Not FlaggedRevs namespace

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# 1 Introduction

## Wiki administration made easy

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 editable by users in user groups with administrative permissions (assigned through the roles admin, maintenanceadmin, structuremanager, or accountmanager).

## Additional resources

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?

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.

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 get in touch via our contact form.
2 Customize the main navigation

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4 Group-specific navigation ............................................................................... 7
5 Additional customizations ............................................................................... 7
How does the main navigation work?
By default, some links are provided as entry points to the wiki. Wiki administrators can deactivate these links in the configuration manager if needed. In addition, custom links can be added here. Please note that no hierarchical links can be created. Therefore, it makes sense to mainly set up links to the most important topics and to portal pages that contain additional links or page lists.

Adding links
To add new links:
Open the page MediaWiki:Sidebar from the browser's address bar.
Change to edit mode.
Create one or more navigation links (with or without section heading). The following example shows a link to the page "Company" with the label "Our company" and an external link to the BlueSpice website with the label "Website". The links are grouped together under the section heading "Quicklinks":

```
*Quicklinks
**Company|Our company
**https://www.bluespice.com/de|Website
```

Save the page. The links are now shown in the main navigation.

Note: As soon as you have created at least one additional link, a direct edit link to the MediaWiki:Sidebar page is displayed when you move the mouse over such a link (see screenshot above).

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;**

## Deactivating standard links

The standard links can be deactivated in the configuration manager. The following settings are available under Feature > Skinning:

**BlueSpiceBookshelf:**
Show entrypoint "Bookshelf"

**BlueSpiceDiscovery:**
Show entrypoint "Mainpage"
Show entrypoint "All pages"
Show entrypoint "Recent changes"

**BlueSpiceSocial:**
Show entrypoint "Timeline"

**BlueSpiceSocialBlog:**
Show entrypoint "Blog"

### 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. This syntax is defined in the extension UserFunctions.

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

### Additional customizations

Display icons with navigation links
Multi-language navigation
3 FlexiSkin

With **FlexiSkin** you can customize your wiki design — for example: logo, colors, or fonts — in minutes.

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Where do I find FlexiSkin?
The FlexiSkin settings are available on the page `Special:FlexiSkin`. (Please note the spelling of FlexiSkin with an uppercase "S".)

Logo and Favicon

Logo

To upload your logo:
Click `Select a file` to choose a file from your file explorer or drag the file into the dotted area of the Logo upload area.

Click the `Preview` button on the page and check the placement of the logo. Click `Save & activate`. The logo is now visible for all users.

To use a different logo, click the "x" symbol in the upload area of the logo and repeat the steps above.

Favicon

The favicon is the image that is shown in the browser tabs. Follow the steps for uploading a logo, just use the favicon upload area instead.

Layout colors

Here you can adjust the colors of the individual layout areas.
Flexiskin layout colors

**Header color (3):** Color settings for the header bar. These colors also apply to the mega menus.

**Sidebar colors (4):** Color settings for the main navigation and the page tools.

**Footer colors (5):** Color settings for the footer.

The following options to enter a color value are available:

**Standard color palette:** A standard color can be selected by clicking on a color preview.
Pencil symbol: Click on the pencil symbol to select a color from the color mixer.
Manually entering a value: To provide a custom value (e.g., your for your CI colors), enter the hex-value for the color.
If you delete a color and FlexiSkin is saved with one or more empty color values, the standard colors of the Discovery skin are saved as values instead.

**Standardfarben des "Discovery"-Skin**

<table>
<thead>
<tr>
<th></th>
<th>Background</th>
<th>Foreground</th>
<th>Highlight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>#ffffff</td>
<td>#252525</td>
<td>#3e5389</td>
</tr>
<tr>
<td>Sidebar</td>
<td>#f1f3f9</td>
<td>#252525</td>
<td>#3e5389</td>
</tr>
<tr>
<td>Footer</td>
<td>#d3d3d3</td>
<td>#454545</td>
<td>-</td>
</tr>
</tbody>
</table>

**Content**

These settings apply to all styles of the content area of a wiki page:

**Colors**

Here you can adjust the background, font and link colors. Broken links in the wiki are shown in red by default so that they can be easily identified. You should carefully consider whether you want to deviate from this convention. If you want to color visited links differently than standard links, you can insert the following setting in the Free CSS area:

```css
#mw-content-text a:visited,[class^="mw-content-"] a:visited {color: #951b81;}
```

**Font**

The font settings only apply to the text in the content area. The text in other areas such as B. in the navigation and toolbars or in the menus is not affected.

**Layout**

If you want to change the layout width just test it on many devices to make sure your setting works as intended. Other wiki users work with different display settings and can be negatively affected by this change. Unless you have a specific reason to change the content width, you shouldn't adjust this setting. The standard content width is 61.25 rem.
**Headers**

You can adjust the color, font size and underlining for all heading levels. You can also change the unit for the font settings (e.g. `px` instead of `rem`). If you are not familiar with the differences between these units, just leave the default setting, `rem`. This is based on the superordinate size setting in the wiki. In contrast, `em` sizes are in relation to the enclosing container.

<table>
<thead>
<tr>
<th>Level</th>
<th>Control Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>h1</td>
<td>Ctrl+1</td>
</tr>
<tr>
<td>h2</td>
<td>Ctrl+2</td>
</tr>
<tr>
<td>h3</td>
<td>Ctrl+3</td>
</tr>
<tr>
<td>h4</td>
<td>Ctrl+4</td>
</tr>
<tr>
<td>h5</td>
<td>Ctrl+5</td>
</tr>
<tr>
<td>h6</td>
<td>Ctrl+6</td>
</tr>
<tr>
<td>h7</td>
<td>Ctrl+7</td>
</tr>
<tr>
<td>h8</td>
<td>Ctrl+8</td>
</tr>
</tbody>
</table>

**Free CSS**

Note: If the same styles are defined in both FlexiSkin or FlexiSkin Free CSS and in MediaWiki:Common.css, the styles from Common.css are applied.

For additional customizations that are not possible with the FlexiSkin settings, you can use the Free CSS field if you are familiar with CSS. Here are some examples.

**Neutral page tools (right sidebar)**

If you select a color for your left navigation bar, you sometimes don't want the color to be applied to the right sidebar (the page tools). To keep the light-grey background, add the following Free CSS:

```css
/*right sidebar*/
#sb-sec-cnt {background-color:#efefef; color:#252525;}
#sb-sec-cnt .card-header.menu-title {color:#747474;}
```
Neutral top bar backgrounds and hovers

When you set the header highlight color, it can happen that the automatically calculated values for the searchbar as well as the button hovers and backgrounds don't fit your needs.

In this case, you can neutralize them to grey.
Neutral highlight colors

Add the following Free CSS:

```html
/*top bar neutral search box, button backgrounds and hovers */
#nb-pri form input, #nb-pri form button{border-color:#f1f3f3}
#nb-pri form input, #nb-pri form button,#sb-pri-tgl-btn, #sb-pri-tgl-btn:hover,.mws-dropdown-primary.dropdown-menu a:hover,a.ico-btn:hover, a#sb-sec-tgl-btn, #nb-pri form .bs-extendedsearch-searchbar-clear {background:#f1f3f3}
.mws-button-primary:hover {background-color:#747474; color:#fff}
/*top bar neutral bottom border*/
#nb-pri {box-shadow: 0 0 4px 0 #747474}
.card.mega-menu {box-shadow: inset 0 2px 3px -2px #747474}
/*mega menu neutral bottom overlay*/
@media (min-width: 768px){.dropdown-menu.megamenu .mm-bg {background-color:#747474}}
```
4 User rights
4.1 Group manager

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

Users with the right `groupmanager-viewspecialpage` (in roles: `admin`, `maintenanceadmin`, `accountmanager`) can access the page `Special:GroupManager` in the menu `Global actions > Administration > Groups`.

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

Group manager

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
4.2 Permission manager

The permission manager can be accessed from the Global actions menu under Administration > Permissions. This link loads the page Special:PermissionManager.

There are four different permission settings. The default setting is "Private wiki". If you want to grant different permissions in different namespaces, the setting "Custom setup" is required.

![Permissions manager](image)

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   2.2 The roles matrix
   2.3 Role inheritance
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   3.1 Extensions that are permissions-aware
   3.2 Extensions and special pages that are not permissions-aware
4. Technical info
   4.1 Logging
5. Configuration
6. Related info
Settings

An administrator can choose between three types of settings. The setting **Private Wiki** is activated by default.

<table>
<thead>
<tr>
<th>Permission type</th>
<th>Description</th>
<th>Special permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public wiki</td>
<td>The wiki is visible to and editable by anyone, including anonymous users (that means users that are not logged in).</td>
<td>Sonderverrechtung:[1]</td>
</tr>
<tr>
<td></td>
<td>- All users have edit rights by default.</td>
<td>// Anonymous and logged-in users can read and edit</td>
</tr>
<tr>
<td></td>
<td>- To approve a page (if the approval mechanism is activated in a namespace), the groups &quot;editor&quot; and &quot;reviewer&quot; must be assigned to a user.</td>
<td>$this-&gt;groupRoles[&quot;*&quot;]['reader'] = true;</td>
</tr>
<tr>
<td></td>
<td>- To manage the wiki (administrative tasks), the group &quot;sysop&quot; must be assigned to a user.</td>
<td>$this-&gt;groupRoles[&quot;*&quot;]['editor'] = true;</td>
</tr>
<tr>
<td>Protected wiki</td>
<td>The wiki is visible to anyone. Only logged-in users can edit the wiki.</td>
<td>Sonderverrechtung:[1]:</td>
</tr>
<tr>
<td></td>
<td>- All users have edit rights by default.</td>
<td>// Anonymous users can read, logged-in users can edit</td>
</tr>
<tr>
<td></td>
<td>- To approve a page (if the approval mechanism is activated in a namespace), the groups &quot;editor&quot; and &quot;reviewer&quot; must be assigned to a user.</td>
<td>$this-&gt;groupRoles[&quot;*&quot;]['reader'] = true;</td>
</tr>
<tr>
<td></td>
<td>- To manage the wiki (administrative tasks), the group &quot;sysop&quot; must be assigned to a user.</td>
<td>$this-&gt;groupRoles[&quot;*&quot;]['editor'] = false;</td>
</tr>
<tr>
<td>Private wiki</td>
<td>Only logged-in users can view and edit the wiki.</td>
<td>Sonderverrechtung:[1]</td>
</tr>
<tr>
<td></td>
<td>- Logged-in users only have view permissions.</td>
<td>// Only logged-in users can read. The group &quot;editor&quot; has to be manually assigned to users.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Important!</strong> To edit a page, users must be assigned to the &quot;editor&quot; group manually.</td>
<td>$this-&gt;groupRoles[&quot;*&quot;]['reader'] = false;</td>
</tr>
<tr>
<td></td>
<td>- To approve a page (if the approval mechanism is activated in a namespace), the groups &quot;editor&quot; and &quot;reviewer&quot; must be assigned to a user.</td>
<td>$this-&gt;groupRoles[&quot;*&quot;]['editor'] = false;</td>
</tr>
<tr>
<td></td>
<td>- To manage the wiki (administrative tasks), the group &quot;sysop&quot; must be assigned to a user.</td>
<td>$this-&gt;groupRoles[&quot;user&quot;]['reader'] = true;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$this-&gt;groupRoles[&quot;*&quot;]['editor'] = true;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$this-&gt;groupRoles[&quot;user&quot;]['editor'] = false;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$this-&gt;groupRoles[&quot;editor&quot;]['editor'] = true;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$this-&gt;groupRoles[&quot;sysop&quot;]['editor'] = true;</td>
</tr>
<tr>
<td>Permission type</td>
<td>Description</td>
<td>Special permissions</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Custom setup</td>
<td>Roles and groups are assigned by an administrator. This is necessary if different namespaces need to have different user rights. See the next section for more info.</td>
<td></td>
</tr>
</tbody>
</table>

↑ 1.0 1.1 1.2 Global permissions (modified by the special permissions shown in the table above):

```
'bureaucrat' => [],
'accountmanager' => true,
'sysop' => [
  'reader' => true,
  'editor' => true,
  'reviewer' => true,
  'admin' => true
],
'user' => [
  'editor' => true
],
'reviewer' => [
  'reader' => true,
  'editor' => true,
  'reviewer' => true
]
```

Note: In BlueSpice pro Cloud, it is not possible to assign edit, comment, or upload rights to anonymous users.

### Custom setup

Die Tabelle zeigt typische Standardeinstellungen für eine einfache Benutzerverwaltung:

<table>
<thead>
<tr>
<th>Group</th>
<th>Default roles</th>
<th>Purpose of the group</th>
<th>Suggested roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>anonymous user (*)</td>
<td>-</td>
<td>Determines if anonymous users can read wiki pages.</td>
<td>(no role assignment) or reader</td>
</tr>
<tr>
<td>user</td>
<td>reader, editor</td>
<td>Determines the rights authenticated users have if they don't belong to any other groups. All groups except for anonymous users initially inherit permissions from this group.</td>
<td>reader or reader, editor</td>
</tr>
<tr>
<td>editor</td>
<td>(von user geerbt), editor</td>
<td>Group members can edit the wiki.</td>
<td>(editor)*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Group Default roles Purpose of the group Suggested rolees

<table>
<thead>
<tr>
<th>Group</th>
<th>Default roles</th>
<th>Purpose of the group</th>
<th>Suggested rolees</th>
</tr>
</thead>
<tbody>
<tr>
<td>reviewer</td>
<td>reviewer</td>
<td>Group members can approve page revisions if the approval feature is activated.</td>
<td>reviewer</td>
</tr>
<tr>
<td>sysop</td>
<td>(von user geerbt), editor, admin</td>
<td>Grants administrator rights to the wiki. Included in roles: admin, maintenanceadmin</td>
<td>(editor)*, admin</td>
</tr>
</tbody>
</table>

* can be inherited through the group "user"

---

**Note:** If you have saved the personalized settings at least once and then switch back to a "protected" or "private" wiki, you do not lose your latest personalized settings. You can simply resave the latest saved settings to switch back to a wiki with personalized permissions.

### About role-based permissions

Roles represent a **collection of individual permissions** that are necessary to perform certain functions in 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 administrators 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):
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 in the **Group manager** 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.

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.

Restricting read permissions

It is possible to limit read permissions in a namespace by explicitly assigning the role reader to one or more particular groups. When users in other groups try to access a page in such a namespace, they will get a message that the permissions are denied.

While a user cannot access the content of the page, the wiki still shows links to these pages to all users in some contexts, even if a user does not have permissions to access the page content itself.

The following lists show which extensions or functionalities do not show links to restricted pages — because they are permissions-aware — and where the links are shown regardless of permissions.

Extensions that are permissions-aware

Query results and page lists provided by the following extensions do not show links to pages to which the current user has no access on the namespace level:

ExtendedSearch (and functionality based on Extended Search in general, e.g. TagSearch, ExtendedFilelist).

Semantic MediaWiki

TopList

Extensions and special pages that are not permissions-aware

Extensions that provide page lists and that do not hide links to read-restricted pages to the affected users. Examples:

DynamicPageList3
SmartList
WatchList (both the tag and the special page)

In general, all MediaWiki special pages do not check permissions and therefore list these pages for the affected users. Most common examples:

Special:All pages
Special:RecentChanges
Special:Bookshelf (Note: If this is an issue, you can limit access to the namespace Book to selected groups. The page Special:Bookshelf then won't show any links to books to users who do not have access to the Book namespace. Links to individual books can then be provided on various portal pages as needed).
Category pages: All pages in the namespace Category

Technical info

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

Configuration
All changes to the role matrix are backed up. By default, the last 5 backups are kept. This limit can be changed in Config manager, under extension BlueSpicePermissionManager.
Backup limit: Sets the number of backups for the permissions manager. Each time the page Special:PermissionManager is saved, a backup is created. If the backup limit is set to 5, the last five versions of the permissions configuration are saved as backups.

Related info

- Reference:BlueSpicePermissionManager
- Group manager
4.3 User manager

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

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About the User manager

Administrators can access the User manager in the Global actions menu under Management > Users (link to page Special:UserManager). It shows an editable list of all user accounts.

Create a user account

To create a user account:
Click the "+"-button. This opens a dialog.

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.
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.

Click Done to create the user account.
**Edit a user account**

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key icon</td>
<td>change the password</td>
</tr>
<tr>
<td>People icon</td>
<td>Assign groups to this user account</td>
</tr>
<tr>
<td>Block icon</td>
<td>Disable/enable user account. Ein Benutzerkonto kann nicht gelöscht werden</td>
</tr>
<tr>
<td>Wrench icon</td>
<td>edit email and real name</td>
</tr>
</tbody>
</table>

**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:**

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

**Note:** User accounts cannot be deleted. They can only be disabled.

**Related info**

- Reference:BlueSpiceUserManager
5 Namespace manager

The Namespace manager allows a user with *administrative* rights to create, edit, and delete namespaces and to change the settings of these namespaces.

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Where to find the namespace manager

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

Creating a namespace

**Note:** If you haven't created namespaces before, familiarize yourself with the concept of namespaces first to understand when it makes sense to set up a namespace. Although it is theoretically possible to create a large number of namespaces, the BlueSpice user interface supports at best a number of 10-30 user-created additional namespaces. If you need more namespaces, consider using several individual wikis or a wiki farm.

To create a namespace:
Click the “Plus” icon at the top of the page. A dialog opens.
Enter the name for the new namespace and select the namespace options. Make sure that the name for the namespace is as short as possible, since the name becomes part of the page name of the pages in this namespace. This makes it easier to type in page names, e.g. using search fields in the wiki. Search results and all types of page lists are also displayed more clearly in this way. Examples: QM (for the namespace "Quality Management"), RM (for "Risk Management). Optionally, an alias can also be specified for the namespace. This name can then be used at any time in the wiki instead of the actual name.

Choose the features you want to activate.

Usually, the following features are activated: Subpages, Content namespace, PageTemplates, VisualEditor, Semantic MediaWiki. Description of the available features:

Subpages: It is possible to create subpages. If this feature is deactivated the syntax Pagename/withslach does not produce a subpage in the wiki.

Content namespace: This checkbox needs to be activated so that users can create wiki pages in this namespace. See also mediawiki.org/wiki/Manual:ContentHandler.

CategoryCheck: Each time the user saves a page, the save-dialog shows a checkbox to confirm that the users reviewed the categories on the page. This applies to all pages in this namespace and makes sense when a wiki is organized primarily through manual categorization of pages by users.

Secured page assignments

PageTemplates

Visual editor: Activation of the extension VisualEditor. If this is not activated, the pages can only be edited in source editing mode. If this setting is activated after pages already exist in the namespace, it will take a few minutes for the visual editor to work on the pages.

Rating: Allows users to rate each page from 1 to 5 stars. An overview page in the wiki shows rated pages sorted by rating.

Recommendations: Allows users to recommend a page. An overview page in the wiki shows recommended pages by number of recommendations.

Read Confirmation: Assigned users must mark a checkbox to confirm that they have read the changes to a page.

Semantic MediaWiki: Enables the functionality of the SemanticMediaWiki extensions. This also enables Semantic MediaWiki's query function on a page.

Approval: New versions of a page are initially processed as drafts. These remain in place until a user with approval rights reviews and approves the page.

Click Done. The namespace is now ready to use.

Note: The corresponding talk namespace for the new namespace is automatically created. This namespace allows users to discuss a page in the wiki on an associated discussions page.

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.
Edit a namespace

When renaming a namespace, all pages in the namespace are automatically renamed as well. Links to the renamed pages as well as page lists that filter by the original namespace designation are not renamed and therefore no longer work. Discussion namespace names and system namespace names (File, MediaWiki, etc. cannot be changed manually.

Deleting a namespace

Only namespaces created by users can be deleted. The corresponding button (2) is only displayed in such namespaces. After clicking the delete icon, a dialog box opens.

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

- Reference:BlueSpiceNamespaceManager
- The concept of namespaces
# 6 Config manager

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</table>
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)

![config manager filter]

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.
**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:**

Upload the logo on the page *Extended file list* (*Special:ExtendedFilelist*). This is a link under the *Global actions* navigation.

Search for the logo name in the extended file list.

Click on the thumbnail image of the logo. This opens the logo on a separate page.

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

Paste the logo path into the text field for the logo.
Click Save.

Refresh the page (Strg+F5).

If the uploaded logo is too large, you can add the following code snippet to the page MediaWiki:Common.css. This automatically adjusts the image to the height of the main toolbar:

```
.bs-logo a {background-size: contain;}
```

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

System

Allowed file extensions: For security reasons, the types of files that users can upload are restricted. Here, you can allow additional file formats. If a file format is blacklisted in the server configuration, adding this file extension here will not allow this file type to be uploaded. See mediawiki.org/wiki/Manual:Page_title for more info.

Allowed image extensions: The standard web image types are listed here. In general, you want to restrict image uploads to web images. See developer.mozilla.org/en-US/docs/Web/Media/Formats/Image_types for more on browser-supported image types.

BlueSpiceAbout

Show link “About BlueSpice” in the main menu: Shows or hides the link to the page AboutBlueSpice in the main navigation.

BlueSpiceArticleInfo

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

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

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

Display authors: Show or hide authors on the page information page.

BlueSpiceAvatars

An avatar image is automatically generated if the user does not upload a profile picture or if the user decides to create an avatar image in the preferences.

Generator

InstantAvatar: Generates an avatar image based on using the initials of the Real name or the Username

Identicon: Generates an avatar image based on parts of the user's IP address.
BlueSpiceBookshelf

**Show book chapter pager after content**: Displays previous/next book page navigation at the end of each book page. (1)

**Show book chapter pager before content**: Displays previous/next book page navigation at the beginning of each book page. (2)

**Use the display title from book source on article**: Shows the title from the book navigation as page title instead of the page name.
Prepend article table of contents and headlines with book numberation
Supress 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

<table>
<thead>
<tr>
<th>Example file</th>
<th>Phys. Path</th>
<th>URL Prefix</th>
<th>Link in results list</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>file:///S:/</td>
<td>file:///S:/Sales/Info/glossary.pdf</td>
<td></td>
</tr>
<tr>
<td>Example file</td>
<td>Phys. Path</td>
<td>URL Prefix</td>
<td>Link in results list</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
<td>------------</td>
<td>----------------------</td>
</tr>
</tbody>
</table>

Add an external file path: (1) confirm the checkmark and (2) save the settings.

**Use simple autocomplete:** forces a more compact autocomplete (1-column Sales thumbnail preview).
**Automatically set language filter:** This setting applies to multi-language sales. It returns search results for a user only in the user's language. Users can set their language in their preferences.

**Exclude patterns:** Files at external file locations can be excluded from search based on regular expression patterns.

**BlueSpiceExtendedStatistics**

**Exclude these users:** Some user groups, like WikiSysop can skew the statistics, for example the statistics for search queries or because they complete automated maintenance tasks. These types of user groups can be excluded from the statistical results.

**Maximum number of interval steps:** Sets the size of the x-axis for the results. For a few days, select the interval **Day** or **Calendar Week**, for periods over one year, select **Year** or **Month**. If you do not get any results for your query, try to adjust the interval accordingly.

**BlueSpiceInsertCategory**

Insert category with its parents
Set page categories as default in upload dialog

**BlueSpiceInsertLink**

Allow unmapped links
Allowed locations for external files
Filesystem prefix
Web accessible prefix:

**BlueSpicePageTemplates**

**Force target namespace:** Die Seite wird immer im mit der Vorlage verbundenen Namensraum erstellt, unabhängig davon, was bei der Seitenerstellung als Namensraum angegeben wird.

**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).

RSS Feed settings

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

BlueSpiceSaferEdit
Interval for lookup for concurrent editings: Sets the time in seconds for checking if another person is editing the page.
Show name of current editor: Shows or hides the name of the user who is currently editing the page.

BlueSpiceUEModuleBookPDF
Table of Contents
Only article titles (indent by grade): Only shows the article titles in the main contents table of the PDF.
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](image)

**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.

![Namespace in heading](image)

*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)

BlueSpiceWhoIsOnline
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.
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.

<table>
<thead>
<tr>
<th>Stable date</th>
<th>Page</th>
<th>Stable comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.11.2019</td>
<td>Permission matrix</td>
<td></td>
</tr>
<tr>
<td>18.11.2019</td>
<td>Permission matrix</td>
<td></td>
</tr>
<tr>
<td>15.11.2019</td>
<td>Wiki pages model</td>
<td></td>
</tr>
<tr>
<td>14.11.2019</td>
<td>Permission manager</td>
<td></td>
</tr>
<tr>
<td>14.11.2019</td>
<td>Group manager</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

Pages without acceptance feature

Pages with no FlaggedRevs feature.
**UEModulePDF: Show FlaggedRevs info below main heading:** Prints the latest revision dates (last acceptance and last edit date) below the heading.

<table>
<thead>
<tr>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stable: 06.12.2019 - 12:00 / Revision: 06.12.2019 - 11:43</td>
</tr>
<tr>
<td>FlaggedRevs info below heading</td>
</tr>
</tbody>
</table>

**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.

*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.

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

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.

You may choose to prevent this website from aggregating and analyzing the actions you take here. Doing so will protect your privacy, but will also prevent the owner from learning from your actions and creating a better experience for you and other users.

☑ You are not opted out. Uncheck this box to opt-out.

Related info

- Reference: ConfigManager
7 Category manager

The category manager makes it easier to create and manage a hierarchical category system in the wiki.

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Where can I find the category manager?
The menu item *Global actions > Management > Categories* loads the page *Special:Category manager*.

Create a category

*To create a category:*
*Select* the category under which you want to create the new category. If you don't want to create a subcategory, start with the next step.
*Click* the "plus" button.
*Enter* the desired category name.
*Click* *Okay*. 
**Actions**

The following actions are available for a category:

1. **Delete category:** The category page is deleted. The category is also deleted from all pages that contain this category. This creates a new version of the affected pages.

2. **View category page:** The category page opens in a new browser tab. If this category is a "wanted category" (i.e., a category that is already used on a page but has not yet been created in the wiki), the page can then be created.

3. **Rename category:** The category is also renamed on all pages that contain this category. This creates a new version of the affected pages.

**Create a subcategory**

The subcategory structure can be changed by dragging and dropping categories in the list with the mouse directly on top of another category (rather than between two categories). To move a subcategory outside the parent, wait for a dotted line to appear.
8 Interwiki links

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. You can find the interwiki links manager in the Global actions menu under Management > Interwiki links.

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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.

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:**
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.
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:

```markdown
[[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:

![Image of language switch](image)

**Special page "WithoutInterwiki"**
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:BlueSpiceInterWikiLinks
9 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.

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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.

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.

### 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. You can also customize the look-and-feel of this page.

**Configuration**

In the Config manager, you can change the following settings:

**Force target namespace:** Die Seite wird immer im mit der Vorlage verbundenen Namensraum erstellt, unabhängig davon, was bei der Seitenerstellung als Namensraum angegeben wird.

**Hide default templates:** Hides the default Empty page template.

**Related info**

- Reference: BlueSpicePageTemplates
10 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.

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Accepting the terms of use

When a user wants to log into the wiki for the first time, the terms and conditions and the privacy policy must be accepted during the login process. If one of these pages does not yet exist, the associated link is displayed in red as a so-called red link. An administrator can create the page directly via this link.

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

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**
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.

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**Related info**

- Reference:BlueSpicePrivacy
11 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:

![Permission error]

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:
Create the page MediaWiki:Noarticletext-nopermission
Add your custom message in edit mode.
Save the page.
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:

`permissionerror-text-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:**

Go to the special page "System messages" ([Special:AllMessages](https://www.mediawiki.org/wiki/Manual:Interface/Noarticletext))

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Customize the message text

Enter the full name of the system message in the "Prefix" field of the filter: The link to the system message appears in red.

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

Enter your custom error message and save the page. The system message has now been customized.

Continue to update any other system messages on the page.

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**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.

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**Related info**