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Welcome to the

BlueSpice 4 Helpdesk

Note: The contents of this helpdesk apply to BlueSpice 4. You can reach our helpdesk v.3 here. Please note that the helpdesk is under construction and that not all topics have been migrated yet.

News

How to apply the latest MediaWiki security patch to BlueSpice 3.2.8.
Important information regarding the log4j security flaw.

Installation and Setup

Release-Info | What's new
Download of the current version
Installation guide
System requirements
BlueSpice Operating Manual

First steps

BlueSpice layout
Create a page
Edit a page

Basic functions

Organize content
Bookshelf
1 Event .................................................................................................................................................. 4
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Event

Log4j vulnerability

- https://nvd.nist.gov/vuln/detail/CVE-2021-44228
- BSI warning from 12/12/2021 (CVE-2021-44228)

Current vulnerability assessment in BlueSpice (overview)

- BlueSpice free, pro, farm:
  - Current on-premise installations => not affected
  - Older on-premise installations => version of Elasticsearch could be vulnerable
  - The Docker version => not affected
- BlueSpice Cloud => not affected

This is true for instances that we have installed. Customers have to check their part of the installation (i.e., OS, additional packages, etc.)

Detailed assessment

Current version

- Elasticsearch => not vulnerable
  https://discuss.elastic.co/t/apache-log4j2-remote-code-execution-rce-vulnerability-cve-2021-44228-esa-2021-31/291476
- Java-Server
  - Tomcat => explicit configuration of log4j is necessary. By default, log4j is not activated. We do not change this. => not vulnerable
  - Jetty => explicit configuration of jetty is necessary. By default, log4j is not activated. We do not change this. => not vulnerable
- Java Webservices
  - xhtmlrenderer => a log4j plugin exists, but is not used by our service => not vulnerable
  - VisualDiff => uses daisydiff + others. Does not use log4j => not vulnerable
  - LaTeX2png => uses the jlatexmath library. Does not use log4j => not vulnerable
- Draw.io reports that the application is not affected:
  https://twitter.com/drawio/status/1470061320066277382 => not vulnerable

Older versions of BlueSpice 3

- Elasticsearch => not vulnerable
  https://discuss.elastic.co/t/apache-log4j2-remote-code-execution-rce-vulnerability-cve-2021-44228-esa-2021-31/291476
  - Versions 6.8.9+ (released on 13th May 2020) => not vulnerable
  - Version 6.4.0 - 6.8.8: Update of Elasticsearch is recommended.
    => not vulnerable (updating the version during the next BlueSpice update is recommended)
    => vulnerable outside of BlueSpice
Main Page

Versions 6.3.x and below: Update of Elasticsearch is recommended.

- not vulnerable (updating the version during the next BlueSpice update is recommended)
- vulnerable outside of BlueSpice

Independently of the Elasticsearch version in use, BlueSpice is not vulnerable due to the setup of Elasticsearch:

- **No direct access**: BlueSpice uses Elasticsearch as an internal service. We set up Elasticsearch in such a way that there cannot be any direct access. The only way to access Elasticsearch if you are not working directly on the server is through BlueSpice, which means there is a very controlled set of access vectors. These are search queries and content which is to be indexed.
- **No logging of data**: We use log level WARN on Elasticsearch, which means no data can find its way to the logs. So there is no way an attacker can add custom information to the logs.

No pass-through of user data: All communication between BlueSpice and Elasticsearch is done user-agnostic. There is no way Elasticsearch can see which user triggers the communication. The user-agent is restricted to the BlueSpice system user.

This is true even if you are running on an older, vulnerable version of Elasticsearch. So we see no urgent action required. Nonetheless, it is recommended to update your Elasticsearch to a non-vulnerable version with the next update of BlueSpice.

If you have changed the Elasticsearch setup to a different log level or loosened the restrictions on Elasticsearch access, you have to check the setup.

**BlueSpice 2**

- Solr uses log4j => vulnerable
  
  More information on Mitigation is here:
  

**Inspected components in the Docker image**

The list of Docker files in the activated packages has been inspected. => not vulnerable

- https://security-tracker.debian.org/tracker/CVE-2021-44228

**BlueSpice Cloud**

- Swarmpit => not affected
- Drone => not affected

**Related links**

- https://access.redhat.com/security/vulnerabilities/RHSB-2021-009
BlueSpice 4.1

Two-BlueSpice 4.1 is a Minor Release.

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## Point Releases

<table>
<thead>
<tr>
<th>Release</th>
<th>Releasedate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.1</td>
<td>February 8, 2022</td>
</tr>
<tr>
<td>4.1.0</td>
<td>January 19, 2022</td>
</tr>
</tbody>
</table>

### Important new features in BlueSpice 4.1 pro

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New standard skin &quot;Discovery&quot;</strong></td>
<td>Modern, light-weight skin. We focused on a neutral design and thought a lot about usability. As an alternative, you can still activate the previous &quot;Calumma&quot; skin.</td>
<td><img src="image" alt="Skin &quot;Discovery&quot;" /></td>
</tr>
<tr>
<td><strong>FlexiSkin</strong></td>
<td>With the FlexiSkin editor, you can change the logo, colors, and fonts within minutes directly in the wiki.</td>
<td><img src="image" alt="FlexiSkin" /></td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td>Screenshot</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>Workflows</strong></td>
<td>The workflow function has been completely revised. Workflows are now based on BPMN. This makes it easier to adapt them to special requirements. Four review workflows are already included.</td>
<td><img src="image" alt="Selecting a workflow" /></td>
</tr>
<tr>
<td><strong>My tasks</strong></td>
<td>The new “My Tasks” overview page enables users to view and process all pending workflow tasks or read confirmations.</td>
<td><img src="image" alt="My tasks" /></td>
</tr>
<tr>
<td><strong>BPMN diagrams</strong></td>
<td>You can now create business processes in BPMN format. The diagrams can be exported as XML files or in SVG format.</td>
<td><img src="image" alt="BPMN diagram" /></td>
</tr>
</tbody>
</table>
## Two-factor authentication

Logins to the wiki can now also be configured to require an additional one-time password or a physical security key (Fido stick).

## Weitere hinzugefügte Erweiterungen

Entwickler: MW=MediaWiki Erweiterung HW: Hallo Welt! Erweiterung

<table>
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<tr>
<th>Erweiterung</th>
<th>Entwickler</th>
<th>Beschreibung</th>
</tr>
</thead>
<tbody>
<tr>
<td>DataTransfer</td>
<td>MW</td>
<td>Allows for importing and exporting the contents of a wiki's pages in XML and CSV form, using template calls to define the fields</td>
</tr>
<tr>
<td>EventBus</td>
<td>MW</td>
<td>Propagates state changes (edit, move, delete, revision visibility, etc) to a RESTful event service, providing consumers of the service with the means of tracking changes to MediaWiki content.</td>
</tr>
<tr>
<td>Forms</td>
<td>HW</td>
<td>A new all-purpose forms framework for MediaWiki.</td>
</tr>
<tr>
<td>Loops</td>
<td>MW</td>
<td>Parser functions for performing loops.</td>
</tr>
<tr>
<td>OATHAuth</td>
<td>MW</td>
<td>Provides authentication support using HMAC based one-time passwords. Now by default activated in BlueSpice pro.</td>
</tr>
<tr>
<td>PageCheckout</td>
<td>HW</td>
<td>Grants a user exclusive rights on a page. Works in conjunction with the Workflows extension.</td>
</tr>
<tr>
<td>PageHeader</td>
<td>HW</td>
<td>Provides an additional user interface before the page content</td>
</tr>
<tr>
<td>RevisionSlider</td>
<td>MW</td>
<td>Shows a slider allowing selecting and comparing of revisions on a diff page.</td>
</tr>
<tr>
<td>SecureLinkFixer</td>
<td>MW</td>
<td>Rewrites URLs to HTTPS if domain always requires HTTPS.</td>
</tr>
<tr>
<td>StandardDialogs</td>
<td>MW</td>
<td>Provides dialog user interfaces for common page actions.</td>
</tr>
<tr>
<td>WebAuthn</td>
<td>MW</td>
<td>Provides authentication support using WebAuthn protocol.</td>
</tr>
</tbody>
</table>

### Extensions that are no longer included

- **BlueSpiceBookshelfUI**: Removed since BlueSpice 3.2.
BlueSpiceEditNotifyConnector: Removed since BlueSpice 3.2.
BlueSpiceReview and BlueSpiceReviewExtended: Replaced by Workflows.
BlueSpiceSocialArticleActions
BlueSpiceTagSearch: Removed since BlueSpice 3.2.
BlueSpiceUserMergeConnector
BluespiceVisualDiff
CookieWarning: Functionality has been integrated in BlueSpicePrivacy.
Duplicator (Copying a page): Replaced by StandardDialogs.
EditNotify: Removed since BlueSpice 3.2.
Quiz
Page Schemas
Semantic Internal Objects

Additional changes in BlueSpice free

- Removal of the LDAP stack: LDAP extensions are now only bundled with BlueSpice pro.
- BlueSpicePermissionManager: Custom settings are only available in BlueSpice pro.

Manual: All topics

Helpdesk topics

- Setup
- Administration
- Concepts
- Content & Structure
- Quality assurance
- Personalization
- Social wiki
- Cloud

Note: If you can’t find an answer on these pages, you can also visit our Community Forum.
Setup

- Installation guide

Administration

- Config manager
- Extended statistics
- Extension/BlueSpiceDiscovery/Footer
- Extension/BlueSpiceDiscovery/Main navigation
- Namespace manager

Permissions

- Group manager
- OATHAuth and 2-Factor-Authentication (2FA)
- User manager

Concepts

- Subpage

Content and structure

- Checklists
- Content organization
- Subpage
- Tag cloud

Editing

- Context menu
- CountThings
- Create Pages
- Drawio
- Embed videos
- Extension/VisualEditor
- Filtering tables
- Insert a file
- Insert tags and magic words
- Unsaved changes (autosave)
- VisualEditor: Insert Images
Organization

- Books
- Content organization
- Creating page lists with DPL3
- Generate page lists (smart lists)
- Interwiki links
- Page templates
- SMW queries
- Subpage

Page tools

Search

- Extended search
- Interwiki search
- Search field in the page content (TagSearch)

Customization

- Attachments
- Creating page lists with DPL3
- Custom menu
- Error messages
- Extension/BlueSpiceCustomMenu
- Extension/BlueSpiceDiscovery/Main navigation
- Namespace CSS manager

Personalization

- Avatars
- Dashboards
- Personal navigation
- Preferences
- Privacy center
- Visited pages

Quality assurance

- Page approvals (Acceptance)
- Page assignments
- Read confirmation
- Reminders
An important aspect of the wiki principle is that information can be shared with other people quickly and without any "red tape". Every wiki user with edit rights should therefore be able to create and edit a page at least in one namespace without any prior knowledge or without special privileges to contribute to their knowledge.
Creating a page

To create a page:

1. **Click** the *New* button in the header bar. A dialog window opens.
2. **Enter** a new page name. If the page does not yet exist, you will see a redlink.

3. **Click** *Done*.
4. **Choose** *Empty page* or a different page template. This step is skipped if there are no available page templates. The page opens in edit mode. You can now switch between visual and source edit mode using the *Editor toolbar*.
5. **Save** the page. It is now available in the main namespace of your wiki (unless you added a namespace prefix while creating the page).

Changing the page name

If you want to change the page name after the page has been saved — e.g., to save it in a different namespace — you can **move the page**.

Creating subpages

To create a subpage for the current page, select the *New Subpage* link from the *New* button menu.

The subpage is then created as *Current Page/Subpage* (e.g., Visual Editor/Tables). If a page has subpages, the path is displayed as breadcrumb navigation at the top of the page.
Alternative options

- **Search field:** Maybe information about your topic already exists. Before you create a new page, you can use the search to enter terms for your topic and check existing pages. If no suitable page exists, click on the redlink ‘Create page [page name]’ in the search results. **er address bar:** You can also create a page directly from the address bar of your web browser. Simply exchange the current page name with a new one. Then, click enter to create the new page.
- **Form:** In BlueSpice pro, the extension Page Forms is available. It allows to create pages using a form.

**Tipps**

- **Redirects:** Do you have the impression that an article title is searched more often with a different synonym? Then create a new article with this name and redirect the page to another page that contains the actual information.
- **Title choice:** In a wiki, titles are very important. In wikis with many entries, authors may make references to pages that they deem important in the context of their entry. The page title should, therefore, clearly communicate its content. Single words are very good, but even short sentences like "why wikis work" can be useful names. In addition, meaningful page titles also help readers find their way around when they search for an entry.
- **Spelling:** When linking to an already existing page you should pay attention to their exact spelling. If you e.g. typing a [[hello world]] instead of [[Hello World]] will create a new page as the links are spelled differently. Therefore, consider also capitalization and spaces. Only at the beginning of the letter does it make no difference whether you write a small or capital letter.
- **Namespaces:** If you want to create an article in a different namespace, the namespace must appear before article name. Example: [[namespace:article name]].
- **Special characters:** The following characters **cannot** be used in titles: { } & ? < > \. For more information, see mediawiki.org/wiki/Manual:Page_title.
- **Subpages:** The character / is used to create a subpage.

**Related info**

- Rename and move pages
- Redirects
- Creating and Using Page Templates

**Books**

In BlueSpice pro, several wiki pages can be displayed for a structured book with chapter navigation. The book can also be printed as a PDF file with a cover sheet.
Contents

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Characteristics of books

By default, books are created as a "general book". General books have the following characteristics:

- They provide a chapter navigation.
- On book pages, the book navigation is displayed instead of the main navigation.
- A wiki page that belongs to a general book is identified by a `<bookshelf />` tag in the source code.
- Each page can only be included in one general book.
- Books can be printed completely or partially as a PDF with a cover sheet.
- They are listed alphabetically on the bookshelf. It is not possible to hide individual books.
- The bookshelf can be reached via the main navigation.

Creating a book

Books are created from the page `Special:BookshelfBookManager`. This page can be reached from the `Global actions` menu under `Management > Books`.

To create a book:

1. Click the + -button.
2. Enter a Book title.
3. Select Sie als `Art des Buches" General books" as type of the book.
4. **Click Done.** The book editor loads next.

**Important!** The book is only created in the wiki when at least one page has been saved in the book.

**Adding pages**

You are now in the book editing mode.

1. **Click** the *Plus* button (1). A dialog window opens.
2. **Search** for a page in the wiki and select it. Soll in der Buchnavigation ein anderer Name angezeigt werden so können Sie einen Anzeigetitel angeben (optional).
3. **Click** Done.
4. **Add** additional pages.
   
   1. **Click** the arrow of the *Save* button and select *Save and add chapter navigation*. This process inserts the `<bookshelf />` tag into the source code of all wiki pages in the book. This causes a revision of the pages.
The book is now displayed on the wiki bookshelf. The bookshelf can be reached via the entry links in the main navigation.

**Tip:** You can click a page title of a book page before adding a new book page. This is then inserted as a sub-chapter. You can move pages to the desired position later using drag & drop with the mouse.

**Note:** There is no option to go directly from the bookshelf to the book manager.

### Mass-adding of pages

After clicking "Mass add", a dialog is opened. It contains different criteria for page selection:

- All pages of a category
- All subpages of a certain page
- From a page collection - page collections are lists of pages located in the MediaWiki namespace. They are usually created from search results.
- By a semantic property - pages can be selected based on the value of a certain semantic property.

After adding your book pages click **Save** at the bottom of the page. Now you have created a page in the namespace *Book*. It simply contains the list of pages that have been added to the book.

### Adding metadata

While editing a book (adding or removing pages), meta-data for the book can be added. References to these metadata can be included in the PDF template. To edit metadata, select the top-most node of the book (first page) and click the wrench icon. A dialog will be opened where various meta-data can be added or removed:

- Title
- Subtitle
- Author 1 and 2
- Document-ID
- Document type
- Department
- Version
- Template (PDF): If you maintain multiple PDF templates for books, you can select one of them here.
- Table of Contents (Only article titles, or Embed article TOCs)

### Adding a cover image

To add a cover photo for the book, add a metadata item *Bookshelf image*. Select this option from the dropdown and click **Add**. Once the meta data is added enter the name of the image in the value field. Any image currently uploaded to the wiki can be used. Type the name without the "File:" prefix (enter the image name and file extension).

### Types of books

Tip: You can click a page title of a book page before adding a new book page. This is then inserted as a sub-chapter. You can move pages to the desired position later using drag & drop with the mouse.

Note: There is no option to go directly from the bookshelf to the book manager.
<table>
<thead>
<tr>
<th>Art</th>
<th>Beschreibung</th>
<th>Kapitelnavigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General books</td>
<td>Visible to all users. Only general books can have a chapter navigation. In almost all cases a book is set up as a “general book”.</td>
<td>ja</td>
</tr>
<tr>
<td>Own books</td>
<td>An own book is only visible in the bookshelf to the user who created the book. Such a book does not have a chapter navigation. Own books are usually created to export wiki pages as a PDF with a cover sheet.</td>
<td>nein</td>
</tr>
<tr>
<td>Temporary books</td>
<td>This selection is also available to wiki users who are not logged into the wiki and is therefore mainly useful for public wikis. These books are only temporarily stored in the user's browser and not in the wiki itself. If the browser cache is deleted or the user switches to another browser, the book is no longer available. The main aim of temporary books is so that users can collectively print out wiki pages as PDFs.</td>
<td>nein</td>
</tr>
</tbody>
</table>

**Exporting a book**

Books, individual chapters or even individual book pages can be exported as PDF files:

1. **Open** the book in the book manager.
2. **Select** each of the pages or chapters to export by clicking the appropriate check boxes. Sub-chapters are selected automatically.
3. **Click** the Export Selections drop-down menu to open a list of the available formats.

**Actions in the book manager**

Der Link Verwaltung > Bücher im Menü **Globale Aktionen** lädt die Seite **Spezial:Bücherverwaltung**. Hier können Sie Ihre Bücher bearbeiten.
Book Manager actions

- **Edit (1)**: Links to the Book editor where you can edit the book contents and metadata.
- **Delete (2)**: Deletes the book page in the namespace *Book without* deleting the wiki pages.
- **Duplicate (3)**: Duplicates this book, including all the pages of the book to a different namespace.
- **Export (4)**: Exports all wiki pages in this book to PDF.
- **Assign (5)**: Assigns the book to designated users. These users are the responsible editors of the book.

**Configuration**

**Display options**

- **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)
Book navigation

- **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 numberation
Supress namespace prefix of book articles in output

Export

Wiki-Administratoren können folgende Anpassungen für den Buchexport vornehmen:

Configuring the file size limits (server)

By default, the book export is limited to 50MB in file size. To adjust this value, complete the following steps:

1. In Apache Tomcat, open the file `web.xml`:

   ```
   sudo -s
   nano /opt/tomcat/webapps/manager/WEB-INF/web.xml
   ```

2. Look for the following lines and adjust the value (e.g. for 250MB=26214400)

   ```
   <max-file-size>262144000</max-file-size>
   <max-request-size>262144000</max-request-size>
   ```

3. The web app BShtml2PDF also has a setting that needs to be adjusted:

   ```
   nano /opt/tomcat/webapps/BShtml2PDF/WEB-INF
   ```

4. Enter your values in the following lines:

   ```
   <param-name>maxMemSize</param-name> <param-value>26214400</param-value>
   <param-name>maxFileize</param-name> <param-value>26214400</param-value>
   ```

5. Apache Tomcat neu starten

   ```
   service tomcat restart
   ```

Deleting a book

Wenn Sie ein Buch löschen, entfernen Sie nur die Buchseite des Buches (also das Inhaltsverzeichnis). Die Wiki-Seiten im Buch werden jedoch nicht gelöscht. Bevor Sie das Buch löschen, werden Sie in einem Popup-Menü darüber informiert, dass das `bookshelf`Tag nicht automatisch von den Seiten entfernt wird.
Die `bookshelf`-Tags haben nach dem Löschen des Buches keine Auswirkung auf die Wiki-Seiten. Wenn Sie sie manuell entfernen möchten, können Sie zur Seite `Spezial:Text ersetzen` gehen und ein "Suchen und Ersetzen" durchführen.

**Duplicating a book**

You can create an entire copy of the book by duplicating it:

To duplicate a book:

1. **Enter a target name**: The default value is the book name with the suffix *(copy)*. Change this to create a different book title.
2. **Select a namespace**: Choose a namespace that is different from the original namespace.

If you are not careful, you might experience some unintended consequences. By creating a new book, you also create copies of all the wiki pages in the original book. Since a namespace cannot contain the same page twice, you have to copy the files to a different namespace.

About the duplicated files:

- **Book page**: A new page in the namespace book. If you don't enter a new title, the book will be created with the same title and the suffix *(Copy)*. E.g. `Employee Manual (Copy)`. This file includes a copy of the structure of your original book with the corresponding links to the duplicated pages in the new copy.
- **Wiki pages**: All pages contained in the original book are duplicated. The following scenarios are possible:
  - **Same namespace**: If you duplicate a book in the same namespace, no actual duplicates of the actual wiki are created. Instead, the bookshelf tag is updated to point to the copy of the book. For example, if your original book contains the page `HR:Quality assurance` (the book is in the namespace HR), the *Quality assurance* page now contains the bookshelf tag `<bs:bookshelf src="Book:Employee Manual (Copy)" />`.
  - **Different namespace**: If you create the book copy in a different namespace, the bookshelf tag in the original files remains unchanged. The new pages in the different namespace are created with a bookshelf tag for the new book copy. This is most likely the scenario you want.

**Permissions**

To create and edit books, users need *edit* rights in Book namespace. Additionally, a user can only add pages to the book that that user can read. If a user tries to export a book to PDF that contains pages for which the user does not have permissions, the user will get an error message.

**Tips for working with books**

- Use a competent team to decide on the content that should be transferred into an online book.
- Decide on how to handle existing numerations or references.
- Seize the opportunity: Get rid of unnecessary content (or don’t include it in your book).
- Decide on standards for documents: When does it make sense to link documents in the wiki? When is it sensible to include the document’s content into a wiki article?
- Decide on a fitting course of action: Do you want to create the articles in the wiki first, and compile them in a book structure afterwards, or do you want to create the book structure first, and create and edit the articles contained gradually?
Related info

- Reference:BlueSpiceBookshelf
- Customizing page breaks

Layout

Contents

1 BlueSpice Layout ................................................................. 26
2 Header bar ........................................................................ 27
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4 Page tools ......................................................................... 28
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6 Page appendix ................................................................. 29
7 Footer ............................................................................... 29
BlueSpice Layout

The user interface is divided into distinct areas that group various wiki functions in a meaningful way. Here you get an overview of all features of the standard skin "Discovery".

<table>
<thead>
<tr>
<th>Bereich</th>
<th>Beschreibung</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Header bar</td>
<td>Contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).</td>
</tr>
<tr>
<td>2-Main navigation</td>
<td>The &quot;heart&quot; of the site organization. The navigation links can be customized by admin users. This area also displays the book navigation.</td>
</tr>
<tr>
<td>3-Page tools</td>
<td>Contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be accessed from here.</td>
</tr>
<tr>
<td>4-Work area</td>
<td>All content is created and edited here. The work area is divided into the title area and the actual page content.</td>
</tr>
<tr>
<td>5-Page appendix</td>
<td>Additional information such as category membership, discussions and attachments are displayed in the supplementary area. In addition, page recommendations and ratings are displayed if they are activated for the page.</td>
</tr>
<tr>
<td></td>
<td>The footer contains links to legal information as well as to external</td>
</tr>
</tbody>
</table>
### Header bar

The header contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).

<table>
<thead>
<tr>
<th>Funktion</th>
<th>Beschreibung</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a-Main navigation toggle</td>
<td>Allows users to show and hide the main navigation.</td>
</tr>
<tr>
<td>1b-Logo</td>
<td>The logo can be changed using the special page FlexiSkin.</td>
</tr>
<tr>
<td>1c-Search field</td>
<td>Page titles that match the search expression are displayed in a quick menu while the search term is being entered. Pressing the Enter key takes you to the search center, which displays the results of a full-text search and allows filtering the results.</td>
</tr>
<tr>
<td>1d-&quot;New content“ button</td>
<td>The &quot;New&quot; button allows to create a new page. A subpage can be created directly via the submenu or a new file can be uploaded. A multi-upload is only possible via theManual:Extension/ExtendedFileList.</td>
</tr>
<tr>
<td>1e-Custom menu</td>
<td>Allows users with admin rights to create an additional mega menu. The button is only displayed once the additional menu has been created.</td>
</tr>
<tr>
<td>1f-Global actions</td>
<td>Direct links to many special pages as well as administrative pages of the wiki.</td>
</tr>
<tr>
<td>1g-Language selection</td>
<td>If a page includes links to pages in different versions via language codes that were defined in the Interwikilinks, a mega menu is shown for the language selection.</td>
</tr>
<tr>
<td>1h-User menu</td>
<td>Users manage their own settings, tasks and notifications here. A red circle appears above the user avatar if unread notifications exist.</td>
</tr>
<tr>
<td>1i-Page tools toggle</td>
<td>Allows users to show and hide the page tools of a page.</td>
</tr>
</tbody>
</table>

### Main navigation
Links to the most important wiki pages are shown here. Administrators have the option to customize the main navigation.

### Page tools

The page tools area contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be called up from here.

<table>
<thead>
<tr>
<th>Funktion</th>
<th>Beschreibung</th>
</tr>
</thead>
<tbody>
<tr>
<td>3a-Standard actions</td>
<td>Move, Copy, Delete, Refresh</td>
</tr>
<tr>
<td>3b-Work actions</td>
<td>Start a workflow, Set expiry, Set reminder, Set page assignments, Add to book</td>
</tr>
<tr>
<td>3c-Quick actions</td>
<td>Export options, Share, Add to watchlist</td>
</tr>
<tr>
<td>3d-Page details</td>
<td>Page history, Page information, Browse properties</td>
</tr>
<tr>
<td>Funktion</td>
<td>Beschreibung</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3e-All actions</td>
<td>Opens a dialog window, in which all possible actions on this page are listed.</td>
</tr>
</tbody>
</table>

**Work area**

**Breadcrumb navigation**

The breadcrumb navigation at the beginning of the work area consists of links that map the path of the current page:

Namespace (=root node) > Pagename > Subpage level 1 > ... > Subpage level x

If the page `<namespace>`:Main_Page (languages variations: de:Hauptseite / fr:Accueil / zh:) exists, the root node links to that page.

If this page does not exist, the root node links to "All pages" (Special:Allpages) with the namespace selector preset to the respective namespace. If the root node should link to a different page (e.g., `<namespace>`:Portal), then this page needs to be redirected to the page `<namespace>`:Main_Page.

**Page appendix**

**Footer**

The footer contains links to legal information as well as to external websites relating to MediaWiki. The links to the legal information can be adjusted by wiki administrators via pages in the MediaWiki namespace.

- Customize the footer

**2 Customize the main navigation**
Contents

1 How does the main navigation work? ................................................................. 31
2 Adding links ..................................................................................................... 31
3 Deactivating standard links ........................................................................... 32
4 Group-specific navigation ............................................................................. 32
5 Additional customizations ............................................................................. 32
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:

1. Open the page MediaWiki:Sidebar from the browser's address bar.
2. Change to edit mode.
3. 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

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

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

---

**Additional customizations**

- Display icons with navigation links
- Multi-language navigation
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.

### Contents

1. Where to find the namespace manager ............................................................ 34
2. Creating a namespace ....................................................................................... 34
3. Editing a namespace ......................................................................................... 35
4. Deleting a namespace ....................................................................................... 36
5. Related info ..................................................................................................... 37
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:

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. 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.

3. **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 /withslash 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.

4. **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.
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.

### 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 namespces, the setting "Custom setup" is required.
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2 Custom setup .......................................................... 40
  2.1 About role-based permissions .................................. 41
  2.2 The roles matrix .................................................... 42
  2.3 Role inheritance .................................................... 43
  2.4 Default roles ......................................................... 43
3 Technical info ......................................................... 44
  3.1 Logging ............................................................... 44
4 Configuration .......................................................... 44
5 Related info ............................................................. 44
## 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>
</table>
| **Public wiki** | The wiki is visible to and editable by anyone, including anonymous users (that means users that are not logged in).  
- All users have edit rights by default.  
- To approve a page (if the approval mechanism is activated in a namespace), the groups "editor" and "reviewer" must be assigned to a user.  
- To manage the wiki (administrative tasks), the group "sysop" must be assigned to a user. | Sonderverrechtung: [1]  
// Anonymous and logged-in users can read and edit  
$this->groupRoles [*]['reader'] = true;  
$this->groupRoles [*]['editor'] = true; |
| **Protected wiki** | The wiki is visible to anyone. Only logged-in users can edit the wiki.  
- All users have edit rights by default.  
- To approve a page (if the approval mechanism is activated in a namespace), the groups "editor" and "reviewer" must be assigned to a user.  
- To manage the wiki (administrative tasks), the group "sysop" must be assigned to a user. | Sonderverrechtung: [1]:  
// Anonymous users can read, logged-in users can edit  
$this->groupRoles [*]['reader'] = true;  
$this->groupRoles [*]['editor'] = false;  
$this->groupRoles ['user']['editor'] = true; |
| **Private wiki** | Only logged-in users can view and edit the wiki.  
- Logged-in users only have view permissions.  
- **Important!** To edit a page, users must be assigned to the "editor" group manually.  
- To approve a page (if the approval mechanism is activated in a namespace), the groups "editor" and "reviewer" must be assigned to a user. | Sonderverrechtung: [1]  
// Only logged-in users can read. The group "editor" has to be manually assigned to users.  
$this->groupRoles [*]['reader'] = false;  
$this->groupRoles [*]['editor'] = false;  
$this->groupRoles ['user']['reader'] = true;  
$this->groupRoles ['user']['editor'] = false;  
$this->groupRoles
1. **Global permissions** (modified by the special permissions shown in the table above):

```php
'bureaucrat' => [
    'accountmanager' => true
],
'sysop' => [
    'reader' => true,
    'editor' => true,
    'reviewer' => true,
    'admin' => true
],
'user' => [
    'editor' => true
],
'editor' => [
    'reader' => true,
    '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></td>
<td></td>
<td>Determines the rights authenticated users have if they don't</td>
<td>reader or</td>
</tr>
</tbody>
</table>
### Group Default roles Purpose of the group Suggested roles

<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>user</td>
<td>reader, editor</td>
<td>belong to any other groups. All groups except for anonymous users initially inherit permissions from this group.</td>
<td>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>reviewer</td>
<td>(von user geerbt), 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.

## Technical info

### Logging

Every change to the roles is logged in [Special:Log](Special:Log) in the [Permission Manager log](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](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](Reference:BlueSpicePermissionManager)
- [Group manager](Group manager)
Blog

Contents

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2 Characteristics and features ............................................ 46
3 Adding the blog to a page ................................................ 46
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The extension BlueSpiceSocialBlog is part of BlueSpiceSocial, the communications module of BlueSpice. In addition to the type blog, there are other types of so-called social entities, such as comment, discussion topic, attachment, or microblog.

### About the blog

Basically, a blog is a list of comments, questions, or feedback from different users. The blog is often sorted chronologically. Lively communication can arise when blog entries are further commented, recommended, linked with related articles, or placed on a personal watchlist. The blog is ready to use on the special page Special:Blog. This page is linked directly from the main navigation in every new wiki installation. So you can start using the blog right away.

![Navigation link to the blog page](image)

### Characteristics and features

- A blog entry consists of a title and content.
- **Comments**: Users can leave comments to each blog entry.
- **Actions**:
  - **Delete**: Editors can delete their own posts. Administrators can delete all posts. Deleted posts are no longer displayed. Exception: Administrators see deleted items with a red background and can restore them.
  - **Recommend**: Blog posts can be recommended. It is possible to generate a list of posts with the most recommendations via the timeline filter. (See: Embedding the blog on a page)
  - **Linked page**: Every blog entry is connected to a wiki page by the system. By default, this is the main page of the wiki. However, other pages can be added as "Linked page". Blog entries can then be filtered for linked pages via the Special:Timeline page.
  - **Watch**: Own blog posts and comments are automatically added to the watch list.
- **Permissions**: It is possible to allow users with read permissions on the wiki to comment on blog entries. See: BlueSpiceSocial Permissions.

### Adding the blog to a page

It is also possible to include the blog functionality on any wiki page. Social contributions of many types can be consolidated and displayed chronologically in a timeline and filtered and sorted as needed.
If you want to include a view of your blog on another page of your wiki, for example your homepage, you need to insert the necessary codeblock in the source code of your page.

**To include a blog view:**

1. **Go to** the page where you want to insert the blog or create a new page.
2. **Open the page** in *Source editing* mode.
3. **Copy the following code block** to the section in your page where you want to show the blog.

   ```markdown
   <bs:timeline>
   {  
   "showentitylistmenu": true,
   "preloadtitles": {
   "blog": "Template:Blog"
   },
   "preloadentities": [{
   "type": "blog"
   }],
   "headlinemessagekey": "Community-Blog",
   "showheadline": true,
   "usemorescroll": false,
   "morelink": "Special:Blog",
   "limit": 5,
   "sort": [{
   "property": "timestampcreated",
   "direction": "DESC"
   }],
   "lockedfilternames": [
   "type"
   ],
   "filter": [{
   "type": "list",
   "property": "type",
   "value": ["blog"],
   "comparison": "ct"
   }]
   }
   </bs:timeline>
   ```

   After saving the page, you will see a list of existing blog entries based on the filter and sorting criteria you provided.

**Blog parameters**

**Output format**

The following table shows the blog elements and the necessary parameters to create the output.
<table>
<thead>
<tr>
<th>Element</th>
<th>Parameters</th>
<th>Parameter and element description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - header</td>
<td>headlinemessagekey</td>
<td>Header text</td>
</tr>
<tr>
<td>1 - header</td>
<td>showheadline</td>
<td>Show the header text</td>
</tr>
<tr>
<td>1 - header</td>
<td>showentitylistmenu</td>
<td>Show or hide the blog menu</td>
</tr>
<tr>
<td>1 - header</td>
<td>showentityspawner</td>
<td>Show the menu item for creating a blog entry</td>
</tr>
<tr>
<td>1 - header</td>
<td>availablesorterfields</td>
<td>Determines which data fields are included as sorting options in the sort menu by date created or by the user who created a blog entry: &quot;availablesorterfields&quot;:[&quot;timestampcreated&quot;,&quot;ownerid&quot;]</td>
</tr>
<tr>
<td>1 - header</td>
<td>lockedoptionnames</td>
<td>Determines which settings for sorting the user cannot change.</td>
</tr>
</tbody>
</table>

List of typical sort fields: [Creation date, Linked pages]
<table>
<thead>
<tr>
<th>Element</th>
<th>Parameters</th>
<th>Parameter and element description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - blog menu</td>
<td>availablefilterfields</td>
<td>&quot;availablefilterfields&quot;: [&quot;timestampcreated&quot;,&quot;tags&quot;]</td>
</tr>
<tr>
<td></td>
<td>lockedfilternames</td>
<td>Determines which settings for filtering the user cannot change. Example: a user cannot change the filter values for <strong>Linked pages</strong>. &quot;lockedfilternames&quot;: [&quot;tags&quot;]</td>
</tr>
<tr>
<td></td>
<td>persistsettings</td>
<td>Initial settings and custom sort and filter settings are included in the page url. The url can then be used to create a link to the page with the same filter and sort settings. &quot;persistsettings&quot;:true</td>
</tr>
<tr>
<td>3 - new blog entry</td>
<td>preloadentities</td>
<td>Shows the text field for creating a new blog entry. If it is not set, the text field is not available. To show the text field: &quot;preloadedentities&quot;: [{&quot;type&quot;:&quot;blog&quot;}]</td>
</tr>
<tr>
<td>4 - existing blog entry</td>
<td>outputtypes</td>
<td>It defines the display format of the blog entry. Standard types are: List, Short, Default, Page. (see examples) Each blog entry is a &quot;social entity&quot;. limit</td>
</tr>
</tbody>
</table>
### Element Parameters

<table>
<thead>
<tr>
<th>Element</th>
<th>Parameters</th>
<th>Parameter and element description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4a - avatar</td>
<td>-</td>
<td>Shows the avatar of the user who created the blog entry or comment. It is displayed in all output types except <em>List</em>.</td>
</tr>
<tr>
<td>4b - info area</td>
<td>-</td>
<td>Link to the comments and &quot;last edit&quot; info.</td>
</tr>
<tr>
<td>4c - blog entry content</td>
<td>-</td>
<td>Shows the text body of a blog entry. The output type <em>Default</em> collapses the first paragraph with a &quot;More&quot; link.</td>
</tr>
<tr>
<td>4d - action menu</td>
<td>-</td>
<td>Actions: <em>edit</em>, <em>delete</em>, <em>recommend</em>, <em>Linked page</em>, <em>watch</em></td>
</tr>
<tr>
<td>5 - new comment</td>
<td>-</td>
<td>Text field for creating a new comment.</td>
</tr>
<tr>
<td>6 - existing comment</td>
<td>-</td>
<td>Comments include the social tag <em>Recommend</em>. Each comment is a &quot;social entity&quot;.</td>
</tr>
<tr>
<td>7 - &quot;more&quot; button</td>
<td>morelink</td>
<td>Link target of the &quot;more&quot; button. For blogs, it makes sense to link to the page.</td>
</tr>
<tr>
<td></td>
<td>useendlessscroll</td>
<td>More blog entries are automatically loaded after the user scrolls to the end.</td>
</tr>
<tr>
<td></td>
<td>showentitylistmore</td>
<td>Shows a &quot;more&quot; button below the blog which loads more blog entries on click. If <em>useendlessscroll</em> is set to <em>false</em>.</td>
</tr>
</tbody>
</table>

### Sorting

Most commonly, a blog shows the latest blog entries first. However, there are many different options for sorting the list of blog entries.

### Syntax

```json
[
  {
    "property": "timestamptouched",
    "direction": "DESC"
  }
]
```
Properties

There are some common properties of a blog entry that are useful for sorting:

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>timestampcreated</td>
<td>creation date</td>
</tr>
<tr>
<td>timestamptouched</td>
<td>last edit date</td>
</tr>
<tr>
<td>commentcount</td>
<td>number of comments</td>
</tr>
<tr>
<td>ratingcount</td>
<td>number of ratings</td>
</tr>
<tr>
<td>ownerid</td>
<td>username of the creator of a blog entry</td>
</tr>
<tr>
<td>ownerrealname</td>
<td>real name of the user</td>
</tr>
</tbody>
</table>

Direction

Blog entries can be sorted in descending and ascending order. Descending is the default order.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESC</td>
<td>sorts the blog entries in descending order</td>
</tr>
<tr>
<td>ASC</td>
<td>sorts the blog entries in ascending order</td>
</tr>
</tbody>
</table>

Filtering

Without setting the filter parameter, there will be no output on the page.

To show the blog entries of your wiki, include the following codeblock like shown in the code example above:

```json
"filter": [{
  "type": "list",
  "property": "type",
  "value": ["blog"],
  "comparison": "ct"
}]
```
This filter includes all social entities which match the type blog. Since we only want to show social entities of type blog, we only include blog entries in our filter. If you want to create a social timeline rather than a blog view, you can also add other types of social entities. The following example shows a timeline view that includes blog entries, discussion entries from wiki pages, and user profile information:

```
"filter": [{
  "type": "list",
  "property": "type",
  "value": ["blog","topic","profile"],
  "comparison": "ct"
}]
```

### Output type examples

The output type for a blog is added using the `outputtypes` parameter. Don't forget to include a comma before and after this parameter (unless this is the last parameter in your code):

```
"outputtypes": {
  "blog": "Default"
}
```

#### Default

The output type Default shows the content of a blog entry truncated after the first paragraph. To view the full text, users can click on the More link.

#### Short

The output type Short does not show the content of the blog entry. To view the content, a user has to click on the title of a blog entry. This loads the actual page for the selected blog entity.
**Page**

The output type *Page* shows all blog elements, including the comments, in an expanded view.

**List**

The output type *List* only shows the title and the timestamp.

---

"Short" output

"Page" output

"List" output
Configuration

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

- **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](image)

Related info

- Micro-Blog
- Discussions and Attachments
- Discussion topics
- Social comments
- User Profile
- Linked pages
- Reference:BlueSpiceSocial
**Custom menu**

An additional navigation menu can be created and adapted by administrators. For this purpose, the page MediaWiki:CustomMenu/Header is created by a user with `admin` or `edit-interface` permissions.

Syntax

Menus are created using the unordered list syntax. The non-clickable menu heading is always a main level (*), the actual links a sub-level (**). Further sub-levels are not possible. Example:

```
* BlueSpice
  ** BlueSpice Homepage | https://bluespice.com
  ** News | https://bluespice.com/category/news-know-how/
* Hallo Welt!
  ** Homepage | https://hallowelt.com/
  ** Social Media
    ** Twitter BlueSpice | https://twitter.com/BlueSpiceTweets
    ** Twitter DACH | https://twitter.com/BlueSpice_DACH
    ** Facebook BlueSpice | https://www.facebook.com/BlueSpice.MediaWiki
    ** Facebook BlueSpiceDEU | https://www.facebook.com/BlueSpiceDACH
    ** Facebook Hallo Welt! | https://www.facebook.com/hallowelt.gmbh
```

Example: Link to a wiki page

A link to the wiki page 'Main page' with the label "Testlink":

```
** Testlink | Main page
```

Example: Link to an external website

A link to the website "bluespice.com" with the label "BlueSpice Homepage"
Page approvals (Acceptance)

**BlueSpice Homepage|https://bluespice.com**

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

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**Activating the acceptance feature**

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

![Edit namespace dialog window](image)

**Existing pages**

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

![Audits](image)

Each page in the namespace now displays the acceptance status in the title area.
New pages

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

Draft revisions

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

Accepting a page

Users with review rights can accept a draft page any time they save a page (Accept this unreviewed page):
If the page is not accepted at this point, it can be accepted independently from the editing process.

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

![Accepting a draft from the title section](image)

When accepting the page, the reviewer can leave a comment. This comment will then be shown in the version history of the page.

The page status now shows the page version as accepted.

![Accepted page](image)

### Setting read permissions for drafts

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

To hide drafts from readers, the group *user* has to be removed from the configuration. An administrator deletes the group user form "Show unstable pages for the following groups" in *Global actions > Management > Config manager.*
When the group user is removed, only sysop and reviewer users can access drafts. If you want other groups, for example editor, to see draft versions, you need to add them to the configuration and save it:

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

**Warning!** If the group user is removed from the BlueSpiceFlaggedRevs configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process.

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

Anyone with edit permissions will receive a notification that there are pending changes for the page when they access the page in edit mode:
Changes to embedded templates and files

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

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

Settings for resources on approved pages

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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR_INCLUDES_STABLE</td>
<td>Always shows the latest approved (stable) version of a resource, even if it was approved after the page was approved (this works only if the resource is located in a namespace with active approval feature).</td>
</tr>
<tr>
<td>FR_INCLUDES_CURRENT</td>
<td>Always shows the latest version of the included resource.</td>
</tr>
</tbody>
</table>

Effects on Semantic MediaWiki properties

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

<table>
<thead>
<tr>
<th>Document state</th>
<th>Available properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>First draft</td>
<td>Current values</td>
</tr>
<tr>
<td>Approved</td>
<td>Values of the approved (stable) version</td>
</tr>
<tr>
<td>Document state</td>
<td>Available properties</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Draft</td>
<td>Values of the approved (stable) version (default setting)</td>
</tr>
<tr>
<td>Implicit draft [1]</td>
<td>Values of the approved (stable) version</td>
</tr>
</tbody>
</table>

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

$bsgFlaggedRevsConnectorStabilizeSMWPropertyValues = true;

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

**Quality management overview**

The Special page \texttt{Special:Quality_management_overview} allows users with \texttt{admin} or \texttt{reviewer} rights to view and filter a list of wiki pages and their review status.

---

**Quality management overview**

![Page 98](image)

**Special page Quality management overview**

---

**Related info**

- Quality management tools
- Reference:FlaggedRevs
- Reference:BlueSpiceFlaggedRevsConnector
- Manual:Semantic MediaWiki
1. ↑ An approved page has an implicit draft, if there have been changes to embedded resources (e.g., a template or an image) since the last page approval.

3 FlexiSkin

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

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| 4.1 Colors                             | 66    |
| 4.2 Font                               | 66    |
| 4.3 Layout                             | 67    |
| 4.4 Headers                            | 67    |
| 5 Free CSS                             | 67    |
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:

1. **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.

2. **Click** the *Preview* button on the page and check the placement of the logo.
3. **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.

---

**Free CSS**

For additional customizations that are not possible with the FlexiSkin settings, you can use the Free CSS field if you are familiar with CSS. For example, you can change the colors of the right sidebar independently of the left sidebar.

```css
/*right sidebar*/
#sb-sec-cnt {background-color:#efefef; color:#252525;}
#sb-sec-cnt.card-header.menu-title {color:#00834c;}
```
Manual: Extension/Workflows

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1 Introduction ................................................................. 69
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  3.2 Expert document control .......................................... 70
  3.3 Group feedback ....................................................... 72
  3.4 Feedback .............................................................. 72
4 Overview page ............................................................... 73
  4.1 Tasks overview ......................................................... 73
5 How to add a custom workflow .......................................... 74
Introduction

In BlueSpice 4.1, workflows are based on BPMN 2.0. Four different types of page-based workflows are already integrated. Their purpose is a page review to obtain feedback via a user vote or to trigger a page approval. In the following, these workflows are therefore called review workflows.

Types of reviews

<table>
<thead>
<tr>
<th>Workflow type</th>
<th>Participants</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single user approval</td>
<td>1 user</td>
<td>A single user is asked to vote about a page. If a user submits a positive vote, the page is automatically approved.</td>
</tr>
<tr>
<td>Expert document control</td>
<td>3 users</td>
<td>After a page has been edited by a specific user, the page is reviewed by an expert and then approved by a user who is responsible for approvals.</td>
</tr>
<tr>
<td>Group feedback</td>
<td>1 group</td>
<td>A group (which needs to exist in the group manager) is requested to leave a comment on a page.</td>
</tr>
<tr>
<td>Single user feedback</td>
<td>1 user</td>
<td>A user is asked to send a comment regarding a page.</td>
</tr>
</tbody>
</table>

Notifications and reports

- **When a task gets assigned**: When a user needs to complete a workflow task, both a notification and a task are created.
- **At the end of a workflow**: After a workflow has ended, the initiator receives a notification and an email is sent to a report recipient (as defined at the beginning of the workflow).
- **When a workflow gets aborted**:  
  - A notifications are sent to users with a pending workflow task  
  - A notifications are sent to the originator if a workflow got aborted  
  - Participants of past or future steps don't receive a notification

Workflow activities

All approval workflows start with a form where the necessary workflow data is entered by the workflow initiator. Each workflow results in one or more workflow activities.

Single user approval

**Purpose**: Approval of a draft page by a user with approval rights. This workflow only makes sense if the approval function (FlaggedRevs) is activated on a page.
**Workflow instances:** Only one approval workflow can run per page.

![BPMN diagram of a "Single user approval" workflow](image)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
</table>
| CollectData    | In the first workflow step, the workflow initiator enters the settings:  
  * **User:** The user who is assigned to the task.  
  * **Instructions:** A comment or instructions for the user to understand the task.  
  * **Send report to:** An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |
| PageCheckout   | The page is locked for editing by other wiki users. Only the user with the workflow task can edit while this workflow is running. |
| UserVote       | The assigned user carries out a vote and either accepts the page or rejects it. Alternatively, the task can be delegated. In the event of a rejection, the workflow skips the next step (ApprovePage). |
| ApprovePage    | **Only if** the user has submitted a positive vote (accept), the page is set to an approved state. |
| SendMail       | An email report is sent to the report recipient who was specified in the first step. |
| PageCheckin    | The page is unlocked. |

**Expert document control**

**Purpose:** Approval of a draft page according to the "4-eyes principle".

**Workflow instances:** A page can only have one approval workflow at a time.
### BPMN diagram of the "Expert document control" workflow

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
</table>
| CollectData    | In the first workflow step, the workflow initiator enters the settings:  
**User:** User who is assigned to a task. Three different users have to be specified: **Editor, Reviewer, Approver**  
**Instructions:** A comment or instructions for the users to understand their tasks.  
**Send report to:** An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |
| PageCheckout   | The page is locked for users who do not participate in the workflow. Only the **Editor** (first workflow participant) and **Reviewer** (second participant) of the workflow can edit the page during checkout. |
| EditPage       | The **Editor** user can edit the page and completes the task without comment. |
| UserVote       | After the **Editor** step has been completed, the **Reviewer** user can edit the page and submit a vote. As an alternative, the **Reviewer** can delegate the task. If the vote is positive (Approve), the workflow continues. If the **Reviewer** rejects, the workflow goes back to the **Editor**. |
| PageCheckin    | After the **Reviewer** submits a positive vote (accept), the page is checked in and the workflow continues. |
| PageCheckout   | In this step, the page checkout locks the page for editing completely. The **Approver** user will not be able to change the page, but needs to approve it.  
The Approver can either complete or delegate the task. After the **Approver** (or the delegate) finishes the assigned task, the page is set from "draft" to "approved" status if
<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ApprovePage</td>
<td>the page was in draft status (only if the approver submits a positive vote). If not, this step is skipped.</td>
</tr>
<tr>
<td>SendMail</td>
<td>If an email or user was specified in the workflow settings, the report is now getting sent to that user.</td>
</tr>
<tr>
<td>PageCheckin</td>
<td>The page gets unlocked for editing.</td>
</tr>
</tbody>
</table>

**Group feedback**

**Purpose:** Obtaining feedback from the members of a user group. The group must exist in the group manager.

**Workflow instances:** Several feedback workflows can run independently of one another on one page at the same time.

![BPMN diagram of the "Group feedback" workflow](image)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
</table>
| CollectData    | In the first workflow step, the workflow initiator enters the settings:  
  - **Group:** User group who is assigned to the task.  
  - **Instructions:** A comment or instructions for the users to understand their task.  
  - **Send report to:** An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |
| GroupFeedback  | All users in the assigned group provide feedback via a comment field. This is a parallel workflow, which means that the order of the feedback does not matter.                                                  |
| SendMail       | If an email or user was specified in the workflow settings, the report is now getting sent to that user.                                                                                                |

**Feedback**

**Purpose:** Obtaining feedback from a single user on a page.

**Workflow instances:** Multiple feedback workflows can run independently of one another on one page at the same time.
BPMN diagram of the “Single user feedback” workflow

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
</table>
| CollectData    | In the first workflow step, the workflow initiator enters the settings:  
|                | • **User**: User who is assigned to the task.  
|                | • **Instructions**: A comment or instructions for the users to understand their task.  
|                | • **Send report to**: An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |
| UserFeedback   | The assigned user sends a comment.                                                                                                                                                                |
| SendMail       | If an email or user was specified in the workflow settings, the report is now getting sent to that user.                                                                                         |

**Overview page**

All workflows in the wiki are listed on the page *Special:Workflows overview*. A view for all *active* workflows and a view for *all* workflows can be selected.

**Tasks overview**

Users are informed about new and pending tasks in their notifications. They can view assigned workflows on their *My tasks* page.
How to add a custom workflow

Users can upload an xml-file of a BPMN diagram with custom activities to the wiki. Currently, the following predefined activities exist:

**Extension: Workflows**
- CustomForm
- UserVote
- GroupVote
- UserFeedback
- GroupFeedback
- SendMail
- EditRequest

**Extension: PageCheckout**
- PageCheckOut
- PageCheckIn

**Extension: BlueSpiceFlaggedRevsConnector**
- ApprovePage

Example of a customized workflow (coming soon)

1 Semantic MediaWiki Basics

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Scope and terminology</td>
</tr>
<tr>
<td>2 Define properties</td>
</tr>
<tr>
<td>3 Create a template</td>
</tr>
<tr>
<td>4 Create a form</td>
</tr>
<tr>
<td>5 Assign a category</td>
</tr>
<tr>
<td>6 Example</td>
</tr>
</tbody>
</table>
Scope and terminology

Semantic MediaWiki (SMW) is a MediaWiki extension that enables you to define and query data on a wiki page.

The following steps are usually taken to work with data-based content in your wiki:

1. **Define properties**: Properties determine which values can be queried in the wiki.
2. **Create a template**: This creates the output format of the data set on the wiki pages.
3. **Create a form**: Using this form, Wiki users can comfortably enter their data.
4. **Assign a category**: Each page that contains a semantic query is usually tagged with a category that was created for this purpose. This, in addition to the attributes, provides an important means of querying and filtering the pages. It also creates a form editing mode for the wiki pages that contain this category.
Properties

List of properties

1. Has First contact + of type Date (0 uses) ●
2. Has contact person + of type Text (0 uses) ●
3. Has location + of type Text (0 uses) ●

Semantic properties

Template

<table>
<thead>
<tr>
<th>Location</th>
<th>Regensburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Jane Doe</td>
</tr>
<tr>
<td>First contact</td>
<td>2020/12/21</td>
</tr>
</tbody>
</table>

Hallo Welt! was founded to make the technology and concept
Since 2007 Hallo Welt! builds collaborative platforms of knowl online documentation and quality management.
Form

Location: Regensburg
Contact person: Jane Doe
First contact: 21/12/2020

Free text:
Hallo Welt! was founded to make the technology and concept c
Since 2007 Hallo Welt! builds collaborative platforms of knowle
management, online documentation and quality management.

Data entry form

Category to organize data
Define properties

To make information available as data on a wiki page, we create so-called properties. For example, if we want to semantically record customer data, we create a wiki page for each customer. We collect customer data such as location on every customer page. To do this, we create a property that records the location of the customer.

```
[[Has location::Regensburg]]
```

Afterwards I can list all customers at a certain location or all customers with their associated locations in the wiki.

Create a template

Since we often want to display several such properties and their values on one page at the same time, we format a special area that clearly shows the collected page attributes. This requires a (data) template, which can then be used on any wiki page.

<table>
<thead>
<tr>
<th>Location</th>
<th>Regensburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Jane Doe</td>
</tr>
<tr>
<td>First contact</td>
<td>2020/12/21</td>
</tr>
</tbody>
</table>

Data template

Create a form

To support our users with data entry tasks, we create an input form. The input form is shown when users switch to the edit mode of a wiki page that has the semantic template included.

Location: Regensburg
Contact person: Jane Doe
First contact: 21/12/2020

Data entry form
Assign a category

Wiki pages that use semantic templates are tagged with a category. This category enables the assignment of the input form to the wiki page. The category is also used to query the data collected via the template and display it anywhere in the wiki.

Example

On the following pages, we will create an example that collects and displays customer data it in the wiki.

Example: Collect customer data

BlueSpice Operating Manual

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Objective

The objective of this operating manual is to enable you to run BlueSpice smoothly and successfully in your IT environment. It aims to answer your questions as deciders, IT auditors and server administrators, such as:

- Where do I get information about BlueSpice and its development?
- What do I have to consider when operating BlueSpice?
- How do I backup and monitor BlueSpice?

The most current version can be found at https://wiki.bluespice.com. This manual is designed to provide general information. Feel free to copy it over to your local BlueSpice and amend it according to your process and documentation requirements. Since the IT environment can change over time through updates and restructuring, it is advisable to check the information in the operating manual for being up-to-date.

The structure of this manual is based on the recommendations of the German Federal Office for Information Security, which can be found here.

Overview

System overview

BlueSpice is a webbased client-server application. On the server side, it uses a web server (Apache, IIS, Nginx), the script language PHP, a database (MySQL or MariaDB), a JAVA application server (Tomcat or Jetty), and Elasticsearch. There are several binaries required on the server, such as phantomJS and Imagemagick. Until version BlueSpice ≤ 3.2.x, a NodeJS service (Parsoid) is used as well.

BlueSpice can be run in a distributed environment. All services can be put on individual servers (web server + PHP, database, application server, Elasticsearch). A common scenario is to scale the web server and PHP horizontally.

Typically, inhouse deployments of BlueSpice consist of a production environment and a corresponding test environment. In scenarios with elevated SLAs, an additional QA environment is used as an intermediary before production.

Owners, responsible persons and contacts

BlueSpice is developed and maintained by

Hallo Welt! GmbH
Maximilianstraße 9
93047 Regensburg
https://www.hallowelt.com

For technical questions, please contact Hallo Welt! GmbH support at support@hallowelt.com.

For questions about your contract, please contact the Hallo Welt! GmbH sales team at sales@hallowelt.com.
Operating times

Typically, BlueSpice instances run 24/7. Operations are managed by the organization's IT department or their service providers. Hallo Welt! provides support and guidance during their office hours (8am - 6pm CET/CEST).

System and version history

All BlueSpice versions are documented in the BlueSpice helpdesk: https://en.wiki.bluespice.com/wiki/Setup:Release_History

All changes can be retraced in our current and archived release notes: https://en.wiki.bluespice.com/wiki/Setup:Release_Notes

Documentation

BlueSpice maintains an online documentation which is continuously kept up to date: https://en.wiki.bluespice.com


In addition, there is a community forum: https://sourceforge.net/p/bluespice/_list/tickets

News about the product can be found in our blog: https://bluespice.com/category/news-know-how/

Also, BlueSpice maintains a newsletter. Sign up here: https://bluespice.com/

For more information, follow us on Twitter: https://twitter.com/BlueSpiceTweets

Installation manual Windows/Linux (including upgrade instructions)


System architecture and interfaces

The following section gives an overview of the components of BlueSpice and how they interact with each other and the environment.

System integration

BlueSpice is a web application which can be integrated with your IT environment, most notably LDAP and email.
Server architecture

Internally, BlueSpice has several components which are responsible for parts of the functionality.
Vertically distributed architecture

For simple scaling, some services can be externalized to other physical or virtual servers.
Horizontally distributed architecture

For high traffic or high availability demands, BlueSpice can be set up to scale horizontally.
Components and responsibilities

Servers, operating system, licenses and software infrastructure are typically managed by your organization's IT.

Hallo Welt! typically manages the application and required components.

There may be special contractual agreements.
External interfaces (to other organizations)

Technically, BlueSpice can be set up to operate completely self-contained (contact our support if you have questions about your instance). On the server, no external sources are queried. In the standard installation, there are content modules which draw data from external sources on the client side (browser):

- **draw.io**: The diagram tool is loaded directly from draw.io. All content remains on the BlueSpice wiki.
- **maps**: Embedded maps are collected from Google or OpenStreetMap.
- **widgets**: The purpose of widgets is to display content from public sources like YouTube.
- **chemical formulas**: The formula rendering uses an external service via Wikimedia’s REST API.

On the organizational side, the team of Hallo Welt! GmbH typically provides 3rd level support for subscribed BlueSpice instances. Hallo Welt! GmbH teams up with the internal IT of the organization as well as with IT infrastructure providers of our customers.

**IT internal interfaces**

A standard BlueSpice installation connects to the following services in order to be fully functional:

- **User directory**: BlueSpice can be configured to authenticate against a company user directory (typically Active Directory). The protocols used are LDAP and SAML.
- **Email**: BlueSpice needs to be connected to an email server in order to send notifications.

**API**

BlueSpice comes with an API interface.

- For instructions on how to handle the API, see here: https://www.mediawiki.org/wiki/API:Main_page
- For a comprehensive list of API modules, see here: https://en.wiki.bluespice.com/w/api.php

**Installation and system requirements**

**System requirements**

The current system requirements are documented here: https://en.wiki.bluespice.com/wiki/Setup:System_requirements

**Software catalogue**

All BlueSpice components are listed in the software catalogue: https://en.wiki.bluespice.com/wiki/Setup:Software_Catalogue

**Changes in configuration**

Changes in configuration can occur in minor and major releases. Please consider the upgrade information provided here: https://en.wiki.bluespice.com/wiki/Setup:Installation_Guide/Upgrade
Start and interrupt the service

Startup

In order to start up BlueSpice, all the required services need to be running. Please make sure you start the services in the order given here:

Database

- Linux: service mysql start OR systemctl start mysql
- Windows: services.msc

Application server (Tomcat or Jetty)

- Linux: service jetty9 start OR systemctl start jetty9
- Windows: services.msc

Elasticsearch

- Linux: service elasticsearch start OR systemctl start elasticsearch
- Windows: services.msc

Parsoid (not required since BlueSpice 4.0)

- Linux: pm2 start /opt/parsoid/bin/server.js OR systemctl start parsoid
- Windows: services.msc

Web server

- Linux: service apache2 start OR systemctl start apache2
- Windows: services.msc

Shutdown

In order to shut down BlueSpice, all the required services need to be stopped. Please make sure you stop the services in the order given here:

Web server

- Linux: service apache2 stop OR systemctl stop apache2
- Windows: services.msc

Parsoid (not required since BlueSpice 4.0)

- Linux: pm2 stop /opt/parsoid/bin/server.js OR systemctl stop parsoid
- Windows: services.msc

Application server (Tomcat or Jetty)

- Linux: service jetty9 stop OR systemctl stop jetty9
- Windows: services.msc

Elasticsearch

- Linux: service elasticsearch stop OR systemctl stop elasticsearch
- Windows: services.msc
Database

- Linux: `service mysql stop` OR `systemctl stop mysql`
- Windows: `services.msc`

Configuration changes

After changes to the configuration, the service with the changed configuration needs to be restarted.

Webserver

- Linux: `service apache2 restart`
- Windows: `services.msc`

Parsoid (not required since BlueSpice 4.0)

- Linux: `pm2 restart /opt/parsoid/bin/server.js`
- Windows: `services.msc`

Application server (Tomcat or Jetty)

- Linux: `service jetty9 restart`
- Windows: `services.mmc`

Elasticsearch

- Linux: `service elasticsearch restart`
- Windows: `services.mmc`

Database

- Linux: `service mysql restart` OR `systemctl restart mysql`
- Windows: `services.msc`

Unplanned server outage

Identify which service is not running and restart this service.

Standard operations

User management

- All users are managed in the application. For details, see [https://en.wiki.bluespice.com/wiki/Manual:Extension/BlueSpiceUserManager](https://en.wiki.bluespice.com/wiki/Manual:Extension/BlueSpiceUserManager)

Recurring background tasks

BlueSpice is set up to conduct some tasks in the background. These are

- `maintenance/runJobs.php`

**Backup**


**Monitoring**

Apart from the common parameters to monitor (disk space, CPU load, memory usage), the following services can be monitored for availability:

- Web server: ping the login page of the wiki: `<wiki_url>/Special:Login`
- Database: check database connectivity with username and password authentication.
- Parsoid: check port 8000 connectivity via 127.0.0.1 (not required since BlueSpice 4.0)
- Elasticsearch: check port 9200 connectivity via 127.0.0.1

If any of those services is not available, BlueSpice is either not operational or experiencing functional restrictions.

**Diagnostics**

In case of errors, please consider the error logs. These are:

- In the web browser, open the console and check for JavaScript errors
- For the web server, check the web server's error log and php error log.

**Troubleshooting**

If one or more services are not working:

- Check the available system resources, in particular the free disk space
- Restart all services

If the problem persists, contact BlueSpice support.

**Key performance indicators**

**Server**

Standard parameters for servers apply:

- Disk space < 80% usage
- CPU load should not peak to 100% for more than 1s
- Load average should not be more than CPU core count
- Average memory usage should not exceed 90%
- For GNU/Linux systems, try to avoid high swap space usage.

For a standard server sizing (4 cores, 8 GB ram), the number of average simultaneous users is optimized for 25 per server. This means, one server can handle about 125 concurrent users.

The php error log should not report any FATAL or WARNING messages
Client

The reference page Special:Version should load under 4s without browser cache and under 2.5s with browser cache enabled.

Known restrictions

Functional restrictions

This is now services map onto BlueSpice functionality:

- Web server: required for BlueSpice basic operations
- Database: required for BlueSpice basic operations
- Tomcat: required for PDF and VisualDiff
- Elasticsearch: required for ExtendedSearch and various title select boxes. Will fallback to standard MediaWiki search if not available.
- PhantomJS: required for rendering article preview images.
- Parsoid: required for VisualEditor. Note: since BlueSpice 4.0 this is no longer required.

All services other than web server and database are optional. If not present, the named functionality will not be available.

Technical restrictions

Updates of major and minor level might require a system downtime due to database migration operations.

Resource related restrictions

Response times are dependent on the server resources, foremost CPU power.

The number of concurrent users a server can handle is directly related to server memory size and CPU power.

Please note: we strongly recommend having a separate testing system. This can be used for update/upgrade preparation, debugging and collecting sizing information. If no testing system is present, occasional downtimes may occur when debugging and maintenance operations are conducted.

Archiving and deletion of data

Variable data (Strongly growing data)

The following locations store variable data, which is not recoverable in case of data loss, and must be backed up regularly:

- The database stores most data of BlueSpice, including articles, users and action logs.
- The images folder stores all uploaded files.
There is some secondary data stored in Elasticsearch (for BlueSpice Social and Statistics). This data can be fully recovered from the primary data stored in the database.

**Master data (Slowly growing data)**

The following locations store master data, which requires considerable effort to recover in case of data loss and should be backed up regularly:

- **Configuration:**
  - LocalSettings.php and LocalSettings.BlueSpice.local.php contain the basic configuration including sitename, security keys and database access.
  - settings.d folder contains information about activated extensions.
  - extensions/BlueSpiceFoundation/config folder holds information about namespace setup and permission configuration.

- **Templates and skins**
  - extensions/BlueSpiceFoundation/data folder holds PDF templates.

**Log files and error files**

- **Php error log:** /var/log/php-fpm.log (Only for php-fpm service)
- **Apache access log:** /var/log/apache2/*access.log
- **Apache error logs:** /var/log/apache2/*error.log (Also includes PHP errors)
- **Browser console**
  - Parsoid log: pm2 logs OR /var/log/parsoid.log (systemd and init.d) (not required since BlueSpice 4.0).
- **Elasticsearch:** /var/log/elasticsearch/
- **Tomcat:** By default logging is turned off. Depending on system, logging can be enabled via configuration XML files.
- **Windows event log:** MS Windows logs are not txt format. Access is possible via Event Viewer

**Security and compliance**

**Internet access**

For standard operations, BlueSpice does not require Internet access. BlueSpice does not make any outgoing calls. See section External interfaces for details.

In our default setup, the client will access draw.io for editing diagrams. Here, only application data is loaded from the site. No content data will be passed on to draw.io. On request, Hallo Welt! can install an on-premise version of draw.io (additional charges apply).

**Auxiliary service data access**

Tomcat, Elasticsearch and PhantomJS will receive data from BlueSpice core components. They are agnostic to access rights and do have full access to all data stored on BlueSpice. It is therefore recommended to restrict access to these services to localhost or the web server's IP address. In case Hallo Welt! performs the installation, this is the default setup. No external access to these services shall be permitted.
Privacy

GDPR compliancy is handled by BlueSpice Privacy Center. More information can be found here: https://en.wiki.bluespice.com/wiki/Manual:Extension/BlueSpicePrivacy

Legal information

For all legal information, including the Subscription contract, GDPR information and DPA, Anti Bribery Policy and Software catalogue, please refer to the BlueSpice homepage: https://bluespice.com/legal-documents-and-guidelines/

BlueSpice free Download

Download options

BlueSpice free is available at the following websites:

- BlueSpice homepage: BlueSpice free is downloaded as Installer which includes a MediaWiki 1.35.
- Sourceforge (Downloads also for previous BlueSpice free versions)

Before using the Installer

For a successful installation with the BlueSpice free Installer, it is important to review the system requirements and to configure the server environment. We have prepared detailed instructions for preparing your system:

1. BlueSpice system requirements
2. BlueSpice system preparation
   1. Windows (currently being revised)
   2. Linux

To make your BlueSpice setup as easy as possible, we provide installation instructions for installing BlueSpice with Installer. These can be found in our Installation Guide.

Setup:Installation Guide

Note: For general questions regarding the installation, maintenance, and usage of BlueSpice free, go to our SourceForge help forum.

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<th>Page</th>
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<tr>
<td>4 Install the BlueSpice application</td>
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<td>5 Upgrade and patch updates</td>
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<td>6 Migration from MediaWiki to BlueSpice</td>
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<td>7 Optimize the configuration</td>
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<td>7.3 Security settings</td>
<td>96</td>
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<tr>
<td>7.4 Compendium</td>
<td>96</td>
</tr>
</tbody>
</table>
Introduction

We are happy that you decided to install the latest version of BlueSpice 4.

Please follow these steps:

1. Check the system requirements
2. Prepare the server environment
3. Install the BlueSpice application
4. Optimize the configuration

Check the system requirements

- System requirements

Prepare the server environment

- Linux server environment
- Windows server environment (currently being revised)

Install the BlueSpice application

Please select which installation type you need:

- Full BlueSpice installation
  - Extended Functions: VisualEditor, ExtendedSearch
- BlueSpice WikiFarm installation
- Docker image

Upgrade and patch updates

- Upgrade from BlueSpice free 3.2.x to BlueSpice pro 4.1.x
- Upgrade from Bluespice free 4.1.x to pro 4.1.x

Migration from MediaWiki to BlueSpice

- Migration from MediaWiki to BlueSpice

Optimize the configuration

If you don't need to set up a server environment "from scratch", you can directly refer to the setup instructions for individual system components. Just make sure that you really have everything configured as needed:

Webservices for Apache Tomcat

- PDF-Export
Additional settings and optimizations

- Caching
- Cronjobs
- Time Zone

Security settings

- File System Permissions
- Deactivating installcheck file
- Save Directories

Compendium

- Backup
- Configuration Folder settings.d
- ExtendedSearch Configuration
- Folder structure under Windows
- Performance Optimization
- Performance Optimization/ManualRecache
- Performance Optimization/MySQL
- Performance Optimization/PHP
- VisualEditor Configuration

Setup: Installation Guide/Security Patches 3.2.8

Note: Instructions on this page only apply to BlueSpice 3.2.8. They will become obsolete once BlueSpice 3.2.9 is published!

Applying security patches from MediaWiki 1.35.5 to BlueSpice 3

Recent security fixes to MediaWiki 1.35 have been backported to MediaWiki 1.31, which is the base of BlueSpice 3.2. The patches are available for download on SourceForge.

The following instructions are based on Linux installations. But they can be executed in the same way on a Windows system using an appropriate shell, like git bash, cygwin and similar.

Given <bluespice> is the installation path of the BlueSpice wiki application, you can apply the patches like this:

```bash
# cd <bluespice>/blueSpice
wget https://sourceforge.net/projects/bluespice/files/BlueSpice-3.2.8-MW1.35.5-fixes.tar.gz
tar xfvz BlueSpice-3.2.8-MW1.35.5-fixes.tar.gz
cd ..
bash _bluespice/pre-autoload-dump.d/99-apply_patches.sh
```

After a successful run, the output should be like this:
Patching: includes/actions/RollbackAction.php ==> DONE!
Patching: includes/actions/Action.php ==> DONE!
Patching: includes/actions/ViewAction.php ==> DONE!
Patching: includes/specials/SpecialChangeContentModel.php ==> DONE!
Patching: includes/MediaWiki.php ==> DONE!
Patching: includes/EditPage.php ==> DONE!
Patching: extensions/VisualEditor/modules/ve-mw/ui/dialogs/ve.ui.MwMediaDialog.js ==> DONE!

There may be additional lines of output, based on the edition of BlueSpice.

Setup: Release History

Note: Support für BlueSpice 3.x ends on March 15, 2023.

BlueSpice versioning follows the Semantic Versioning Spezification from semver.org.

<table>
<thead>
<tr>
<th>Major Release</th>
<th>Version</th>
<th>Published</th>
<th>Details</th>
<th>Important changes</th>
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<tr>
<td></td>
<td>4.1.1</td>
<td>Feb 08, 2022</td>
<td>Release notes</td>
<td>Patch release</td>
</tr>
<tr>
<td>BlueSpice 4</td>
<td>4.1.0</td>
<td>Jan 19, 2022</td>
<td>Description,</td>
<td>Combined major/minor release</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Release notes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.1.0-RC2</td>
<td>(Release candidate: Dec 15, 2021)</td>
<td>Description</td>
<td>Combined major/minor release</td>
</tr>
</tbody>
</table>

BlueSpice 1-3 Release history

System Requirements

For a trouble-free installation of the current version BlueSpice 3.4, we recommend the following system requirements. The application BlueSpice is tested by Hallo Welt! for Windows and Linux.

Browser

- Microsoft Edge
Server Environment

- Operating system: Microsoft Windows Server >= 2016 or Linux (common distributions)
- Webserver: Apache 2.4.x, IIS >= 10 or nginx 1.x (nginx not possible in WikiFarm)
- PHP 7.4.x starting at 7.4.3
- MySQL: >= 5.6 oder MariaDB >= 10.3
- Main memory: 16 GB (minimal 8 GB)
- Available hard drive space: > 20GB (depends on the planned storage of data)
- CPU: 8 (minimal 4) cores
- Apache Tomcat >= 9 oder Jetty >= 9 (for PDF export and LaTexRenderer)
- ElasticSearch 6.8 with plugin “ingest-attachment”
- OpenJDK >= 10
- NodeJS 10 (Math)