change the settings of these namespaces. The interface for the user manager is provided by the extension *BlueSpiceNamespaceManager*.

### Contents

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2 Creating a namespace .....	28
3 Editing and deleting a namespace .....	29
4 Related info .....	30

## Accessing the Namespace manager

The navigation link to the Namespace manager is located under *Global actions > Management*. This link opens the page *Special:NamespaceManager*.

Namespace manager

ID	Namespace	Pages	Subpages	Content namespace	CategoryCheck	Secured page assignments	PageTemplates	Visual editor	Rating	Recommendations	Read Confirmation	Semantic MediaWiki	FlaggedRevs	Actions
0	(Pages)	48	✓	✓	✗	✗	✓	✓	✗	✗	✗	✓	✗	
1	Talk	46	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
2	User	12	✓	✗	✗	✗	✓	✓	✗	✗	✗	✓	✗	
3	User_talk	1	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
4	BlueSpice	6	✓	✗	✗	✗	✓	✗	✗	✗	✗	✓	✗	
5	BlueSpice_talk	2	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
6	File	86	✗	✗	✗	✗	✗	✓	✗	✗	✗	✓	✗	

## Creating a namespace

**To create a namespace:**

1. **Click** the "Plus" icon at the top of the page. A dialog opens.
2. **Enter** the name for the new namespace and select the namespace options.

Creating a namespace

ID	Namespace	Pages	Subpages	Content namespace	CategoryCheck	Secured page assignments	PageTemplates	Visual editor	Rating	Recommendations	Read Confirmation	Semantic MediaWiki	FlaggedRevs	Actions
1502	Blog	1	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	
1504	Book	4	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	

3. You can activate the following options:

1. *Subpages*: namespace can contain subpages (MediaWiki functionality)
2. *Content namespace*: needs to be checked if users will create wiki pages in this namespace (MediaWiki functionality). See also [mediawiki.org/wiki/Manual:ContentHandler](https://mediawiki.org/wiki/Manual:ContentHandler).
3. The remaining options activate a number of extensions for the namespace: [CategoryCheck](#), [Secured page assignments](#), [PageTemplates](#), [Visual editor](#), [Rating](#), [Recommendations](#), [ReadConfirmation](#), [Semantic MediaWiki](#), [Approval](#).

The corresponding talk namespace for the new namespace is automatically created. The ID of each namespace is assigned automatically based on wiki settings and existing namespace IDs.

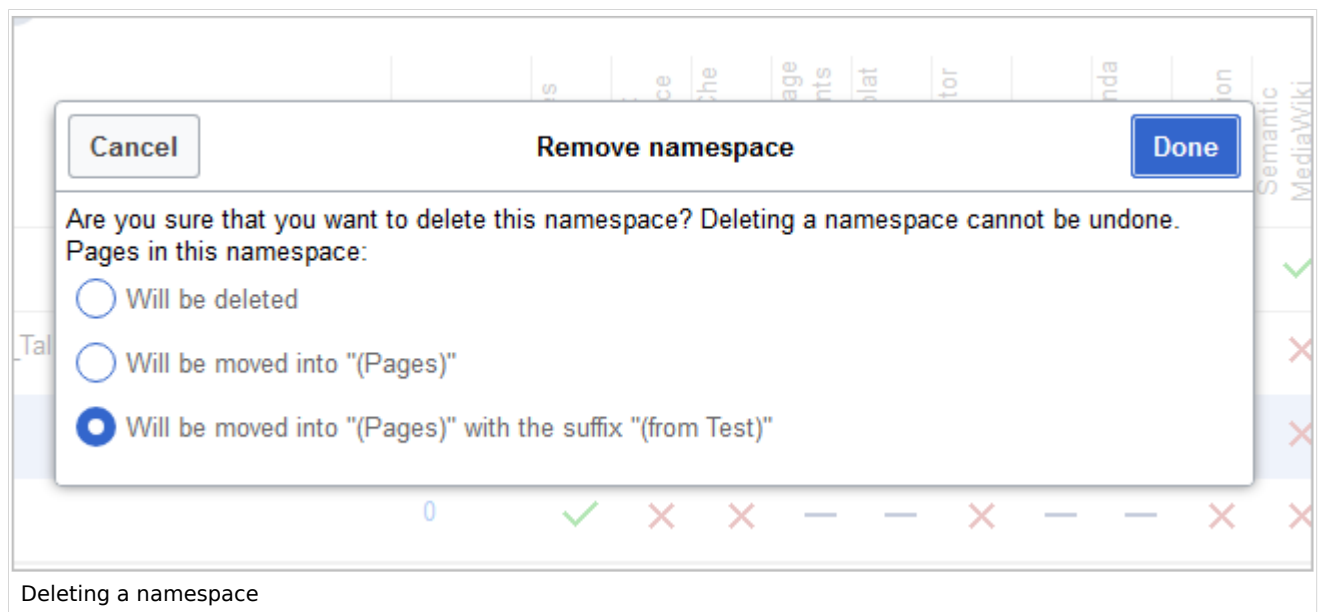
## Editing and deleting a namespace

**Editing a namespace:** A namespace can be edited by clicking on the "wrench" icon in the table row or above the table when a namespace is selected.

Names of talk namespaces or of system namespaces (File, MediaWiki) cannot be changed.

**Deleting a namespace:** Only custom (user created) namespaces can be deleted.

After clicking on the delete icon, a dialog with the delete options appears.



- *Will be deleted*: deletes the pages in this namespace together with the namespace
- *Will be moved into "(Pages)"*: moves the pages of this namespace into the main namespace
- *Will be moved into "(Pages)" with the suffix "(from [namespace name])"*: moves and appends the pages with "from [namespace]"

Talk namespaces are deleted with their corresponding namespace and cannot be deleted separately.

## Related info

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- [Reference:BlueSpiceNamespaceManager](#)

## 5 Config manager

### Contents

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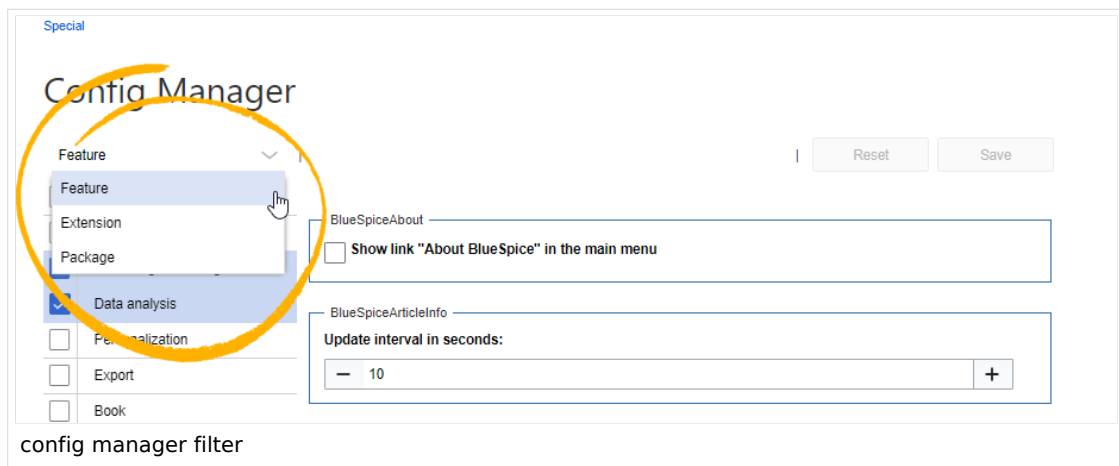
With the Config manager, a wiki user with *sysop* rights can manage BlueSpice wiki-wide settings in one place. In the [navigation](#), it is located under *Global navigations > Management > Config manager*. This link loads the page *Special:ConfigManager*.

## Layout

### Filter options

All settings can be accessed through the following filter options:

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



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

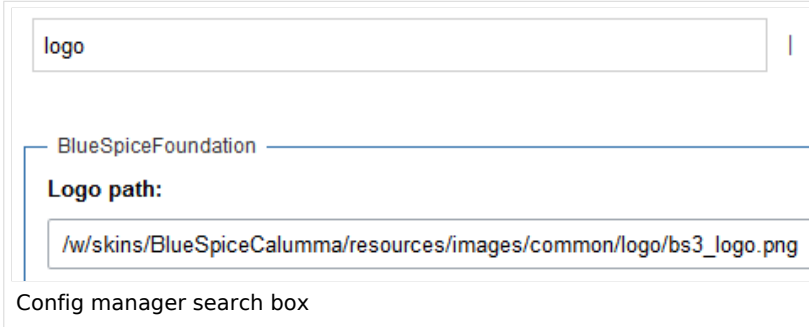
**Note:** If a server administrator has configured a setting to no longer be writable, it will be shown as greyed-out in the config manager. You will have to talk to your server administrator about changing such a setting.

### Searching for settings

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

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





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

## Settings by extension

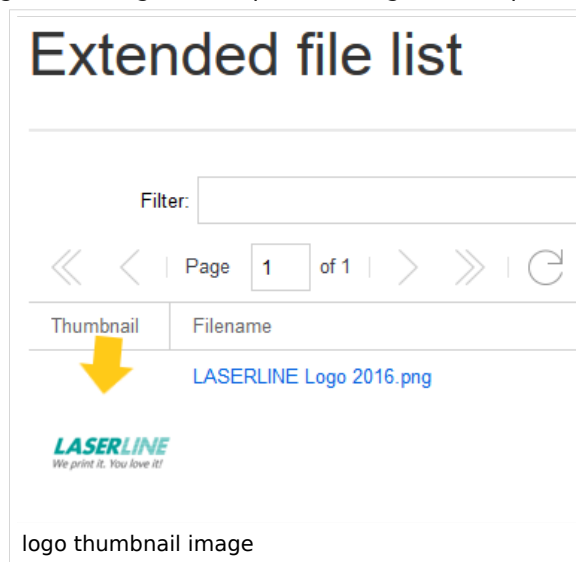
### BlueSpiceFoundation

#### Updating logo and favicon

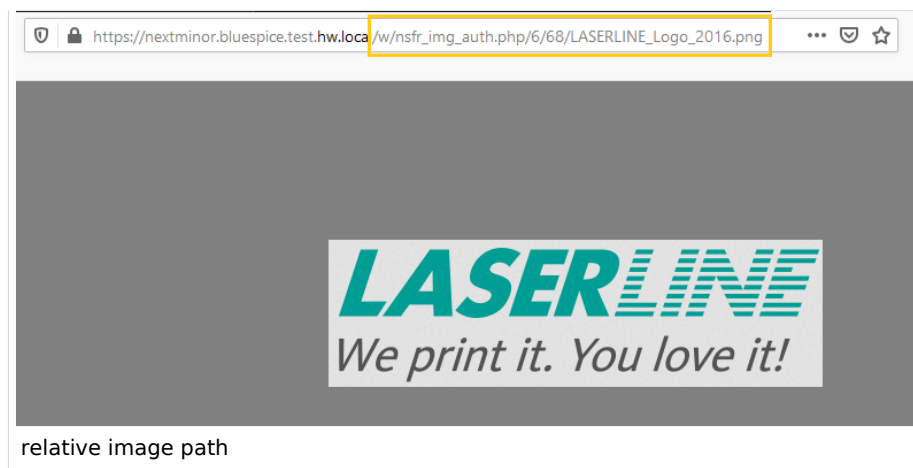
- **Logo path:** The logo image should be stored in the `/images` folder of your installation. If you store it in the `/skins` folder of your BlueSpice installation, it could be overwritten with an upgrade.

#### To upload the logo directly in the wiki:

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



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



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

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;}
```

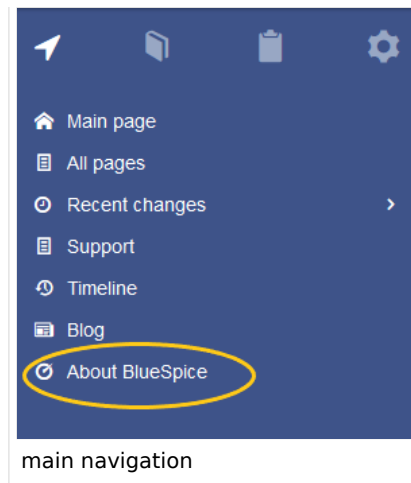
- **Favicon path:** The favicon image should be stored in the */images* folder of your installation. If you store it in the */skins* folder of your BlueSpice installation, it could be overwritten with an upgrade. [Favicon images](#) have the file extension *.ico*.

## 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

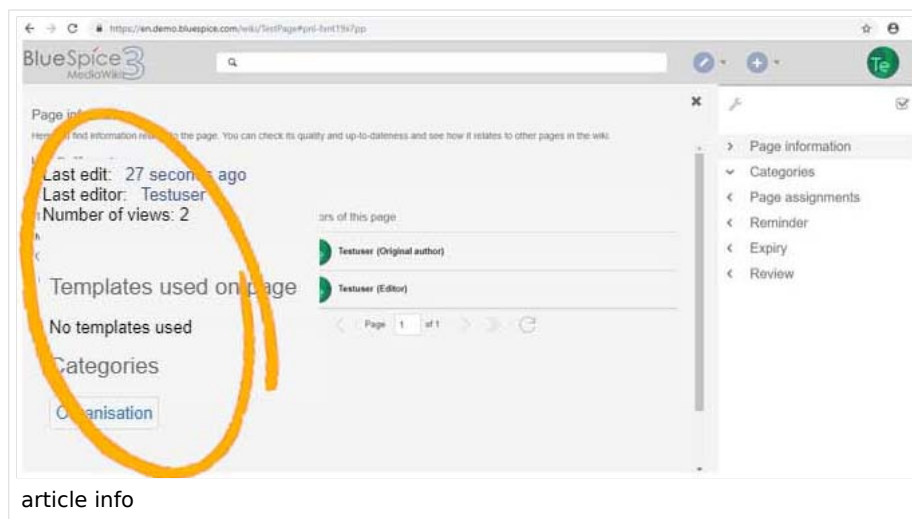
- **Show link "About BlueSpice" in the main menu:** Shows or hides the link to the page [AboutBlueSpice](#) in the main navigation.



## BlueSpiceArticleInfo

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

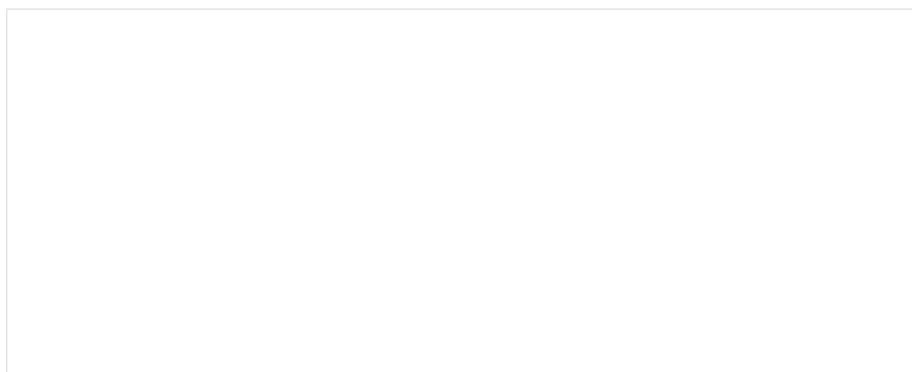
- **Update interval in seconds:** Sets the refresh rate for the "Last edit" value. By default, this date is updated every 10 seconds via JavaScript.

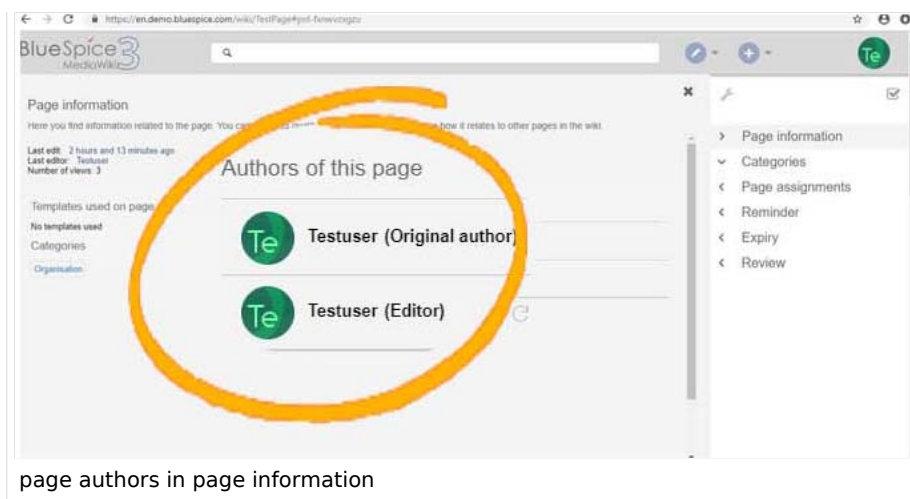


## BlueSpiceAuthors

*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.



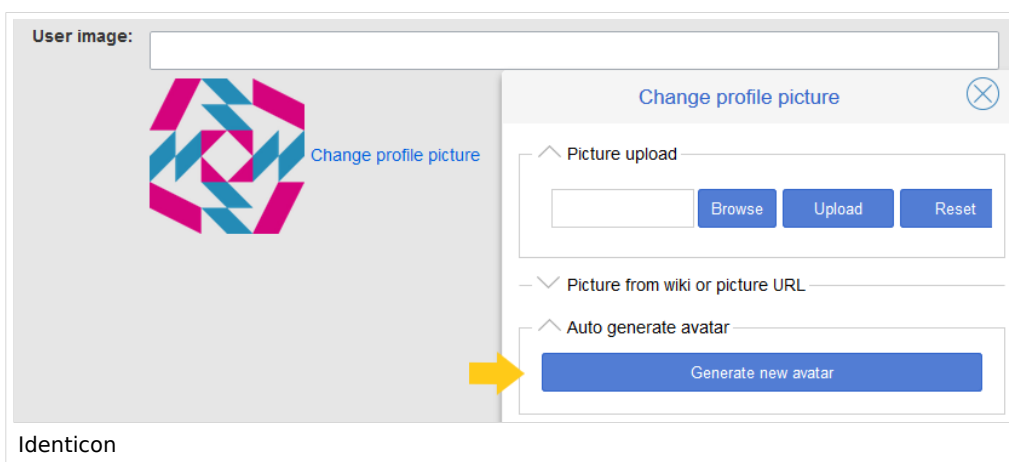
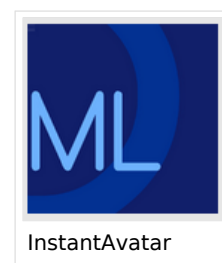


## BlueSpiceAvatars

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.

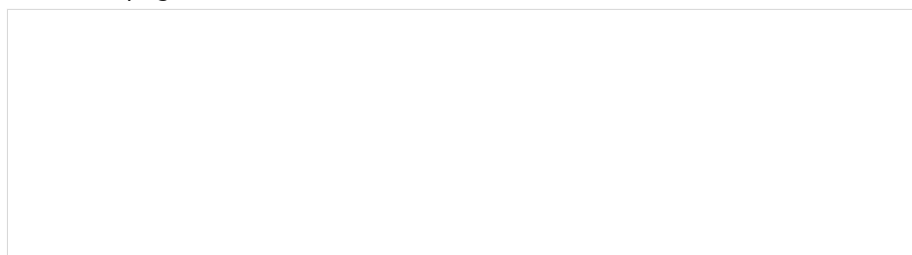
- **Generator**

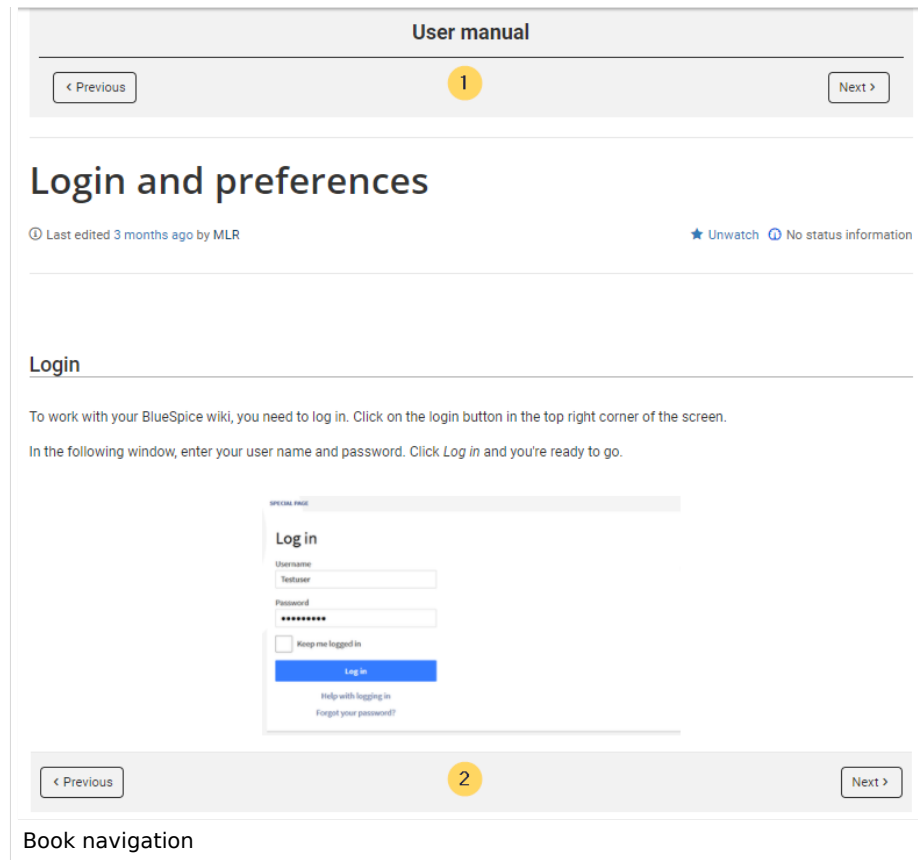
- **InstantAvatar:** Generates an avatar image based on using the initials of the Real name or the Username
- **Identicon:** Generates an avatar image based on parts of the user's IP address.



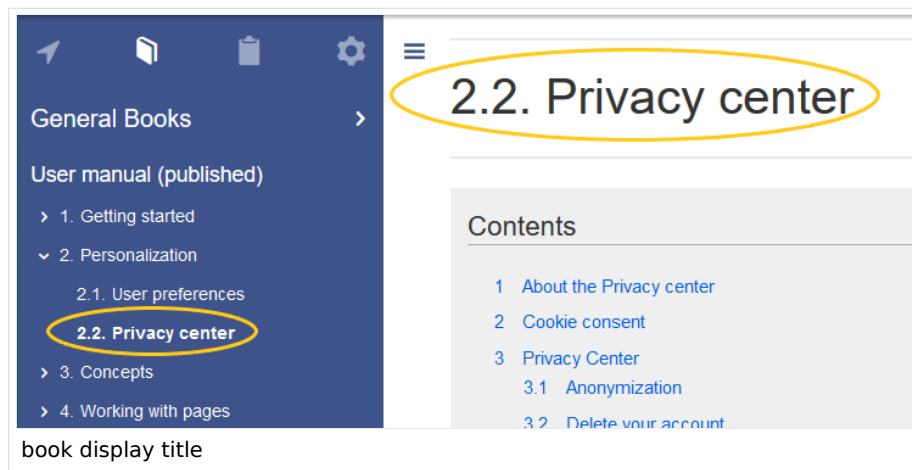
## BlueSpiceBookshelf

- **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.

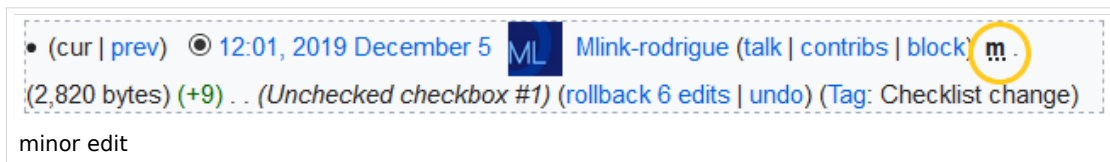


**Note:** If the page additionally contains a `{{DISPLAYTITLE}}` tag, the display title of the page is shown instead of the book title.

- Prepend article table of contents and headlines with book 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.



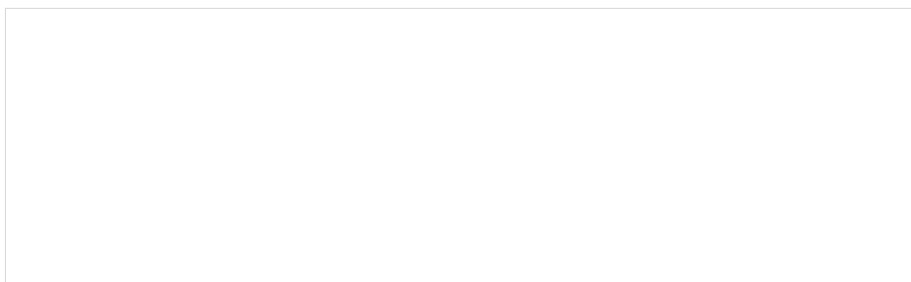
## BlueSpiceExtendedSearch

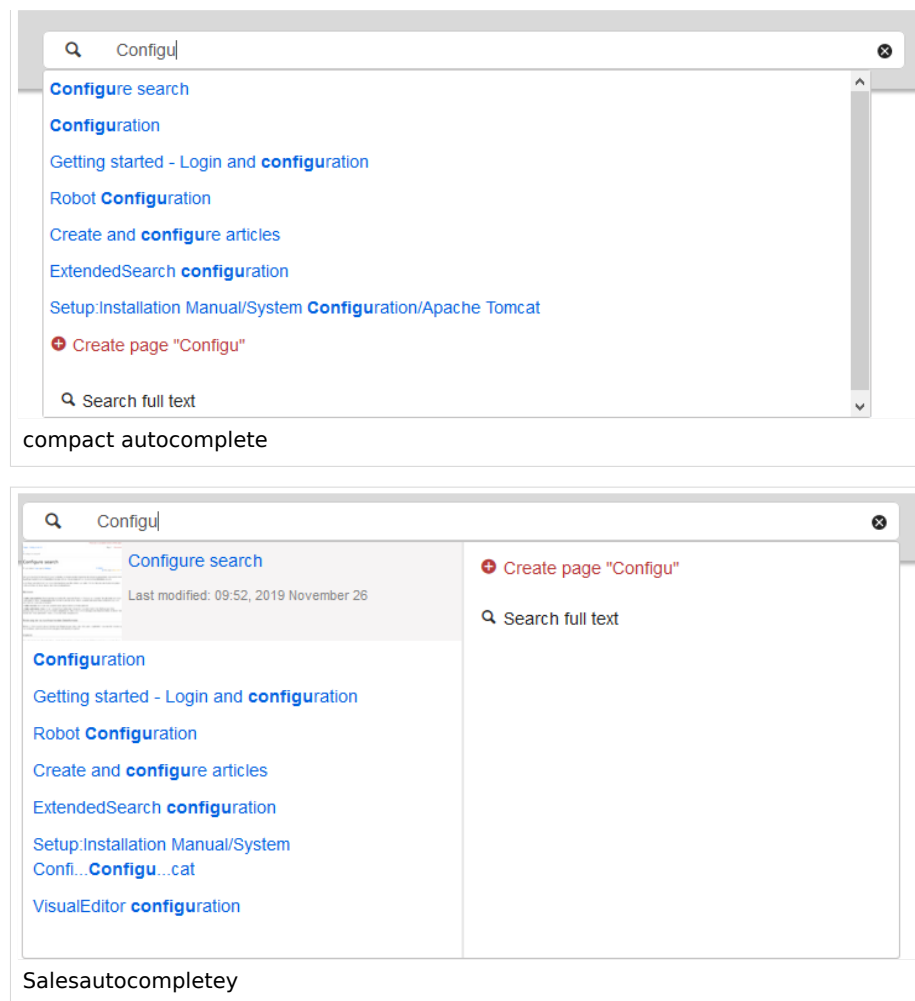
- **External file paths:** External locations to scan for and index files from. These locations are entered in key/value pairs of Physical path and URL prefix.
  - *Physical path:* Storage path. For mounted drives, for example: *X:\Documents*
  - *URL prefix:* All files indexed from the indexed physical 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 exclud 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

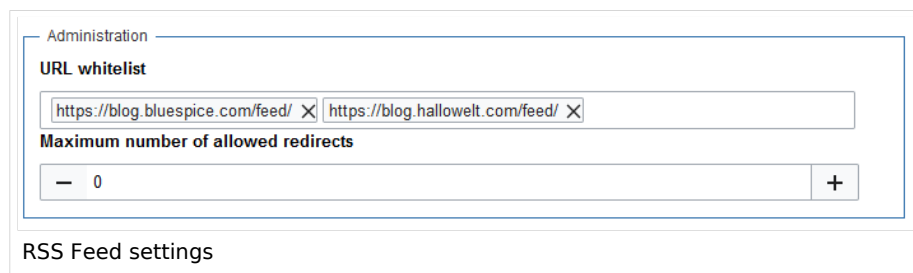
- **Force target namespace:**
- **Hide default templates:** Hides the default *Empty page* template.

## 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

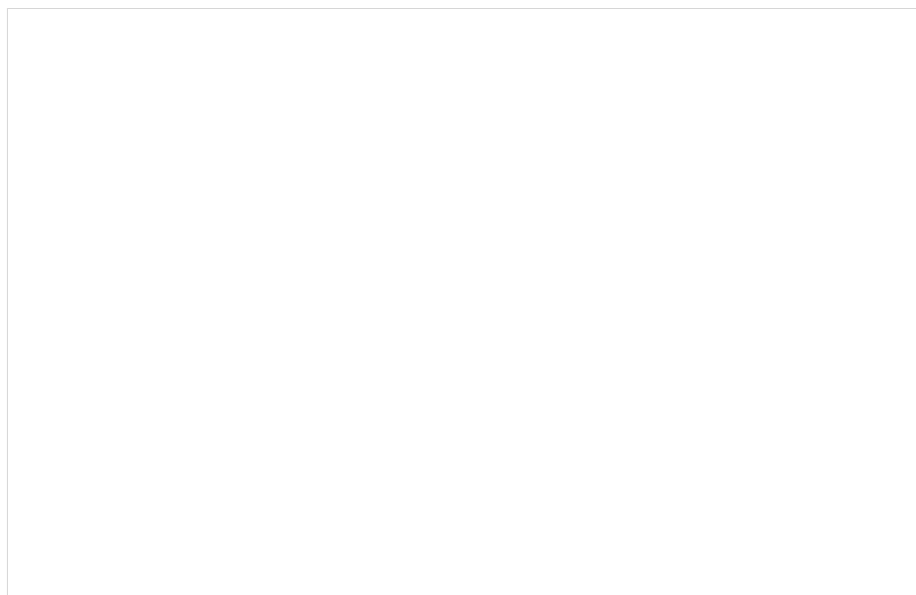
- **URL whitelist:** RSS feeds need to be whitelisted here by an administrator before they can be displayed in a wiki page.
- **Maximum number of allowed redirects:** If there are URL redirects for any of the whitelisted URLs, the number of redirects needs to be adjusted (usually to 1 or 2).



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

## BlueSpiceReaders

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



An empty rectangular box, likely intended for a screenshot of the 'Number of readers to display' setting.



### 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

Wi

WikiSysop

Lu

LukasHoenig

Fl

FlorianFuessl

### Authors of this page

Wi

WikiSysop (Original author)

ML

Mlink-rodrigue (Editor)

FB

Fbaeckmann (Editor)

Ls

Lsireta (Editor)

RH

RichardHeigl (Editor)

P

P technik (Editor)

Id

IdaK (Editor)

An

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.

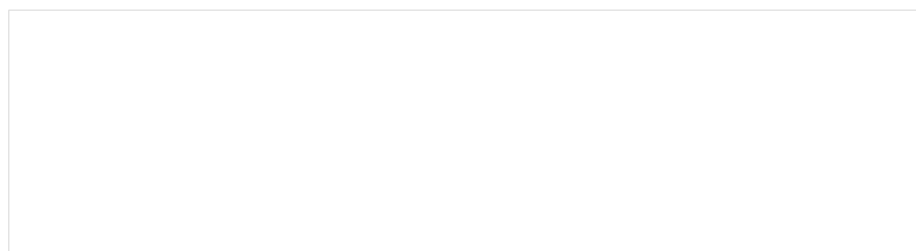


Table of contents	
1 Introduction .....	5
2 Wiki pages model .....	6
1 The pages modell .....	6
2 Page types .....	6
2.1 Special page .....	6
2.2 Content page .....	7
2.3 Wiki page .....	7
2.4 Category page .....	8
2.5 File / image (description) page .....	8
3 User rights .....	9
3.1 Group manager .....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

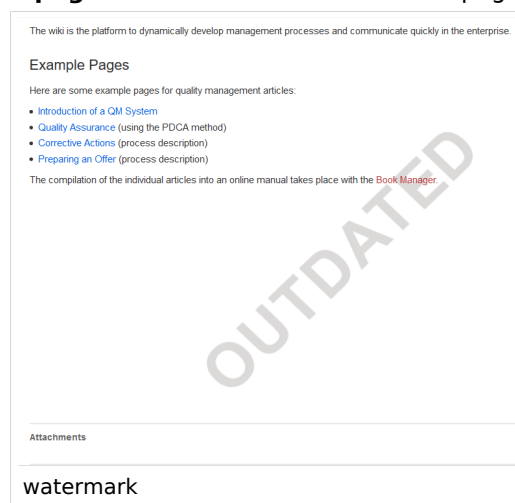
- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
  - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description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

## BlueSpiceFlaggedRevsConnector

## Export

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

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

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

accepted revisions log

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

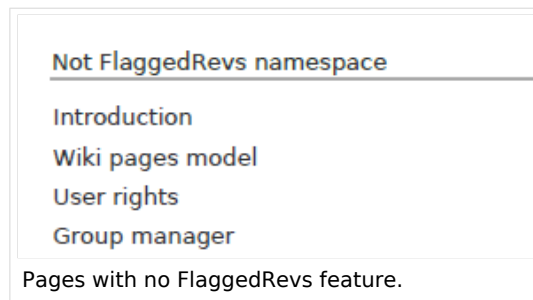
## Not stable pages

---

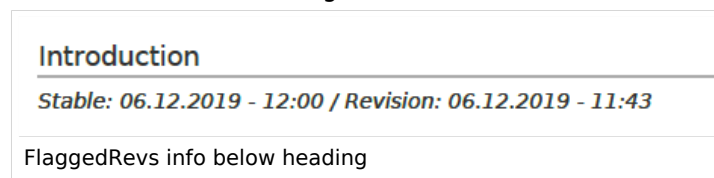
**QM:Checklists**

Pages without acceptance feature

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



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



## Quality assurance

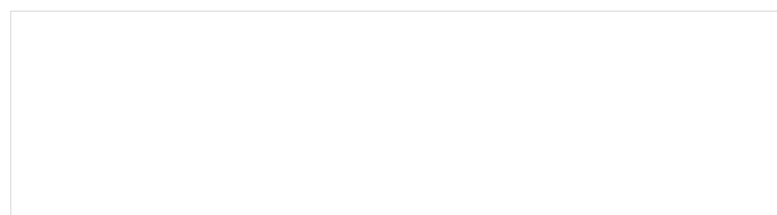
- **Automatically set the page to stable, when the workflow was finished successfully:** The workflow ends with setting the page status to stable. (this setting is available until version 3.1)
- **Automatically delete the workflow, when a page was marked as stable:** The workflow is deleted.
- **Show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

## Searching and Navigation

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

## BlueSpiceSocialBlog

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



Title

ISO 7010 Symbole

Content

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

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

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

ISO 7010 M002

Teaser

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

Main Page

blog teaser text

## BlueSpiceSocialTopics

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

Attachments

Discussions

create discussion topic

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

Sandbox

This discussion page was created automatically.

New Topic

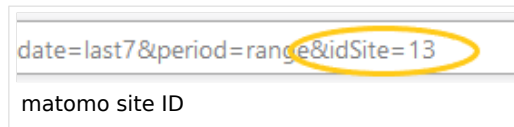
Recommend (0) Unwatch

automatically created discussion page

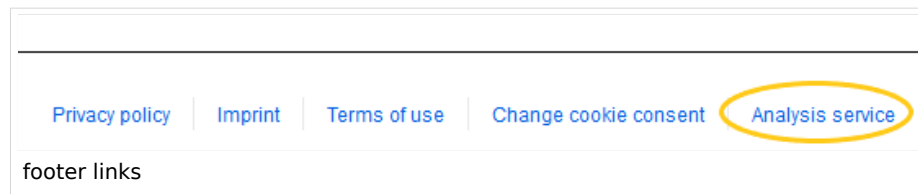
If this setting is deactivated, the user is directed to the "Create page" default page first

## BlueSpiceMatomoConnector

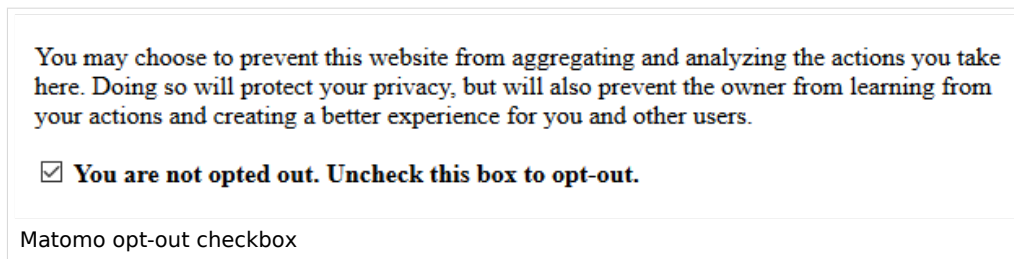
- **Site ID:** Matomo ID of the wiki. You can find the site ID as a url parameter in the browser address bar when you are logged into Matomo.



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



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



## Related info

- [Reference:ConfigManager](#)

## 6 Interwiki links

Interwiki links are shortcodes for linking to other wikis. The extension **InterWikiLinks** allows creating abbreviations for various external wikis. The full URL only needs to be known when the interwiki link is defined and not every time it is used.

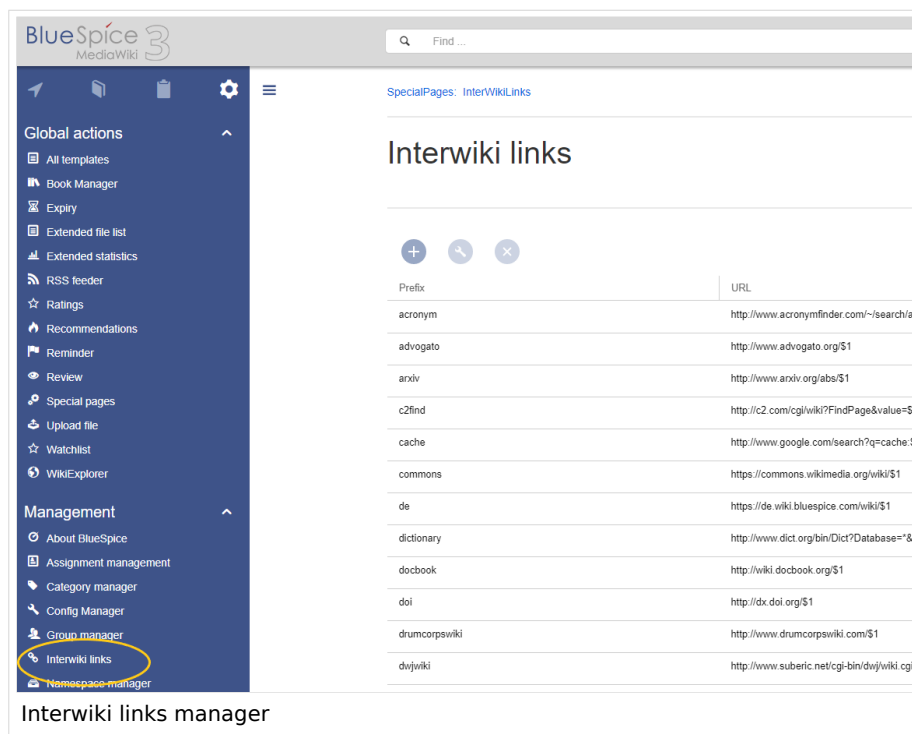
### Contents

<a href="#">1 Interwiki links manager</a>	49
<a href="#">2 Interwiki link syntax</a>	49
<a href="#">3 Using interwiki links on a page</a>	50
<a href="#">4 Special use case: multilingualism</a>	50
<a href="#">5 Related info</a>	51



## Interwiki links manager

Interwiki links are managed from the page *Special:InterwikiLinks*. It can be loaded from the navigation item *Global actions > Management > Interwiki links*.



While all users with edit permissions can see this page, a user needs administrative rights to edit the interwiki links:

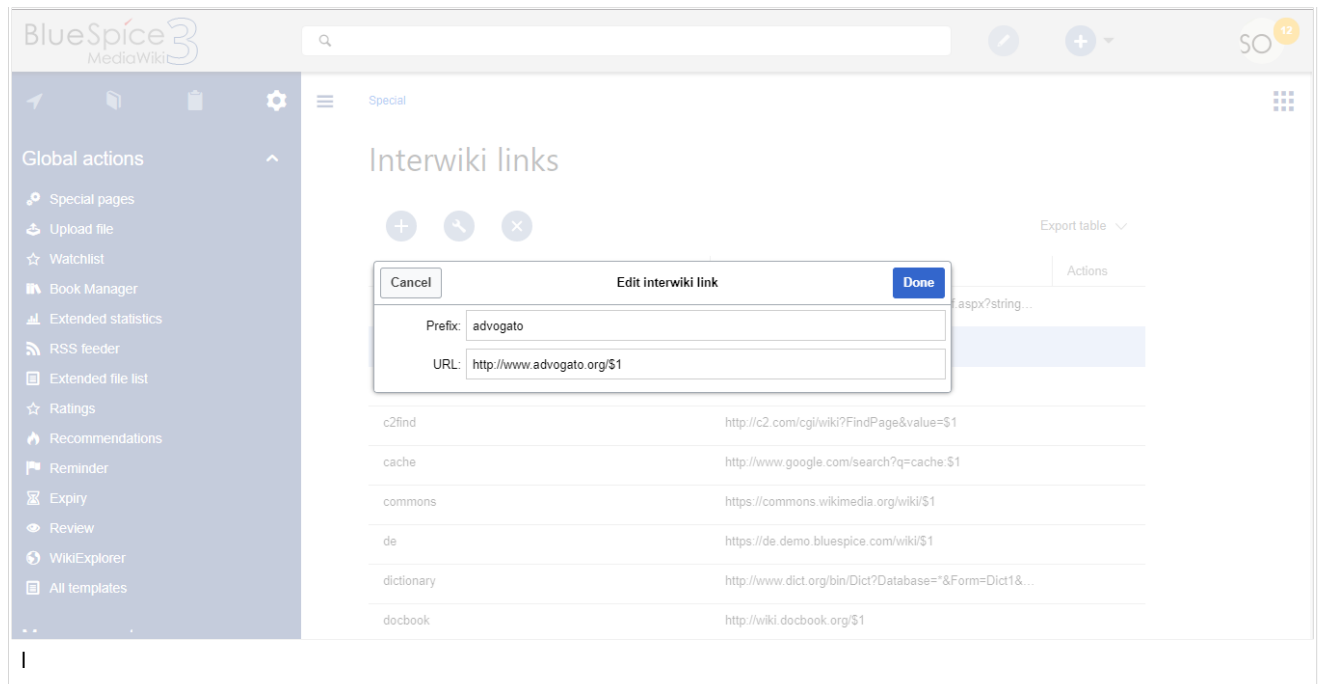
## Interwiki link syntax

Admins can create and delete Interwikilinks with the Interwiki links manager. Existing links can be edited by clicking the "wrench" icon when the link is selected or deleted by clicking the "X" button.

The syntax for interwiki links is:

```
http://URL_OF_THE_WIKI/$1
```

**\$1** is the placeholder for the article title of the other wiki.



## Using interwiki links on a page

In edit mode, links to other wikis are added just like links to local wiki pages, but with the interwiki prefix at the beginning.

For example:

The URL to the Wikipedia article "Tree house" is:

```
https://en.wikipedia.org/wiki/Tree_house
```

Wikipedia is a default entry in the Interwiki link manager:

```
prefix: wikipedia, url: https://en.wikipedia.org/wiki/$1
```

As a result, a link to any wikipedia page can be inserted by using the wikipedia prefix.

```
[[wikipedia:Tree_house|Wikipedia article about tree houses]]
```

## Special use case: multilingualism

If you want to maintain multiple language versions of your wiki on separate wikis, you can use interwiki links to cross-reference related pages.

With BlueSpice, flag symbols are automatically inserted when the interwiki links with language abbreviations are set.

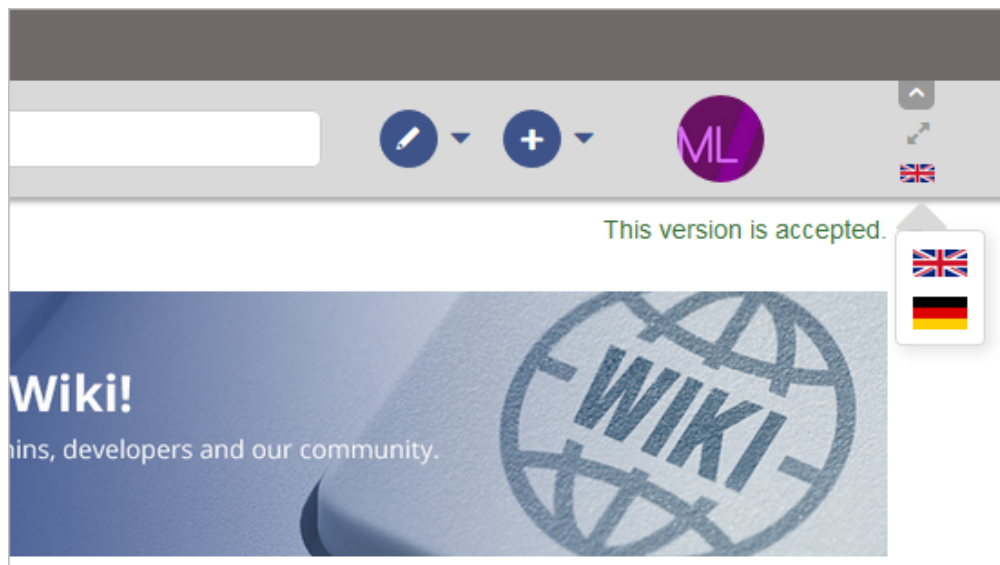
### Linking the language versions:

1. Create interwiki links for the required languages and configure them in the *Interwiki link manager* (see above) of all language sites. The prefix must always be an [ISO-3166](#) country code, e.g. de, en, fr.

2. Add the interwiki links at the bottom of the related pages to create the language switch. **Example:** In the English article "Tree", insert the following interwiki links:

```
[[en:{{FULLPAGENAME}}]]  
[[de:Baum]]
```

The result of setting the first link is that the English flag will be shown in the language selection of the page header toolbar. This is not necessary and can also be omitted. The second link connects the page with the related german page "Baum" in the German wiki and generates the German flag as a switch in the header toolbar:



To view a list of all pages on a wiki that don't have interwiki links, an administrator can review the page *Special:WithoutInterwiki*.

## Related info

- [Reference:InterWikiLinks](#)

## 7 Page templates

A page template applies a predefined content structure and layout to new pages. That way, certain page types can be applied during page creation to produce consistent sets of related pages.

### Contents

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1.1	Characteristics of a page template .....	53
2	Creating a page template .....	53
2.1	Template fields .....	54
3	Using page templates .....	54
4	Configuration .....	55
5	Related info .....	55

## When to use page templates

Page templates are useful for frequently used content formats such as meeting minutes, reference pages, product descriptions, or short manuals.

When a page is created with a page template, the page becomes "detached" from the original page template. This means that subsequent changes to the template will not affect pages that have originally been created with that page template. This distinguishes page templates from regular [templates](#).

## Characteristics of a page template

- can be created by administrators
- can only be used for new pages
- based on templates in the *Template* namespaces
- can be limited to certain namespaces
- substitution of variables is possible
- can integrate with the extension *Page Forms*

## Creating a page template

Administrators can create new page templates, as well as edit and remove existing ones in the *Page templates* manager, located under *Global actions*.

The screenshot displays the BlueSpice MediaWiki interface. On the left, a dark blue sidebar contains a 'Management' section with various tools. The 'Page templates' option is highlighted with a yellow circle. The main content area is titled 'Page templates administration' and features a table of existing templates. The table has columns for 'Label', 'Description', 'Namespace', 'Template', and 'Actions'. One entry is visible: 'Organisation profile' with the description 'Create and document ...' and namespace '(Pages)'. The template name is 'Template:Organisatio...'. Below the table, there is a pagination control showing 'Page 1 of 1' and 'Displaying 1 - 1 of 1'. At the bottom of the page, there are links for 'Privacy policy', 'About BlueSpice', and 'Disclaimers', along with logos for 'MediaWiki' and 'BlueSpice'.

Label	Description	Namespace	Template	Actions
<input type="checkbox"/> Organisation profile	Create and document ...	(Pages)	<a href="#">Template:Organisatio...</a>	

**Note:** Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

A new page template can be created by clicking the "Plus" button above the template list.

## Template fields

When creating or editing a page template, the following information needs to be provided before the page template can be saved:

- **Name** - the name of the page template
- **Description** - a short description of the page template
- **Namespace** - a list of the namespace where the template is active. If the template should be available on all pages, select *(all)* from the list.
- **Template** - page in the *Template* namespace from which to pull the content.

Cancel Add template Done

Template name: Reference page

Description: Create a new reference page.

Namespace: Reference X

Template: Template:ReferencePage

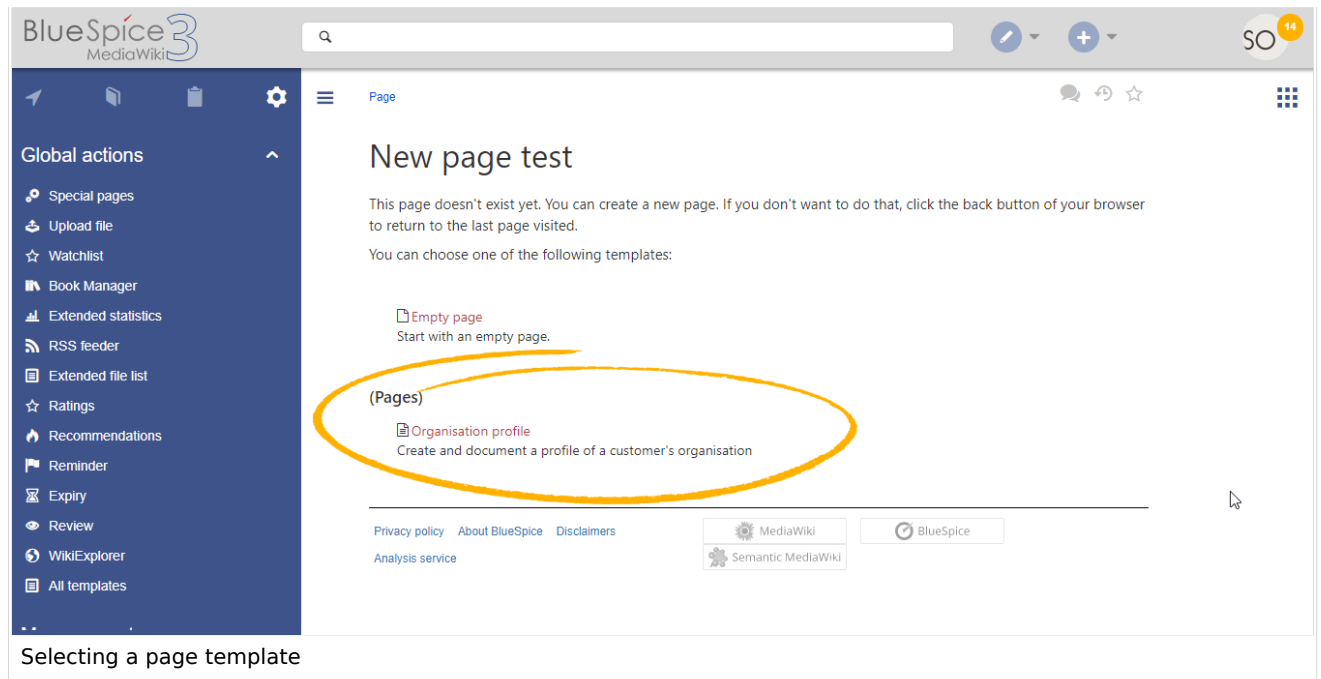
Creating a page template

## Using page templates

A list of available templates appears when a user creates a new page. It is usually shown below the "Empty page" default template. Selecting one of these page templates will create the new page that is pre-filled with the content from the actual template page.

There are two important settings:

- **Assigning namespaces (in the page templates administration):** Page templates can be linked to specific namespaces. If a namespace is not added here, the template will not be displayed in that namespace.
- **Namespace manager:** The PageTemplates option for a namespace must be activated in the Namespace manager so that the associated templates are automatically displayed when a new page is created in that namespace (e.g., if the "+" button is used to create the page).



A list of available templates to choose from is displayed below the default "Blank Page" template when a user creates a new page.

## Configuration

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

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

## Related info

- [Reference:BlueSpicePageTemplates](#)

## 8 Privacy admin

**BlueSpicePrivacy** is an extension that enables users to control the way their data is collected and used by the wiki. Users interact with this extension through the Privacy center page, which is accessible by clicking *Privacy center* in the user menu.

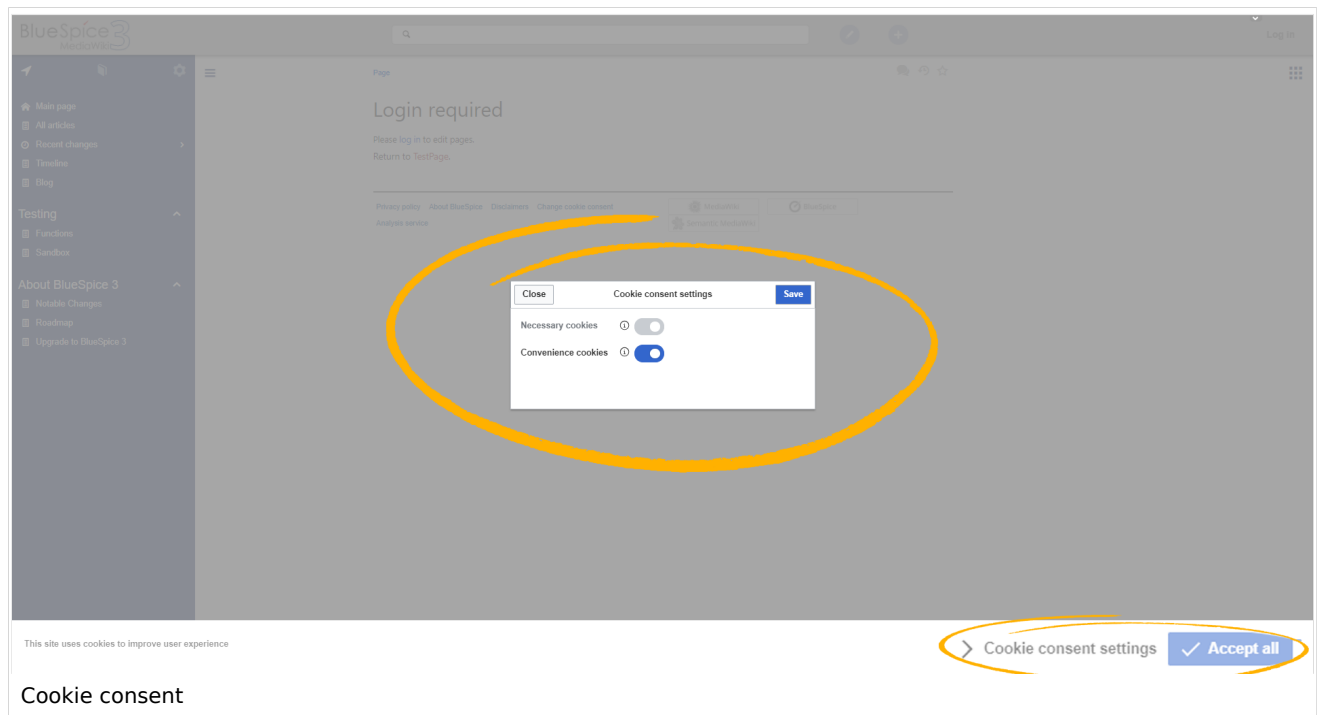
### Contents

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2	Privacy Center	57
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2.3	Transparency	59
2.4	Privacy policy consent	59
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4	Reviewing user requests	61
5	Related info	61



## Cookie consent

Users are presented with a prompt to accept the cookies that the wiki collects. This prompt appears when a user visits the wiki for the first time or after deleting the browser cookies.



Here, users have the option to accept all cookies or to manage each group of cookies separately. This is done by opening *Cookie consent settings* and then using the toggle-switches in the prompt. There are different types of cookies, based on the function they perform:

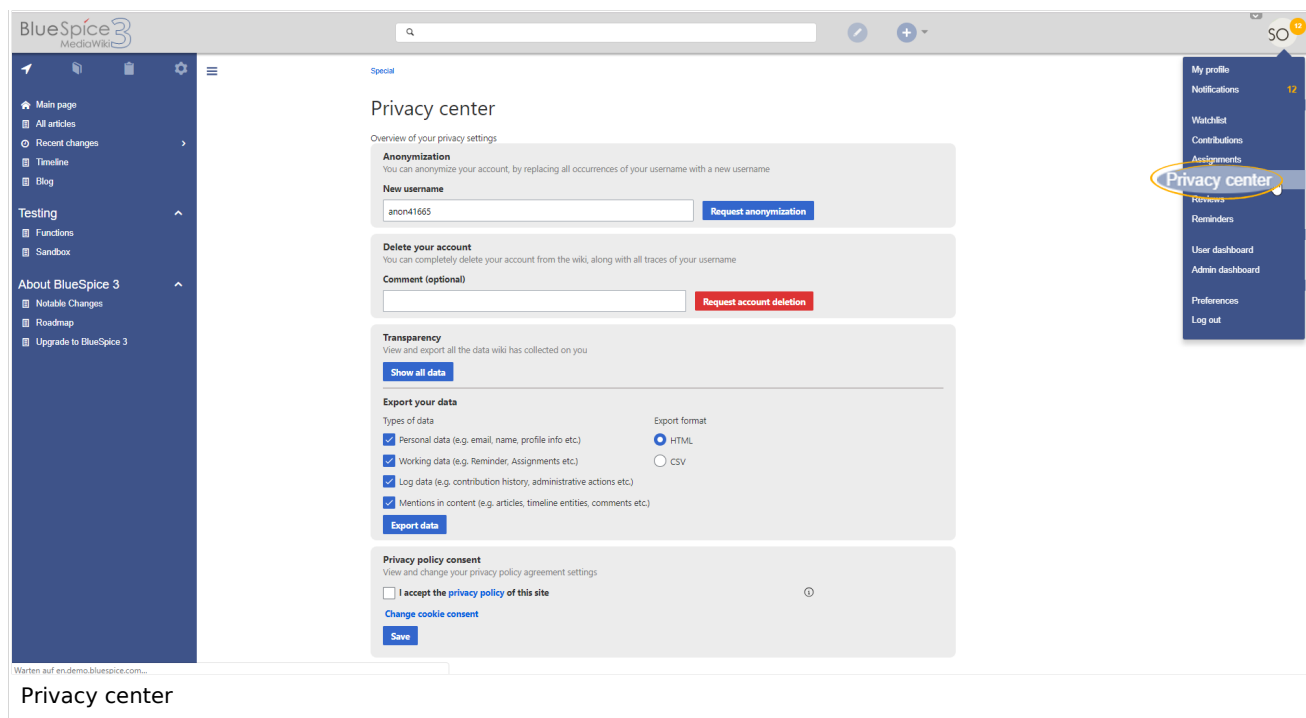
- **Necessary cookies:** Cookies that are needed for the user to be able to use the wiki (cookies for keeping session information, user ID data, and so on).
- **Convenience cookies:** Cookies that provide a more comfortable wiki experience (saving the state of components of the interface, some user preferences, and more)
- **Matomo** (visible only if the [necessary plugin](#) is installed and activated): Cookies that are used for site analytics.

By default, accepting at least the necessary cookies is mandatory before using the wiki for the first time.

Cookie settings can be changed afterwards at any point by clicking on "Change cookie consent" in the wiki footer links or on the page `Special:PrivacyCenter`.

## Privacy Center

The privacy center is the hub for a user's privacy settings. It is located in the profile menu (by clicking on user image in the top right corner) or by navigating directly to the page `Special:PrivacyCenter`.



This special page consists of a number of "modules". Each module performs a privacy-related function.

## Anonymization

In this section, users can anonymize their account on the wiki. This means that users can change their username on the wiki. The new username appears wherever the username is used, including comments, page histories and logs. All traces of previous user information including profile information and profile data is removed or renamed.

To anonymize their account, users pick the new username (a random anonymized username is offered by default) and click "Anonymize my account". After confirmation, the process of anonymization starts, and the user receives a notification upon completion.

**Important!** Changes made in the Privacy center, for example anonymization, can take up to 24 hours to be effective (until the cache expires).

## Delete your account

Users can delete all traces of their account from the wiki by clicking the "Delete your account" button. After confirmation, the user account is deleted. In case there is an error in the process, users will be notified of the failed deletion process.

By deleting their account, users will remove all references to their user account anywhere on the wiki. All of the user's contributions are then attributed to "Deleted user", which will appear instead of the original username.

## Transparency

Close

View your data

Mentions in content

Working data

Personal data

Action data

15:36, 15 November 2017:WikiSysop automatically marked revision 1330 of page Form:QM-Document patrolled

08:59, 22 September 2017:WikiSysop automatically marked revision 1329 of page Category:QM-Document patrolled

07:43, 1 August 2017:WikiSysop automatically marked revision 1328 of page MediaWiki:Sidebar patrolled

10:39, 31 July 2017:WikiSysop automatically marked revision 1327 of page First Steps patrolled

13:54, 6 April 2017:WikiSysop automatically marked revision 1323 of page BlueSpice patrolled

13:54, 6 April 2017:WikiSysop reviewed a version of BlueSpice

13:54, 6 April 2017:WikiSysop WikiSysop created a review to page "<a href="/wiki/BlueSpice" title="BlueSpice" data-bs-title="BlueSpice">BlueSpice</a>".

11:45, 10 January 2017:WikiSysop uploaded File:Moving Flowchart.drawio.png

11:13, 25 November 2016:WikiSysop has removed the namespace Teamwork

11:13, 25 November 2016:WikiSysop has removed the namespace Teamwork\_Diskussion

11:12, 25 November 2016:WikiSysop deleted page Special:Badtitle/NS3004:Einführung in das Qualitätsmanagement

10:07, 22 November 2016:WikiSysop automatically marked revision 1308 of page Knowledgebase patrolled

10:28, 21 November 2016:WikiSysop has changed the permissions of the group restrictedsysop

10:28, 21 November 2016:WikiSysop has changed the permissions of the group sysop

08:36, 21 November 2016:WikiSysop deleted page MediaWiki

08:36, 21 November 2016:WikiSysop deleted page PastelImage

08:36, 21 November 2016:WikiSysop deleted page RatedComments

08:36, 21 November 2016:WikiSysop deleted page Reminder

This module allows users to view and export all data the wiki has collected about them. To only view the data, without exporting it, a user can click on the button *Show all data*. This opens a dialog containing all of the user's data. The data is grouped by:

- **Mentions in content:** Snippets of the page content where the user's name is mentioned.
- **Working data:** Data from extensions - reminders, page assignments, etc.
- **Personal data:** Profile data, personal information and the user's status on the wiki.
- **Action data:** Log data for users actions - edits, page deletions, page moves and administrative actions.

To export the data, the user selects the groups to export and the export format (HTML or CSV). After clicking *Export data*, the user can download the compiled file.

## Privacy policy consent

In this section, users can change their consent to the wiki's privacy policy. Further options may appear based on a specific wiki configuration. Users can also change their cookies consent (as described above).

## Requesting actions

### Privacy center

Overview of your privacy settings

#### Anonymization

You can anonymize your account, by replacing all occurrences of your username with a new username

##### New username

[Anonymize my account](#)

#### Delete your account

You can completely delete your account from the wiki, along with all traces of your username

[Delete your account](#)

#### Transparency

View and export all the data wiki has collected on you

[Show all data](#)

#### Export your data

Types of data

- ☒ Personal data (e.g. email, name, profile info etc.)
- ☒ Working data (e.g. Reminder, Assignments etc.)
- ☒ Log data (e.g. contribution history, administrative actions etc.)
- ☒ Mentions in content (e.g. articles, timeline entities, comments etc.)

Export format

- ☒ HTML
- ☐ CSV

[Export data](#)

#### Privacy policy consent

View and change your privacy policy agreement settings

☐ I accept the [privacy policy](#) of this site

[?](#)[Change cookie consent](#)[Save](#)

The wiki can be configured so that users are not allowed to directly execute certain privacy-related actions. They need to request that operation first.

Requesting actions applies to:

- Anonymization
- Delete your account

Requests can be enabled for the wiki by setting `$bsgPrivacyEnableRequests = true;` in `LocalSettings.php`

Once enabled, users will be presented with a request form in the affected sections. In this form, users can click *Request anonymization* and *Request account deletion* respectively. For account deletion, users can enter an optional comment explaining the reason for the request.

All submitted requests are sent to wiki admins for review.

After submitting the request, a user sees a *Request pending* notice in the Privacy center. If the request is denied, the user is notified with a comment from the wiki administrator. If the user's request is approved, the user also receives a notification.

## Reviewing user requests

The screenshot displays the BlueSpice MediaWiki interface. On the left, a sidebar contains 'Global actions' and 'Management' sections. The 'Privacy Admin' link is highlighted in the 'Management' section. The main content area is titled 'Privacy admin' and contains two sections: 'Pending requests' and 'Privacy policy consent overview'.

**Pending requests**  
Overview of all open privacy requests

User	Action	Timestamp	Comment
WikiSysop	anonymization	16:59, 27 February 2019 (today)	New username: anon41665
WikiSysop	deletion	17:00, 27 February 2019 (today)	Please delete my account

Page 1 of 1

**Privacy policy consent overview**  
Overview of state of consent of all users

Username	privacy-policy
Angie	X
AnneBonny	X
Annett Klug	X
BSMaintenance	X
EmmakKeuner	X
Fbaechmann	X
Jkonrad	X
Jochen Schreiber	X
Karl-Heinz Schreiber	X
Mary Read	X
Pwirth	X
Richardleigl	X
Riubani	X
Rvogel	X
SabineQuartier	X
Scheiks	X

Wiki admins (users with "admin" role) can access the *Privacy Admin* page located in *Global actions > Management* or by navigating to `Special:PrivacyAdmin`.

This page lists the submitted requests. Administrators can review and approve or deny them.

In addition, administrators can see the status of the *Privacy policy consent* for every user on the wiki on this page.

## Related info

- [Reference:BlueSpicePrivacy](#)

## 9 Other admin pages

### Contents

1 Management pages .....	63
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2.1 Unwatched pages .....	63
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2.3.1 Change content model of a page .....	64
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## Management pages

---

The most important pages for administrators are listed as navigation links under *Global actions > Management*. Some pages that are linked from here can also be viewed and/or edited by users with edit rights:

Page and access by role	sysop	editor
<a href="#">About BlueSpice</a>	set visibility	view
<a href="#">Assignment management</a>	edit	edit
<a href="#">Category manager</a>	edit	edit
<a href="#">Config manager</a>	edit	-
<a href="#">Group manager</a>	edit	-
<a href="#">Interwiki links</a>	edit	view
<a href="#">Namespace manager</a>	edit	view
<a href="#">Namespace-CSS manager</a>	edit	-
<a href="#">Page templates</a>	edit	-
<a href="#">Permission manager</a>	edit	-
<a href="#">Privacy admin</a>	edit	-
<a href="#">Quality management overview</a>	edit	-
<a href="#">User manager</a>	edit	

## Other admin pages

---

While most pages on *Special:SpecialPages* are available for users with edit rights, the following pages are only accessible to users in the group *sysop*.

## Unwatched pages

This page provides a list of pages that are not on the watchlist of any wiki users. This is helpful in combination with other quality management tools. An administrator can quickly find pages that might be neglected by the user community. By clicking on the page link, the administrator can then review the quality of the document.

## Replace text

The special page *Special:ReplaceText* allows an administrator to perform a find-and-replace action across wiki pages. It is a MediaWiki extension and, therefore, documented at [mediawiki.org/wiki/Extension:Replace\\_Text](https://mediawiki.org/wiki/Extension:Replace_Text).

You can read a good summary of this feature on the BlueSpice blog: [Replace Text - Search and replace in your wiki](#).

SPECIAL PAGE

## Replace text

To replace one text string with another across all regular pages on this wiki, enter the two pieces of text here and then hit "Continue". You will then be shown a list of pages that contain the search text, and you can choose the ones in which you want to replace it. Your name will appear in page histories as the user responsible for any changes.

Original text:	<input type="text" value="BlueSpice for MediaWiki"/>
Replacement text:	<input type="text" value="BlueSpice MediaWiki"/>

☐ Use regular expressions

(Example: values of "a{.\*}c" for "Original text:" and "ac\$1" for "Replacement text:" would replace "abc" with "acb".)

Search in namespaces:

Check:  

- |  |   |                                    |  |  |   |
|--|---|------------------------------------|--|--|---|
| <input checked="" type="checkbox"/> (Main) | <input type="checkbox"/> Talk                     | <input type="checkbox"/> File      | <input type="checkbox"/> File talk         | <input type="checkbox"/> Help                | <input type="checkbox"/> Help talk              |
| <input type="checkbox"/> User              | <input type="checkbox"/> User talk                | <input type="checkbox"/> MediaWiki | <input type="checkbox"/> MediaWiki talk    | <input checked="" type="checkbox"/> Category | <input type="checkbox"/> Category talk          |
| <input type="checkbox"/> BlueSpice         | <input type="checkbox"/> BlueSpice talk           | <input type="checkbox"/> Template  | <input type="checkbox"/> Template talk     | <input type="checkbox"/> Property            | <input type="checkbox"/> Property talk          |
| <input type="checkbox"/> Type              | <input type="checkbox"/> Type talk                | <input type="checkbox"/> Widget    | <input type="checkbox"/> Widget talk       | <input type="checkbox"/> Book                | <input type="checkbox"/> Book talk              |
| <input type="checkbox"/> Form              | <input type="checkbox"/> Form talk                | <input type="checkbox"/> Module    | <input type="checkbox"/> Module talk       | <input type="checkbox"/> Gadget              | <input type="checkbox"/> Gadget talk            |
| <input type="checkbox"/> Concept           | <input type="checkbox"/> Concept talk             | <input type="checkbox"/> Blog      | <input type="checkbox"/> Blog talk         | <input type="checkbox"/> Gadget definition   | <input type="checkbox"/> Gadget definition talk |
| <input type="checkbox"/> QM                | <input type="checkbox"/> QM Talk                  | <input type="checkbox"/> Portal    | <input type="checkbox"/> Portal Diskussion |  |   |
| <input type="checkbox"/> GuidedEditing     | <input type="checkbox"/> GuidedEditing Diskussion | <input type="checkbox"/> Staff     | <input type="checkbox"/> Staff Diskussion  |  |   |
| <input type="checkbox"/> RatedComments     | <input type="checkbox"/> RatedComments Diskussion | <input type="checkbox"/> Protocol  | <input type="checkbox"/> Protocol Talk     |  |   |

Optional filters:

Replace only in category: Replace only in pages with the prefix: ☒ Replace text in page contents☐ Replace text in page titles, when possible

## Page tools

### Change content model of a page

In general, wiki pages use the content model wikitext. But MediaWiki also uses some other content models. Core content models are css, javascript, json, text and wikitext. This page allows to change the content model of existing pages.

Documentation: [mediawiki.org/wiki/Manual:ContentHandler](https://mediawiki.org/wiki/Manual:ContentHandler).

### Import pages

An administrator can import an xml file that was previously exported from another wiki. The xml file should contain no more than 100 wiki pages to avoid connection and timeout issues.



Upload XML data

Please export the file from the source wiki using the [export utility](#). Save it to your computer and upload it here.

Filename:

Durchsuchen... Keine Datei ausgewählt.

Interwiki prefix:

☐

Assign edits to local users where the named user exists locally

Comment:

☒ Import to default locations

☐ Import to a namespace:

(Main) ▾

☐ Import as subpages of the following page:

Upload file

Documentation: [mediawiki.org/wiki/Manual:Importing\\_XML\\_dumps](https://mediawiki.org/wiki/Manual:Importing_XML_dumps)

## Mass delete

The page Special:Nuke can be used to mass-delete recent pages. The pages to be deleted can be selected by various criteria. Like individually deleted pages, the mass-deleted pages are still in the database and administrators can restore them afterwards.

The search for pages that should be deleted is limited to recently changed pages. By default, these are pages changed or added in the last 90 days.

Mass delete

Username, IP address or blank:

Pattern for the page name:

Limit to namespace:

all ▾

Maximum number of pages:

500

List pages

Documentation: [mediawiki.org/wiki/Help:Extension:Nuke](https://mediawiki.org/wiki/Help:Extension:Nuke).

## Merge page histories

It is possible that the content of two pages is consolidated into one page, for example by pasting most or all of the content of page A into page B. In some cases it is important to keep the entire change history of the source page A. This tool allows to merge the histories of both pages. The merges are logged in a special "merge log".

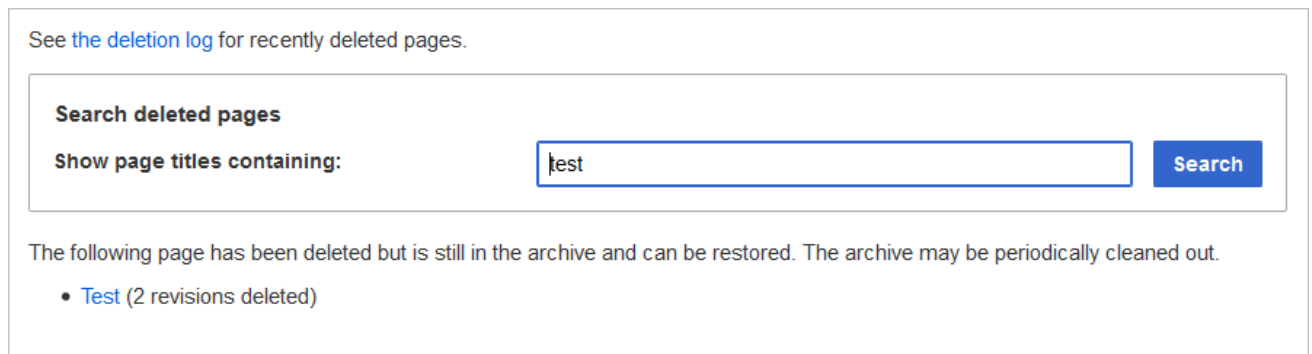


The screenshot shows a web interface for merging page histories. At the top, it says "Merge revisions of two pages:". Below this, there are two input fields: "Source page:" and "Destination page:". A blue button labeled "Show mergeable edits" is positioned below the "Destination page:" field.

Documentation: [mediawiki.org/wiki/Help:Merge\\_history](https://mediawiki.org/wiki/Help:Merge_history)

## View deleted pages

This link leads to the page *Special:Undelete*. It contains a simple search field to look for deleted pages with their page title.



The screenshot shows the "Special:Undelete" page. At the top, it says "See [the deletion log](#) for recently deleted pages." Below this, there is a search section titled "Search deleted pages". It contains a label "Show page titles containing:" followed by a text input field containing the word "test". To the right of the input field is a blue button labeled "Search". Below the search section, there is a message: "The following page has been deleted but is still in the archive and can be restored. The archive may be periodically cleaned out." Below this message, there is a list of results: "• [Test](#) (2 revisions deleted)".

Clicking on the page title of the search results loads the page *View and restore deleted pages*. From here, the deleted page can be restored after reviewing the deletion log and the page history. The page can be restored with the entire page history or with selected revisions only.

Clicking Invert selection selects and deselects the checkboxes for restoring the page revisions.

## Deletion log

- 15:49, 18 October 2019 [Mlink-rodrique](#) ([talk](#) | [contribs](#) | [block](#)) deleted page [Test](#) ([view/restore](#))
- 14:12, 16 October 2018 [Bhofmann](#) ([talk](#) | [contribs](#) | [block](#)) deleted page [Test](#) (content was: "[Test](#)", and the only contributor was "[Bhofmann](#)" ([talk](#))) ([view/restore](#))

### Restore revisions

To restore the page's entire history, leave all checkboxes deselected and click **Restore**. To perform a selective restoration, check the boxes corresponding to the revisions to be restored, and click **Restore**.

Reason:

[Restore](#)[Invert selection](#)

## Page history

- ☒ (diff) 15:49, 18 October 2019 . . [Mlink-rodrique](#) ([talk](#) | [contribs](#) | [block](#)) (40 bytes) (Created page with "[{{#dpl: |category = Administration }}](#)") (Tag: 2017 source edit)
- ☒ (diff) 14:12, 16 October 2018 . . [Bhofmann](#) ([talk](#) | [contribs](#) | [block](#)) (4 bytes) (Created page with "[Test](#)") (Tag: Visual edit)

Documentation: [mediawiki.org/wiki/Help:Deletion\\_and\\_undeletion](https://mediawiki.org/wiki/Help:Deletion_and_undeletion)

# 10 Customizations

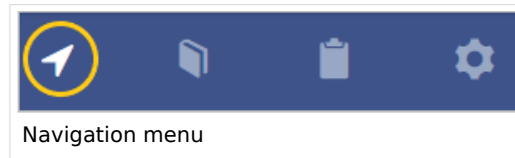
Users with administrator rights can change the menu items in the main navigation.

## Contents

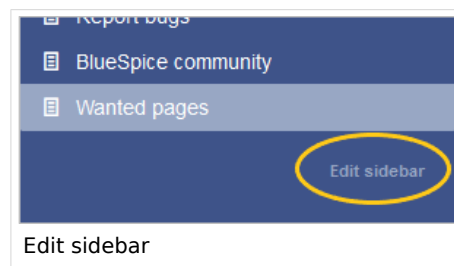
1	Changing the menu items	76
2	Changing the icons	77
2.1	Navigationlinks with special characters	78
2.2	Available icons	79
3	Group-specific navigation	79
4	Supporting language settings	79
5	Navigation in multilingual wikis	80
6	Related info	81

## Changing the menu items

The main navigation is visible to all wiki users. By default, it is on the left side of the wiki layout. You can always switch to the main navigation by clicking on the associated icon at the top of the navigation bar.



To activate the edit link, hover over the last menu item in the main navigation.



The link *Edit sidebar* loads the page *Mediawiki:Sidebar*:

```
* Navigation
** Main_Page|Main page
** Special:AllPages|From A to Z
* Enterprise
** Company|Company
** Staff|Staff
** Sales and Marketing|Sales, Marketing, Projectmangement
** Products and services|Products
** Category:Organisation|Customers and Organisationen
```

The menu items are structured as a list:

\* = menu header (collapsible)

\*\* = clickable menu item

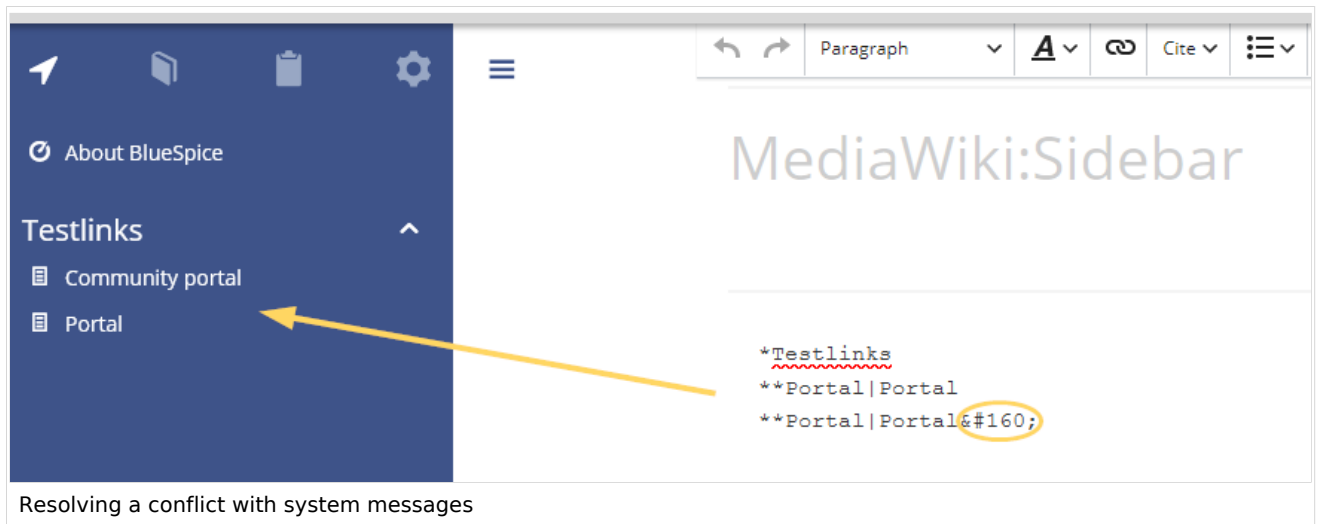
The syntax for a clickable menu item is `Page name|Page label`:

In the navigation example above, the page description *From A to Z* links to the page *Special:AllPages*.

**Note:** It is not possible to create sub-items in the navigation bar.

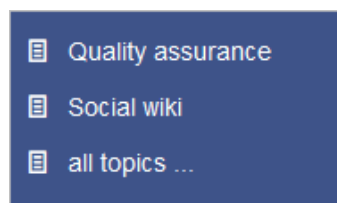
Link labels may collide with system messages. If this is the case, simply append the HTML-code for an empty space to the description:

```
**Portal|Portal&#160;
```



## Changing the icons

You can assign different icons to each menu item in the main navigation. Let's assume you have a menu item called *Quality assurance*. The default BlueSpice icon is a *page* icon:



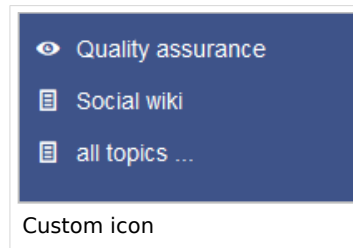
### To change the icon:

1. Open the page *MediaWiki:Common.css* in edit mode.
2. Add the following lines to the end of the page and save the page:

```
#n-Quality-assurance > i:nth-child(1)::before {  
  content: '\e9a1';  
  font-family: 'entypo';  
}
```

Note that the space in the label *Quality assurance* has to be replaced with a hyphen (*Quality-assurance*).

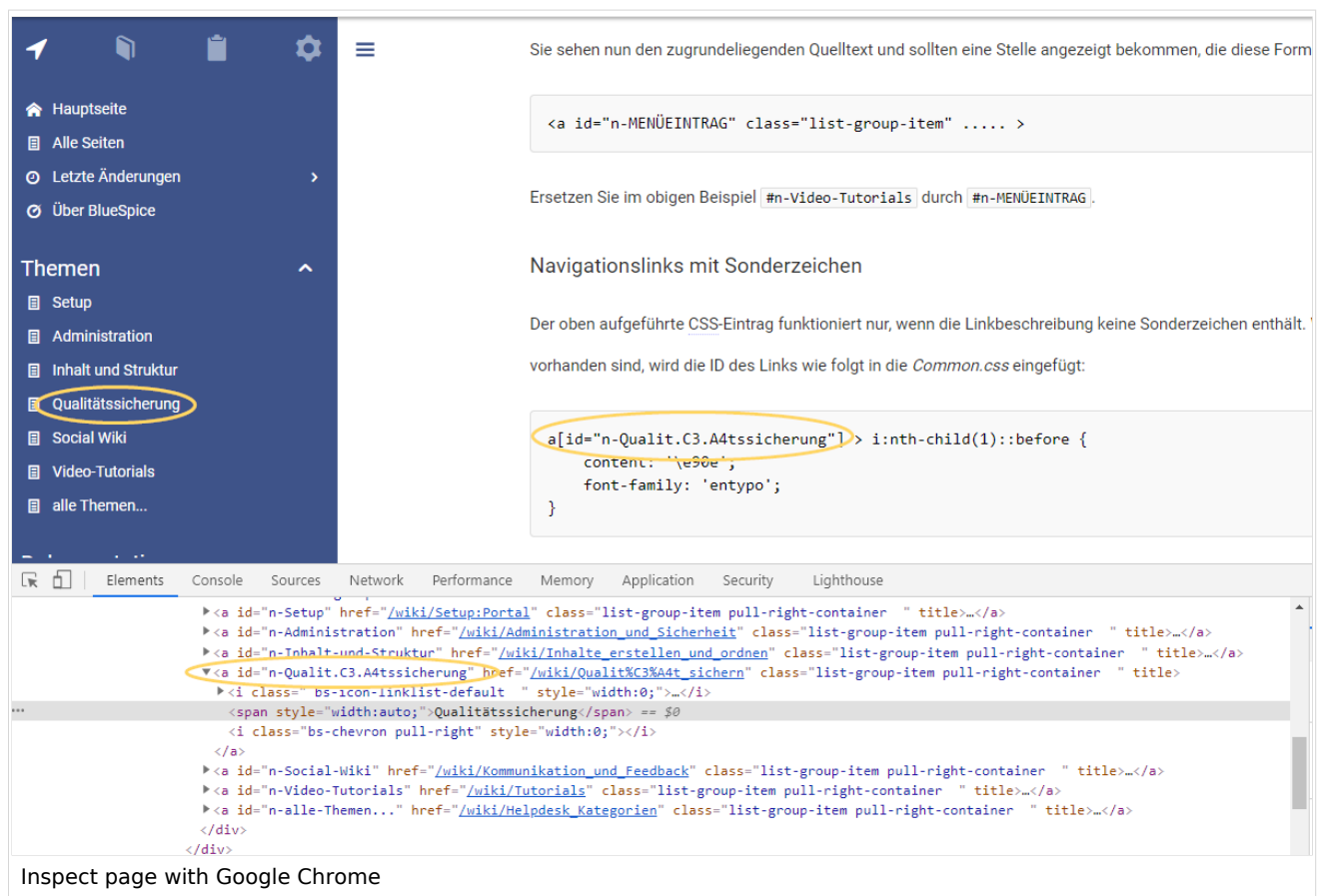
The icon is now customized to an *eye* icon:



Reload the page or empty the browser cache if the changes are not immediately visible.

## Navigationlinks with special characters

If the text for the menu items contains special characters, they are converted in the HTML code of the page. In this case, right-click on the corresponding entry and, depending on the browser used, select "Inspect" or similar.



Sie sehen nun den zugrundeliegenden Quelltext und sollten eine Stelle angezeigt bekommen, die diese Form

```
<a id="n-MENÜEINTRAG" class="list-group-item" .... >
```

Ersetzen Sie im obigen Beispiel `#n-Video-Tutorials` durch `#n-MENÜEINTRAG`.

### Navigationslinks mit Sonderzeichen

Der oben aufgeführte CSS-Eintrag funktioniert nur, wenn die Linkbeschreibung keine Sonderzeichen enthält. Vorhanden sind, wird die ID des Links wie folgt in die *Common.css* eingefügt:

```
a[id="n-Qualit.C3.A4tssicherung"]> i:nth-child(1)::before {  
  content: '\e90e';  
  font-family: 'entypo';  
}
```

Inspect page with Google Chrome

There you can see the underlying source code and should see a line item that has this form:

```
<a id="n-MENÜENTRY" class="list-group-item" .... >
```

For example, the German menu item *Qualitätssicherung* is shown as *n-Qualit.C3.A4tssicherung*. The selector in *Common.css* is *#n-Qualit.C3.A4tssicherung*.

```
a[id="n-Qualit.C3.A4tssicherung"] > i:nth-child(1)::before {
  content: '\e90e';
  font-family: 'entypo';
}
```

After saving *Common.css* and reloading the page you now see the selected icon.

## Available icons

You can see all available icons on the page `w/extensions/BlueSpiceFoundation/resources/bs.icons.php` of your wiki.

A [list with all icons](#) and their character keys on this helpdesk is available here and is the same for any default installation of a BlueSpice wiki.

In the upper line you can click through different fonts, below you find the icons with the corresponding character keys. In *MediaWiki:Common.css* you have to adjust the entries *font-family* (entypo, fontawesome, icomoon, ...) and *content* (character key) accordingly.

## Group-specific navigation

It is possible to show navigation elements for specific user groups only. Please note that the pipe symbol (|) between the page name and its label has to be escaped as `{{!}}` within this function.

```
{#ifingroup:sysop,widgeteditor |
*Test2
**somepage{{!}}Some page
|}}
```

## Supporting language settings

If you want to make sure that your menu items are shown in the language a user has set under *Preferences*, you need to provide a separate message page for each menu item. These message pages need to reside in the namespace *MediaWiki*. Since BlueSpice supports English and German (both de and de-formal), you need three language pages for each menu item in the sidebar.

In the following example, we create a menu item called *Quality assurance*. A user who specified German (de) or formal German (de-formal) in their preferences, should see the label *Qualitätssicherung* instead.

### To create the labels in EN, DE and DE-formal:

1. Create or edit the page *MediaWiki:QA* and add the text for the English label (*Quality assurance*). Save the page.
2. Create or edit the page *MediaWiki:QA|de* and add the text for the German label (*Qualitätssicherung*). Save the page.



3. Create or edit the page *MediaWiki:QA|de-formal* and add the text for the German label (*Qualitätssicherung*). Save the page.
4. Create the link on the page *MediaWiki:Sidebar*: `**About_quality_assurance|QA` This creates a link in the main navigation to the page *About quality assurance* and displays the label that is located in the different language message pages. To test the languages, go to *Preferences > User Profile* in your user profile menu. In the section *Internationalisation*, set the language from English to German or vice versa and save the setting. The language of the menu item now displays in the correct language.

## Navigation in multilingual wikis

**Important!** These instructions do not apply in a farm environment or in separate language wikis. These instructions are used for maintaining languages via sub-pages.

If you have content in multiple languages, you want that users with English language preference settings not only see the corresponding menu labels. They should also be directed to the English page when they click on a menu item. Users with German language settings should see the German content after clicking on the German menu link. In this case, you also have to create separate link targets in addition to the language labels.

**Note:** To avoid having to set up different navigation pages for formal (de-formal) and informal German (de), you can create a policy, which language setting should be used by your users.

In the previous section, we already created the labels when a user switches languages. Now we also have to create different link targets for these pages. If the main language is English and the page is called *About quality assurance*, the translations can be located in subpages. For example, the German version is located under *About quality assurance/de*.

### To create the link targets to the language pages:

1. Create or edit the page *MediaWiki:QA-url* and add the link to the English page *About quality assurance*. The link is entered without brackets, in plain text. Save the page.
2. Create or edit the page *MediaWiki:QA-url|de* and add the text for the German page (*About quality assurance/de*). The link is entered without brackets, in plain text. Save the page.
3. Create or edit the page *MediaWiki:QA-url|de-formal* and add the text for the German page (*About quality assurance/de*). The link is entered without brackets, in plain text. Save the page.

In the link to the *Quality assurance* page, change the link from

```
**About_quality_assurance|QA
```

to

```
**QA-url|QA
```

This achieves the language switch for the target pages (QA-url) and for the label of the menu item.

Depending on the language settings of the user, the user is now directly directed to the correct language version.

## Related info

---

- [Translation of pages within a wiki](#)
- [Personal navigation](#)

## 10.1 Navigation

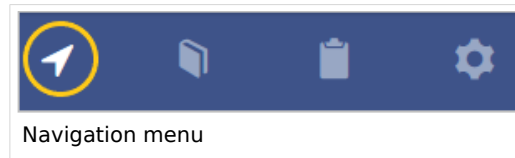
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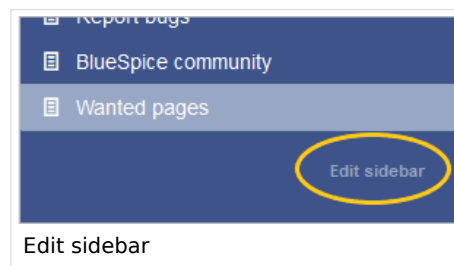
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The link *Edit sidebar* loads the page *Mediawiki:Sidebar*:

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* Navigation
** Main_Page|Main page
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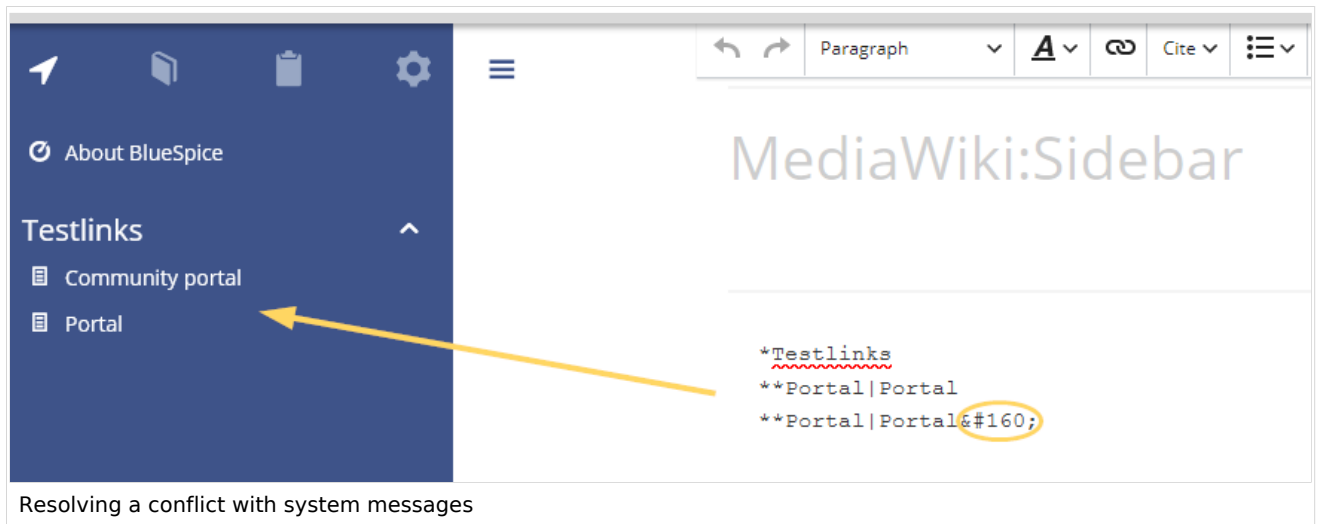
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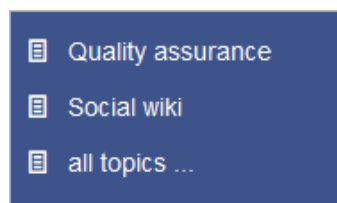
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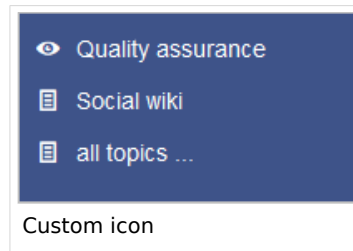
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Note that the space in the label *Quality assurance* has to be replaced with a hyphen (*Quality-assurance*).

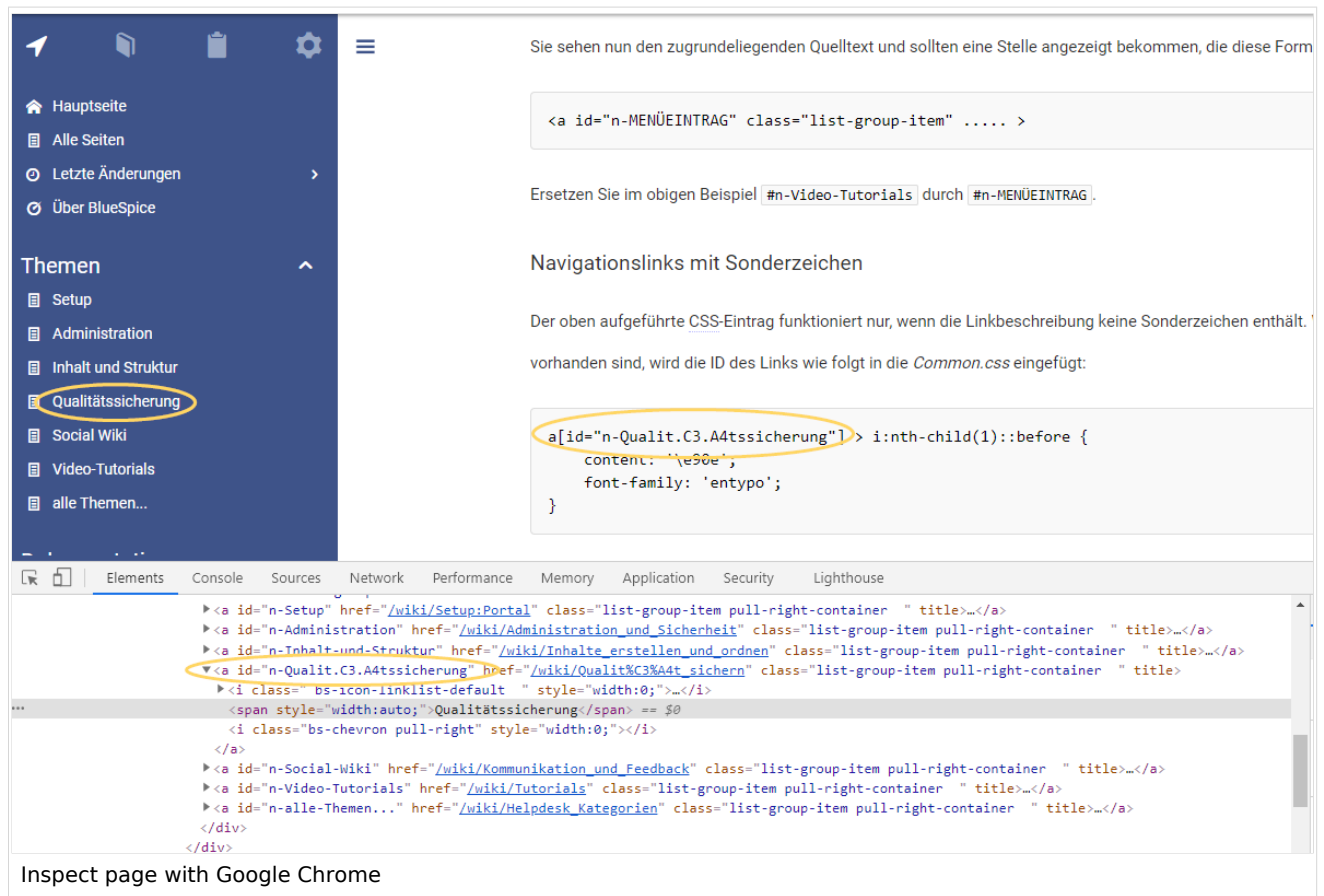
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}
```

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A [list with all icons](#) and their character keys on this helpdesk is available here and is the same for any default installation of a BlueSpice wiki.

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**somepage{{!}}Some page
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If you want to make sure that your menu items are shown in the language a user has set under *Preferences*, you need to provide a separate message page for each menu item. These message pages need to reside in the namespace *MediaWiki*. Since BlueSpice supports English and German (both de and de-formal), you need three language pages for each menu item in the sidebar.

In the following example, we create a menu item called *Quality assurance*. A user who specified German (de) or formal German (de-formal) in their preferences, should see the label *Qualitätssicherung* instead.

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3. Create or edit the page *MediaWiki:QA|de-formal* and add the text for the German label (*Qualitätssicherung*). Save the page.
4. Create the link on the page *MediaWiki:Sidebar*: `**About_quality_assurance|QA` This creates a link in the main navigation to the page *About quality assurance* and displays the label that is located in the different language message pages. To test the languages, go to *Preferences > User Profile* in your user profile menu. In the section *Internationalisation*, set the language from English to German or vice versa and save the setting. The language of the menu item now displays in the correct language.

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**Note:** To avoid having to set up different navigation pages for formal (de-formal) and informal German (de), you can create a policy, which language setting should be used by your users.

In the previous section, we already created the labels when a user switches languages. Now we also have to create different link targets for these pages. If the main language is English and the page is called *About quality assurance*, the translations can be located in subpages. For example, the German version is located under *About quality assurance/de*.

### To create the link targets to the language pages:

1. Create or edit the page *MediaWiki:QA-url* and add the link to the English page *About quality assurance*. The link is entered without brackets, in plain text. Save the page.
2. Create or edit the page *MediaWiki:QA-url|de* and add the text for the German page (*About quality assurance/de*). The link is entered without brackets, in plain text. Save the page.
3. Create or edit the page *MediaWiki:QA-url|de-formal* and add the text for the German page (*About quality assurance/de*). The link is entered without brackets, in plain text. Save the page.

In the link to the *Quality assurance* page, change the link from

```
**About_quality_assurance|QA
```

to

```
**QA-url|QA
```



This achieves the language switch for the target pages (QA-url) and for the label of the menu item.

Depending on the language settings of the user, the user is now directly directed to the correct language version.

## Related info

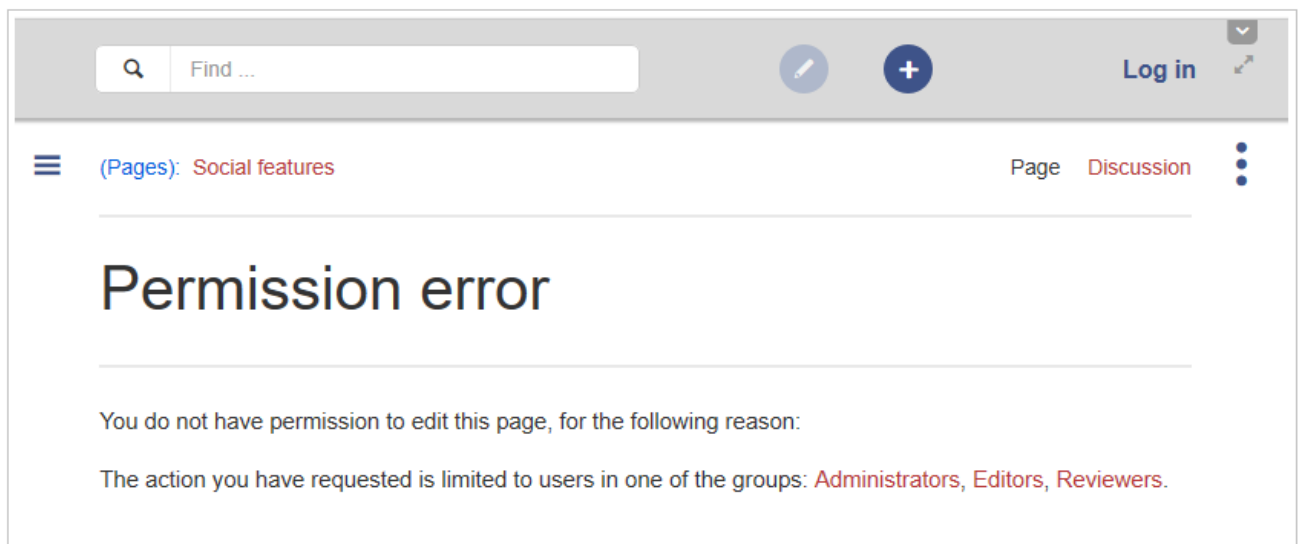
---

- [Translation of pages within a wiki](#)
- [Personal navigation](#)

## 10.2 Error messages

The wiki contains a number of system error messages. These messages can be customized to your needs.

For example, if a wiki has a lot of visitors with anonymous read-access only, these visitors get a permissions error when they try to access a page that does not exist:



This creates the impression that a page with that name exists, but the visitor does not have sufficient rights to view the page. In reality, the page simply does not exist and a user with write-permissions could now log in and create the page.

Therefore, we want to distinguish between anonymous visitors and users with write-access and show a tailored error message.

### Creating a custom 404 error page

---

If a page does not exist yet, you can display a custom message.

#### To create the message:

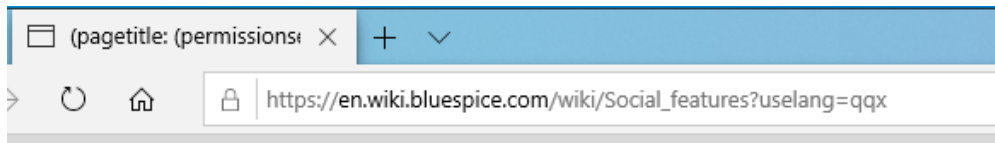
1. Create the page *MediaWiki:Noarticletext-nopermission*
2. Add your custom message in edit mode.
3. Save the page.
4. To test the message, try to access a page that does not exist. Make sure you are not logged in, because this message is displayed to anonymous users only.

### How to update an error message

---

The text for the error pages on the wiki is stored in the form of system notifications. You can access these error messages from the page `Special:AllMessages`.

To find the message or the messages that are being used on a particular error page, add `?uselang=qqx` or, if the url already contains a question mark, `&uselang=qqx` to the page url:



This will expose the actual sources for the error messages on the page:



In the above example, there are two error messages on the page:

- *permissionerrorstext-withaction*: displays the text "You do not have permission to edit this page, for the following reason"
- *badaccess-groups*: displays the text "The action you have requested is limited to users in one of the groups: Administrators, Editors, Reviewers."

These pages do not actually exist, and therefore the standard text message from the database is displayed. If you want to change a message, you must first create the page.

### To update a system message:

1. Go to the special page "System messages" ( `Special:AllMessages` )
2. Enter the full name of the system message in the "Prefix" field of the filter:

Name	Default message text Current message text
<a href="#">permissionerrorstext-withaction</a> <a href="#">(talk)</a> <a href="#">(Translate)</a>	You do not have permission to \$2, for the following {{PLURAL:\$1 reason reasons}}:

The link to the system message appears in red.

3. Click on the name to create a page for this system message

4. Enter your custom error message and save the page. The system message has now been customized.
5. Continue to update any other system messages on the page.

**Note:** Many of these messages use parameters (e.g., "\$1"), which should be considered when you change the default text. If something went wrong, you can also delete the custom error pages you created - then the default text from the database will be used again.

## Related info

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- <https://www.mediawiki.org/wiki/Manual:Interface/Noarticletext>