Admin manual

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1 Introduction

Wiki administration made easy

This administrator manual is supplemental to the general user manual. Many topics that are of interest to wiki administrators, such as important wiki concepts like namespaces, categories, or templates, are already covered there. This administrator manual focuses on the areas of the wiki interface that are only editable by users in user groups with administrative permissions (assigned through the roles *admin*, *maintenanceadmin*, *structuremanager*, or *accountmanager*).

Additional resources

Here, we don't cover any topics related to server administration and configuration. For questions regarding server issues, you can refer to our Setup portal.

To view a list and description of all BlueSpice extensions, you can consult our software catalogue.

Questions?

If you have any questions that go beyond what is covered in this user manual, you can also ask administrator-related questions in our support forum at Latest discussions.

We hope you find it easy to accomplish your BlueSpice administrator tasks. If there is anything we can improve — and we are sure there is, please get in touch via our contact form.

2 Customizing the main navigation

The user interface provides 3 customizable menus: Main navigation, Custom menu, User menu. All of them can be edited with the menu editor.

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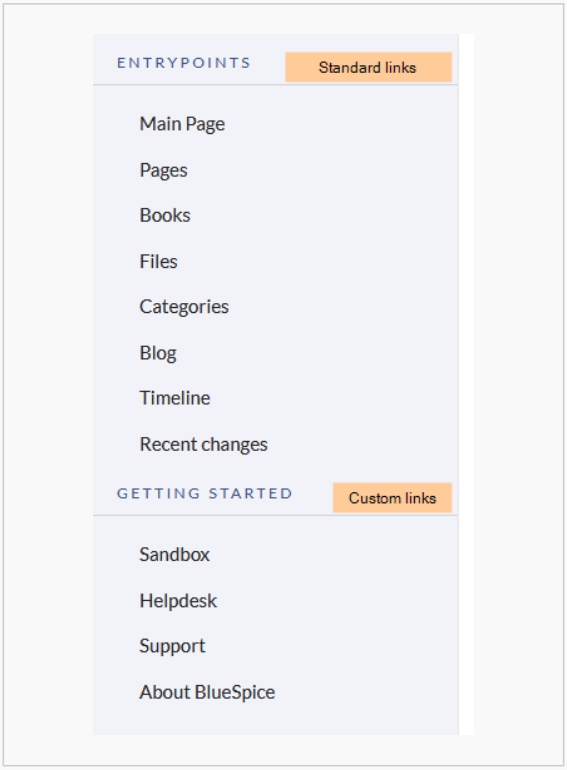
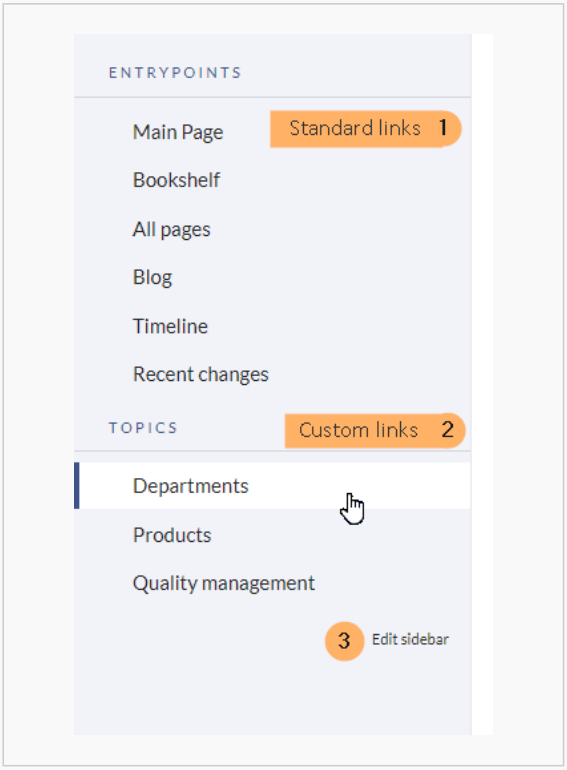
Main navigation

The main navigation is displayed on all content pages in the wiki and does not change in individual namespaces.

Up to v.4.2, only the standard MediaWiki sidebar is available. By default, some links are provided as entry points to the wiki. Wiki administrators can deactivate these links in the configuration manager if needed. In addition, you can also add new links below the entrypoints (admin permissions required). Please note that no hierarchical links can be created. Therefore, it makes sense to mainly set up links to the most important topics and to portal pages that contain additional links or page lists.



Main navigation BlueSpice 4.4+



Main navigation BlueSpice -4.3

Menu types for the main navigation v4.3+

Starting at BlueSpice 4.3, four different menu settings are available. Administrators can select a menu type in the Config manager.

MediaWiki sidebar

This is the standard view of the sidebar. It displays custom menu items with no hierarchical structure. If you need a more flexible menu, switch to the Enhanced MediaWiki sidebar.

Editing the standard main navigation

Namespace main page list

This view automatically displays the Main Page of each content namespace.

- No combination with other menu elements is possible.

Subpage tree (context-sensitive)

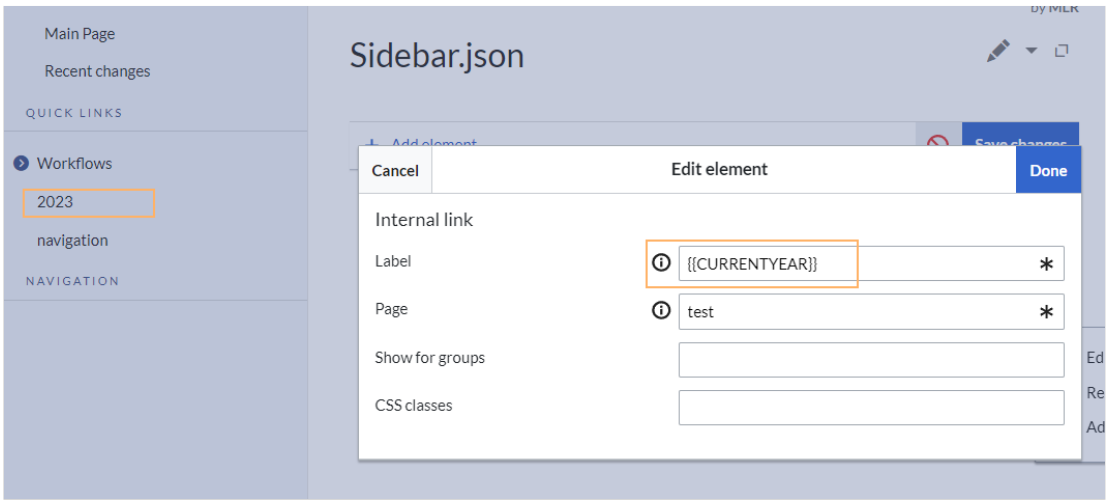
This view automatically shows the subpages of a page if that page has subpages. Multi-level subpages are supported.

- No combination with other menu elements is possible.

Enhanced MediaWiki sidebar

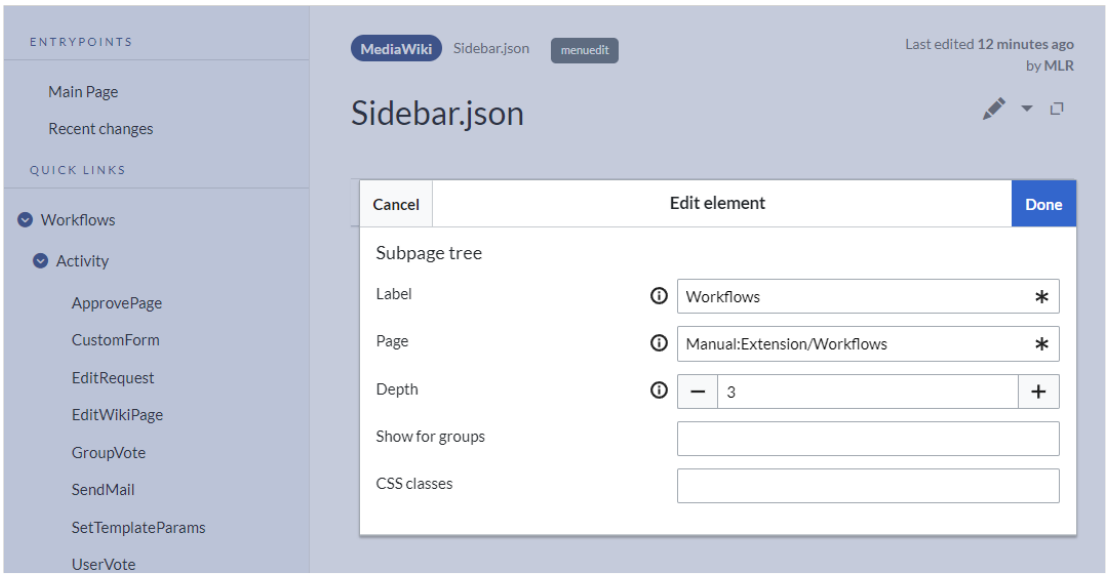
This view shows a fully customizable multi-hierarchical menu. Here, you edit the page MediaWiki: Sidebar.json. It has the basic functionality of the standard MediaWiki sidebar. In addition, it distinguishes between the following sub elements (=node types):

- Internal Link
  - Simply provide a link to a wiki page with an additional link label. Both the page name and/or label can be created by using a parser function.



Internal link with a variable.

- External Link
  - Same as internal link, but you need to provide a full url to an external website.
- Subpage tree
  - You can provide the name of a page that has one or more levels of subpages. You can set the depth `6` levels deep with the parent page being the first level. This means, that if you want to show the first level of subpages, you would select a depth of `2`.



Creating a subpage tree with the Enhanced MenuEditor.

It is not possible to change the node type (=item type) after creating it. Instead, create a new item as needed and delete the unwanted item.

Show for groups

In addition, the visibility of a menu item can be limited to certain wiki groups. Enter a comma-separated list of existing wiki groups in the "Show for groups" field.

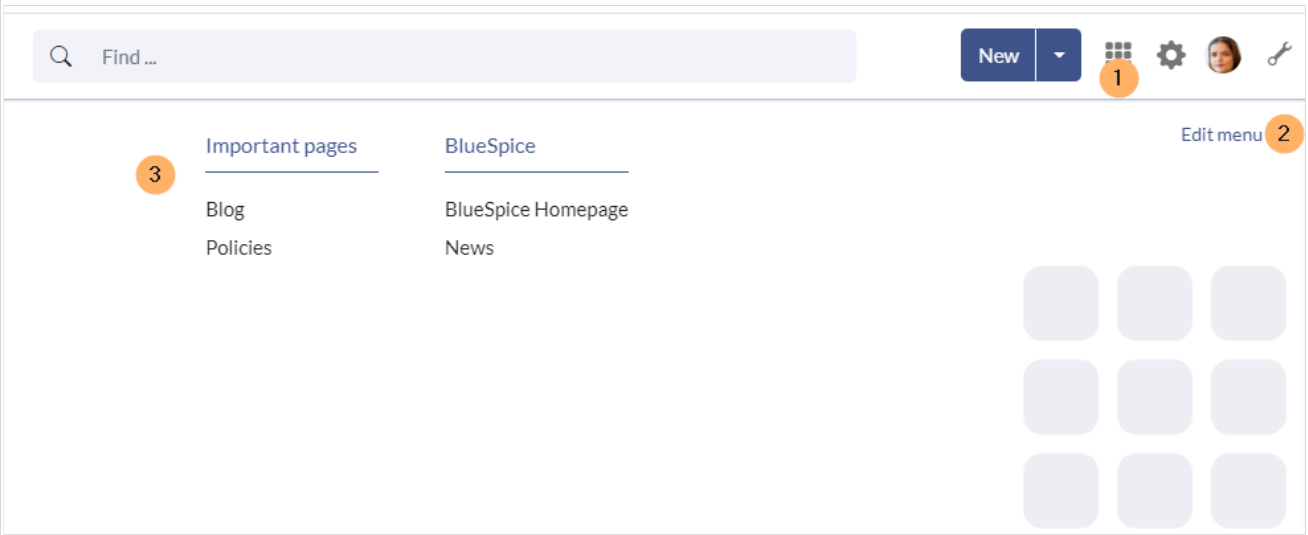
Css classes

You can also apply css classes to any item for custom styling options. The styles need to be defined on the page `MediaWiki:Common.css.`

Custom menu

In BlueSpice 4, an additional custom menu is integrated as a mega menu. This menu can be created and edited by users with admin rights. The link-icon (1) is only displayed once the corresponding page has been created.

If you don't see the menu icon in your wiki, create the following page: `MediaWiki:CustomMenu/Header`

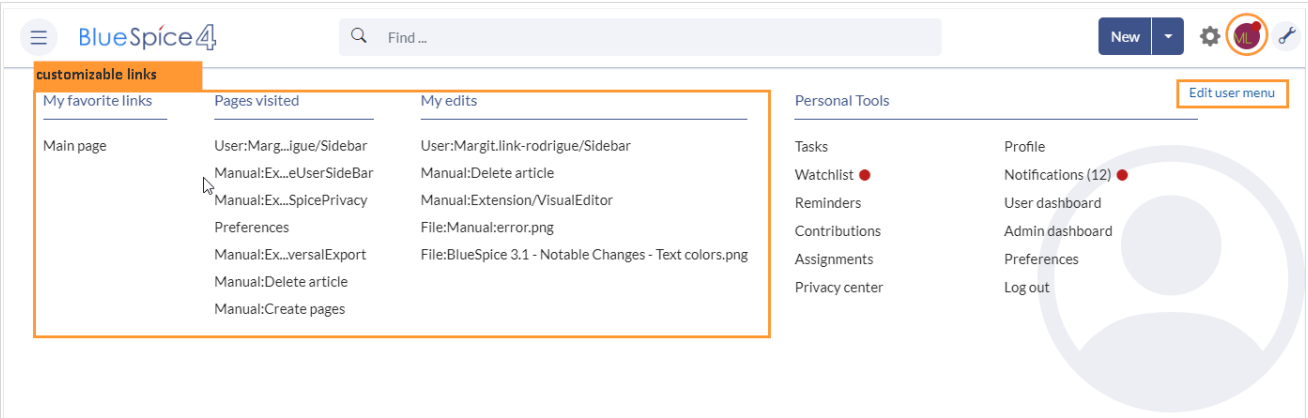


Custom menu: (1) open menu, (2) edit link, (3) menu items

Editing the custom menu

User menu

Users can customize their personal navigation menu. The mega menu can be opened by clicking on the profile picture in the top toolbar. The user menu consists of two sections: Customizable links and Personal tools. Only the customizable links can be edited.



user menu

By default, the menu shows the following information:

- Pages visited (widget PAGESVISITED)
- My edits (widget YOUREDITS)

These widgets can be removed individually when a user customizes the sidebar.

Editing the user menu

Technical Reference: MenuEditor

3 Customizing the user interface

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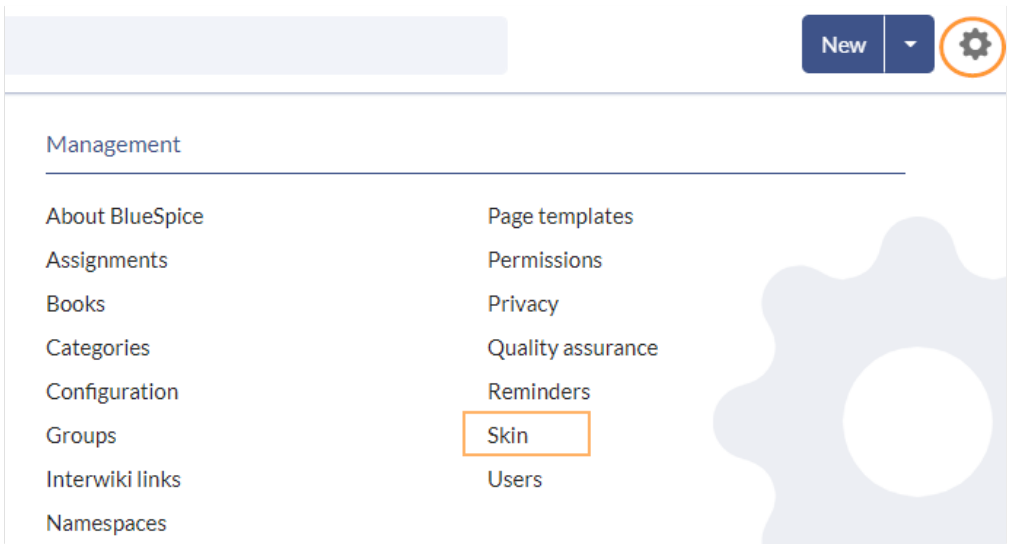
Access

You can access the special page (*Special:FlexiSkin)* for customizing the skin from the *Global actions* menu:

(Global actions) > Management > Skin

The page allows you to customize the logo, favicon, colors and font settings of the wiki. To edit the page, you need *admin*-rights in the wiki.



Link for customizing the skin

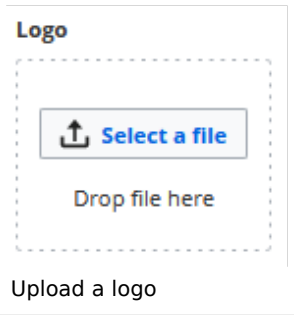
Important! If you don't see the changes in the wiki after saving your settings, you need to clear your browser cache (`Ctrl` + `F5`).

Logo and Favicon

Logo

To upload your logo:

1. **Click** *Select a file* to choose a file from your file explorer **or drag the file** into the dotted area of the Logo upload area.



Upload a logo

2. **Click** the *Preview* button on the page and check the placement of the logo.
3. **Click** *Save & activate*. The logo is now visible for all users.

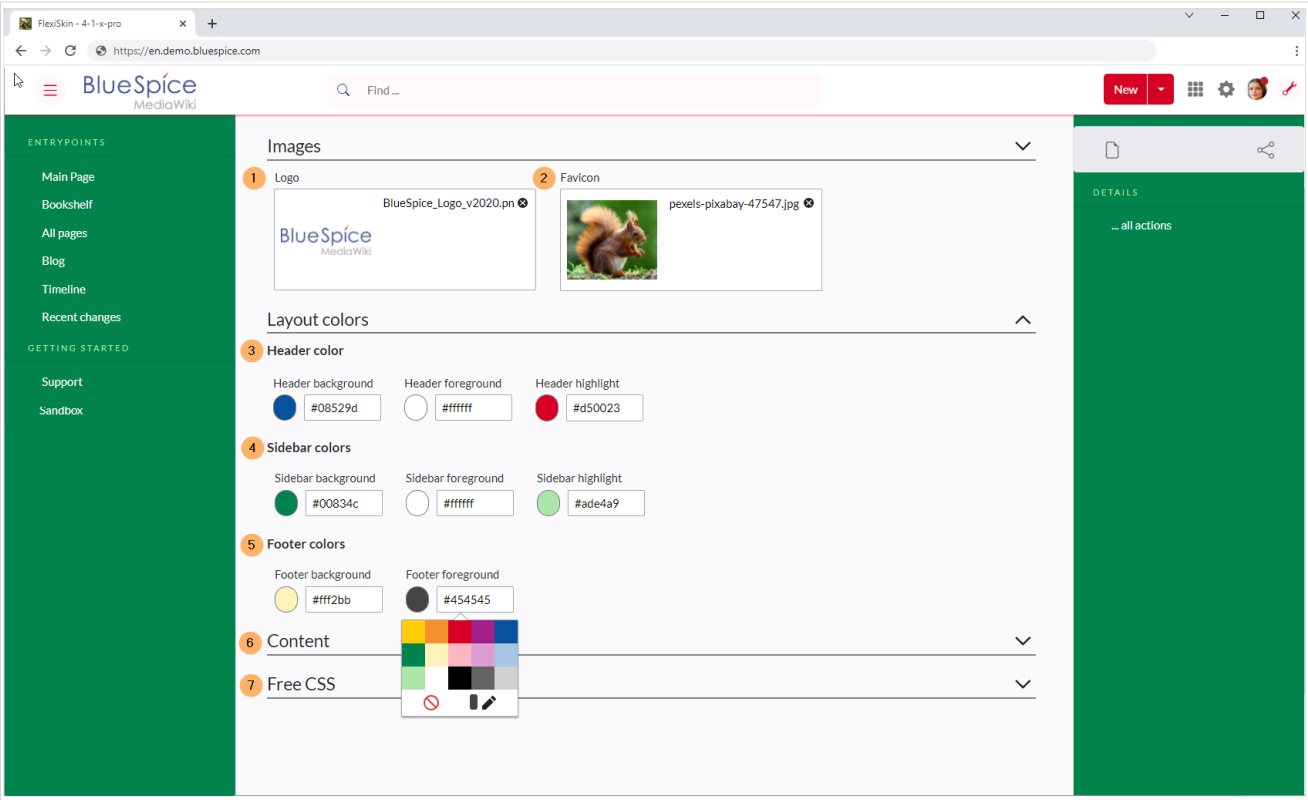
To use **a different logo**, click the "x" symbol in the upload area of the logo and repeat the steps above.

Favicon

The favicon is the image that is shown in the browser tabs. Follow the steps for uploading a logo, just use the favicon upload area instead.

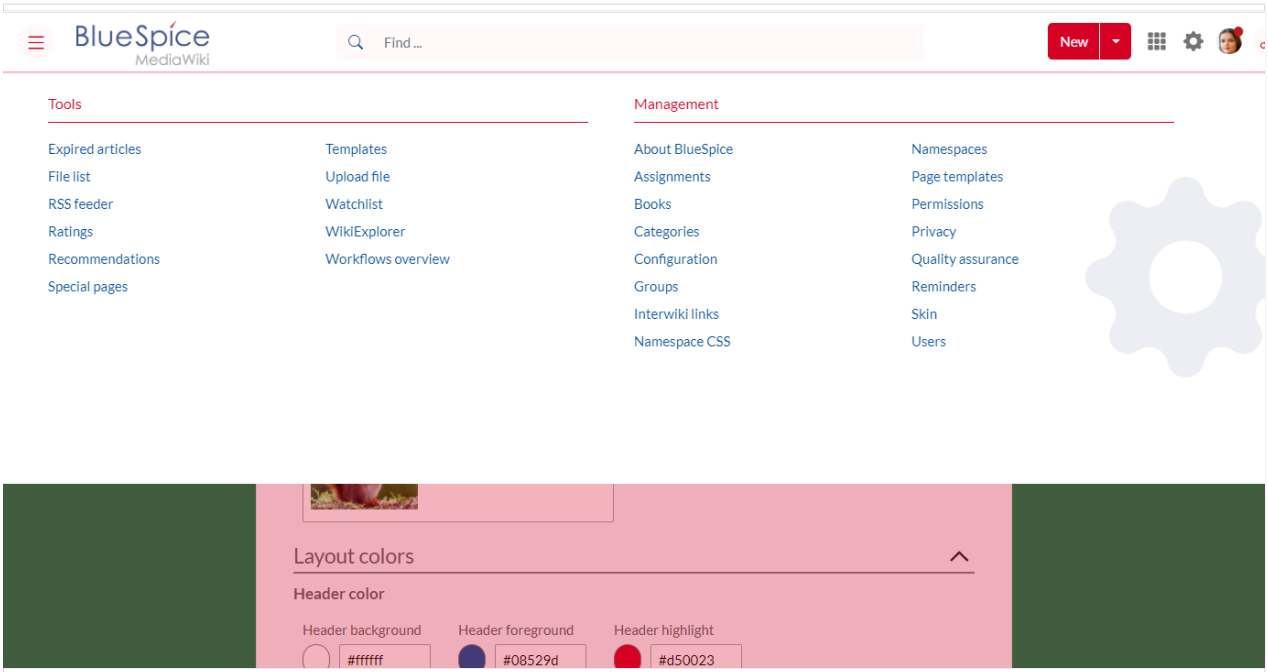
Layout colors

Here you can adjust the colors of the individual layout areas.



Flexiskin layout colors

- **Header color (3):** Color settings for the header bar. These colors also apply to the mega menus.

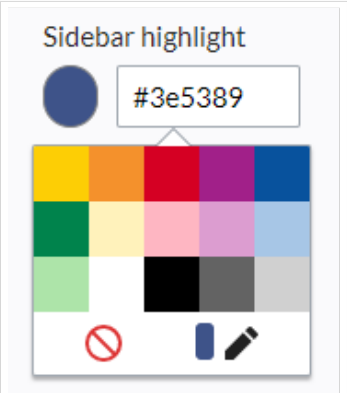


Mega menu

- **Sidebar colors (4):** Color settings for the main navigation and the page tools.
- **Footer colors (5):** Color settings for the footer.

The following options to enter a color value are available:

- **Standard color palette:** A standard color can be selected by clicking on a color preview.



Color picker

- **Pencil symbol:** Click on the pencil symbol to select a color from the color mixer.
- **Manually entering a value:** To provide a custom value (e.g., your for your CI colors), enter the hex-value for the color.

If you delete a color and FlexiSkin is saved with one or more empty color values, the standard colors of the Discovery skin are saved as values instead.

Standardfarben des "Discovery"-Skin

	Background	Foreground	Highlight
Header	#ffffff	#252525	#3e5389

	Background	Foreground	Highlight
Sidebar	#f1f3f9	#252525	#3e5389
Footer	#d3d3d3	#454545	-

Content

These settings apply to all styles of the content area of a wiki page:

Colors

Here you can adjust the background, font and link colors. Broken links in the wiki are shown in red by default so that they can be easily identified. You should carefully consider whether you want to deviate from this convention. If you want to color visited links differently than standard links, you can insert the following setting in the Free CSS area:

```
#mw-content-text a:visited,[class^="mw-content-"] a:visited {color: #951b81;}
```

Font

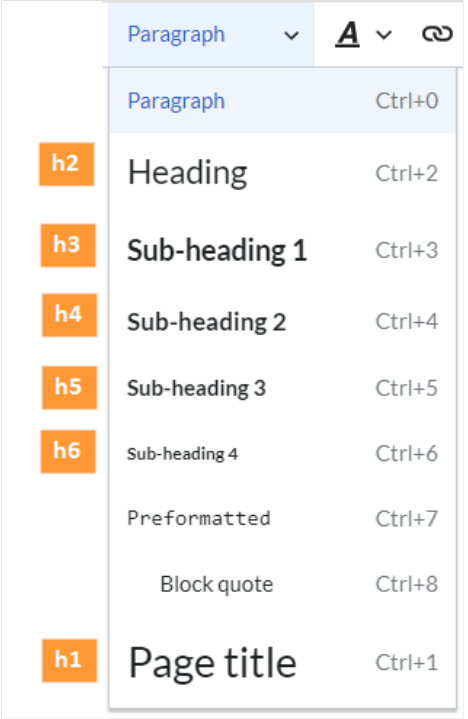
The font settings only apply to the text in the content area. The text in other areas such as B. in the navigation and toolbars or in the menus is not affected.

Layout

If you want to change the layout width just test it on many devices to make sure your setting works as intended. Other wiki users work with different display settings and can be negatively affected by this change. Unless you have a specific reason to change the content width, you shouldn't adjust this setting. The standard content width is 61.25 rem.

Headers

You can adjust the color, font size and underlining for all heading levels. You can also change the unit for the font settings (e.g. *px* instead of *rem*). If you are not familiar with the differences between these units, just leave the default setting, *rem*. This is based on the superordinate size setting in the wiki. In contrast, *em* sizes are in relation to the enclosing container.



Heading levels

Free CSS

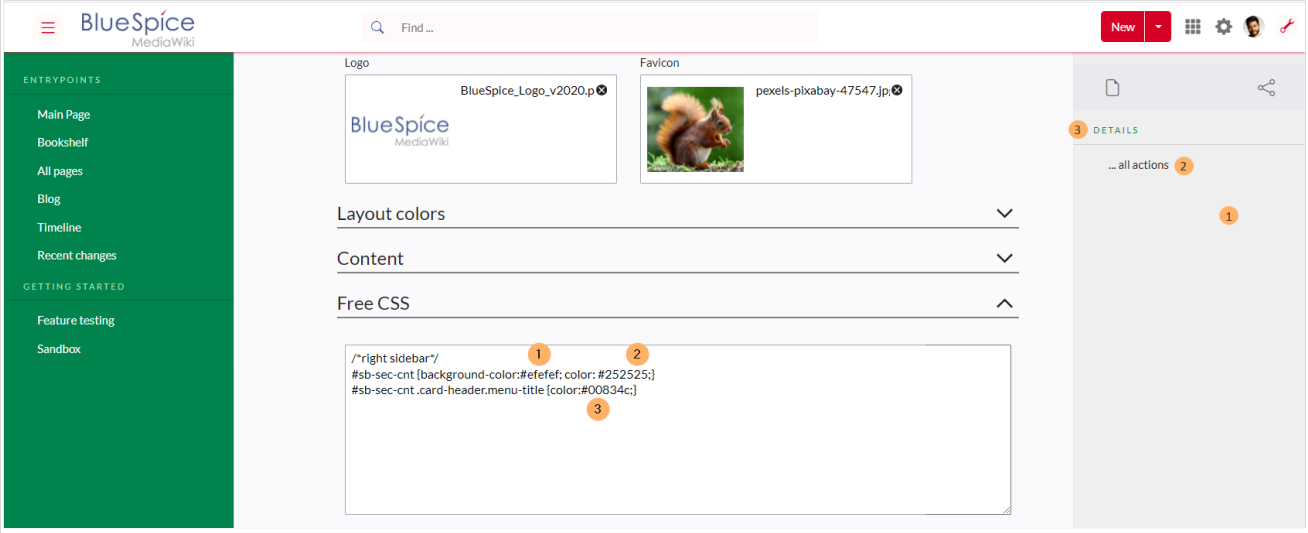
> **Note:** If the same styles are defined in both FlexiSkin or FlexiSkin Free CSS and in MediaWiki:Common.css, the styles from Common.css are applied.

For additional customizations that are not possible with the FlexiSkin settings, you can use the *Free CSS* field if you are familiar with CSS. Here are some examples.

Neutral page tools (right sidebar)

If you select a color for your left navigation bar, you sometimes don't want the color to be applied to the right sidebar (the page tools). To keep the light-grey background, add the following Free CSS:

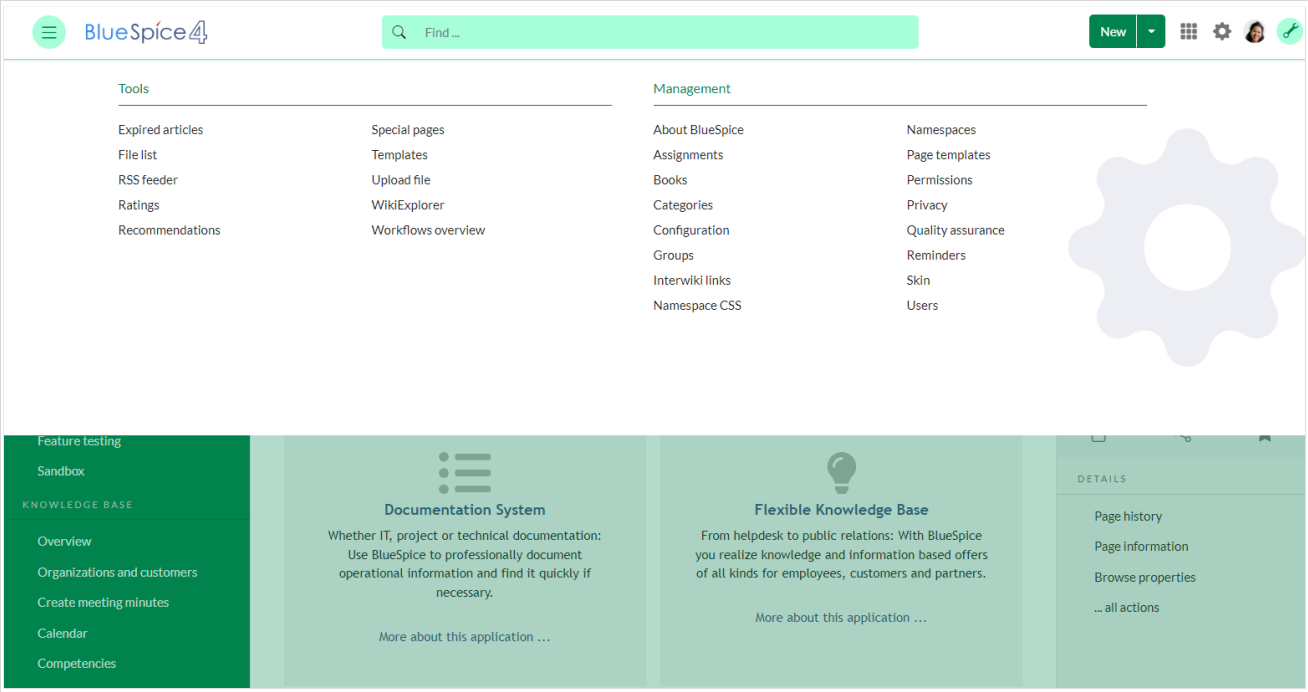
```
/*right sidebar*/
#sb-sec-cnt {background-color:#efefef; color:#252525;}
#sb-sec-cnt .card-header.menu-title {color:#747474;}
```



Example of Free CSS

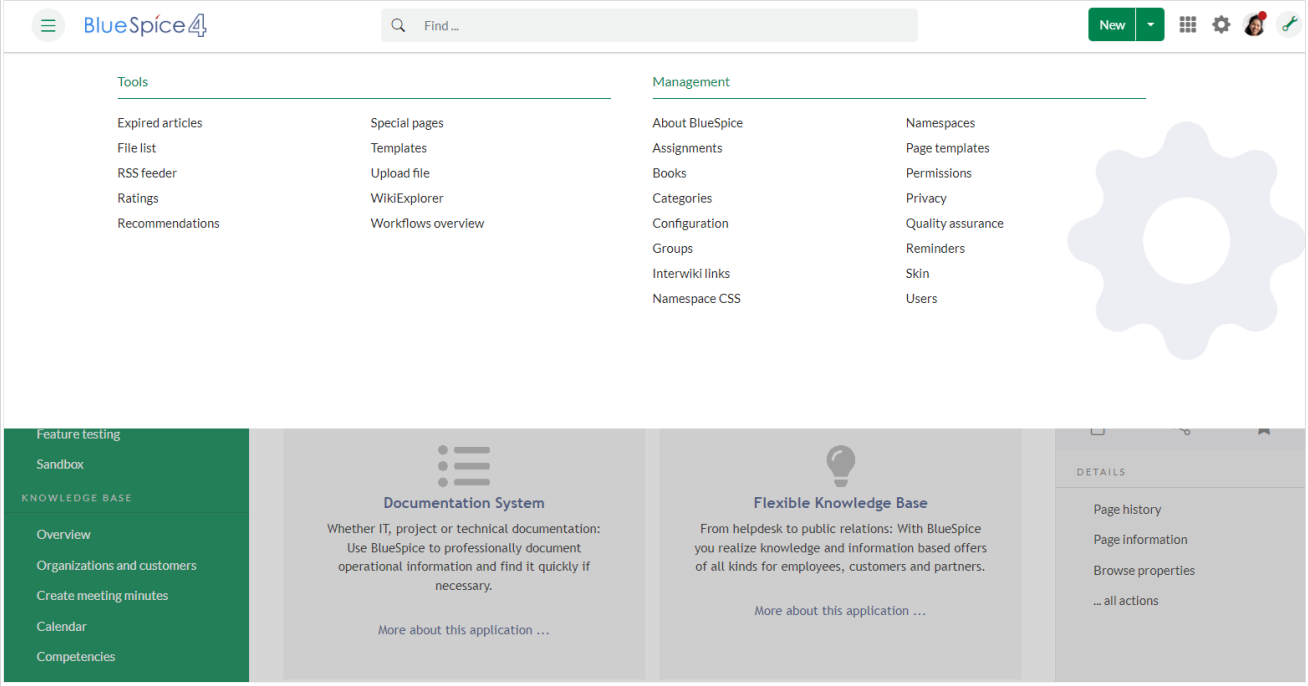
Neutral top bar backgrounds and hovers

When you set the header hightlight color, it can happen that the automatically calculated values for the searchbar as well as the button hovers and backgrounds don't fit your needs.



Flexiskin highlights standard

In this case, you can neutralize them to grey.



Neutral highlight colors

Add the following Free CSS:

```
/*top bar neutral search box, button backgrounds and hovers */
#nb-pri form input, #nb-pri form button{border-color:#f1f3f3}
#nb-pri form input, #nb-pri form button,#sb-pri-tgl-btn, #sb-pri-tgl-btn:hover,.mws-
dropdown-primary.dropdown-menu a:hover,a.ico-btn:hover, a#sb-sec-tgl-btn, #nb-pri form
.bs-extendedsearch-searchbar-clear   {background:#f1f3f3}
.mws-button-primary:hover {background-color:#747474; color:#fff}
/*top bar neutral bottom border*/
#nb-pri {box-shadow: 0 0 4px 0 #747474}
.card.mega-menu {box-shadow: inset 0 2px 3px -2px #747474}
/*mega menu neutral bottom overlay*/
@media (min-width: 768px){.dropdown-menu.megamenu .mm-bg {background-color:#747474}}
```

Technical Reference: FlexiSkin

4 User rights

4.1 Group manager

The interface for the Group manager is provided by the extension **GroupManager**. It allows adding, renaming and deleting groups.

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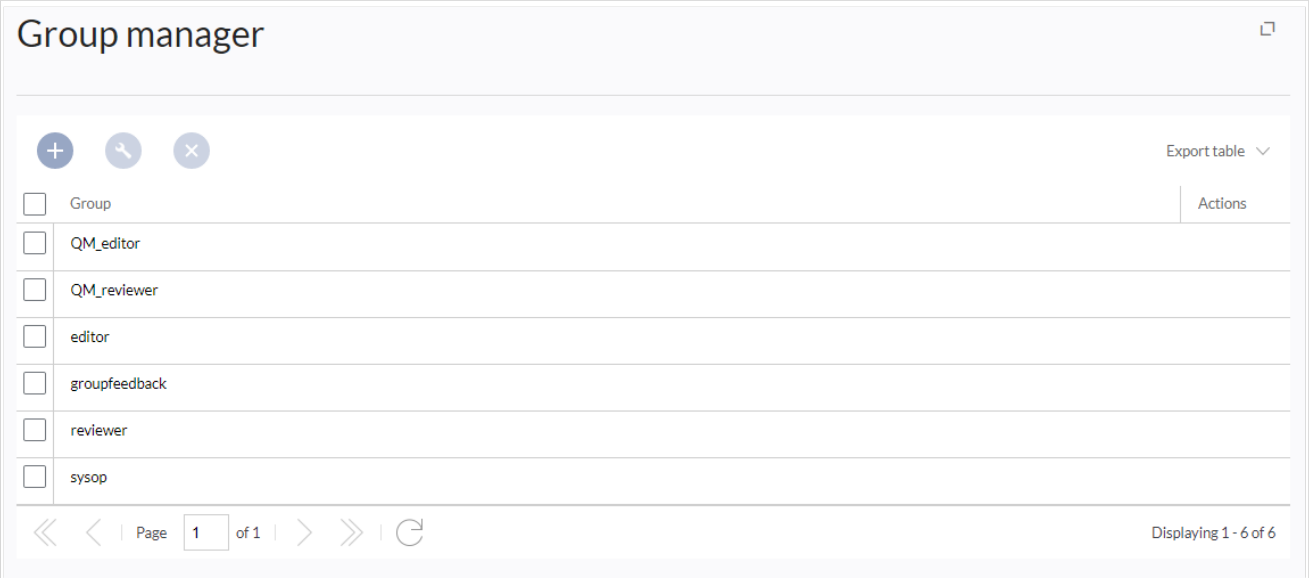
Functionality

Users with the right *groupmanager-viewspecialpage* (in roles: *admin, maintenanceadmin, accountmanager*) can access the page *Special:GroupManager* in the menu *Global actions > Administration> Groups*.

An administrator can go to *Global actions > Management > Group manager*. This opens the page *Special:GroupManager*.



Group manager

.The group manager has the following features:

- **Viewing groups:** All existing groups in the wiki are listed.
- **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

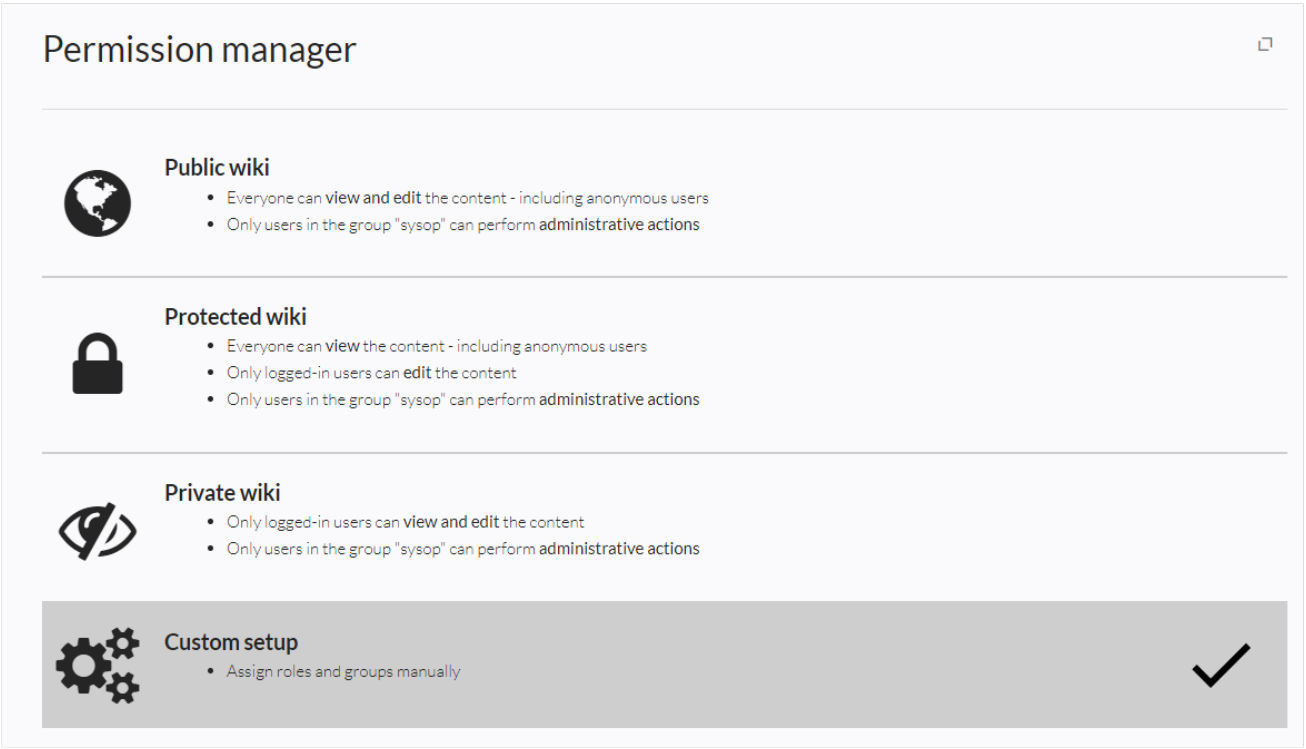
- Reference:BlueSpiceGroupManager
- Managing permissions

Technical Reference: BlueSpiceGroupManager

4.2 Permission manager

The permission manager can be accessed from the *Global actions* menu *under Administration > Permissions*. This link loads the page *Special:PermissionManager.*

There are four different permission settings. The default setting is "Private wiki". If you want to grant different permissions in different namespaces, the setting "Custom setup" is required.



Permissions manager

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Settings

An administrator can choose between three types of settings. The setting **Private Wiki** is activated by default.

Permission type	Description	Special permissions
Public wiki	The wiki is visible to and editable by anyone, including anonymous users (that means users that are not logged in). • All users have edit rights by default. • To approve a page (if the approval mechanism is activated in a namespace), the groups "editor" and "reviewer" must be assigned to a user. • To manage the wiki (administrative tasks), the group "sysop" must be assigned to a user.	Sonderverrechtung: [1] `// Anonymous and logged-in users can read and edit $this->groupRoles ['*']['reader'] = true; $this->groupRoles ['*']['editor'] = true;`
Protected wiki	The wiki is visible to anyone. Only logged-in users can edit the wiki. • All users have edit rights by default. • To approve a page (if the approval mechanism is activated in a namespace), the groups "editor" and "reviewer" must be assigned to a user. • To manage the wiki (administrative tasks), the group "sysop" must be assigned to a user.	Sonderverrechtung:[1]: `// Anonymous users can read, logged-in users can edit $this->groupRoles ['*']['reader'] = true; $this->groupRoles ['*']['editor'] = false; $this->groupRoles ['user']['editor'] = true;`
Private wiki	Only logged-in users can view and edit the wiki. • Logged-in users only have veiw permissions. • **Important!** To **edit** a page, users must be assigned to the "editor" group manually. • To approve a page (if the approval mechanism is activated in a namespace), the groups "editor" and "reviewer" must be assigned to a user.	Sonderverrechtung:[1] `// Only logged-in users can read. The group "editor" has to be manually assigned to users. $this->groupRoles ['*']['reader'] = false; $this->groupRoles ['*']['editor'] = false; $this->groupRoles ['user']['reader'] = true; $this->groupRoles ['user']['editor'] = false; $this->groupRoles`

Permission type	Description	Special permissions
	• To manage the wiki (administrative tasks), the group "sysop" must be assigned to a user.	`['editor']['editor'] = true; $this->groupRoles ['sysop']['editor'] = true;`
Custom setup (BlueSpice pro)	Roles and groups are assigned by an administrator. This is necessary if different namespaces need to have different user rights. See the next section for more info.	

1. ↑ [1.0] [1.1] [1.2] Global permissions (modified by the special permissions shown in the table above):

```
'bureaucrat' => [
'accountmanager' => true
],
'sysop' => [
'reader' => true,
'editor' => true,
'reviewer' => true,
'admin' => true
],
'user' => [ 'editor' => true ],
'editor' => [
'reader' => true,
'editor' => true
],
'reviewer' => [
'reader' => true,
'editor' => true,
'reviewer' => true
```

Note: In BlueSpice pro Cloud, it is not possible to assign *edit*, *comment*, or *upload* rights to anonymous users.

Custom setup

Die Tabelle zeigt typische Standardeinstellungen für eine einfache Benutzerverwaltung:

Group	Default roles	Purpose of the group	Suggested rolees
anonymous user (*)	-	Determines if anonymous users can read wiki pages.	(no role assignment) or *reader*
		Determines the rights authenticated users have if they don't	*reader* or

Group	Default roles	Purpose of the group	Suggested rolees
user	reader, editor	belong to any other groups. All groups except for anonymous users initially inherit permissions from this group.	*reader, editor*
editor	(von user geerbt), editor	Group members can edit the wiki.	*(editor)**
reviewer	(von user geerbt), reviewer	Group members can approve page revisions if the approval feature is activated.	*reviewer*
sysop	(von user geerbt), editor, admin	Grants administrator rights to the wiki. Included in roles: admin, maintenanceadmin	*(editor)*, admin*
			* can be inherited through the group "user"

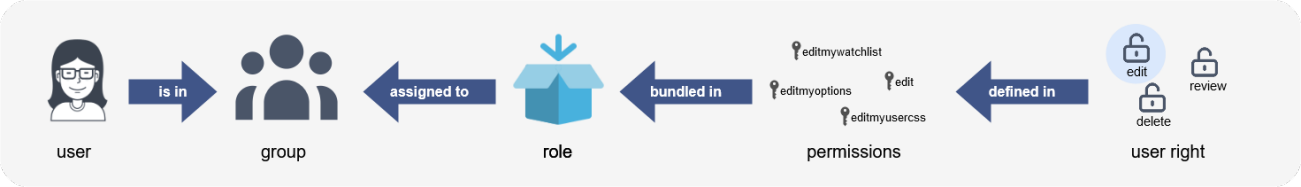
Note: If you have saved the personalized settings at least once and then switch back to a "protected" or "private" wiki, you do not lose your latest personalized settings. You can simply resave the latest saved settings to switch back to a wiki with personalized permissions.

About role-based permissions

Roles represent a **collection of individual permissions** that are necessary to perform certain functions in the wiki. For example, for a user who is supposed to only read the wiki, many permissions in addition to the "read" permission are needed: The ability to change their own settings, to search the wiki, to view page ratings, and so on.

All permissions that make up a logical group are encapsulated in a role, in this example the role "reader". If wiki administrators want to grant read-only rights to a user group, they only need to assign that group the "reader" role, instead of assigning many individual permissions that are needed to create a "read"-user.

By assigning roles to a group, all users belonging to that group receive the rights of these roles. Roles are never assigned directly to users, but always to groups instead. Users are then assigned to one or more groups.

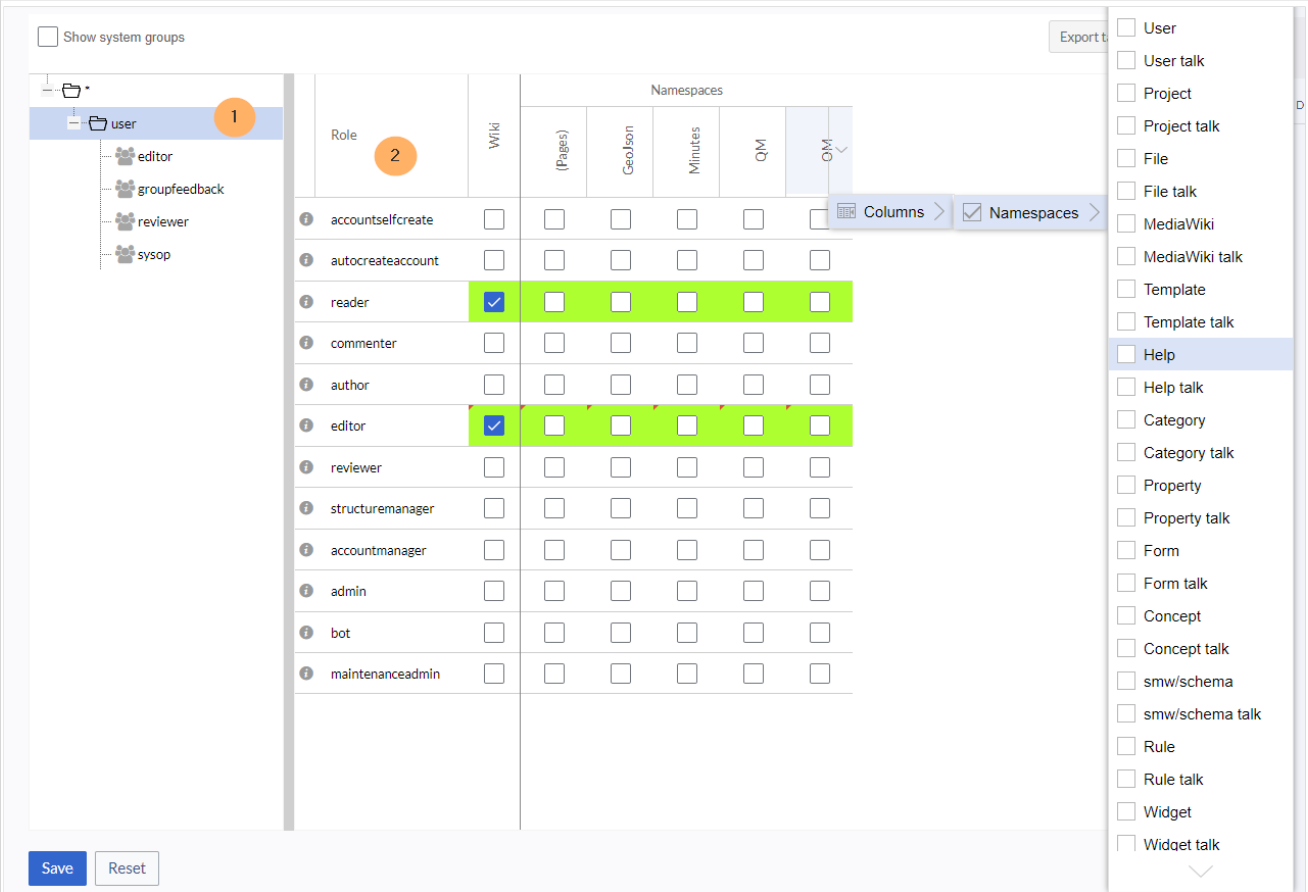


As a result, the following administration pages play a role in rights management:

- Namespace manager: In the wiki, user groups can be granted different permissions via roles in individual namespaces.
- Group manager: Namespace permissions are assigned to user groups, not to individual users.
- User manager: Individual users are assigned to groups to obtain the permissions associated with the group.
- Permission manager: In the Permission manager, the user groups are assigned to their roles in the namespaces.

The roles matrix

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



Associating groups with roles in namespaces

The **group tree** shows all existing groups:

- **Group "*":** all non-logged-in (anonymous) users

- **Group "user":** all logged-in users, the default group for all users
- **Subgroups of group "user":** all groups that are defined on the wiki, eiter by default, by MediaWiki, or custom groups created in the Group manager by an administrator. System groups, created by MediaWiki, can be hidden by unchecking the "Show system groups" checkbox above the tree.

The columns in the **role matrix** are:

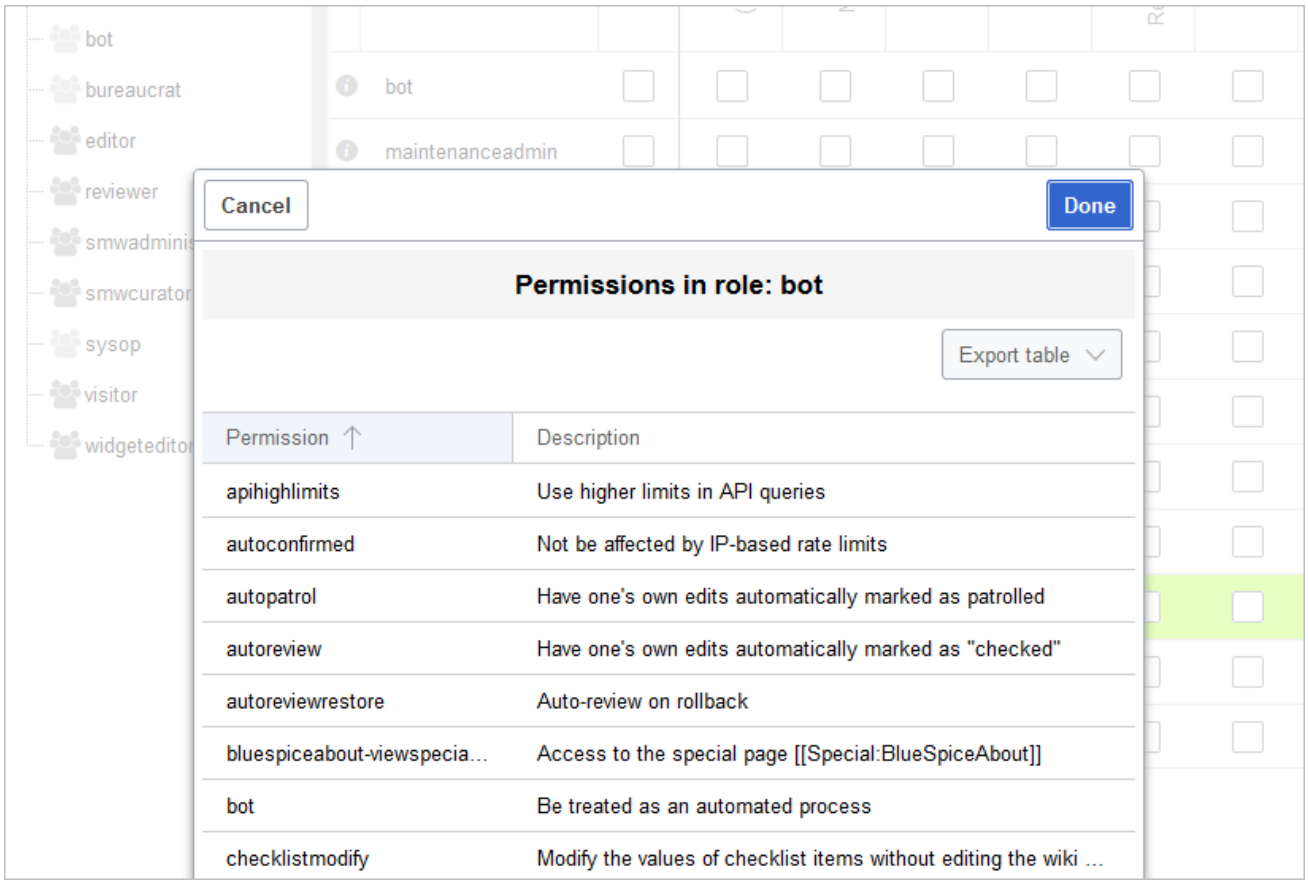
- **Role information** (info icon): Clicking the icon shows all the permissions in a role. This list is exportable.
- **Role name**
- **Wiki:** Assignment of a role to the entire wiki. By assigning the role in this column, a user group gets permissions in this role on the wiki (all namespaces).
- **Individual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

Role inheritance

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

Default roles

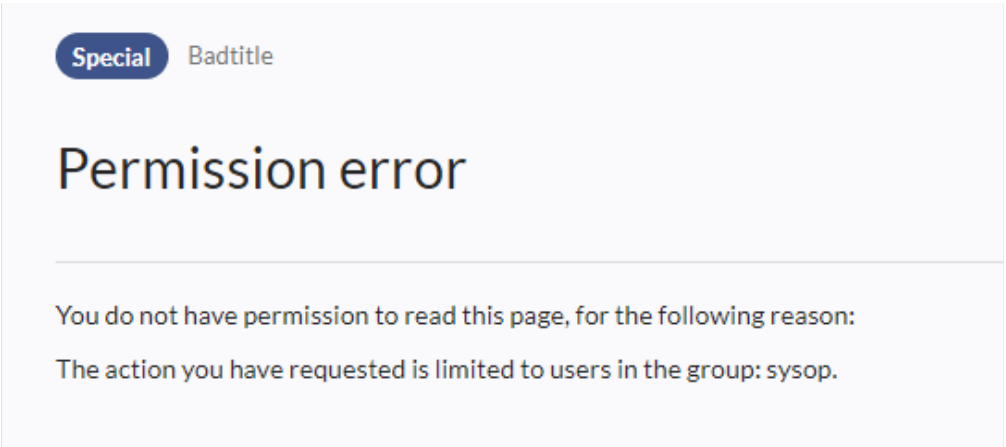
By default, the Permission manager includes a number of predefined roles that serve most user needs. The individual permissions contained in a role can be seen by clicking the info icon in front of the role name. It opens a dialog with a permissions list for the role.



- **bot:** exists to achieve recurring system actions. This role is assigned to the user BSMaintenance in Bluespice via the group bot. The group bot should not be changed.
- **admin:** Grants access to all administrative special pages and to all typical administrative features.
- **maintenanceadmin:** Similar to the *admin* role, but with extended admin rights for maintaining wiki integrity.
- **author:** all permissions necessary for creating content on the wiki. Editing, moving, or deleting pages is not possible.
- **editor:** create content, edit and delete content.
- **reviewer:** If you have activated the review function and, therefore, work draft pages in a namespace, there must be at least one group with the role of reviewer. By default, the group “reviewer” is available for this purpose. Only users in the reviewer role can approve draft pages. Reviewers generally need read, write and review rights via the corresponding three roles of reader, editor and reviewer. However, if you have not activated the review function in any namespace, you do not need this role in your wiki.
- **accountmanager:** enables the administration of user accounts. Since user accounts are managed independently of namespaces in the wiki, this role cannot be restricted to individual namespaces. Grayed-out namespaces have no meaning here as long as the role in the wiki itself is highlighted in green.
- **structuremanager:** allows some actions for wiki maintenance such as moving pages, mass deleting pages or searching and replacing text, as well as renaming namespaces.
- **accountselfcreate:** enables the automatic creation of new user accounts and is required for single-sign-on. You can assign this role, for example, to anonymous users who can create their own account.
- **commenter:** allows the creation of discussion contributions and page ratings, but not of the pages themselves. The editor role includes all the rights of the commenter role. If a group has editor rights, it does not need special commenter rights.
- **reader**: Basic read access. Users can also edit their personal settings.

Restricting read permissions

It is possible to limit read permissions in a namespace by explicitely assigning the role *reader* to one or more particular groups. When users in other groups try to access a page in such a namespace, they will get a message that the permissions are denied.



Access denied

While a user cannot access the content of the page, the wiki still shows links to these pages to all users in some contexts, even if a user does not have permissions to access the page content itself.

The following lists show which extensions or functionalities do not show links to restricted pages — because they are permissions-aware — and where the links are shown regardless of permissions.

Exensions that are permissions-aware

Query results and page lists provided by the following extensions do not show links to pages to which the current user has no access on the namespace level:

- ExtendedSearch (and functionality based on Extended Search in general, e.g. TagSearch, ExtendedFilelist).
- Semantic MediaWiki
- TopList

Extensions and special pages that are not permissions-aware

Extensions that provide page lists and that do not hide links to read-restricted pages to the affected users. Examples:

- DynamicPageList3
- SmartList
- WatchList (both the tag and the special page)

In general, all MediaWiki special pages do not check permissions and therefore list these pages for the affected users. Most common examples:

- Special:All pages
- Special:RecentChanges
- Special:Bookshelf (**Note:** If this is an issue, you can limit access to the namespace *Book* to selected groups. The page *Special:Bookshelf* then won't show any links to books to users who do not have access to the *Book* namespace. Links to individual books can then be provided on various portal pages as needed).
- Category pages: All pages in the namespace *Category*

Limited transclusion

If you explicitely assign the *reader* role (or any other role that contains the *read* permission) in a namespace to a group or groups, that namespace is automatically configured so that its content cannot be transcluded. This is for security reasons, since MediaWiki does not check permissions when transcluding content.

Technical info

Logging

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

Configuration

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

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

Related info

- Reference:BlueSpicePermissionManager
- Group manager

Technical Reference: BlueSpicePermissionManager

4.3 User manager

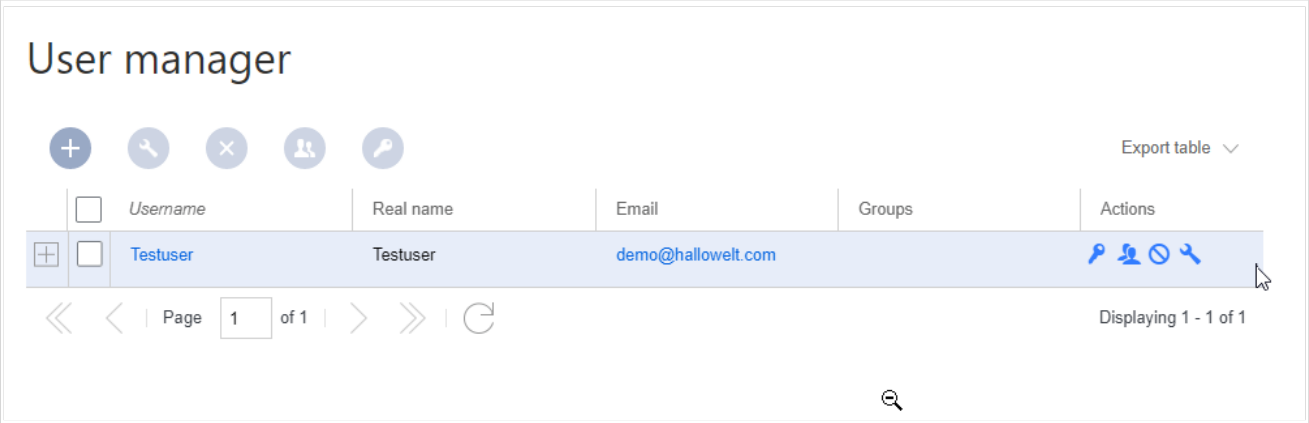
The extension **BlueSpiceUserManager** provides the visual interface for user administration.

Contents

1 About the User manager 35
2 Create a user account 35
3 Edit a user account 36
4 Inactive users 36
5 Related info 37

About the User manager

Administrators can access the User manager in the Global actions menu under *Management > Users (*link to page *Special:UserManager).* It shows an editable list of all user accounts.

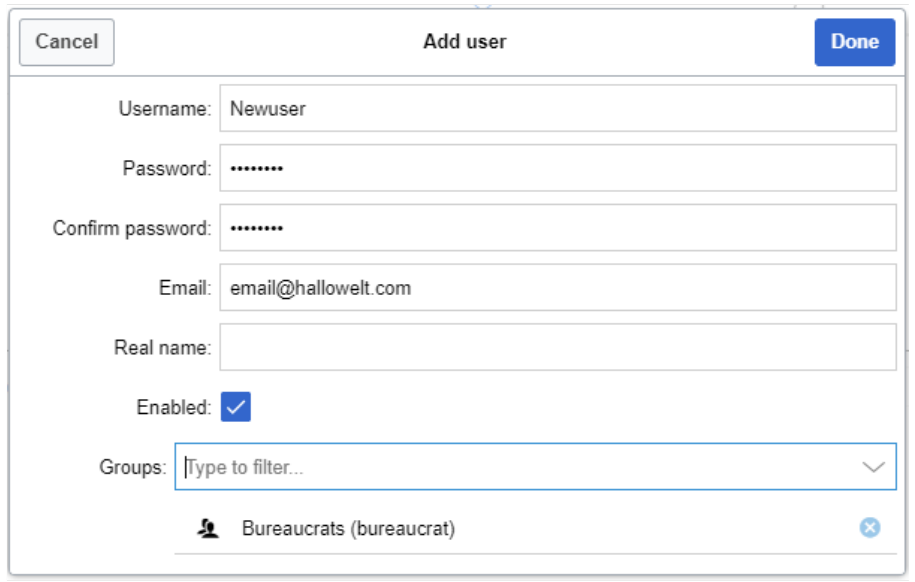


User manager page

Create a user account

To create a user account:

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



Create a user account

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.
   - *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

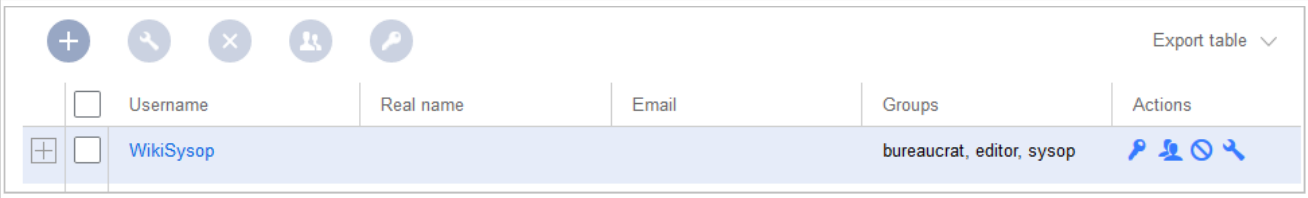
- Groups: a user can be assigned to multiple groups. If no group is selected, the user belongs to the default group *user*.

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

> **Tip:** If you do not want to provide the new user with a password that is known to you, you can create the user account via the page *Special:CreateAccount* instead. It is, however, not possible to assign a user group to the new account during account creation on that page.

Edit a user account

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



Edit a user account

- *Key icon:* change the password.
- *People icon:* Assign groups to this user account.
- *Block icon:* Disable/enable user account. A user account cannot be deleted.
- *Wrench icon:* edit email and real name

> **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. This resets the groups for the selected users and assigns the newly chosen groups.

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*.

> **Note:** User accounts cannot be deleted. They can only be disabled.

Related info

- Reference:BlueSpiceUserManager

Technical Reference: BlueSpiceUserManager

5 Namespace manager

The Namespace manager allows a user with *administrative* rights to create,edit, and delete namespaces and to change the settings of these namespaces.

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3 Editing a namespace 41
4 Deleting a namespace 41
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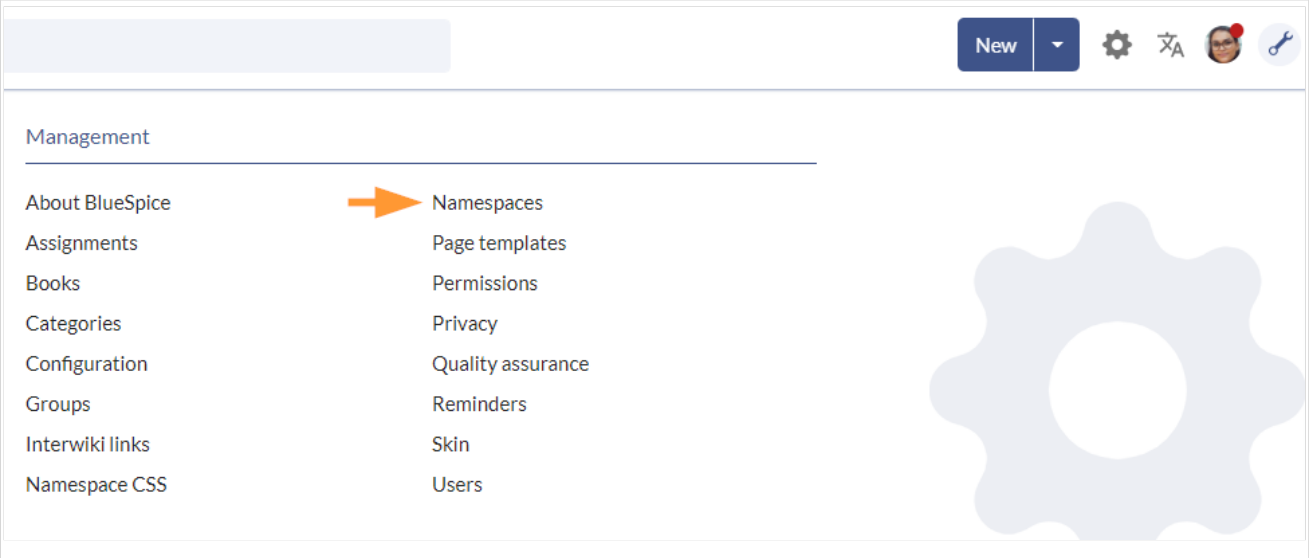
Where to find the namespace manager

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

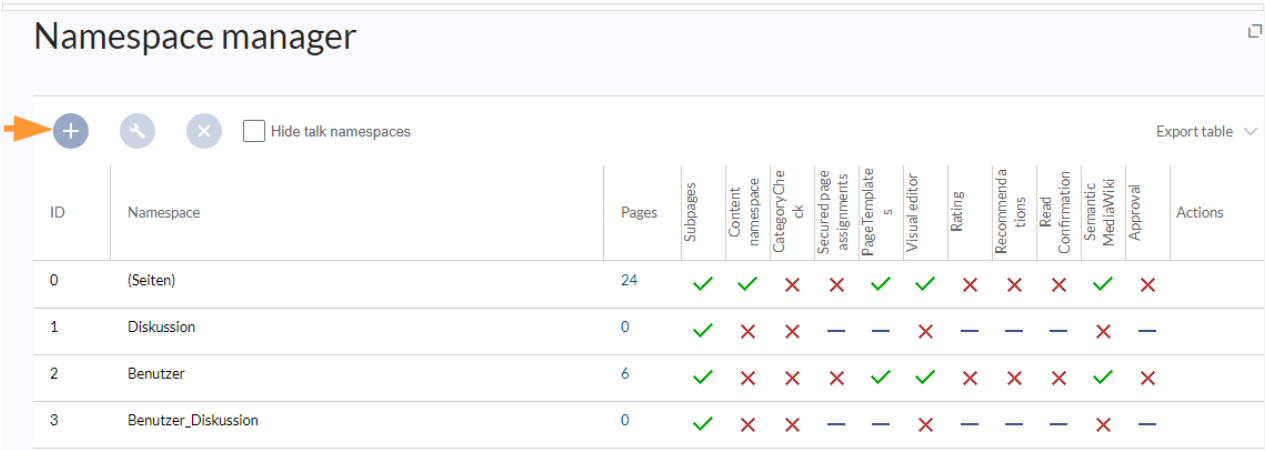


Creating a namespace

> **Note:** If you haven't created namespaces before, familiarize yourself with the concept of namespaces first to understand when it makes sense to set up a namespace. Although it is theoretically possible to create a large number of namespaces, the BlueSpice user interface supports at best a number of 10-30 user-created additional namespaces. If you need more namespaces, consider using several individual wikis or a wiki farm.

To create a namespace:

1. **Click** the "Plus" icon at the top of the page. A dialog opens.



Create a namespace

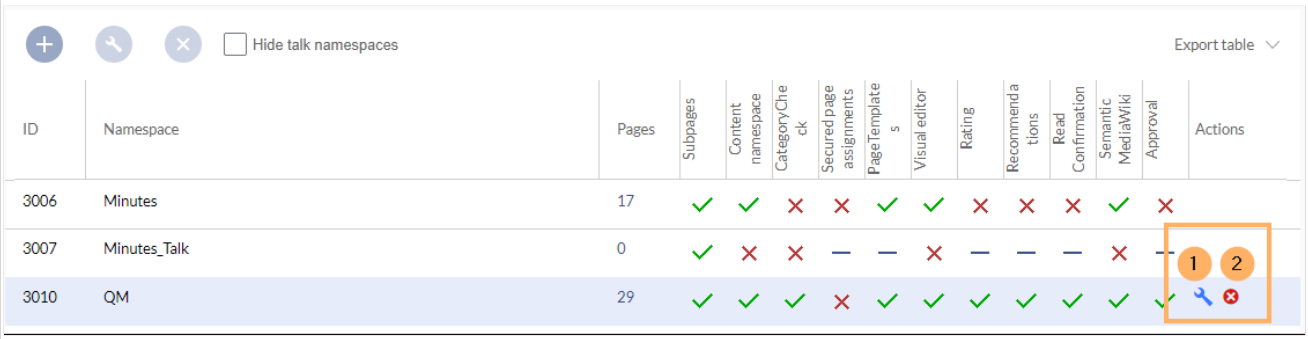
2. **Enter** the name for the new namespace and select the namespace options. Make sure that the name for the namespace is as short as possible, since the name becomes part of the page name of the pages in this namespace. This makes it easier to type in page names, e.g. using search fields in the wiki. Search results and all types of page lists are also displayed more clearly in this way. Examples: QM (for the namespace "Quality Management"), RM (for "Risk Management). Optionally, an alias can also be specified for the namespace. This name can then be used at any time in the wiki instead of the actual name.
3. **Choose** the features you want to activate.
   Usually, the following features are activated: Subpages, Content namespace, PageTemplates, VisualEditor, Semantic MediaWiki.

   Description of the available features:
   - **Subpages:** It is possible to create subpages. If this feature is deactivated the syntax Pagename /withslash does not produce a subpage in the wiki.
   - **Content namespace:** This function determines that a namespace is considered by specific extensions:
     - **Popups:** Popups only appear in content namespaces.
     - **BlueSpiceFoundation:** API for watchlist list is only displayed in content namespaces.
     - **BlueSpiceExtendedSearch:** Content namespaces get a boost and are placed preferentially in the results list.
     - **HitCounters:** Entire function is restricted to content namespaces. Other pages are counted as "0".
     - **ContentTransfer:** Can optionally be restricted to use in content namespaces.
     - **BlueSpiceExtendedStatistics:** Certain namespace selection filters are restricted to this content namespace.
     - **PageForms** (see also:mediawiki.org/wiki/Manual:ContentHandler)
   - **CategoryCheck:** Each time the user saves a page, the save-dialog shows a checkbox to confirm that the users reviewed the categories on the page. This applies to all pages in this namespace and makes sense when a wiki is organized primarily through manual categorization of pages by users.
   - **Secured page assignments:** Only assigned users can edit the page.
   - **PageTemplates**
   - **Visual editor**: Activation of the extension VisualEditor. If this is not activated, the pages can only be edited in source editing mode. If this setting is activated after pages already exist in the namespace, it will take a few minutes for the visual editor to work on the pages.
   - **Rating**: Allows users to rate each page from 1 to 5 stars. An overview page in the wiki shows rated pages sorted by rating.
   - **Recommendations**: Allows users to recommend a page. An overview page in the wiki shows recommended pages by number of recommendations.
   - **Read Confirmation**: Assigned users must mark a checkbox to confirm that they have read the changes to a page.
   - **Semantic MediaWiki**: Activates the link to the page Special:Browse/*<pagename>* in the page tools.
   - **Approval**: New versions of a page are created as drafts. These remain in place until a user with approval rights reviews and approves the page.
4. **Click** *Done*. The namespace is now ready to use.

> **Note:** The corresponding talk namespace for the new namespace is automatically created. This namespace allows users to discuss a page in the wiki on an associated discussions page.

Editing a namespace

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



Edit a namespace

When renaming a namespace, all pages in the namespace are automatically renamed as well.

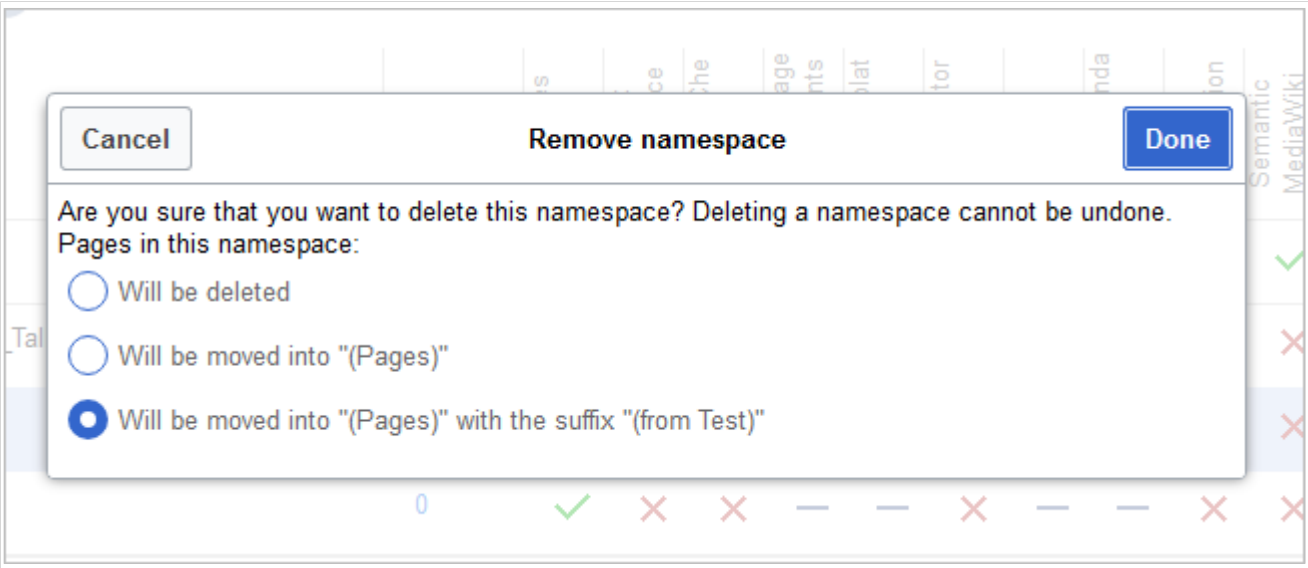
Links to the renamed pages as well as page lists that filter by the original namespace designation are **not** renamed and therefore no longer work.

Discussion namespace names and system namespace names (File, MediaWiki, etc. cannot be changed manually.

Deleting a namespace

Only namespaces created by users can be deleted. The corresponding button (2) is only displayed in such namespaces.

After clicking the delete icon, a dialog box opens.



Deleting a namespace

- *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.

Related info

- Reference:BlueSpiceNamespaceManager
- https://www.mediawiki.org/wiki/Help:Namespaces/de
- The concept of namespaces

Technical Reference: BlueSpiceNamespaceManager

6 Config manager

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With the Config manager, a wiki user with *sysop* rights can manage wiki-wide settings in one place. In the navigation, it is located at *Global navigation > Management > Configuration*. This link loads the page *Special:BluespiceConfigManager.*

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)

config manager filter

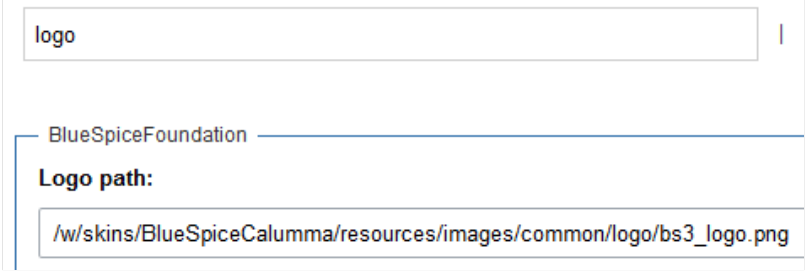
All settings are available in any type of grouping. Changing the grouping type does not add or remove setting options. It just groups them differently. After settings are adjusted, they can be saved by clicking*Save*, or cancelled by clicking *Reset*.

> **Note:** If a server administrator has configured a setting to no longer be writable, it will be shown as greyed-out in the config manager. You will have to talk to your server administrator about changing such a setting.

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.



Config manager search box

Settings by extension

EventBus

Eventbus sends notifications to external urls in case something happens in the wiki. For example, if a page is created, an external service could then be started and create a pdf of that page. See the extension's page on mediawiki.org.

EnhancedUpload v4.3+

Sets the defaults for the advanced image settings when uploading and embedding an image into the wiki via drag-and-drop functionality. The default settings determine the orientation, type, and size of the image. These can be adjusted after embedding via the "Advanced settings" of the image on the page.

Configuration settings for the Enhanced upload

BlueSpiceFoundation

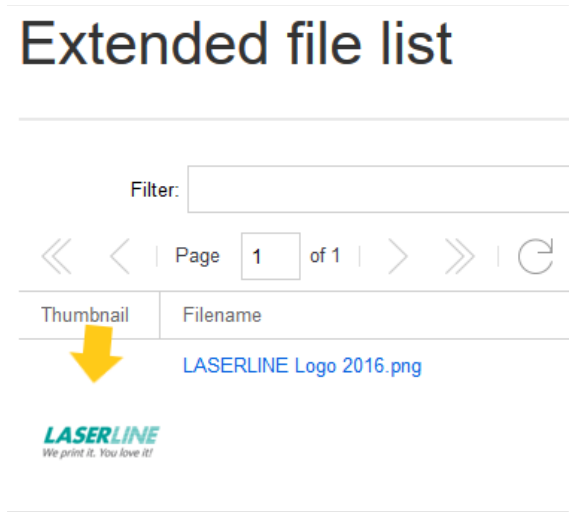
Updating logo and favicon

> **Note:** Since BlueSpice 4.2, the logo and favicon can also be managed via the page Special:Flexiskin together with further skin customizations.

- **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 from the menu *Global actions* > *File list* (*Special:ExtendedFilelist*).
2. **Click** on the thumbnail image of the logo. This opens the logo on a separate page.

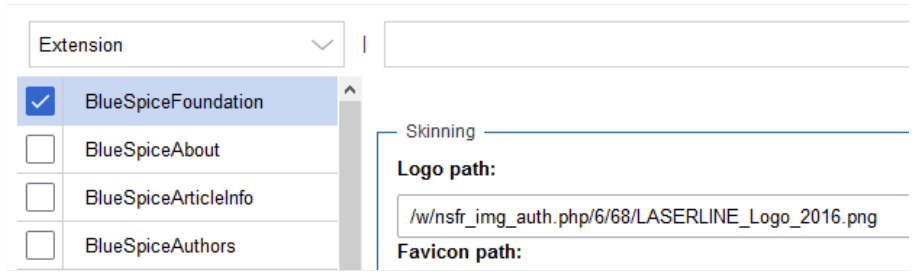


logo thumbnail image

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

relative image path

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



logo path

5. **Click** *Save*.

6. **Refresh** the page (Strg+F5).
   If the uploaded logo is too large, you can add the following code snippet to the page *MediaWiki:Common.css*. This automatically adjusts the image to the height of the main toolbar:

```
.bs-logo a {background-size: contain;}
```

- **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*.

System

- **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:$wgFileExtensions for more info.

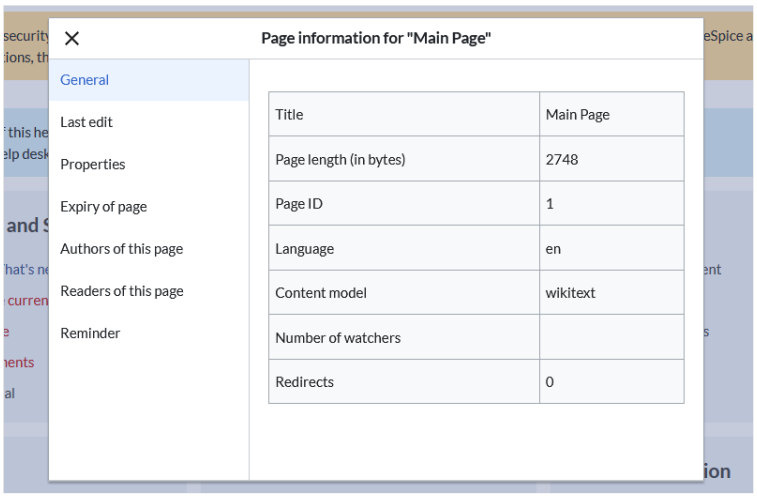
> **XML file type: v4.x++**
> The *xml* file type is blacklisted since MW 1.39 and has to be allowed in *LocalSettings.php*:
>
> ```
> $GLOBALS['wgProhibitedFileExtensions'] = array_diff( $GLOBALS['wgProhibitedFileExt
> ensions'] ?? [], [ 'xml' ] );
> $GLOBALS['wgMimeTypeExclusions'] = array_diff( $GLOBALS['wgMimeTypeExclusions'] ??
> [], [ 'application/xml', 'text/xml' ] );
> ```

- **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.

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.

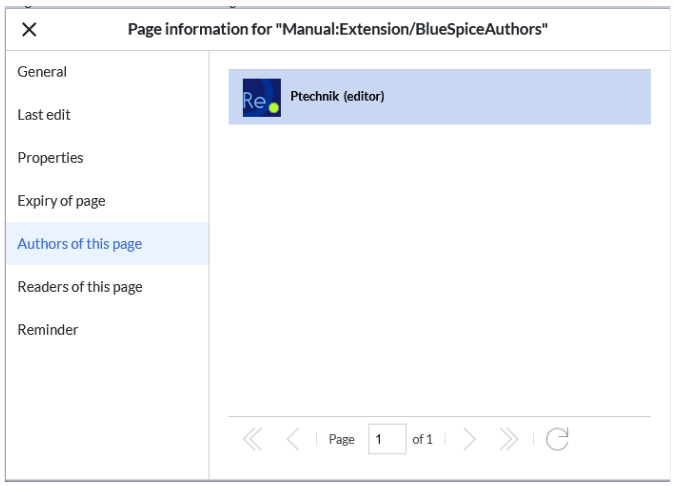


article info

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.



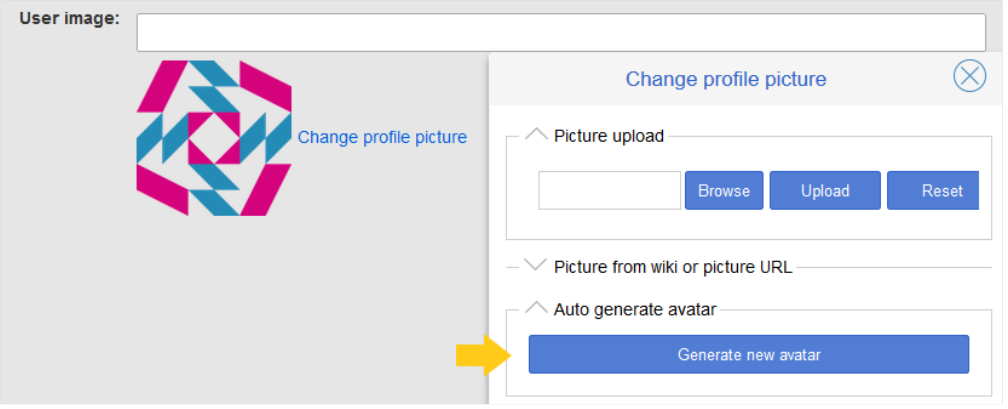
Authors of page

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.

InstantAvatar

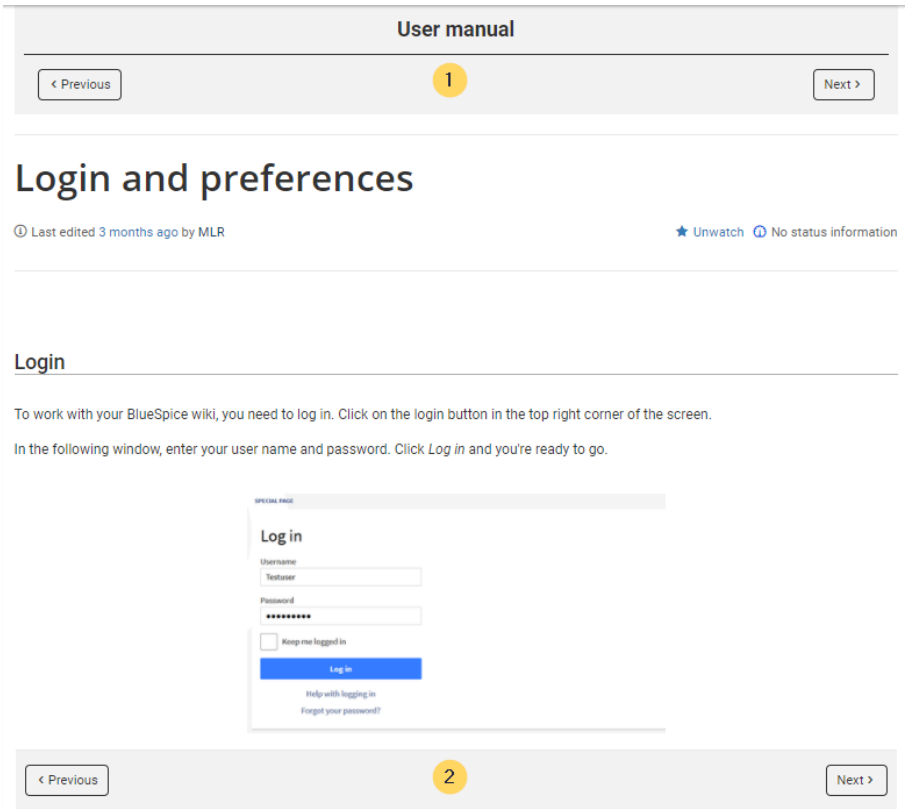
- **Generator**
  - **InstantAvatar:** Generates an avatar image based on using the initials of the Real name or the Username
  - **Identicon:** Generates an avatar image based on parts of the user's IP address.



Identicon

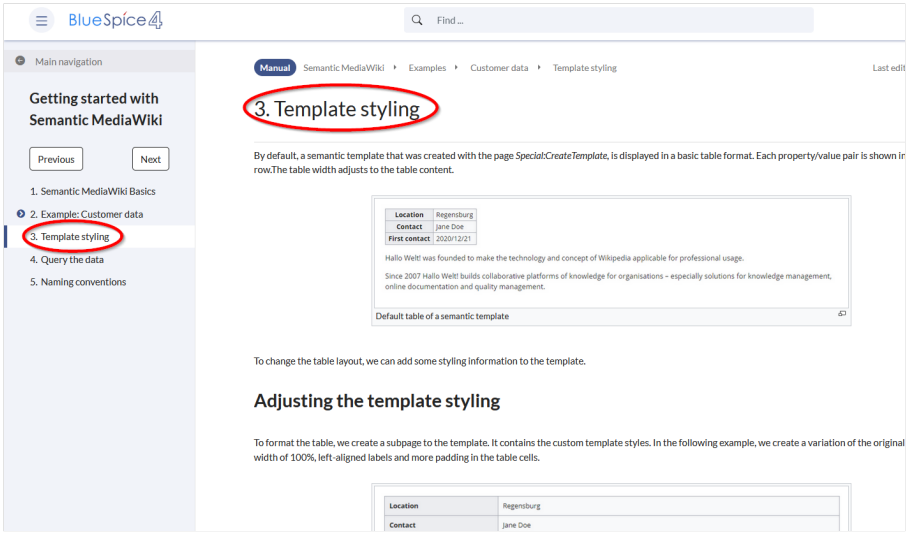
BlueSpiceBookshelf

- **Show book chapter pager after content:** Displays previous/next book page navigation at the end of each book page. (1)
- **Show book chapter pager before content:** Displays previous/next book page navigation at the beginning of each book page. (2)



Book navigation

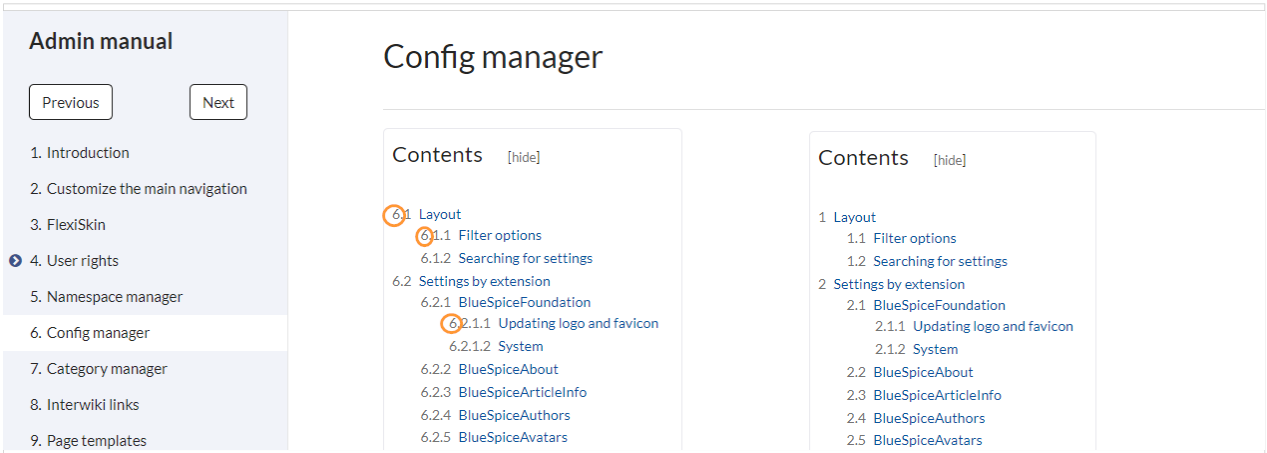
- **Use the display title from book source on article:** Shows the title from the book navigation as page title instead of the page name.



book display title

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:** The page TOC does not start with the main heading 1, but with the actual number from the book chapter (see screenshot). If users have activated in their user preferences to "auto-number headings", the numbering system is matched accordingly.



Prepended chapter numbers

- **Supress namespace prefix of book articles in output:** The namespace prefix of an article is not shown in PDFs.

BlueSpiceChecklist

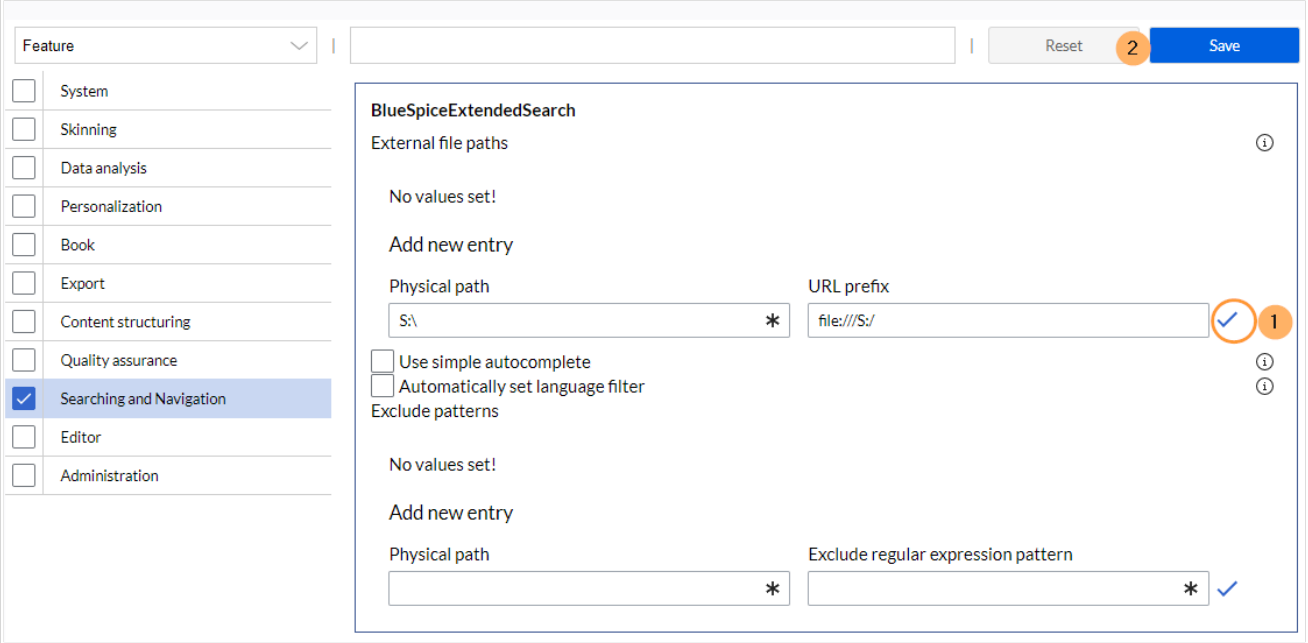
- **Mark checklist changes as minor edit:** If this setting is active, changes to a checklist (for example, checking a checkbox) in view mode are logged as minor edits. If this setting is inactive, a change to the checklist is recorded as a regular version in the page history.

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: S*torage 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*.

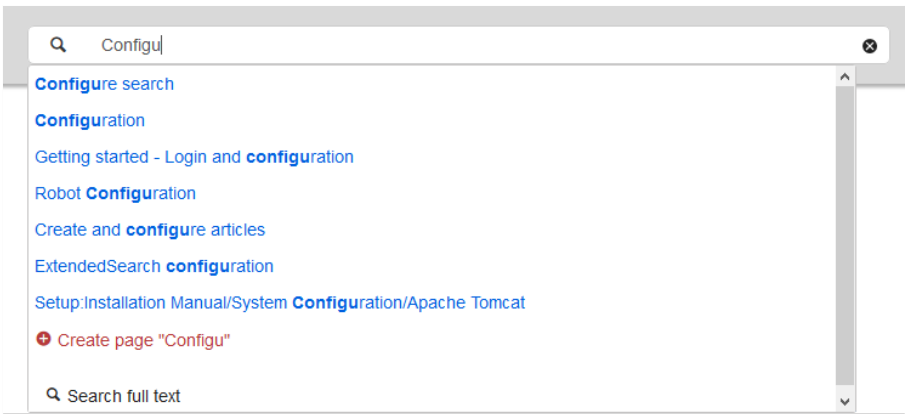
Examples for external file paths

Example file	Phys. Path	URL Prefix	Link in results list
S:\Sales\Info\glossaryy.pdf	S:\	file:///S:/	file:///S:/Sales/Info/glossary.pdf
		https://sharepoint /Sales/ documents/	https://sharepoint/Sales/ documents/Sales/Info /glossary.pdf
		https://intranet /showdocs inline.aspx?path=	https://intranet/showdocsinline. aspx? path=/Sales/Info/glossary.pdf
/var/www/bluespice/w /mounted_ share/Sales/Info /glossary.pdf	/var/www /bluespice/w/ mounted_share/		https://wiki.company.local/w /mounted_ share/Sales/Info/glossary.pdf

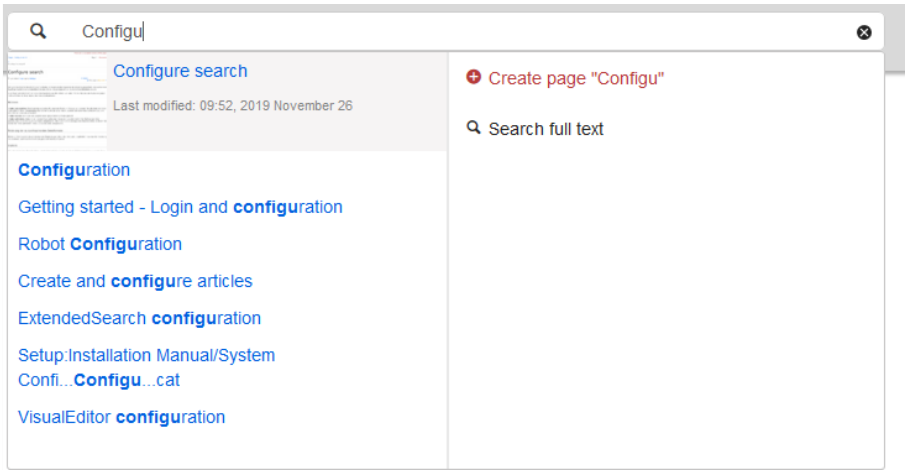


Add an external file path: (1) confirm the checkmark and (2) save the settings.

- **Use simple autocomplete:** forces a more compact autocomplete (1-column Sales thumbnail preview).



compact autocomplete



Salesautocompletey

- **Automatically set language filter**: The search only returns pages whose language (PageLanguage) is identical to the user language (Language). Users can set their language in their preferences. By default, the language of content pages is the same as the installation language (ContentLanguage) of the wiki. Some extensions can set the language of individual pages independently of the content language of the wiki.. (See: https://www.mediawiki.org/wiki/Manual:Language#Page_content_language). In many wikis, activating this filter has little effect.
- **Exclude patterns:** Files at external file locations can be exluded 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 parent categories
- Preset categories of a page in the upload dialog

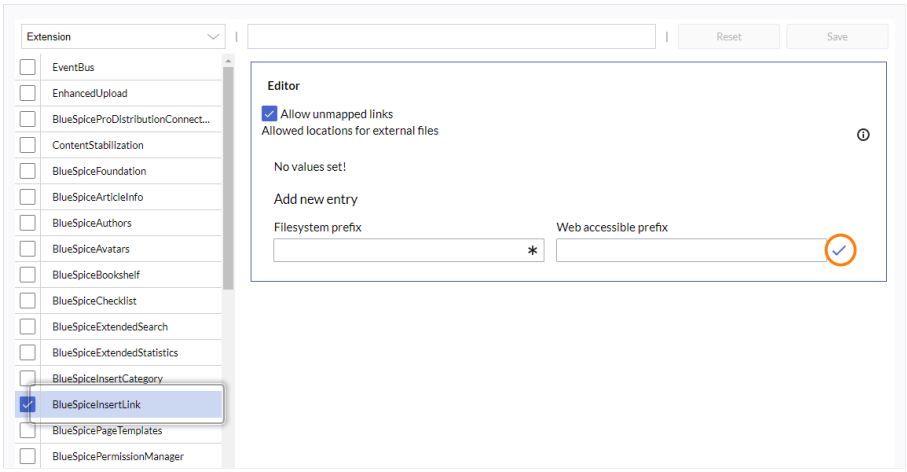
BlueSpiceInsertLink

- **Allow unmapped links:** if there is no prefix in the map, the link will still be inserted. Example: S:\HR. If this setting is unchecked, the link will not be inserted.
- **Allowed locations for external files**:

Example file	Filesystem prefix	Web accessible Prefix	Link output
S:\Sales\Info\glossaryy.pdf	S:\	file:///S:/	file:///S:/Sales/Info/glossary.pdf
		https://sharepoint/Sales/ documents/	https://sharepoint/Sales/ documents/Sales/Info/glossary.pdf
		https://intranet/showdocs inline.aspx?path=	https://intranet/showdocsinline.aspx? path=/Sales/Info/glossary.pdf
/var/www/bluespice/w/mounted_			

Example file	Filesystem prefix	Web accessible Prefix	Link output
share/Sales/Info /glossary.pdf	/var/www /bluespice/w/ mounted_share/		https://wiki.company.local/w /mounted_ share/Sales/Info/glossary.pdf

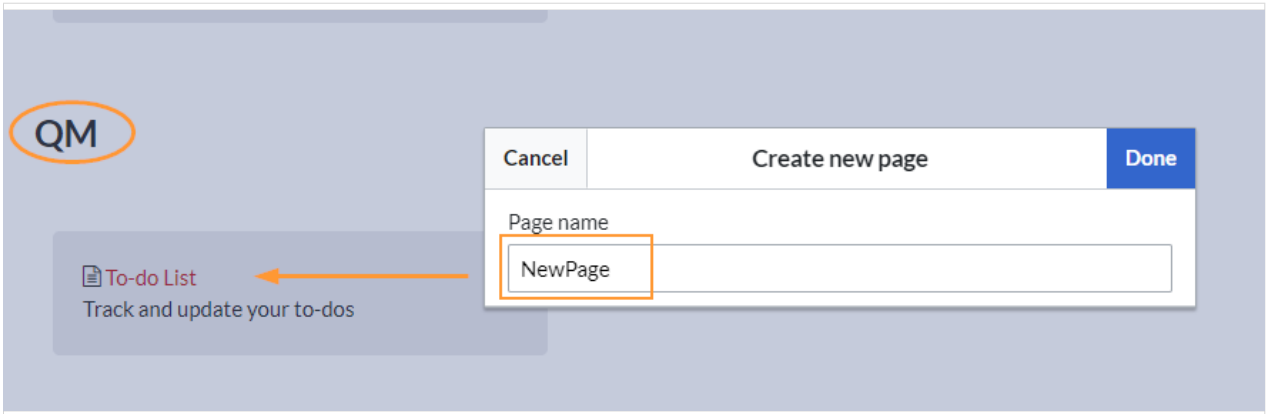
When a new entry is added, it has to be confirmed by clicking the checkmark next to it before saving the page.



InsertLink configuration options

BlueSpicePageTemplates

- **Force target namespace:** The page is always created in the target namespace that is associated with the template, even if the user provided a different namespace prefix. In the screenshot below, the user wants to create the page "NewPage" and then selects a template for the QM namespace. The page is, therefore, created as "QM:NewPage" if this setting is activated.



force the namespace of the template

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

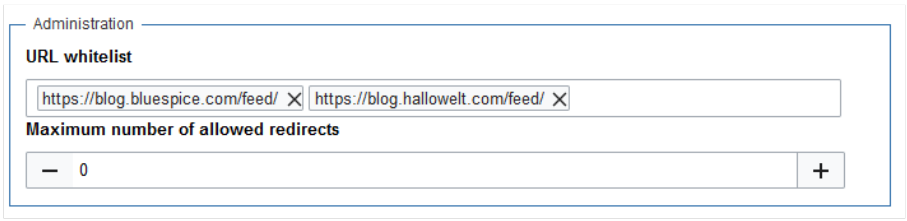
- **Hide template if the page is not to be created in the target namespace:** Depending on the namespace prefix of the page to be created, templates that are associated with other namespaces will not be shown to the user for selection.

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.

BlueSpiceRSSFeeder

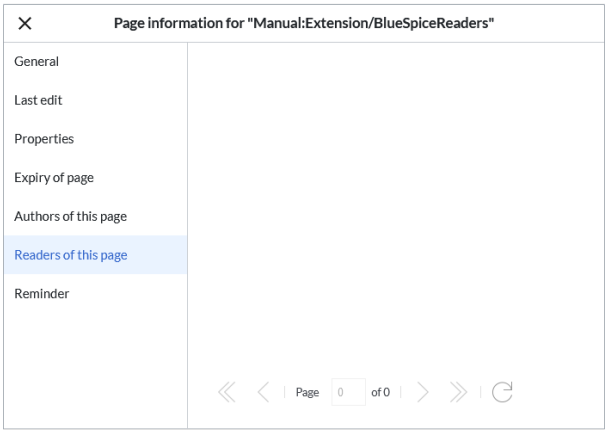
- **URL whitelist:** RSS feeds need to be whitelisted here by an administrator before they can be displayed in a wiki page.
- **Maximum number of allowed redirects:** If there are URL redirects for any of the whitelisted URLs, the number of redirects needs to be adjusted (usually to 1 or 2).



RSS Feed settings

BlueSpiceReaders

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



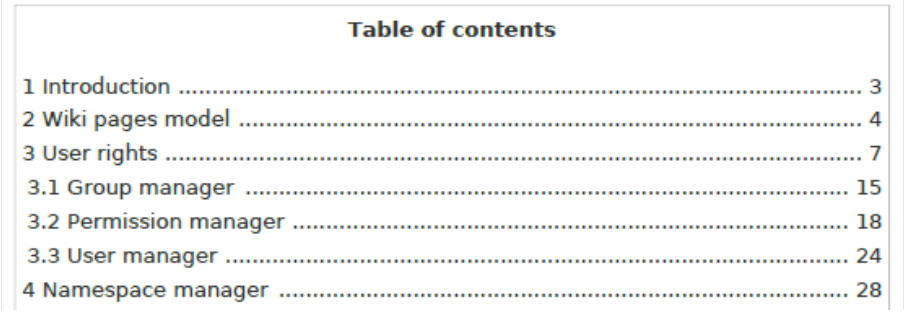
displays readers of the page

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.

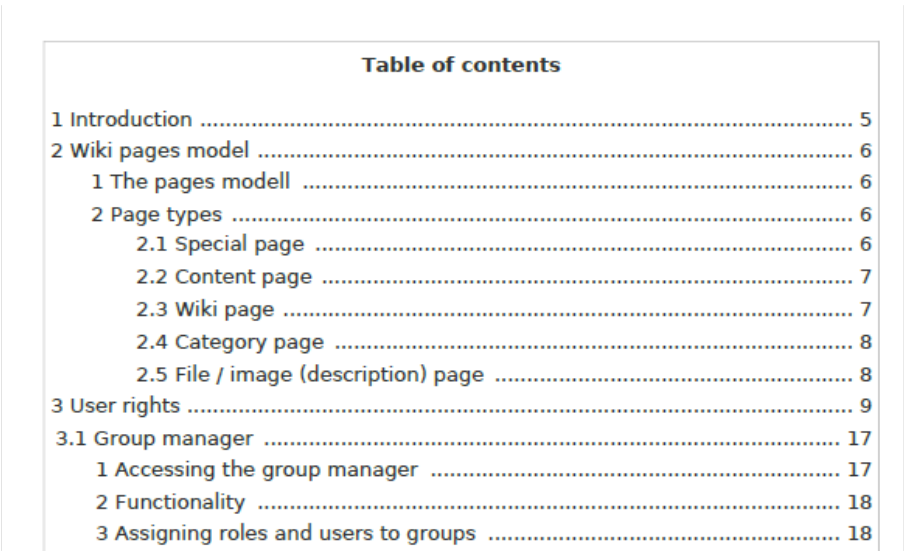
BlueSpiceUEModuleBookPDF

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



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.



Embed article TOCs

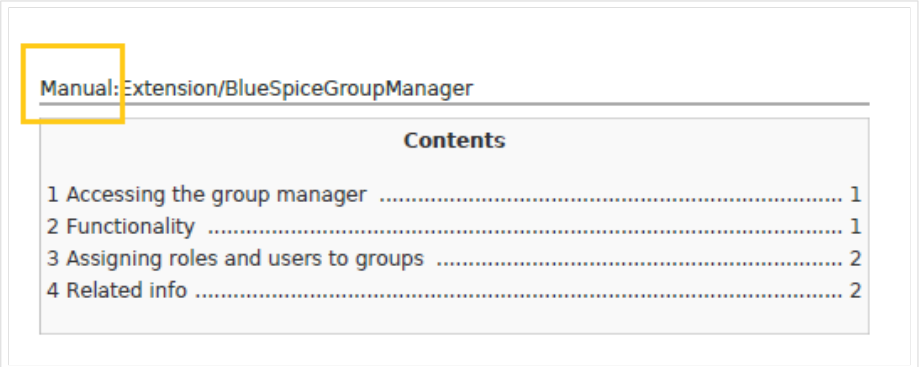
BlueSpiceUEModuleHTML

- **Hide namespace prefix in HTML:** 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.



namespace 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 maintened 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 overriden with this option.

BlueSpiceVisualEditorConnector

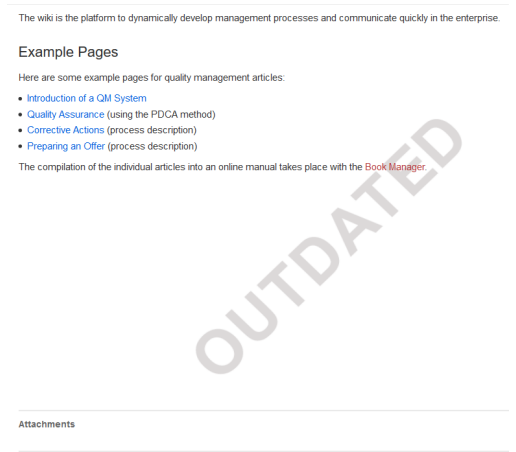
- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
  - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description 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 inteval 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.



watermark

BlueSpiceFlaggedRevsConnector

> BlueSpiceFlaggedRevsConnector is available up to BlueSpice 4.2.

Export

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

- **Bookshelf: List approved 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.

Stable date	Page	Stable comment
18.11.2019	Permission matrix	
18.11.2019	Permission matrix	
15.11.2019	Wiki pages model	
14.11.2019	Permission manager	
14.11.2019	Group manager	

accepted revisions log

- **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

QM:Checklists

Pages without acceptance feature

- **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

Introduction
Wiki pages model
User rights
Group manager

Pages with no FlaggedRevs feature.

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

Introduction

Stable: 06.12.2019 - 12:00 / Revision: 06.12.2019 - 11:43

FlaggedRevs info below heading

Quality assurance

- **Include handling:** If resources are embedded in a page and those resources are located in namespaces with approval mechanism, then the following settings can be selected. For example: If an approved page contains a template or a file that has been changed after the page itself has been approved, the page will not get another draft version, but instead one of two configurations applies:
  - Current versions: Always show the latest version of the embedded resource.
  - Stable versions: Always show the stable (=approved) version of a resource.
- **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

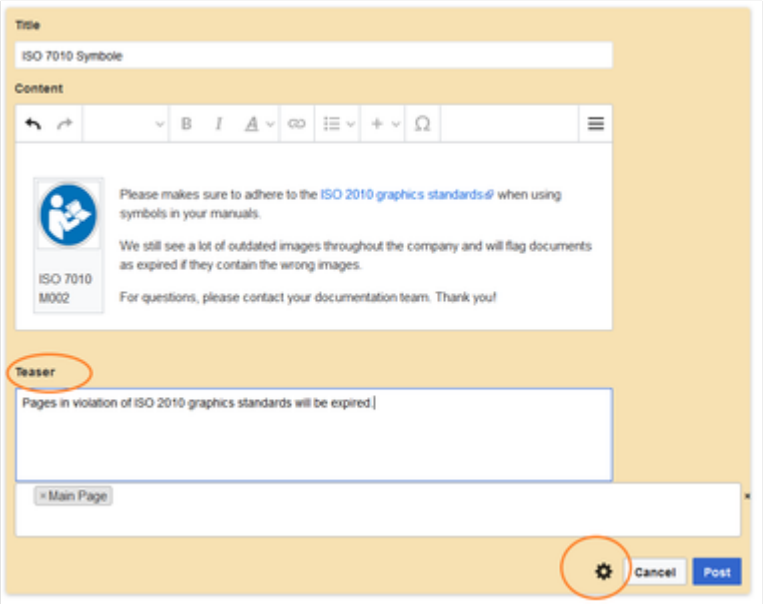
- **Indexing only stable versions:** Draft versions are excluded from the search results. If a page does not have a stable version, it is not shown as a search result.

BlueSpiceSocial

- **Show entrypoint "Timeline":** Shows a link to the page *Special:Timeline* in the main navigation.

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.

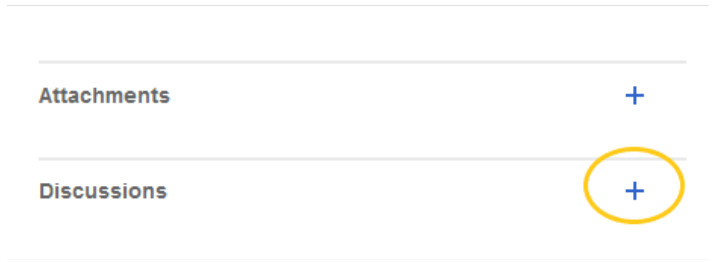


blog teaser text

- **Show entrypoint "Blog":** Shows a link to the page *Special:Blog* in the main navigation.

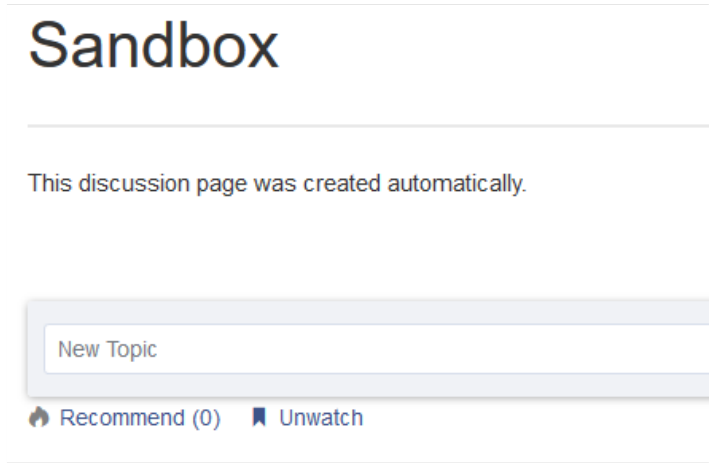
BlueSpiceSocialTopics

- **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

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

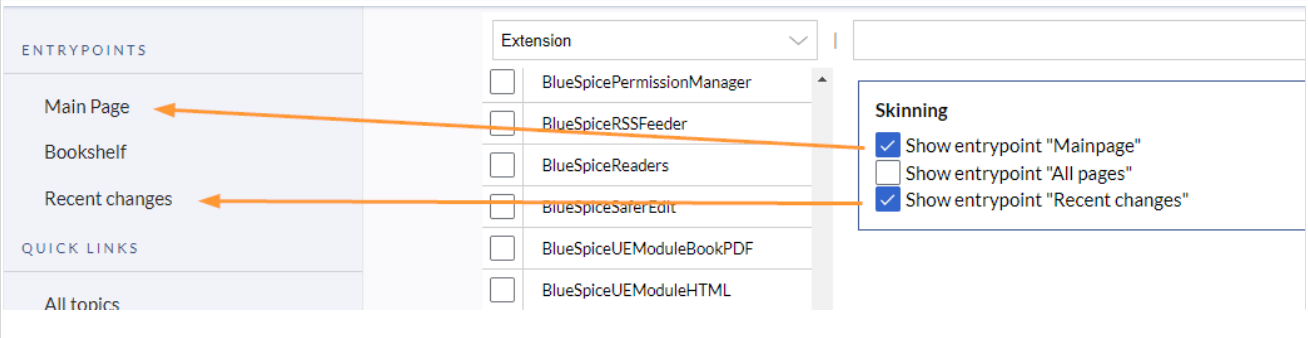


automatically created discussion page

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

BlueSpiceDiscovery

Deactivating the Entrypoint links



Entrypoint links for Discovery skin

Positioning of skin elements

positioning skin elements

- page-sentence: display of page status (Approval status, Expiry)
- categories: display of page categories
- rating: display of page ratings
- recommendations: display of page recommendations

Content Stabilization v4.3+

The following configuration options are available for page approvals:

- **Include handling (1):** Wenn Ressourcen in eine Seite eingebettet sind **und sich diese Ressourcen in Namensräumen mit Freigabe befinden**, können die folgenden Einstellungen ausgewählt werden. Es gibt zwei mögliche Einstellungen:

	Verhalten
Stable versions of included pages	Shows the approved (stable) version of a resource, even if it was approved after the page that includes the resource was approved. (This works only if the resource is located in a namespace with active approval feature).
Versions that were current at the time of approval	Shows the version of the resource which was embedded at the time of the last approval of the wiki page where it is embedded. (This works only if the resource is located in a namespace with active approval feature).

For example, if an approved page contains a template that was modified after the page itself was approved, the page will not show a draft version. Approvals work directly via the embedded resource.

- **Allow viewing of first draft version (2):** If this setting is activated, then all users with read rights can view the first draft. When disabled, only groups from the "Show unstable pages for following groups" setting can see first drafts.
- **Update semantic properties from stable pages only (3):** The property value of the page is read from the stable version of the page and not from the draft version.
- **Entwurfsseiten für folgende Gruppen anzeigen (4):** If the group `user` has been removed from the configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process. In this case, only users with the roles `sysop` and `reviewer` can access drafts unless other groups are specified. These system groups can only access drafts through the site's version history.

Technical Reference: BlueSpiceConfigManager

7 Category manager

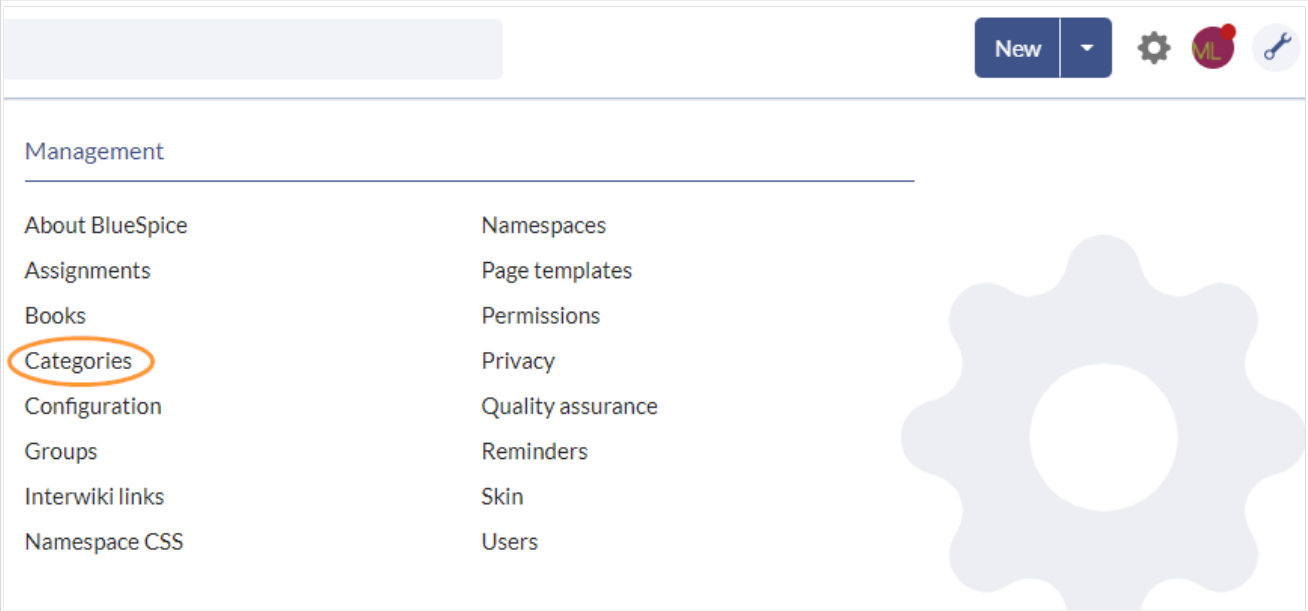
The category manager makes it easier to create and manage a hierarchical category system in the wiki.

Contents

1 Where can I find the category manager? 65
2 Create a category 65
3 Actions 66
4 Create a subcategory 67

Where can I find the category manager?

The menu item *Global actions > Management > Categories* loads the page *Special:Category manager*.

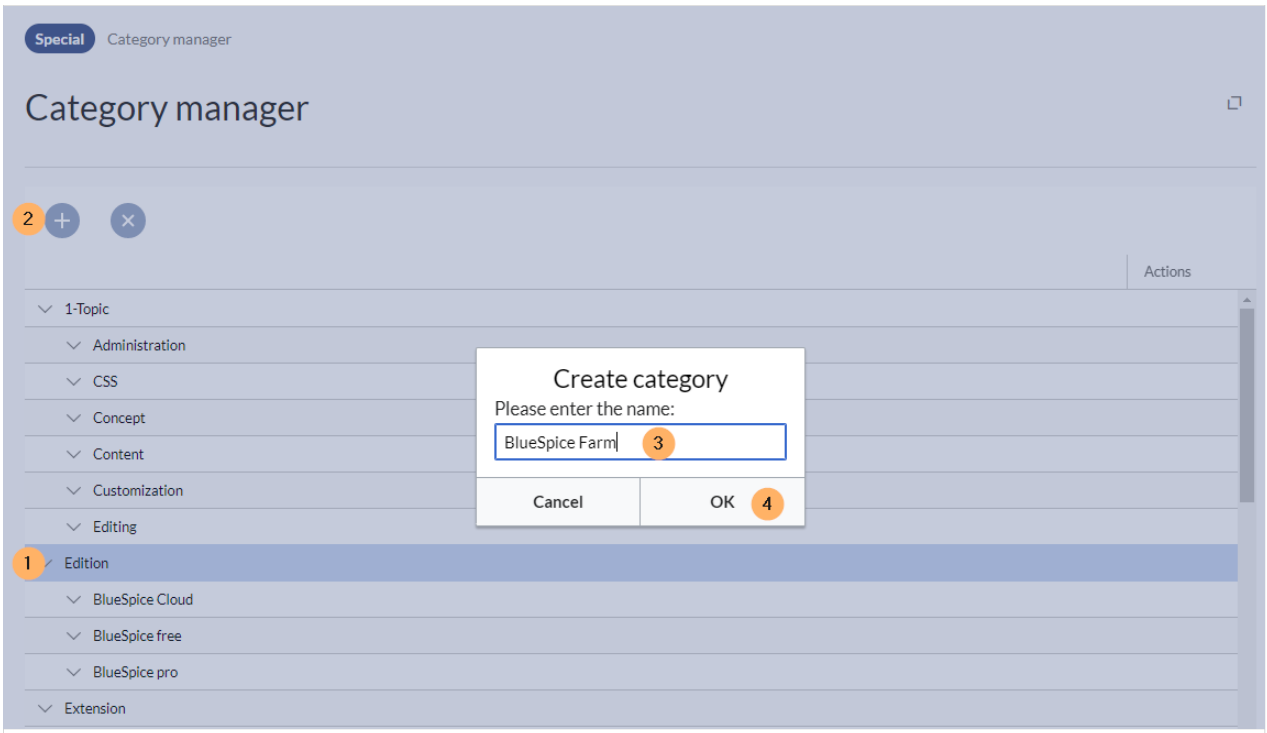


Link to the category manager

Create a category

To create a category:

1. **Select** the category under which you want to create the new category. If you don't want to create a subcategory, start with the next step.
2. **Click** the "plus" button.
3. **Enter** the desired category name.
4. **Click** *Okay.*



Create a category

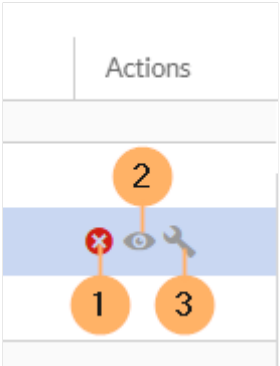
Actions

The following actions are available for a category:

(1) **Delete category:** The category page is deleted. The category is also deleted from all pages that contain this category. This creates a new version of the affected pages.

(2) **View category page:** The category page opnes in a new browser tab. If this category is a "wanted category" (i.e., a category that is already used on a page but has not yet been created in the wiki), the page can then be created.

(3) **Rename category:** The category is also renamed on all pages that contain this category. This creates a new version of the affected pages.



Actions

Create a subcategory

The subcategory structure can be changed by dragging and dropping categories in the list with the mouse directly on top of another category (rather than between two categories). To move a subcategory outside the parent, wait for a dotted line to appear.

Technical Reference: BlueSpiceCategoryManager

8 Interwiki links

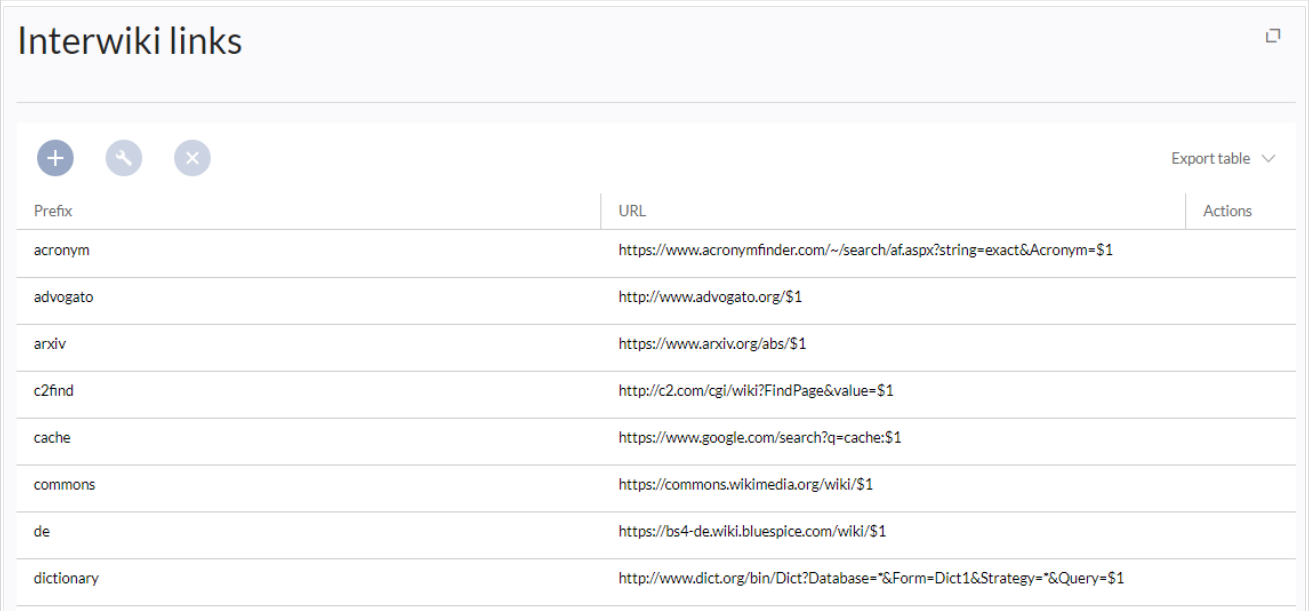
The extension **InterWikiLinks** allows creating abbreviations for various external wikis. The full URL only needs to be known when the interwiki link is defined and not every time it is used. You can find the interwiki links manager in the *Global actions* menu under *Management > Interwiki links.*

Contents

1 Interwiki links manager 69
2 Interwiki link syntax 69
3 Using interwiki links on a page 70
4 Special use case: multilingualism 70
5 Special page "WithoutInterwiki" 71
6 Related info 71

Interwiki links manager

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



Interwiki link manager

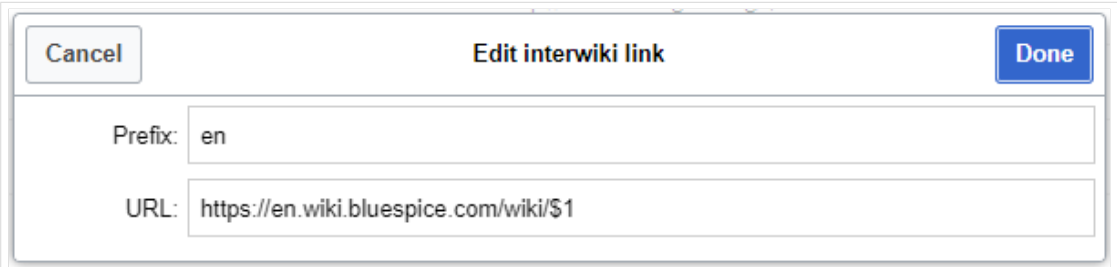
Interwiki link syntax

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`

`$1` is the placeholder for the article title of the other wiki.



Interwiki link of the BlueSpice helpdesk

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.

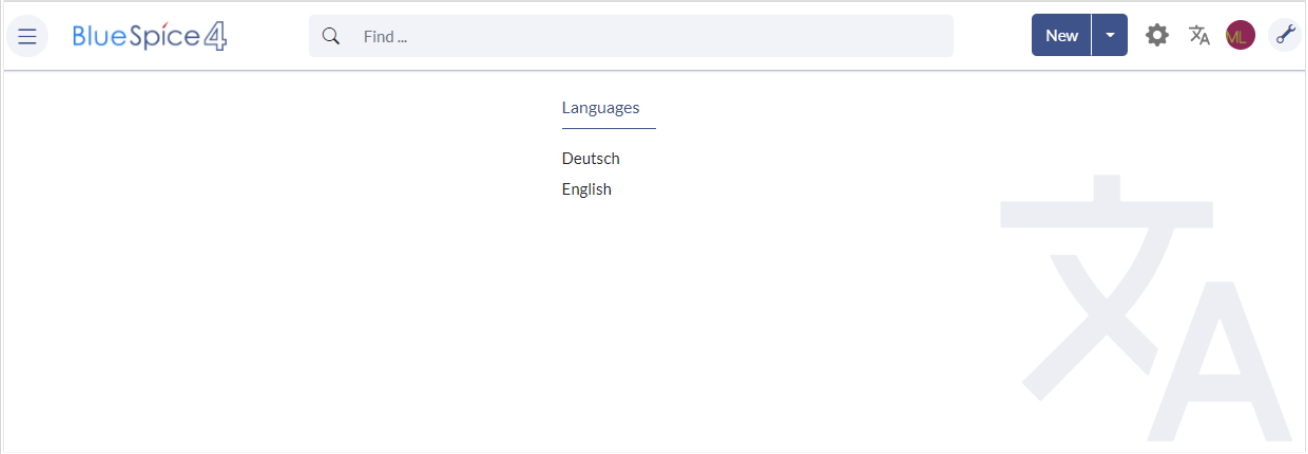
With BlueSpice, flag symbols are automatically inserted when the interwiki links with language abbreviations are set.

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:

```
[[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:



Links to different language versions

Special page "WithoutInterwiki"

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

Related info

- Reference:BlueSpiceInterWikiLinks

Technical Reference: BlueSpiceInterWikiLinks

9 Page templates

Contents

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2 Standard page templates 73
2.1 List of standard templates 73
3 Creating a page template 74
4 Applying a page template 76
5 Namespace manager 77
6 Configuration 77

Characteristics of a page template

A page template applies a predefined content structure and layout to new pages. Page templates are useful for frequently used content formats such as meeting minutes, reference pages or process descriptions, for example.

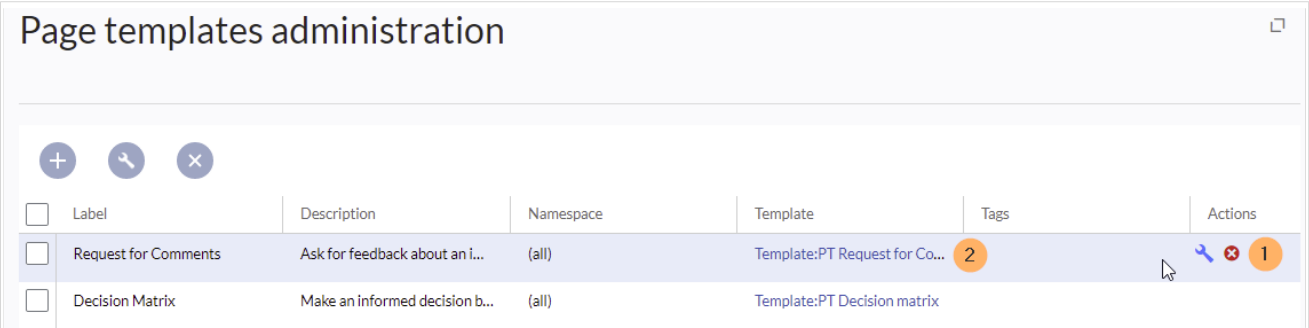
The following characteristics are typical for a page template:

- it can only be activated by administrators
- the underlying content itself can be created by any editor in the template namespace
- it can only be used for the initial creation of a page
- it can also contain (standard) templates
- it creates a prefilled page
- it can be restricted to certain namespaces
- it can be grouped ("tagged") with other templates
- it can contain categories
- it can be applied using different page creation mechanisms, such as the New-button, an inputbox, or a page form.

Standard page templates

> is available from BlueSpice 4.2.

Page templates that are installed by default can be deleted (1) from the page template manager .



Page template manager

Alternatively, the templates can be adapted directly in the template namespace. To do this, click on the template link in the column *Template* (2).

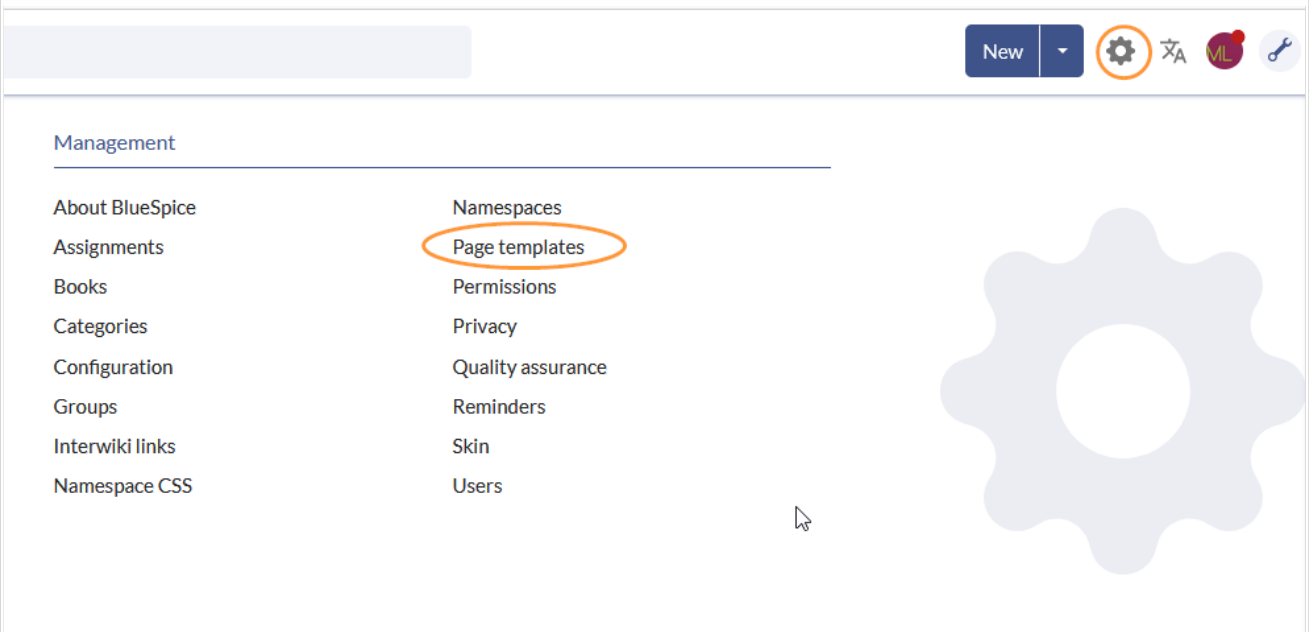
List of standard templates

Page template	Edition	Description
Decision Matrix	pro	Make an informed decision by comparing your options

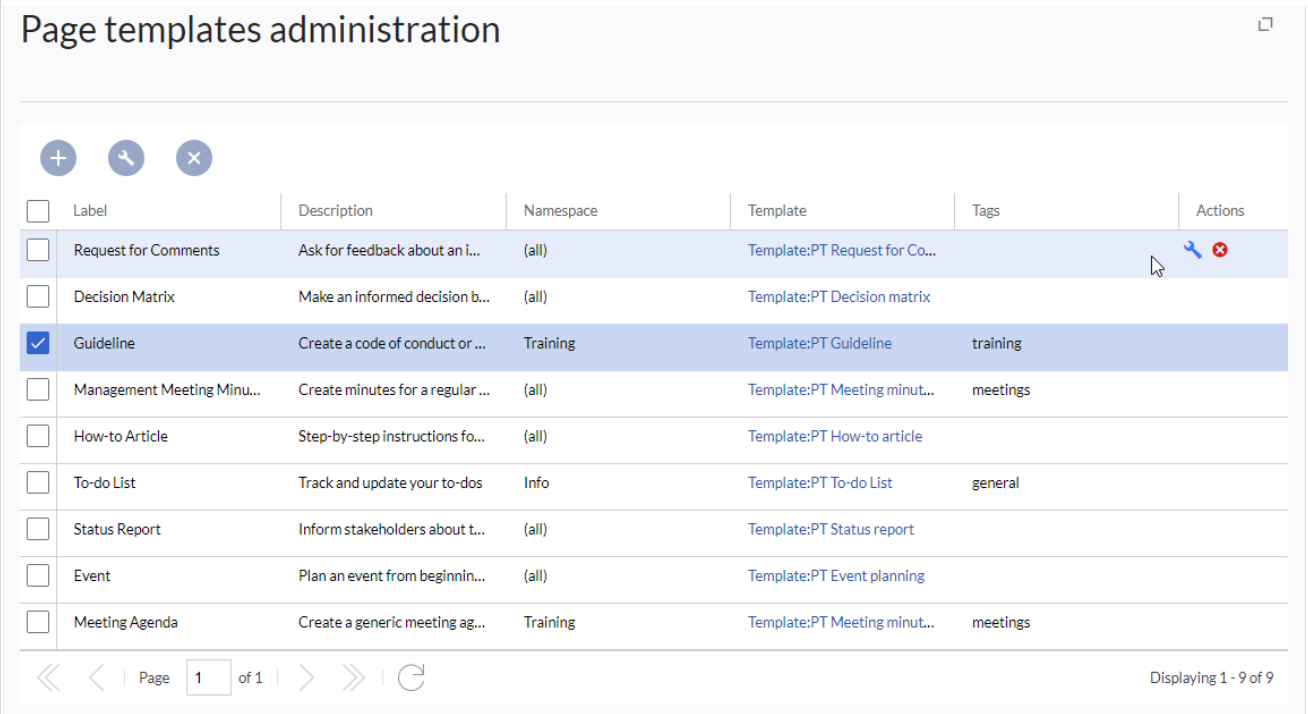
Page template	Edition	Description
Event	pro	Plan an event from beginning to end
Guideline	pro	Create a code of conduct or other guideline
How-to Article	free, pro	Step-by-step instructions for completing a task
Management Meeting Minutes	pro	Create minutes for a regular management meeting
Meeting Agenda	free	Create a generic meeting agenda with minutes
Request for Comments	pro	Ask for feedback about an important decision that needs to be made
Status Report	pro	Stakeholder über den derzeitigen Stand eines Projekts informieren
To-do List	free, pro	Track and update your to-dos

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*.



Page template manager



Page templates administration

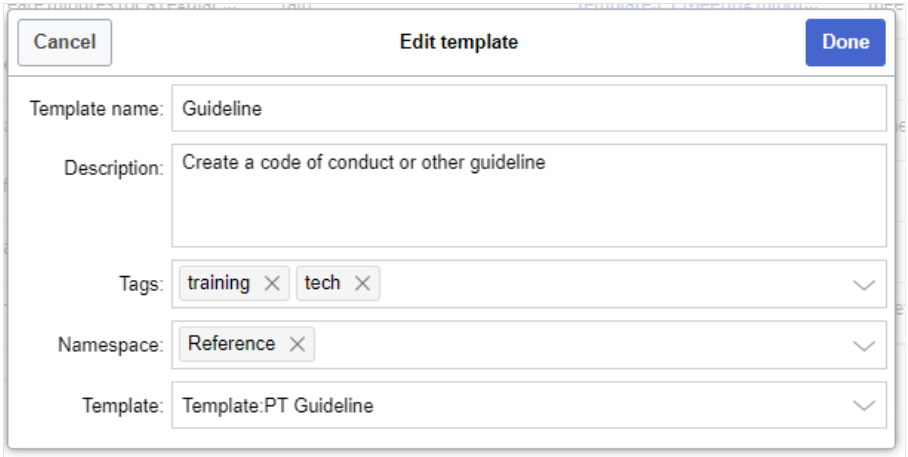
> **Note:** Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

When a page template is selected, it can be edited by clicking the "wrench" icon or deleted by clicking the "X" icon.

New page templates can be added via the "Plus" button above the templates list.

When creating or editing a page template, **all fields are required**:

- **Name** - the name of the page template
- **Description** - a short description of the page template
- **Tags-** allows the grouping of similar templates. (If no classification is desired, you can enter *Untagged* as a value here, for example).
- **Namespace** - a list of the namespace where the template is active. If the template should be available on all pages, select *(all)* from the list.
- **Template** - page in the *Template* namespace from which to pull the content. **Important!** The namespace prefix `Template:` must be explicitly provided in the field.



Creating a page template

Applying a page template

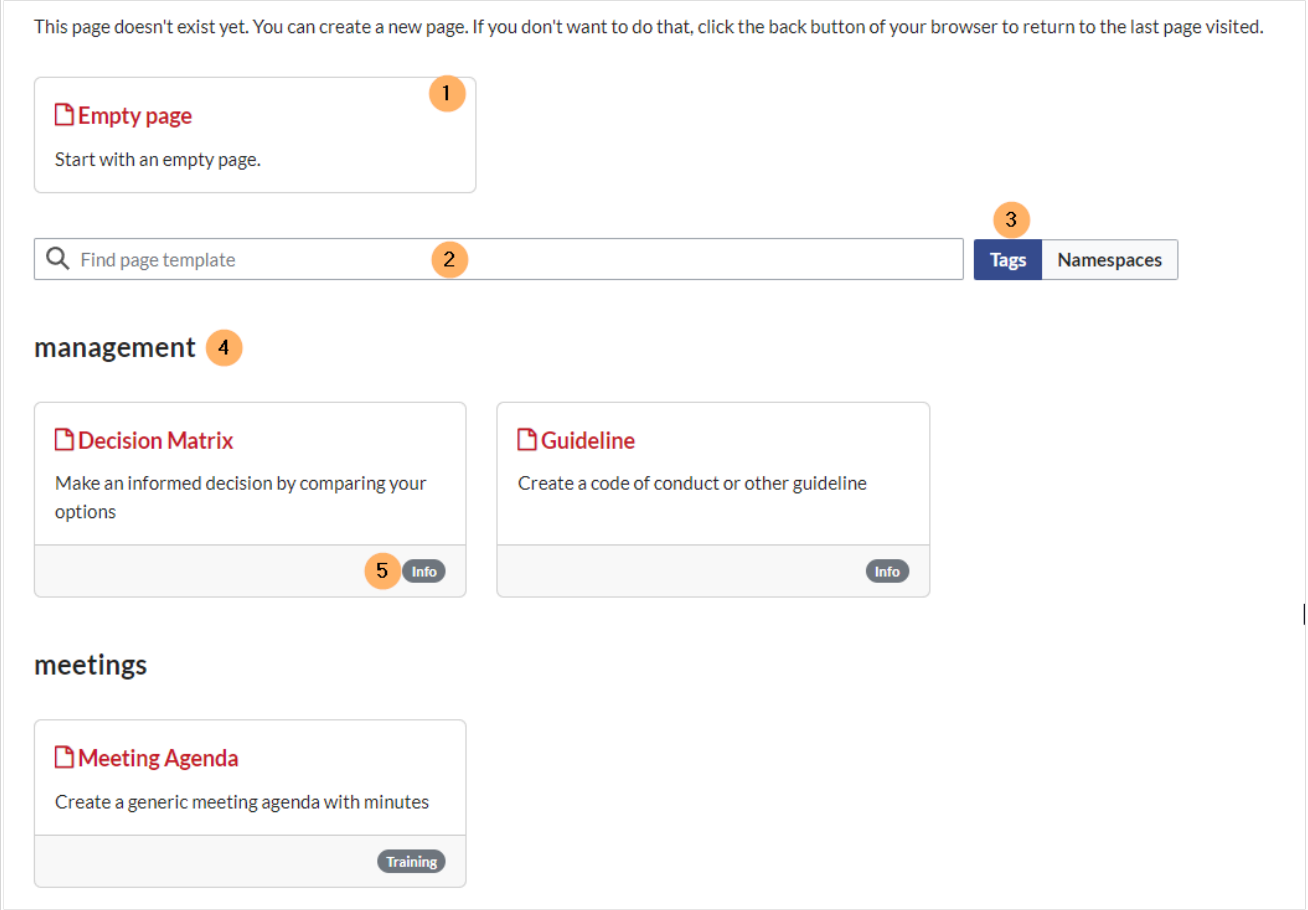
(1) Blank page: When creating a new page, the page templates are displayed for selection. A blank page can be created by default. This option can be deactivated in the configuration manager.

(2) Filter field: The templates can be filtered here. This field is independent of the T*ags /Namespaces* toggles.

(3) Tags/namespaces toggle: Here you can switch between tag-based and namespace-based sorting.

(4) Sort title: The sort titles show the grouping by tags or by namespaces, depending on the toggle setting.

(5) Assignment to tag/namespace: Depending on the setting of the toggle, the tags (when sorted by namespaces) or namespaces (when sorted by tags) are displayed here as additional possible filter criteria.



Applying a page template

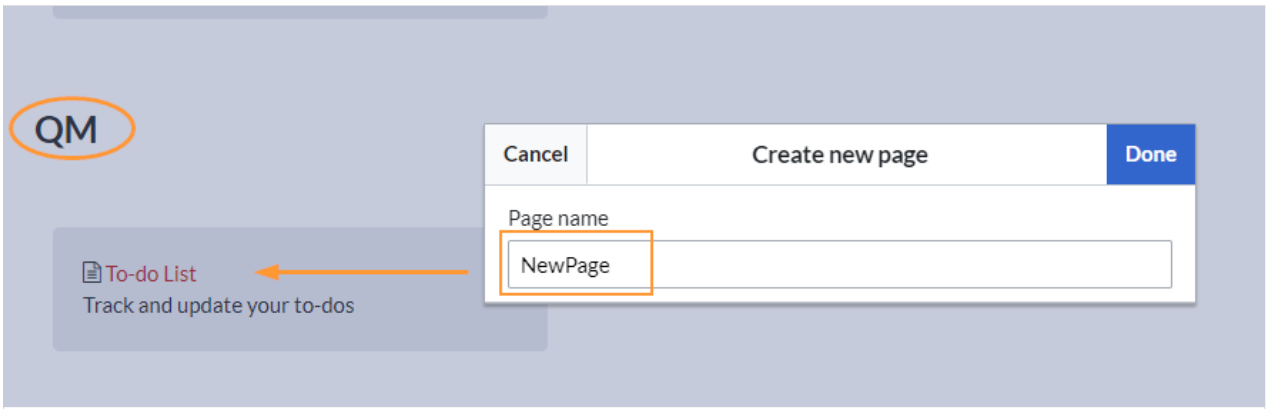
Namespace manager

The PageTemplates option for a namespace must be activated in the Namespace manager so that the associated templates are automatically displayed when a new page is created in that namespace (e.g., if the "+" button is used to create the page).

Configuration

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

- **Force target namespace:** The page is always created in the target namespace that is associated with the template, even if the user provided a different namespace prefix. In the screenshot below, the user wants to create the page "NewPage" and then selects a template for the QM namespace. The page is, therefore, created as "QM:NewPage" if this setting is activated.



force the namespace of the template

- **Hide default templates:** Hides the default *Empty page* template.
- **Hide template if the page is not to be created in the target namespace:** Depending on the namespace prefix of the page to be created, templates that are associated with other namespaces will not be shown to the user for selection.

Technical Reference: BlueSpicePageTemplates

10 Privacy admin

Contents

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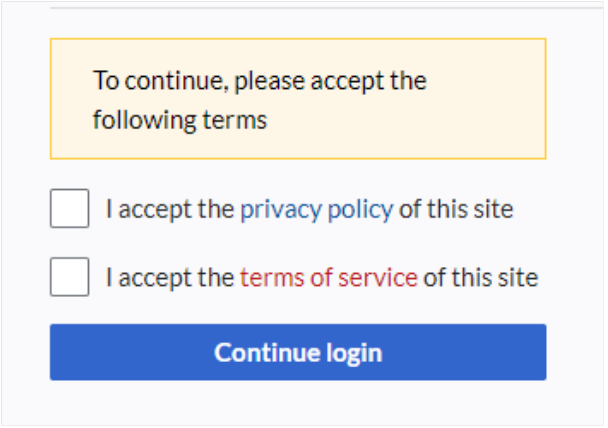
2.1 Request to administrators 80
2.2 Direct action by users 81

Terms of use

Changing the link targets

The link target of the terms of use and can be changed by administrators on the related page in the MediaWiki-namespace if necessary.



Terms of service

Link	Standard link label (defined in)	Standard target page (defined in)
Privacy policy	Privacy policy (MediaWiki:Privacy)	Project:Privacy policy (MediaWiki:Privacypage)
Disclaimers	Disclaimers (MediaWiki:Disclaimers)	Project:General disclaimer (MediaWiki:Disclaimerspage)

Account deletion or anonymization

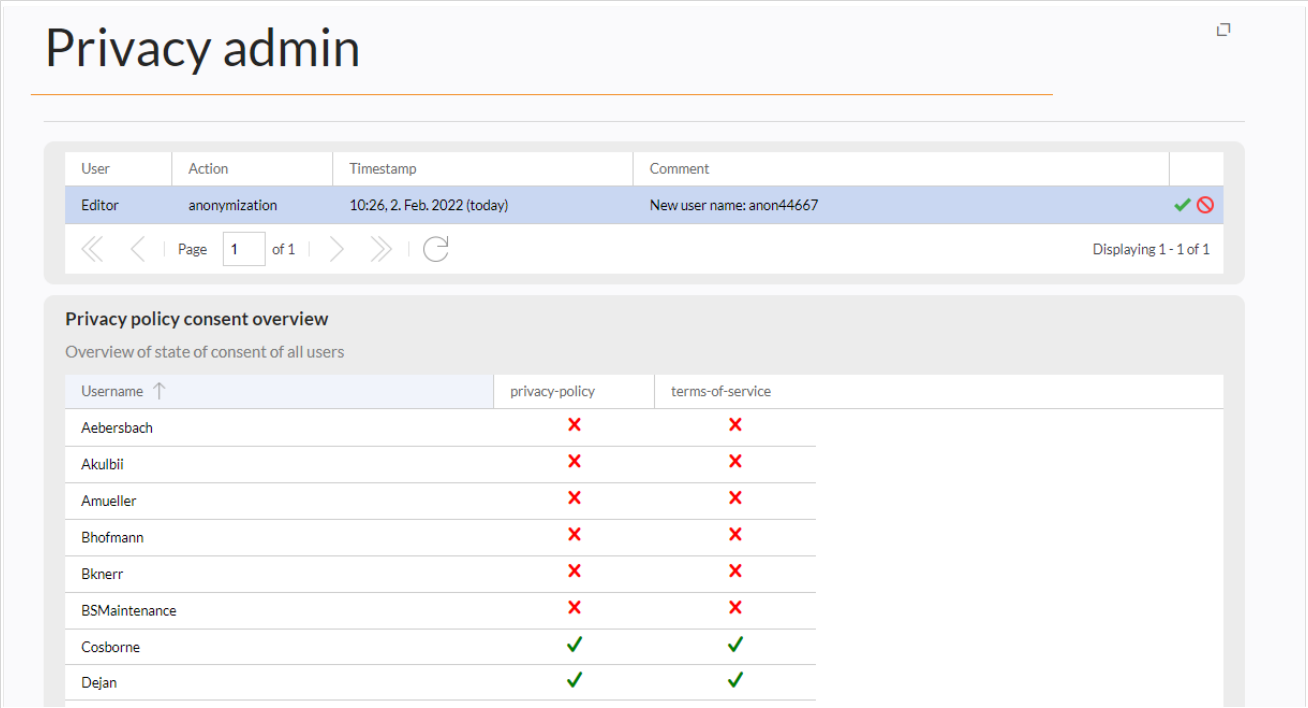
Request to administrators

When a request for anonymization or account deletion is made, users in the sysop group will receive an email notification.

They can then access the *Privacy admin* page located in *Global actions > Management* or by navigating to `Special:PrivacyAdmin`.

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

- Grant request (click green tick)
- Reject request (click on red crossed out circle)



Review privacy request

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

Direct action by users

The wiki can be configured sothat users can perform these actions immediately without approval from an administrator first (not possible in BlueSpice Cloud). Requesting actions applies to:

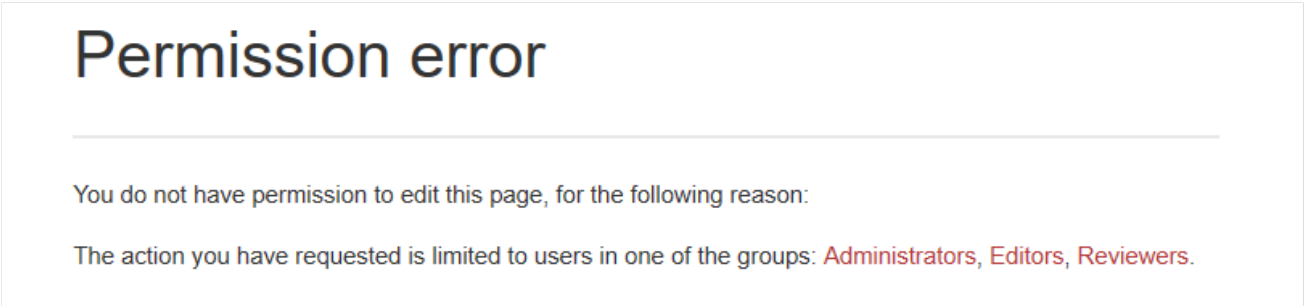
- anonymization
- account deletion

Immediate action can be configured as $ `bsgPrivacyEnableRequests = false;` be activated in *LocalSettings.php.*

11 Error messages

The wiki contains a number of system error messages. These messages can be customized to your needs.

For example, if a wiki has a lot of visitors with anonymous read-access only, these visitors get a permissions error when they try to access a page that does not exist:



Default permission error message

This creates the impression that a page with that name exists, but the visitor does not have sufficient rights to view the page. In reality, the page simply does not exist and a user with write-permissions could now log in and create the page.

Therefore, we want to distinguish between anonymous visitors and users with write-access and show a tailored error message.

Creating a custom 404 error page

If a page does not exist yet, you can display a custom message.

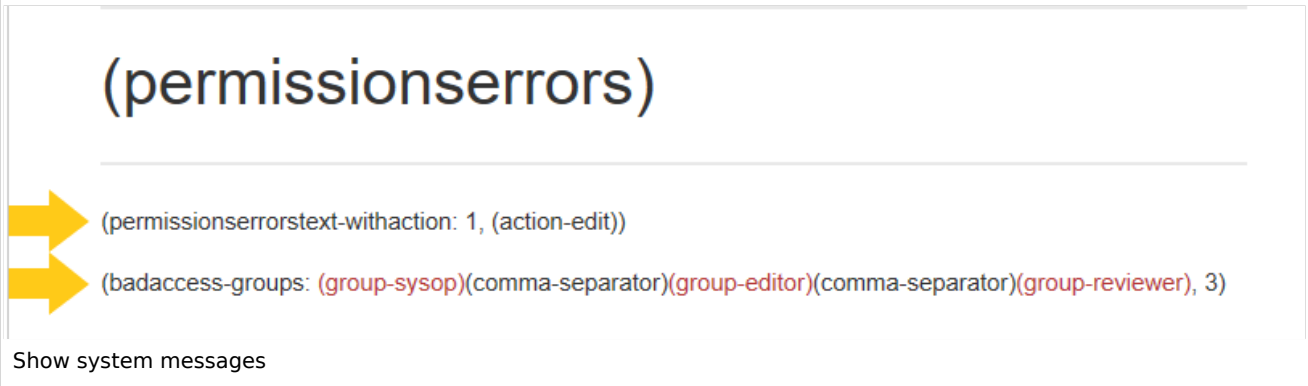
To create the message:

1. Create the page *MediaWiki:Noarticletext-nopermission*
2. Add your custom message in edit mode.
3. Save the page.
4. To test the message, try to access a page that does not exist.Make sure you are not logged in, because this message is displayed to anonymous users only.

How to update an error message

The text for the error pages on the wiki is stored in the form of system notifications. You can access these error messages from the page `Special:AllMessages`.

To find the message or the messages that are being used on a particular error page, add `?uselang=qqx` or, if the url already contains a question mark, `&uselang=qqx` to the page url. This will expose the actual sources for the error messages on the page:

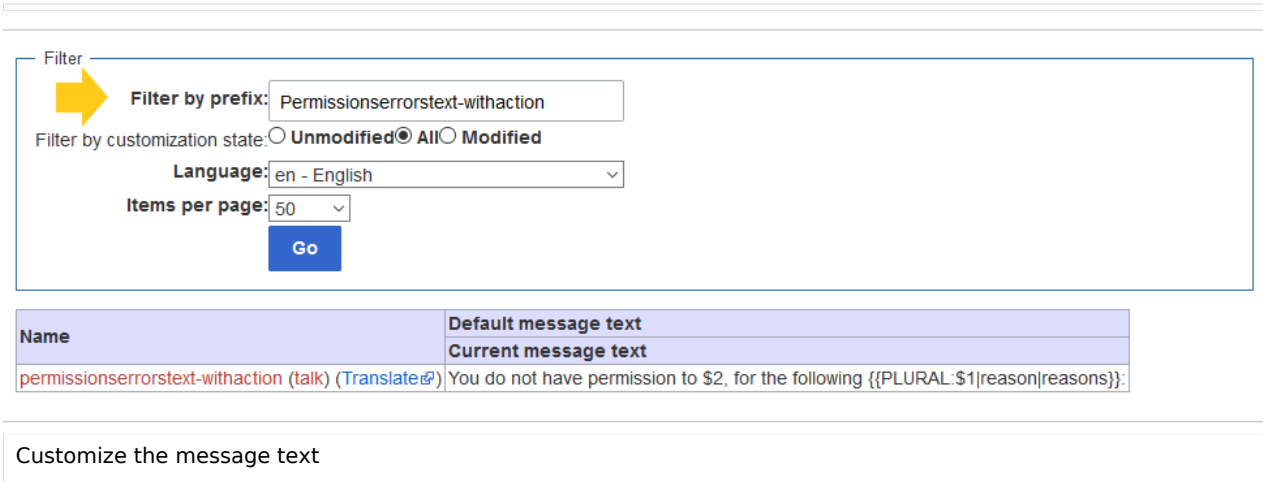


In the above example, there are two error messages on the page:

- *permissionserrortext-withaction:* displays the text "You do not have permission to edit this page, for the following reason"
- *badaccess-groups:* displays the text "The action you have requested is limited to users in one of the groups: Administrators, Editors, Reviewers.

These pages do not actually exist, and therefore the standard text message from the database is displayed. If you want to change a message, you must first create the page.

To update a system message:

1. Go to the special page "System messages" (`Special:AllMessages`)
2. 

   Enter the full name of the system message in the "Prefix" field of the filter: The link to the system message apears in red.
3. Click on the name to create a page for this system message
4. Enter your custom error message and save the page. The system message has now been customized.
5. Continue to update any other system messages on the page.

> **Note:** Many of these messages use parameters (e.g., "$1"), which should be considered when you change the default text. If something went wrong, you can also delete the custom error pages you created - then the default text from the database will be used again.

Related info

- https://www.mediawiki.org/wiki/Manual:Interface/Noarticletext