4 Extension/BlueSpiceNamespaceManager

About the Namespace manager

The Namespace manager allows a user with administrative rights to create, delete and rename namespaces and to change the settings of these namespaces. Users with edit rights can view the page, but cannot make any changes to it.

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

To create a namespace:

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

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

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

## Editing and deleting a namespace

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

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

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

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

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

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

## Technical details

The interface for the user manager is provided by the extension **BlueSpiceNamespaceManager**.
The extension **CategoryCheck** reminds users to assign a category to a page before saving it.

### Using the category check

To use this feature, it must first be enabled for individual namespaces in the Namespace manager.
When saving a page in a namespace that has the category check enabled, the user is reminded to assign a category before saving. This message only appears if the page does not have at least one category assigned. The page can still be saved without assigning a category, but the user must explicitly check the "Ignore" checkbox.

Warning notice when saving the page

Related info

- Reference: BlueSpiceCategoryCheck

7.2 Page assignments

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

To 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).

Related info

- Reference page

4.4 Page template

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

Page templates are especially useful for frequently used content formats such as logs, reference pages, product descriptions, or short manuals. When a page is created with a page template, the page becomes “detached” from the original page template. This means that subsequent changes to the template will not affect pages that have originally been created with that page template. This distinguishes page templates from regular templates.

In general, page templates:

- used for new pages only
- can be limited to certain namespaces
- can force a namespace for new pages
- are based on templates in the Template namespaces
- integrate with the extension Page Forms

Creating a page template

Administrators can create new page templates, as well as edit and remove existing ones in the Page templates manager, located under Global actions.
**Note:** Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

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

### Template fields

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

- **Name** - the name of the template
- **Description** - a short description of the template
- **Namespace** - list of the namespace where the template is active
- **Template** - page from the Template namespace from which to pull the data

### Using page templates

A list of available templates appears when a user creates a new page. It is shown below the "Empty page" default template. Selecting one of these page templates will create the new page that is prefilled with the content that is transcluded from the actual template page.
5. Working with pages

Configuration

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

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

Related info

- Reference:BlueSpicePageTemplates

5.6 UserManual:VisualEditor

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 What is VisualEditor? .................................................................................................................. 12</td>
</tr>
<tr>
<td>2 Text editing .................................................................................................................................. 12</td>
</tr>
<tr>
<td>3 Insert external content ............................................................................................................... 13</td>
</tr>
<tr>
<td>4 Beyond your typical content ....................................................................................................... 13</td>
</tr>
</tbody>
</table>
What is VisualEditor?

One of the most important tools for inserting and formatting content in BlueSpice is its visual editor. This visual editor is based on the MediaWiki extension VisualEditor. With this sophisticated editor pages can be quickly and clearly filled with a variety of content.

When creating or editing a page, you're in visual edit mode right now. If you are familiar with the code language of MediaWiki (“WikiText”), you can easily switch over using the “Switch editor” button:

Text editing

Typical text formatting such as bold, italics, or text color are already possible during text input. When you highlight text, you will see a mini menu with the most important formatting elements. With one click, the desired formatting can be selected. This is especially fast if you want to change the text color, for example:

The mini menu appears only in the text flow, not when an entire paragraph is highlighted. When you select text within a bullet point, make sure that you select only the text itself and not the whole line. Otherwise, paragraph formatting will be selected “behind the scenes” and the mini menu will not appear.
If you want to apply multiple formats at the same time, shortcuts are often the quickest way. For example, to show text in bold and italic, highlight the text and press Ctrl+b (for "bold") and Ctrl+i (for "italics"). Even a link can be quickly inserted by pressing Ctrl+k. Pressing Ctrl+b again will cancel the bold. Multiple formats can be removed after text selection with Ctrl+m.

All available keyboard shortcuts are marked accordingly in the visual editor:

![Keyboard shortcuts in the visual editor](image)

**Note:** For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).

---

### Insert external content

Many typical page elements such as images, files and tables can be integrated into your page from the "Insert" menu.

If you want to learn more about inserting these elements, go to the appropriate help page:

- Images
- Files (PDF, xls, doc, ...)
- Tables
- Templates

### Beyond your typical content

Some functions in the "Insert" menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help page of MediaWiki:

- **Comment:** Add comments to the page. These are only visible in the source code.
- **Magic word:** Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word".
- **Your signature:** Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included.
5. Working with pages

- **Gallery:** A simple picture gallery can support many process flows.
- **Codeblock:** Programming code is displayed here in clean code blocks, optionally with lines.
- **Itemization list:**
- **Chemical formula:**
- **Math formula:** An editor opens for entering a mathematical formula. [More info on MediaWiki.]

### MediaWiki Reference

Since the visual editor is a standard MediaWiki extension, you can also read a documentation of functionality on MediaWiki.

Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.

### Hints and Tips

The visual editor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content by using VisualEditor greatly supports the readability of your wiki content.

The BlueSpice Editor offers the following options:

#### Text formatting

<table>
<thead>
<tr>
<th>Text formatting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undo function</strong></td>
</tr>
<tr>
<td><img src="left-arrow" alt="Left arrow" /></td>
</tr>
<tr>
<td><img src="right-arrow" alt="Right arrow" /></td>
</tr>
<tr>
<td><strong>Format Paragraph</strong></td>
</tr>
<tr>
<td><img src="paragraph" alt="Paragraph" /></td>
</tr>
<tr>
<td><img src="content-cell" alt="Content cell" /></td>
</tr>
<tr>
<td><strong>Style text</strong></td>
</tr>
<tr>
<td><img src="a" alt="A" /></td>
</tr>
<tr>
<td><strong>Insert hyperlink</strong></td>
</tr>
<tr>
<td><img src="hyperlink" alt="Hyperlink" /></td>
</tr>
<tr>
<td><img src="1" alt="1" /></td>
</tr>
</tbody>
</table>
### Insert special content

#### Paste Special Content

**Insert menu**

Use the "insert" menu to insert various media (images, videos) and text formats:

#### media

Inserting pictures and videos

(Details on MediaWiki)

#### templates

Include a template in the page.

#### tables

Tables are an important tool for formatting tabular page content.

#### comment

Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. The comment can be edited by clicking on it.

And this is what a comment looks like:

#### Gallery
### Paste Special Content

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magic word</td>
<td>With a &quot;magic word&quot; you can include certain variables or so-called behavioral switches in your page. For example, you can display the word count: Learn more about the function Magic Word. Overview of all Magic Words in the visual editor.</td>
</tr>
<tr>
<td>Your signature</td>
<td>This option can only be used in discussions. It allows to add a signature at any point of a discussion.</td>
</tr>
<tr>
<td>Code block</td>
<td>With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted: &lt;span style=&quot;color: red&quot;&gt;red text&lt;/span&gt;</td>
</tr>
<tr>
<td>References list</td>
<td></td>
</tr>
<tr>
<td>Chemical formula</td>
<td></td>
</tr>
<tr>
<td>Math formula</td>
<td>It opens an editor for entering a mathematical formula. [info on MediaWiki]</td>
</tr>
<tr>
<td>Special Characters</td>
<td></td>
</tr>
</tbody>
</table>

### Page options

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options menu</td>
<td>The options menu allows editing of all page settings.</td>
</tr>
<tr>
<td><strong>Page Options</strong></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Options</strong></td>
<td>This button allows the page settings and page information to be updated simultaneously within a dialog box.</td>
</tr>
<tr>
<td><strong>Categories</strong></td>
<td>Here you assign the page to one or more categories. The page will appear accordingly on all linked category pages.</td>
</tr>
<tr>
<td><strong>Page Settings</strong></td>
<td>Page redirection: When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly. This setting can also be used to display or remove the table of contents at the top of the page. The table of contents is automatically generated by the headings on the page. When a page has more than three headings, the table of contents appears automatically by default.</td>
</tr>
<tr>
<td><strong>Advanced Settings</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text flush left.</td>
</tr>
<tr>
<td><strong>Templates used</strong></td>
<td>Words or characters can be searched and replaced directly on the page. The &quot;Undo&quot; button can be used to cancel the change.</td>
</tr>
<tr>
<td><strong>View as right-to-left</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Find and replace</strong></td>
<td></td>
</tr>
</tbody>
</table>
Troubleshooting: Visual editing is disabled

If you only see code editing, please contact an administrator of your wiki. The following settings must be checked in this case:

- Global settings via the configuration manager
- Namespace management settings
- Parsoid service on the server

9.5 Page ratings and recommendations

The extension `BlueSpiceRating` allows users to rate a page with up to five stars or to recommend the page.

Rating or recommending a page

A user simply selects the amount of stars for a rating. The number of stars are then highlighted in yellow during the selection process. A mouse-click confirms the rating.

Only one rating per user is counted. New votes only change the average evaluation, but not the number of ratings.

Users can change their rating at any time by choosing less or more stars. The average evaluation, as well as the number of ratings is shown next to the page title:
To recommend a page, a user clicks on the link "Recommend". To retract the recommendation, the user clicks on the link again.

Special pages

The special page `Special:Rating` lists all pages that have been rated.

The special page `Special:Recommendations` lists all pages that have been recommended.

Disabling rating on a page

You can also exclude pages from the rating system. You can do this with a so-called "Behaviour Switch". Insert the switch at the bottom of the page in source view: __NORATING__

Disabling rating in a namespace

Administrators can turn on the rating feature for individual namespaces. To enable or disable ratings, go to Global actions > Namespace manager and edit the namespaces:

---

Related info

- Reference: BlueSpiceRating
7.8 Read confirmation

The extension **ReadConfirmation** allows to request read confirmations from users. If a user is assigned to a page, a mandatory read confirmation can be added to the page.

### Contents

1. Enabling read confirmations ................................................................. 20
2. Display ...................................................................................................... 21
3. Administration of read confirmations ..................................................... 21
4. Related info .............................................................................................. 22

#### Enabling read confirmations

An administrator must enable read confirmations for the namespace the page belongs to. This can be set using the **Namespace manager**:

![Activating read confirmations in a namespace](image)
Display

When read confirmations are active on a namespace, assigned users see a confirmation prompt. After checking the checkbox *Yes, I have completely read this article* and clicking *Confirm*, the page will be marked as read by that user.

Administration of read confirmations

Wiki admins can see an overview of all read confirmations by navigating to *Global actions > Management > Assignment management*. Read confirmation information is shown in the column *Read on*. A page can have multiple states:

- **Read confirmation not enabled**: BlueSpiceReadConfirmation is not enabled for the namespace to which the page belongs.
- **Not read**: BlueSpiceReadConfirmation is enabled, but the assigned users have not yet read the page.
- **Actions**: In the columns for actions, there are two items related to read confirmations.
  - *Read confirmation log*: Link to the read confirmation log for the page.
  - *Request read confirmation*: Users get a reminder for their read confirmation.
Related info

- Reference:BlueSpiceReadConfirmation

UserManual:Flagged Revisions

Redirect to:
- UserManual:Extension/FlaggedRevisions