6 Extension/BlueSpiceBookshelf

The extensions **Bookshelf** and **BookshelfUI** expand the BlueSpice distribution, combining wiki pages into a structured book with chapter navigation. These books can also be printed as a PDF file with a cover page and a clickable table of contents.
Characteristics of books

With BlueSpice Pro, you can assemble individual wiki pages into a book. In a book, you can read through a collection of pages in a linear fashion by moving through the book navigation. This is useful if you have lots of related pages that should be read in a particular order. And it makes it easy to write documentation and to comply with your documentation standards. All the books that are available on the wiki are accessible through the left navigation menu, tab “Books” with the book icon. Books are displayed as list or grid view. Clicking on a book opens the selected book. Once the book is opened, its chapter navigation appears in the left navigation.

![Book list](image)

Book manager

The menu item *Global Actions > Book manager* loads the page Special:BookshelfBookManager. Here, you can add a new book by clicking the *plus* button.
You can take the following actions on a book:

- **Editing a book** (1): Links to the Book editor where you can edit the book contents and metadata.
- **Duplicating a book** (3): Duplicates this book, including all the pages of the book.
- **Export** (4): Exports the wiki pages in this book to PDF.
- **Assign** (5): Assigns the book to designated users.
Creating a book

To create a book:

1. **Go to** Global actions > Book manager.
2. **Select** the Create (+) button.
3. **Enter** a Book title and the Type of the book:
   - *General books*: Visible to all users. It should have a book navigation.
   - *Own books*: Books only visible to me.

4. **Click** Done.

After that, the book editor opens. Here you can add pages to your book by clicking the plus button. A dialog opens, where you can select the pages you want to add to your book. You can also enter the name of a page that doesn't exist yet.
Mass-adding 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 contains the list of pages that have been added to the book.
Importantly! Each wiki page can only be added to one book. If a page later is added to another book with chapter navigation, the page always leads to the chapter navigation of the book that last generated or updated its chapter navigation.

Creating the chapter navigation

After saving a book page, you have created a wiki page in the namespace Book which contains a list of links to the wiki pages in the book. The chapter navigation is generated separately.

To add the chapter navigation, go back to the book page in the book manager. Clicking on the book title opens the book page in the book editor. Scroll down to the Save button and select the drop-down arrow. Click Save and add book navigation to each wiki page.

This adds a bookshelf tag in the source code of all wiki pages that are part of this book. The tag, therefore, defines which book this page belongs to.

<Bookshelf src="Book:Employee Manual"/>

==Vacation Request form==
Each employee gets a Vacation Request form. This form records available and used vacation days and is signed by both parties. The Vacation Request form is part of the personnel file.

==Vacation request==
To apply for vacation, the following steps are necessary:

**Note:** If you later add more pages to a book, you have to generate the chapter navigation again. Without this step, the newly added pages will not have a bookshelf tag and therefore not be shown in the chapter navigation of the book. If you only added one or two new pages, you can also add the bookshelf tag manually to the source code of these new pages.

**Editing a book**

After you have created the book, click on the name of the book. This opens the *Book Editor*.

Editing a book is similar to creating a new book regarding adding pages to the book. Pages can also be removed from a book by right-clicking on the page name and selecting *Delete from book* (this will not delete the wiki page itself). Chapters - and the general book structure - can be re-arranged by dragging and dropping pages in the book structure. By dragging and dropping Page A over Page B, Page A will be placed underneath Page B in the book hierarchy.
Book Editor: Employee Manual

- **Book Manager** (1): Link to the main Book manager page.
- **Show source wikipage** (2): Opens the book navigation page in view mode.
- **Edit source wikipage** (3): Opens the book navigation page in edit mode.
- **Add page** (4): Button for adding a page.
- **Mass-add pages** (5): Button for adding a set of pages (by category, subpages of a page, page collection, or semantic property).
- **Remove page** (6): Removes the selected pages.
- **Manage metadata** (7): Add or remove metadata.
- **Export selection** (8): Exports the selected pages to a PDF file.
- **Book contents** (9): Shows all pages in the book hierarchy. Pages can be arranged by drag-and-drop. A multi-level organization is possible.

Inserting meta data

While editing a book (adding or removing pages), meta-data for the book can be added. To edit metadata, select 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. Some of the most important meta-data include:

- Title
- Subtitle
- Author 1 and 2
- Document-ID
- Document type
- Department
- Version
- Template (PDF)
- 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 metadata 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).

Exporting books

You can export an entire book, individual chapters or single pages as PDF:

- Open the book in the book editor.
- Select all pages or chapters you want to export by clicking the associated checkboxes. Subchapters will be automatically selected.
- Clicking on the "Export selection" dropdown menu opens a list of available formats. By clicking on one of the formats offered the book export starts.

Configuration options for the book export

Wiki administrators can configure some settings for the following extensions:

**BlueSpiceFlaggedRevsConnector**

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

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

  ![accepted revisions log](image)

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

  ![Not stable pages](image)

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

  ![Pages with no FlaggedRevs feature](image)

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

  ![FlaggedRevs info below heading](image)
Quality assurance

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

Searching and Navigation

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

BlueSpiceUEModuleBookPDF

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

PDF table of contents without article TOCs

- **Embed article TOCs (No indent of article titles)**: Shows the table of contents for each article in the main contents table of the PDF.
Deleting a book

When you delete a book, you only remove the book page in the namespace *Book* from the Book manager. The wiki pages in the book, however, are not deleted. Before you delete the book, you are informed in a pop-up menu that the bookshelf tag is not automatically removed from the pages:

The bookshelf tags have no effect on the wiki pages after deleting the book. If you want to remove them manually, you can go to the page *Special:ReplaceText* and do a find and replace to delete the booktag from the pages.

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.

**Duplicating a book**

**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 `Quality assurance` page now contains the bookshelf tag `HR`.  
  - **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.

**Configuration**

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

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

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.

Tipps 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 is 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
6 Books

The extensions Bookshelf and BookshelfUI expand the BlueSpice distribution, combining wiki pages into a structured book with chapter navigation. These books can also be printed as a PDF file with a cover page and a clickable table of contents.

Characteristics of books

With BlueSpice Pro, you can assemble individual wiki pages into a book. In a book, you can read through a collection of pages in a linear fashion by moving through the book navigation. This is useful if you have lots of related pages that should be read in a particular order. And it makes it easy to write documentation and to comply with your documentation standards. All the books that are available on the wiki are accessible through the left navigation menu, tab "Books" with the book icon. Books are displayed as list or grid view. Clicking on a book opens the selected book. Once the book is opened, its chapter navigation appears in the left navigation.
Book manager

The menu item *Global Actions > Book manager* loads the page Special:BookshelfBookManager. Here, you can add a new book by clicking the *plus* button.

You can take the following actions on a book:

- **Editing a book** (1): Links to the Book editor where you can edit the book contents and metadata.
Creating a book

To create a book:

1. **Go to** Global actions > Book manager.
2. **Select** the Create (+) button.
3. **Enter** a Book title and the Type of the book:
   - **General books**: Visible to all users. It should have a book navigation.
   - **Own books**: Books only visible to me.
4. **Click** Done.
After that, the book editor opens. Here you can add pages to your book by clicking the *plus* button. A dialog opens, where you can select the pages you want to add to your book. You can also enter the name of a page that doesn't exist yet.

![Adding a page to a book](image)

**Mass-adding 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 contains the list of pages that have been added to the book.
Important! Each wiki page can only be added to one book. If a page later is added to another book with chapter navigation, the page always leads to the chapter navigation of the book that last generated or updated its chapter navigation.

Creating the chapter navigation

After saving a book page, you have created a wiki page in the namespace Book which contains a list of links to the wiki pages in the book. The chapter navigation is generated separately.

To add the chapter navigation, go back to the book page in the book manager. Clicking on the book title opens the book page in the book editor. Scroll down to the Save button and select the drop-down arrow. Click Save and add book navigation to each wiki page.
This adds a bookshelf tag in the source code of all wiki pages that are part of this book. The tag, therefore, defines which book this page belongs to.

**Bookshelf tag in the source code**

Note: If you later add more pages to a book, you have to generate the chapter navigation again. Without this step, the newly added pages will not have a bookshelf tag and therefore not be shown in the chapter navigation of the book. If you only added one or two new pages, you can also add the bookshelf tag manually to the source code of these new pages.
Editing a book

After you have created the book, click on the name of the book. This opens the Book Editor.

Editing a book is similar to creating a new book regarding adding pages to the book. Pages can also be removed from a book by right-clicking on the page name and selecting Delete from book (this will not delete the wiki page itself). Chapters - and the general book structure - can be re-arranged by dragging and dropping pages in the book structure. By dragging and dropping Page A over Page B, Page A will be placed underneath Page B in the book hierarchy.

Book Editor: Employee Manual

- **Book Manager** (1): Link to the main Book manager page.
- **Show source wikipage** (2): Opens the book navigation page in view mode.
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- **Remove page** (6): Removes the selected pages.
- **Manage metadata** (7): Add or remove metadata.
- **Export selection** (8): Exports the selected pages to a PDF file.
- **Book contents** (9): Shows all pages in the book hierarchy. Pages can be arranged by drag-and-drop. A multi-level organization is possible.

Inserting meta data

While editing a book (adding or removing pages), meta-data for the book can be added. To edit metadata, select 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. Some of the most important meta-data include:

- Title
- Subtitle
- Author 1 and 2
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 metadata 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).

Exporting books

You can export an entire book, individual chapters or single pages as PDF:

- Open the book in the book editor.
- Select all pages or chapters you want to export by clicking the associated checkboxes. Subchapters will be automatically selected.
- Clicking on the "Export selection" dropdown menu opens a list of available formats. By clicking on one of the formats offered the book export starts.

Configuration options for the book export

Wiki administrators can configure some settings for the following extensions:
BlueSpiceFlaggedRevsConnector

Export

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

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

![accepted revisions log](image)

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

![Not stable pages](image)

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

![Not FlaggedRevs namespace](image)

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

- **Automatically set the page to stable, when the workflow was finished successfully:** The workflow ends with setting the page status to stable.

- **Automatically delete the workflow, when a page was marked as stable:** The workflow is deleted.

- **Show unstable pages for following groups:** If the group `user` is removed from the `BlueSpiceFlaggedRevs` configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process. When the group user is removed, only `sysop` and `reviewer` users can access drafts. If you want other groups, for example `editor`, to see draft versions, you need to add them to the configuration. If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history for the page instead.

### Searching and Navigation

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

### BlueSpiceUEModuleBookPDF

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

  ![PDF table of contents without article TOCs](image)

- **Embed article TOCs (No indent of article titles):** Shows the table of contents for each article in the main contents table of the PDF.
Deleting a book

When you delete a book, you only remove the book page in the namespace Book from the Book manager. The wiki pages in the book, however, are not deleted. Before you delete the book, you are informed in a pop-up menu that the bookshelf tag is not automatically removed from the pages:

```
Do you really want to delete this book? 
"bookshelf" tags will not be removed automatically from the linked wikipages!
```

The bookshelf tags have no effect on the wiki pages after deleting the book. If you want to remove them manually, you can go to the page Special:ReplaceText and do a find and replace to delete the booktag from the pages.

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.

![Duplicating a book](image)

**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.
  - **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.

**Configuration**

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

- **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

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.

Tipps 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
7.2 Page assignments

The extension **PageAssignments** allows users with assignment rights to assign other users to a page.

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### What are page assignments?

Page assignments are a quick way of giving one or more users informal responsibility and ownership of a page. They are very similar to a watchlist. A user can add a page to their watchlist themselves, but users also create page assignments for each other.

Page assignments do not change the behavior of the page or grant special rights on a page. For example, the page does not get locked for editing when it is assigned to another user. It is rather a simple mechanism to have users "take a look" at a page. If the feature **Read confirmation** is activated for a namespace, assigned users have to confirm with a checkbox on the page that they have read the page.

### Characteristics

- Assigned users receive **notifications** when their page assignment is changed. (This can be deactivated in the user preferences.)
- Assigned users are **listed under the assignments** for the page in the Quality management menu of the page.
- The page is listed on the **Assignment management** page, which is accessed from **Global actions > Management** (Special:ManagePageAssignments)
- The **page is listed** on the **Assignments** manager page of the assigned user, which is easy to access from the user profile menu.
- **Namespace-specific:** if a namespace has **Read confirmation** activated, the page shows a read confirmation in the alert area of the page.
Assigning a page

Ro assign pages to other users, you need the appropriate rights. These are assigned via the roles reviewer and maintenanceadmin. Users, in turn, need the appropriate edit rights (role editor) so that they can be assigned to a page.

To assign a user or a group to a page:

1. Click on Page assignments in the Quality management toolbar.
2. Type a user or group name in the assignments text box. You will get automatic suggestions based on your entry.
3. Click the Add button.
4. Add more users or groups (optional).

Assignment management

Users with assignment rights can see a list of all pages that have assignments. This page (Special: ManagePageAssignments) can be loaded from the navigation menu under Global actions > Management > Assignment management
My assignments

Every user can view the pages they are assigned to by clicking on "Assignments" in their personal menu (by clicking on their image in the upper right corner).
10 Extended search

ExtendedSearch replaces the default MediaWiki search engine. It is based on the Elasticsearch engine and provides many improvements over standard MediaWiki search both in terms of quality of indexed content and user interface.

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### Usage

The extended search offers two ways of searching for content:

- Autocomplete
- SearchCenter

By default, BlueSpiceExtendedSearch indexes:

- wiki pages - all content pages on wiki - except for MediaWiki namespace
- special pages - all SpecialPages on wiki
- repo files - files uploaded to wiki - for text files like Word documents and PDF, including the content and metadata
- external files - files from arbitrary locations from wiki accessible storage paths (e.g., mounted drives)
social entities - entities created by the BlueSpiceSocial extension, like blog posts and user profiles

Autocomplete

Autocomplete search is available from any page on the wiki, and can be accessed through the search bar in the top line of the wiki. Autocomplete matches only page and file titles, not the content of the page. After typing in the search bar, an autocomplete popup will appear below it.

This popup is divided into two columns.

**Left column:**
- Primary results - these are the results that are direct matches for the search term. These results are displayed in the left column of the autocomplete popup. An exact match will be highlighted and contain additional information.

**Right column:**
- Tools and secondary results - tools are displayed in the top portion of the right column and contain:
  - Button to create the page with the current search term as the title (only if user has permission to create new pages)
  - Button to execute full-text search for the current term. Selecting this option will lead to the SearchCenter page.

In the bottom portion of the right column, secondary results are displayed. Secondary results are matches that do not directly match the given term, but might be relevant for the user. These will show up only in certain contexts:
- If there are significantly more matches for a similar term than the term actually searched for (in a situation of a typo for example)
If namespace or subpage pill is present. In this case secondary results will show direct matches in other
namespaces/pages.

**Autocomplete pills**

Autocomplete search bar supports pills for namespace and subpages.

This means that if a user types "Manual:" a pill for the namespace "Manual" will be created and any term typed-in after will be only searched in namespace "Manual". Subpage pills work in the same way. If the user types in "PageName/", any term given afterwards will be matched in the context of that page. If you search for "TestPage/Te", for example, the search will match only subpages of "TestPage" that contain "Te" in the title, like "TestPage/Test" and "TestPage/TestSubpage".

**Configuration**

Previously explained is the full version of the autocomplete popup. Wiki admins can also choose to use "Simple autocomplete", which contains only one column with primary results and tools, without secondary results. This type of autocomplete is also more compact. This setting is available from BlueSpiceConfigManager, under Extension > BlueSpiceExtendedSearch > Use simple autocomplete.

**SearchCenter (extended search)**

As soon as you trigger the search with the magnifying glass symbol or the Enter key, you switch to the SearchCenter. This is a special page that offers the full functionality of the search. The search in the SearchCenter is carried out using the same search bar that is also used for automatic completion.
Areas:

- **Hit count** - shows how many matches a search has returned. It may be exact or approximate. Approximation is due to dynamic check for permissions to view each page in the results, some results may not be shown to the user with no adequate permissions even if it matches the search term.

- **Tools** - these are located on the top right and represent a set of buttons for managing the search results.
  - Create a page - represented by a "plus" button - will create a page with current search term as a title (only visible if user has permission to create pages)
  - Add filters - represented by a "funnel" icon - opens a dialog where user can select the type of filter to apply to the search.
  - Search options - represented by a "gear" icon - opens a dialog where user can change settings for the current search. It provides options like number of results per page, sorting field and order...
  - Export search - represented by "export" icon - opens a dialog to export current search results to a dedicated page.

- **Filter**: Filters are displayed in form of pills underneath the hit count. Each filter pill represents a different attribute search results can be filtered by. Filter values can be changed by clicking on the filter pill and selecting desired options from the popup that will open. Filter can be removed by clicking on "x" button on the right of each pill.

- **Results**: If current search criteria yields any results, list of results will appear below the filters. Information available in the result are (depending of result type):
  - Main title of the result (page title, file name...)
  - Result type
  - Size and extension (for files)
  - Thumb image (for images) or file type icon (for other file types)
  - Redirect information (for wikipages, if page is a redirect to another page, or another page redirects to it)
  - Original name (for wikipages, if page display title is different than actual page title)
  - Secondary information like, for wikipages, category page belongs to, modification and creation date, author...
  - Snippet of the matches in the content of the page (if there are matches in the page content),
  - Sections with matches in content (for wikipages)
In case there is an exact match for given search term, result that matches exactly will be displayed as “featured” result. Such result will display preview image of the page, and will always display content snippet, regardless of whether there are matches in the content or not.

**Results relevance**

All logged in users can mark certain results as “favorites” by clicking on the star symbol in top right corner of each result. Files marked as “favorite” will score higher in future searches. One user’s relevance settings won’t affect other user’s searches. If a user marks a result as “favorite”, it will score higher only for that user, not for any other user. Results can be unmarked as “favorite” by clicking on the “star” symbol again.

**Exporting search results**

After executing the search, you can export (save) the results to a specific page using the ”Export“ command from the “Tools” menu. In the export dialog, you can enter the name for the list, select the format and specify whether the existing list should be overwritten or appended to the list.

You can also deselect the pages that should not be exported.

After you click “Done”, the list will be exported to MediaWiki:PageCollection/LISTENNAME

Only valid wikipages are exported.

The pages contained in a list can be included in a book in the book function via Mass add> Source: Page collection.

**Configuration**

In BlueSpiceConfigManager, under settings for extension BlueSpiceExtendedSearch, the following configuration options are available:

- **External file paths**: External locations to scan for and index files from. These locations are entered in key/value pairs of Physical path and URL prefix.
  - **Physical path**: Storage path. For mounted drives, for example: X:\Documents
  - **URL prefix**: All files indexed from the indexed physical location are prefixed in the search results. It should be used if files are available from a web server. By default, the URL prefix is set to the same value as Physical path.
- **Use simple autocomplete**: forces a more compact autocomplete (1-column layout, no thumbnail preview).
- **Automatically set language filter**: This setting applies to multi-language wikis. It returns search results for a user only in the user's language. Users can set their language in their preferences.
- **Exclude patterns**: Files at external file locations can be excluded from search based on regular expression patterns.

**SearchAdmin**

*Special:SearchAdmin* is a special page for wiki admins. This page provides stats on documents indexed in the search.

**Related info**

- **Reference:BlueSpiceExtendedSearch**
Manual:Extension/ExtendedSearch

Redirect to:

- Manual:Extension/BlueSpiceExtendedSearch

Config manager

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About Config manager

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

![Config manager navigation item](image)

Layout

Filter options

All settings can be accessed through the following filter options:

- **Feature**: group by type of functionality the setting belongs to (search, administration,...)
- **Extension**: group by extension name
- **Package**: group by BlueSpice edition and services (BlueSpice free, BlueSpice pro, Matomo)
All settings are available in any type of grouping. Changing the grouping type does not add or remove setting options. It just groups them differently.

After settings are adjusted, they can be saved by clicking Save, or reset to the default settings by clicking Reset.

Searching for settings

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

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

**Settings by extension**

**BlueSpiceFoundation**

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

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

2. **Search** for the logo name in the extended file list.

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

   ![Extended file list](https://restminor.bluespice.test/hw.loc/BlueSpiceBookshelf/359/LASERLINE_Logo_2016.png)

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

   ![logo thumbnail image](https://restminor.bluespice.test/hw.loc/BlueSpiceBookshelf/359/LASERLINE_Logo_2016.png)

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

   ![logo path](https://restminor.bluespice.test/hw.loc/BlueSpiceBookshelf/359/LASERLINE_Logo_2016.png)

6. **Click** *Save*. 
7. **Refresh** the page (Strg+F5).

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

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

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

**BlueSpiceAbout**

- **Show link "About BlueSpice" in the main menu:** Shows or hides the link to the page `AboutBlueSpice` in the main navigation.

**BlueSpiceArticleInfo**

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

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

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

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

BlueSpiceAvatars

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

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

- **Use the display title from book source on article**: Shows the title from the book navigation as page title instead of the page name.

  ![Book display title](image)

  **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**
- **Suppress namespace prefix of book articles in output**

BlueSpiceChecklist

- **Mark checklist changes as minor edit**: If this setting is active, changes to a checklist (for example, checking a checkbox) in view mode are logged as minor edits. If this setting is inactive, a change to the checklist is recorded as a regular version in the page history.
BlueSpiceExtendedSearch

- **External file paths**: External locations to scan for and index files from. These locations are entered in key/value pairs of Physical path and URL prefix.
  - **Physical path**: Storage path. For mounted drives, for example: `X:\Documents`
  - **URL prefix**: All files indexed from the indexed physical location are prefixed in the search results. It should be used if files are available from a web server. By default, the URL prefix is set to the same value as **Physical path**.

- **Use simple autocomplete**: forces a more compact autocomplete (1-column layout, no thumbnail preview).

- **Automatically set language filter**: This setting applies to multi-language wikis. It returns search results for a user only in the user's language. Users can set their language in their preferences.

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

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

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

BlueSpiceInsertCategory

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

BlueSpicensertLink

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

BlueSpicePageTemplates

- **Force target namespace:**

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

BlueSpicePermissionManager

- **Backup limit:** Sets the number of backups for the permissions manager. Each time the page *Special: PermissionManager* is saved, a backup is created. If the backup limit is set to 5, the last five versions of the permissions configuration are saved as backups.

BlueSpiceReaders

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

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

BlueSpiceUEModuleBookPDF

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

  ![Table of contents](image)

  PDF table of contents without article TOCs

  - **Embed article TOCs (No indent of article titles)**: Shows the table of contents for each article in the main contents table of the PDF.
BlueSpiceUEModuleHTML

- **Hide namespace prefix in PDF**: If activated, the namespace is shown in the HTML main heading.

**Note**: If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

---

BlueSpiceUEModulePDF

- **Hide namespace prefix in PDF**: If activated, the namespace is shown in the PDF main heading for a page.

namepsace in heading
**Note:** If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

---

**BlueSpiceUniversalExport**

- **Metadata (standard, JSON):** Additional data to be passed to the rendering template in JSON format. This data can be used in the export template. The template itself is maintained server-side.
- **Metadata (override, JSON):** Allows overriding standard data sent to the rendering template in JSON format. Values that are set by default can be overridden with this option.

---

**BlueSpiceVisualEditorConnector**

- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
  - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description of the file MUST be given).
  - Simple (No confirmation of required rights is obtained here, the name and namespace of the file can be changed, a description and a category can be assigned, but does not have to be specified)
  - One click (No confirmation about required rights is obtained here, the image cannot be renamed and no category can be assigned. Only the namespace can, but does not have to be adjusted before uploading)

---

**BlueSpiceWhoIsOnline**

- **Time in seconds until a user is marked as offline:** The system checks every $x$ seconds if a user logged out and no longer displayed as online. This can be less frequent than the update interval for newly logged-in users.
- **Update interval in seconds:** The system checks every $x$ seconds for users.

---

**BlueSpiceExpiry**

- **Show watermark for expired pages in PDF:** Shows the watermark for expired pages in PDFs.
- **Show watermark for expired pages in print version:** Shows the watermark for expired pages when a page is printed.
- **Show watermark for expired pages:** Shows a watermark on the page itself.
BlueSpiceReview

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

BlueSpiceReviewExtended

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

BlueSpiceFlaggedRevsConnector

Export

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

- **Bookshelf: List accepted revisions log:** Shows a log of stable page versions of pages in the PDF and when these pages were put into accepted status. If editors did not provide a comment when accepting the page, the *Stable comment* field for a revision is empty.
- **Bookshelf: List pages without stable revision**: Displays a list of PDF pages at the beginning of the PDF that only exist as a first draft and have no released version.

  ![Not stable pages](image)

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

  ![Not FlaggedRevs namespace](image)

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

  ![Introduction](image)
Quality assurance

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

Searching and Navigation

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

BlueSpiceSocialBlog

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

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

  ![Create discussion topic](image)

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

  ![Automatically created discussion page](image)

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

BlueSpiceMatomoConnector

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

  ![Matomo site ID](image)

- **Base url:** The url to your Matomo installation.
- **Show opt-out link in footer:** Displays a link in your wiki footer, usually named *Analysis service.*
On the Analysis service page, there is a checkbox that allows a user to opt-out from being tracked for analysis purposes.

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

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

Matomo opt-out checkbox

Related info

- Reference:ConfigManager

Reference:BlueSpiceBookshelf

**Bookshelf** combines wiki pages to create books and also to export those pages as a PDF document.

<table>
<thead>
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<th>BlueSpiceBookshelf</th>
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<tbody>
<tr>
<td>Combines wiki pages to create books and also to export those pages as a PDF document.</td>
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<table>
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<tbody>
<tr>
<td>Developer:</td>
<td>HalloWelt</td>
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<tr>
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<tr>
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<tr>
<td>Activated:</td>
<td>Yes</td>
</tr>
<tr>
<td>Category:</td>
<td>Book</td>
</tr>
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</table>
Usage/ Features

- Sets of different pages (chapters) can be put together individually to a book.
- The table of contents of the book is displayed in the left navigation bar.
- The chapters are displayed in a collapsible tree structure.
- The book or parts of the book can be exported to PDF.

Technical information

Configuration

Some aspects of this extension can be configured on Special:BlueSpiceConfigManager. Here, wiki administrators can:

- prepend the article table of contents and headlines of a page with book numeration.
- suppress the namespace prefix of book articles in the PDF output.
- apply the display title from the book source to a wiki page.

Rights (permissions)

The right to create a book depends on edit permission in the Book namespace.

Requirements

This extension requires BlueSpiceFoundation.

More info

For detailed description and usage, visit our help page.

Demo

You can create a test book from wiki pages in our BlueSpice Demo.
BookshelfUI provides a graphical interface for creating, editing and managing books. It consists of a book editor, a book management and an integrated navigation.

### Reference: BlueSpiceBookshelfUI

BookshelfUI provides a graphical interface for creating, editing and managing books. It consists of a book editor, a book management and an integrated navigation.

#### BlueSpiceBookshelfUI

- **Status:** stable
- **Developer:** HalloWelt
- **Extension type:** BlueSpice
- **Edition:** BlueSpice pro
- **Dependencies:** BlueSpice
- **License:** GPL v3 only
- **Activated:** Yes
- **Category:** Book

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### Usage / Features

- The following functionality is provided by this extension:
  - Create book
  - Edit book:
    - Chapters can be renamed.
    - Chapters can be dragged and dropped in the desired order.
  - Delete book.
  - The navigation is a separate tab in the sidebar. It consists of two areas:
    - Available Books shows a list of all the books stored in the system.
    - Chapter shows the chapter navigation of the currently selected book.
Technical information

Configuration

This extension offers no configurations.

Rights (permissions)

This extension does not require any special rights.

Requirements

This extension requires BlueSpiceFoundation and Bookshelf.

More info

For detailed description and usage, visit our user manual.

Demo

Try to create a book from the wiki pages in our BlueSpice Demo.