Editing User manual

Approval not enabled

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1 Introduction

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

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<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Introduction}} [[File:Manual:collaboration. png|alt=Collaboration collage|right|450x450px]] ==More than just a wiki== Your BlueSpice wiki is based on MediaWiki, the software that also runs the Wikipedia online encyclopedia. Just like Wikipedia, BlueSpice empowers people to share and find information quickly and efficiently. In addition to the typical and robust collaboration features of MediaWiki, BlueSpice includes imporant quality management and maintenance tools that enable large and small companies and organizations to use the wiki for a variety of important business functions. As a flexible knowledge base and documentation platform, your wiki will support your efforts to collaboratively grow and distribute all information that is important to you. ==What this user manual covers== The MediaWiki community has written extensive support documentation. A lot of the questions you have around using your wiki's features are answered right at [https://www.mediawiki.org mediawiki.org]. This user manual focuses mainly on the functionality that is part of the BlueSpice distribution of the MediaWiki software and on important concepts that you need for making decisions around organizing and managing your content. ==Who should read this user manual?== The audience for this user manual are mainly wiki maintainers, also known as "wiki gardeners". These are the users who are responsible for ensuring that the quality of the content and the ease of use meet the expectations of both their users and their wiki owners. These users usually have reviewer rights in the wiki, but are not registered as system administrators. Since anyone who contributes to the wiki can also see the most important wiki reports, wiki editors are also invited to read this user manual. With that in mind, we included some information that focuses on the editing process, such as working with wiki pages. ==Questions?== If you have questions that go beyond the information in the user manual, you can join the [https://sourceforge.net/p/bluespice/discussion/1249668 BlueSpice community] at sourceforge.net. __NOTOC__ __NOINDEX__ <div id="langswitch">[[en:{{FULLPAGENAME}}]][[de:Handbuch: Benutzerhandbuch_Einführung]]</div>

Return to Manual:User manual introduction.

1.1 What is a wiki?

You do not have permission to edit this page, for the following reason:

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You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> ==The idea== [[File:Manual:wikiwiki-shuttle-cropped. jpg|300x300px|thumb|Wikiwiki Shuttle in Hawaii]]A wiki is a web-based tool that allows people to easily add, modify, or delete the content of a web page simply by using a web browser. ''Wikiwiki'' is Hawaiian and means ''quick''. It describes the idea of creating and sharing content easily and, obviously, very quickly. In public wikis such as Wikipedia, visitors don't even need a user account to make changes to a page that other people have created or edited before. Have you ever updated a Wikepedia page yourself? You should definitely try! Wikis use specialized wiki software and are often created in a very collaborative environment. The content is typically non-linear. In order to find relevant information, a powerful search function becomes very important. There are, however, many ways to organize a wiki so that users can navigate to content without relying only on the search function of their wiki. ==History== The first wiki (named ''WikiWikiWeb'') was invented by Ward Cunningham in 1995. Cunningham became impatient with existing text processing programs and was looking for a new documentation system that was adapted to fit the needs of programmers. He wanted to develop a simple software that would allow programmers to work collaboratively on source code and to publish it immediately. Also, the new program should document all editing steps automatically to track all changes that have been made. In the end, the first wiki was put online and is still working. Wikis are for good reasons a popular technology to this day and have become very mature and feature-rich. They are a great tool for collaborating on information of any kind. ==Basic functions== '''Editing:''' Every wiki page has a clearly visible editing link or button. This should encourage page visitors to immediately contribute to the content if information is missing or simply wrong. Companies should be careful when limiting the edit options on a page – they will surely miss out on important knowledge transfer opportunities. '''Linking:''' To make it easy for users to find related information, it is very easy to insert links anywhere in the wiki, even to a page that does not yet exist! '''History:''' With the history function, it is possible to trace every change that anyone has ever made to a page. Losing versions of important content is a thing of the past. '''Recent changes:''' All recent changes in the entire wiki are clearly visible. Nobody wastes any time looking for the most important and most up-to-date information. ==Examples for public wikis== There are large and small wiki communities that use MediaWiki to collaborate. Some examples of public wikis: *[http://www.wikipedia.org Wikipedia]: Free online encyclopedia *[https://wiki.filezilla-project.org FileZilla Wiki]: Help site of the popular FTP software *[https://docs.joomla.org/ Joomla! Documentation]: Help documentation of the popular CMS software *[https://docs.moodle.org/ MoodleDocs:] Documentation of the learning platform Moodle *[https://www.antwiki.org Antwiki]: Where ant scientists share their information ==Literature== *Ebersbach, Anja, Glaser, Markus und Heigl, Richard (2007): ''Wiki. Kooperation im Web'', 2. Aufl., Springer: Berlin, Heidelberg. *Lange, Christoph (Hrsg.) (2006): ''Wikis und Blogs - Planen, Einrichten, Verwalten'', Computer- und Literaturverlag. *Leuf, Bo und Cunningham, Ward (2001): ''The Wiki Way. Quick Collaboration on the Web'', Addison Wesley: Boston u. a.

Return to Manual:Wiki basics.

1.2 Login

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Login and preferences}} ==Login== To work with your BlueSpice wiki, you need to log in unless your wiki administrators have setup a single-sign on solution that automatically logs you in with your windows login. Click on the login button in the top right corner of the screen. When logging in for the first time, you have to change your password and confirm the terms of use of the wiki.
 [[File:Manual:BlueSpice_Login_Screen_en.png|center|450x258px|A typical BlueSpice Login screen|border]]
 By the way: if you want to stay logged in for a while, just check the box "Keep me logged in". That way you don't need to re-enter your data every time you visit the wiki. Your login is stored in a browser cookie on your system. If you delete your browser cookies, you have to provide your login information next time you want to use the wiki. ==Setting your user preferences== Once you are logged in, you can change your personal user preferences. Keep in mind that you can change these settings at any time, and that other users are not affected by your configuration. You can access your [[Manual:Preferences|user preferences]] via the profile menu in the top toolbar.
 [[en:{{FULLPAGENAME}}]] [[de:Login]]

Return to Manual:Login.

2 Working with pages

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> An important aspect of the wiki principle is that content can be created, edited and shared quickly with others. Changes to wiki pages can be tracked and reversed at any time via the version history. Therefore, a wiki should limit editing rights sparingly to allow for the greatest possible collaboration. ==Create a page== '''To create a page:''' #'''Click''' the New button in the [[Manual:Extension /BlueSpiceDiscovery|Header]]. A dialog window opens. #'''Enter'<nowiki/>'' a new page name '<nowiki/>'''''. If the page does not exist yet, you will see a red link.[[File:Manual:Create page dialog.png|alt=Create a new page|center|thumb|350x350px|Create a new page]] #'''Click''' done. #'''Choose''' ''Blank Page'' or a page template. This step is omitted if no page templates are available. The page now opens in edit mode. You can now use the [[Manual:Extension/VisualEditor|editor bar]] to switch between visual editing and source code editing. #'''Save''' the page. It now exists in the main wiki namespace. ==Change a page name== If you want to change the page name later (e.g. to store it in another [[Manual:The concept of namespaces|Namespace]]), you can use the [[Manual:Rename and move pages|Move the page]]. ==Create subpages== To create a [[Manual:Subpage|Subpage]] for the current page, select the ''New subpage'' function from the ''New'' button menu. [[File:Manual:Create a subpage.png|alt=Create a subpage|center|thumb|150x150px|Create a subpage]] The subpage is then created accordingly as page<code>Current page/subpage</code>, e.g. ''VisualEditor /Tables''. If a page has subpages, the path is displayed via the breadcrumb navigation at the top of the page. The character <code>/</code> is only used to create a subpage. So you can't create a wiki page called ''When /how to take vacation'' as this will result in a main page ''When'' with subpage ''How to take vacation''. ==Page name conventions== *'''Title choice:''' In a wiki, titles are very important. In wikis with many entries, it happens that authors set links to pages that they consider important in the context of their entry. Single words work well, but short phrases like ''why wikis work'' can also be goood page names. In addition, meaningful page titles also make it easier for readers to find their way around and to search for an article using the title search. *'''Namespaces:''' To create an article in another namespace, its name must be preceded by the namespace prefix, i.e. <code>namespace:articlename</code>. An article name can exist multiple times in the wiki as long as it is in different namespaces. *'''Special characters:''' The following characters cannot be used in titles: <code>{ } & ? < > \</code> and <code>,</code> . You can find more about this at [https://www.mediawiki. org/wiki/Manual:Page_title?action=view Mediawiki]. *'''Spelling:''' When linking to an already existing page in source eidt mode, you should pay attention to the exact spelling. For example, if you enter <nowiki>[[Hello world]]</nowiki> instead of <nowiki>[[Hello World]]</nowiki>, a new page is created again because the links were written differently. You also need to consider upper and lower case letters and spaces. Only the first letter of a main page is case-insensitive. Subpage names are case-sensitive. ==Alternate options== There are other handy ways to create a page in the wiki: *'''Search:''' Maybe a page on your topic already exists. Before you create a new page, you can use the search function to enter terms related to your topic and check existing pages. If there is no suitable page yet, click on the red link "Page ''[page name]'' create '' in the search results of the quick menu. There is also a <code>+</code> button for creating a new page in the Search Center. *'''Redlink:''' If you are currently editing a wiki page, you can directly select a text passage and set a link to a non-existent page. <span class="ve-paste *'''Browser address bar:''' You can also create a page directly from the address bar of your web browser. To do this, simply replace the title of the current page with a new page name. If you then press Enter, the new page will open. *'''[[Manual:Extension /InputBox|Inputbox]]''': Input field that can easily be added to any page that includes predefined parameters to ensure the page is created in a particular namespace or using a particular page template. *'''[[Reference:Page Forms|Form]]:''' In BlueSpice pro, there is also the possibility to create pages using forms. {{Box_Links-en | Topic1 =[[Manual:Rename_and_move_pages|Rename and move pages]]| Topic2 =[[Manual: Redirects|Redirects - Using Synonyms]] | Topic3 =[[Reference:BlueSpicePageTemplates|Creating and Using Page Templates]] | Topic4 = }} [[en:{{FULLPAGENAME}}]] [[de:Seiten_erstellen]] [[Category:Editing]]

Template used on this page:

- Template:Box Links-en (view source)

Return to Manual:Create pages.

2.1 Create

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<bookshelf src="Book:User manual" /> An important aspect of the wiki principle is that content can be created, edited and shared quickly with others. Changes to wiki pages can be tracked and reversed at any time via the version history. Therefore, a wiki should limit editing rights sparingly to allow for the greatest possible collaboration. ==Create a page== '''To create a page:''' #'''Click''' the New button in the [[Manual:Extension /BlueSpiceDiscovery|Header]]. A dialog window opens. #'''Enter'<nowiki/>'' a new page name '<nowiki/>'''. If the page does not exist yet, you will see a red link.[[File:Manual:Create page dialog.png|alt=Create a new page|center|thumb|350x350px|Create a new page]] #'''Click''' done. #'''Choose''' ''Blank Page'' or a page template. This step is omitted if no page templates are available. The page now opens in edit mode. You can now use the [[Manual:Extension/VisualEditor|editor bar]] to switch between visual editing and source code editing. #'''Save''' the page. It now exists in the main wiki namespace. ==Change a page name== If you want to change the page name later (e.g. to store it in another [[Manual:The concept of namespaces|Namespace]]), you can use the [[Manual:Rename and move pages|Move the page]]. ==Create subpages== To create a [[Manual:Subpage|Subpage]] for the current page, select the ''New subpage'' function from the ''New'' button menu. [[File:Manual:Create a subpage.png|alt=Create a subpage|center|thumb|150x150px|Create a subpage]] The subpage is then created accordingly as page<code>Current page/subpage</code>, e.g. ''VisualEditor /Tables''. If a page has subpages, the path is displayed via the breadcrumb navigation at the top of the page. The character <code>/</code> is only used to create a subpage. So you can't create a wiki page called ''When /how to take vacation'' as this will result in a main page ''When'' with subpage ''How to take vacation''. ==Page name conventions== *'''Title choice:''' In a wiki, titles are very important. In wikis with many entries, it happens that authors set links to pages that they consider important in the context of their entry. Single words work well, but short phrases like "why wikis work" can also be goood page names. In addition, meaningful page titles also make it easier for readers to find their way around and to search for an article using the title search. *'''Namespaces:''' To create an article in another namespace, its name must be preceded by the namespace prefix, i.e. <code>namespace:articlename</code>. An article name can exist multiple times in the wiki as long as it is in different namespaces. *'''Special characters:''' The following characters cannot be used in titles: <code>{ } & ? < > \</code> and <code>,</code> . You can find more about this at [https://www.mediawiki. org/wiki/Manual:Page_title?action=view Mediawiki]. *'''Spelling:''' When linking to an already existing page in source eidt mode, you should pay attention to the exact spelling. For example, if you enter <nowiki>[[Hello world]]</nowiki> instead of <nowiki>[[Hello World]]</nowiki>, a new page is created again because the links were written differently. You also need to consider upper and lower case letters and spaces. Only the first letter of a main page is case-insensitive. Subpage names are case-sensitive. ==Alternate options== There are other handy ways to create a page in the wiki: *'''Search:''' Maybe a page on your topic already exists. Before you create a new page, you can use the search function to enter terms related to your topic and check existing pages. If there is no suitable page yet, click on the red link "Page ''[page name]'' create " in the search results of the quick menu. There is also a <code>+</code> button for creating a new page in the Search Center. *'''Redlink:''' If you are currently editing a wiki page, you can directly select a text passage and set a link to a non-existent page. <span class="ve-paste *'''Browser address bar:''' You can also create a page directly from the address bar of your web browser. To do this, simply replace the title of the current page with a new page name. If you then press Enter, the new page will open. *'''[[Manual:Extension /InputBox|Inputbox]]''': Input field that can easily be added to any page that includes predefined parameters to ensure the page is created in a particular namespace or using a particular page template. *'''[[Reference:Page Forms|Form]]:''' In BlueSpice pro, there is also the possibility to create pages using forms. {{Box_Links-en | Topic1 =[[Manual:Rename_and_move_pages|Rename and move pages]]| Topic2 =[[Manual: Redirects|Redirects - Using Synonyms]] | Topic3 =[[Reference:BlueSpicePageTemplates|Creating and Using Page Templates]] | Topic4 = }} [[en:{{FULLPAGENAME}}]] [[de:Seiten_erstellen]] [[Category:Editing]]

Template used on this page:

- Template:Box Links-en (view source)

Return to Manual:Create pages.

2.2 Edit

You do not have permission to edit this page, for the following reason:

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You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Edit pages}} BlueSpice uses a slightly customized version of the MediaWiki extension [[mediawikiwiki:Help:VisualEditor/User_guide|VisualEditor]] as editing tool. This editor supports all common edit tasks that are useful in a wiki environment. You can refer to the official documentation for basic help. Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor. ==What is the visual editor?== <section begin="training" /><div class="training"> [[File:Manual:ve-EN.png|alt=VisualEditor|center|thumb|650x650px|VisualEditor]] The visual editor is optimized for editing wiki pages. Important characteristics and functions are: #'''Page structuring''' with headings. #Consistent '''text formatting'''. #'''Linking''' of contents. #'''Inserting special content''' (files/media, tables, templates, magic words) #Adjusting '''page options'''. </div><section end="training" /> ==Text editing== Typical text formatting options such as '''bold''', ''italics'', or text color are available as a context menu. When you highlight text, a menu with common formatting elements appears. For example, you can apply a different text color. <span />
 [[File:BlueSpice_3.1_-_Notable_Changes_-_Text_colors.png|center|thumb|Applying text color]]<span />
 ==Pasting content from your clipboard == [[File:Manual:error.png|thumb|112x112px|Undo]] If you paste content from your clipboard (e.g., copied from MS Word or MS Excel), you usually also paste many unnecessary formatting tags from the original application. To avoid, this you should paste the content as plaintext. If you already pasted text which resulted in undesirable formatting, you can use the undo function in VisualEditor to remove the content again if you have not yet saved the page or switched between visual and source editing mode. To paste content as plain text instead, use the shortcut <code>Ctrl+Shift+v</code>. ==Shortcuts== If you want to apply multiple formatting options at the same time, shortcuts are often the quickest way. For example, to show text in bold and italic, highlight the text and press <code>Ctrl+b</code> (for '''bold''') and <code>Ctrl+i</code> (for ''italics''). Even a link can be quickly inserted by pressing <code>Ctrl+k</code>. Pressing <code>Ctrl+b</code> again will cancel the bold. Multiple formats can be removed after text selection with <code>Ctrl+m</code>. All available keyboard shortcuts are marked accordingly in VisualEditor next to each menu item. <span />
 [[File:Manual:editing_tools.png|alt=Menu items with shortcuts|center|thumb|350x350px|Menu items with shortcuts]] <span />
 {{Messagebox|boxtype=note|Note text=For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).}} ==Inserting other content== Many typical page elements such as images, files and tables can be integrated into your page from the ''Insert'' menu. *File formats with a preview option: jpg/jpeg, png, gif, pdf *File formats without preview option are always inserted as links (e.g., Microsoft Office formats) <section end="training-medien" /> If you want to learn more about inserting these elements, go to the following help pages: *[[Manual:Extension/VisualEditor/Insert images|Images]] * [[Manual:Extension/VisualEditor/Insert files|Files (PDF, xls, doc, ...)]] *[[Manual:Extension/VisualEditor /Tables|Tables]] *[[Manual:Templates|Templates]] == Wiki-specific content== Some functions in the ''Insert'' menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at mediawiki. org: *'''Comment:''' Add comments to the page. These are only visible in the source code. *''[[mediawikiwiki: Help:VisualEditor/User_guide#Editing_media_galleries|Gallery]]:''' A simple picture gallery can support many process flows. *''[[Manual:MagicWords|Magic word]]:''' Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word". *''Your signature:''' Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included. *''Codeblock:''' Programming code is displayed here in clean code blocks, optionally with line numbers. *''References list:''' Creates footnote references. *''Chemical formula:''' The formula rendering uses an external service via Wikimedia's REST API. *''[[mediawikiwiki:Help:VisualEditor/User_guide /en#Editing_mathematical_formulae|Math formula]]:''' An editor opens for entering a mathematical formula. ==Switching between edit modes== When creating or editing a page, the page usually loads in visual editing mode. If you are familiar with the formatting language of MediaWiki ("[[Manual:Wikitext|Wikitext]]"), you can easily switch to source editing mode using the "Switch editor" menu item and edit your page content there:

[[File:Manual:editing.png|alt=edit modes|center|250x250px|edit modes]] ==Hints and tips== VisualEditor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content supports the readability of your wiki content. ===Text formatting=== In the text formatting menu, the following additional options are available when a text passage has been selected: ''Text color'': different text colors can be selected via an inspector menu. ''Center align'': Text can be selected and centered paragraph by paragraph. ''Indent'': Text can be indented once (note: multiple indentation is only possible via the source text). [[File:VisualEditor textformatting.png|alt=Text formatting options|center|thumb|375x375px|Text formatting options]] {| class="wikitable" style="" |- ! colspan="2" |'''Text formatting''' |- |Undo function [[File:Manual:error.png|frameless|112x112px|]] |Left arrow: Undo last action (greyed out: there is no last action yet) Right arrow: Restore last action (greyed out: there's nothing to restore yet) |- |Format Paragraph [[File:Manual:paragraph.png|frameless|162x162px|]] | Here text can be defined as heading or specific paragraph type. ''Note:'' If you work in a [[Manual:Extension/VisualEditor/Insert tables|table]], the options will change accordingly (content cell and header cell):[[File:Manual:content cell.png|left|frameless|183x183px|alternative-text=VisualEditor-paragraph2]]<span />
 |- |Style text [[File:

Manual:VE character formatting.png]] |If no text has been selected before clicking on the '''''A''''' button and on a button, the text will be formatted from the current position of the cursor. ([[mediawikiwiki:Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar|More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar]]) |- |Insert hyperlink [[File:Manual:VE Insert hyperlink.png]]<span />
 |If no text was selected before the hyperlink dialog was opened, the link will be generated with a number: [https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide/de#Erste_Schritte:_Die_VisualEditor-Werkzeugleiste] To subsequently change the hyperlink description, just click on the link to open the edit menu. In a table, you may need to double-click the cell first and then click the hyperlink again. |- |Cite [[File:Manual:VE cite.png]] |The citation menu is used to insert footnote references within the text. |- |Structure [[File:Manual:VE structure new.png]] |Formats ordered and unordered lists. If paragraph breaks or images need to be inserted within a bullet point, use <code>Shift+Enter</code> to avoid creating a new list item. If you want to style numbered lists like 1, 1.1, 1.1.1, etc., you need to add some [[Numbering ordered lists|additional CSS instructions]] to the page "MediaWiki:Common.css". |}
 ===Insert special content=== {| class="wikitable" style="" |- ! colspan="2" |'''Insert special content''' |- |Insert menu [[File:Manual:insert.png|frameless|102x102px]] |Use the "insert" menu to insert various media (images, videos) and text formats: |- |Media [[File:Manual:VE media.png]] |Inserting pictures and videos ([[mediawikiwiki:Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-ToolbarHelp:VisualEditor/User_guide/en#Editing_images_and_other_media_files|Details on MediaWiki]]]) |- |Templates [[File:Manual:VE template.png]] |Include a [[Manual:Templates|template]] in the page. |- |Tables [[File:Manual:VE table.png]] |[[Manual:Extension/VisualEditor/Tables|Tables]] are an important tool for formatting tabular page content. |- |Comment [[File:Manual:VE comment.png]] |Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. It is text-based and cannot be formatted. |- |Magic word {{Bsvs|bsvFrom=|bsvTo=4.2.x|bsvFeature=}} [[File:Manual:VE magic word.png]] |With a "magic word" you can insert certain wiki tags in your page. [[Manual:Extension/BlueSpiceInsertMagic|More about Magic words]] |- |Gallery [[File:Manual:VE gallery.png]] |Allows to display a set of images as a gallery. Formatting examples for the different settings can be found at [[mediawikiwiki:Help:Images#Gallery_syntax|mediawiki.org/wiki/Help:Images#Gallery_syntax]] |- |Your signature [[File:Manual:VE your signature.png]] |This option allows to add your wiki signature (User name and timestamp) at any location in the page. |- |Code block [[File:Manual:VE code block.png|150x150px]] |With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted:
<pre> red text </pre> |- |References list [[File:Manual:VE refernces list.png|150x150px]] <span />
 |This menu item creates a <nowiki><references /></nowiki> tag at the location where it is inserted. The footnote references up to this point are then displayed at that location instead of the end of the page. Remaining footnotes in the page are still shown at the end of the page. |- |Chemical formula [[File:Manual:VE chemical formula.png]] |The formula rendering uses an external service via Wikimedia's REST API.<span />
 |- |Math formula [[File:Manual:VE math formula.png|150x150px]] |It opens an editor for entering a mathematical formula. [<nowiki/> [[https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Editing_mathematical_formulae|More|info on MediaWiki]]] |- |Special Characters [[File:Manual:VE special characters.png]] <span />
 | Opens a panel to select special characters that are not available on your keyboard. To close the panel, click the menu item again. |} === Page options === <span /> {| class="wikitable" style="" |- ! colspan="2" |'''Page options''' |- |Options menu[[File:Manual:tool.png|left|frameless|69x69px|alternative text=VisualEditor-options]] |The options menu allows editing of all page settings. It is not |- |Options [[File:Manual:VE options.png]] |This button allows the page settings and page information to be updated simultaneously within a dialog box. To change any page options on the page, you need to be in '''visual editing mode'''. |- |Categories [[File:Manual:VE categories.png]] |Here, you assign the page to one or more [[Manual:Creating and using categories|categories]] while in edit mode. |- | Page Settings [[File:Manual:VE page settings.png]] |''Page redirection:'' When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly. <span>
<

/span>''Show Table of Contents:'' By default, a table of contents is shown if a page has more than three headings. You can use this setting to always force or suppress the table of contents. |- |Advanced Settings [[File:Manual:VE advanced settings.png]] | *''Let this page be indexed by search engines:'' Only applies to public search engines. The wiki's internal search is not affected. *''Show a tab on this page to add a new section:'' Not supported in BlueSpice 4 Discovery skin. *''Display title:'' Sets a title that is shown as page heading. It can be found by the search and is used in page lists created by [[SMW queries|Semantic MediaWiki]] inline queries. *''Title visibility:'' This setting hides the entire title section of a page and is often applied on the main page or other portal pages of the wiki. If the title is not visible, the edit button is also not available. In this case, you can click on <code>all actions... > Edit</code> in the page tools.[[File:all actions menu.png|alt=Screenshot of the "all actions" menu|none|thumb|400x400px|"all actions" Menu]] |- |Languages [[File:Manual:languages.png]] |[[File:interlanguage link.png|alt=Screenshot of the right-hand buttons fot he top menu bar with interlanguage menu item highlighted|thumb|Menu item to access interlanguage links]]Shows wiki pages on different wikis that are connected via Interlanguage links. Depending on the wiki's skin, the links are shown in a specific location. In the BlueSpice 4 Discovery skin, the interlanguage links are shown in the top

menu. [[mediawikiwiki:Help:Links#Interwiki_links|mediawiki.org/wiki/Help:Links#Interwiki_links]] |- |Templates used [[File:Manual:VE templates used.png]] |List the templates that are embedded on the page. |- |View as right-to-left [[File:Manual:VE view as right-to-left.png]] |Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text flush left. |- |Find and replace [[File:Manual:VE find and replace.png]] | Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change. |} ==Troubleshooting: Visual editing is disabled== If you only have the source editing option in your editor toolbar, please contact an administrator of your wiki. The following settings must be checked in this case: *Global settings via the [[Manual:Extension /BlueSpiceConfigManager|configuration manager]] *[[Manual:Extension /BlueSpiceNamespaceManager|Namespace manager]] settings [[en:{{FULLPAGENAME}}]] [[de:Handbuch: Erweiterung/VisualEditor]] [[Category:Editing]]

Templates used on this page:

- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Extension/VisualEditor.

2.2.1 Images

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE: Insert images}} ==How to insert an image on a page== In addition to text, images are probably the most important components of typical content pages. With VisualEditor, the images can be uploaded, inserted and formatted all in one step. Images are inserted via the menu item ''Insert > Media''. [[File:instert_2.0.0.png|alt=Insert media|center|thumb|309x309px|Insert media]] The dialog box''Media Settings'' opens. [[File:media_settings_1.0.png|alt=Media settings dialog|center|thumb|385x385px|Media settings dialog]] After uploading, you can edit the image settings: Details, General Settings, and Advanced Settings. ===Details=== [[File:media_settings_2.0.png|alt=Media settings|center|thumb|386x386px|Media settings]] Here you can assign a namespace and categories to a picture. *''Target namespace:''' The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki. *''Name:''' Choose a name that makes it easy to find the image later during an image search. Or simply leave the current file name. *''Description:''' The description is mainly useful for photos or infographics when the image name does not adequately describe the image content. *''Categories:''' Here, the picture can be assigned to categories.
 {{Filename}} '''Error message when saving:''' If the image already exists, an error message is displayed. If you want to overwrite the existing file, you can click on the file name and overwrite the file via the image page in the wiki. This is done by clicking the "Upload a new version of this file" link in the "File Versions" section. In VisualEditor itself overwriting an image does not not work. [[File: something_went_wrong.png|alt=Upload error|center|thumb|400x400px|Upload error]]
 ===General settings=== [[File:media_settings_3.0.png|alt=General settings|center|thumb|424x424px]] In the general settings, the image descriptions are added. '''Caption:''' The caption is shown with framed images and thumbnails. Note: If you change an image to frameless and then back to "framed", you need to re-enter the caption. '''Alternate text:''' The alternate text should be entered for each image since it replaces the image in certain contexts. For example, this so-called "alt" text is used by users who work with screen readers. Screen readers are used by users with visual limitations, but search engines can also read this text. In some business areas, the indication of the "alt" text is also required by law. If you are not sure, ask your company accordingly.
 ===Advanced settings=== [[File:media_settings_4.0.png|alt=Advanced settings|center|thumb|309x309px|''Advanced settings: position (image alignment), image type'', ''image width'' and ''image height'']] In the advanced settings, you can set the position (image alignment), image type, image width and image height. The following settings are possible: *'''Position:''' **Wrap text around this item: If unchecked, the image is left-aligned between two paragraphs. If checked, one of the following positions can be selected: ***'''Left:''' The image is displayed on the left side of the text. The content surrounds the image. ***'''Center:''' The image is displayed centered between two paragraphs. ***'''Right:''' The image is displayed to the right of the text. The content surrounds the image. *'''Image type''': If you insert an image with VisualEditor, the image is usually linked to the Media Viewer. To suppress the link on an image, you must add an empty link attribute to the image tag in the source code: **frameless picture with link (standard): <code><nowiki>[[File: adult-chair-company-380769.jpg|frameless]]</nowiki></code> **frameless picture without link: <code><nowiki> [[File:adult-chair-company-380769.jpg|frameless|link=]]</nowiki></code> {| class="wikitable" |+ !Image type ! Output !Description |- |Thumbnail |[[File:Bild.jpg|alt=Example of a thumbnail image|centre|thumbnail|This is the caption|link=https://de.wiki.bluespice.com/wiki/Datei:Bild.jpg]] |The preview picture shows the image with a standard width of 300px. The width can be adjusted as required. In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size. |- |Frameless |[[File:Bild. jpg|alternativtext=Bild|centre|frameless|link=https://de.wiki.bluespice.com/wiki/Datei:Bild.jpg]] |The frameless version shows the picture without a frame. The width can be adjusted as required (here we set the example to 300px). The caption does not appear below the picture. By default, the image is inserted without text wrapping. It will break up a sentence exactly where it is inserted. By default, the image is centered. However, the image size and position can be adjusted as needed. |- |Frame |[[File:Bild.jpg|alternativtext=Beispiel: Bildtyp frame|none|enframed|300x300px|Dies ist die Beschriftung|link=https://de.wiki.bluespice.com/wiki/Datei:Bild.

jpg]] |The framed version is similar to the preview picture. Compared to the preview, the magnifying glass symbol is not displayed and the image is inserted on the page full-size. The size cannot be adjusted. |- |Basic | [[File:Bild.jpg|300x300px|link=https://de.wiki.bluespice.com/wiki/Datei:Bild.jpg]] |The basic version is like the frameless version. By default, text does not wrap, but the text is separated at the point where the image was inserted. The image is inserted in full width, while the frameless image is inserted in miniature image width (300px). The size can be adjusted. |} *'''Image size:''' **'''Standard:''' sets the image width to 300px (unless the standard width has been changed in the [[Manual:Preferences|user preferences]]). **'''Custom:''' allows setting a custom size. **'''Make full size:''' resets the size to the actual image size. '''Note:''' An image cannot be set to a larger dimension than the actual image dimension. == Inserting images with drag-and-drop == In visual edit mode, an image can be dragged directly from the file folder into the wiki with the mouse. It is important that the position for inserting the image shows a horizontal line before you drop the image. Otherwise the image will not be uploaded or inserted. [[File:drag and drop.png|alt=Line indicating the insert position during drag-and-drop|center|thumb|650x650px|Line indicating the insert position during drag-and-drop]] === Drag-and drop settings {{Bsvs|bsvFrom=4.3|bsvTo=|bsvFeature=}} === The standard image settings that should be applied

when placing an image via drag-and-drop can be adjusted in the [[Manual:Extension /BlueSpiceConfigManager#EnhancedUpload v4.3+|Config Manager.]] ==Images and namespaces== You can save pictures and files in the general namespace "(pages)". If pictures should be accessible by all users, you can save these pictures in the main namespace if other namespaces have access restrictions. If you have created additional namespaces, you can also save images in these namespaces if you have the necessary access rights. Images are then only shown to users who have the necessary read permissions in these namespaces. In the upload dialog, the namespace field always suggests the namespace of the current page for the image upload. ==Changing an embedded image== '''Different image:''' In the editing mode of the page, it is possible to edit the image with a double-click. Use the "Change image" button to exchange the image with a different image. '''Same image with different version:''' If you want to use a new version of the same image, open the "Special:Upload file" page in a new browser tab (so that you don't lose any changes on your wiki page). There, you can save already existing pictures with the same name again. The original image is kept as a version. [[en:{{FULLPAGENAME}}]] [[de:Handbuch:Erweiterung/VisualEditor/Bilder]] [[Category:Editing]] [[Category:Getting started]]

Templates used on this page:

- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)
- Template:Filename (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Extension/VisualEditor/Insert images.

2.2.2 Tables

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Insert tables}} ==Insert a table== In VisualEditor, choose "Insert > Tables" to insert a table in a page: [[File:Instert,_Table.png|alt=expanded "Insert" menu of the editor toolbar|center|300x300px|the menu item "Table"]] After entering the rows and columns, an empty table appears with the edit menu: [[File:table_1.0.png|alt=an empty table with 6 columns and 5 rows with an open inspector menu|center|350x350px|inserted table with table inspector menu]] When the mouse rests on a symbol, the respective function is displayed. Double-click in the cells to insert text: [[File:weekly.png|alt=table with four columns wor Times and days of the week with a time schedule|center|350x350px|table in edit mode]] ==Merge rows and columns== To merge a row or column, select the cells in a row or in a column. The inspector will show a "Merge" button. Click it to merge the cells. The same button is called "Unmerge" if you want to separate connected cells. [[File:table_3.0.png|alt=Table with all cells in a table row selected and the merge button|center|thumb|350x350px|Merging cells]]
 ==Table properties== In the menu item Properties, there are numerous settings to adjust the functionality and presentation of the table: {| class=" contenttable-blue content table-blue" style="" !Property !Description |- |Caption |Shows a header above the table: [[File:weeklyplan.png|200x200px]] After disabling the header, it is lost and must be reentered when re-enabled. |- |Styed(wikitable) |enables the default wiki look after table styles were previously selected |- |Sortable |In the first row, a sort function is displayed: [[File:Weeklyplan 2.0.png|200x200px]] The current sorting is shown in the title bar. Only one of the two sort arrows will appear in the sorted column. |- |Collapsible |The table can be hidden on the page via a text link. |- |Collapsed initially |If the "Collapsible" property is active, this determines whether the table is visible or hidden when the wiki page is loaded. T |- |Exportable | |- |Filterable |The filter function is activated in the title bar and allows the following actions: *Sort table (ascending or descending values of the active column) *Hide table columns *Filter column (only values from the current column are considered here) [[File:table_4.0.png|alt=header cells of a filterable table with an expanded filter menu|center|thumb|550x550px|filterable table]]
 If the filter is activated, the table styles are ignored and the table is displayed in "Filter Style". After deactivating this function, the selected table style is displayed again. |- |Table style |Here you can load different style sheets for the table. |- |Use full width for table |The table uses the full width of the wiki page, regardless of the table contents. |} ==Table styles==
 The following style sheets can be selected in the Table Style menu. Click on a picture to start the gallery:
<gallery> File:tables-no style.png|No table style File:Gallery 1.0.png|Standard File: Gallery 2.0.png|Content File:Gallery 3.0.png|Content (black) File:Gallery 4.0.png|Content (blue) File:Gallery 5.0. png|Content (darkblue) File:Gallery 6.0.png|Cusco Sky File:Gallery 7.0.png|Casablanca File:Gallery 8.0. png|Greyscale File:Gallery 9.0.png|Greyscale (narrow) </gallery>
 <section begin=" training-tabellen" /><div class="training anwender"> The visual editor makes it easy to format content as a table. The following alternatives for creating tables exist: * Tables can also be inserted as a csv file on a page (just drag the CSV file onto the page in edit mode) * Complex tables can alternatively be attached to the page as an xlsx file. {{Box Links-en|Topic1=[[Manual:Extension/BlueSpiceFilterableTables|Filterable tables]]}}< /div><section end="training-tabellen" />
 [[en:{{FULLPAGENAME}}]] [[de:Handbuch: Erweiterung/VisualEditor/Tabellen]]

Template used on this page:

- Template:Box Links-en (view source)

Return to Manual:Extension/VisualEditor/Insert tables.

2.2.3 Files

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Insert files}} You can insert already uploaded files or upload new files directly when editing an article. == Inserting a file == === Drag-and-drop method === You can upload a new file when you edit a page: # '''Drag''' the file onto the page. A horizontal line will appear where the file will be dropped. # '''Change''' the file name in the ''Upload file'' dialog (optional). [[File:Insert files 1. png|alt=Insert file via drag-and-drop|center|thumb|400x400px|Insert file via drag-and-drop]] # '''Click''' ''Insert''. # '''Double-click''' the thumbnail to adjust the size and positioning (optional). === Editor toolbar === To upload and insert a file from the editor toolbar: # '''Select''' ''Insert > Images and Media'' from the editor toolbar.[[File: instert_2.0.0.png|alt=|center|thumb|250x250px|''Insert Media'' dialog]] # '''Switch''' to the ''Upload'' tab (2) in the ''Media settings'' dialog to upload a new file.
To select an existing file, switch to the ''Advanced search'' tab (3). The ''Search'' tab (1) shows the latest uploaded files for selection.[[File:Insert files 2.png|alt=Media settings|center|thumb|650x650px|Media settings]] # '''Click''' ''Select a file.'' Provide a ''Target namespace'' (optional). If you are unsure, leave the namespace setting as suggested. # '''Click''' ''Upload''. The dialog window ''Media Settings'' opens. #
[[File:Media_settings_5.0.png|alt=|center|thumb|378x378px]] # Now click "Upload": The general and advanced settings are largely identical to [[VisualEditor/Images|image]] files. However, there are differences in the linking options, as, for example, a PDF file is not displayed as an image directly on the page. ==Special features when including files== [[File:Media_settings_6.0.0. png|alt=|center|thumb|400x400px]] There are three ways to link a file on a page:

 *'''Link this file (1):''' The inserted link opens the file. *'''Link file description page (2):''' The link leads to the file page on the wiki. There, you can view the file details or upload a new version of the file. *'''Embed this file (3):''' The link inserts a preview image. The preview image opens the file description page when clicked. This only works with PDF and .tiff files. '''General Settings:''' An alternative text is required if you embed the file on the page. This is done via the corresponding ''Embed this file'' button. Since a preview image is created here, the alternative text should be used just like with images. If you link to the file or the file description page, VisualEditor will in both cases inserts the same link text, even though the link will lead to different pages. However, the displayed link text can be changed directly on the page. Just click into the text and change it accordingly. {{Messagebox|boxtype=note|Note text=If you place a file link directly on already selected text, VisualEditor will replace the selected text with the file information. It is therefore advisable to insert a file link via VisualEditor when the cursor is located at a blank space.}} ==Maximum file size== The maximum allowed file size cannot be configured in the wiki itself. The maximum allowed limit is defined on the server in the php.ini file in the PHP installation. The actual (possibly smaller) limit, however, is set in the BlueSpice installation in LocalSettings.php or another configuration file in the settings.d folder. The default setting is 32 MB. Contact your wiki administrator if you receive an error message when trying to upload a larger file. ==Avoiding unusual file names== {{Filename}} ==Allowed file types== If you get an error message during the file upload, the file type might not be allowed. Allowed file types are set by an admin user in the [[Manual:Extension/BlueSpiceConfigManager|Config Manager]]. [[Category: Editing]]

Templates used on this page:

- Template:Filename (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Extension/VisualEditor/Insert files.

2.2.4 Links

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Insert links}} ==How do I create links?== Linking pages is an important feature of browser-based knowledge documentation. The links often differ in their function. Links connect wiki pages with: *other wiki pages *external websites *files (images, PDF files, Word documents,...) *files stored on other drives
 Use the "Insert link" menu item in [[Manual:Extension/VisualEditor|VisualEditor]] or use the shortcut "Ctrl+K". In both cases, a dialog box opens.
 [[File:Insert_link.png|alt=Insert link to a wiki page|center|thumb|351x351px|Insert link to a wiki page
]] ==Link to a wiki page== Internal links connect related pages or other content that provides more information. Page names can exist multiple times in different namespaces. Therefore, under "Search pages", enter the namespace if the destination page is not in the same namespace as the current page. If you have selected some text on the page, you will find some page suggestions already listed in the "Search pages" tab. Here, you can adjust the search term accordingly or create a link to a new page. Then click on "Done".
 In the source text, links are created with the following structure: *'''Link to a wiki page:''' <code><nowiki>[[landing page name|caption]]</nowiki></code> *'''Link to a wiki page in another namespace:''' <code><nowiki>[[namespace:landing page name|caption]]</nowiki></code> *'''Link to a category page:''' <code><nowiki>[[:Category:category name|caption]]</nowiki></code> To create a link to a category, the source code is preceded by a colon before the category name. In contrast, the link "Category: BlueSpice" would create a category called BlueSpice instead of linking to the category BlueSpice. *'''Interwiki link:''' <code><nowiki>[[Imdb:tt2709692]]</nowiki></code>If your wiki links to other wikis, you can use the tab "Search pages" also to directly link to a page in a related wiki. For example, if your administrator maintains an interwiki link for the IMDb movie database, it can be typed in as in the example above. Ask your administrator which interwiki links are available in your wiki. ==Link to an external website== To link to an external website, mark text on your page, e.g. the word "Wikipedia". Press Ctrl+K and switch to the tab "External link". There you enter the web address. Then click "Insert". [[File:External link.png|350x350px]] {{Messagebox|boxtype=note|Note text=To easily maintain external links on your wiki, use the page [[Special:LinkSearch]]. This page allows you to search for external links in your entire wiki. The page also contains a link to the associated Mediawiki help page.}} ==Link to a file in the wiki== To link a file (for example, a picture or a PDF file) in the current page, go to the "Link to File" tab. There, you can search for a file or upload a new file.
 [[File:Links.png|alt=Insert link to a file|center|thumb|350x350px|Insert link to a file]] *'''Search for a file in the wiki and include it as a link:''' Enter the file name and select the desired file. Then click on "Paste". A link to the file has been added to the page. You can then change the displayed link text. *'''Link file to a network drive:''' If you want to connect to a file on your company network, enter the path under "Link to file" in the text field and activate "Network share path (URI)". The file path is entered using the following syntax - <code>[[:file:///Z:/myfolder/vacatio<nowiki>]</nowiki></code>. this only works if your wiki has been configured to work with network files. This function also depends on your individual browser security settings.

[[File:Linkk.png|alt=Link to a network file|center|thumb|300x300px|Link to a network file]] ==Link to a file in the local network== If you want to link to a file on your company network, you can also use the "Link to file" tab. {{Messagebox|boxtype=important|Note text=Links to network drives (UNC links) pose a security risk. Therefore, current browsers block these links by default. It is also possible that your wiki has been configured to disable links to network files. Talk to your IT department if you have any questions about guidelines related to your browser. If your IT department does not offer a solution, files linked in the wiki can still be copied by wiki users and pasted into the address bar of Windows Explorer. For more info about UNC-Links, see: https://www.mediawiki.org/wiki/UNC_links.}}
 '''Insert a link to a local network file:''' [[File:Manual:ve-link-einfügen-EN.png|alt=Insert local file link|center|thumb|350x350px|Insert local file link]] #'''Click''' "Insert link" in the visual editor. #'''Click''' on the tab "Link to file." #'''''Activate''''' "the switch Netzwerkpfad (URI)." In the file search field (4) you now see the link symbol. #'''Enter''' the path to your file. You can get this path by right-clicking on the file properties in Windows Explorer. From the tab "Security" you can copy the object name and paste it into the

wiki accordingly.
[[File:Manual:ve-link-einfügen-pfad-EN.png|alt=File properties|center|thumb|439x439px|File properties]]
 #'''Click''' "Insert". The link is automatically added in the correct format (<code><nowiki>file://S:/7_Benutzer/</nowiki>....</code>). Whether the link can be directly followed through the browser, depends on your browser security settings and installed add-ons. Talk to your IT department to get help if the links are not active. ==Open internal links in new browser tab== By default, external links open in a new browser tab. If you also want to open individual internal links in a new tab, you can insert the following JavaScript on the "MediaWiki:Common.js" page:<syntaxhighlight lang="javascript"> /** * @source https://www.mediawiki.org/wiki/Snippets/Open_specific_links_in_new_window * @version 2018-09-15 */ $(function () { $('#mw-content-text').on('click', '.newwin > a', function () { var otherWindow = window.open(); otherWindow.opener = null; otherWindow.location = this; return false; }); }); </syntaxhighlight>Add the link you want to open in a new tab as wikitext to your page.<syntaxhighlight lang="text"> [[Meine Seite]] </syntaxhighlight>
<span />
<span />{{Box Links-en|Topic1=[[Reference:BlueSpiceInsertLink]] |Topic2 = [[Manual:Extension/VisualEditor]]}} {{translation}} [[Category:Editing]]

Templates used on this page:

- Template:Box Links-en (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)
- Template:Translation (view source)

Return to Manual:Extension/BlueSpiceInsertLink.

2.2.5 Videos

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

{{DISPLAYTITLE:Embed videos}} {{BSVersion|bsvFrom=4.4|bsvFeature=EmbedVideo_(fork)|info=It replaces the extension [[Manual:Extension/EmbedVideo|EmbedVideo]]}} {{Textbox|boxtype=important|header=|icon=no|text=By default, video and audio formats are not configured as allowed file formats. An administrator must first add the appropriate file formats in the [[Manual:Extension /BlueSpiceConfigManager#System|Config manager]] before users can upload these files.|bgcolor=}} BlueSpice integrates the MediaWiki extension ''EmbedVideo_(fork)'' to embed video files from external video services such as YouTube or Vimeo. ''EmbedVideo'' supports more than 20 video services. In addition, you can also embed videos that have been uploaded to the wiki itself.
 ==Embedding external videos== By default, placeholders are displayed for embedded videos until users provide their consent to load the video from the video service. This consent requirement can be disabled [https://www.mediawiki.org/w/index.php? title=Extension:EmbedVideo_(fork)#Configuration via server configuration]. [[File:EmbedVideo (fork)- Zustimmung.png|alternativetext=Gray background with video service consent button|center|thumb|Video placeholder]] ===Content droplet=== Videos hosted on supported external services can be added as a [[Manual:Extension/ContentDroplets|Content Droplet]]. After choosing the "Video" Content Droplet, you can provide the video name, for example of a YouTube video: [[File:EmbedVideo (fork) options. png|center|thumb|327x327px|Options of the "Video" Content Droplet|alt=Video link to a YouTube video as a thumbnail image with a description.]] ===Source-editing mode=== {{Messagebox|boxtype=note|Note text=These instructions are taken and adapted from the [https://www.mediawiki.org/wiki/Extension: EmbedVideo Mediawiki help page] for EmbedVideo.}} ====Syntax==== Individual videos are embedded with the <code>#ev</code> tag: <syntaxhighlight lang="text"> {{#ev: service|id|dimensions|alignment|description|container|urlargs|autoresize|valignment}} < /syntaxhighlight>Placeholders for unused arguments between two arguments have to remain empty and cannot be removed:: <syntaxhighlight lang="text"> {{#ev:service|id|||description}} </syntaxhighlight>The shortest option to embed a video is by specifying the service name and the video ID: <syntaxhighlight lang=" text"> {{#ev:youtube|MLIE2642neg}} </syntaxhighlight>Example with video description (- you can include a line break with the <code><nowiki>
</nowiki></code> tag): <syntaxhighlight lang="text"> {{#ev: youtube|MLIE2642neg|||ISS - Life on the space station
 1:04:27}} </syntaxhighlight> ====Attributes for parser tag #ev==== {| class="contenttable-blue" style="width:100%;" data-sourcepos="123:1-133:266" dir=" auto" ! data-sourcepos="123:2-123:46" |attribute ! data-sourcepos="123:48-123:57" |required ! data- sourcepos="123:59-123:67" |default ! data-sourcepos="123:69-123:262" |description |- data-sourcepos="125:1- 125:263" | data-sourcepos="125:2-125:46" |<code>service="(see supported services below)"</code> | data- sourcepos="125:48-125:57" |yes | data-sourcepos="125:59-125:67" | | data-sourcepos="125:69-125:262" |The video service that is called when the player is created. |- data-sourcepos="126:1-126:264" | data-sourcepos=" 126:2-126:47" |<code><nowiki>id="[id|url]"</nowiki></code> | data-sourcepos="126:49-126:58" |yes | data- sourcepos="126:60-126:68" | | data-sourcepos="126:70-126:263" |The video ID or full URL of the external video. |- data-sourcepos="127:1-127:596" | data-sourcepos="127:2-127:48" | <code><nowiki>dimensions=" [width|widthxheight|xwidth]"</nowiki></code> | data-sourcepos="127:50-127:59" |no | data-sourcepos="127:61- 127:69" |640 | data-sourcepos="127:71-127:595" |Dimensions in pixelsto size the container for the player. The default format is width x height. It is possible to omit one of the dimensions. The <code>x</code> always has to be included before the height. Examples: <code>480</code>, <code>480x320</code>, <code>x320< /code>. If the height is not specified, it is calculated using the width and the default ratio of the video service. Some video services such as ''Gfycat'' don't have a standard height. Therefore, the height setting should be included for each video. With <code>$wgEmbedVideoDefaultWidth</code> the default width can be overwritten in the file <code>LocalSettings.php</code> on the server. |- data-sourcepos="128:1-128:266" | data-sourcepos="128:2-128:49" |<code><nowiki>alignment="[left|center|right|inline]"</nowiki></code> | data- sourcepos="128:51-128:60" |no | data-sourcepos="128:62-128:70" |none | data-sourcepos="128:72-128:265" |The video can be placed left, center, right, or inline. Inline allows to add multiple videos in one row. In mobile

view, the videos are automatically aligned vertically. |- data-sourcepos="129:1-129:263" | data-sourcepos="129: 2-129:46" |<code>description="[wiki text]"</code> | data-sourcepos="129:48-129:57" |no | data-sourcepos=" 129:59-129:67" |none | data-sourcepos="129:69-129:262" |Shows a description below the player container. |- data-sourcepos="130:1-130:263" | data-sourcepos="130:2-130:46" |<code>container="[frame]"</code> | data- sourcepos="130:48-130:57" |no | data-sourcepos="130:59-130:67" |none | data-sourcepos="130:69-130:262" |Determines the container type for the player. <code>frame</code>: Places the video player in a Mediawiki preview box. |- data-sourcepos="131:1-131:263" | data-sourcepos="131:2-131:46" |<code>urlargs=" modestbranding=1&version=3"</code> | data-sourcepos="131:48-131:57" |no | data-sourcepos="131:59-131: 67" |none | data-sourcepos="131:69-131:262" |Allows adding additional URL-arguments to the embedded url. This is useful for settings that are only offered by an individual video service. |- data-sourcepos="132:1-132: 263" | data-sourcepos="132:2-132:46" |<code>autoresize="false"</code> | data-sourcepos="132:48-132:57" |no | data-sourcepos="132:59-132:67" |true | data-sourcepos="132:69-132:262" |Automatically adjusts the video size if the video would extend beyond the size of the container. |- data-sourcepos="133:1-133:266" | data- sourcepos="133:2-133:49" |<code><nowiki>valignment="[top|middle|bottom|baseline]"</nowiki></code> | data-

sourcepos="133:51-133:60" |no | data-sourcepos="133:62-133:70" |none | data-sourcepos="133:72-133:265" |Aligns the vertical placement of the video either to the top, middle, bottom, or baseline of the parent element. Using this parameter forces the alignment parameter to be inline. |- |<code><nowiki>width</nowiki></code> | | |Width of the video (e.g. <code>300</code>). The height is calculated automatically |- |<code><nowiki>height</nowiki></code> | | |Height of the video (e.g. <code>200</code>). The width is calculated automatically. |- |<code><nowiki>poster</nowiki></code> / <code><nowiki>cover</nowiki></code> | | |Only considered if consent is required to load the video($wgEmbedVideoRequireConsent=true). |- |<code><nowiki>title</nowiki></code> | | | Only considered if consent is required to load the video($wgEmbedVideoRequireConsent=true). |} === No longer supported parameters === If you have already integrated videos into your wiki using the previous extension "EmbedVideo", it is possible that they are no longer displayed. Example of a previous integration:<syntaxhighlight lang="text"> {{#evt: service=youtube |id=fX8ml-XPMdY |dimensions=280 |alignment=right |description=Webinar: BlueSpice 4 (12:43) }} </syntaxhighlight>The parser function <code>#evt</code> and the parameter name <code>service</code> are no longer supported. Replace the above syntax with the corresponding content droplet or change the syntax in the source code to the following: <syntaxhighlight lang="text"> {{#ev: youtube |id=fX8ml-XPMdY |dimensions=280 |alignment=right |description=Webinar: BlueSpice 4 (12:43) }} </syntaxhighlight> ==Embedding local videos== ===Media dialog=== [[Manual:Extension/VisualEditor/Insert images|Like images]], videos can be inserted directly on a page via the media dialog. The wiki recognizes the file extension and automatically generates the necessary HTML player. === BlueSpicePlayer and EmbedVideo=== Videos that have been uploaded to the Wiki can also be embedded in source editing mode. This can also be done using the extension [[Manual:Extension /BlueSpicePlayer|BlueSpicePlayer]]. BlueSpicePlayer has no functions to embed external videos, however. The two extensions have the following differences when embedding local video files: {| class="contenttable-blue" style="width:100%;" |+ ! style="width:20%;" | Syntax/Parameter ! style="width:39%;" |EmbedVideo ! BlueSpicePlayer |- | style="width:20%;" |Syntax | style="width:39%;" |corresponds to the syntax of embedding image files: <code><nowiki>[[File:samplename.mp4]]</nowiki></code> |<code><nowiki><bs: showtime>samplename.mp4</bs:showtime></nowiki></code> |- | style="width:20%;" |Size | style="width:39%;" |Only the width can be defined. The video fills the entire width of the player container:[[File:300px-video-size-embedvideo-600.PNG|alt=|center]]<code><nowiki>[[File:Manual:300px-video-size-showtime-600.PNG]]</nowiki></code>

 |Width and height can be defined separately. If the width of the video is smaller than the video container, the canvas is filled in black. <code><nowiki><bs:showtime width="600"></nowiki></code>..[[File:Manual:300px-video-size-showtime-600.PNG|alt=BlueSpicePlayer with 600px width|center|thumb|BlueSpicePlayer with 600px width]]. |- | style="width:20%;" |Loop | style="width:39%;" | -
 |<code><nowiki><bs:showtime repeat="yes"</code></nowiki> |- |Autostart | - |<code><nowiki><bs:showtime autostart="yes"</code></nowiki> |- |Star/End |<code><nowiki>[[File:samplename.mp4|start=2|end=6]]</nowiki></code> Time can be added as: ''ss, mm:ss, hh:mm:ss'' | - |- | style="width:20%;" |HTML-Output | style="width:39%;" |embedded as <video> tag |embedded through nested <nowiki><div> tags</nowiki> |- | style="width:20%;" |Adjusts to mobile display | style="width:39%;" |yes | no |- | colspan="3" class="col-blue-light-bg" | Player controls |- | style="width:20%;" |play button | style="width:39%;" |yes |yes |- | style="width:20%;" |progress bar | style="width:39%;" |yes |yes |- | style="width:20%;" |volume adjustment | style="width:39%;" |yes |yes |- | style="width:20%;" |fullscreen mode | style="width:39%;" |yes |yes |- | style="width:20%;" |picture-in-picture | style="width:39%;" |yes |yes |- | style="width:20%;" |download | style="width:39%;" |yes |no |- | style="width:20%;" |speed adjustment | style="width:39%;" |no |yes |} ==Supported video services== The following video services are supported. In parentheses, you find the service names that are used with the tag <code>#ev</code>: Archive.org Videos (archiveorg), Bilibili (bilibli), KakaoTV (kakaotv), NaverTIV (navertv), Niconico (niconico), SoundCloud (soundcloud), Spotify Album (spotifyalbum), Spotify Artist (spotifyartist), Spotify Song (spotifytrack), Twitch (twitch), Vimeo (vimeo), YouTube (youtube), YouTube Playlist (youtubeplaylist), YouTube Video List (youtubevideolist). New services can be requested via[https://github.com

/StarCitizenWiki/mediawiki-extensions-EmbedVideo/issues/new? assignees=&labels=enhancement&template=embed-service-request.md&title=Embed+Service+Request% 3A+Service+Name GitHub] from the developer. {{Box Links-en |Topic1=[https://www.mediawiki.org/wiki /Extension:EmbedVideo Mediawiki help page for the extension EmbedVideo] |Topic2=[[Manual:Extension /Showtime|Help page for the extension BlueSpicePlayer - only for video files that have been uploaded to the wiki]] |Topic3=[[Template:Embed video|Template to embed video using the Visual Editor toolbar]]}}
 [[en: {{FULLPAGENAME}}]] [[de:Handbuch:Erweiterung/EmbedVideo]]

Templates used on this page:

- [Template:BSVersion](view source)
- [Template:Box Links-en](view source)
- [Template:Messagebox](view source)

- Template:Messagebox/styles.css (view source)
- Template:Textbox (view source)
- Template:Textbox/styles.css (view source)

Return to Manual:Extension/EmbedVideo (fork).

2.2.6 Diagrams

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Drawio}} '''Drawio''' offers extensive drawing possibilities for process flowcharts, infographics and other visualizations on a wiki page. Descriptive graphics like process chains or decision trees can be constructed directly on a wiki page. ==Embedding the Drawio editor== '''To insert a drawing in the [[Manual:Extension/VisualEditor|visual editor]]:''' #'''Create or choose''' a page where you want to insert a drawing. #'''Select''' ''Insert > Magic word'' from the editor toolbar.[[File:Manual: VE-insert-magicword.png|alt=Insert Magic word|center|thumb|300x300px|Insert ''Magic word'']] #'''Choose''' ''drawio'' from the list of magic words.[[File:DrawioEditor drawio magic word.png|alt=Magic word "drawio" |center|thumb|450x450px|Magic word "drawio"]] #'''Click''' ''Done''. This opens a dialog box. Enter a name for your drawing. This name is used to version your diagram as a PNG file in the wiki. #'''Click''' ''Insert.'' [[File: drawio-dialog.png|link=https://en.wiki.bluespice.com/wiki/File:drawio-dialog.png|alt=drawio dialog|center|450x450px]]This inserts the tag <code><nowiki><drawio filename="<nameoffile>"></nowiki></ /code> in your source code. #'''Save''' the page. The drawio editor is now available on the page. [[File: DrawioEditor placeholder.png|alt=Drawio placeholder and [Edit] link|center|thumb|600x600px|Drawio placeholder and [Edit] link]] == Editing the diagram== {{Messagebox|boxtype=note|icon=|Note text=To open the drawio editor, you always click on the ''[Edit]'' link in '''page view mode'''.|bgcolor=}} '''To edit the diagram:''' #'''Click''' ''Edit'' on the saved page next to the drawio placeholder or your already saved diagram. [[File:800px-drawio-processchart.png|alt=draw.io chart|center|thumb|432x432px|the open drawio editor]] #'''Add''' any needed shapes to your diagram. #'''Click''' ''Save'' in the drawio window to save your drawing. #'''Click''' ''Exit'' next to the ''Save'' button to close the editor. === Adding links to shapes === '''To add a link to a shape:''' # '''Right-click''' to open the shape menu. # '''Click''' Edit Link.[[File:DrawioEditor shape menu.png|alt=Shape menu|center|thumb|650x650px|Shape menu]] # '''Provide''' the full path of the link.
The full path must also be specified for internal wiki pages (example external link: <nowiki>https://bluespice.com</nowiki>, example internal link: <nowiki>https://de.wiki.bluespice.com/wiki/Manual:Extension/DrawioEditor</nowiki>).
'''Note:''' The displayed dropdown menu currently has no function in BlueSpice.[[File:DrawioEditor edit link. png|alt=annotated screenshot of the "edit link" dialog|center|thumb|500x500px|(1) Enter full url link path (2) Link can be opened in new window (3) Dropdown is not used in BlueSpice.]] # '''Click''' ''Apply''. # '''Repeat''' steps 1-4 for other shapes in the diagram. # '''Click''' ''Save''. # '''Click''' ''Exit'' to close the editor. If you don't see the changes yet, click F5 on your keyboard to refresh the page. ==PNG and SVG format== In BlueSpice, drawio diagrams are always saved in PNG format. It is currently not possible to save diagrams in SVG format. == Import of existing diagrams == ===Visio diagrams=== [[File:750px-drawio-import_vsdx.png|alt=Importing a . vsdx file|center|thumb|565x565px|Importing a .vsdx file]] You can import files with the extension .vsdx directly into the drawio editor and edit them further. To do this, create a diagram on a wiki page. In the drawio editor, choose ''File> Import From> Device''. You can then edit the imported diagram.
 {{Box Links-en |Topic1= [https://diagrams.net/ draw.io Website] |Topic2=[[mw:Extension:DrawioEditor|mediawiki.org/wiki/Extension: DrawioEditor]] |Topic3=[[Reference:DrawioEditor]] |Topic4=Anja Ebersbach, [https://bluespice.com/draw-io-for-mediawiki-and-bluespice/ draw.io für MediaWiki und BlueSpice], BlueSpice News & Know How, February 13 2020. }} [[en:{{FULLPAGENAME}}]] [[de:Handbuch:Erweiterung/DrawioEditor]] [[Category:Editing]]

Templates used on this page:

- Template:Box Links-en (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Extension/DrawioEditor.

2.2.7 Version history

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> The wiki shows a list of all versions of a page that were created each time the page was saved. These versions are listed in the ''Version history'' and can be compared with each other. Another important feature is that users can easily restore any version if needed. The version history is also referred to as the page's "revision history" or "edit history." == Display of the version information == Starting with BlueSpice 4.4, the version history is shown in a user-friendly column layout. [[File:Version history. png|alt=version history of the page der Seite " Electirc Pallet Truck Alligator"|center|thumb|750x750px|Actions in the version history (from BlueSpice 4.4)]]The following information is included: *'''Version:''' Timestamp of the saved version *'''Changed by:''' Username with a link to the profile page *'''Difference:''' Size difference from the previous version. The size of embedded resources is not taken into account here. *'''Summary:''' The summary provided by the editor when the page was saved. Automatic comments are also displayed during page creation and when programmatic changes are made (e.g., via workflows, import actions or reverts). There are some interactive functions in the version history that allow to [[#Comparing versions|compare]] (1), [[#Restoring a version|restore]] (2), [[#Reverting a version (undo)| revert]] or [[#Hiding a version|hide]] (3) versions. ==Comparing versions== To compare the differences between two versions, activate the associated checkboxes in the first column. Then click the <code>Compare versions</code> button. [[File:Version history - compare.png|alt=Version history with two selected versions that should be compared|center|thumb|750x750px|Comparing two versions]] ===Wikitext=== Every paragraph that was changed is shown in [[Manual:Wikitext|Wikitext]] mode (1). The older version is in the left column and the newer version is in the right column. If something has been deleted or replaced since the older version, it is highlighted in yellow and marked with a minus sign. If content was added in the newer version, it is shown in blue in the right column and marked with a plus sign. The wikitext view is useful when comparing versions, because some changes are only visible in source view. Changes that cannot be marked in the visual comparison mode are added categories or page settings (behavior switches, display titles, etc.). The older version can be [[#Restoring a version|restored]] by clicking on its date stamp (2). [[File:Version history wikitext. png|alt=Comparison of changed sections of two versions in wikitext view.|center|thumb|750x750px|Version comparison in wikitext]] ===Visual=== Switching to the visual comparison mode by clicking the <code>Visual</code> button can also provide a good overview of text changes, but is sometimes difficult to interpret. The canges are often displayed incompletely, e.g. in the case of changes to tables or other special content. Content that has been removed is highlighted in red and content that has been added since the comparison version is highlighted in turquoise. [[File:Version history - visual.png|alt=Visual version comparison of two versions of the page "Electric Pallet Truck Alligator"|center|thumb|750x750px|Visual version comparison]] ===Interactive=== There is also an interactive "revision slider" that allows you to quickly switch between different version comparisons. The functionality is [[mediawikiwiki:Extension:RevisionSlider#Usage|documented on MediaWiki]]. [[File:Reference:revisionslider.png|alt=view of the open revision slider|center|thumb|650x650px|revision slider]] ==Restoring a version== To restore a specific version of the page, click that version's date stamp. [[File: Version history - restore.png|alt=Focus on the date stamp of a version in the version history|center|thumb|500x500px|Restoring a version]] Open the page in edit mode. [[File:Version history - edit old version.png|alt=View of the selected version with editing icon highlighted|center|thumb|750x750px|Editing an old version]] You will see a notice that you are editing an outdated page. You can now continue working on this version or save the page without further editing. The version has now been restored and the most recent version has been "pushed down". The version indicates in the summary column which page ID has been restored. [[File:Version history - undo comment.png|alt=Row in the version history that displays the undo comment.|center|thumb|650x650px|Restore comment]] ==Reverting a version (undo) == It is possible to undo a '''single edit''' (= single version) from the history of a page without simultaneously undoing all the constructive changes made since then. To do this, click on the <code>Undo</code> icon at the end of the line of the version that contains the wanted content. [[File:Version history - undo icon.png|alt=Left-pointing arrow icon for the "undo" action|center|thumb|180x180px|"Undo"]] If the affected change can be reverted without affecting

other changes made in the meantime, this will be indicated accordingly at the beginning of the page (1). The affected sections are compared in two columns (diff view) (2). On the left is the current version whose edit is to be removed and on the right is the older version whose edit is to be restored. Additionally, further changes can be made via an editing window at the bottom of the page (3). [[File:Version history - undo action. png|alt=Highlighted diff view of the current version with the change that should be undone|center|thumb|750x750px|Reverting only the changes of a specific version (undo)]] This feature eliminates the need to manually redo useful changes made after the undone edit. However, this will fail if undoing the edit would conflict with subsequent edits. For example, if Edit 1000 adds a paragraph and Edit 1005 changes that paragraph, it is not possible to automatically undo Edit 1000. In this case, you will need to determine how to fix the problem manually. ==Tracking restored and reverted versions== The ''Tags'' column (see [[#Showing or hiding columns|Showing or hiding columns]]) shows how a reversion was carried out. Different combinations are possible here. [[File:Version history - tracking.png|alt=Marked variations of reverted versions|center|thumb|750x750px|Marking of different reversions]]The individual tags are listed on the page ''Special:Tags''. Click on any of the tags to load the page. Here, the respective changes for the last 90 days can

be accessed via the "Tagged changes" column. {| class="wikitable" |+Meaning of the revision tags ! Tag ! Appearance on change lists !Description |- !mw-reverted |Reverted | *Tag for all versions that were later reverted by <code>mw-manual-revert</code> or <code>mw-undo.</code> |- !mw-manual-revert |Manual revert | *An '''exact older version''' is opened and saved again (e.g., by opening it from its timestamp in the version history). *The tag is '''not assigned if''' manual changes need to be made during the revert action. *The wiki will sometimes indicate in the summary which version was restored. However, since this is often not possible, a '''comment''' with the restored '''version ID should be provided''' as a summary when saving. |- !mw-undo |Undo | *Edits that undo the changes of '''one specific previous version via the undo icon.''' *The tag is '''not assigned if''' manual changes need to be made during the undo action. *The '''version ID''' whose changes were undone is indicated in the '''summary'''. |} ==Hiding a version== Users with admin rights also see a trash can symbol at the end of each line. [[File:Version history - hide version.png|center|thumb|750x750px|alt=hiding a version|Hiding version info]] You can use this to hide the following properties of a version (also called "delete") (1): *'''Text of the version:''' When you click on the date stamp of the version, a message appears stating that the version has been deleted. *'''Edit summary:''' The edit summary is hidden. *'''Username/IP address of the editor:''' The username is hidden. Admins can restore this hidden information at any time via the deletion log (2) or via the "deleted versions" link (3). ==Showing or hiding columns== In some cases, you may want to customize the column view, for example to show the "Tags" column. Click on the gear icon at the end of the version history. In addition to the standard columns, the "Size" (page size) and [[mediawikiwiki:Manual:Tags|" Tags"]] columns can also be displayed. [[File:Version history settings.png|alt=Last rows of the version history with the column menu open|center|thumb|250x250px|Hide columns]] ==Changes to embedded resources== Changes to embedded resources (e.g., newer versions of images or templates) cannot be displayed via the page's version comparison because resources have their own versioning page. ===Special considerations for pages with approval feature=== If the [[Manual:Extension/ContentStabilization|approval feature]] is activated in a namespace, it is possible to indicate at the beginning of an approved page if an embedded resource has a newer version. This depends on the configuration for [[Manual:Extension /ContentStabilization#Configuration|changes to embedded resources]]. {{Box Links-en|Topic1=https://www. mediawiki.org/wiki/Manual:Reverts}} [[Category:Editing]] [[de:Handbuch:Versionsgeschichte]]

Template used on this page:

- [Template:Box Links-en](#) ([view source](#))

Return to [Manual:Version history](#).

2.3 Rename/move

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> ==About moving pages== A wiki page can only be renamed by moving it. Moving is necessary, since the web address of the page changes during renaming. Normally, there are many links to a wiki page. It is therefore important that these links still work after renaming the page. A page can be moved with or without redirecting the original page. Let's take a closer look at the differences. ==What happens when you move a page?== When you move a page: *you rename the page name and thus the page title *the page content is displayed on the new page *the version history of the original page is transferred to the new page If you move from the original page to the new page, an additional page with the old page name will be created. This page then serves as a redirect to the new page. If you do not create a redirect, the original page is simply replaced. In this case, you should check and update the links to the old page on your wiki. === What links here === Before you move a page, you should see if other pages link to that page name. To do this, go to "What links here" under "...all actions" in the page tools. If many links are listed here, you should create a redirect when moving the page. [[File:Manual:action-move-what links here.png|alt=What links here|center|thumb|550x550px|What links here]] The following diagram shows how to rename an "Emobile" page to a page called "Electric Vehicles" page: {{#drawio:Seite_verschieben}} ==How do I move a page?== Go to the page tools menu item "Manage page> Move":
 #'''Click''' "Move." [[File:Manual:action-move. png|alt=Actions menu|center|thumb|216x216px|Actions menu]] #'''Enter''' a new page name. If you move the page to a different namespace, you need to include the namespace prefix as well. [[File:Manual:action-move-dialog.png|alt=Moving a page to a different namespace and renaming the page|center|thumb|350x350px|Moving a page to a different namespace and renaming the page]] #'''Provide''' a reason why why it was necessary to move the page (optional). This reason is shown in the logs of the wiki. #'''Leave a redirect behind:''' Depending on the linking status or purpose of a page, you now have to decide whether to move the page with or without forwarding. #'''Watch source page and target page''': Specify whether you want to put the source and landing pages on your watch list when redirecting. #'''Click''' "Done". The page has been moved.[[File:Manual:action-move-success.png|alt=Successfull move|center|thumb|350x350px|Successfull move]] ===Move with redirect=== It makes sense to create a redirect in the following cases: *The original page is linked to many other sites (e.g., from other websites or other internal wiki sites). *The title of the original page is sometimes used in the search and the page should be found either way. *The page is returned as a result of an [[SMW queries|SMW query]] . In that case, due to a bug, the original page needs to be deleted manually after the page move. {{Bsvs|bsvTo=4.3.2}}
 ===Move without redirect=== In these cases, it makes sense to move without forwarding: *A spelling error is corrected in the title. There are only a few links to the page and they are easy to find and replace. *The original title should not appear in the search. *An unnecessary redirection via a forwarding page should be avoided.
 ==Updating references to the page== If no redirect was created when the page was renamed, it is sometimes necessary to check if existing links to the original page exist in your wiki. These must then be adapted accordingly to the new page name, so that the page is newly networked. Users with administrator permissions can go to the page "Special:Replace Text" to find references to the previous page name. Enter the original page title under "Existing text" and the new page title under "Replacement text": [[File:Manual:1A1A. png|alt=Replace text|center|thumb|500x500px|Replace text]] Select all wiki sections using the "All" button to find existing references to the original page: [[File:Manual:replacetext-settings.png|alt=Replace text - settings|center|thumb|500x500px|Replace text - settings]] If you click on "Continue" the text will not be replaced yet. First, an overview page with the results found will be displayed. Check which of the results you want to replace and check the box. Click "Replace" to perform the replacement: [[File:Manual:replacetext-results. png|alt=Replace old page name|center|thumb|400x400px|Replace old page name]] The last page now confirms that the wiki is now completing the text replacements: [[File:Manual:replacetext-results2.

png|alt=Confirmation of text replacements|center|thumb|400x400px|Confirmation of text replacements]] Your wiki is now correctly linked again and the editing of the page renaming is completed. Depending on the number of replacements, it may take a while before the changes are actually visible. The changes made by this special page are collected in a queue, which is gradually processed in the background. {{Box_Links-en | Topic1 = [[Manual:Redirects|Redirecting pages]] | Topic2 =[[Manual:Subpage|Working with subpages]] }} [[de:Handbuch: Seiten umbenennen und verschieben]] [[Category:Page tools]]

Templates used on this page:

- [Template:Box Links-en](view source) (view source)
- [Template:Bsvs](view source) (view source)
- [Template:Bsvs/styles.css](view source) (view source)

Return to Manual:Rename and move pages.

2.4 Delete

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Delete pages}} Users with edit rights can delete wiki pages. If a page is deleted, it can no longer be found using the search function. However, users with admin rights have the option to restore a deleted page. ==How to delete a page?== To delete the page, click " Actions > Delete " in the [[Manual:Extension/BlueSpiceDiscovery#Page too|page tools]].
 [[File:Manual:löschen-dialog-EN.png|alt=Deleting a page|center|thumb|650x650px|Deleting a page]] Before deleting the page, you can: *Check the version history. *Check which pages link to this page *Indicate the reason for the deletion: Since deleting a page can raise questions from other users, it makes sense to leave a short explanation here. This text is shown accordingly in the deletion log. *Watch the page: If the page is restored by another user, you can receive a notification. ==Mass-deleting pages== Admin users can mass-delete recently added pages from the special page <code>Special:Nuke</code>. ==Which pages should be deleted?== You can use some pages under <code>Special:SpecialPages</code> to find candidates for deletion: *<code>Special:ShortPages</code>: With short pages it can be expected that the content of the article is not relevant enough or is better dealt with as a paragraph in another article. *<code>Special:LonelyPages</code>: Orphaned pages are characterized by a lack of transclusions or links to the page. *<code>Special:NewPages</code>: Reviewing recently added pages is useful, for example, to detect spam in public wikis. ==Where do I find information about deleted pages?== *<code>Special:Log/delete</code>: Search for and restore deleted pages. *<code>Special:DeletedContributions</code>: Search for deleted posts of a specific user (or an IP address). ==Recover deleted pages== Deleted pages can be restored using the "Delete" log which can be accessed from the page "Special:SpecialPages". If the deleted page was linked to other wiki pages, the page can be restored directly via the redlink on that page. ==Which pages shouldn't be deleted?== There are often more sensible alternatives for deleting: *'''[[Manual:Rename and move pages|Move:]]''' If a page has an incorrect or incorrect title, the page can be moved. *'''Copy:''' If the content does not match the page title, the content can be copied to another page *'''[[Manual:Redirects|Redirect:]]''' If the page content already exists on another page, the duplicate content can be deleted and a redirect can be created. *'''[[Manual:Extension /BlueSpiceExpiry |Obsolete:]]''' The content is no longer current. You can mark the page as out of date and other wiki users can update the page later.
{{Box_Links-en | Topic1 =[[Reference:Nuke|Nuke]]: Extension for mass-deleting pages (for administators) | Topic2 = [[Manual:Redirects|Redirects]] | Topic3 =[[Manual: Extension/BlueSpiceUserManager|Deleting user accounts]] | Thema4 = }} [[en:{{FULLPAGENAME}}]] [[de: HandbuchArtikel Löschen]] [[Category:Editing]]

Template used on this page:

- Template:Box Links-en (view source)

Return to Manual:Delete article.

2.5 PDF export

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Export options}} '''BlueSpiceUniversalExport''' allows exporting wiki pages to various formats. It incorporates various modules, each serving as exporter for a particular export type. ==The export menu== Every content page on the wiki can be exported. Export fuctions are located in the general [[Manual:Extension/BlueSpiceDiscovery#Page_tools|page tools]] under the menu item ''Export''. The available export options depend on your wiki configuration. Clicking one of the links downloads the page content in the selected format. <span /><span />
 [[File:Manual:pageexport.png|alt=export options menu in the page tools|center|thumb|348x348px|Export options]] ==Configuration== Configuration of UniversalExport (and its modules) can be done in the [[Manual:Extension/BlueSpiceConfigManager|Config manager]] in the ''Export'' section. Available settings include: *'''Table of contents:''' only applies to exporting books. Select how the ToC should be constructed (as a ToC for the entire book or for each page individually). *'''Hide namespace prefix in HTML:''' removes namespace prefixes when displaying page titles in HTML exports. *'''Hide namespace prefix in PDF:''' removes namespace prefixes when displaying page titles in PDF exports. *'''Metadata (standard, JSON)''' : additional data to be passed to the rendering template in JSON format. This data will be avalible for usage in the template (advanced users). *'''Metadata (override, JSON)''': offers overriding standard data sent to the rendering template. Values that are set by default can be overriden by using this option (JSON format) (advanced users).<span /><span />
 [[File:Manual:UniversalExport2a.png|link=link=link=https://en.wiki.bluespice.com/wiki/File:UniversalExport2a.png|alt=|center|thumb|372x372px|Configuration options]] <span /><span />
 ==Tags== If the following tags are included in a page, they are usually applied both to the PDF book export and to the PDF single page export unless otherwise noted. ===Manual page breaks=== You can insert the following tag on a wiki page anywhere you want to force a manual page break in the PDF:<syntaxhighlight lang="text"> <bs:uepagebreak /> </syntaxhighlight>In visual editing mode, a marker is displayed where the page breaks have been inserted. <span /><span />
 [[File:pdf-pagebreak-marker.png|center|thumb|750x750px|Marker for page breaks in visual editing mode|link=Special:FilePath/pdf-pagebreak-marker.png]]
 === Landscape printing === To print a PDF page in landscape format, the following tag can be inserted in the wiki page in source editing mode at any position: <nowiki><bs:ueparams template="BlueSpice_Landscape" /></nowiki> To make it easier for the user to add this tag with the visual editor, this tag can be added to a wikitext-template, for example, <code><nowiki>{{LandscapeFormatExport}}</nowiki></code>. The element can be inserted anywhere on the page.{{Messagebox|boxtype=note|Note text=This tag only works for the PDF single page export.}}Within a wiki page, individual areas can be marked separately (e.g. wide tables). This way, the output in the export can be landscape or extra-wide. This is possible using the following css classes: *'''bs-rotated' -> landscape format *''bs-narrow'' -> 0,33 x A4 portrait *''bs-ultrawide'' -> 2 x A4 landscape These classes can also be combined. Example: <nowiki><div class="bs-rotated bs-ultrawide">...</div></nowiki> The start and end div tags can also be added to templates (e.g., <code><nowiki>{{LandscapeStart}}</nowiki></code> and <code><nowiki>{{LandscapeEnd}}</nowiki></code>) to allow users to insert the tags using the visual editor. {{Messagebox|boxtype=note|Note text=Display of header and footer areas could be problematic when using these tags.}}These css classes also work for the book export. ===PDF-specific styling=== {{Messagebox|boxtype=important|Note text=The tag is only taken applied in the single page export (including linked pages and subpages). The tag from individual pages is ignored in the book export. The tag can, however, be inserted on the corresponding book page in the ''Book:'' namespace and is then applied to all pages in the book.}} To style classes or IDs only in the PDF output, you can include the following tag at the beginning of a page:<syntaxhighlight lang="text"> <bs:uemeta body-class=class-name-here/> </syntaxhighlight>
 Example''': Changing background, header, and footer settings''' #Insert the tag <code><nowiki><bs:uemeta body-class=bg-grey bg-yellow no-header-image no-footer-text/></nowiki></code> at the top of your wiki page. #To define the page background, add the following CSS to <code>MediaWiki:Common.css</code> ein (admin rights needed):<syntaxhighlight lang="css"> /*PDF output*/ .bg-grey { background-color:#EDEDED !important;} /*sets the page background. There will be a white

margin around it.*/ .bg-yellow .bs-page-content { background-color:#F7F0C6; padding:10px;} /*sets the background color for the content and adds padding*/ .no-header-image #bs-runningheaderfix { background: none;} /*removes the PDF header*/ .no-footer-text #bs-runningfooterleft, .no-footer-text #bs-runningfootercenter, .no-footer-text #bs-runningfooterright { display:none;} /*removes the text from the PDF footer*/ </syntaxhighlight>Compare the page before inserting the tag and after inserting the tag:
 <gallery widths="250" heights="400"> File:Manual:250px-pdf-class-output-vorher.png File:Manual:250px-pdf-class-output-nachher.png </gallery> ===Exclude content from PDF export=== To exclude the content of a page from the PDF export, it can be inserted via the visual editor under ''Insert> No PDF''. The text is then marked accordingly in the source text: <nowiki><bs:uenoexport>Dieser Text wird nicht ins PDF exportiert.</bs:uenoexport></nowiki> ==Show content in PDF only== If content should only be displayed in the PDF, but not on the wiki page, this content can be marked manually via the source text. First, a wiki administrator needs to add the following code to the page ''MediaWiki: Common.css'':<syntaxhighlight lang="css"> .bs-page-content .no-pdf { display: none; } .bs-page-content div.only-pdf { display:block; } .bs-page-content span.only-pdf { display:inline; } .only-pdf { display: none; } </syntaxhighlight>
<

/span> A block element or an inline element can now be created for the PDF export. This content is not rendered on the wiki page in display mode. Source code examples: <div class="only-pdf">This block is only shown in the PDF.</div> The adjective <span class="no-pdf">beautiful</span><span class="only-pdf">>small</span> is shown differently on the page and in the PDF.
 ==Display of email addresses== If an email link has an additional label on a wiki page, the email address will be listed separately in the PDF after the link label. <span /><span />
 [[File:Manual:750px-pdf-email-wikipage-EN.png|link=link=Special:FilePath/pdf-email-wikipage-EN.png|alt=|center|thumb|479x479px|Email link on wiki page]] <span /><span />
 [[File:Manual:750px-pdf-email-output-EN.png|link=link=Special:FilePath/pdf-email-output-EN.png|alt=|center|thumb|478x478px|PDF link in PDF output]] <span /><span />
 ==Printing== MediaWiki, by default, provides a print view for the pages. This command is also available in the ''Export'' menu (option ''Print''). {{#dpl:title=Manual:Extension/BlueSpiceConfigManager|include=#BlueSpiceUniversalExport}} == Modules == The extension ''BlueSpiceUniversalExport'' contains several modules: * '''BlueSpiceUEModulePDF:''' module for exporting pages in PDF (.pdf) format. It downloads the current page (PDF single page), the current page including all its subpages (PDF page with subpages), or the current page and the pages that are linked from that page (PDF page with linked pages). * '''BlueSpiceUEModuleHTML:''' module for exporting pages as an html zip-archive (option HTML single page). * '''BlueSpiceUEModuleBookPDF:''' module for exporting books. {{Box Links-en|Topic1=[[Reference:BlueSpiceUniversalExport]] |Topic2=[[Reference:BlueSpiceUEModulePDF]] |Topic3=[[Reference:BlueSpiceUEModuleBookPDF]] |Topic4=[[Reference:BlueSpiceUEModuleHTML]] |Topic5=[[Manual:Extension/BlueSpiceBookshelf|Creating books]] }} {{Translation}} [[Category:Page tools]]

Templates used on this page:

- Template:Box Links-en (view source)
- Template:Extension DPL (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)
- Template:Translation (view source)
- Manual:Extension/BlueSpiceConfigManager (view source)

Return to Manual:Extension/BlueSpiceUniversalExport.

3 My tasks

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

{{DISPLAYTITLE:Tasks - Overview}} <bookshelf src="Book:User manual" />Tasks are created in different contexts. For each task, the wiki sends a notification to the assigned user and adds a task card to the personal task page. This page is accessible via ''Personal Tools > Tasks'' in the user menu: [[File:Manual:notifications-menulink.png|alt=screenshot of the user menu|center|thumb|650x650px|Tasks link in the Personal Tools]] <div class="sectionflex col3 frame"><div> ==Tasks in checklists== [[Manual:Extension/SimpleTasks|<center> {{Icon|fa-solid fa-list-check|2em}}</center>
Checklist items can be assigned to a person via a user mention.]] </div><div> ==Workflow tasks== [[Manual:Extension/Workflows#Aufgaben|<center>{{Icon|fa-solid fa-gears|2em}}</center>
Workflow participants receive tasks from workflow steps.]]</div><div> ==Read confirmations== [[Manual:Extension/BlueSpiceReadConfirmation|<center>{{Icon|fa-solid fa-glasses|2em}}</center>
Users assigned to a page need to complete a read confirmation task.]]</div></div> [[de:Handbuch: Aufgaben]] [[Category:Content]]

Template used on this page:

- Template:Icon (view source)

Return to Manual:Tasks - Overview.

3.1 Creating tasks

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

{{DISPLAYTITLE:Tasks}} <bookshelf src="Book:User manual" /> {{BSVersion|bsvFrom=4. 4|bsvFeature=SimpleTasks}} __TOC__ == What are tasks? == Tasks are checklist items that can be checked on or off to indicate if the task is open or completed. {{Textbox|boxtype=important|text=Each task description needs to be unique, since the task ID is created from the description.|header=}} ===Simple tasks=== Simple tasks show a checkbox with a task description. [[File:droplet-task-item.png|alt=unchecked task checkbox with description|center|thumb|Task item|350x350px]] '''To add a simple task:''' # '''Type''' <code>[]</code> at the beginning of the line and then add text directly after the checkbox. # '''Press''' Enter. The line is automatically converted into a checklist item. '''To add a simple task as Content Droplet:''' #'''Click''' the Content Droplet icon in the editor toolbar. #'''Select''' the Tasklist droplet. This inserts a checkbox. #'''Add''' the task description next to the checkbox. #'''Repeat''' steps 2 and 3 to add more tasks. Alternatively, copy the first task line and paste it onto new lines. Then change the individual task descriptions. You can now check the items of your list. Everytime a checkbox is checked or unchecked, the version history of the page creates an entry. [[File:Manual: droplet-task-history.png|alt=version history of the page with comments showing versions with checkbox status changes|center|thumb|650x650px|Checkbox changes in the page history]] ===Combined tasks=== Tasks can have three elements: (1) A task checkbox with label, (2) an assignee, and (3) an optional date. When these elements are added to the page consecutively (the order of these elements is flexible), a single task item is created. [[File:Pagedraft:mentionswithtasks.png|alt=Task list with 4 tasks that have a description, mention and date|center|thumb|650x650px|Finished task list]]To add a combined task item: #'''Add''' your task list item as described above. #'''Add''' a [[Manual:Extension/AtMentions|mention]] immediately after the task description to assign the task to a user. #'''Add''' a ''Date'' Content Droplet immediately after the user mention (optional). #'''Copy''' the entire task line and paste it on a new line to create the next task item. === My Tasks === Users can see all their open tasks on their [[Reference:UnifiedTaskOverview|task list]]. Every time a task is created, the assigned user is notified in e-mail and in the wiki about the new task. Users can modify their [[Manual: Preferences|notification preferences]] as needed. == Querying tasks == If you are familiar with [[Reference: Semantic MediaWiki|Semantic MediaWiki]], you can query the task items. They are added as [https://www. semantic-mediawiki.org/wiki/Help:Subobjects_and_queries semantic subobjects] with the following properties: * Property:Task/Desc * Property:Task/Due date * Property:Task/User * Property:Task/Status {{translation}}

Templates used on this page:

- Template:BSVersion (view source)
- Template:Messagebox/styles.css (view source)
- Template:Textbox (view source)
- Template:Textbox/styles.css (view source)
- Template:Translation (view source)

Return to Manual:Extension/SimpleTasks.

4 Personalization

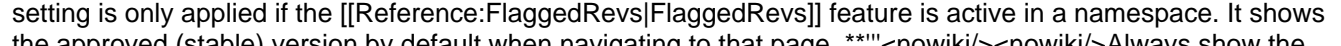You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Preferences}} ==Accessing preference settings == #'''Click''' on the user menu. #'''Click''' ''Preferences''. This opens the preferences page with multiple tabs. Alternatively, you can access the page ''Special:Preferences'' directly. ==User profile== ===Basic Information=== [[File:Manual:preferences-profilepic.png|alt=profile image|center|thumb|458x458px|profile image]] *'''Real name''': This name is shown throughout the wiki. When users hover over your real name, your profile picture and contact information is shown. *'''Change password''': If your wiki is not connected with the central authentication system of your company, you can manage your password here. *'''User image''': **'''User image'' text field: Enter the webadress of a picture on another website and click ''Save'' at the bottom of the page. The profile picture points directly to the external image: **''Change profile picture'' link: Upload an image to the wiki. Click ''Browse'' and then ''Upload'' to create a new profile image. If you click ''Generate new avatar'', the system generates a graphic instead. *'''Privacy policy''' acceptance checkbox: Select and save this checkbox setting to confirm that your accept the privacy policy. Administrators can review this setting for all users on the page ''Special:Privacy_Admin''. ===Internationalisation=== *'''Language:''' Users can change their personal language that is used in the layout and menus. BlueSpice currently supports de-formal-German (formal), de-German and en-English. *'''How do you prefer to be described?''' Option for setting your gender preferences. === Signature=== *'''Your existing signature:''' shows a preview of your current signature including your profile info when you hover over the link. *'''New signature:''' Enter a new name for your signature and save the ''Preferences'' page. *'''Treat signature as wikitext:''' Your signature will be shown as text-only. ===Email options=== If you provide an email adress, you can specify to receive email notifications in addition or in place of wiki notifications. As long as the email adress is not confirmed, the system will not send emails. This also affects the settings in the [[Manual:Preferences#Notifications|Notifications]] tab. === WebDAV === This link is used as mounting path to your wiki. It only works if your server administrator has configured a WebDAV connection. By default, no WebDAV connection is configured. ==Appearance== ===Skin=== If your system has more than one skin installed, you can select one here. It only affects your view. All other users see the skin that is selected in their preferences. === Reading preferences=== '''Page previews:''' You can set if you want to see the first lines of an article as a tool tip before you click on a link. This functionality is provided by the extension [[Reference:Popups|Popups]]. ===Date format=== You can set how you would like to see the timestamp on wiki pages, for example the timestamp of a user signature on a discussion page. [[File: preferences-dateformat.png|center|thumb|date format example|300x300px|alt=date format example|]] ===Time offset=== *'''Server time:''' Shows the server time so that you can compare it to your local time. *'''Local time:''' Shows the time set in the time zone setting. *'''Time zone:''' When you select a time zone, your local time will be shown throughout the wiki wherever there is a timestamp. ===Files === *'''Image size limit:''' Sets the maximum size of the preview image on the file description page.[[File:preferences-fileimagepreviewsize. png|center|thumb|450x450px|image size on file page|alt=image size on file page]]
 *'''Thumbnail size:''' Sets the size of the thumbnail image on a page if no custom size is specified in the image settings. *'''Enable Media Viewer:''' If this checkbox is not selected, image links on a page will load the file description page rather than the media viewer overlay. [[File:Manual:preferences-mediaviewer.png|alt=media viewer overlay|center|thumb|366x366px|media viewer overlay]] ===Diffs=== Diffs are a comparison view between different versions of a page. They are accessible from the version history of a page. You can select two versions for a comparison and then click ''Compare selected revisions'' to view the differences. *'''Do not show the page content below diffs:''' Turns off the display of the current page preview below the differences view. *'''Don't show diff after performing a rollback:''' After an administrator does a rollback of a page, the difference between the previous latest and the current latest version is shown by default. If turned off, the rollback loads the current page directly instead. *'''Don't show the [[Reference:RevisionSlider|revision slider]]:''' By default there is a collapsed interactive graph of the revision history. This graph can be deactivated. === Advanced options=== *'''Link underlining:''' **'''Always:'' Underlines all links in the content area of a page, even if the selected skin specifies no underlining. The table of contents is not affected by this setting.[[File:Manual:

preferences-underlinelinks.png|alt=|center|thumb|421x421px|example for underlined links]] **'''Never:'' Never underlines links in the content area of a page, even if the selected skin specifies underlining. **S''kin or browser default:'' Keeps the link settings as specified in the skin. *'''Threshold for stub link formatting:''' Determines when the target page is considered short enough to change the link color to a page that fits the threshhold criteria. If you choose 50 bytes, a link to a page with less than 50 characters (including wikitext), will be marked as a stub link and be shown in a different color. This only works if your wiki skin has a separate color value for stub links defined. *'''Show hidden categories:''' The categories that a page is in are normally listed on the page. A category can be hidden from this list by adding the magic word <code>[[mediawikiwiki:Help: Categories#Hidden_categories|<nowiki>__HIDDENCAT__</nowiki>]]</code> to the category page. With this setting, a user can opt to show the hidden category anyway. *'''Auto-number headings{{Bsvs|bsvTo=4.3}}:''' Adds heading numbers to the page headings. '''Note:''' The heading numbers for books are set independently by administrators in the [[Manual:Extension/BlueSpiceConfigManager#BlueSpiceBookshelf|Config manager]].
[[File:preferences-autonumbering.png|center|thumb|350x350px|headings with auto numbering|]] *'''Show a confirmation prompt when clicking on a rollback link:''' If an admin user wants to perform a rollback of multiple

options from the version history of a page, the rollback is executed immediately after clickint the link by default. With this setting, the admin user needs to click on the "Rollback" link again to confirm the rollback before it is executed. === Bookshelf special page === '''Grid:''' Shows the details view (=list view) of available books by default (2) '''Images:''' Shows the thumbnails view of available books by default (1) [[File:Preferences-Bookshelf. png|alt=Screenshot of the tabs section of the bookshelf page|center|thumb|450x450px|Tabs on the page "Special:Bookshelf"]] ===Context menu=== Page links in the content area of the wiki show a context menu that allows to perform actions on the target page without having to go to the target page first. You can set whether you want to show the context menu with ''right-click'' or with r''ight-click + Strg.'' [[File:preferences-contextmenu. png|center|thumb|220x220px|context menu|]] ===Dashboards=== By default, the logo of your wiki links to the main page. You can change this and link to your user dashboard instead. ===Video player=== When a page contains a video that was inserted with the [[Manual:Extension/BlueSpicePlayer|BlueSpicePlayer]] extension, you can set it to autoplay when you load a page. ===Timeline=== You can set the timestamp on the timeline entries in date format or as age. {{Messagebox|boxtype=note|Note text=It can take up to 24 hours for all timeline entries to show the new timestamp format. When you create a new entry, you shouls see the changed format immediately.}} [[File:preferences-timeline-dateformat.png|center|thumb|500x500px|timeline date format|]] ==Editing== ===General options=== *'''Enable section editing by right clicking on section titles:''' Right-clicking a section title with the mouse sets the page in edit mode. The specified section can be edited immediately. *'''Editing pages by double clicking (JavaScript):''' Double-clicking on the page sets the page in edit mode. The double-click needs to be inside the text area of the page. Clicking in the title section of a page will not set the page into edit mode. *'''Enable the''' [[mediawikiwiki:Special:MyLanguage/Help:Paragraph-based_Edit_Conflict_Interface|'''Paragraph-based Edit Conflict Interface''']] '''to resolve edit conflicts''': Allows section-based merging of differences which improves the process for solving edit conflicts between users. If this setting is disabled: Users will see the source code of the latest version, a diff view between the latest and the own version, and a source diting window to manually work on the user's unsaved version. *'''Show the pending changes diff when editing pages:''' In the BlueSpice 4 Discovery skin, no visual diff is shown during editing, so this setting can be ignored. It simply adds a duplicate notice about pending changes, when opening a page in edit mode:[[File:Preferences flaggedrevs-editmode.png|alt=screenshot of editor notice about pending changes|center|thumb|450x450px|''Show the pending changes diff'' setting. It adds a duplicate notice to the editor.]] ===Editor=== *'''Edit area font style:''' Displays source code in monospace, serif, or sans-serif font. {{Messagebox|boxtype=note|icon=|Note text=This setting is ignored if the [[Reference:CodeMirror|CodeMirror]] extension is enabled (from BlueSpice 4.2).|bgcolor=}} *'''Mark all edits minor by default:''' This automatically sets the minor flag in the save dialog. It can be selected or deselected in the save dialog on the page itself:
[[File:usermenu-preferences-minoredit.png|center|400x400px|thumb|marking a minor edit]] {{Messagebox|boxtype=note|Note text=Note: The 'Watch this page' checkbox in the save dialog can be activated or deactivated by default under the preferences tab ''Watchlist'' under ''Advanced options: Add pages and files I edit to my watchlist''.}} *'''Prompt me when entering a blank edit summary''': Displays a text message when you click "Save changes" reminding you to enter a summary description. If you do not enter a description after that, the page will save without the summary the next time you click "Save changes."[[File:preferences-editpromptwarning.png|center|thumb|400x400px|edit summary prompt]]
 *'''Warn me when I leave an edit page with unsaved changes:''' When you reload or leave a page with unsaved edits, a warning message is displayed. You can confirm to leave the page or stay on the page and save your changes. *'''Show edit toolbar:''' Disables VisualEditor in visual editing mode. Disabling is not recommended, as this reverts the editor back to a previous version of MediaWiki editor. *'''Temporarily disable the visual editor while it is in beta:''' You can disable visual editor while it is in [[mediawikiwiki:Page_title|Extension:VisualEditor|beta mode]]. We recommend you do not disable VisualEditor unless you prefer to work with a previous visual editor version. ===Preview=== These preview settings are only applied if you have

temporarily disabled VisualEditor and the edit text area is on the same page as the page preview. In BlueSpice 3.1+ you can generally ignore these settings. *'''Show preview on first edit:''' The preview of the article is displayed when you click on "Edit" *'''Show preview before edit box:''' If this option is deactivated, the preview will be shown under the edit form *'''Show previews without loading the page:''' ===Reminder=== *'''Default reminder period:''' Prefills the date field for reminders with "current date + x days" specified here.
[[File: preferences-reminderdefault.png|center|thumb|350x350px|reminder default date]] *'''Set reminder on page creation:''' When you create a new page, a reminder for that page is automatically created based on the default reminder period you entered. *'''Do not create reminder for the following namespaces:''' Excludes namespaces from the automatic reminder on page creation. ===Timeline=== *'''Warn me when I leave an edit of an entry with unsaved changes:''' If unchecked, any unsaved changes to a social entity (such as blog entry, comment, microblog or discussion topic) will be automatically lost if you navigate to a different page or reload the page before saving your changes. *'''Skip dialog on discussion creation:''' Automatically creates a discussion page when a user adds a discussion directly ona page and the discussion page for the entry does not yet exist. If this checkbox is unchecked, the user has to create the discussion page first before the discussion topic can be posted. ==Recent changes== ===Display options=== *'''Days to show in recent changes:''' You can set how many results are displayed on the page ''Recent changes''. *'''Number of edits to show in recent changes, (,...) by default:''' Setting for the filter (1) on the ''Recent changes'' page and similar log pages. The filter can be manually changed during page visits.[[File:preferences-recent changes display options.png|alt=screenshot of the filter section of the page "Recent changes"|center|thumb|550x550px|Recent changes default filter setting (1)]] ===Advanced options === *'''Group changes by page in recent changes and watchlist:''' This view creates a collapsible view of all the changes on a page that occured before another page was edited. All changes still count towards the number of changes that are set in the view filter for the page.[[File:preferences-recent changes - grouping.png|alt=Screenshot of grouped changes on the page "Recent changes" |center|thumb|550x550px|Grouped changes]] *'''Use non-JavaScript interface:''' Removes the advanced filter option to save filters and to color-highlight changes. === Changes shown === *'''Hide minor edits from recent changes:''' Hide [[metawikimedia:Help:Minor_edit|edits marked as minor]] from appearing on your ''Recent changes'' page by default. === Edit review=== These settings are provided by the extension [[Reference: FlaggedRevs|FlaggedRevs]] (approval feature). {{BSVersion|bsvFrom=|bsvTo=4.2|bsvFeature=FlaggedRevs}} *'''Basic interface:''' This setting has no effect in the ''BlueSpice Discovery'' skin *'''<nowiki/><nowiki/>When to show the stable version of <nowiki/>content pages by defau<nowiki/>lt''': ''' **'''<nowiki/><nowiki/>'''Use the default settings for each p'''<nowiki/>'''age: This setting has '''<nowiki/>'''no effect in BlueSpice (default settings cannot be [[mediawikiwiki:Help:Extension:FlaggedRevs#Administrators'_abilities|set by administrators on a page level]])

**'''<nowiki/><nowiki/>Always show the stable version (if <nowiki/>there is one):''' This de'''<nowiki/>'''fault setting is only applied if the [[Reference:FlaggedRevs|FlaggedRevs]] feature is active in a namespace. It shows the approved (stable) version by default when navigating to that page. **'''<nowiki/><nowiki/>Always show the latest version:''' It '''<nowiki/>'''is a useful settings f'''<nowiki/>'''or users with review permissions who can accept draft versions. It loads the latest revision of a page by default instead of the stable version. *'''Show the pending changes diff when''' '''<nowiki/>viewing the latest pen<nowiki/>ding version:''' This setting has no effect in the ''BlueSpice Discovery'' skin. ''<nowiki/>'' ==Watchlist== ===Edit watchlist=== *'''Edit entries on your watchlist:''' **''View and remove titles on your watchlist:'' Links to the page Special:EditWatchlist whre you can manage your watchlist entries. The watchlist is organized by namespaces. **''Edit raw watchlist:'' Links to the page Special:EditWatchlist/raw where you can remove pages by page name from a textbox. This list is also organized by namespaces. **''Clear watchlist:'' Links to the page Special:EditWatchlist/clear where you can empty your watchlist with the click of a button. ===Display options=== *'''Days to show in watchlist''' (default: 7)''':''' Presets the value in the selection menu Period of time to display on the page "Special:Watchlist." *'''Maximum number of changes to show in watchlist''' (default:250)''':''' Limits the number of changes that are

displayed in your watchlist. This example shows a default setting of 8 days and 20 changes. [[File:preferences-watchlistoptions.png|center|thumb|480x480px|watchlist display options]]
 ===Advanced options=== * '''Expand watchlist to show all changes, not just the most recent''' (default): Determins if a changed page is displayed several times in the filtered time period or if only the latest change is listed. * '''Add direct unwatch /watch markers (✕/+) to watched pages with changes (JavaScript required for toggle functionality):''' An icon for the direct removal of the page from the watchlist is available.[[File:Preferences-watchlist-marker.png|alt=screenshot of direct markers|center|thumb|550x550px|Direct markers: (1) Changes have been read, (2) remove from watchlist, (3) changes have not been read]] * '''Use non-JavaScript interface:''' A basic view of the watchlist loads (without special filter menu and without highlighting options). *'''Add pages I review to my watchlist''' (until BlueSpice 4.2)''':''' Automatically adds pages the user approves to the watchlist. === Changes shown === These settings configure a standard filter for the watchlist. By default, no filter is applied. Possible standard filters are: * '''Hide minor edits from the watchlist''' * '''Hide bot edits from the watchlist''' * '''Hide my edits from the watchlist''' * '''Hide edits by anonymous users from the watchlist''' * '''Hide edits by logged in users from the watchlist''' [[File:preferences-watchlist- filter settings.png|alt=screenshot of a standard filter with preset values from the preferences settings|center|thumb|750x750px|Standard filter with preset values from the preferences settings]] === Watched pages === These settings determin which pages are automatically added to the watchlist by preselecting the checkbox "Watch this page" of the related dialog window. If no dialog window is available, the addition to the watchlist automatically happens in the background: * '''Add pages and files I edit to my watchlist (default)'''[[File:Preferences-watchlist-checkbox.png|alt=screenshot of the "Save" dialog window with prechecked watchlist checkbox|center|thumb|400x400px|Pre-checked watchlist checkbox]] * '''Add pages and files I move to my watchlist''' * '''Add pages and files I delete to my watchlist''' * '''Add pages I create and files I upload to my watchlist''' (default) * '''Add pages where I have performed a rollback to my watchlist''' * '''Add new files I upload to my watchlist''' (default) ===Token=== *'''Watchlist token:''' The token can be used to create a public RSS feed to your watchlist. Anyone who knows this token can access the feed. The syntax for the feed URL is: <code>https://[YourWikiDomain]/w/api.php?action=feedwatchlist&wlowner=[USERNAME]&wltoken=[TOKEN]</code> .
 ==Notifications== {{Messagebox|boxtype=important|icon=|Note text=Notification don't consider the edit type "Minor edit". Therefore, notifications are sent even in the case where a user makes a minor edit.|bgcolor=}} Here you can set how and when you would like to receive notifications in email and/or in the notifications area of your user profile (Web notifications). If you haven't received email notifications yet, make sure that your email adress has been verified. This information is available in the ''User profile'' tab, under the section ''Email options''. To view your Web notifications, go to your User profile menu and select Notifications.
 [[File:Manual:notifications.png|alt=|center|thumb|227x227px|menu link to notifications]] The user profile image in the main toolbar and the "Notifications" menu item show the number of new notifications. Notifications can set for a variety of events, such as new assignments or reminders. You can also select to be notified about changes only in certain

namespaces or categories. To configure which notifications you want to get, click on ''Preferences'' in the ''Settings'' menu (3). ===Email options=== You can specify how often you receive emails'': never, immediately, daily,'' or ''weekly''. [[File:Manual:preferences-email.PNG|alt=|center|thumb|450x450px|notification email options]] If you unexpectedly don't receive emails for notifications, check under the ''User profile'' tab to make sure that you have already confirmed your email account. [[File:Manual:795px-preferences-email-confirm.png|alt=|center|thumb|486x486px|unconfirmed email address]] ===Notify me about these events=== Notifications can be displayed in the Notifications page of the wiki. This functionality is provided by the MediaWiki extension "Echo". ===New message indicator=== This setting currently has no effect in BlueSpice. It is a configuration setting for the MediaWiki extension [[mediawikiwiki:Manual:Page_title|Extension:Echo|Echo]] (echo-show-alert). ===Notifications on namespace events=== Select for which namespaces you want to receive notifications. ===Notifications on categories=== Select for pages in which categories you want to receive notifications. ===Review=== *'''Notify me about changes if I am the owner of a review:''' Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review. *'''Notify me about changes if I am the reviewer of a review:''' Select if you want to be notified in email of any

worktlow changes of a review worktlow if you are the owner of the review. Under the settings for ''Notify me about these events'', you can set if and how you want to be notified if someone assigns a review task to you.
 == Extended Search== Here you can set which namespaces you want to include in your search results. This can be useful if you work in only some areas of the wiki or if you are looking for information in a few areas of your wiki only. ==Semantic MediaWiki== These user preferences are provided by Semantic MediaWiki. If you would like to change these settings, you can visit the corresponding [https://www.semantic-mediawiki.org /wiki/Help:User_preferences help page]. ==Resetting all preferences== If you click ''Restore all default settings (in all sections),'' all your customizations on all tabs are reset to their default settings. Since this could affect lots of customized settings, a warning page appears before the reset. [[File:Manual:usermenu-preferences-reset.png|alt=|center|thumb|406x406px|restoring default settings]] Use the browser's back button if you do not want to restore the default settings.
 [[Category:Personalization]] [[en:{{FULLPAGENAME}}]] [[de: Benutzereinstellungen]]

Templates used on this page:

- Template:BSVersion (view source)
- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Preferences.

4.1 User preferences

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Preferences}} ==Accessing preference settings == #'''Click''' on the user menu. #'''Click''' ''Preferences''. This opens the preferences page with multiple tabs. Alternatively, you can access the page ''Special:Preferences'' directly. ==User profile== ===Basic Information=== [[File:Manual:preferences-profilepic.png|alt=profile image|center|thumb|458x458px|profile image]] *'''Real name''': This name is shown throughout the wiki. When users hover over your real name, your profile picture and contact information is shown. *'''Change password''': If your wiki is not connected with the central authentication system of your company, you can manage your password here. *'''User image''': **'''User image'' text field: Enter the webadress of a picture on another website and click ''Save'' at the bottom of the page. The profile picture points directly to the external image: **''Change profile picture'' link: Upload an image to the wiki. Click ''Browse'' and then ''Upload'' to create a new profile image. If you click ''Generate new avatar'', the system generates a graphic instead. *'''Privacy policy''' acceptance checkbox: Select and save this checkbox setting to confirm that your accept the privacy policy. Administrators can review this setting for all users on the page ''Special:Privacy_Admin''. ===Internationalisation=== *'''Language:''' Users can change their personal language that is used in the layout and menus. BlueSpice currently supports de-formal-German (formal), de-German and en-English. *'''How do you prefer to be described?''' Option for setting your gender preferences. === Signature=== *'''Your existing signature:''' shows a preview of your current signature including your profile info when you hover over the link. *'''New signature:''' Enter a new name for your signature and save the ''Preferences'' page. *'''Treat signature as wikitext:''' Your signature will be shown as text-only. ===Email options=== If you provide an email adress, you can specify to receive email notifications in addition or in place of wiki notifications. As long as the email adress is not confirmed, the system will not send emails. This also affects the settings in the [[Manual:Preferences#Notifications|Notifications]] tab. === WebDAV === This link is used as mounting path to your wiki. It only works if your server administrator has configured a WebDAV connection. By default, no WebDAV connection is configured. ==Appearance== ===Skin=== If your system has more than one skin installed, you can select one here. It only affects your view. All other users see the skin that is selected in their preferences. === Reading preferences=== '''Page previews:''' You can set if you want to see the first lines of an article as a tool tip before you click on a link. This functionality is provided by the extension [[Reference:Popups|Popups]]. ===Date format=== You can set how you would like to see the timestamp on wiki pages, for example the timestamp of a user signature on a discussion page. [[File: preferences-dateformat.png|center|thumb|date format example|300x300px|alt=date format example|]] ===Time offset=== *'''Server time:''' Shows the server time so that you can compare it to your local time. *'''Local time:''' Shows the time set in the time zone setting. *'''Time zone:''' When you select a time zone, your local time will be shown throughout the wiki wherever there is a timestamp. ===Files === *'''Image size limit:''' Sets the maximum size of the preview image on the file description page.[[File:preferences-fileimagepreviewsize. png|center|thumb|450x450px|image size on file page|alt=image size on file page]]
 *'''Thumbnail size:''' Sets the size of the thumbnail image on a page if no custom size is specified in the image settings. *'''Enable Media Viewer:''' If this checkbox is not selected, image links on a page will load the file description page rather than the media viewer overlay. [[File:Manual:preferences-mediaviewer.png|alt=media viewer overlay|center|thumb|366x366px|media viewer overlay]] ===Diffs=== Diffs are a comparison view between different versions of a page. They are accessible from the version history of a page. You can select two versions for a comparison and then click ''Compare selected revisions'' to view the differences. *'''Do not show the page content below diffs:''' Turns off the display of the current page preview below the differences view. *'''Don't show diff after performing a rollback:''' After an administrator does a rollback of a page, the difference between the previous latest and the current latest version is shown by default. If turned off, the rollback loads the current page directly instead. *'''Don't show the [[Reference:RevisionSlider|revision slider]]:''' By default there is a collapsed interactive graph of the revision history. This graph can be deactivated. === Advanced options=== *'''Link underlining:''' **'''Always:'' Underlines all links in the content area of a page, even if the selected skin specifies no underlining. The table of contents is not affected by this setting.[[File:Manual:

preferences-underlinelinks.png|alt=|center|thumb|421x421px|example for underlined links]] **'''Never:'' Never underlines links in the content area of a page, even if the selected skin specifies underlining. **S''kin or browser default:'' Keeps the link settings as specified in the skin. *'''Threshold for stub link formatting:''' Determines when the target page is considered short enough to change the link color to a page that fits the threshhold criteria. If you choose 50 bytes, a link to a page with less than 50 characters (including wikitext), will be marked as a stub link and be shown in a different color. This only works if your wiki skin has a separate color value for stub links defined. *'''Show hidden categories:''' The categories that a page is in are normally listed on the page. A category can be hidden from this list by adding the magic word <code>[[mediawikiwiki:Help: Categories#Hidden_categories|<nowiki>__HIDDENCAT__</nowiki>]]</code> to the category page. With this setting, a user can opt to show the hidden category anyway. *'''Auto-number headings{{Bsvs|bsvTo=4.3}}:''' Adds heading numbers to the page headings. '''Note:''' The heading numbers for books are set independently by administrators in the [[Manual:Extension/BlueSpiceConfigManager#BlueSpiceBookshelf|Config manager]].
[[File:preferences-autonumbering.png|center|thumb|350x350px|headings with auto numbering|]] *'''Show a confirmation prompt when clicking on a rollback link:''' If an admin user wants to perform a rollback of multiple

options from the version history of a page, the rollback is executed immediately after clickint the link by default. With this setting, the admin user needs to click on the "Rollback" link again to confirm the rollback before it is executed. === Bookshelf special page === '''Grid:''' Shows the details view (=list view) of available books by default (2) '''Images:''' Shows the thumbnails view of available books by default (1) [[File:Preferences-Bookshelf. png|alt=Screenshot of the tabs section of the bookshelf page|center|thumb|450x450px|Tabs on the page "Special:Bookshelf"]] ===Context menu=== Page links in the content area of the wiki show a context menu that allows to perform actions on the target page without having to go to the target page first. You can set whether you want to show the context menu with "right-click" or with r''ight-click + Strg.'' [[File:preferences-contextmenu. png|center|thumb|220x220px|context menu|]] ===Dashboards=== By default, the logo of your wiki links to the main page. You can change this and link to your user dashboard instead. ===Video player=== When a page contains a video that was inserted with the [[Manual:Extension/BlueSpicePlayer|BlueSpicePlayer]] extension, you can set it to autoplay when you load a page. ===Timeline=== You can set the timestamp on the timeline entries in date format or as age. {{Messagebox|boxtype=note|Note text=It can take up to 24 hours for all timeline entries to show the new timestamp format. When you create a new entry, you shouls see the changed format immediately.}} [[File:preferences-timeline-dateformat.png|center|thumb|500x500px|timeline date format|]] ==Editing== ===General options=== *'''Enable section editing by right clicking on section titles:''' Right-clicking a section title with the mouse sets the page in edit mode. The specified section can be edited immediately. *'''Editing pages by double clicking (JavaScript):''' Double-clicking on the page sets the page in edit mode. The double-click needs to be inside the text area of the page. Clicking in the title section of a page will not set the page into edit mode. *'''Enable the''' [[mediawikiwiki:Special:MyLanguage/Help:Paragraph-based_Edit_Conflict_Interface|'''Paragraph-based Edit Conflict Interface''']] '''to resolve edit conflicts''': Allows section-based merging of differences which improves the process for solving edit conflicts between users. If this setting is disabled: Users will see the source code of the latest version, a diff view between the latest and the own version, and a source diting window to manually work on the user's unsaved version. *'''Show the pending changes diff when editing pages:''' In the BlueSpice 4 Discovery skin, no visual diff is shown during editing, so this setting can be ignored. It simply adds a duplicate notice about pending changes, when opening a page in edit mode:[[File:Preferences flaggedrevs-editmode.png|alt=screenshot of editor notice about pending changes|center|thumb|450x450px|''Show the pending changes diff'' setting. It adds a duplicate notice to the editor.]] ===Editor=== *'''Edit area font style:''' Displays source code in monospace, serif, or sans-serif font. {{Messagebox|boxtype=note|icon=|Note text=This setting is ignored if the [[Reference:CodeMirror|CodeMirror]] extension is enabled (from BlueSpice 4.2).|bgcolor=}} *'''Mark all edits minor by default:''' This automatically sets the minor flag in the save dialog. It can be selected or deselected in the save dialog on the page itself:
[[File:usermenu-preferences-minoredit.png|center|400x400px|thumb|marking a minor edit]] {{Messagebox|boxtype=note|Note text=Note: The 'Watch this page' checkbox in the save dialog can be activated or deactivated by default under the preferences tab ''Watchlist'' under "Advanced options: Add pages and files I edit to my watchlist".}} *'''Prompt me when entering a blank edit summary''': Displays a text message when you click "Save changes" reminding you to enter a summary description. If you do not enter a description after that, the page will save without the summary the next time you click "Save changes."[[File:preferences-editpromptwarning.png|center|thumb|400x400px|edit summary prompt]]
 *'''Warn me when I leave an edit page with unsaved changes:''' When you reload or leave a page with unsaved edits, a warning message is displayed. You can confirm to leave the page or stay on the page and save your changes. *'''Show edit toolbar:''' Disables VisualEditor in visual editing mode. Disabling is not recommended, as this reverts the editor back to a previous version of MediaWiki editor. *'''Temporarily disable the visual editor while it is in beta:''' You can disable visual editor while it is in [[mediawikiwiki:Page_title|Extension:VisualEditor|beta mode]]. We recommend you do not disable VisualEditor unless you prefer to work with a previous visual editor version. ===Preview=== These preview settings are only applied if you have

temporarily disabled VisualEditor and the edit text area is on the same page as the page preview. In BlueSpice 3.1+ you can generally ignore these settings. *'''Show preview on first edit:''' The preview of the article is displayed when you click on "Edit" *'''Show preview before edit box:''' If this option is deactivated, the preview will be shown under the edit form *'''Show previews without loading the page:''' ===Reminder=== *'''Default reminder period:''' Prefills the date field for reminders with "current date + x days" specified here.
[[File: preferences-reminderdefault.png|center|thumb|350x350px|reminder default date]] *'''Set reminder on page creation:''' When you create a new page, a reminder for that page is automatically created based on the default reminder period you entered. *'''Do not create reminder for the following namespaces:''' Excludes namespaces from the automatic reminder on page creation. ===Timeline=== *'''Warn me when I leave an edit of an entry with unsaved changes:''' If unchecked, any unsaved changes to a social entity (such as blog entry, comment, microblog or discussion topic) will be automatically lost if you navigate to a different page or reload the page before saving your changes. *'''Skip dialog on discussion creation:''' Automatically creates a discussion page when a user adds a discussion directly ona page and the discussion page for the entry does not yet exist. If this checkbox is unchecked, the user has to create the discussion page first before the discussion topic can be posted. ==Recent changes== ===Display options=== *'''Days to show in recent changes:''' You can set how many results are displayed on the page ''Recent changes''. *'''Number of edits to show in recent changes, (,...) by default:''' Setting for the filter (1) on the ''Recent changes'' page and similar log pages. The filter can be manually changed during page visits.[[File:preferences-recent changes display options.png|alt=screenshot of the filter section of the page "Recent changes"|center|thumb|550x550px|Recent changes default filter setting (1)]] ===Advanced options === *'''Group changes by page in recent changes and watchlist:''' This view creates a collapsible view of all the changes on a page that occured before another page was edited. All changes still count towards the number of changes that are set in the view filter for the page.[[File:preferences-recent changes - grouping.png|alt=Screenshot of grouped changes on the page "Recent changes" |center|thumb|550x550px|Grouped changes]] *'''Use non-JavaScript interface:''' Removes the advanced filter option to save filters and to color-highlight changes. === Changes shown === *'''Hide minor edits from recent changes:''' Hide [[metawikimedia:Help:Minor_edit|edits marked as minor]] from appearing on your ''Recent changes'' page by default. === Edit review=== These settings are provided by the extension [[Reference: FlaggedRevs|FlaggedRevs]] (approval feature). {{BSVersion|bsvFrom=|bsvTo=4.2|bsvFeature=FlaggedRevs}} *'''Basic interface:''' This setting has no effect in the "BlueSpice Discovery" skin *'''<nowiki/><nowiki/>When to show the stable version of <nowiki/>content pages by defau<nowiki/>lt''': ''' **'''<nowiki/><nowiki/>'''Use the default settings for each p'''<nowiki/>'''age: This setting has '''<nowiki/>'''no effect in BlueSpice (default settings cannot be [[mediawikiwiki:Help:Extension:FlaggedRevs#Administrators'_abilities|set by administrators on a page level]])

**'''<nowiki/><nowiki/>Always show the stable version (if <nowiki/>there is one):''' This de'''<nowiki/>'''fault setting is only applied if the [[Reference:FlaggedRevs|FlaggedRevs]] feature is active in a namespace. It shows the approved (stable) version by default when navigating to that page. **'''<nowiki/><nowiki/>Always show the latest version:''' It '''<nowiki/>'''is a useful settings f'''<nowiki/>'''or users with review permissions who can accept draft versions. It loads the latest revision of a page by default instead of the stable version. *'''Show the pending changes diff when''' '''<nowiki/>viewing the latest pen<nowiki/>ding version:''' This setting has no effect in the "BlueSpice Discovery" skin. ''<nowiki/>'' ==Watchlist== ===Edit watchlist=== *'''Edit entries on your watchlist:''' **''View and remove titles on your watchlist:'' Links to the page Special:EditWatchlist whre you can manage your watchlist entries. The watchlist is organized by namespaces. **''Edit raw watchlist:'' Links to the page Special:EditWatchlist/raw where you can remove pages by page name from a textbox. This list is also organized by namespaces. **''Clear watchlist:'' Links to the page Special:EditWatchlist/clear where you can empty your watchlist with the click of a button. ===Display options=== *'''Days to show in watchlist''' (default: 7)''':''' Presets the value in the selection menu Period of time to display on the page "Special:Watchlist." *'''Maximum number of changes to show in watchlist''' (default:250)''':''' Limits the number of changes that are

displayed in your watchlist. This example shows a default setting of 8 days and 20 changes. [[File:preferences-watchlistoptions.png|center|thumb|480x480px|watchlist display options]]
 ===Advanced options=== * '''Expand watchlist to show all changes, not just the most recent''' (default): Determins if a changed page is displayed several times in the filtered time period or if only the latest change is listed. * '''Add direct unwatch /watch markers (✕/+) to watched pages with changes (JavaScript required for toggle functionality):''' An icon for the direct removal of the page from the watchlist is available.[[File:Preferences-watchlist-marker. png|alt=screenshot of direct markers|center|thumb|550x550px|Direct markers: (1) Changes have been read, (2) remove from watchlist, (3) changes have not been read]] * '''Use non-JavaScript interface:''' A basic view of the watchlist loads (without special filter menu and without highlighting options). *'''Add pages I review to my watchlist''' (until BlueSpice 4.2)''':''' Automatically adds pages the user approves to the watchlist. === Changes shown === These settings configure a standard filter for the watchlist. By default, no filter is applied. Possible standard filters are: * '''Hide minor edits from the watchlist''' * '''Hide bot edits from the watchlist''' * '''Hide my edits from the watchlist''' * '''Hide edits by anonymous users from the watchlist''' * '''Hide edits by logged in users from the watchlist''' [[File:preferences-watchlist- filter settings.png|alt=screenshot of a standard filter with preset values from the preferences settings|center|thumb|750x750px|Standard filter with preset values from the preferences settings]] === Watched pages === These settings determin which pages are automatically added to the watchlist by preselecting the checkbox "Watch this page" of the related dialog window. If no dialog window is available, the addition to the watchlist automatically happens in the background: * '''Add pages and files I edit to my watchlist (default)'''[[File:Preferences-watchlist-checkbox.png|alt=screenshot of the "Save" dialog window with prechecked watchlist checkbox|center|thumb|400x400px|Pre-checked watchlist checkbox]] * '''Add pages and files I move to my watchlist''' * '''Add pages and files I delete to my watchlist''' * '''Add pages I create and files I upload to my watchlist''' (default) * '''Add pages where I have performed a rollback to my watchlist''' * '''Add new files I upload to my watchlist''' (default) ===Token=== *'''Watchlist token:''' The token can be used to create a public RSS feed to your watchlist. Anyone who knows this token can access the feed. The syntax for the feed URL is: <code>https://[YourWikiDomain]/w/api.php?action=feedwatchlist&wlowner=[USERNAME] &wltoken=[TOKEN]</code> .
 ==Notifications== {{Messagebox|boxtype=important|icon=|Note text=Notification don't consider the edit type "Minor edit". Therefore, notifications are sent even in the case where a user makes a minor edit.|bgcolor=}} Here you can set how and when you would like to receive notifications in email and/or in the notifications area of your user profile (Web notifications). If you haven't received email notifications yet, make sure that your email adress has been verified. This information is available in the "User profile" tab, under the section "Email options". To view your Web notifications, go to your User profile menu and select Notifications.
 [[File:Manual:notifications. png|alt=|center|thumb|227x227px|menu link to notifications]] The user profile image in the main toolbar and the "Notifications" menu item show the number of new notifications. Notifications can set for a variety of events, such as new assignments or reminders. You can also select to be notified about changes only in certain

namespaces or categories. To configure which notifications you want to get, click on "Preferences" in the "Settings" menu (3). ===Email options=== You can specify how often you receive emails": never, immediately, daily," or "weekly". [[File:Manual:preferences-email.PNG|alt=|center|thumb|450x450px|notification email options]] If you unexpectedly don't receive emails for notifications, check under the "User profile" tab to make sure that you have already confirmed your email account. [[File:Manual:795px-preferences-email-confirm. png|alt=|center|thumb|486x486px|unconfirmed email address]] ===Notify me about these events=== Notifications can be displayed in the Notifications page of the wiki. This functionality is provided by the MediaWiki extension "Echo". ===New message indicator=== This setting currently has no effect in BlueSpice. It is a configuration setting for the MediaWiki extension [[mediawikiwiki:Manual:Page_title|Extension: Echo|Echo]] (echo-show-alert). ===Notifications on namespace events=== Select for which namespaces you want to receive notifications. ===Notifications on categories=== Select for pages in which categories you want to receive notifications. ===Review=== *'''Notify me about changes if I am the owner of a review:''' Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review. *'''Notify me about changes if I am the reviewer of a review:''' Select if you want to be notified in email of any

workflow changes of a review workflow if you are the owner of the review. Under the settings for ''Notify me about these events'', you can set if and how you want to be notified if someone assigns a review task to you.
 == Extended Search== Here you can set which namespaces you want to include in your search results. This can be useful if you work in only some areas of the wiki or if you are looking for information in a few areas of your wiki only. ==Semantic MediaWiki== These user preferences are provided by Semantic MediaWiki. If you would like to change these settings, you can visit the corresponding [https://www.semantic-mediawiki.org /wiki/Help:User_preferences help page]. ==Resetting all preferences== If you click ''Restore all default settings (in all sections),'' all your customizations on all tabs are reset to their default settings. Since this could affect lots of customized settings, a warning page appears before the reset. [[File:Manual:usermenu-preferences-reset.png|alt=|center|thumb|406x406px|restoring default settings]] Use the browser's back button if you do not want to restore the default settings.
 [[Category:Personalization]] [[en:{{FULLPAGENAME}}]] [[de: Benutzereinstellungen]]

Templates used on this page:

- Template:BSVersion (view source)
- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Preferences.

4.2 Privacy center

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE: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. ==Accepting the terms of use== When a user wants to log into the wiki for the first time, the terms and conditions and the privacy policy must be accepted during the login process. If one of these pages does not yet exist, the associated link is displayed in red as a so-called red link. An administrator can create the page directly via this link. ==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. [[File:Manual:PrivacyCookieConsent1a.png|alt=|center|thumb|324x324px|Cookie consent]] 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 [[Reference: BlueSpicePrivacy|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 <code>Special:PrivacyCenter</code>. ==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 <code>Special:PrivacyCenter</code>. [[File:Manual:privacyCenter. png|alt=|center|thumb|320x320px|Privacy center]] 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.{{Messagebox|boxtype=important|Note text=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=== You can delete all traces of your 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. The wiki is usually set to require an administrator to delete a user account upon request. The delete-button will show "Request account deletion" accordingly. === Transparency / Export your data === To view the data the wiki has stored about you in its logs and settings, you can click on the button "Show all data". This opens a dialog containing all of the user's data. [[File:Manual:transparency. png|alt=|center|thumb|462x462px|Viewing data wiki collected on the user]] Users can print out this same information in html or csv formats. The following information is collected: * '''Personal data:''' Profile image, username, real name, registered on, blocekd, email address, number of edits, experience level, groups, former groups, permissons * '''Mentions in content:''' signatures, blog entries, comments, links to the user page * '''Working data:''' search terms, page assignments, pages read, read confirmations, reminders, page approvals and other data that was logged by extensions * '''Action data:''' administrative actions, changes of settings, file uploads, page actions (move, delete,....) To export the data, the user selects the groups to export and the export format (HTML or CSV). After clicking "Export data", the file is saved to the user's local download location. ===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). ==Requesting actions== [[File:Manual:PrivacyNoRequest1. png|alt=|center|thumb|484x484px|active requests]] 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 <code>$bsgPrivacyEnableRequests = true;</code> in <code>LocalSettings.php</code> 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 R''equest 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. [[en:{{FULLPAGENAME}}]] [[de:Handbuch:Erweiterung/BlueSpicePrivacy]] [[Category: Personalization]]

Templates used on this page:

- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Extension/BlueSpicePrivacy.

4.3 User menu

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

{{DISPLAYTITLE:User menu}} <bookshelf src="Book:User manual" /> ==Overview== 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. [[File:Manual:usermenu.png|alt=user menu|thumb|user menu|center|650x650px]] 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. ==Visual edit mode== {{BSVersion|bsvFrom=4.2|bsvTo=|bsvFeature=Visual menu editor}} '''Click''' ''Edit user menu'' to switch to edit mode. '''To add a new menu heading:''' #'''Click''' ''Add new element.'' #'''Enter''' the text for your menu header. In a multilingual wiki, you can also enter a [[mediawikiwiki:Help:System_message|message key]]. {{#dpl: title=Manual:Extension/BlueSpiceDiscovery/Main_navigation|include=menulinks}}
 == Adding links in source editing mode == The syntax used to define the sidebar corresponds to the [[Manual:Extension/BlueSpiceDiscovery/Main navigation|main navigation]]. Entries starting with a single star ("*") create menu headings or sections while entries with two stars ("**") create links. <pre> * My bookmarks ** Wiki_Page1|Label ** https://externallink.com|Label </pre> {{Box Links-en|Topic1=[[Reference:BlueSpiceUserSidebar]]}} {{Translation}} __FORCETOC__ [[Category: Personalization]]

Templates used on this page:

- Template:BSVersion (view source)
- Template:Box Links-en (view source)
- Template:Extension DPL (view source)
- Template:Messagebox/styles.css (view source)
- Template:Translation (view source)
- Manual:Extension/BlueSpiceDiscovery/Main navigation (view source)

Return to Manual:Extension/BlueSpiceUserSideBar.

5 Concepts

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:The pages model}} Each installed instance of a wiki is made up of different types of pages. Each page type serves a specific role in the wiki and, therefore, contains different elements which are described here.
 ==Wiki instance== A wiki instance has the following main characteristics: *it has its own configuration *it has its own data storage with **its own database (for pages, users, user<->groups, user settings, ...) **its own file repo (for uploaded files) *it can be part of a wiki farm ==Wiki pages== {{:Wiki_pages}} {{Box Links-en|Topic1=[https://www.mediawiki.org/wiki/Manual:Special_pages mediawiki.org/wiki/Manual:Special_pages]}} [[Category:Concept]] [[en:{{FULLPAGENAME}}]] [[de:Handbuch: Wikiarchitektur]]

Templates used on this page:

- Wiki pages (view source)
- Template:Box Links-en (view source)

Return to Manual:Wiki architecture concepts.

5.1 Pages

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:The pages model}} Each installed instance of a wiki is made up of different types of pages. Each page type serves a specific role in the wiki and, therefore, contains different elements which are described here.
 ==Wiki instance== A wiki instance has the following main characteristics: *it has its own configuration *it has its own data storage with **its own database (for pages, users, user<->groups, user settings, ...) **its own file repo (for uploaded files) *it can be part of a wiki farm ==Wiki pages== {{:Wiki_pages}} {{Box Links-en|Topic1=[https://www.mediawiki.org/wiki/Manual:Special_pages mediawiki.org/wiki/Manual:Special_pages]}} [[Category:Concept]] [[en:{{FULLPAGENAME}}]] [[de:Handbuch: Wikiarchitektur]]

Templates used on this page:

- Wiki pages (view source)
- Template:Box Links-en (view source)

Return to Manual:Wiki architecture concepts.

5.2 Namespaces

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> ==What is a namespace?== [[File:Manual:Namespace-ev. png|300x300px|link=https://youtu.be/CITmttQcsjg|Explainer video on Youtube: Namespaces (Length: 4:33 min.) |thumb|alt=explainer video intro screen]]A '''namespace''' defines an area in a wiki. You can recognize a namespace by the namespace prefix in the page title: <code><namespace>:Page title</code> We sometimes use shelves and closets as an example to make the principle of namespaces clear. There are shelves that everyone can access. Then there are glass cabinets with locks that everyone can look into, but not everyone can edit everything. There are also closed wooden cabinets with a lock, so only selected people can look into that space and work. And every closet can look different. In a wiki, you will find predefined namespaces. In addition, wiki administrators can create custom namespaces as needed. There are certain aspects of namespaces that are important to consider before creating a namespace. It is therefore important to understand the characteristics of namespaces and the reasons for using a custom namespace. ===Characteristics of a namespace=== *'''Rights management''': Each namespace can contain its own user rights/roles assignments. However, we recommend flat user hierarchies for wikis. *'''Activation of features:''' Different functions can be activated in each namespace (e.g., page approvals or read confirmations). *'''Search function''': Search can be limited to individual namespaces (namespace filter). *'''One namespace per page''': The same page name in a different namespace creates a new page. *'''Flat structure''':Namespaces cannot contain other namespaces. *'''File associations:''' Uploaded files can be assigned to a namespace to apply namespace permissions to files. *'''Design''': Namespaces can be styled differently. ==BlueSpice standard namespaces== BlueSpice uses, among others, the 15 standard and the two so-called pseudo namespaces from MediaWiki: {| class="wikitable tablefullwidth" style="" |- !ID !|'''Namespace''' ! |'''Function''' |- | ||Media ||Pseudo-namespace for uploaded images and files. Will be replaced by path of the files. |- | ||special ||Pseudo-namespace for special pages. |- |0 ||(pages) ||These are given without a prefix. |- |1 ||Talk ||talk page. Is created in addition to each article (also in the following namespaces) to speak about its contents. Additional tab (+). |- |2 ||User ||User page. Will be created for every logged in user. |- |3 ||User talk ||Cf. talk |- |4 ||[Wiki-Name] ||Information about the wiki or the current project. Here: BlueSpice. |- |5 ||[Wiki-Name]_Talk ||Cf. talk |- |6 ||Image ||Description of a picture and other files. Is automatically supplemented with version information and information about the occurrence of the file |- |7 ||File_Talk ||Cf. talk |- |8 ||MediaWiki ||system messages. A complete list can be found under Special: AllMessages. Can only be changed by registered users. |- |9 ||MediaWiki_Talk ||Cf. talk |- |10 ||Template ||Templates can be integrated into other pages. |- |11 ||Template_talk ||Cf. talk |- |12 ||Help ||Help pages describe how to perform actions in the wiki. No clear separation from the [wiki name] namespace. |- |13 ||Help_talk ||Cf. talk |- |14 ||Category ||Pages can be assigned to categories, which are then accessible in this namespace. |- |15 ||Category_talk ||Cf. talk |} '''Standard namespace:''' A page is assigned to the "Main" namespace, as long as no other namespace is specified. '''Pseudo namespaces:''' The two pseudo namespaces (Media, Special) are used like normal namespaces, but you cannot edit them or add pages to them. Most pages in the namespaces are created automatically: *Special pages are generated by the system during installation. *Media and image pages are created during file uplad. *User pages are created whenever a user acts on the wiki. *Discussion pages are also created with the corresponding pages. This leaves only the default namespaces ''(Main)'', ''[wiki name]'', ''Template'', ''Help'' and ''Category'' namespaces where pages can be freely created. == Creating a new namespace == You can create additional namespaces by using the Namespace manager under Global actions > Management > [[Manual:Extension/BlueSpiceNamespaceManager|Namespace manager]]. The menu item "Category manager" loads the page <code>Special:NamespaceManager</code>. == Namespace "MediaWiki" == Pages in the MediaWiki namespace can be created and edited by users with "editinterface" permission. By default, these are users whose group is assigned the ''structuremanager, admin,'' or ''maintenanceadmin'' role. Important uses are: * '''System Messages:''' Each message has a wiki page with the message key as the name of the page. A list of all announcement pages can be found on Special:AllAnnouncements. * '''Localizations via ''<nowiki>{{int:messagname}}</nowiki>'':''' An element of the user interface or within a wiki page can be

translated into the user language via . Syntax: ''Mediawiki:message name/ISO language code''. * '''MediaWiki: Common.js''': Contains JavaScript that is loaded for all pages and users. * '''MediaWiki:Common.css''': Stylesheet that is loaded after the stylesheet of the active skin in the wiki. It applies to all wiki pages. ==Accessing pages in a namespace== To access or create a page in a specific namespace, its name is simply placed in front of the page title and separated by a colon: <code><nowiki>[[Setup:Installation|]]</nowiki></code> In the example, the pipe symbol (straight line) was also added. It has the effect that the namespace won't be displayed for the link label. If you provide a namespace that is not known to the wiki, the page is created in the standard namespace Main. The portion of the reference specified as the namespace is then added to the title of the item instead and is not recognized as a namespace label. ==Organizing content without namespaces== If you simply want to group pages in your wiki without the need for controlling access rights, you can use the syntax of the namespaces to '''simulate a namespace in the namespace Main'''. Simply prefix the pages that belong to a group with a name and a colon. If no namespace with this name exists, the prefix simply becomes part of the page name. That way, it is possible to use pages with the same name in the main namespace and thus let different groups work on content "sets". Since these own "namespace" prefixes are

part of the page name, you can now display all pages in a simulated namespace by searching for the prefix in the search field. Since you can also organize pages with categories and subpages, you should start by planning how you would like to organize the content in your wiki. After installing your wiki, you can visualize this with the BlueSpice draw.io Plugin directly in your wiki and discuss it with your team. ==Viewing all pages of a namespace== You can view all pages in a namespace: #'''Go''' to the Special page "All Pages" #'''Leave''' the input field empty #'''Select''' a namespace from the Namespace drop-down menu #'''Click''' ''Go'' {{Box_Links-en |Topic1 =[[Manual:Extension/BlueSpiceNamespaceCSS|Namespace CSS manager]] |Topic2 =[[Manual: Extension/BlueSpiceNamespaceManager|Namespace manager]]}}

Template used on this page:

- Template:Box Links-en (view source)

Return to Manual:The concept of namespaces.

5.3 Wikitext

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> <section begin="training-intro" /> <div class="training"> Wikitext is a simplified markup language that is used to format and structure text and other data. <section end="training-intro" /><section end="training-intro" /> While HTML is the most common markup language for web pages, Wikitext is used in wiki systems. Like HTML, it uses tags to mark parts of text or other data. ==How do I use Wikitext?== When you edit a page, you can switch between visual editing and source editing using the editor toolbar. [[File:Manual:editing.png|alt=Screenshot: Visual Editor switch edit mode|center]] Wikitext can be entered in source editing mode. When you are in visual editing mode, VisualEditor inserts Wikitext "behind the scenes". If VisualEditor doesn't format elements on a page correctly, you can always switch to source editing to correct the issues directly in Wikitext.
 ==Examples of Wikitext== Here are some typical examples of Wikitext: <section begin="training" /> ===Text formatting=== <section begin="training-slide1" /> *This is <code><nowiki>'''bold'''</nowiki></code> *This is <code><nowiki>''italic''</nowiki></code> *This is <code><nowiki><u>underlined</u></nowiki></code><section end="training-slide1" /> ===Structuring=== <section begin="training-slide2" /> *This is a <code>==Heading==</code> *This is an <code>*unordered list element</code> *Table:<syntaxhighlight lang="text"> {| class="wikitable" |- !header 1 !header 2 |- |row 1, cell 1 |row 1, cell 2 |- |row 2, cell 1 |row 2, cell 2 |}</syntaxhighlight><section end="training-slide2" /> ===Links / Embedded files=== <section begin="training-slide3" /> '''Link to internal wiki page''' <syntaxhighlight lang="text"> [[Wikipage|Label]] [[Pancake|Best Pancake]] </syntaxhighlight> '''Link to external website''' <syntaxhighlight lang="text"> [url label] [https://wikipedia.org Wikipedia] </syntaxhighlight> '''Link with parameters'' <syntaxhighlight lang="text"> [{{fullurl:{{FULLPAGENAME}}|action=edit}} Edit this page] </syntaxhighlight> This link opens the referenced page in edit mode in a new tab. <section end="training-slide3" /> '''Embed image/file'''
 <section begin="training-slide4" /> *<code> [['''Datei:'''<nowiki>image-or-pdf-name.png]]</nowiki></code> - - - '''Image/PDF is embedded on page'''<section end="training-slide4" /> **the wiki checks, if a preview can be generated (e.g., for "png", "jpeg", "gif", "svg") and embeds the preview **otherwise, a link to the file description page is created ***can be embedded: PDF, Tiff (with extension) ***cannot be embedded: Microsoft Office- und Libre Office-Dateien; Shell-Skripte, ...<section begin="training-slide4" /> *<code>[['''Media:'''<nowiki>image-or-pdf--name.png]]</nowiki></code> - - - - '''Links to image / PDF''' *<code>[[''':Datei:'''<nowiki>image-or-pdf--name.png]]</nowiki></code> - - - '''Links to file description page''' <section end="training-slide4" /></div> <section end="training" /> ===Magic words=== {| class="contenttable" !Type of Wikitext !Example |- |Special character |'''<code>&atilde;</code> → ã''' '''<code>&ccedil;</code> → ç''' UTF-8 is possible |- |Comment |<code>'''<nowiki><!-- unnoticed --></nowiki>'''</code> |- |No "wiki translation" |<code>'''<nowiki'''></code> and <code>'''</pre>'''</code> |- |Table of contents |<code>'''<nowiki>__TOC__</nowiki>'''</code> and <code>'''<nowiki>__NOTOC__</nowiki>'''</code> |- |Signature |<code>'''<nowiki>--~~~~</nowiki>'''</code> |- |Redirect |<code>'''<nowiki>#REDIRECT [[targetpage]]</nowiki>'''</code> |- |Template |<code>'''<nowiki>{{template name}}</nowiki>'''</code> |} <section end="wikitextTraining" /> ==Download Wikitext reference== [[Media:Manual:Manual Wikitext Wikitext reference.pdf|'''Wikitext reference'']] {{Box Links-en |Topic1=[https://meta.wikimedia.org/wiki/Help:Wikitext_examples meta.wikimedia.org/wiki/Help:Wikitext_examples] |Topic2=[[Manual:MagicWords|Magic words]]|Topic3=https://www.mediawiki.org/wiki/Help:HTML_in_wikitext}} [[de:Handbuch:Wikitext]] [[Category:Editing]] [[Category:Concept]]

Template used on this page:

* Template:Box Links-en (view source)

Return to Manual:Wikitext.

5.4 Magic words

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Magic words}} <section begin=training-intro /> A "Magic word" is a string of text that is recognized by the MediaWiki software. It triggers the software to return the value of a function, such as dates, website statistics or page names. <section end=training-intro /> == Types of Magic words== <section begin="training " /> There are basically four different types of Magic words: *'''[[Manual:MagicWords#Behavior switch|Behavior switch]]''' (or "Double underscore"): <code><nowiki>__TOC__</nowiki></code> *'''[[Manual:MagicWords#Variable|Variable]]''': <code><nowiki> {{FULLPAGENAME}}</nowiki></code> *'''[[Manual:MagicWords#Tag|Tag]]''': <code><nowiki><gallery></ /nowiki></code> *'''[[Manual:MagicWords#Parser function|Parser function]]''': <code><nowiki>{{#ifeq: x|y|true|false}}</nowiki></code> <section end="training" /> ==Behavior switch== ====Characteristics of a behavior switch==== *'''Purpose:''' controls the layout or behavior of the page *'''Syntax:''' <code><nowiki>__NOTOC__</nowiki></code> ====Description==== A behavior switch includes or omits certain elements of the page. It is also known as "double underscore". Behavior switches can be put anywhere in the source code of the designated page (usually at the end of the page). The behavior switch <code><nowiki>__TOC__</nowiki></code> produces as output the table of contents exactly where it was inserted on the page.==== ===Variable=== ====Characteristics of a variable==== *'''Purpose:''' returns information about the page, wiki, or date *'''Syntax:''' <code><nowiki>{{PAGENAME}}</nowiki></code> ====Description==== Variables contain (simple) dynamic data. If a template name conflicts with a variable, the variable is used. For example, you have the variable <code><nowiki>{{PAGENAME}}</nowiki></code>. In that case, you have to transclude the template with the same name as <code><nowiki>{{Template:PAGENAME}}< /nowiki></code>. ===Parser Function=== =====Characteristics of a parser function===== *'''Purpose:''' simple "programming language" for page content (mainly in templates) *'''Syntax:''' <code>'''<nowiki>{{#if:< /nowiki>'''<nowiki>{{{field|}}}</nowiki> | <nowiki>{{{field|}}}</nowiki> | N/A '''<nowiki>}}</nowiki>'''</code> =====Description===== Parser functions are similar to variables, but take one or more parameters.Example: <syntaxhighlight lang="php"> {{#ifeq:{{{type}}}|warning |This is a warning! | }} </syntaxhighlight>They are used for simple logic only, since they are hard to read and to maintain on a larger scale. If complex logic is required, consider Lua scripts in the "Module" namespace ([https://www.mediawiki.org/wiki/Extension:Scribunto mediawiki.org/wiki/Extension:Scribunto]) and invoke using <code><nowiki>{{#invoke:...}}</nowiki></code> Parser functions can also be "tag-like", e.g. <code><nowiki>{{#ask:...}}</nowiki></code> from SemanticMediaWiki. For more information, refer to the MediaWiki help pages [https://www.mediawiki.org/wiki /Help:Extension:ParserFunctions mediawiki.org/wiki/Help:Extension:ParserFunctions] and [https://www. mediawiki.org/wiki/Help:Magic_words#Parser_functions mediawiki.org/wiki/Help: Magic_words#Parser_functions]. ===Tag=== ====Characteristics of a tag==== *'''Purpose:''' often used for custom development to process dynamic content *'''Syntax''': <code><nowiki><smartlist /></nowiki></code> ====Description==== Tags are implemented in PHP as part of a MediaWiki extension. Tags with "bs:" prefix come from BlueSpice. All others come from MediaWiki or from third-party extensions, e.g. the extension [[Reference:SyntaxHighlight|SyntaxHighlight]]. ==How to add a magic word {{Bsvs|bsvTo=4.2}}== {{Textbox|boxtype=important|header=|text=Magic words are available as a menu item only until BlueSpice 4.2. In version 4.3. they have been replaced with [[Manual:Extension/ContentDroplets|Content Droplets]]|icon=yes}} Magic words are inserted directly in the source code. Some frequently used Magic words can also be added directly with the VisualEditor ''Insert > Magic word'' menu item: [[File:Manual:VE-insert-magicword. png|300x300px]] {{Box Links-en |Topic1=[https://www.mediawiki.org/wiki/Help:Magic_words mediawiki.org/wiki /Help:Magic_words] |Topic2=[[Manual:Extension/BlueSpiceInsertMagic| Extension:BlueSpiceInsertMagic]] }} [[en:{{FULLPAGENAME}}]] [[de:MagicWords]] [[Category:Concept]]

Templates used on this page:

- Template:Box Links-en (view source)

- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)
- Template:Textbox (view source)
- Template:Textbox/styles.css (view source)

Return to Manual:MagicWords.

6 Content organisation

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> Categories are a feature of MediaWiki. An index page is automatically created for categories. Pages can be categorized by adding category tags to the content. These tags generate links at the bottom of the page that lead to an overview of all pages in the same category. This allows for easy browsing of related pages. ==How do I use categories?== In addition to namespaces, categories are an important organizational principle in the wiki. They allow pages to be grouped and automatically linked to the associated category pages. Categories are usually created by users. In special cases, however, MediaWiki also assigns automatically generated categories (e.g., "Pages with broken links"). ==Features== *'''Category tree:''' Categories can be organized as subcategories of main categories. *'''Tagging''': Categories can be used to spontaneously "tag" pages. *'''Category manager:''' Categories can be systematically created and used by all users via the category manager. *'''Multiple categories per page''': A page can be assigned to several categories. *'''Independent of namespaces''': Categories are available throughout the wiki and cannot be limited to individual namespaces. *'''Page queries: '''Categories are useful for extensions like [[Manual:Extension /BlueSpiceSmartList|Smartlist]] or Semantic Mediawiki as they are available as query arguments. ==Assigning categories to a page== <div class="training user">There are different ways to assign a page to categories: #In the [[Manual:Extension/BlueSpiceDiscovery#Supplementary area|Supplementary area]] at the end of the page #From the options menu of [[Manual:Extension/VisualEditor|VisualEditor]] (Visual Editing) #Via manual input as [[Manual:Wikitext|wikitext]] (source code editing) #Using the link ''[[Manual:Extension /BlueSpiceDiscovery#Page tools|Page tools > ...all actions > Insert category]]''</div><gallery widths="200" heights="200"> File:Manual:Category - footer.png|alt=Supplemental area|Supplemental area File:Manual: Category - VE.PNG|alt=Visual editor|Visual editor File:Manual:Category - wikitext.png|alt=Wikitext|Wikitext File: Manual:Category - all actions.png|alt=Link "...all actions"|Link "...all actions" </gallery> ===In the supplementary area at the bottom of the page=== The supplement area contains a field for category assignment. Any user with edit rights can click the edit link to add or remove categories from the page. To view all existing categories with subcategories, you can click on the tree icon. Once done, the categories will be confirmed with the tick. The display of the page categories can be [[Manual:Extension /BlueSpiceConfigManager#Positioning of skin elements|moved to the title area in the Config manager]].
 ===In the visual editor (VisualEditor)=== In the page options menu of [[Manual:Extension /VisualEditor|VisualEditor]] there is a menu item Categories. Here you can update category assignments to the page in edit mode, as well as add a sort key to the category.
 [[File:Manual:Category - VE. PNG|alt=Options menu in the visual editor|center|thumb|Options menu in the visual editor]] ===In wikitext=== Open an article that you want to assign to a category in edit mode. Now enter the following anywhere in the wiki code (usually at the end of the page though): <syntaxhighlight lang="text"> [[Category:Production]] or [[Category:Production]] </syntaxhighlight> {{Messagebox|boxtype=note|icon=|Note text=On category pages, umlauts are listed at the end of the list, e.g. "Märchen" after "Muh". You can use the <nowiki>{{DEFAULTSORT: sortkey}}</nowiki> variable to create an alternative title for the sort (e.g. <nowiki>{{DEFAULTSORT:Maerchen}} </nowiki>).|bgcolor=}} It is true that: :*categories can be created in any number and by any user. So before you just get started, it's always best to check which categories already exist to avoid unnecessary duplication of similar categories. :*a page can be assigned to several categories. :*the place in the source code where the category link is inserted is technically irrelevant. However, the convention is to include categories '''at the end of an article.''' ==Links to category pages== For links directly to a category page, a colon is required before the namespace. Example: <code><nowiki>[[:Category: new_page]]</nowiki></code> If the colon is missing, the link will not be created, but the page will be tagged with the category instead. ==Category pages== When users click a category link, the ''Category:<Category_Name>'' page loads. All pages and media that are assigned to a specific category are automatically listed there. If you click on a category page that has not yet been created - linked in red - you have the option of creating the category page. ==Show all category pages == On the special page <code>Special:Categories</code> you can view a list of all existing categories in the wiki. Click on a category to go to the corresponding category page. If a page in the listing has a red background, the

category is in use in the wiki, but the associated category page has not yet been created. ==Category manager== The easiest way to manage categories and subcategories is through the ''Special:Category manager'' page. The [[Manual:Extension/BlueSpiceCategoryManager|Category manager]] can be reached via the menu item ''Global Actions > Management > Categories''. {{Box_Links-en | Topic1 = [[Manual:Extension /BlueSpiceCategoryManager|Category manager]] | Topic2 =[https://www.mediawiki.org/wiki/Help:Categories https://www.mediawiki.org/wiki/Help:Categories]}} [[en:{{FULLPAGENAME}}]] [[de:Handbuch:Kategorien erstellen und nutzen]] [[Category:Concept]] [[Category:Organization]]

Templates used on this page:

- Template:Box Links-en (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Creating and using categories.

6.1 Categories

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> Categories are a feature of MediaWiki. An index page is automatically created for categories. Pages can be categorized by adding category tags to the content. These tags generate links at the bottom of the page that lead to an overview of all pages in the same category. This allows for easy browsing of related pages. ==How do I use categories?== In addition to namespaces, categories are an important organizational principle in the wiki. They allow pages to be grouped and automatically linked to the associated category pages. Categories are usually created by users. In special cases, however, MediaWiki also assigns automatically generated categories (e.g., "Pages with broken links"). ==Features== *'''Category tree:''' Categories can be organized as subcategories of main categories. *'''Tagging''': Categories can be used to spontaneously "tag" pages. *'''Category manager:''' Categories can be systematically created and used by all users via the category manager. *'''Multiple categories per page''': A page can be assigned to several categories. *'''Independent of namespaces''': Categories are available throughout the wiki and cannot be limited to individual namespaces. *'''Page queries: '''Categories are useful for extensions like [[Manual:Extension /BlueSpiceSmartList|Smartlist]] or Semantic Mediawiki as they are available as query arguments. ==Assigning categories to a page== <div class="training user">There are different ways to assign a page to categories: #In the [[Manual:Extension/BlueSpiceDiscovery#Supplementary area|Supplementary area]] at the end of the page #From the options menu of [[Manual:Extension/VisualEditor|VisualEditor]] (Visual Editing) #Via manual input as [[Manual:Wikitext|wikitext]] (source code editing) #Using the link ''[[Manual:Extension /BlueSpiceDiscovery#Page tools|Page tools > ...all actions > Insert category]]''</div><gallery widths="200" heights="200"> File:Manual:Category - footer.png|alt=Supplemental area|Supplemental area File:Manual: Category - VE.PNG|alt=Visual editor|Visual editor File:Manual:Category - wikitext.png|alt=Wikitext|Wikitext File: Manual:Category - all actions.png|alt=Link "...all actions"|Link "...all actions" </gallery> ===In the supplementary area at the bottom of the page=== The supplement area contains a field for category assignment. Any user with edit rights can click the edit link to add or remove categories from the page. To view all existing categories with subcategories, you can click on the tree icon. Once done, the categories will be confirmed with the tick. The display of the page categories can be [[Manual:Extension /BlueSpiceConfigManager#Positioning of skin elements|moved to the title area in the Config manager]].
 ===In the visual editor (VisualEditor)=== In the page options menu of [[Manual:Extension /VisualEditor|VisualEditor]] there is a menu item Categories. Here you can update category assignments to the page in edit mode, as well as add a sort key to the category.
 [[File:Manual:Category - VE. PNG|alt=Options menu in the visual editor|center|thumb|Options menu in the visual editor]] ===In wikitext=== Open an article that you want to assign to a category in edit mode. Now enter the following anywhere in the wiki code (usually at the end of the page though): <syntaxhighlight lang="text"> [[Category:Production]] or [[Category:Production]] </syntaxhighlight> {{Messagebox|boxtype=note|icon=|Note text=On category pages, umlauts are listed at the end of the list, e.g. "Märchen" after "Muh". You can use the <nowiki>{{DEFAULTSORT: sortkey}}</nowiki> variable to create an alternative title for the sort (e.g. <nowiki>{{DEFAULTSORT:Maerchen}} </nowiki>).|bgcolor=}} It is true that: :*categories can be created in any number and by any user. So before you just get started, it's always best to check which categories already exist to avoid unnecessary duplication of similar categories. :*a page can be assigned to several categories. :*the place in the source code where the category link is inserted is technically irrelevant. However, the convention is to include categories '''at the end of an article.''' ==Links to category pages== For links directly to a category page, a colon is required before the namespace. Example: <code><nowiki>[[:Category: new_page]]</nowiki></code> If the colon is missing, the link will not be created, but the page will be tagged with the category instead. ==Category pages== When users click a category link, the "Category:<Category_Name>" page loads. All pages and media that are assigned to a specific category are automatically listed there. If you click on a category page that has not yet been created - linked in red - you have the option of creating the category page. ==Show all category pages == On the special page <code>Special:Categories</code> you can view a list of all existing categories in the wiki. Click on a category to go to the corresponding category page. If a page in the listing has a red background, the

category is in use in the wiki, but the associated category page has not yet been created. ==Category manager== The easiest way to manage categories and subcategories is through the "Special:Category manager" page. The [[Manual:Extension/BlueSpiceCategoryManager|Category manager]] can be reached via the menu item ''Global Actions > Management > Categories''. {{Box_Links-en | Topic1 = [[Manual:Extension /BlueSpiceCategoryManager|Category manager]] | Topic2 =[https://www.mediawiki.org/wiki/Help:Categories https://www.mediawiki.org/wiki/Help:Categories]}} [[en:{{FULLPAGENAME}}]] [[de:Handbuch:Kategorien erstellen und nutzen]] [[Category:Concept]] [[Category:Organization]]

Templates used on this page:

- Template:Box Links-en (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Creating and using categories.

6.2 Subpages

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> ==What is a subpage? == To structure wiki content, you can create subpages for a page. This is useful if you have a larger topic and you want to break this topic down into manageable chunks of information. For example, if you have a page about a car, you could have subpages about major car components such as Brakes and Transmission. Subpages can have subpages of their own. Subpages are automatically displayed in the breadcrumb navigation of the page: [[File:breadcrumb-navigation. png|525x525px]] ==Characteristics of a subpage== <section begin="training" /><section begin="training-slides" /> *'''Syntax-based:''' A slash in the page title creates a subpage (e.g., <code>Installation Guide/System Preparation</code>). *'''Navigation:''' A subpage creates navigation points (breadcrumb). *'''Hierarchy:''' Enables "strongly associated" page hierarchies. *'''Language versions''': Management of language versions of a page. <section end="training-slides" /> [[File:Subpage syntax.drawio.png|alt=Subpage syntax|center|thumb|450x450px|Subpage syntax]] <section end="training" /> ==Creating a subpage== To create a subpage, it is simply appended to the page name with a slash without spaces. Subpages can in turn have subpages: <pre>Installation Guide/System Preparation Installation Guide/System Preparation/Windows Installation Guide/System Preparation Windows/IIS</pre> {{Messagebox|type=note|Note text = Since MediaWiki interprets slashes as subpages, you should not use slashes in page names.|boxtype=note}} ==Reasons for using subpages== Typical applications for subpages are: *'''To create modular pages:''' For a larger topic, you can create a main page and link it to individual detail pages. The advantage is that the detail pages can then be specifically linked from other pages. *'''To maintain archives''': If the discussions on the user discussion page become too long, file them in a subpage. *'''To translate a page''': If the content of a page should be available in other languages. You can create a subpage in German for an English page, for example. *T'''o document a template:''' If you have a very complex template, you can document its functionality in subpages of the template. ==Creating a list of subpages== To list the subpages of the current page, add the following tag to the source text of the page:<syntaxhighlight lang="text"> {{Special:PrefixIndex/ {{FULLPAGENAME}}/}} </syntaxhighlight> Example: To display the subpages of the page "VisualEditor " in the namespace Manual without showing the namespace or the main page name in the results and without including redirected pages, the syntax is: <syntaxhighlight lang="text"> {{Special:PrefixIndex/Manual:Extension /VisualEditor/ |hideredirects=1 |stripprefix=1}} </syntaxhighlight> Output: {{Special:PrefixIndex/Manual: Extension/VisualEditor/ |hideredirects=1 |stripprefix=1}} The correct display of the subpages is only visible in read-mode after saving the page. The list is displayed automatically in a multi-column layout For more flexibility in the output of subpages, you can work with the [[Manual:Extension/DynamicPageList3|extension DPL 3]] which is included in BlueSpice. {{BSVersion|bsvFrom=4.2|bsvTo=|bsvFeature=To create subpage lists, the extension SubPageList is}} From BlueSpice 4.2., the [[Reference:SubPageList|SubPageList]] extension is also available. It makes it much easier to create a flexible subpage list, since it includes many useful parameters. {{Box Links-en|Topic1=https://www.mediawiki.org/wiki/Help:Subpages|Topic2=[[Manual:Extension /DynamicPageList3 | Creating page lists]]|Topic3=[[Reference:SubPageList]]|Topic4=[[Reference: DynamicPageList3]]}} [[En:{{FULLPAGENAME}}]] [[de:Unterseiten_erstellen]] [[Category:Concept]]

Templates used on this page:

- Template:BSVersion (view source)
- Template:Box Links-en (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)

Return to Manual:Subpage.

6.3 Templates

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> ==What is a template?== A template provides reusable content in the wiki. This content is then integrated into numerous pages. The template can be content-based (text template) or structure-based (layout template), or a combination of both. A typical example is an infobox that is formatted to look identical on all pages. A template can also be integrated into a [[Manual:Extension /BlueSpicePageTemplates|page template]]. [[File:Template IMS Work instruction.png|alt=screenshot of a work instruction|center|thumb|650x650px|Document control box at the beginning of a document]] ==Characteristics of a template== A template: *allows you to insert reusable content with a placeholder (transclusion) *is usually located in the "Template" namespace *can have parameters *often contains logic *is used to maintain a "look and feel". ==Create and embed a template== A new template is always created in the <code>Template< /code> namespace. A template is inserted into a page by enclosing the name of the template in the source code in two curly brackets: <code><nowiki>{{NotificationBox}}</nowiki>.</code> Templates are inserted by users via: * the Insert menu item of the [[Manual:Extension/VisualEditor|editor toolbar]] * as a [[Manual: Extension/ContentDroplets|Content droplet]] ==Edit a template== Changes to a template affect all pages that contain that template. Before modifying existing templates, you should check which pages use the template. To find these pages, click <code>...All actions > links to this page</code> in the page actions menu. ==Built-in variables== Each MediaWiki has a set of [[Manual:Extension/BlueSpiceInsertMagic|built-in variables]] that are not pages in the "Template" namespace, but are still used as templates. For example, the variable <tt><nowiki> {{CURRENTTIME}}</nowiki></tt> returns the current UTC time. ==Describe parameters via TemplateData== The MediaWiki extension [[mediawikiwiki:Help:TemplateData#Template_data_editor_method|TemplateData]] allows template parameters to be described in such a way that they can be easily edited by users in the Visual Editor via a form. ==Format template== If a template needs to be specially formatted, e.g. with background color, text spacing or special font formatting, this can be achieved using MediaWiki:Common.css. The formatting can therefore be used multiple times for other templates. If the formatting is specifically limited to this template, it will be created on a subpage of the template using the [[mediawikiwiki:Extension: TemplateStyles|TemplateStyles]] tag. The advantage of this is that the style specifications can be easily exported together with the template and imported into another wiki. ==Further information== *Using a template is essentially a [[mediawikiwiki:Transclusion|transclusion]]. It is also possible to use pages as templates that are not in the "Template" namespace. However, this should be done carefully as some features require the pages to be in the template namespace. *Templates can also be used to define the output of [https://www. semantic-mediawiki.org/wiki/Help:embedded_query semantic query]. For more information, see [https://www. semantic-mediawiki.org/wiki/Help:Template_format Semantic MediaWiki]. (This is an example where the pages absolutely must be in the template namespace.) *The complete list of all wiki pages that are in this namespace can be found on the <code>Special:Templates</code> page. {{Box_Links-en| Topic1 = https://meta.wikimedia. org/wiki/Help:Template| Topic2 = https://www.mediawiki.org/wiki/Help:Templates| Topic 3= https://www. mediawiki.org/wiki/Help:Extension:ParserFunctions | Topic4 = }} [[de:Handbuch:Vorlagen]] [[Category:Content]] [[Category:Organization]]

Template used on this page:

* Template:Box Links-en (view source)

Return to Manual:Templates.

6.3.1 Infobox

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

```
<bookshelf src="Book:User manual"
/>
```

Return to Manual:Templates/Example/Infobox.

7 Books

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Books}} In BlueSpice pro, several wiki pages can be displayed for a structured book with chapter navigation. The book can also be printed as a PDF file with a cover sheet. ==Characteristics of books== By default, books are created as a "general book". General books have the following characteristics: *They povide a chapter navigation. *On book pages, the book navigation is displayed instead of the main navigation. *A wiki page that belongs to a general book is identified by a <code><nowiki><bookshelf /></nowiki></code> tag in the source code. *Each page can only be included '''in one''' general book. *Books can be printed completely or partially as a PDF with a cover sheet. *They are listed alphabetically on the bookshelf. It is not possible to hide individual books. *The bookshelf can be reached via the main navigation. ==Creating a book== Books are created from the page "Special:BookshelfBookManager". This page can be reached from the "[[Manual:Extension/BlueSpiceDiscovery|Global actions]]" menu under "Management > Books". [[File:Manual:book-manager.png|alt=Book manager|center|thumb|650x650px|Book manager]] '''To create a book:''' #'''Click''' the <code>+</code>-button. #'''Enter''' a "Book title." #'''Select''' "General books" as type of the book.[[File:Manual:create-book.png|alt=Create a book|center|thumb|550x550px|Create a book]] #'''Click''' "Done". The book editor loads next. {{Messagebox|boxtype=important|icon=|Note text=The book is only created in the wiki when at least one page has been saved in the book.|bgcolor=}} ===Adding pages=== You are now in the book editing mode. [[File: Manual:bookshelf-schaltflächen.png|alt=Book edit buttons|center|thumb|220x220px|Book edit buttons]] #'''Click''' the "Plus" button (1). A dialog window opens. #'''Search''' for a page in the wiki and select it. If a different name is to be displayed in the book navigation, you can enter a display title (optional). #'''Click''' "Done". #'''Add''' additional pages. #'''Click''' the arrow of the "Save" button and select "Save and add chapter navigation." This process inserts the <code><nowiki><bookshelf /></nowiki></code> tag into the source code of all wiki pages in the book. This causes a revision of the pages.[[File:Manual:save chapternavigation. png|alt=Add chapter navigation|center|thumb|350x350px|Add chapter navigation]] {{Messagebox|boxtype=tip|icon=|Note text=You can click a page title of a book page before adding a new book page. This is then inserted as a sub-chapter. You can move pages to the desired position later using drag & drop with the mouse.|bgcolor=}} The book is now displayed on the wiki bookshelf. The bookshelf can be reached via the entry links in the main navigation. {{Messagebox|boxtype=note|icon=|Note text=There is no option to go directly from the bookshelf to the book manager.|bgcolor=}} ===Mass-adding of pages=== After clicking "Mass add", a dialog is opened. It contains different criteria for page selection: * All pages of a category * All subpages of a certain page * From a page collection - page collections are lists of pages located in the MediaWiki namespace. They are usually created from a [[Manual:Extension/ImportOfficeFiles|Word import]] or from [https://en.wiki.bluespice.com/wiki/Manual:Extension/BlueSpiceExtendedSearch#Export search results]. After adding your book pages click S"ave" at the bottom of the page. Now you have created a page in the namespace "Book". It simply contains the list of pages that have been added to the book. ==Adding metadata== While editing a book (adding or removing pages), metadata for the book can be added. References to these metadata can be included in the PDF template. To edit metadata, select the top-most node of the book (first page) and click the wrench icon. A dialog with a drop-down selection of the following options is available: * Title * Subtitle * Author 1 * Author 2 * Document-ID * Document type * Department * Version * Bookshelf image * Template (PDF): If you maintain multiple PDF templates for books, you can select one of them here. * Table of Contents ("Only article titles", or ''Embed article TOCs'') It is also possible to add your own met data for use in the <nowiki><booklist>-tag, for example.</nowiki> === Add graphic for gallery view === Add the "Bookshelf image" metadata element to add a cover photo for a book in the bookshelf gallery view. Select this option from the drop-down list and click "Add". Then enter the name of the image (without the "File:" prefix) in the value field. Any image currently uploaded to the wiki can be used. The image will then be displayed in the book gallery. However, the image is not used as a cover image for the PDF export (exception: [[Manual:Extension/BlueSpiceUniversalExport/Customization|''BlueSpice cloud'']]). ==Types of books== {| class="wikitable" !Type !Description !Chapter navigation |- |'''General books''' |Visible to all users. Only general

books can have a chapter navigation. In almost all cases a book is set up as a "general book". |Yes |- |'''Own books''' |An own book is only visible in the bookshelf to the user who created the book. Such a book does not have a chapter navigation. Own books are usually created to export wiki pages as a PDF with a cover sheet. |No |- |'''Temporary books''' |This selection is also available to wiki users who are not logged into the wiki and is therefore mainly useful for public wikis. These books are only temporarily stored in the user's browser and not in the wiki itself. If the browser cache is deleted or the user switches to another browser, the book is no longer available. The main aim of temporary books is so that users can collectively print out wiki pages as PDFs. |No |} ==Exporting a book== Books, individual chapters or even individual book pages can be exported as PDF files: # '''Open''' the book in the book manager. # '''Select''' each of the pages or chapters to export by clicking the appropriate check boxes. Sub-chapters are selected automatically. # '''Click''' the Export Selections drop-down menu to open a list of the available formats.
 ==Actions in the book manager== The link Administration > Books in the menu "Global Actions" loads the page "Special:Book Administration". Here you can edit your books. [[File:Manual:book-manager-actions-EN.png|alt=Book manager actions|center|thumb|650x650px|Book manager actions]] * '''Edit''' (1): Links to the Book editor

where you can edit the book contents and metadata. * '''Delete''' (2): Deletes the book page in the namespace "Book" '''without''' deleting the wiki pages. * '''Duplicate''' (3): Duplicates this book, including '''all the pages''' of the book to a different namespace. * '''Export''' (4): Exports all wiki pages in this book to PDF. * '''Assign''' (5): Assigns the book to designated users. These users are the responsible editors of the book. ==Configuration== ===Display options=== {{#dpl:title=Manual:Extension /BlueSpiceConfigManager|include=#BlueSpiceBookShelf}} ===Export=== Wiki administrators can make the following adjustments for the book export: {{#dpl:title=Manual:Extension /BlueSpiceConfigManager|include=#Export}} ===Configuring the file size limits (server)=== By default, the book export is limited to 50MB in file size. To adjust this value, complete the following steps: #In Apache Tomcat, open the file "web.xml": <syntaxhighlight lang="c"> sudo -s nano /opt/tomcat/webapps/manager/WEB-INF/web.xml </syntaxhighlight> #Look for the following lines and adjust the value (e.g. for 250MB=26214400) <syntaxhighlight lang="c"> <max-file-size>262144000</max-file-size> <max-request-size>262144000</max-request-size> </syntaxhighlight> #The web app BShtml2PDF also has a setting that needs to be adjusted: <syntaxhighlight lang="c"> nano /opt/tomcat/webapps/BShtml2PDF/WEB-INF </syntaxhighlight> #Enter your values in the following lines: <syntaxhighlight lang="c"> <param-name>maxMemSize</param-name> <param-value>26214400</param-value> <param-name>maxFileize</param-name> <param-value>26214400</param-value> </syntaxhighlight> #Restart Apache Tomcat <syntaxhighlight lang="c"> service tomcat restart < /syntaxhighlight> ==Deleting a book== When you delete a book, you only remove the book page of the book (that is, the table of contents) in the "Book" namespace. However, the wiki pages in the book are not deleted. Before deleting the book, a pop-up menu informs you that the "bookshelf-tag" will not be automatically removed from the pages. The "bookshelf" tags have no effect on the wiki pages after deleting the book page. If you want to remove them manually, you can go to the page "Special:ReplaceText" and do a "find and replace". ==Duplicating a book == You can create an entire copy of the book by duplicating it: '''To duplicate a book:''' #'''Enter''' a ''target name'': The default value is the book name with the suffix ''(copy)''. Change this to create a different book title. #'''Select''' a ''namespace'': Choose a namespace that is different from the original namespace. If you are not careful, you might experience some unintended consequences. By creating a new book, you also create copies of all the wiki pages in the original book. Since a namespace cannot contain the same page twice, you have to copy the files to a different namespace. '''About the duplicated files:''' *''Book page:''' A new page in the namespace book. If you don't enter a new title, the book will be created with the same title and the suffix ''(Copy). E.g. Employee Manual (Copy).'' This file includes a copy of the structure of your original book with the corresponding links to the duplicated pages in the new copy. *'''Wiki pages''': All pages contained in the original book are duplicated. The following scenarios are possible: **'''Same namespace:''' If you duplicate a book in the same namespace, no actual duplicates of the actual wiki are created. Instead, the bookshelf tag is updated to point to the copy of the book. For example, if your original book contains the page "HR:Quality assurance" (the book is in the namespace HR), the ''Quality assurance'' page now contains the bookshelf tag <code><nowiki></nowiki></code>. **'''Different namespace''': If you create the book copy in a different namespace, the bookshelf tag in the original files remains unchanged. The new pages in the different namespace are created with a bookshelf tag for the new book copy. This is most likely the scenario you want. == Including a book table of contents on a page {{Bsvs|bsvFrom=4.4}} == The [[Manual:Extension/ContentDroplets|Content droplet]] "Book table of contents" can be used to insert the an entire book TOC or an individual chapter navigation of a book on any wiki page. [[File:droplet-BookTOC. png|alt=Chapter from an admin manual|center|thumb|650x650px|Content droplet "Book table of contents"]] == Adding a PDF-download link to a page == The [[Manual:Extension/ContentDroplets|Content droplet]] "Book PDF link" can be used to insert a link on a page that will download a book directly as a PDF. ==Permissions== To create and edit books, users need ''edit'' rights in Book namespace. Additionally, a user can only add pages to the book that that user can read. If a user tries to export a book to PDF that contains pages for which the user does not have permissions, the user will get an error message.{{Translation}} [[Category:Organization]]

Templates used on this page:

- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)
- Template:Extension DPL (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)
- Template:Translation (view source)
- Manual:Extension/BlueSpiceConfigManager (view source)

Return to Manual:Extension/BlueSpiceBookshelf.

8 Quality management

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> Um die Qualität einer Wikiseite zu gewährleisten, gibt es zahlreiche Werkzeuge zum Qualitätsmanagement. {{TOClimit|limit=1}} ==Dokumentenlenkung== In BlueSpice können viele Benutzer Informationen erstellen. Spezialisten können den Inhalt dann überprüfen. Dies stellt sicher, dass die Qualität der Inhalte den Standards Ihrer Organisation entspricht. Dabei ist zu beachten, dass rigide Qualitätskontrollen und -prozesse schnell die Autonomie der Mitarbeiter einschränken. Trotz der Möglichkeit zur Qualitätskontrolle sollten Sie daher immer sicherstellen, dass Sie keine unnötigen Hürden einbauen, die die Akzeptanz des Wikis beeinträchtigen.<section begin="training-maintainer"></section><div> Folgende Bereiche sollten für die Qualitätssicherung im Wiki im Auge behalten werden: #Document quality ([[Manual:Quality management#Quality tools|Quality tools]], Templates) #Content organization (Structure, Portal pages, Queries) #Wiki maintenance (Special pages, Processes, Watchlist, Notifications) </div> ==Quality tools== ===BlueSpice free=== *Page assignments (5) *Page information (6) ===BlueSpice pro=== *Approvals (1) *Workflow (2) *Expiry (3) *Reminder (4) *Page assignments (5) *Page information (6) {{Message box|boxtype=note|icon=|Note text=To formally support document control, the [[Templates_download /IMS_Documents|IMS templates]] are also useful for creating process-based wiki cpages|bgcolor=}}. ==Approval== <div>Wenn die Seiten in einem Namesraum eine veröffentlichte und eine Entwurfsversion haben sollen, muss die Einstellung [[Manual:Extension /BlueSpiceNamespaceManager#Einen_Namensraum_erstellen|Freigabe]] für diesen Namesraum aktiviert werden. Alle Änderungen an einer Seite werden in einer Entwurfsversion erfasst, bis ein Benutzer mit Freigaberechten die Seite akzeptiert.</div> In der Konfigurationsvewaltung gibt es eine globale Option, mit der festgelegt werden kann, welche Benutzergruppen unveröffentlichte Inhalt lesen dürfen. Standardmäßig können alle angemeldeten Benutzer Entwürfe einsehen. ===Eigenschaften=== *'''Revisionsbasiert:''' Unterscheidung zwischen Erstentwurf, Entwurf, und freigegeben *'''Externe Dateien:''' Eingebettete Medien und Vorlagen werden "eingefroren" *'''Automatische Freigabe''' als Ergebnis einer Begutachtung möglich *'''Leserechte''' für Entwürfe können (mit Vorsicht) konfiguriert werden [[Manual: Extension/BlueSpiceNamespaceManager#Einen_Namensraum_erstellen|Mehr Info zu Freigabe]] ==Workflows== <div>Wenn ein dokumentierter Überprüfungsprozess erwünscht ist, können Benutzer einen Workflow starten. Es gibt 4 mitgelieferte Workflows: *Freigabe *Qualitätsgesicherte Begutachtung *Gruppen-Feedback *Feedback </div> ===Eigenschaften=== *'''Meistens nur eine aktive Begutachtung''' pro Seite möglich *'''Zustimmung''' oder '''Ablehnung''' der Teilnehmer bei Freigabe-Worfklows *'''Checkout:''' Seite ist in den Freigabeworkflows zur Bearbeitung gesperrt *'''Spezialseite''' Workflows Übersicht *'''BPMN-'''basiert
  [[Manual:Extension/Workflows|Mehr Info zu Workflows]] ==Aktualität== <div>Wenn eine Seite Inhalte mit einem bekannten Lebenszyklus enthält, kann festgelegt werden, dass die Seite an einem bestimmten Datum abläuft. Am Ablaufdatum wird der Seite ein Wasserzeichen "Veraltet" hinzugefügt, wenn die entsprechende Option im [[Manual:Extension /BlueSpiceConfigManager|ConfigManager]] eingestellt ist. Darüber hinaus kann eine Erinnerung festgelegt werden, damit der Benutzer eine Benachrichtigung erhält, wenn die Seite abläuft. Der Ablauf kann jederzeit von der Seite gelöscht werden.</div> ===Eigenschaften=== *'''Wasserzeichen''' im Seitenhintergrund und im PDF (abhängig von globaler Konfiguration) *'''Übersichtsliste''': "Spezial:Veraltete_Seiten" *'''Erinnerung''' beim Erstellen aktivierbar *'''Dauer:''' Veraltung ist jederzeit löschbar
  [[Manual:Extension/BlueSpiceExpiry|Mehr Info zu Aktualität]] ==Erinnerung== Ein Benutzer kann eine Erinnerung für eine Seite erstellen, indem er ein Erinnerungsdatum auswählt und einen optionalen Kommentar hinzufügt. Erinnerungen können von Administratoren auch für andere Benutzer erstellt werden und sind eine schnelle und informelle Möglichkeit, Fälligkeitstermine für seitenbezogene Aufgaben festzulegen. ===Eigenschaften=== *'''Benachrichtigung''' über eigene Erinnerungen erhält eine Benachrichtigung (in Benutzereinstellungen deaktivierbar) *'''Wiederkehrende Erinnerungen''' möglich *'''Erinnerungsliste:''' Spezialseite für Administratoren (unter Globale Aktionen) *'''Schnellzugriff''' über das persönliche Benutzermenü
  [[Manual:Extension

/BlueSpiceReminder|Mehr Info zu Erinnerung]] ==Zuweisung== Seitenzuweisungen bieten die Möglichkeit, einem oder mehreren Benutzern oder Benutzergruppen die redaktionelle Verantwortung für eine Seite zu übertragen. Es ist auch möglich, einen Namensraum so einzurichten, dass zugewiesene Benutzer eine Lesebestätigung für jede größere Änderung an einer Seite abgeben müssen. Da Zuweisungen im Wiki als Seitenattribut zur Verfügung stehen, können sie in [[SMW-Abfragen|semantischen Abfragen]] verwendet werden. ===Eigenschaften=== *'''Benachrichtigung''' bei Änderung der Seitenzuweisung (in Benutzereinstellungen deaktivierbar) *'''Transparenz:''' Zugewiesene Benutzer sind in den Seiteninformationen aufgeführt *'''Zuweisungsverwaltung:''' Spezialseite für Administratoren *'''Schnellzugriff''' auf eigene Zuweisungen über das persönliche Benutzermenü *'''Lesebestätigung möglich:''' Zugewiesene Benutzer müssen dann das Lesen von Änderungen an der Seite bestätigen (Namensraum-spezifisch)
  [[Manual:Extension/BlueSpicePageAssignments|Mehr Info zu Zuweisungen]] ==Seiteninformationen== Die Seiteninformationen geben Ihnen einige interessante Statistiken über die Seite. Anhand dieser Informationen können Sie entscheiden, welche Maßnahmen zur Qualitätssicherung der Seite erforderlich sind.Informationen, die auf dieser Seite aufgelistet sind: *Anzahl der

Beobachter der Seite *Alle Bearbeiter, letzte Bearbeitung *Eigenschaften: Eingebundene Vorlagen, eingebundene Bilder, interne und externe Links, Kategorien *Aktualität der Seite *Autoren der Seite *Leser der Seite (nur für Administratoren sichtbar) *Erinnerungen (alle Erinnerungen nur für Administratoren sichtbar, ansonsten eigene Erinnerungen) ==Berechtigungen== Diese Berechtigungstabelle zeigt, welche Rollen das erforderliche Recht haben, verschiedene Qualitätssicherungsaktionen durchzuführen. Der Name des Rechts, das eine bestimmte Berechtigung erteilt, wird in Klammern angezeigt:
 {| class="sortable widefirst table-scroll" !QM permissions !user (read) !editor !reviewer !admin !maintenance-admin !bot |- |Can create and manage '''assignments''' for all users ''(pageassignments)'' | | |x |x |x | |- |Can be assigned to a '''page''' ''(pageassigneable)'' |x | | | | | |- |Can create and manage '''reminders''' for all users. ''(remindereditall)'' | | | |x |x | |- |Can create and manage their own '''reminders''' ''(read)'' |x | | | | | |- |Can create and manage '''expiry''' of pages. ''(expire article)'' | |x | |x |x | |- |Can execute '''workflows''' ''(workflows-execute)'' | |x |x |x | | |- |Can view '''workflow''' elements ''(workflows-view)'' |x | | | | | |- |Can manage '''workflows''' ''(workflows-admin)'' | | | |x | | |- |Can '''release''' ''(review)'' a page | | |x |x |x | |- |Own changes are '''automatically released''' ''(autoreview)'' | | | | |x |x |- |Rolled-back changes are '''automatically released''' ''(autoreviewrestore)'' | | | | |x |x |}
{{Box_Links-en |Topic1= [[Manual:Extension/BlueSpiceNamespaceManager| Namespace manager]] |Topic2= [[Manual:Extension/Workflows|Workflows]] |Topic3 = | Thema4 = }}
 [[de:Handbuch:Qualitätsmanagement]] [[Category:Quality]]

Templates used on this page:

- Template:Box Links-en (view source)
- Template:Message box (view source)
- Template:TOClimit (view source)
- Template:TOClimit/styles.css (view source)

Return to Manual:Quality management.

8.1 Approval

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

{{DISPLAYTITLE:Page approvals (Acceptance)}} {{BSVersion|bsvFrom=4. 3|bsvTo=|bsvFeature=ContentStabilization|info=Up to version 4.2, approvals are handled by the extension [[Manual:Extension/FlaggedRevs|FlaggedRevs]].}} The '''ContentStabilization''' extension is a MediaWiki extension that activates an approval mechanism. New versions of a page are initially marked as drafts. These remain in place until a user with approval rights reviews and approves the page. ==Enable page approval== Drafts are activated via the namespace administration. A user with administrator rights checks whether A''pproval'' is enabled for a namespace. This is done under ''Global Actions > Administration > Namespaces''. Click the edit icon (wrench) in the ''Actions'' column. The namespace dialog opens. Select approval and click ''Done''. [[File:Manual:approval-namespace.png|alt=Namespace settings screen|center|thumb|450x450px|Activated Approval feature for a namespace]] ===Existing Pages=== After ''Approval'' is activated for a namespace, all existing pages in the namespace appear in draft mode. The pages now show the status ''First draft.'' [[File:Manual:flaggedrevs-firstdraft.png|alt=First draft indicator in the title area|center|thumb|250x250px|First draft]] By default, the page status is displayed in the title area of every page with approval function . Alternatively, the status info can be moved below the page content from the [[Manual: Extension/BlueSpiceConfigManager#Positioning of skin elements|Config manager]]. ===First drafts=== When a new page is created and saved for the first time, it will appear as '''first draft'''. By default, first drafts are visible to all users with read permissions. However, this can be restricted to individual user groups from the [[Manual:Extension/BlueSpiceConfigManager#ContentStabilization|Config manager.]] ===Drafts=== If a page is edited and saved multiple times in draft mode, each edit is logged in the page history: [[File:Manual: flaggedrevs-revisions.png|alt=Highlighted revisions in the page history|center|thumb|550x550px|Drafts are shown in the revision history]]
 Drafts are highlighted in color in the version history. In addition, they are marked with ''Release pending''. ==Accepting a page== A user with [[Manual:Extension /BlueSpicePermissionManager|reviewer permissions]] can approve the page from the status message in the title area of the page. The approval comment is logged in the page's version history.
 [[File:Manual: flaggedrevs-acceptdraft.png|alt=approval feature in the title area|center|thumb|250x250px|Approval from the title area]] The new approval status is shown accordingly in the title area. [[File:Manual:flagged-revs-accepted. png|alt=Approval status indication|center|thumb|Approved page status]]
 ==Configuration== The following settings are made in the [[Manual:Extension/BlueSpiceConfigManager#ContentStabilization|Config manager]] in combination with namespace settings. ===Changes to templates, embedded files and transclusions=== If a page uses templates or contains other files such as images and embedded PDFs, or if content from other pages is transcluded and modified after the page was approved, those changes must also be approved. There are two mechanisms to accomplish the approval: #'''The embedded resource is in a namespace without approval mechanism:''' If the embedded resource is in a namespace without its own approval function, the approved version of the page shows the resource version that was embedded at the time of the page approval. An implicit draft version shows the most recent version of the embedded resource.
 #'''The embedded resource is in a namespace with approval mechanism:''' The approval is done directly for the resource itself to avoid approval on all affected content pages. {{Messagebox|boxtype=important|icon=|Note text= If the approval mechanism is activated in a resource namespace (e.g. Template, File) in retrospect, all existing pages in the resource namespace are then in first draft. If the wiki is configured so that not all users can see drafts, the resources may need to be initially approved via server script if this cannot be accomplished manually.

 [[Manual:Extension/FlaggedRevs/Server script|About approvals via server script.]]|bgcolor=}} {| class=" contenttable" style="width: 100%;" |- !'''Setting''' !Behaviour of the approved content page - '''No resource approval mechanism''' [[File:CS namespace resource no approval.png|alt=Namespace settings dialog|center|thumb|450x450px|Resource without approval feature]] ! style="width:500px;" |Behaviour of the approved content page - '''Approval mechanism via resource namespace''' [[File:CS namespace resource with approval.png|alt=Namespace manager settings|center|thumb|450x450px|Resource with approval feature]] |- !'''Versions that were current at the time of approval''' '''(Default)''' | class="" |'''Resource display:''' *the

'''embedded version at the time of approval''' is shown on the approved page:[[File:CS resource yes stable1. png|alt=screenshot of the approved page with the frozen resource|center|thumb|450x450px|Approved page version with the version of the resource that was embedded at the time of page approval]] *an implicit draft with the latest version of the resource exists: [[File:CS resource yes stable0.png|alt=Page draft with preview of changed resource and resource change banner|center|thumb|450x450px|Page draft due to change of embedded resource]]'''Resource approval:''' *the implicit draft '''must be approved on the content page'''. If the resource is embedded/linked on multiple pages in the wiki, all pages must be approved separately. | style=" width:500px;" |'''Resource display:''' * the '''embedded version at the time of approval''' is shown:[[File:CS resource yes stable1.png|alt=screenshot of the approved page with the frozen resource|center|thumb|450x450px|Approved page version with the version of the resource that was valid at the time of page approval]] *an implicit draft with the latest version of the resource exists:[[File:CS resource yes stable0.png|alt=Page draft with preview of changed resource and resource change banner|center|thumb|450x450px|Page draft due to change of embedded resource]] '''Resource approval:''' *''Case A:'' the implicit draft '''can be approved on the content page'''. If the resource is embedded on multiple

pages in the wiki, all pages must be released separately. *'''''Case B (expected case):''''' when '''the resource itself is approved,''' '''the implicit draft is removed from all affected content pages. These no longer have to be approved separately.''' * |- !Approved versions of included pages | style="background-color:#f2f3f9;" class="" |'''This setting has no effect if the resource itself has no approval mechanism. The page shows the same behavior as for "Versions that were current at the time of approval" (see above).''' | style="width:500px;" |'''Resource display:''' *the '''approved version of the resource''' is shown on page.[[File:CS resource yes stable standard.png|alt=Approved page with currently approved version of the resource.|center|thumb|450x450px|The currently approved version of the resource is shown.]] '''Resource approval:''' *takes place exclusively via the resource itself. The page contains no indication whether a draft version of the resource exists. |- !Current versions of included pages |'''Resource display:''' *'''the current version''' of the resource is shown: [[File:CS resource yes current.png|alt=Approved page with approved status|center|thumb|450x450px|Approved page with the current version of the resource]]'''Resource approval:''' *the resource itself cannot be approved | style="background-color:#f2f3f9;" class="" |'''Resource display:''' *'''the current version''' of the resource is shown: [[File:CS resource yes current.png|alt=Approved page with approved status|center|thumb|450x450px|Approved page with the current version of the resource]]'''Resource approval:''' *The approval status of the resource has no effect on the page and should therefore not be used in combination with an activated approval mechanism in the resource namespace. |} ===Reading permissions for drafts=== By default, all users can see a page's drafts, including users with only read permissions. To hide drafts from users, the "user" group must be removed from the configuration. This setting then applies to the entire wiki and cannot be further restricted to specific namespaces. An administrator changes the groups that can see drafts in the "Show draft versions for the following groups" box."
 {{Messagebox|boxtype=warning|icon=|Note text=If the group "user" is off is removed from the configuration, users in this group cannot see draft versions even if they are assigned a workflow task.|bgcolor=}}After removing the group "user", the desired group(s), e.g. B. the group "editor", can be added to the configuration and saved. {{Messagebox|boxtype=note|icon=|Note text=If no user groups are specified in the configuration field, even users with share rights and sysop users will not see a visual status indicator of the page. Instead, you have access to drafts through the page's history. In order for administrators to see the status directly on the page, they must be added to a group listed here in the configuration.|bgcolor=}} === Read permissions for first drafts=== By default, first drafts are visible to all users who have read permissions in a namespace. However, if first drafts are only visible to those users who can generally view page drafts, this can be done in the configuration management by selecting "Allow viewing of first draft version for users who can normally not see drafts" to be disabled. ===Summary: Read Permissions for Draft Pages=== '''Define groups:''' *''Group "user"'': Only the user groups that have been given this right in the configuration management can see first drafts and other drafts. By default, this is the user group (=all users who are logged into the wiki and have the appropriate reading rights in a namespace)''.''' *''Adjust groups:''' In the configuration management, the reading rights for (first) drafts can be restricted to other groups. *''Group "sysop":''' Users in group "sysop" can always view drafts through the history. The sysop group can therefore not be set explicitly in the configuration. If "sysop" users can directly see the approval status on the page, they need to be added to a group with read permissions for drafts. '''Export draft pages:''' *''Single page export:''' Users with reading rights on a draft page can print it directly as a PDF. *''Book export:''' Only approved pages are exported. If there is only a first draft of a page, it will be exported. '''Exception:''' If the book is printed by a user who does not have access to the first draft, the first draft will not be printed out in the book. Instead, the PDF shows the following message:[[File:CS first draft export.png|alt=Error message in the PDF|center|thumb|550x550px|Permissions error PDF export]] Effects on Semantic MediaWiki properties If a namespace has SemanticMediaWiki [[Manual: Semantic_MediaWiki|Semantic MediaWiki]] activated, the following SMW queries are available depending on the approval status of the page: {| class="wikitable" style="width:950px;" ! style="background-color:rgb(234, 236, 240);text-align:center;box-sizing:inherit;padding:0.2em 0.4em;border:1px solid rgb(162, 169, 177);"

class="" |Document state ! style="background-color:rgb(234, 236, 240);text-align:center;box-sizing:inherit; padding:0.2em 0.4em;border:1px solid rgb(162, 169, 177);" class="" |Available properties |- style="box-sizing: inherit;" | style="box-sizing:inherit;padding:0.2em 0.4em;border:1px solid rgb(162, 169, 177);" |First draft | style="box-sizing:inherit;padding:0.2em 0.4em;border:1px solid rgb(162, 169, 177);" |Current values |- style="box-sizing: inherit;" | style="box-sizing:inherit;padding:0.2em 0.4em;border:1px solid rgb(162, 169, 177);" |Approved | style="box-sizing:inherit;padding:0.2em 0.4em;border:1px solid rgb(162, 169, 177);" |Values of the approved (stable) version |- style="box-sizing: inherit;" | style="box-sizing:inherit;padding:0.2em 0.4em;border: 1px solid rgb(162, 169, 177);" |Draft | style="box-sizing:inherit;padding:0.2em 0.4em;border:1px solid rgb(162, 169, 177);" |Values of the approved (stable) version (default setting) |- style="box-sizing: inherit;" | style="box-sizing:inherit;padding:0.2em 0.4em;border:1px solid rgb(162, 169, 177);" |Implicit draft<ref>An approved page has an implicit draft, if there have been changes to embedded resources (e.g., a template or an image) since the last page approval.</ref> | style="box-sizing:inherit;padding:0.2em 0.4em;border:1px solid rgb(162, 169, 177);" |Values of the approved (stable) version |} The availability of the semantic properties is determined by the following configuration setting: $bsgFlaggedRevsConnectorStabilizeSMWPropertyValues = true; The value

for this setting can be set to ''false'' in the ''LocalSettings.php'' of the server file system. If set to "false," the property values of the draft version are used for semantic queries instead of the values for the stable version. ==Quality management overview== The Special page ''Special:Quality_management_overview'' allows all users with "reviewer" permissions to view and filter a list of wiki pages and their review status. Pages for which a user does not have read permissions are not shown. [[File:QM overview page. png|center|thumb|650x650px|Special page "Quality management overview"]] == Approving a page when the title area is hidden == When the title area is hidden, you can approve the page from the .<code>..all actions< /code> menu: # '''Switch''' to the draft version of the page (this not necessary when the page is in ''First draft'' status).{{Bsvs|bsvFrom=4.3.2}}[[File:ContentStabilization hidetitle-firstdraft.png|thumb|550x550px|alt=all actions dialog|center|Switching to first draft url]]
Before v.4.3.2, this switch-link is not available. In that case, go to the page history and click on the latest time stamp to switch to the draft version of the page.[[File: ContentStabilization pagehistory.png|alt=page history screenshot|center|thumb|550x550px|The latest time stamp in the page history links to the draft page.]] #Approve the page via <code>...all actions -> Approve page< /code> . [[File:BlueSpiceHideTitle-pageapproval.png|thumb|center|550x550px|All actions menu with approval link highlighted]] {{Box Links-en |Topic1=[[Manual:Quality_management|Quality management tools]] |Topic2= [[Reference:FlaggedRevs]] |Topic3=[[Reference:BlueSpiceFlaggedRevsConnector]]|Topic4=[[Manual:Semantic MediaWiki]]}} {{translation}} <references /> [[Category:Quality]]

Templates used on this page:

- [Template:BSVersion](#) ([view source](#))
- [Template:Box Links-en](#) ([view source](#))
- [Template:Bsvs](#) ([view source](#))
- [Template:Bsvs/styles.css](#) ([view source](#))
- [Template:Messagebox](#) ([view source](#))
- [Template:Messagebox/styles.css](#) ([view source](#))
- [Template:Translation](#) ([view source](#))

Return to [Manual:Extension/ContentStabilization](#).

8.2 Workflows

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

{{DISPLAYTITLE:Workflows}} <bookshelf src="Book:User manual" /> ==Introduction== In BlueSpice 4.1, workflows are based on [[:de:Business_Process_Model_and_Notation|BPMN 2.0]]. Four different types of page-based workflows are already integrated. Their purpose is a page review to obtain feedback via a user vote or to trigger a page approval. In the following, these workflows are therefore called review workflows. {| class="wikitable" style="width:100%;" |+Types of reviews ! style="width:300px;" |Workflow type ! style="width:100px;" |Participants !Description |- | style="width:300px;" |'''[[Manual:Extension/Workflows#Single user approval|Single user approval]]''' | style="width:100px;" |1 user |A single user is asked to vote about a page. If a user submits a positive vote, the page is automatically approved. |- | style="width:300px;" |'''[[Manual:Extension/Workflows#Expert document control|Expert document control]]''' | style="width:100px;" |3 users |After a page has been edited by a specific user, the page is reviewed by an expert and then approved by a user who is responsible for approvals. |- | style="width:300px;" |'''[[Manual:Extension/Workflows#Goup Feedback|Group feedback]]''' | style="width:100px;" |1 group |A group (which needs to exist in the group manager) is requested to leave a comment on a page. |- | style="width:300px;" |'''[[Manual:Extension/Workflows#Single user feedback|Single user feedback]]''' | style="width:100px;" |1 user |A user is asked to send a comment regarding a page. |} ==Workflow activities== All approval workflows start with a form where the necessary workflow data is entered by the workflow initiator. Each workflow results in one or more workflow activities. ===Single user approval=== '''Purpose:''' Approval of a draft page by a user with approval rights. This workflow only makes sense if the approval function ([[Reference:FlaggedRevs|FlaggedRevs]]) is activated on a page. '''Workflow instances:''' Only one approval workflow can run per page. [[File:Manual:bpmn-SingleUserApproval. svg|center|thumb|750x750px|BPMN diagram of a "Single user approval" workflow|alt=BPMN diagram of a "Single user approval" workflow]] {| class="wikitable" style="width:100%;" ! style="width:200px;" |Activity ! Description |- | style="width:200px;" | CollectData |In the first workflow step, the workflow initiator enters the settings: *''User:'' ser who is assigned to the task. *''Instructions:'' A comment or instructions for the user to understand the task. *''Send report to:'' An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |- | style="width:200px;" |PageCheckout |The page is locked for editing. The reviewer also cannot make any edits. |- | style="width:200px;" |UserVote |The assigned user carries out a vote and either accepts the page or rejects it. Alternatively, the task can be delegated. In the event of a rejection, the workflow skips the next step (ApprovePage). The workflow initiator gets an email about the voting result. |- | style="width:200px;" | ApprovePage |'''Only if''' the user has submitted a positive vote (accept), the page is set to an approved state. |- | style="width:200px;" |SendMail |An email report is sent to the report recipient who was specified in the first step. |- | style="width:200px;" |PageCheckin |The page is unlocked. |} {{Icon|bi bi-arrow-right-circle||}} [https://github.com/wikimedia/mediawiki-extensions-BlueSpiceDistributionConnector/blob/4.2.6/workflow/UserApproval.bpmn View BPMN] ===Expert document control=== '''Purpose:''' Approval of a draft page according to the "4-eyes principle". '''Workflow instances:''' A page can only have one approval worfklow at a time. [[File:Manual:bpmn-ExpertDocControl. svg|center|thumb|550x550px|BPMN diagram of the "Expert document control" workflow|alt=BPMN diagram of the "Expert document control" workflow]] {| class="wikitable" style="width:100%;" ! style="width:200px;" |Activity ! Description |- style="height:25px;" | style="width:200px;" |CollectData |In the first workflow step, the workflow initiator enters the settings: ''User:'' User who is assigned to a task. Three different users have to be specified: '''Editor''', '''Reviewer''', '''Approver''' ''Instructions:'' A comment or instructions for the users to understand their tasks. ''Send report to:'' An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |- | style="width:200px;" | PageCheckout |The page is locked for users who do not participate in the workflow. Only the '''Editor''' (first workflow participant) can edit the page during checkout. While the '''Reviewer''' (second participant) of the workflow is reviewing the page, the page stays checked-out to thecan edit the page can edit the page during checkout.checkout. in case the Reviewer requests more edits.

|- | style="width:200px;" |EditPage |The '''Editor''' user can edit the page and completes the task without comment. |- | style="width:200px;" |UserVote |After the '''Edito'''r step has been completed, the '''Reviewer''' user can review the page and submit a vote. Editing by the '''Reviewer''' is not possible. As an alternative, the '''Reviewer''' can delegate the task. If the vote is positive (Approve), the workflow continues. If the '''Reviewer''' rejects, the workflow goes back to the '''Editor'''. The workflow initiator gets an email about the voting result. |- | style="width:200px;" |PageCheckin |After the '''Reviewer''' submits a positive vote (accept), the page is checked in and the workflow continues. |- | style="width:200px;" |PageCheckout |In this step, the page checkout locks the page for editing completely. The '''Approver''' user will not be able to change the page, but needs to approve it. |- | style="width:200px;" |ApprovePage |The Approver can either complete or delegate the task. After the '''Approver''' (or the delegate) finishes the assigned task, the page is set from "draft" to "approved" status if the page was in draft status (only if the approver submits a positive vote). If not, this step is skipped. |- | style="width:200px;" |SendMail |If an email or user was specified in the workflow settings, the report is now getting sent to that user. |- | style="width:200px;" |PageCheckin |The page gets unlocked for editing. |}
 {{Icon|bi bi-arrow-right-circle||}} [https://github.com/wikimedia

/mediawiki-extensions-BlueSpiceDistributionConnector/blob/4.2.6/workflow/DocumentControl.bpmn view BPMN] ===Group feedback=== '''Purpose:''' Obtaining feedback from the members of a user group. The group must exist in the [[Reference:BlueSpiceGroupManager|group manager]]. '''Workflow instances:''' Several feedback workflows can run independently of one another on one page at the same time. [[File:Manual:bpmn-GroupFeedback..svg|center|thumb|450x450px|BPMN diagram of the "Group feedback" workflow|alt=BPMN diagram of the "Group feedback" workflow]] {| class="wikitable" style="width:100%;" ! style="width:200px;" |Activity !Description |- | style="width:200px;" | CollectData | In the first workflow step, the workflow initiator enters the settings: * ''Group:'' User group who is assigned to the task. * ''Instructions:'' A comment or instructions for the users to understand their task. * S''end report to:'' An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |- | style="width:200px;" |GroupFeedback |All users in the assigned group provide feedback via a comment field. This is a parallel workflow, which means that the order of the feedback does not matter. |- | style="width:200px;" |SendMail |If an email or user was specified in the workflow settings, the report is now getting sent to that user. |} {{Icon|bi bi-arrow-right-circle|||}} [https://github.com/wikimedia/mediawiki-extensions-Workflows/blob/4.1.1/workflow/GroupFeedback.bpmn view BPMN] ===Feedback=== '''Purpose:''' Obtaining feedback from a single user on a page. '''Workflow instances:''' Multiple feedback worfklows can run independently of one another on one page at the same time. [[File:Manual:bpmn-UserFeedback.svg|center|thumb|500x500px|BPMN diagram of the "Single user feedback" workflow|alt=BPMN diagram of the "Single user feedback" workflow]] {| class="wikitable" style="width:100%;" ! style="width:200px;" |Activity !Description |- | style="width:200px;" |CollectData |In the first workflow step, the workflow initiator enters the settings: * ''User:'' User who is assigned to the task. * ''Instructions:'' A comment or instructions for the users to understand their task. * Send report to: An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |- | style="width:200px;" | UserFeedback |The assigned user sends a comment. |- | style="width:200px;" |SendMail |If an email or user was specified in the workflow settings, the report is now getting sent to that user. |} {{Icon|bi bi-arrow-right-circle|||}} [https://github.com/wikimedia/mediawiki-extensions-Workflows/blob/4.1.1/workflow/UserFeedback.bpmn view BPMN] ==Overview page== All workflows in the wiki are listed on the page ''Special:Workflows overview''. A view for all ''active'' workflows and a view for ''all'' workflows can be selected. [[File:Manual:wf-overview.png|alt=Workflows overview page|center|thumb|650x650px|Workflows overview page]] === Tasks overview=== Users are informed about new and pending tasks in their notifications. They can view assigned workflows on their [[Reference:UnifiedTaskOverview|''My tasks'']] page. == Notifications == === Events that trigger notifications === There are two types of events that trigger notification * '''generic:''' notifications happen for every workflow/activity type * '''activity-specifiy''': activities themselves can decide to send additional notifications {| class="wikitable" style="" !Triggering event !Recipients !Generic !Notes |- |'''Task started''' (task assigned) |All assigned users |Yes |Only triggered for type ''UserInteractiveActivity,'' i.e., only for activities that have users assigned. |- |'''UserVote''' |Initiator |Yes |The workflow initiator gets an email about the voting result. |- |'''Workflow aborted''' (manual or automatic) |Initiator and all users that were assigned to the current task at time of aborting (not users who were assigned on previous tasks) |Yes | |- |'''Workflow ended''' (only when naturally ended, not when aborted) |Initiator |Yes | |- |'''DueDateClose''' (2 days before Workflow will expire) |Initiator and all currently assigned users |Yes | |- |'''Workflow expired''' |Initiator and all currently assigned users |Yes |Expiration is just a type of workflow abort, so the same notification as for abort will be sent with the reason explaining that the workflow expired. |- |'''Task delegated''' |User to whom the task was delegated |No |Specific to ''UserVote'' activity. After delegation, the newly assigned user will be considered assigned and will receive all further notifications that go out to assigned users. |} === Sending out notifications === * Users can choose whether to subscribe to e-mail notifications in their preferenceds. All users are force-subscribed to web notifications. * Web notifications are sent out immediatelly after triggering, while email notifications will be sent

async, on runJobs.php execution. This applies to notifications in general, not only to workflows == Workflow triggers == Workflows can either be started manually on each wiki page or started only under certain conditions using individual [[Manual:Extension/Workflows/Triggers|workflow triggers]]. Triggers also allow to define in which namespaces both manual and automatic workflows are available. ==How to add a custom workflow== Users can upload an xml-file of a BPMN diagram with custom activities to the wiki. Currently, the following predefined activities exist: '''Extension: Workflows''' *[[Manual:Extension/Workflows/Activity/CustomForm|CustomForm]] *[[Manual:Extension/Workflows/Activity/UserVote|UserVote]] *[[Manual:Extension/Workflows/Activity/GroupVote|GroupVote]] *[[Manual:Extension/Workflows/Activity/UserFeedback|UserFeedback]] *[[Manual:Extension/Workflows/Activity/GrouppFeedback|GroupFeedback]] * [[Manual:Extension/Workflows/Activity/SendMail|SendMail]] *[[Manual:Extension/Workflows/Activity/EditRequest|EditRequest]]
 '''Extension: PageCheckout''' *[[Manual:Extension/Workflows/Activity/PageCheckOut|PageCheckOut]] *[[Manual:Extension/Workflows/Activity/PageCheckIn|PageCheckIn]]
 '''Extension: BlueSpiceFlaggedRevsConnector''' *[[Manual:Extension/Workflows/Activity/ApprovePage|ApprovePage]]

Example of a customized workflow (coming soon)
 == Permissions == The following permissions are used by this extension: {| class="wikitable" style="" |+ !Permission !Included in role !Description |- |workflows-view |reader | * allows viewing workflow elements, including listing of workflows (e.g., viewing all running workflows on a page * user can view the page ''Special:Workflows_overview'' |- |workflows-execute |editor, reviewer, admin | * allows starting a workflow and executing a task |- |workflows-admin |admin | * allows aborting, restoring and administering all workflows * user fcdan view and edit the page ''MediaWiki:WorkflowTriggers'' |} == Example tutorial == You can follow our [[Manual:Extension/Workflows/Tutorial|tutorial for creating a custom workflow]] that allows users to classify a document and notify a user about the classification. {{translation}}

Templates used on this page:

- Template:Icon (view source)
- Template:Translation (view source)

Return to Manual:Extension/Workflows.

8.3 Expiry

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The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> An article can be marked as "expired" after a certain date and is the ideal basis for an archiving system. == Setting an expiration date == To set the expiration date for an article: # '''Click''' S"et expiry" in the page tools. # '''Enter''' an expiration date. It could be today or any day in the future. # '''Enter''' an expiration comment (optional). # '''Click''' "Save" When the expiration date is reached, the page shows the expiration marker "expired" in the title area. Additionally a watermark is shown on the article by default. == Unexpiring a page == To remove the expiration marker from an article, click the drop-down arrow next to the "expired"-marker in the title area and unexpire the page. == List of expired pages == To view all pages that have an expiration date, you can go to "Global settings > Tools > Expired pages". From there, users can remove the expiration marker of any page. == Archiving obsolete pages == Administrators can create an "Archive" [[Manual:Extension/BlueSpiceNamespaceCSS|namespace]] if obsolete pages should be archived rather than deleted. Users can then [[Manual:Rename and move pages|move]] articles to this namespace. == Expiration log == Administrators can view a log with all expiration activities from the page "Special:Log". # '''Select''' the log type "Expiry" from the drop-down menu. # '''Click''' Show. == Configuration == You can set the following options in the Config manager. {{#dpl:title=Manual:Extension/BlueSpiceConfigManager|include=#BlueSpiceConfigManager}} Additionally, the display of the expiry status can be moved after the page content in the [[Manual:Extension/BlueSpiceConfigManager#Positioning of skin elements|Config manager]]. [[Category:Quality]]

Templates used on this page:

- Template:Extension DPL (view source)
- Manual:Extension/BlueSpiceConfigManager (view source)

Return to Manual:Extension/BlueSpiceExpiry.

8.4 Reminders

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Reminders}} The extension '''Reminder''' allows users to keep track of pages by creating reminders for a particular date. By default, the wiki sends out a notification one week before and on the day that was set in the reminder. ==Setting a reminder== To create a reminder, click ''Set reminder'' in the page tools. [[File:Manual:seitenwerkzeuge-EN.png|alt=Page tools|center|thumb|286x286px|Page tools]] A dialog window opens. After entering the reminder data, the reminder is saved after clicking''Done.'' [[File:Manual:reminder-dialog-EN.png|alt=Reminder dialog window|center|thumb|350x350px|Reminder dialog window]] ==My reminders== Users can view and manage a list of their own reminders. The list can be loaded in the following ways. # In the editing dialog (see image above) via the ''My reminders'' button. # Via the User menu > ''Personal Tools > Reminders''. [[File:Manual: reminder-usermenu-EN.png|alt=User menu|center|thumb|550x550px|User menu]] Here, reminders can be edited (wrench icon) or deleted (x icon). [[File:Manual:reminder-myreminders-en.png|alt=My reminders|center|thumb|650x650px|My reminders]] ==Managing all wiki reminders== The Special:Reminder page is available to wiki administrators. It displays a list of all reminders for all sites and all users. Wiki admins can delete reminders here or edit the due date and other details. Users in the admin role can theoretically create reminders for other users. This ability should be used with caution, however, as users may not expect others to create reminders on their behalf. == Benachrichtigungen == By default, users receive a notification in the wiki and via email a week before or on the due date. This behavior can be disabled in the [[Manual: Preferences|user preferences]].
{{Translation}} [[Category:Quality]]

Template used on this page:

- Template:Translation (view source)

Return to Manual:Extension/BlueSpiceReminder.

8.5 Page assignments

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Page assignments}} With the extension '''PageAssignments,''' users can be assigned to a page. Assigned users can serve as contacts for a page. In addition, assignments can be used to collect [[Manual:Extension/BlueSpiceReadConfirmation|read confirmations]]. If the optional "Secured page assignments" function is activated in a namespace , only assigned users can edit a page. <!--==What are page assignments?== {{#dpl:title=Manual: Quality_management|include=pageassign}}--> ==Assigning a page == To assign pages to other users, you need the appropriate rights. These are provided via the roles ''reviewer, admin'' and ''maintenanceadmin''. Assigned users need to have the role ''editor'' to be able to edit the page they are assigned to. Although users with ''read'' permissions can be assigned to a page, they cannot make changes to the page. '''To assign a user or a group to a page:''' #'''Click''' on "Set page assignments" in the page tools. #'''Type''' a user or group name in the assignments text box "Add assignments..." #'''Click''' the "Done" button. #'''Add''' more users or groups (optional).[[File:Manual:zuweisung-benutzer-en.png|alt=Assignments dialog window|center|thumb|Assignments dialog window]] ==Assignments management== Users in the ''reviewer'' role can see a list of all pages that have assignments. This page (''Special:ManagePageAssignments'') can be loaded from the navigation menu under ''[[Manual:Extension/BlueSpiceDiscovery|Global actions]] >Management > Assignments.''
 [[File: Manual:zuweisungen-verwaltung-en.png|alt=Assignments manager|center|thumb|650x650px|Assignments manager]] ===Possible actions=== '''For page assignments:''' (1) Change assignments (wrench icon) (2) Delete assignments (delete icon) (3) View assignments log (first page icon) '''For [[Manual:Extension /BlueSpiceReadConfirmation|read confirmations]]''' (if activated in the namespace of the page): (4) Read confirmations log (second page icon) (5) Request read confirmation (bell icon) (5) View the read confirmation status for a page (eye-icon) [[File:BlueSpicePageAssignments viewassignments.png|alt=highlighted eye icon to show read status on a page |center|thumb|view the read confirmations status for a page]] ==Secured page assignments== In the [[Manual:Extension/BlueSpiceNamespaceManager|namespace manager]] you can configure that page assignments are secured. If a page is created in such a namespace, the page is only editable for users that are assigned to this page. This means that every new page should be created by a user with r''eviewer'' or admin ''rights'', because only these roles have the necessary rights to make the assignment. If a page is created in this namespace by a user with ''edit'' rights, this page cannot be edited further by this user, unless he/she is assigned by a user with the necessary permissions. ==My assignments== Users can view their own page assignments by clicking on "Assignments" in their personal menu. [[File:Manual:zuweisung-usermenu-en.png|alt=My assignments|center|thumb|650x650px|My assignments]] {{Box Links-en |Topic1= [[Reference:BlueSpicePageAssignments]]|Topic2=[[Manual:Extension/BlueSpiceReadConfirmation|Request read confirmations from assigned users]]}} {{Translation}} [[Category:Quality]]

Templates used on this page:

- Template:Box Links-en (view source)
- Template:Translation (view source)

Return to Manual:Extension/BlueSpicePageAssignments.

8.6 Page information

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Page information}} '''BlueSpiceArticleInfo''' contains meta information about a content page. ==Viewing the page information== The list of meta information about a page is displayed in the page information of the [[Manual:Extension/BlueSpiceDiscovery#Page tools|page tools]]. [[File:Manual:PageInformation.png|link=link=https://en.wiki.bluespice.com/wiki/File:ArticleInfo2. jpg|alt=|center|thumb|quality management tools]] The following information is available: *Last edit *Properties *Assignments *Expiry of the page *Authors *Readers *Reminder ==Configuration== In the [[Manual:Extension /BlueSpiceConfigManager|config manager]], you can change the update frequency for this information. Here, you choose ''Extension'' from the select menu and then ''BlueSpiceArticleInfo''.
 [[File:Manual:ArticleInfo4. png|link=link=https://en.wiki.bluespice.com/wiki/File:ArticleInfo4.png|alt=|center|thumb|348x348px|Settings in ConfigManager]] ===Output=== {{#dpl:title=Manual:Extension /BlueSpiceConfigManager|include=#BlueSpiceArticleInfo}} {{Box Links-en|Topic1=[[Reference: BlueSpiceArticleInfo]]}} {{Translation}} [[Category:Page tools]]

Templates used on this page:

- Template:Box Links-en (view source)
- Template:Extension DPL (view source)
- Template:Translation (view source)
- Manual:Extension/BlueSpiceConfigManager (view source)

Return to Manual:Extension/BlueSpiceArticleInfo.

8.7 Category check

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

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The category check requires users to confirm the categorization of the article each time the page is saved. == Activating the category check == To use this function, an administrator must first activate this feature in the [[ES:Namespace manager|namespace manager]] for a selected namespace. [[File:CategoryCheck 1. png|alt=Activating the category check|center|thumb|500x500px|Activating the category check]] == Checking the categories of a page == When a user is ready to save a page with catgegory check enabled, the confirmation has to be checked so that the page can be saved: [[File:CategoryCheck 2.png|alt=Required category check|center|thumb|480x480px|Required category check]] If the user wants to update the categories before saving the page, the dialog can be closed by clicking the x-button in the left corner. The categories can be updated from the options menu of the editor toolbar: [[File:CategoryCheck 3.png|alt=Changing the page categories|center|thumb|220x220px|Changing the page categories]] <bookshelf src="Book:User manual" /> [[Category:Editing]] [[Category:Advanced]]

Return to Manual:Extension/BlueSpiceCategoryCheck.

8.8 Read confirmation

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Read confirmation}} Namespaces can be configured so that a read confirmation is requested from users that assigned to a page when a page has a new version. A confirmation prompt will then appear for all assigned users. ==Activating read confirmations== An administrator must enable read confirmations in the [[Manual:Extension/BlueSpiceNamespaceManager|Namespace manager]]:
 [[File:Manual:ReadConfirmation2.png|alt=Namespace manager|center|thumb|650x650px|Namespace manager]] ==Confirmation requests== After a page revision, the read confirmation message box is displayed to the assigned users. After checking the "Yes, I have completely read this page" checkbox, the page will be marked as read by this user.[[File:Manual: ReadConfirmation1.png|alt=Read confirmation|center|thumb|650x650px|Read confirmation request]] == Administration of read confirmations == Wiki admins (''admin, maintenanceadmin, structuremanage''r roles) can see an overview of all read confirmations on the [[Manual:Extension/BlueSpicePageAssignments|Assignments management]] page''.'' [[File:Manual:zuweisungen-verwaltung-en.png|alt=Assignments manager with read confirmation info|center|thumb|750x750px|Assignments manager with read confirmation info]] Read confirmation information is shown in the columns ''Read?'' and ''Actions.'' *''Read confirmation not enabled:'' BlueSpiceReadConfirmation is not enabled for the namespace to which the page belongs. *''Not read:'' Not all assigned users have read the page. *Read: All assigned users have read the page. *''Actions:'' In the columns for actions, there are two items related to read confirmations. **''(1) Read confirmation log:'' Link to the read confirmation log for the page. **''(2) Request read confirmation:'' Users get a reminder for their read confirmation. **''(3) View the status of read confirmations (eye icon):'' A list of assigned users and the status of their read confirmations.[[File:BlueSpicePageAssignments-readconfirmations.png|alt=Read confirmation actions in the Assignments manager|center|thumb|250x250px|Actions]] ==Read confirmations and page approvals== If the approval feature is activated in a namespace at the same time, the read confirmation is triggered when a new draft is created. This [[Reference:BlueSpiceReadConfirmation|can be changed via server configuration]] so that the read confirmation is required after the draft page has been approved.{{Box Links-en|Topic1=[[Manual:Extension/BlueSpicePageAssignments|Page assignments]]}}
 {{translation}} [[Category:Quality]]

Templates used on this page:

- Template:Box Links-en (view source)
- Template:Translation (view source)

Return to Manual:Extension/BlueSpiceReadConfirmation.

8.9 Signatures

You do not have permission to edit this page, for the following reason:

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{{Textbox|boxtype=note|header=This information is obsolete.|text=The Magic word "signhere" has been replaced with the Content droplet [[Manual:Extension/ContentDroplets|Signature]].|icon=yes}}<bookshelf src=" Book:User manual" /> {{DISPLAYTITLE:Collecting signatures}} The '''SignHere''' extension allows you to collect [[mediawikiwiki:Help:Signatures|MediaWiki signatures]] directly in the view mode of a page via a button. ==Inserting the tag== '''To insert the tag:''' #'''Click''' ''Insert>Magic word'' in the visual editor toolbar.[[File: Manual:VE-insert-magicword.png|alt=Screenshot of the Insert menu with "Magic word" highlighted|center|thumb|300x300px|Insert magic word]] #'''Select''' ''signhere'' from the list of magic words. [[File:BlueSpiceSignHere-select.png|alt=Screenshot of the magic word insert dialog|center|thumb|450x450px|Select "signhere"]] #'''Click''' ''Done'' to close the dialog. #'''Click''' ''Insert'' in the Signatures dialog. #'''Save''' the page. Once the page is saved, a ''Signatures'' area is shown on the page. A user with edit rights on the page can now add their signature with timestamp directly in view mode. This adds the signature to the page content. Signatures are displayed in the chronological order in which users signed. All signatures are visible to all users visiting the site. ==Restrictions== The issue of signature forgery is important to this issue. Each user's signature is added to the page in clear text, just as it would be done using the built-in MediaWiki signature feature. Although not obvious to users reading the page, any user with editing rights can change, add, or remove these signatures. The page history offers a certain protection. It will be listed there when users have added a signature via ''SignHere''. [[File:BlueSpiceSignHere-history.png|alt=screenshot of the page history with logged signature|center|thumb|650x650px|Signature logging in the page history]] {{Translation}} [[Category:Quality]] __FORCETOC__

Templates used on this page:

- Template:Textbox (view source)
- Template:Textbox/styles.css (view source)
- Template:Translation (view source)

Return to Manual:Extension/BlueSpiceSignHere.

8.10 Watch list

You do not have permission to edit this page, for the following reason:

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<bookshelf src="Book:User manual"
/>
```

Return to Manual:Extension/BlueSpiceWatchList.

9 Search

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Extended search}} '''ExtendedSearch''' replaces the default MediaWiki search engine. It is based on the [https://opensearch.org/ OpenSearch] (up to BlueSpice 4.3 the Elasticsearch) engine. Pages and files are indexed immediately and available for searching in real-time. ==Usage== <div class="training"><section begin="training" /> Extended search offers two ways of searching for content: #'''Title search''' using the [[Manual:Extension/BlueSpiceExtendedSearch#Quick search|Quick search]] #'''Fulltext search''' using the [[Manual:Extension/BlueSpiceExtendedSearch#Search Center (extended search)|Search center]] By default, the search indexes: *'''wiki pages''': all content pages, except for pages in the MediaWiki namespace *'''special pages''': all pages in the namespace "Special" *'''repo files''': files uploaded to the wiki - for text files like Word documents and PDFs, this includes content and metadata *'''external files''': files from arbitrary locations from accessible storage paths (e.g., mounted drives) *'''social entities:''' entities (=pages) created by the [[Manual:Extension/BlueSpiceSocial|BlueSpiceSocial]] extension, such as blog posts and user profiles <section end="training" /></div> ==Quick search== === Recently viewed {{Bsvs|bsvFrom=4.4.1}} === When you place the cursor in the search field, it returns a list of pages that you have found and accessed through a recent search. Any suggested pages that you are not interested in, you can remove from this view by clicking on the <code>x</code> to the right of the page name. Once you start typing, the default suggestions disappear. [[File:BlueSpiceExtendedSearch 1708512053147.png|alt=Search box with a list of 4 suggested pages|center|thumb|450x450px|Page suggestions for youbased on your recent searches]] === Title search === The most prominent search feature is the search box in the header of the wiki. If a user has not switched to the search center yet, this field simply looks for a page name or display title that contains the exact search term. The title search does not do a full-text search. You have to switch to the full-text search (=[[Manual:Extension/BlueSpiceExtendedSearch#Search Center (extended search)|Search center]]) for that. This can be done by simply pressing the <code>Enter</code> key after entering a search term in the Quick Search field. '''What users should know about this search field (- you can try the following searches in this helpdesk):''' #It is '''not case-sensitive''': "qual" or "Qual" return the same results. #The search term needs to be at the '''beginning of a word''': the search term "ards" will not return pages that contain "cards". #Search results are '''limited to 7 page titles'''. This is important to understand to have the right expectations. In most cases, the search field is simply used as a springboard to pages that are known to the user (e.g., to jump to a team page or to the page "Processes" or any other known page the user wants to reach quickly). # '''Spelling mistakes''' will not return any results: "Qality" does not return "Quality". #Multiple search terms can be in '''any order''' to produce results ("toc download" finds pages just like "download toc"). #'''Search operators''' such as <code>""</code>, <code>OR</code>, <code>AND</code>re not supported. However, they are supported in the [[Manual:Extension/BlueSpiceExtendedSearch#Search operators|full-text search]]. #The '''sort order''' for the results are based on a combination of best title match and last edit date of the page. (You can find the technical details on the [[Reference:BlueSpiceExtendedSearch|reference page for the extension ExtendedSearch.]] Some configuration changes are possible if the wiki is hosted on premise. There are no configuration options in Cloud wikis.) [[File:Manual:Autocomplete. png|alt=|center|thumb|366x366px|Search results (up to 7)]] ===Namespace and subpage "pills"=== The search bar supports pills for namespaces and subpages. [[File:extendedsearch-pilleEN.png|thumb|Namespace "pill" |center|link=Special:FilePath/extendedsearch-pilleEN.png]] If a user types <code>Manual:</code>and clicks "Enter", a pill for the namespace "Manual" appears and the search for the following term is limited to this namespace. . Subpage pills work in the same way. If the user types in <code>PageName/</code>, any term after that is matched in the context of that page. If you search for "TestPage/Te", for example, the search will match only subpages of "TestPage" that contain "Te" in the title, like "TestPage/Test" and "TestPage /TestSubpage". ===Dates as search terms=== The search recognizes certain date formats. In the search center, these date formats are treated with surrounding quotation marks. <gallery widths="400" heights="200"> File:Manual:extendedsearch-datum1.png File:Manual:extendedsearch-datum2.png </gallery>
 ==Search Center (extended search)== As soon as you trigger the full-search with the magnifying glass symbol or the

"Enter" key, the wiki switches to the Search Center. This is a special page that offers the full functionality of the search. The search in the Search Center is carried out using the same search bar that is also used for autocomplete. Here, the search engine carries out a full text search, which also includes the metadata of documents. It does not index the wikitext of a wiki page, but rather the rendered content, that is the output by the browser.
 [[File:Manual:extendedsearch-searchcenter.png|link=link=Special:FilePath /ExtendedSearch2.png|alt=|center|thumb|402x402px|Search Center]] ===Search operators === {{Messagebox|boxtype=important|icon=|Note text=Search operators only work in the search center (fulltext search). You cannot use search operators in the title search. If you are '''searching for contiguous words''', they should be enclosed in quotation marks (") for performance reasons and to support a unique search. |bgcolor=}} Search operators have to be written in '''all-caps'''. ====AND==== *<code>admin AND docu</code>: Returns pages that contain the '''exact term''' <code>admin</code> '''as well as the exact term''' <code>docu</code> *<code>admin* AND docu</code>: If the term <code>administration</code> should be found, you need to provide a wildcard asterisk (<code>*</code>). '''Compare''': The search <code>admin docu</code> automatically is a wildcard search. It returns pages that contain '''both''' <code>admin*</code> '''and'''

<code>docu*</code> . This search normally finds more results than the serach <code>admin* AND docu</code> (because in the second case, the exact term <code>docu</code> is returned). ====<code>"</code> (apostrophes)==== Apostrophes around a search term triggers an <code>AND</code> search for '''all terms''' in the query: *<code>"admin" docu</code>: same result as <code>admin AND docu</code> (i.e., also the precise term <code>docu</code> will be searched). ====NOT==== *<code>admin* NOT docu*</code>: Returns pages that contain words that start with <code>admin</code> , but that don't contain words that start with <code>docu</code> . ====OR==== *<code>admin OR docu</code>: Returns pages that contain '''either the exact term''' <code>admin</code> '''or the exact term''' <code>docu</code>. ====<code>*</code> (wildcard)==== *<code>'''admin*'''</code>: Returns pages that contain words that begin with <code>admin</code> . ===Elements=== *'''Hit count''' - shows how many matches a search has returned. It may be exact or approximate. Approximation is due to dynamic check for permissions to view each page in the results, some results may not be shown to the user with no adequate permissions event if it matches the search term. *'''Tools''' - these are located in the top right as a set of buttons: **Create a page - represented by a "plus" button - will create a page with current search term as a title (only visible if user has permission to create pages) **Add filters - represented by a "funnel" icon - opens a dialog where users can select the type of filter to apply to the search.
[[File:Manual:extendedsearch3.png|link=link=https://en.wiki.bluespice.com/wiki/File:ExtendedSearch3.png|alt=|center|thumb|341x341px|Adding filters]] **Search options - represented by a "gear" icon - opens a dialog where users can change settings for the current search. It provides options like the number of results per page, sorting field and order.
[[File:Manual:extendedsearch4.png|link=link=Special:FilePath/ExtendedSearch5.png|alt=|center|thumb|Options dialog]] **Export search - represented by the "export" icon - opens a dialog to export current search results to a dedicated page (only visible to authorized users, by default admin users). *'''Filter:''' Filters are displayed in form of pills below the results counter. Each filter pill represents a different attribute. Filter values can be changed by clicking on the filter pill and selecting the desired options from the popup that will open. Filter can be removed by clicking on the "x" button in each pill.
[[File:Manual:extendedsearch2.png|link=link=Special:FilePath/ExtendedSearch4.png|alt=|center|thumb|Editing filter]] *'''Results:''' If current search criteria field any results, a list of results is displayed. The information available in the results is depending on the result type): **Main title of the result (page title, file name...) **Result type **Size and extension (for files) **Thumb image (for images) or file type icon (for other file types) **Redirect information **Original name (for wikipages, if the page display title is different than the actual page title) **Secondary information like page categories, modification and creation date, author, etc. **Snippet of the matches in the content of the page (if there are matches in the page content), **Sections with matches in the content (for wikipages) In case there is an exact match for a given search term, the result that matches exactly is displayed as a "featured" result. Such a result displays a preview image of the page and always displays the content snippet, regardless of whether there are matches in the content or not. ====Results relevance==== All logged-in users can mark certain results as "favorites" by clicking on the star symbol in the right corner of each result. Files marked as "favorite" will score higher in future searches - this is not visible immediately, however, but happens over time. One user's relevance settings won't affect other user's searches. Results can be unmarked as "favorite" by clicking on the "star" symbol again. ====Exporting search results==== After executing the search, administrators can export (save) the results to a specific page using the "Export" command from the "Tools" menu. The list is exported to ''MediaWiki:PageCollection/LISTENNAME.'' Only valid wikipages are exported. The pages contained in a list can be included in a book in the book function via ''Mass add> Source: Page collection.'' [[File:Manual:ExtendedSearch5.png|link=link=Special:FilePath/ExtendedSearch6.png|alt=|center|thumb|Export search]] ==Configuration== In the [[Manual:Extension/BlueSpiceConfigManager|BlueSpiceConfigManager]], under settings for the extension ''BlueSpiceExtendedSearch'', the following configuration options are available:
 {{#dpl:title=Manual:Extension/BlueSpiceConfigManager|include=#BlueSpiceExtendedSearch}} ==SearchAdmin== ''Special:SearchAdmin'' is a special page for wiki admins and shows the number and types of indexed documents.{{Box

Links-en|Topic1= {{Translation}} __FORCETOC__ [[Category:Search]]

Templates used on this page:

- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)
- Template:Extension DPL (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)
- Template:Translation (view source)
- Manual:Extension/BlueSpiceConfigManager (view source)

Return to Manual:Extension/BlueSpiceExtendedSearch.

9.1 Global search

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Extended search}} '''ExtendedSearch''' replaces the default MediaWiki search engine. It is based on the [https://opensearch.org/ OpenSearch] (up to BlueSpice 4.3 the Elasticsearch) engine. Pages and files are indexed immediately and available for searching in real-time. ==Usage== <div class="training"><section begin="training" /> Extended search offers two ways of searching for content: #'''Title search''' using the [[Manual:Extension/BlueSpiceExtendedSearch#Quick search|Quick search]] #'''Fulltext search''' using the [[Manual:Extension/BlueSpiceExtendedSearch#Search Center (extended search)|Search center]] By default, the search indexes: *'''wiki pages''': all content pages, except for pages in the MediaWiki namespace *'''special pages''': all pages in the namespace "Special" *'''repo files''': files uploaded to the wiki - for text files like Word documents and PDFs, this includes content and metadata *'''external files''': files from arbitrary locations from accessible storage paths (e.g., mounted drives) *'''social entities:''' entities (=pages) created by the [[Manual:Extension/BlueSpiceSocial|BlueSpiceSocial]] extension, such as blog posts and user profiles <section end="training" /></div> ==Quick search== === Recently viewed {{Bsvs|bsvFrom=4.4.1}} === When you place the cursor in the search field, it returns a list of pages that you have found and accessed through a recent search. Any suggested pages that you are not interested in, you can remove from this view by clicking on the <code>x</code> to the right of the page name. Once you start typing, the default suggestions disappear. [[File:BlueSpiceExtendedSearch 1708512053147.png|alt=Search box with a list of 4 suggested pages|center|thumb|450x450px|Page suggestions for youbased on your recent searches]] === Title search === The most prominent search feature is the search box in the header of the wiki. If a user has not switched to the search center yet, this field simply looks for a page name or display title that contains the exact search term. The title search does not do a full-text search. You have to switch to the full-text search (=[[Manual:Extension/BlueSpiceExtendedSearch#Search Center (extended search)|Search center]]) for that. This can be done by simply pressing the <code>Enter</code> key after entering a search term in the Quick Search field. '''What users should know about this search field (- you can try the following searches in this helpdesk):''' #It is '''not case-sensitive''': "qual" or "Qual" return the same results. #The search term needs to be at the '''beginning of a word''': the search term "ards" will not return pages that contain "cards". #Search results are '''limited to 7 page titles'''. This is important to understand to have the right expectations. In most cases, the search field is simply used as a springboard to pages that are known to the user (e.g., to jump to a team page or to the page "Processes" or any other known page the user wants to reach quickly). # '''Spelling mistakes''' will not return any results: "Qality" does not return "Quality". #Multiple search terms can be in '''any order''' to produce results ("toc download" finds pages just like "download toc"). #'''Search operators''' such as <code>""</code>, <code>OR</code>, <code>AND</code>re not supported. However, they are supported in the [[Manual:Extension/BlueSpiceExtendedSearch#Search operators|full-text search]]. #The '''sort order''' for the results are based on a combination of best title match and last edit date of the page. (You can find the technical details on the [[Reference:BlueSpiceExtendedSearch|reference page for the extension ExtendedSearch.]] Some configuration changes are possible if the wiki is hosted on premise. There are no configuration options in Cloud wikis.) [[File:Manual:Autocomplete. png|alt=|center|thumb|366x366px|Search results (up to 7)]] ===Namespace and subpage "pills"=== The search bar supports pills for namespaces and subpages. [[File:extendedsearch-pilleEN.png|thumb|Namespace "pill" |center|link=Special:FilePath/extendedsearch-pilleEN.png]] If a user types <code>Manual:</code>and clicks "Enter", a pill for the namespace "Manual" appears and the search for the following term is limited to this namespace. . Subpage pills work in the same way. If the user types in <code>PageName/</code>, any term after that is matched in the context of that page. If you search for "TestPage/Te", for example, the search will match only subpages of "TestPage" that contain "Te" in the title, like "TestPage/Test" and "TestPage /TestSubpage". ===Dates as search terms=== The search recognizes certain date formats. In the search center, these date formats are treated with surrounding quotation marks. <gallery widths="400" heights="200"> File:Manual:extendedsearch-datum1.png File:Manual:extendedsearch-datum2.png </gallery>
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 [[File:Manual:extendedsearch-searchcenter.png|link=link=Special:FilePath /ExtendedSearch2.png|alt=|center|thumb|402x402px|Search Center]] ===Search operators === {{Messagebox|boxtype=important|icon=|Note text=Search operators only work in the search center (fulltext search). You cannot use search operators in the title search. If you are '''searching for contiguous words''', they should be enclosed in quotation marks (") for performance reasons and to support a unique search. |bgcolor=}} Search operators have to be written in '''all-caps'''. ====AND==== *<code>admin AND docu</code>: Returns pages that contain the '''exact term''' <code>admin</code> '''as well as the exact term''' <code>docu</code> *<code>admin* AND docu</code>: If the term <code>administration</code> should be found, you need to provide a wildcard asterisk (<code>*</code>). '''Compare''': The search <code>admin docu</code> automatically is a wildcard search. It returns pages that contain '''both''' <code>admin*</code> '''and'''

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[[File:Manual:extendedsearch3.png|link=link=https://en.wiki.bluespice.com/wiki/File:ExtendedSearch3.png|alt=|center|thumb|341x341px|Adding filters]] **Search options - represented by a "gear" icon - opens a dialog where users can change settings for the current search. It provides options like the number of results per page, sorting field and order.
[[File:Manual:extendedsearch4.png|link=link=Special:FilePath/ExtendedSearch5.png|alt=|center|thumb|Options dialog]] **Export search - represented by the "export" icon - opens a dialog to export current search results to a dedicated page (only visible to authorized users, by default admin users). *'''Filter:''' Filters are displayed in form of pills below the results counter. Each filter pill represents a different attribute. Filter values can be changed by clicking on the filter pill and selecting the desired options from the popup that will open. Filter can be removed by clicking on the "x" button in each pill.
[[File:Manual:extendedsearch2.png|link=link=Special:FilePath/ExtendedSearch4.png|alt=|center|thumb|Editing filter]] *'''Results:''' If current search criteria field any results, a list of results is displayed. The information available in the results is depending on the result type): **Main title of the result (page title, file name...) **Result type **Size and extension (for files) **Thumb image (for images) or file type icon (for other file types) **Redirect information **Original name (for wikipages, if the page display title is different than the actual page title) **Secondary information like page categories, modification and creation date, author, etc. **Snippet of the matches in the content of the page (if there are matches in the page content), **Sections with matches in the content (for wikipages) In case there is an exact match for a given search term, the result that matches exactly is displayed as a "featured" result. Such a result displays a preview image of the page and always displays the content snippet, regardless of whether there are matches in the content or not. ====Results relevance==== All logged-in users can mark certain results as "favorites" by clicking on the star symbol in the right corner of each result. Files marked as "favorite" will score higher in future searches - this is not visible immediately, however, but happens over time. One user's relevance settings won't affect other user's searches. Results can be unmarked as "favorite" by clicking on the "star" symbol again. ====Exporting search results==== After executing the search, administrators can export (save) the results to a specific page using the "Export" command from the "Tools" menu. The list is exported to ''MediaWiki:PageCollection/LISTENNAME.'' Only valid wikipages are exported. The pages contained in a list can be included in a book in the book function via ''Mass add> Source: Page collection.'' [[File:Manual:ExtendedSearch5.png|link=link=Special:FilePath/ExtendedSearch6.png|alt=|center|thumb|Export search]] ==Configuration== In the [[Manual:Extension/BlueSpiceConfigManager|BlueSpiceConfigManager]], under settings for the extension ''BlueSpiceExtendedSearch'', the following configuration options are available:
 {{#dpl:title=Manual:Extension/BlueSpiceConfigManager|include=#BlueSpiceExtendedSearch}} ==SearchAdmin== ''Special:SearchAdmin'' is a special page for wiki admins and shows the number and types of indexed documents.{{Box

Links-en|Topic1= {{Translation}} __FORCETOC__ [[Category:Search]]

Templates used on this page:

- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)
- Template:Extension DPL (view source)
- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)
- Template:Translation (view source)
- Manual:Extension/BlueSpiceConfigManager (view source)

Return to Manual:Extension/BlueSpiceExtendedSearch.

9.2 Search field (Tag search)

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Search field in the page content (TagSearch)}} '''TagSearch''' allows the integration of a configurable search field in content pages. This search field relies on [[Manual:Extension/BlueSpiceExtendedSearch|BlueSpiceExtendedSearch]]. ==Inserting the tag== The tag <code><nowiki><bs:tagsearch /></nowiki></code> can be inserted and configured directly in visual editing mode. Go to ''Insert > Magic word'' in the [[Manual:Extension/VisualEditor|VisualEditor]] menu. Select tagsearch from the dialog and click done. This opens the configuration options dialog on the page. [[File: Manual:SMW tagsearch.png|alt=|center|thumb|Inserting TagSearch on a page]] {| class="wikitable" |+ ! Parameter!!Display name !Description |- |placeholder |Placeholder |Text to be shown in the search field when nothing is typed in |- |type |Type |List of types of search entities to search. By default search entities availble are: "wikipage", "specialpages", "repofile" (internal files), "externalfile," "socialentity"<nowiki>. Multiple values can be entered separated by pipe (|) - "wikipage|repofile"</nowiki>{{Messagebox|Note text=If a particular namespace is selected, then type "repofile" returns uploaded files that have the associated namespace prefix. |boxtype=note}} |- |namespace||Namespace(s) |<nowiki>List of namespaces in which to search. Namespaces can be entered by using their IDs or names, separated by a pipe (|). IDs and names cannot be mixed. Correct entries are: "1|6|8", "Help|QM", while invalid is "1|QM".</nowiki> To search in the main namespace, use an empty space as value (e.g., " " or " |Template") |- |category |Category(-ies) |<nowiki>List of categories in which to search. Mutltiple categories must be separated by a pipe (|) - "Cat1|Cat2"</nowiki> |- |operator |Search operator |Applies only to categories. Operator "AND" will only find results that are in all of the given categories, while operator "OR" will show results in any of the given categories. |} ==Look and feel== === Standard search field === [[File:Suchfeld_standard.png|alt=Screenshot of the standard search field with results|thumb|400x400px|Standard search field|center]] === Customized style === Der Stil des Suchfelds kann über CSS angepasst werden. [[File:suchfeld angepasst.png|alt=Screenshot of a customized search field|thumb|400x400px|Customized search field|center]] Copy the following css-instructions to ''MediaWiki: Common.css:''" <syntaxhighlight lang="css"> /*Tagsearch */ .bs-tagsearch-cnt .bs-tagsearch-form .btn { height: 40px; border-radius: 5px 0 0 5px; background-color:#f1f3f9; border-color: #f1f3f9; padding-left:10px } .bs-tagsearch-cnt .bs-tagsearch-form { min-width: 180px; max-width: 650px; margin: 0 auto; position: relative; align-items: stretch; width: 570px; } .bs-tagsearch-cnt .bs-extendedsearch-searchbar-wrapper { display: table; width: 570px; background-color: #f1f3f9!important; border-radius: 0 5px 5px 0; border-color: #f1f3f9; } .bs-tagsearch-cnt .bs-tagsearch-form input { height: 40px; width:100%; font-size: 1em; background-color: #f1f3f9!important; border-radius: 0 5px 5px 0; border: 1px solid #f1f3f9!important; } .bs-tagsearch-cnt .bs-tagsearch-form .bs-extendedsearch-searchbar-wrapper .bs-extendedsearch-searchbar-clear { background-color: #f1f3f9!important; border: 1px solid #f1f3f9!important; border-left: none; border-radius: 0 5px 5px 0; width: 1%; padding-right: 16px; } .bs-extendedsearch-autocomplete-popup.compact .bs-extendedsearch-autocomplete-popup-primary { font-size: 1em; width: 100%; padding-bottom: 5px; overflow: hidden; } .bs-tagsearch-cnt .bs-extendedsearch-autocomplete-popup.compact .bs-extendedsearch-autocomplete-popup-primary > .bs-extendedsearch-autocomplete-popup-primary-item { padding: 5px; position: relative; line-height:1.3em; height:auto; max-height: 4em; background:#f1f3f9; margin:3px; border-radius:4px } .bs-tagsearch-cnt .bs-tagsearch-form .bs-extendedsearch-autocomplete-popup.compact { top: 42px !important; left: 5px; width: 558px !important; border: 2px solid #f1f3f9; } </syntaxhighlight> {{translation}} [[Category:Search]]

Templates used on this page:

- Template:Messagebox (view source)
- Template:Messagebox/styles.css (view source)
- Template:Translation (view source)

Return to Manual:Extension/BlueSpiceTagSearch.

10 Wiki maintenance

You do not have permission to create this page, for the following reasons:

- The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.
- BlueSpice Wiki has restricted the ability to create new pages. You can go back and edit an existing page, or log in or create an account.

10.1 Special pages

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> Special pages are an important tool for wiki maintainers to track changes in the wiki and to analyze important information about all wiki pages. ==Characteristics of special pages== *Their main purpose is: **to track changes **to view statistics and logs **to provide bulk editing tools for administrators, (e.g. , global find/replace, import/export pages) **to detect problems (e.g., broken redirects, uncategorized pages) * They cannot be created or edited by any user * They are listed on the page <code>Special:Special Pages</code> * Some pages are only shown to users with admin rights * They have their own (pseudo-)namespace <code>Special</code> * Users with admin rights see more special pages than other users == Accessing special pages == To access a list of all Special pages, click Special pages in the [[Manual:Extension/BlueSpiceDiscovery#Header bar|Global actions]] menu or navigate directly to the <code>Special: Special Pages</code> page. Some frequently used special pages are also linked directly from the Global Actions menu. It is not possible to create a redirect page that links to a special page. == Useful special pages == Numerous special pages for administrators and wiki maintainers are available. Take some time to click through them and see which ones are useful to you. The overview page also contains all special pages provided by BlueSpice. If you want to use some specific pages frequently and they are not already listed in your wiki's navigation, you can create links to these pages in your [[Manual:Extension /BlueSpiceUserSideBar|user menu]]. === Maintenance lists === * '''Wanted pages/ Wanted files / Wanted templates:''' Pages and files that are linked or used on wiki pages, but that don't exist. * '''Dead-end pages:''' Pages that do not link to other pages. * '''Orphaned Pages:''' Pages that are not linked from or transcluded into other pages. * '''Uncategorized Pages:''' Pages that do not belong to any category. * '''Short Pages:''' Pages with little or no content. * '''Broken Redirects:''' Redirects to non-existent pages. === Lists of pages === * '''All pages:''' All pages of the wiki are listed here. The default view shows all pages in the main namesapce. You can switch to any namespace by selecting it from the namespace drop-down menu and then clicking go. If your wiki administrators have set up namespaces that are only used in your wiki, they will be listed at the end of the menu selection. * '''Categories:''' All categories that exist in your wiki. If they are shown in red, they are used as tags on pages, but don't have their own wiki page yet. * '''List of redirects:''' Shows all redirected pages and their target pages. === Users and rights === '''Active users list:''' Shows the users who have performed an activity in the last 30 days. '''User rights:''' Shows what user groups a user belongs to. === Recent changes and logs === * '''Logs:''' Shows all logs such as the ''deletion log'' or the ''move log'') (only available to users with admin rights). An individual log can be picked from the drop down menu. * '''Recent changes:''' Lists changes that have occurred recently. Users can [[mediawikiwiki:Help:New_filters_for_edit_review/Quick_tour|save multiple filters]] to see different views of the change log. === Data and tools === * '''Popular pages:''' Lists the pages with the most page views. * '''System messages:''' Lists system messages available in the MediaWiki namespace. They can be customized by administrators to override default messages. * '''Replace text:''' Allows a global search and replace option for the wiki (admins only). === Redirecting special pages === * '''Random page:''' Takes you to a randomly selected page of the wiki. * '''Random redirect:''' Takes you to a randomly selected redirected page of the wiki. === High use pages === * '''Most used categories:''' Displays the categories with the most member pages (with number of members). * '''Most linked-to pages:''' Lists pages linked to most frequently (with number of links). === Page tools === * '''Export pages:''' Text and edit history of a specific page can be exported to another wiki using this form. * '''Import pages:''' External wiki pages can be imported here as XML data. * '''Import CSV:''' Allows to create new wiki pages from a [[Reference:Data Transfer|csv-file]].

Return to Manual:Special pages.

10.2 Redirects

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> ==What is a redirect?== A redirect is a technique to automatically forward users from one page to another. If you redirect a page that has content, the user will not see the content of the redirected page, but only the content of the target page. ==When to use a redirect== Pages are usually redirected in the following cases: *abbreviations *synonyms *duplicate content *spelling variants *plural /singular *renaming/moving a page ==How to redirect a page== ===Visual editing mode=== #'''Click''' the options menu in the visual editor toolbar and '''select''' the "Page settings" link:[[File:VE-category. png|thumb|250x250px|alt=Page settings menu item|center|Page settings menu item]] #'''Activate''' the checkbox ''Redirect this page to'' and enter the name of the target page: [[File:VE-redirect-dialog. png|alt=redirect checkbox|center|thumb|550x550px|redirect checkbox]] #'''Click''' "Apply changes". ===Source editing mode=== At the very beginning of the page, insert the redirect instruction and save the page: <pre>#REDIRECT [[pagename of target page]]</pre> There is no need to delete the content of the page. The content is simply no longer visible to readers as long as the redirect is included on the page. If you remove the code for redirecting the page, the original content will be loaded again. ==Managing page redirects == * All redirected pages on the wiki are listed on the special page <code>Special:ListRedirects</code>. In addition, there are pages for broken redirects as well as double redirects in the maintenance reports on the Special pages. You can navigate to them from ''Global actions > Special pages''. * To maintain the quality of your wiki, you should review these pages on a regular basis and fix any broken and double redirects. * If you navigate to a redirected page, it shows the redirect source. A rounded arrow points to the target file:[[File:redirect-sourcepage.png|link=https://en.wiki.bluespice.com/wiki/File:redirect-sourcepage.png|alt=Redirect info on the target page|center|thumb|300x300px|Redirect info on the target page]] * The page "What links here" shows if redirects to a page exist. The page can be accessed via the "...all actions" link in the page tools:[[File:Manual: whatlinkshere.png|alt=what links here|center|thumb|650x650px|what links here]] * Clicking on the page name of the redirected page opens the original page:[[File:Manual:redirect link.png|alt=redirect link|center|thumb|650x650px|redirect link]] ==Resolving double redirects== The page "Special: DoubleRedirects" lists all pages that are redirected from an already redirected page: [[File:redirect-double. png|alt=Special page "Double redirects"|center|thumb|650x650px|Special page "Double redirects"]] Let's look at the page "Edit existing articles" in the BlueSpice helpdesk. This page is redirected to a page "Create pages" that is again redirected to "Manual: Create pages". The double redirect was caused by moving the page "Create pages" to the namespace "Manual". To resolve the double redirect, we open the page "Edit existing articles" in source view: [[File:redirect-sourcepage-sourcecode.png|alt=Original page|center|thumb|650x650px|Original page]] The page is not only redirected to the page "Create pages" but also contains a bookshelf tag. Therefore, we first check if the page is still part of the book. If it is, we need to decide if the book should include this page or the actual final target page of the redirect instead. We now have some options to fix the redirect: *Redirect to the final target page *Redirect to a completely different page *Delete the page Since the helpdesk actually has an updated page about editing, we redirect to the final target page "Manual:Edit pages": [[File:redirect-sourcepage-sourcecode2.png|alt=Final target page|center|thumb|650x650px|Final target page]] Sometimes, it might make more sense to simply delete the page. Before deleting an article, always check what other pages link to the page by reviewing the info under "Special:WhatLinksHere/Redirects". {{Box_Links-en |Topic1 =[[Manual:Rename_and_move_pages|Rename and move pages]] |Topic2 =[[Manual:Delete_article|Delete an article]] |Topic3 =[[Manual:Subpage|Creating subpages]] |Topic4 =[https://www.mediawiki.org/wiki/Help:Redirects https://www.mediawiki.org/wiki/Help: Redirects]}} [[en:{{FULLPAGENAME}}]] [[de:Weiterleitungen]] [[Category:Quality]]

Template used on this page:

* Template:Box Links-en (view source)

Return to [Manual:Redirects](#).

10.3 WikiExplorer

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

'''WikiExplorer''' provides a special page with a list of all wiki pages. It can be filtered and sorted based on many different criteria.<bookshelf src="Book:User manual" /> == Using WikiExplorer == To access WikiExporer, go to "Global actions" > Tools" > "WikiExplorer." [[File:WikiExplorer 1. png|alt=WikiExplorer|center|thumb|650x650px|WikiExplorer]] === Sorting sequence === Clicking on the header of any column (not on the arrow itself) sorts the table based on the values of that column. Changing the sorting order (ascending, descending) can be switched by clicking on the header multiple times. === Filtering === For some content, there are specially adapted filters available which can be used to sort the list. Filters can be accessed by clicking on the "arrow" icon in the column that should be filtered. The following columns support filtering: {| class="wikitable" contenttable-blue" style="width:950px;" ! style="background-color:rgb(239, 243, 249);text-align:inherit;width: 421.766px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);color:rgb(62, 83, 137);" |'''Content''' ! style="background-color:rgb(239, 243, 249);text-align:inherit;width:263.609px;box-sizing:inherit; padding:4px;border:1px solid rgb(177, 185, 207);color:rgb(62, 83, 137);" |'''Possible filters''' ! style="background-color:rgb(239, 243, 249);text-align:inherit;width:263.625px;box-sizing:inherit;padding:4px;border:1px solid rgb (177, 185, 207);color:rgb(62, 83, 137);" |'''Sortable''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Title (Page name) | style="box-sizing:inherit; padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |starts with, ends with, contains, contains not, equals, equals not | style="width:208px;box-sizing:inherit;padding:4px;border: 1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing: 0px;border-collapse:collapse;" |Namespace | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |starts with, ends with, contains, contains not, equals, equals not | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Accesses | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px; border-collapse:collapse;" |less than, greater than, equals | style="width:208px;box-sizing:inherit;padding:4px; border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Creation date | style="width:208px;box-sizing:inherit;padding:4px; border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''None''' | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207); border-spacing:0px;border-collapse:collapse;" |'''No''' |- | style=" box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse: collapse;" |Is redirect | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207); border-spacing:0px;border-collapse:collapse;" |'''None''' | style=" width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit;padding: 4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Last comment | style=" width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''None''' | style="width:208px;box-sizing:inherit; padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Last edit date | style="width:208px;box-sizing:inherit; padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''<span style="

color: rgb(37, 37, 37)">None''' | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb (177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''No''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb (177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Size | style="box-sizing:inherit;padding:4px; border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |less than, greater than, equals | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing: 0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit; padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Last editor | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px; border-collapse:collapse;" |'''None''' | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Categories | style="width:208px;box-sizing: inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''<span

style="color: rgb(37, 37, 37)">None''' | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''No''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Linked files | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''None''' | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''No''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Linked pages | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''None''' | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''No''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Links to this page | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''None''' | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''No''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Assigned editors | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''None''' | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Released | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |yes, no | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |Release date | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |less than, greater than, equals | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |- | style="box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |New version waits for release | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''None''' | style="width:208px;box-sizing:inherit;padding:4px;border:1px solid rgb(177, 185, 207);border-spacing:0px;border-collapse:collapse;" |'''Yes''' |}
[[Category:Quality]]

Return to Manual:Extension/BlueSpiceWikiExplorer.

11 Social Wiki

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Introduction to BlueSpice Social}} '''BlueSpiceSocial''' is a set of extensions that add social features around a wiki page. It allows users to quickly communicate on the wiki and to express their opinion on pages. ==Scope== BlueSpice Social contains the following functionality: *'''User profile:''' Provides the page ''User:<username>.'' *'''Attachments:''' Connects uploaded files to wiki pages. *'''Discussions:''' Enables discussions with comments created on wiki pages. Discussion entries can be marked as "closed". *'''Activities:''' Automatically creates pages in the ''SocialEntity'' namespace to track page edits and creations. *'''Blog:''' Provides the special page ''Special:Blog''. A blog view can also be embedded into individual wiki pages. *'''Microblog:''' Similar to blog entries, but without a headline. *'''Timeline:''' A chronological list of all social entities. The timeline filter can be used for displaying social entities on wiki pages. <section end="training-slides" /><section end="training-maintainer" /> ==User profile== Every user has a profile that is displayed on the page ''User:<username>''. Users can access their user profile by clicking on ''Profile'' in the user menu (located in the [[Manual:Extension/BlueSpiceDiscovery|header bar]]). The user profile shows the user's basic information (depending on the wiki setup) and the user's profile image. Below the user info, the user's wiki activities are listed: Comments the user made, actions on pages, and in general the user's activity on the wiki. It also allows other users to leave comments on the user's profile page.[[File:Profile1a-en.png|thumb|User profile|alt=User profile|center|650x650px]] ==Discussions== BlueSpiceSocial integrates a discussion section at the bottom of every wiki page. This section allows users to create comments directly on a wiki page. If it is the first entry in a discussion, the discussion page is automatically created at this time if this is configured in the [[Manual:Extension/BlueSpiceConfigManager|Configuration manager]]. The discussion section can be disabled on the page-level by adding the [[Manual:MagicWords|MagicWord]] "<nowiki>__NODISCUSSION__</nowiki>" to the page in source editing mode. ==Timeline== [[File:Timeline1a-en.png|thumb|alt=Timeline|center|650x650px|Timeline]] Timeline is a special page that provides an overview of all social conversations on the wiki. By default, it is listed on the ''Main navigation''. You can also access the page directly at <code>Special:Timeline</code>. On this page, users can sort and filter existing social entries or create new entries. ===Creating new entries=== To create a new entry, click on the "Plus" icon to add a new timeline entry: *'''Blog entry''': [[#Blog|Blog]] is used for topics to be shared with other users on the wiki *'''Microblog''': Like a blog entry, but without titles. It should be used for a short entry, e.g., a quick announcement. *'''Discussion topic''': Adds a discussion entry to a particular wiki page. ===Interacting with social entities=== Every entry in the timeline is called a social entity. Depending on the type of social entity, the following interaction options exist: *'''Comments:''' Number of comments related to the entity. Clicking on ''Comments'' opens all current comments and allows users to add a comment (if user has the necessary permissions). *'''Recommend:''' Number of users that recommended the entity. Uers can add a recommendation by clicking on ''Recommend''. *'''Linked articles:''' Number of articles linked to this entity Clicking on ''Linked articles'' shows the list of linked articles. *'''Watch/Unwatched:''' Shows if the user is currently watching the entity (the receives notifications when the entity is changed). Clicking on Watch or Unwatch changes the state of watching. *'''Resolved/Unresolved''': The status of the entity. Some entities, like discussions on a question can have a status attached to them, so that other users know if the question is answered. ==Blog== [[Manual:Extension/Blog|Blog]] is a special page showing an overview of all blog entities available on the wiki. By default, it is listed on the ''Main navigation.'' You can also access the page directly at <code>Special:Blog</code>. Users can sort and filter the list entries by clicking on the icons above the list. Learn how to [[Manual:Extension/BlueSpiceSocialBlog|include the blog on any wiki page]]. ==Permissions== From BlueSpice version 3.2.7 the following roles have associated ''social'' permissions. Earlier versions have no option to limit the creation and editing of blog entries by using the role ''commenter.''
 {| class=" contenttable-blue" style="" !Rechte/Rolle !commenter !editor !admin !maintenance-
 admin !Berechtigung |- |Create and edit blog entry | |x |x |x |social-blog |- |Comment on blog entry |x |x |x |x |social-blog-comment |- |Create and edit microblog entry |x |x |x |x |social-microblog |- |Comment on microblog entry |x |x |x |x |social-microblog-comment |- |Create discussion entry |x |x |x |x |social-topics |- |Comment on discussion entry |x |x |x

|x |social-topics-comment |- |Create and edit attachments |x |x |x |x |soical-stash |} The comments function for blog, microblog and discussion entries can be deactivated in the LocalSettings-file on the server. ==Deactivating the comments feature== The comment function for comments on blog, microblog and discussion entries can be deactivated in the LocalSettings file on the server. $bsgSocialCanHaveChildrenBlacklist = ['blog', // disable comments on blog 'topic', // diable comments on discussion topics 'microblog' // disable comments on microblogs];
{{Box Links-en |Topic1=[[Manual:Extension/BlueSpiceSocialBlog|Blog]] |Topic4= [[Reference:BlueSpiceSocial]] |Topic5= |Topic2=[[Manual:Extension/BlueSpiceSocialWikiPage|Discussions and Attachments]] |Topic6= }} [[en:{{FULLPAGENAME}}]] [[de:Handbuch:Erweiterung/BlueSpiceSocial]] [[Category:Social]]

Template used on this page:

- Template:Box Links-en (view source)

Return to Manual:Extension/BlueSpiceSocial.

11.1 Blog

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

{{DISPLAYTITLE:Blog}} The extension ''BlueSpiceSocialBlog'' is part of ''BlueSpiceSocial'', the communications module of BlueSpice. In addition to the type blog, there are other types of so-called social entities, such as "comment", "discussion topic", "attachment", or "microblog". ==About the blog== Basically, a blog is a list of comments, questions, or feedback from different users. The blog is often sorted chronologically. Lively communication can arise when blog entries are further commented, recommended, linked with related articles, or placed on a personal watchlist. The blog is ready to use on the special page "Special:Blog". This page is linked directly from the main navigation in every new wiki installation. So you can start using the blog right away. [[File:nav-blog.png|alt=Navigation link to the blog page|center|thumb|202x202px|Navigation link to the blog page]] == Characteristics and features == * A blog entry consists of a title and content. * '''Comments:''' Users can leave comments to each blog entry. * '''Actions:''' ** '''Delete:''' Editors can delete their own posts. Administrators can delete all posts. Deleted posts are no longer displayed. Exception: Administrators see deleted items with a red background and can restore them. ** '''Recommend:''' Blog posts can be recommended. It is possible to generate a list of posts with the most recommendations via the timeline filter. (See: Embedding the blog on a page) ** '''Linked page:''' Every blog entry is connected to a wiki page by the system. By default, this is the main page of the wiki. However, other pages can be added as "Linked page". Blog entries can then be filtered for linked pages via the ''Special:Timeline'' page. ** '''Watch:''' Own blog posts and comments are automatically added to the watch list. * '''Permissions:''' It is possible to allow users with read permissions on the wiki to comment on blog entries. See: [[Manual:Extension /BlueSpiceSocial#Permissions|BlueSpiceSocial Permissions]]. ==Adding the blog to a page== It is also possible to include the blog functionality on any wiki page. Social contributions of many types can be consolidated and displayed chronologically in a timeline and filtered and sorted as needed. === All blog entries === If you want to include a view of your blog on another page of your wiki, for example your homepage, you need to insert the necessary codeblock in the source code of your page. '''To include a blog view:''' #'''Go to''' the page where you want to insert the blog or create a new page. #'''Open the page''' in ''Source editing'' mode. #'''Copy the following code block''' to the section in your page where you want to show the blog. <syntaxhighlight lang="html"> <bs:timeline> { "showentitylistmenu": true, "preloadtitles": { "blog": "Template: Blog" }, "preloadedentities": [{ "type": "blog" }], "headlinemessagekey": "Community-Blog", "showheadline": true, "usemorescroll": false, "morelink": "Special:Blog", "limit": 5, "sort": [{ "property": "timestampcreated", "direction": "DESC" }], "lockedfilternames": ["type"], "filter": [{ "type": "list", "property": "type", "value": ["blog"], "comparison": "ct" }] } </bs:timeline> </syntaxhighlight>After saving the page, you will see a list of existing blog entries based on the filter and sorting criteria you provided. === Blog entries of a linked page === If you want to create a blog that only displays the posts of the blog posts created on this page, copy the following timeline tag. Here, under the preloadedentities, new blog entries are already linked to the page and filtered. Replace Blog1 under preloadedentities and in the filter section with the appropriate page name:<syntaxhighlight lang="json"> <bs:timeline> { "showentitylistmenu": true, "preloadtitles": { "blog": "Template:Blog" }, "preloadedentities": [{ "type": "blog", "tags":["Blog1"] }], "headlinemessagekey": "Community-Blog", "showheadline": true, "usemorescroll": false, "morelink": "Special:Blog", "limit": 5, "sort": [{ "property": "timestampcreated", "direction": "DESC" }], "lockedfilternames": ["type"], "filter": [{ "property": "type", "value": ["blog"], "comparison": "ct", "type": "list"}, { "property": "tags", "value": ["Blog1"], "comparison": "ct", "type": "list" }, { "property":"archived", "value":false, "type":"boolean", "comparison":"eq"}] } </bs:timeline> </syntaxhighlight> ==Blog parameters== ===Output format=== The following table shows the blog elements and the necessary paramaters to create the output. [[File:blog-layout-en.png|alt=Blog output|center|thumb|750x750px|Blog output]] {| class="wikitable" style="" |+ ! style="width:90px;" |Element ! style="width:150px;" |Parameters !Parameter and element description ! style="width:80px;" |Type ! style="width:80px;" |Default value |- | rowspan="2" style="width:90px;" |1 - header | style="width:150px;" |headlinemessagekey |Header text | style="width:80px;" |string | style="width: 80px;" |''Timeline'' |- | style="width:150px;" |showheadline |Show the header text | style="width:80px;" |boolean | style="width:80px;" |''true'' |- | rowspan="7" style="width:90px;" |2 - blog menu | style="width:150px;"

|showentitylistmenu |Show or hide the blog menu | style="width:80px;" |boolean | style="width:80px;" |''true'' |- | style="width:150px;" |showentityspawner |Show the menu item for creating a blog entry | style="width:80px;" |boolean | style="width:80px;" |''true'' |- | style="width:150px;" |availablesorterfields |Determines which data fields are included as sorting options in the sort menu. Example: allow sorting only by date created or by the user who created a blog entry: <code>"availablesorterfields":["timestampcreated","ownerid"]</code> [[File: Manual:blog-filter-timestampcreated.png|350x350px]] [[Manual:Extension/BlueSpiceSocialBlog#Sor|List of typical sort fields]] | style="width:80px;" |array | style="width:80px;" |all |- | style="width:150px;" |lockedoptionnames |Determines which settings for sorting the user cannot change. | style="width:80px;" |array | style="width:80px;" |[] |- | style="width:150px;" |availablefilterfields |Determines which data fields are included as filter options in the filter menu. Example: allow filtering based on Creation date and Linked pages: <code>" availablefilterfields":["timestampcreated","tags"]</code> [[File:Manual:blog-filter-availablefilterfields. PNG|350x350px|]] | style="width:80px;" |array | style="width:80px;" |all |- | style="width:150px;" |lockedfilternames |Determines which settings for filtering the user cannot change. Example: a user cannot change the filter values for "Linked pages." The text field is greyed out: <code>"lockedfilternames": ["tags"]<

/code> [[File:Manual:blog-filter-lockedfilternames.png|350x350pxg|alt=|350x350px]]
 | style="width:80px;" |array | style="width:80px;" |[] |- | style="width: 150px;" |persistsettings |Initial settings and custom sort and filter settings are included in the page url. The url can then be used to create a link to the page with the same filter and sort settings. <code>"persistsettings": true</code> [[File:Manual:blog-filter-persistsettings.png|alt=|300x300px]] | style="width:80px;" |boolean | style=" width:80px;" |''false'' |- | style="width:90px;" |3 - new blog entry | style="width:150px;" |preloadentities
 |Shows the text field for creating a new blog entry. If it is not set, the text field is not available. To show the text field: <code>"preloadentities": [{"type":"blog"}]</code>
 If the wiki page that has a <code><nowiki><bs:timeline></nowiki></code> tag should only show its own blog entries, then all blog entries need to be automatically tagged with the current page name: <code>"preloadentities": [{</code> <code>   "type": "blog",</code> <code>   "tags":["Blog1"]</code> <code>   }]</code> In the example above, <code>Blog1</code> is the associated page for all blog entries that are created on this page. The [[Manual:Extension/BlueSpiceSocialBlog#Filtering|blog filter]] has to be adjusted accordingly to take the associated page into consideration. | style="width:80px;" |array of objects | style="width:80px;" | - |- | rowspan="2" style="width:90px;" |4 - existing blog entry | style="width:150px;" |outputtypes |It defines the display format of the blog entry. Standard types are: ''List, Short, Default, Page.'' ([[Manual:Extension /BlueSpiceSocialBlog#Output type examples|see examples]]) Each blog entry is a "social entity". | style="width: 80px;" |object | style="width:80px;" |''Default'' |- | style="width:150px;" |limit |Defines how many social entities are loaded initially. | style="width:80px;" |object | style="width:80px;" |''Default'' |- | style="width:90px;" |4a - avatar | style="width:150px;" |<nowiki>-</nowiki> |Shows the avatar of the user who created the blog entry or comment. It is displayed in all output types except ''List.'' | style="width:80px;" |<nowiki>-</nowiki> | style=" width:80px;" |<nowiki>-</nowiki> |- | style="width:90px;" |4b - info area | style="width:150px;" |<nowiki>-< /nowiki> |Link to the comments and "last edit" info. | style="width:80px;" |<nowiki>-</nowiki> | style="width: 80px;" |<nowiki>-</nowiki> |- | style="width:90px;" |4c - blog entry content | style="width:150px;" |<nowiki>-< /nowiki> |Shows the text body of a blog entry. The output type ''Default'' collapses the blog entry content after the first paragraph with a "More" link. | style="width:80px;" |<nowiki>-</nowiki> | style="width:80px;" |<nowiki>-< /nowiki> |- | style="width:90px;" |4d - actiion menu | style="width:150px;" |<nowiki>-</nowiki> |Actions: ''edit, delete, recommend, Linked page, watch'' [[File:Manual:blog-editmenu.png|200x200px]] | style="width:80px;" |<nowiki>-</nowiki> | style="width:80px;" |<nowiki>-</nowiki> |- | style="width:90px;" | 5 - new comment | style=" width:150px;" |<nowiki>-</nowiki> |Text field for creating a new comment. | style="width:80px;" |<nowiki>-< /nowiki> | style="width:80px;" |<nowiki>-</nowiki> |- | style="width:90px;" |6 - existing comment | style="width: 150px;" |<nowiki>-</nowiki> |Comments include the social tag ''Recommend.'' Each comment is a "social entity". | style="width:80px;" |<nowiki>-</nowiki> | style="width:80px;" |<nowiki>-</nowiki> |- | rowspan="3" style="width:90px;" |7 - "more" button | style="width:150px;" |morelink |Link target of the "more" button. For blogs, it makes sense to link to the page ''Special:Blog''. | style="width:80px;" |str | style="width:80px;" |''Special: Timeline'' |- | style="width:150px;" |useendlessscroll |More blog entries are automatically loaded after the user scrolls to the end of the blog. | style="width:80px;" |boolean | style="width:80px;" |''true'' |- | style="width:150px;" |showentitylistmore | Shows a "more" button below the blog which loads more blog entries on click. This is only possible if ''useendlessscroll'' is set to ''false''. | style="width:80px;" |boolean | style="width:80px;" |''false'' |} ===Sorting=== Most commonly, a blog shows the latest blog entries first. However, there are many different options for sorting the list of blog entries. ====Syntax==== <syntaxhighlight lang="json"> [{ "property": "timestamptouched", "direction": "DESC" }] </syntaxhighlight> ====Properties==== There are some common properties of a blog entry that are useful for sorting: {| class="wikitable" style="" |+ !Property !Description |- |timestampcreated |creation date |- |timestamptouched |last edit date |- |commentcount |number of comments |- |ratingcount |number of ratings |- |ownerid | username of the creator of a blog entry |- |ownerrealname |real name of the user |} ====Direction==== Blog entries can be sorted in descending and ascending order.

Descending is the default order. {| class="wikitable" style="" |+ !Property ! Description |- |DESC |sorts the blog entries in descending order |- |ASC |sorts the blog entries in ascending order |} ===Filtering === Without setting the filter parameter, there will be no output on the page. To show the blog entries of your wiki, include the following codeblock like shown in the code example above:<syntaxhighlight lang="json-object"> "filter": [{ "type": "list", "property": "type", "value": ["blog"], "comparison": "ct" }] </syntaxhighlight>This filter includes all social entities which match the type "blog". Since we only want to show social entities of type "blog", we only include "blog" entries in our filter. If you want to create a social timeline rather than a blog view, you can also add other types of social entities. The following example shows a timeline view that includes blog entries, discussion entries from wiki pages, and user profile information:<syntaxhighlight lang="json-object"> "filter": [{ "type": "list", "property": "type", "value": ["blog","topic","profile"], "comparison": "ct" }] </syntaxhighlight> === Filtering associated pages === If an embedded blog should only show posts that are associated with a paritcular page name (e.g., Blog1), this must be defined in the [[Manual: Extension/BlueSpiceSocialBlog#Blog parameters|blog parameters]] (see ''preloadedentities'') and then specified in the filter:<syntaxhighlight lang="json"> "filter": [{ "property": "type", "value": ["blog"], "comparison":

"ct", "type": "list"}, { "property": "tags", "value": ["Blog1"], "comparison": "ct", "type": "list" }, { "property":" archived", "value":false, "type":"boolean", "comparison":"eq"}] </syntaxhighlight> ==Output type examples== The output type for a blog is added using the ''outputtypes'' parameter. Don't forget to include a comma before and after this parameter (unless this is the last parameter in your code):<syntaxhighlight lang="json-object"> "outputtypes": { "blog": "Default" } </syntaxhighlight> ===Default=== The output type ''Default'' shows the content of a blog entry truncated after the first paragraph. To view the full text, users can click on the "More" link. [[File:Manual:blog-output-default.png|center|650x650px|alt="Default" output|thumb|"Default" output]]
 ===Short=== The output type ''Short'' does not show the content of the blog entry. To view the content, a user has to click on the title of a blog entry. This loads the actual page for the selected blog entity.
 [[File:Manual:blog-output-short.png|center|650x650px|alt="Short" output|thumb|"Short" output]]
 ===Page === The output type ''Page'' shows all blog elements, including the comments, in an expanded view.
 [[File:Manual:blog-output-page.png|center|650x650px|alt="Page" output|thumb|" Page" output]] ===List=== The output type ''List'' only shows the title and the timestamp.
 [[File:Manual:blog-output-list.png|center|alt="List" output|thumb|450x450px|"List" output]]
 ==Setting blog permissions== ===Using the "commenter" role=== In general, all users with edit rights can create blog entries and comments. However, the "commenter" role in the [[Manual:Extension /BlueSpicePermissionManager|Permission manager]] does not allow you to create blog entries. This role only assigns the right to create comments on existing blog entries. See also [[Manual:Extension /BlueSpiceSocial#Permissions|BlueSpiceSocial permissions]]. ===Using groups=== {{BSVersion|bsvFrom=4. 2|bsvTo=|bsvFeature=}} If a blog is integrated into a page, the creation and editing of discussion posts and comments can be restricted to certain user groups. This option does not exist on the "Special:Blog" page itself. Add the blog to a wiki page as follows. Then, modify the ''editgroups'', c''ommentgroups, deletegroups,'' and r''eadgroups'' as needed. {{Messagebox|boxtype=important|icon=|Note text=Only set the groups that you really need, since individual rights are not inherited. Therefore, please read the following explanations carefully! |bgcolor=}} <syntaxhighlight lang="json"> <bs:timeline> { "showentitylistmenu": true, "preloadedentities": [{ "type": "groupblog", "editgroups": ["blog_GF"], "commentgroups": ["blog_commenter"], "deletegroups": ["blog_delete"], "readgroups": ["blog_reader","blog_GF","blog_commenter","blog_delete"] }], "headlinemessagekey": "My Blog", "showheadline": true, "usemorescroll": true, "limit": 5, "sort": [{ "property": "timestampcreated", "direction": "DESC" }], "lockedfilternames": ["type"], "filter": [{ "type": "list", "property": "type", "value": ["groupblog"], "comparison": "ct" }] } </bs:timeline> </syntaxhighlight>The object ''preloadedentities'' defines the different permissions: {| class="wikitable" style="" |+ !Name !Value (examples) ! Description |- |type |groupblog |The type "groupblog" allows setting group-based permissions on a blog. |- |editgroups |["blog_GF"] |Permission to create blog entries |- |commentgroups |["blog_commenter"] |Permission to create comments |- |deletegroups |["blog_delete"] |Permission to delete blog entries and comments |- |readgroups |["blog_reader","blog_GF","blog_commenter","blog_delete"] |Read permission: All groups listed in editgroups, commentgroups and deletegroups must also be listed here explicitly if this group is defined. |} '''Important notes:''' # If the blog already exists on a page and the group assignments are created later, the permissions will not be applied to existing blog entries. #<span /><span /><span /><span /><span /><span />There is no inheritance if a group definition is given explicitly. E.g., a user group that is in editgroups but not in commentgroups (if exists) cannot add comments. '''"editgroups"''' exists: *Only users in these groups see the button to start a new blog entry. '''"commentgroups"''' exists: *Only users in these groups see the "answer here" button and can add comments. '''"deletegroups"''' exists: *Only users in these groups see the delete link and can delete o'''ther users''' posts. Note: "sysop" users can always delete or restore a post. See below for sysop user read permissions. '''"readgroups"''' exists: * Only set if necessary, as there is no

inheritance. If present, all user groups of the other blog groups must be added here. Examples: *If the "blog_GF" user group is in ''editgroups'' but not in ''readgroups'', the create button is not displayed despite explicit editing rights. If the "blog_commenter" user group is in ''commentgroups'' but not in ''readgroups'', the new blog entries that have this setting applied will not be visible. If the user group "blog_delete" is in ''deletegroups'' but not in ''readgroups'', the new blog entries are not visible and therefore cannot be deleted. '''user group "sysop":''' *If ''readgroups'' is not defined, group sysop can delete all blog entries *If ''readgroups'' is defined and sysop is not part of this group, sysop cannot see blog posts and therefore cannot delete them from the page. But with a direct link to the actual blog page, the sysop user can delete/restore the entry from there. {{Messagebox|boxtype=important|icon=|Note text=The default user group "sysop" cannot be added as a user group to a definition. For example, to assign read rights to an admin user (if ''readgroups'' exists), the user must be added to a user group defined in ''readgroups'' (e.g. blog_reader)|bgcolor=}} '''"more"-button:''' To avoid switching to the default ''Special:Blog'' page at the end of the blog, the m''ore-''button must be set as a scroll button instead of linking to the special page. To do this, set (as already indicated in the example): <syntaxhighlight lang="json"> "usemorescroll": true </syntaxhighlight> ==Configuration== <span

/>
 In the [[Manual:Extension /BlueSpiceConfigManager|Config manager]], you can change the following settings:
 {{#dpl:title=Manual:Extension /BlueSpiceConfigManager|include=#BlueSpiceSocialBlog}} == Notifications == If users want to receive notifications about blog posts in the wiki or by email, the setting "Entity actions on watched pages" must be activated in the user settings ("Notifications" tab). [[File:BlueSpiceSocialBlog notifications.png|alt=Notification settings|center|thumb|650x650px|Notification settings]] == Show a list of recent blog entries == [[File:Blog - recent posts.png|alt=Screenshot of the recent blog posts output|thumb|Recent blog posts]] If you want to display the latest blog entries of a specific blog (one that is associated with a particular page), for example on the main page, the following steps are necessary: # Embed the timeline tag on the main page # Define formatting instructions in ''MediaWiki:Common.css'' === Embed the timeline === Copy the following timeline tag to the main page (or any other wiki page)<syntaxhighlight lang="json"> <div class="bloglist"><bs:timeline> { "showentitylistmenu": false, "preloadtitles": { "blog": "Vorlage:Blog" }, "limit": 5, "sort": [{ "property": "timestampcreated", "direction": "DESC" }], "showentitylistmore": false, "availablefilterfields": [], "lockedfilternames": ["type"], "outputtypes": { "blog": "List" }, "filter": [{ "property": "type", "value": ["blog"], "comparison": "ct", "type": "list"}, { "property": "tags", "value": ["Blog1"], "comparison": "ct", "type": "list" }, { "property":"archived", "value":false, "type":"boolean", "comparison":"eq"}] } </bs:timeline> ... [[Blog1|all entries]] </div> </syntaxhighlight>Note that the value '''''Blog1''''' in the filter and after the timeline tag as a link to the actual blog page must be replaced with the real name of your blog page. For the value ''Blog1'' or the name of your blog pageto be automatically generated for all blog posts on the actual blog page, it must be specified in the ''<nowiki><bs:timeline></nowiki>'' tag under the preloadedentities object as the value for the key "tags": <syntaxhighlight lang="json"> "preloadedentities": [{ "type": "blog", "tags":["Blog1"] }] </syntaxhighlight> ===Define formatting instructions=== Copy the following css-declarations into ''MediaWiki:Common.css'': <syntaxhighlight lang="css"> /* Simple list view of timeline items */ .bloglist .bs-social-entity .bs-social-entity-right .bs-social-entity-actions, .bs-social-entity-timecreated {display:none} .bloglist ul.bs-social-entitylist {background-color:transparent!important; list-style-type:disc; padding:0!important} .bloglist ul.bs-social-entitylist li {margin:0!important; border-bottom:1px dotted #74747488} .bloglist .bs-social-entity div.bs-social-entity-right {margin: 0} .bloglist .bs-social-entity-actions {display:none!important} .bloglist .bs-social-entity .bs-social-entity-title h3 {font-size: 1em!important; margin:0;} .bloglist .bs-social-entity-title {width:100%; margin:0!important} #content .bloglist .bs-social-entity-right a, #content .bloglist .bs-social-entity-right a::before {color:#08529d! important} </syntaxhighlight>If you don't see the styles applied as in the screenshot above, you might have to do a page refresh (<code>Ctrl+F5</code>){{Box Links-en |Topic1=[[Manual:Extension /BlueSpiceSocialMicroBlog|Micro-Blog]] |Topic2=[[Reference:BlueSpiceSocial]] }}
 {{Translation}} [[Category:Social]]

Templates used on this page:

- [Template:BSVersion](#) ([view source](#))
- [Template:Box Links-en](#) ([view source](#))
- [Template:Extension DPL](#) ([view source](#))
- [Template:Messagebox](#) ([view source](#))
- [Template:Messagebox/styles.css](#) ([view source](#))
- [Template:Translation](#) ([view source](#))
- [Manual:Extension/BlueSpiceConfigManager](#) ([view source](#))

Return to [Manual:Extension/BlueSpiceSocialBlog](#).

11.2 Microblog

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

```
<bookshelf src="Book:User manual"
/>
```

Return to Manual:Extension/BlueSpiceSocialMicroBlog.

11.3 Page ratings

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

```
<bookshelf src="Book:User manual"
/>
```

Return to Manual:Extension/Rating.

11.4 Article actions timeline

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

```
<bookshelf src="Book:User manual"
/>
```

Return to Manual:Extension/BlueSpiceSocialArticleActions.

12 Appendix: Magic words

You do not have permission to edit this page, for the following reason:

The action you have requested is limited to users in one of the groups: Users, Administrators, ES_editors, editor.

You can view and copy the source of this page.

<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Magic words}} <section begin=training-intro /> A "Magic word" is a string of text that is recognized by the MediaWiki software. It triggers the software to return the value of a function, such as dates, website statistics or page names. <section end=training-intro /> == Types of Magic words== <section begin="training " /> There are basically four different types of Magic words: *'''[[Manual:MagicWords#Behavior switch|Behavior switch]]''' (or "Double underscore"): <code><nowiki>__TOC__</nowiki></code> *'''[[Manual:MagicWords#Variable|Variable]]''': <code><nowiki> {{FULLPAGENAME}}</nowiki></code> *'''[[Manual:MagicWords#Tag|Tag]]''': <code><nowiki><gallery></nowiki></code> *'''[[Manual:MagicWords#Parser function|Parser function]]''': <code><nowiki>{{#ifeq: x|y|true|false}}</nowiki></code> <section end="training" /> ==Behavior switch== ====Characteristics of a behavior switch==== *'''Purpose:''' controls the layout or behavior of the page *'''Syntax:''' <code><nowiki>__NOTOC__</nowiki></code> ====Description==== A behavior switch includes or omits certain elements of the page. It is also known as "double underscore". Behavior switches can be put anywhere in the source code of the designated page (usually at the end of the page). The behavior switch <code><nowiki>__TOC__</nowiki></code> produces as output the table of contents exactly where it was inserted on the page.==== ===Variable=== ====Characteristics of a variable==== *'''Purpose:''' returns information about the page, wiki, or date *'''Syntax:''' <code><nowiki>{{PAGENAME}}</nowiki></code> ====Description==== Variables contain (simple) dynamic data. If a template name conflicts with a variable, the variable is used. For example, you have the variable <code><nowiki>{{PAGENAME}}</nowiki></code>. In that case, you have to transclude the template with the same name as <code><nowiki>{{Template:PAGENAME}}</nowiki></code>. ===Parser Function=== =====Characteristics of a parser function===== *'''Purpose:''' simple "programming language" for page content (mainly in templates) *'''Syntax:''' <code>'''<nowiki>{{#if:</nowiki>'''<nowiki>{{{field|}}}</nowiki> | <nowiki>{{{field|}}}</nowiki> | N/A '''<nowiki>}}</nowiki>'''</code> =====Description===== Parser functions are similar to variables, but take one or more parameters.Example: <syntaxhighlight lang="php"> {{#ifeq:{{{type}}}|warning |This is a warning! | }} </syntaxhighlight>They are used for simple logic only, since they are hard to read and to maintain on a larger scale. If complex logic is required, consider Lua scripts in the "Module" namespace ([https://www.mediawiki.org/wiki/Extension:Scribunto mediawiki.org/wiki/Extension:Scribunto]) and invoke using <code><nowiki>{{#invoke:...}}</nowiki></code> Parser functions can also be "tag-like", e.g. <code><nowiki>{{#ask:...}}</nowiki></code> from SemanticMediaWiki. For more information, refer to the MediaWiki help pages [https://www.mediawiki.org/wiki /Help:Extension:ParserFunctions mediawiki.org/wiki/Help:Extension:ParserFunctions] and [https://www. mediawiki.org/wiki/Help:Magic_words#Parser_functions mediawiki.org/wiki/Help: Magic_words#Parser_functions]. ===Tag=== ====Characteristics of a tag==== *'''Purpose:''' often used for custom development to process dynamic content *'''Syntax''': <code><nowiki><smartlist /></nowiki></code> ====Description==== Tags are implemented in PHP as part of a MediaWiki extension. Tags with "bs:" prefix come from BlueSpice. All others come from MediaWiki or from third-party extensions, e.g. the extension [[Reference:SyntaxHighlight|SyntaxHighlight]]. ==How to add a magic word {{Bsvs|bsvTo=4.2}}== {{Textbox|boxtype=important|header=|text=Magic words are available as a menu item only until BlueSpice 4.2. In version 4.3. they have been replaced with [[Manual:Extension/ContentDroplets|Content Droplets]]|icon=yes}} Magic words are inserted directly in the source code. Some frequently used Magic words can also be added directly with the VisualEditor ''Insert > Magic word'' menu item: [[File:Manual:VE-insert-magicword. png|300x300px]] {{Box Links-en |Topic1=[https://www.mediawiki.org/wiki/Help:Magic_words mediawiki.org/wiki /Help:Magic_words] |Topic2=[[Manual:Extension/BlueSpiceInsertMagic| Extension:BlueSpiceInsertMagic]] }} [[en:{{FULLPAGENAME}}]] [[de:MagicWords]] [[Category:Concept]]

Templates used on this page:

- Template:Box Links-en (view source)

- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)
- Template:Textbox (view source)
- Template:Textbox/styles.css (view source)

Return to Manual:MagicWords.

- Template:Bsvs (view source)
- Template:Bsvs/styles.css (view source)

This document was created with BlueSpice