7.5 Extension/BlueSpiceExpiry

Expiry marks after a certain period of time a chosen article as "obsolete". The article can be updated by editing or by confirming that the article is still up-to-date. Expiry is the ideal basis for an archiving system. Outdated articles can be moved to an archive after being queried. Expiry can be set on any content page of the wiki.

Contents

1. Expiring a page ........................................................................................................................................ 1
2. Overview of expired wiki pages ............................................................................................................... 2
3. Configuration ........................................................................................................................................... 3
4. Related info ............................................................................................................................................ 4

Expriing a page

![Expriing a page interface]
Expiry for a page can be set from the *Quality management tab* in the page tools. After clicking on "Expiry", a form opens in a fly-out layer.

If the page has already been expired, the expiration date is shown. In this case, a user can remove the expiration from the page by clicking on *Unexpire the page*.

If no expiration date is set, users can set an expiration date and enter a short comment: In addition, the user can create a *reminder* for the page. After saving the form, the page is reloaded and updated information is displayed.

![Expiring a page](image)

**Overview of expired wiki pages**

Users can see all of the pages set to expire, along with expiry information for those pages on *Special:Expiry* page. This page can be accessed from the Expiry flyout described above, by clicking on Expiry manager at the bottom of the flyout. All expiration dates can be deleted or edited from this page.
Configuration

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

- **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.
### 7.3 Setting reminders

The extension **Reminder** allows users to keep track of pages by creating reminders for a particular date.

#### Setting a reminder

Reminders are set in the quality management tab of the page tools. The date can be set as a recurring event. It is a good idea to add some text in the comments page so that the list of all reminders on the wiki provides some context for each reminder. If other users have also set a reminder for the page, they are shown on the reminder flyout as well.
From the bottom of the page, users can load the pages *Manage reminders* and *My reminders*.

**Manage reminders**

Available only for wiki admins, the page *Special:Reminder* shows a list of all reminders for all pages and all users. Wiki admins can delete reminders or edit the due date and other details.
My reminders

The page `Special:Reminder/USER_NAME` shows the reminders for the currently logged-in user. It has the same functionality as "Manage reminders", just in the scope of the current user.
Related info

- Reference:BlueSpiceReminder

Config manager

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 About Config manager</td>
</tr>
<tr>
<td>2 Layout</td>
</tr>
<tr>
<td>2.1 Filter options</td>
</tr>
<tr>
<td>2.2 Searching for settings</td>
</tr>
<tr>
<td>3 Settings by extension</td>
</tr>
<tr>
<td>3.1 BlueSpiceFoundation</td>
</tr>
<tr>
<td>3.2 BlueSpiceAbout</td>
</tr>
<tr>
<td>3.3 BlueSpiceArticleInfo</td>
</tr>
<tr>
<td>3.4 BlueSpiceAuthors</td>
</tr>
<tr>
<td>3.5 BlueSpiceAvatars</td>
</tr>
<tr>
<td>3.6 BlueSpiceBookshelf</td>
</tr>
<tr>
<td>3.7 BlueSpiceChecklist</td>
</tr>
<tr>
<td>3.8 BlueSpiceExtendedSearch</td>
</tr>
<tr>
<td>3.9 BlueSpiceExtendedStatistics</td>
</tr>
<tr>
<td>3.10 BlueSpiceInsertCategory</td>
</tr>
<tr>
<td>3.11 BlueSpicensertLink</td>
</tr>
<tr>
<td>3.12 BlueSpicePageTemplates</td>
</tr>
<tr>
<td>3.13 BlueSpicePermissionManager</td>
</tr>
<tr>
<td>3.14 BlueSpiceReaders</td>
</tr>
<tr>
<td>3.15 BlueSpiceSaferEdit</td>
</tr>
<tr>
<td>3.16 BlueSpiceUEModuleBookPDF</td>
</tr>
<tr>
<td>3.17 BlueSpiceUEModuleHTML</td>
</tr>
<tr>
<td>3.18 BlueSpiceUEModulePDF</td>
</tr>
<tr>
<td>3.19 BlueSpiceUniversalExport</td>
</tr>
<tr>
<td>3.20 BlueSpiceVisualEditorConnector</td>
</tr>
<tr>
<td>3.21 BlueSpiceWhoIsOnline</td>
</tr>
<tr>
<td>3.22 BlueSpiceExpire</td>
</tr>
<tr>
<td>3.23 BlueSpiceReviewer</td>
</tr>
<tr>
<td>3.24 BlueSpiceReviewerExtended</td>
</tr>
<tr>
<td>3.25 BlueSpiceFlaggedRevsConnector</td>
</tr>
</tbody>
</table>
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.

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

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

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.

**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

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).
  - ![Compact autocomplete](image)
  - ![Regular autocomplete](image)

- **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.
7. Quality assurance

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

**BlueSpiceExtendedStatistics**

- **Exclude these users:** Some user groups, like WikiSysop, can skew the statistics, for example the statistics for search queries or because they complete automated maintenance tasks. These types of user groups can be excluded from the statistical results.
- **Maximum number of interval steps:** Sets the size of the x-axis for the results. For a few days, select the interval *Day* or *Calendar Week*, for periods over one year, select *Year* or *Month*. If you do not get any results for your query, try to adjust the interval accordingly.

**BlueSpiceInsertCategory**

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

**BlueSpiceInsertLink**

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

**BlueSpicePageTemplates**

- **Force target namespace:**
- **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.
  - **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.
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.
7. Quality assurance

- **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](create.png)

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

  ![Automatically created discussion page](sandbox.png)

  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](matomo.png)

- **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

Quality assurance

Quality

Automate the life cycle of your information. Your wiki will notify everyone at the right time.

Quality assurance

- CategoryCheck
- Create a review
- Expiry
- Page approvals (Acceptance)
Expiry marks — after a certain period of time — a chosen article as "obsolete". The article can be updated by editing or by confirming that the article is still up-to-date. Expiry is the ideal basis for an archiving system. Outdated articles can be moved to an archive after being queried.

**Contents**

1. Usage / Features ................................................................................................................................................ 25
2. Technical information ........................................................................................................................................ 25
   2.1 Configuration ............................................................................................................................................ 25
   2.2 Rights (permissions) ................................................................................................................................. 25
   2.3 Requirements ............................................................................................................................................ 25
3. More info .......................................................................................................................................................... 25
4. Demo ................................................................................................................................................................ 25
Usage / Features

- An author can add an expiration date to an article.
- The expiry date can automatically be postponed to the future for a specific period of time.
- Several authors: There can only be one expiration date. The user who originally entered the expiration date will be informed of the change.
- There is no limit to the number of expiration dates with respect to users.

Technical information

Configuration

This extension offers no configurations.

Rights (permissions)

This extension does not require any special rights.

Requirements

Expiry requires BlueSpiceFoundation.

More info

For detailed description and usage, visit our help page.

Demo

Click on the quality management toolbar for any page in our BlueSpice Demo to test this functionality.