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9 Special admin pages

Management pages

The most important pages for administrators are listed as navigation links under Global actions > Management. Some pages that are linked from here can also be viewed and/or edited by users with edit rights:

<table>
<thead>
<tr>
<th>Page and access by role</th>
<th>sysop</th>
<th>editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>About BlueSpice</td>
<td>set visibility</td>
<td>view</td>
</tr>
<tr>
<td>Assignment management</td>
<td>edit</td>
<td>edit</td>
</tr>
<tr>
<td>Category manager</td>
<td>edit</td>
<td>edit</td>
</tr>
<tr>
<td>Config manager</td>
<td>edit</td>
<td>-</td>
</tr>
<tr>
<td>Group manager</td>
<td>edit</td>
<td>-</td>
</tr>
<tr>
<td>Interwiki links</td>
<td>edit</td>
<td>view</td>
</tr>
</tbody>
</table>
### Page and access by role

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<tr>
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<td>Namespace manager</td>
<td>edit</td>
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<tr>
<td>Namespace-CSS manager</td>
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<td>-</td>
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<tr>
<td>Page templates</td>
<td>edit</td>
<td>-</td>
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<td>Permission manager</td>
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<tr>
<td>Privacy admin</td>
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<td>-</td>
</tr>
<tr>
<td>Quality management overview</td>
<td>edit</td>
<td>-</td>
</tr>
<tr>
<td>User manager</td>
<td>edit</td>
<td></td>
</tr>
</tbody>
</table>

### Other admin pages

While most pages on `Special:SpecialPages` are available for users with edit rights, the following pages are only accessible to users in the group `sysop`.

#### Unwatched pages

This page provides a list of pages that are not on the watchlist of any wiki users. This is helpful in combination with other quality management tools. An administrator can quickly find pages that might be neglected by the user community. By clicking on the page link, the administrator can then review the quality of the document.

#### Replace text

The special page `Special:ReplaceText` allows an administrator to perform a find-and-replace action across wiki pages. It is a MediaWiki extension and, therefore, documented at mediawiki.org/wiki/Extension: Replace_Text.

You can read a good summary of this feature on the BlueSpice blog: Replace Text – Search and replace in your wiki.
### Page tools

**Change content model of a page**

In general, wiki pages use the content model wikitext. But MediaWiki also uses some other content models. Core content models are css, javascript, json, text and wikitext. This page allows to change the content model of existing pages.


**Import pages**

An administrator can import an xml file that was previously exported from another wiki. The xml file should contain no more than 100 wiki pages to avoid connection and timeout issues.
Mass delete

The page Special:Nuke can be used to mass-delete recent pages. The pages to be deleted can be selected by various criteria. Like individually deleted pages, the mass-deleted pages are still in the database and administrators can restore them afterwards.

The search for pages that should be deleted is limited to recently changed pages. By default, these are pages changed or added in the last 90 days.

Documentation: mediawiki.org/wiki/Manual:Importing_XML_dumps

**Merge page histories**

It is possible that the content of two pages is consolidated into one page, for example by pasting most or all of the content of page A into page B. In some cases it is important to keep the entire change history of the source page A. This tool allows to merge the histories of both pages. The merges are logged in a special "merge log".

![Merge revisions of two pages](image)

Documentation: mediawiki.org/wiki/Help:Merge_history

**View deleted pages**

This link leads to the page *Special:Undelete*. It contains a simple search field to look for deleted pages with their page title.

![Search deleted pages](image)

Clicking on the page title of the search results loads the page *View and restore deleted pages*. From here, the deleted page can be restored after reviewing the deletion log and the page history. The page can be restored with the entire page history or with selected revisions only.

Clicking Invert selection selects and deselects the checkboxes for restoring the page revisions.
5 Config Manager

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.

Documentation: mediawiki.org/wiki/Help:Deletion_and_undeletion
Layout

All settings can be accessed through the following filter menus:

- **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. The search returns settings regardless of the currently selected group.

Related info

- UserManual:ConfigManager

3.1 Managing groups
Accessing the group manager

The interface for the Group manager is provided by BlueSpiceGroupManager. It allows adding, renaming and deleting groups. An administrator can go to Global actions > Management > Group manager. This opens the page Special:GroupManager:

![Group manager interface](image)

Functionality

The group manager has the following features:

- **Viewing groups**: it provides a list of all user groups
- **Creating new groups**: Clicking on the "plus" button opens a dialog for adding a new group.
- **Renaming groups**: A group can be renamed by selecting it and then clicking the wrench icon. System groups and groups declared by other extensions cannot be renamed.
- **Deleting a group**: A group can be deleted by selecting it and then clicking the "x" button. System groups cannot be deleted.
Assigning roles and users to groups

To assign users to groups, use the User manager. To assign roles (permissions) to groups, use the Permission manager.

Related info

- UserManual:BlueSpiceGroupManager
- Managing permissions

5.5.1 Interwiki links

Interwiki links are shortcodes for linking to other wikis. The extension `InterWikiLinks` allows creating abbreviations for various external wikis. The full URL only needs to be known when the interwiki link is defined and not every time it is used.
Interwiki links manager

Interwiki links are managed from the page Special:InterwikiLinks. It can be loaded from the navigation item Global actions > Management > Interwiki links.

Interwiki link syntax

Admins can create and delete Interwikilinks with the Interwiki links manager. Existing links can be edited by clicking the "wrench" icon when the link is selected or deleted by clicking the "X" button.

The syntax for interwiki links is:

http://URL_OF_THE_WIKI/$1

$s1 is the placeholder for the article title of the other wiki.
5. Working with pages

5.5. Link files and pages

Using interwiki links on a page

In edit mode, links to other wikis are added just like links to local wiki pages, but with the interwiki prefix at the beginning.

For example:

The URL to the Wikipedia article "Tree house" is:

https://en.wikipedia.org/wiki/Tree_house

Wikipedia is a default entry in the Interwiki link manager:

prefix: wikipedia, url: https://en.wikipedia.org/wiki/$1

As a result, a link to any wikipedia page can be inserted by using the wikipedia prefix.

[[wikipedia:Tree_house|Wikipedia article about tree houses]]

Special use case: multilingualism

If you want to maintain multiple language versions of your wiki on separate wikis, you can use interwiki links to cross-reference related pages.

With BlueSpice, flag symbols are automatically inserted when the interwiki links with language abbreviations are set.

Linking the language versions:

1. Create interwiki links for the required languages and configure them in the Interwiki link manager (see above) of all language sites. The prefix must always be an ISO-3166 country code, e.g. de, en, fr.
2. Add the interwiki links at the bottom of the related pages to create the language switch. **Example:** In the English article "Tree", insert the following interwiki links:

```markdown

[[en:{{FULLPAGENAME}}]]
[[de:Baum]]
```

The result of setting the first link is that the English flag will be shown in the language selection of the page header toolbar. This is not necessary and can also be omitted. The second link connects the page with the related german page "Baum" in the German wiki and generates the German flag as a switch in the header toolbar:

To view a list of all pages on a wiki that don't have interwiki links, an administrator can review the page `Special:WithoutInterwiki`.

**Related info**

- Reference:InterWikiLinks

---

4 Namespace manager
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](http://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](#).

### Related info

- [UserManual:NamespaceManager](#)

## 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.
3. User rights

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

3.2 Managing permissions
Access to the permission manager

To manage permissions, the extension **BlueSpicePermissionManager** provides the administrator interface. It is located under *Global actions > Management > Permissions manager*. This links to the page `Special:PermissionManager`:

![Permission manager screenshot]

Role-based permissions

In BlueSpice version 3.0 roles were introduced as a way to manage wiki rights. The main intention of using roles is to simplify rights management.

Roles represent a **collection of individual permissions** that are necessary to perform certain function on the wiki. For example, for a user who is supposed to only read the wiki, many permissions in addition to the "read" permission are needed: the ability to change their own settings, to search the wiki, to view page ratings, and so on.
All permissions that make up a logical group are encapsulated in a role, in this example the role "reader". If wiki admins want to grant read-only rights to a user group, they only need to assign that group the "reader" role, instead of assigning many individual rights.

By assigning roles to a group, all users belonging to that group will receive the rights contained in these roles. Roles are not assigned directly to users, but to groups instead. Users are then assigned to one or more groups.

**Default roles**

By default, BlueSpicePermissionManager includes a number of pre-defined roles that serve most user needs on the wiki. The individual permissions contained in a role can be seen by clicking the info icon in front of the role name. It opens a dialog with a permissions list for the role:

- **bot** - typically assigned only to the bot group
- **admin** - all available rights. It should be assigned only to wiki-admin groups
- **maintenanceadmin** - very similar to the admin role, used for user groups that are responsible for maintaining wiki integrity
- **author** - all permissions necessary for creating content on the wiki
- **editor** - create content, edit and delete content, create reviews
### The roles matrix

The permission manager consists of the group tree (1) and the role matrix (2):

![Permission manager](image)

The **group tree** (on the left) shows all existing groups:

- **Group "*"**: all non-logged-in (anonymous) users
- **Group "user"**: all logged-in users, the default group for all users
- **Subgroups of group "user"**: all groups that are defined on the wiki, either by default, by MediaWiki, or custom groups created by the wiki admins. System groups, created by MediaWiki, can be hidden by unchecking the "Show system groups" checkbox above the tree.

- **reviewer** - all reviewing actions
- **accountmanager** - user account management rights
- **structuremanager** - move (rename) pages, create and delete namespaces
- **reader** - basic read-only access
- **accountselfcreate** - this role must be assigned to the "*" groups to allow users to self-create user accounts
- **commenter** - cannot create and edit content, can only comment on existing content
The columns in the **role matrix** are:

- **Role information** (info icon): Clicking the icon shows all the permissions in a role. This list is exportable.
- **Role name**
- **Wiki**: Assignment of a role to the entire wiki. By assigning the role in this column, a user group gets permissions in this role on the wiki (all namespaces).
- **Individual namespaces**: The following columns list every (applicable) namespace on the wiki.
  - Roles can be assigned to individual namespaces. For example, the group *user* can get the *editor* role only in the namespace *Public*. *Users in this group cannot edit content in any other*. By granting a role to a particular group in a particular namespace, means that all other groups will lose permissions from this role, eg. granting role “reader” in namespace “Private” to group “sysop” means that all users in any other groups won’t be able to read pages in ”Private” namespace, even if they have “reader” role granted on the wiki level (“Wiki” column).
  - The same role can be granted to multiple groups for the same namespace.
  - Additional namespaces can be added in the matrix by clicking on the arrow in table header, then “Columns”. Then the namespaces can be selected.

**Role inheritance**

By default, all roles granted to the (*) group will be granted to the *user* group, and all roles granted to the *user* group are granted to its subgroups. If a group inherits the role from an upper-level group field, this is indicated in the role matrix with a green background, but the checkbox is empty.

**Technical info**

**Logging**

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

**Backups**

All changes to the role matrix are backed up. By default, the last 5 backups are kept. This limit can be changed in *BlueSpiceConfigManager*, under configs for the extension *BlueSpicePermissionManager*.

**Related info**

- [UserManual:PermissionManager](#)
- [Managing groups](#)
- [Rights concepts](#)
2.2 Privacy center

BlueSpicePrivacy is an extension that enables users to control the way their data is collected and used by the wiki. Users interact with this extension through the Privacy center page, which is accessible by clicking Privacy center in the user menu.

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Cookie consent

Users are presented with a prompt to accept the cookies that the wiki collects. This prompt appears when a user visits the wiki for the first time or after deleting the browser cookies.
Here, users have the option to accept all cookies or to manage each group of cookies separately. This is done by opening *Cookie consent settings* and then using the toggle-switches in the prompt. There are different types of cookies, based on the function they perform:

- **Necessary cookies**: Cookies that are needed for the user to be able to use the wiki (cookies for keeping session information, user ID data, and so on).
- **Convenience cookies**: Cookies that provide a more comfortable wiki experience (saving the state of components of the interface, some user preferences, and more)
- **Matomo (visible only if the necessary plugin is installed and activated)**: Cookies that are used for site analytics.

By default, accepting at least the necessary cookies is mandatory before using the wiki for the first time.

Cookie settings can be changed afterwards at any point by clicking on "Change cookie consent" in the wiki footer links or on the page `Special:PrivacyCenter`.

### Privacy Center

The privacy center is the hub for a user's privacy settings. It is located in the profile menu (by clicking on user image in the top right corner) or by navigating directly to the page `Special:PrivacyCenter`.

This special page consists of a number of "modules". Each module performs a privacy-related function.
Anonymization

In this section, users can anonymize their account on the wiki. This means that users can change their username on the wiki. The new username appears wherever the username is used, including comments, page histories and logs. All traces of previous user information including profile information and profile data is removed or renamed.

To anonymize their account, users pick the new username (a random anonymized username is offered by default) and click "Anonymize my account". After confirmation, the process of anonymization starts, and the user receives a notification upon completion.

**Important!** Changes made in the Privacy center, for example anonymization, can take up to 24 hours to be effective (until the cache expires).

Delete your account

Users can delete all traces of their account from the wiki by clicking the "Delete your account" button. After confirmation, the user account is deleted. In case there is an error in the process, users will be notified of the failed deletion process.

By deleting their account, users will remove all references to their user account anywhere on the wiki. All of the user's contributions are then attributed to "Deleted user", which will appear instead of the original username.
Transparency

This module allows users to view and export all data the wiki has collected about them. To only view the data, without exporting it, a user can click on the button *Show all data*. This opens a dialog containing all of the user's data. The data is grouped by:

- **Mentions in content**: Snippets of the page content where the user's name is mentioned.
- **Working data**: Data from extensions - reminders, page assignments, etc.
- **Personal data**: Profile data, personal information and the user's status on the wiki.
- **Action data**: Log data for users actions - edits, page deletions, page moves and administrative actions.

To export the data, the user selects the groups to export and the export format (HTML or CSV). After clicking *Export data*, the user can download the compiled file.

Privacy policy consent

In this section, users can change their consent to the wiki's privacy policy. Further options may appear based on a specific wiki configuration. Users can also change their cookies consent (as described above).
The wiki can be configured so that users are not allowed to directly execute certain privacy-related actions. They need to request that operation first.

Requesting actions applies to:

- Anonymization
- Delete your account
Requests can be enabled for the wiki by setting $bsgPrivacyEnableRequests = true; in LocalSettings.php.

Once enabled, users will be presented with a request form in the affected sections. In this form, users can click Request anonymization and Request account deletion respectively. For account deletion, users can enter an optional comment explaining the reason for the request.

All submitted requests are sent to wiki admins for review.

After submitting the request, a user sees a Request pending notice in the Privacy center. If the request is denied, the user is notified with a comment from the wiki administrator. If the user's request is approved, the user also receives a notification.

Reviewing user requests

Wiki admins (users with "admin" role) can access the Privacy Admin page located in Global actions > Management or by navigating to Special:PrivacyAdmin.

This page lists the submitted requests. Administrators can review and approve or deny them.

In addition, administrators can see the status of the Privacy policy consent for every user on the wiki on this page.
3.3 User manager

About User manager

Administrators can access the User manager under Global actions > Management > User Manager. The User manager link opens the page Special:UserManager. It shows an editable list of all registered users.
Creating users

**To create a user:**

1. **Click** the "+"-button. This opens a dialog.

2. **Enter** the user information in the dialog:
   - **Username:** must be unique and cannot contain special characters
   - **Password and Confirm password:** the password for the new user. Users can later change their passwords.
   - **Email:** The email address of the user (optional)
   - **Real name:** can be a duplicate of an existing user's real name (optional)
   - **Enabled:** if checked, user account is active
   - **Groups:** a user can be assigned to multiple groups. If no group is selected, the user belongs to the default group *user*.

3. **Click Done** to create the user account.

**Editing users**

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

**Key icon:** change password  
**People icon:** assign groups to this user  
**Block icon:** disable/enable user. Disabling does not delete the account.  
**Wrench icon:** edit email and real name  
**“x” icon:** Delete user. This action is irreversible.

**Tip:** User groups can be set for multiple users at the same time by selecting the users and clicking on the “groups” icon above the grid.

**Inactive users**

By default, the list displays users with active user accounts (enabled).

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

**Technical details**

The extension **BlueSpiceUserManager** provides this visual interface for managing users.

**Related info**

- **Reference:**UserManager