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Category:Personalization

Pages in category "Personalization"

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Avatars

**BlueSpiceAvatars** handles profile images of wiki users. If a user does not upload a profile image, an automatically generated avatar is used instead.

Contents

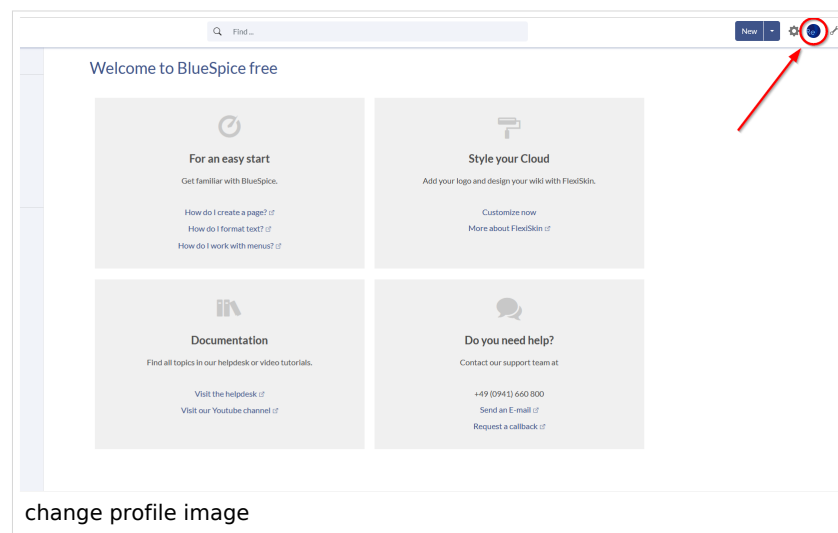
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## Changing the profile image

The profile image appears throughout the wiki on pages that have been edited by the user. Clicking on the image leads to the user's profile page. The profile image is also used for the user menu in the main toolbar.

To change the profile image to an avatar:

1. **Click** *Preferences* in the user menu.
2. **Click** *Change profile picture* on the user profile tab.



3. **Upload** an image **or create** a random avatar image.
4. **Save** your preferences at the bottom of the page.

Alternatively, you can change the profile picture directly on the profile page. The profile page can be accessed from the user menu under My profile. There, you click on the "dotted" menu icon. Click Userimage to load the profile picture dialog window.



Changing the profile picture from the profile page

## Using the <profileimage> tag

Anywhere on a wiki page, users can add the <profileimage> tag to create a graphical link to any user's profile page.

```
<profileimage username="WikiSysop" />
```

The standard image shows the user's avatar image and the online status indicator. The default image size is 32x32px.



To link the image to the user's profile page, the tag can be wrapped in a regular wiki link:

```
[[User:WikiSysop|<profileimage username="WikiSysop" />]]
```

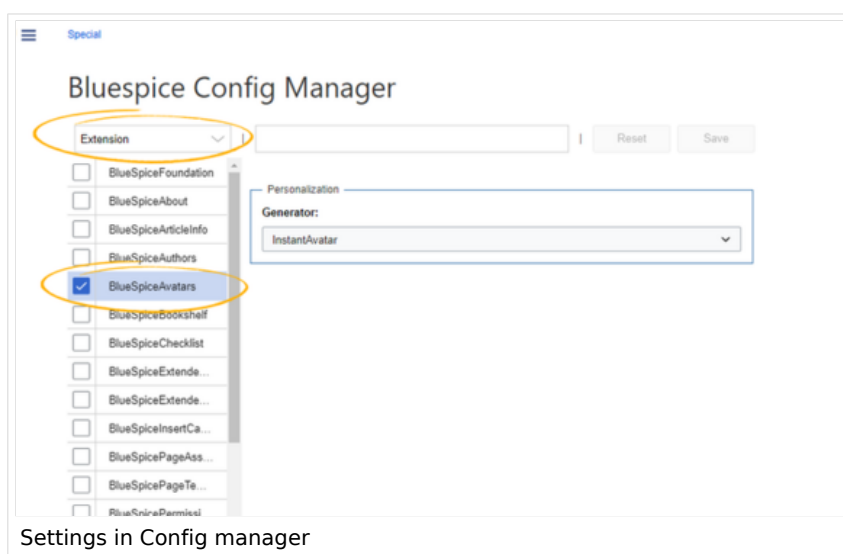
## Available parameters

| Parameter | Default | Description   |
|-----------|---------|---|
| username  | -       | username for which to show the avatar (value is set without the <i>User</i> namespace prefix) |
| width     | 32      | sets the width of the image   |
| height    | 32      | sets the height of the image  |
| raw       | 1       | shows (1) or hides (0) the online status of the user  |

## Configuration

An administrator can configure which generator is used for creating avatar images.

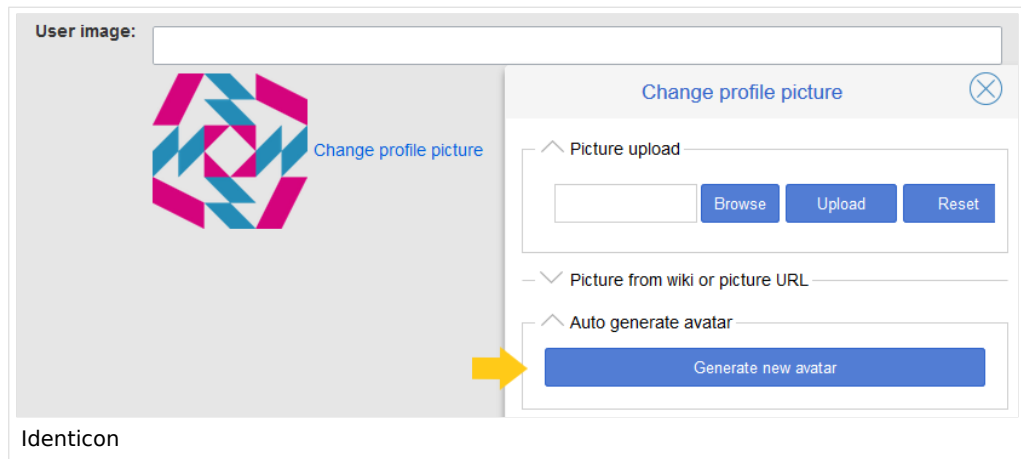
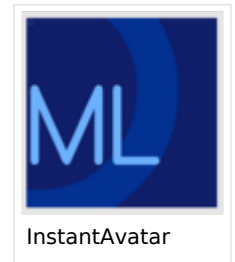
Go to *Global Actions* > *Config manager* and select the Extension *BlueSpiceAvatars*. Here, you can change the default generator for the automatic creation of avatars.



An avatar image is automatically generated if the user does not upload a profile picture or if the user decides to create an avatar image in the preferences.

- **Generator**

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



## Related info

- [Reference:BlueSpiceAvatars](#)



[Technical Reference: BlueSpiceAvatars](#)

## Dashboards

The Dashboard page provides a number of portlets for reviewing some important wiki data on a single page.

## Contents

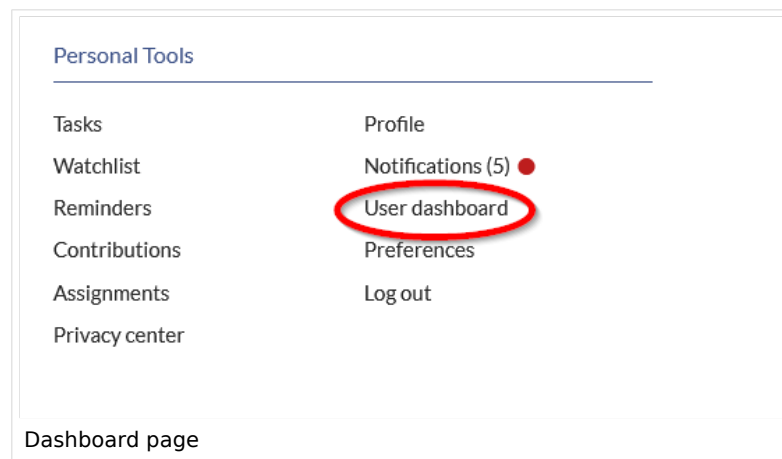
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## About dashboards

---

There are two different types of dashboards — user and admin dashboards. Every user has their own user dashboard that can be adjusted differently for each user. Users with admin rights have an additional admin dashboard that is also configurable to their needs.

Clicking on the dashboard links in the user menu loads the pages *Special:UserDashboard* or *Special:AdminDashboard*.



## Customizing the dashboard

---

Users can customize the dashboard to their needs by using the following functionality:

- **Removing a portlet:** clicking on the "x" icon in the portlet title bar removes the portlet from the dashboard.
- **Adding a portlet:** Clicking on the "Plus" button in the top right corner of the page shows the list of available portlets. Clicking on a portlet name adds the portlet to the page.
- **Collapsing a portlet:** Clicking on the arrow in the portlet title bar expands/collapses the portlet content.
- **Re-arranging portlets:** The portlets can be re-arranged via drag & drop functionality. Hover over a portlet title on the page and drag it on a new location by keeping the left mouse button pressed.
- **Portlet settings:** Clicking on the cogwheel in the portlet title bar allows to set the height of the portlet. Depending on the portlet content, other settings can be adjusted as well.

## Available portlets

---

The following portlets are available for users to add to their dashboard page:

- Assignments
- Calendar
- Most active users (by edits)
- Most edited pages
- Most viewed pages

- My edits
- Number of content pages
- Number of edits
- Number of pages
- Number of users
- RSS feed
- WikiPage (custom portlets)

Related info

- [Reference:BlueSpiceDashboards](#)



[Technical Reference: BlueSpiceDashboards](#)

Notifications

Registered wiki users receive notifications for a variety of changes to the wiki. Users can set their notification preferences as needed.

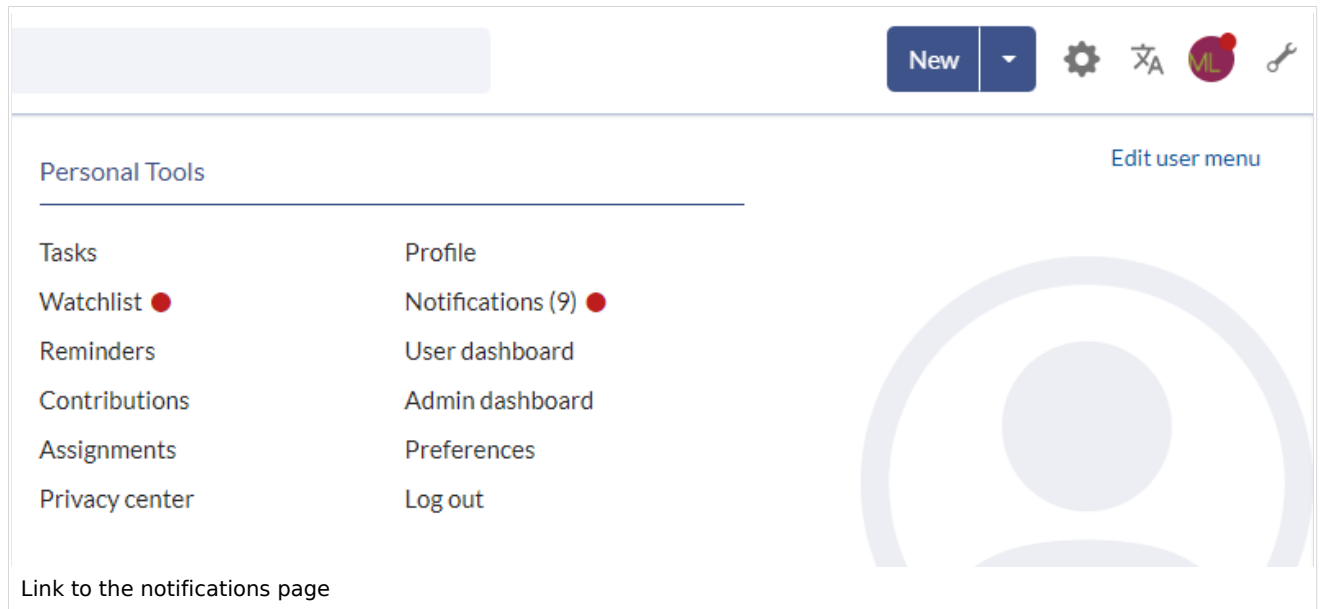
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## Viewing notifications

To access the notifications page, click on your profile picture (1) and then click on *Notifications* in the Personal Tools (2). A red indicator is displayed if there are new notifications waiting.



The notifications page shows all incoming notifications.

The screenshot shows the 'Notifications' page in BlueSpice. It features a sidebar on the left with a 'Recent activity' section (callout 1) listing pages with unread notifications. The main area has tabs for 'All', 'Read', and 'Unread' (callout 2). A top right corner shows '9 notifications' and a settings gear icon (callout 3). The notifications are grouped by date: '25 October 2019' and '24 October 2019'. Each notification includes an icon, a title, a description, the user's name, and a timestamp. A 'Mark group as read' button is visible. A 'Preferences' menu is also shown (callout 4).

Notifications page

The following features are available:

- 1 - Recent activity:** The filter lists notifications by page. Clicking on a page name will only show the notifications for that page.
- 2 - Status filter:** You can view all notifications as well as read or unread notifications.
- 3 - Settings menu:** Here you can go to the settings page to choose the type of notifications you want to receive.
- 4 - Notification:** Clicking on a notification will mark it as read. Alternatively, you can click the blue status icon. Read notifications are marked with a dark background and a blank status icon.

## Notification settings

### Note:

- You are not notified about your own edits.
- No notifications are generated for page changes marked as "minor edit".

The screenshot shows the 'Save changes' dialog box. It has a title bar with 'X', 'Save your changes', and a 'Save changes' button. Below the title bar is a 'Summary:' section with a text area labeled 'Describe what you changed'. At the bottom, there are two checkboxes: 'This is a minor edit' (checked) and 'Watch this page' (unchecked).

The following settings are available:

- **E-Mail options:**
  - *Send me:* Frequency of notifications (none, immediately, daily, weekly)
  - *Send to:* If you enter or change the e-mail address here, it will be changed for the entire wiki (i.e., under your profile data).
  - *Email format:* (HTML or plain text)
- **Notify me about these events:** E-mail and wiki notifications for different events can optionally be activated or deactivated here. You can see a description of the event by clicking on the info icon. Grayed out checkboxes cannot be activated or deactivated and are set the same for all users.
- **Notifications on namespace events** (always both in e-mail and in the wiki):
  - when creating pages in a namespace when editing pages in a namespace
- **Notifications on categories** (always both in e-mail and in the wiki):
  - when a page is added or removed from a category listed here
  - when a change is made to a page associated with that category

➔ [Technical Reference: BlueSpiceEchoConnector](#)

## Visited pages

The extension **PagesVisited** creates a list of your recently visited pages.

### Contents

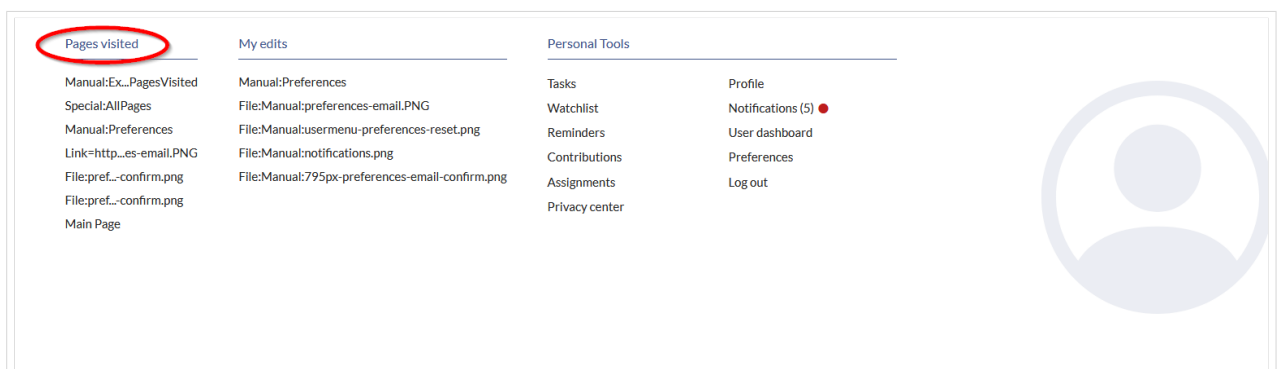
|                                     |    |
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## Personal navigation

The functionality is integrated in the [personal navigation menu](#) (clipboard icon). If it has been removed, it can be re-added on the page *User:<username>/Sidebar*. This page is loaded when the *Edit sidebar* link at the bottom of the sidebar is clicked. This link is visible when you hover over any existing navigation item.

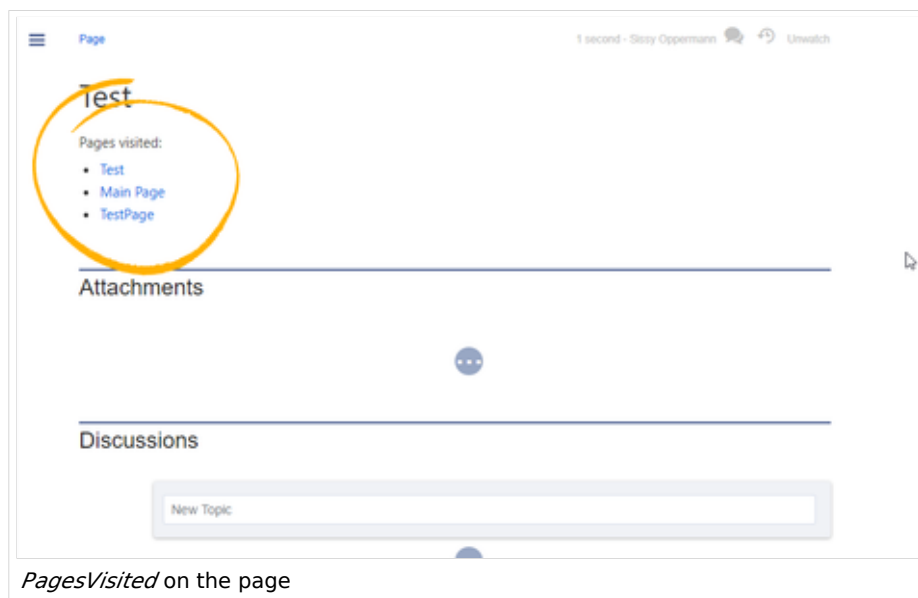
To display recently visited pages add the following item to the page:

\* PAGESVISITED



*PagesVisited* in the personal navigation

## Embedding the tag on a page



*PagesVisited* on the page

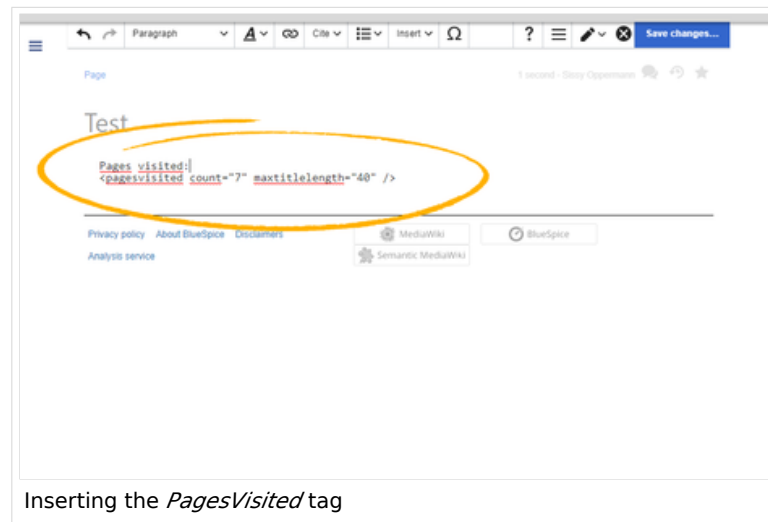
While in source edit mode, enter the following tag anywhere on the page.

```
<pagesvisited count="10" />
```

The list of recently viewed pages will appear at the place in the page where the tag was inserted.

**Options that can be passed to the tag are:**

- *count* - number of pages to show
- *maxtitlelength* - maximum length of each shown page
- *namespaces* - list of namespaces from which to show pages. Multiple namespaces can be entered, separated by comma.
- *order* - sorting of the pages displayed - can be "time" or "pagename"



## Related info

- [Reference:BlueSpicePagesVisited](#)

➔ [Technical Reference: BlueSpicePagesVisited](#)

## Privacy center

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

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## Accepting the terms of use

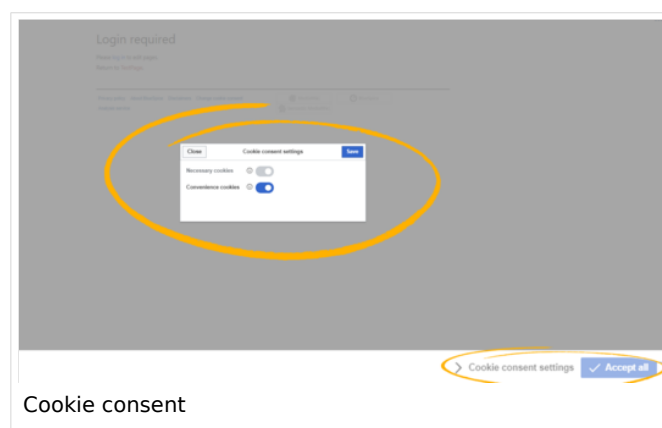
---

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.



Here, users have the option to accept all cookies or to manage each group of cookies separately. This is done by opening *Cookie consent settings* and then using the toggle-switches in the prompt. There are different types of cookies, based on the function they perform:

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

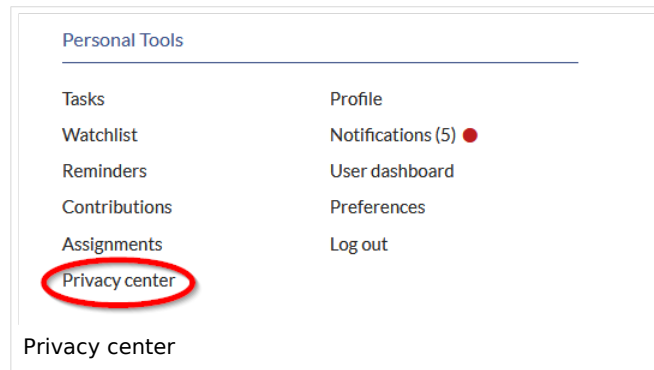
By default, accepting at least the necessary cookies is mandatory before using the wiki for the first time.

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

## Privacy Center

---

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



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

## Anonymization

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

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

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

## Delete your account

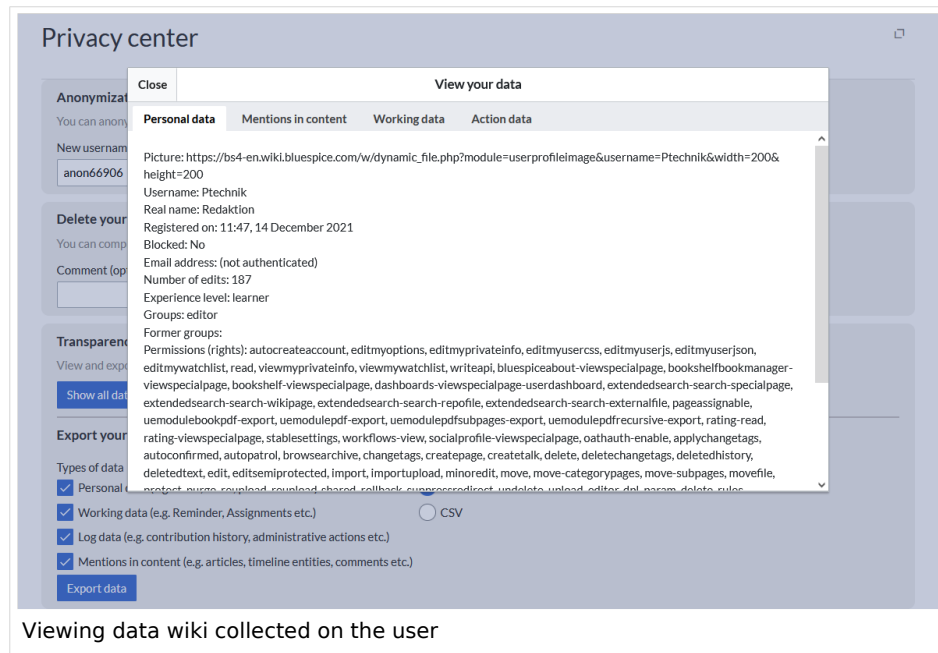
You can delete all traces of your account from the wiki by clicking the "Delete your account" button. After confirmation, the user account is deleted. In case there is an error in the process, users will be notified of the failed deletion process.

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.





Viewing data wiki collected on the user

Users can print out this same information in html or csv formats. The following information is collected:

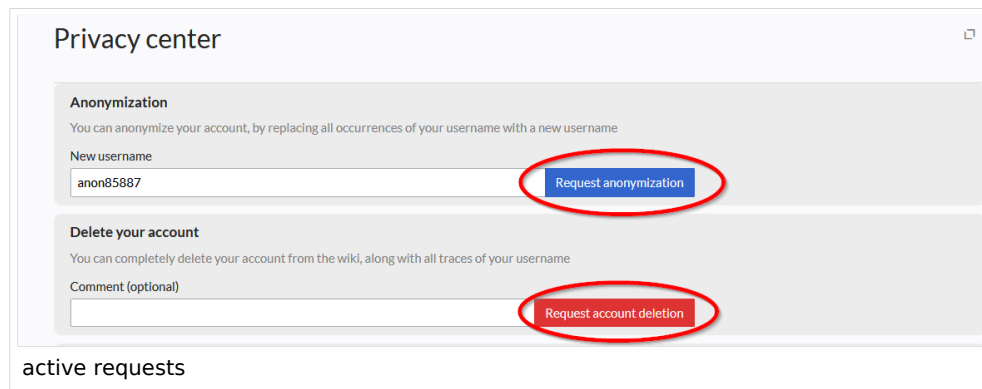
- **Personal data:** Profile image, username, real name, registered on, blocked, email address, number of edits, experience level, groups, former groups, permissions
- **Mentions in content:** signatures, blog entries, comments, links to the user page
- **Working data:** search terms, page assignments, 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



The screenshot shows the 'Privacy center' interface. It has two main sections: 'Anonymization' and 'Delete your account'. In the 'Anonymization' section, there is a text input field for 'New username' containing 'anon85887' and a blue button labeled 'Request anonymization'. In the 'Delete your account' section, there is a text input field for 'Comment (optional)' and a red button labeled 'Request account deletion'. Both buttons are circled in red. Below these sections, the text 'active requests' is visible.

The wiki can be configured so that users are not allowed to directly execute certain privacy-related actions. They need to request that operation first.

Requesting actions applies to:

- Anonymization
- Delete your account

Requests can be enabled for the wiki by setting `$bsgPrivacyEnableRequests = true;` in `LocalSettings.php`

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

All submitted requests are sent to wiki admins for review.

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

➔ [Technical Reference: BlueSpicePrivacy](#)

## User menu

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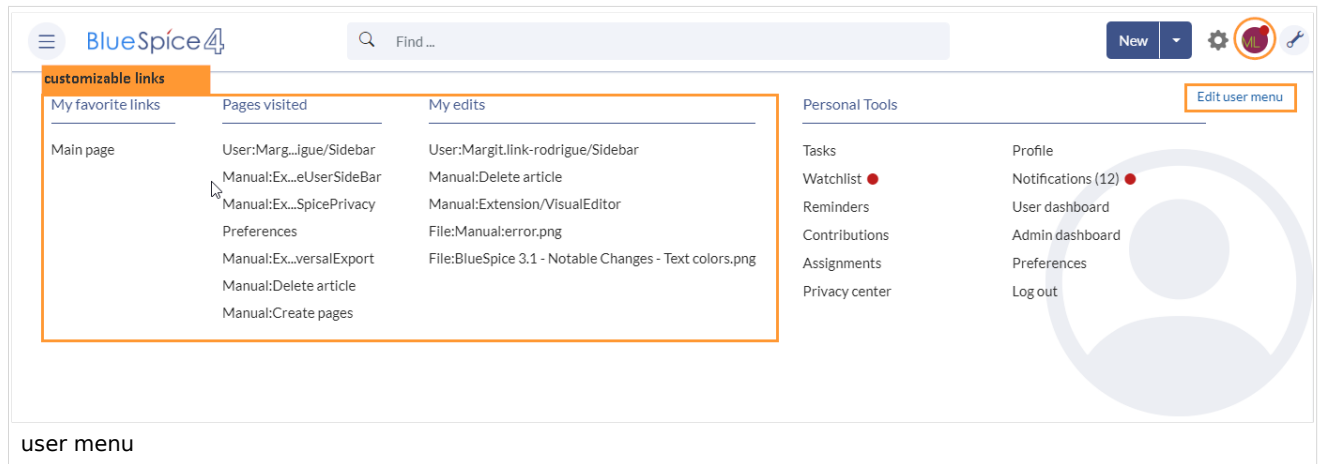
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## Overview

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.



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

\* Visual menu editor is available from BlueSpice 4.2.

Click *Edit user menu* to switch to edit mode.

### To add a new menu heading:

1. Click *Add new element*.
2. Enter the text for your menu header. In a multilingual wiki, you can also enter a [message key](#).

## Adding links in source editing mode

The syntax used to define the sidebar corresponds to the [main navigation](#). Entries starting with a single star ("\*") create menu headings or sections while entries with two stars ("\*\*") create links.

```
* My bookmarks
** Wiki_Page1|Label
** https://externallink.com|Label
```

Related info

- [Reference:BlueSpiceUserSidebar](#)



Technical Reference: BlueSpiceUserSideBar

Personal navigation

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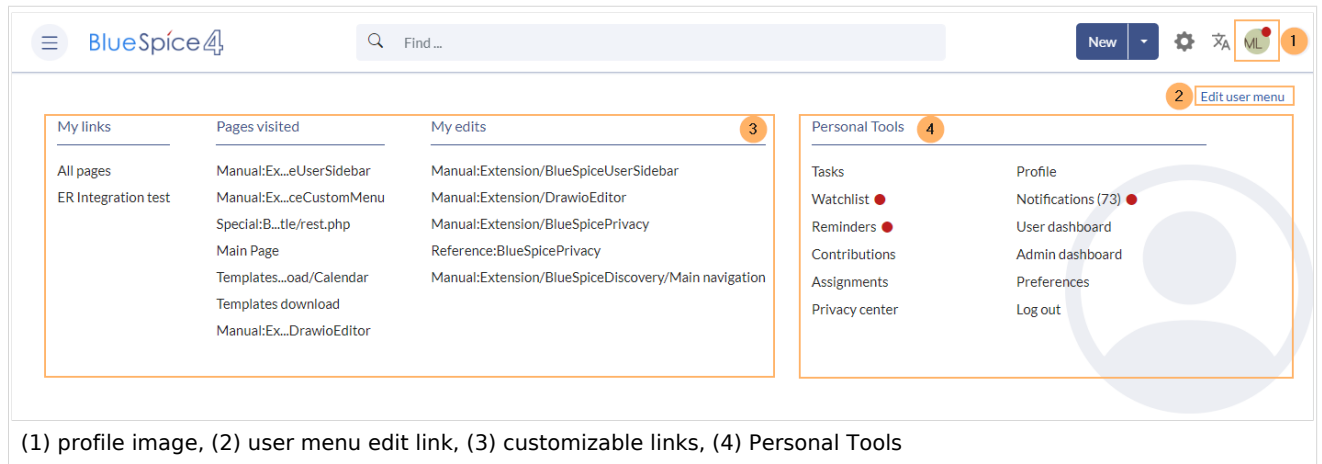
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## Accessing the personal navigation

Every logged-in user has their own user menu. Changes to this menu are only visible to the individual user.



The menu is separated in two sections (see screenshot):

- Customizable links
- Personal tools (these links cannot be edited)

## Customizing the sidebar

Initially, the customizable links show the following widgets:

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

These widgets can be removed individually.

### To customize the content of the user menu:

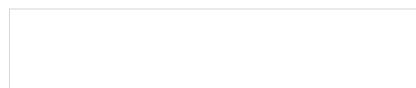
1. **Click** on your user profile image.
2. **Click** *Edit user menu*.

## Menu editor

✱ Visual menu editor is available from BlueSpice 4.2.

### To add a new menu header using the menu editor:

1. **Click** *Add new element* to create a new menu header.



+ Add new element

Add a new menu heading

2. **Enter** the text for your menu header. In a multilingual wiki, you can also enter a [message key](#).

Cancel

Edit element

Done

Node type  
Text or message key

Edit text or message key  
Text or a message key

Topics \*

Enter a heading name

3. **Click Done.**

### To add links:

1. **Select** *Add new subitem* from the dropdown menu of the menu header.

Quicklinks

Edit node

Remove

Add new subitem

add a link as a new subitem

2. Enter the page name as the link target and the label that you want to show:

Cancel

Edit element

Done

Edit link  
Link target

IMS:Process descriptions \*

Link label

Processes \*

enter link info

3. **Click Done.**
4. **Repeat** steps 1-3.
5. **Click Save changes.**

**Note:** If you use the parser function `{{#ifingroup:...` to display navigation elements in the source code, you must always edit the main navigation in the source code. In visual editing mode, saving removes any parser function or semantic queries.

## Source edit mode


### To add new links:

1. **Change** to source editing mode.
2. **Create** one or more navigation links (with or without section heading). The following example shows a link to the page "Company" with the label "Our company" and an external link to the BlueSpice website with the label "Website". The links are grouped together under the section heading "Quicklinks":

```
*Quicklinks
**Company|Our company
**https://www.bluespice.com/de|Website
```
3. **Save** the page. The links are now shown in the main navigation.

Link labels may collide with system messages. If this is the case, simply append the HTML-code for an empty space to the description:

```
**Portal|Portal&#160;
```

 [Technical Reference: BlueSpiceUserSidebar](#)

## Personalization

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## Accessing preference settings

---

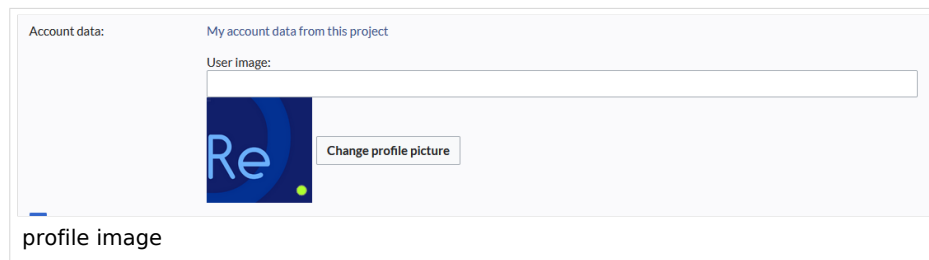
1. **Click** on the user menu.
2. **Click** *Preferences*. This opens the preferences page with multiple tabs.

Alternatively, you can access the page *Special:Preferences* directly.

## User profile

---

### Basic Information



- **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 webaddress 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 you 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 address, you can specify to receive email notifications in addition or in place of wiki notifications. As long as the email address is not confirmed, the system will not send emails. This also affects the settings in the [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 [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.

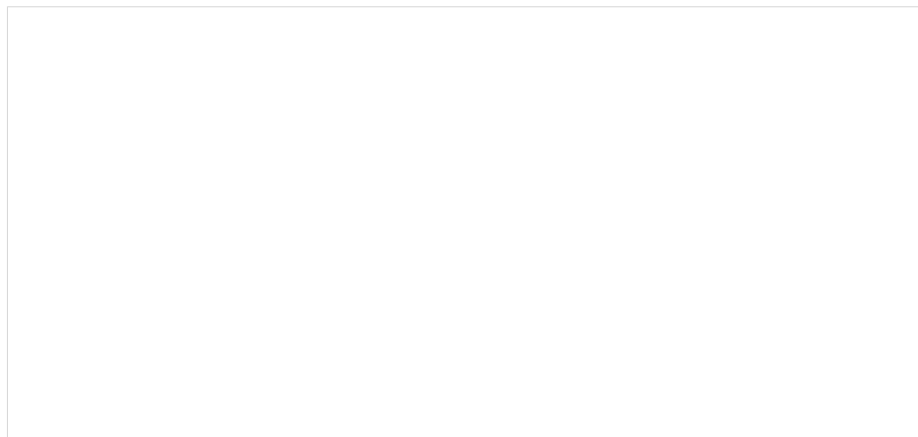
[Rodrigue \(talk\)](#) 09:10, 3 December 2019 (CET)

### 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.

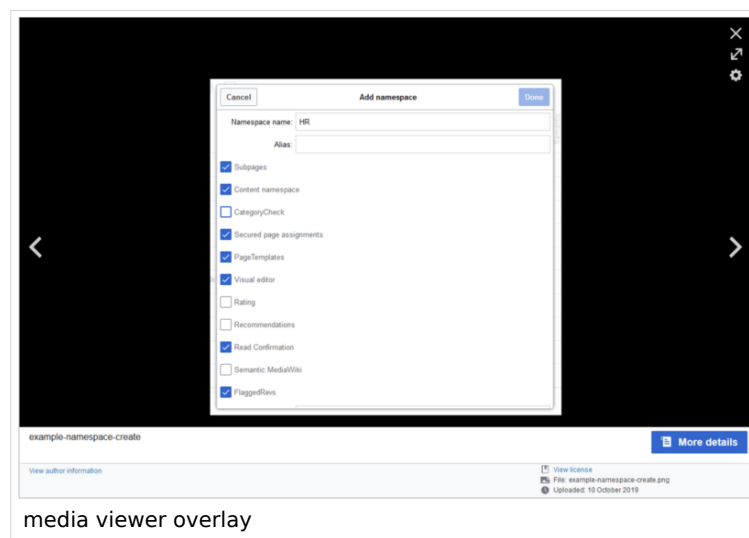
### Files

- **Image size limit:** Sets the maximum size of the preview image on the file description page.





- **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.



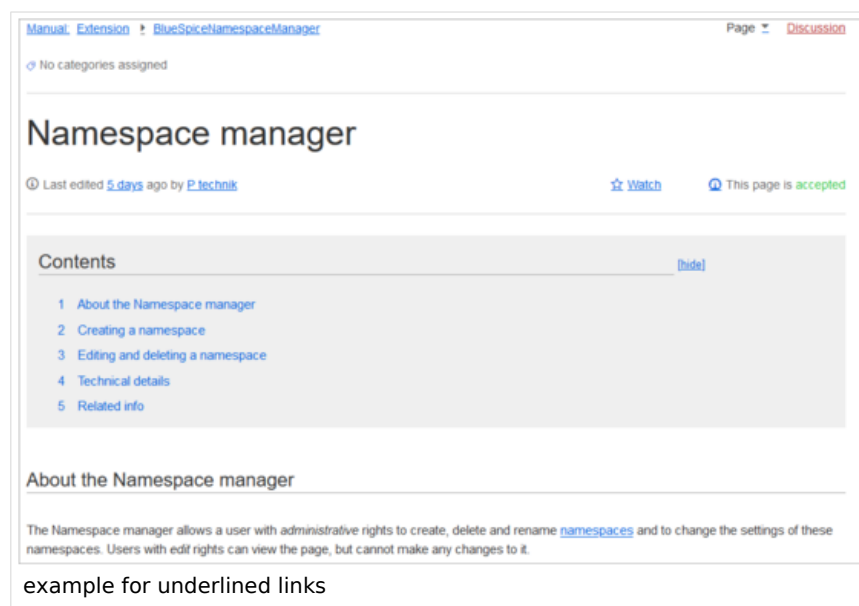
## Diffs

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 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.



- *Never:* Never underlines links in the content area of a page, even if the selected skin specifies underlining.
  - *Skin 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 threshold 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 `__HIDDENCAT__` to the category page. With this setting, a user can opt to show the hidden category anyway.
- **Auto-number headings -v4.3 :** Adds heading numbers to the page headings. **Note:** The heading numbers for books are set independently by administrators in the [Config manager](#).

## 5 Handling and storage

If caustic soda is left unsealed in the air, it will react with carbon dioxide and form sodium carbonate. It should be stored in hermetically sealed containers.

### 5.1 Safe handling advice

- Use and open container with care.
- Avoid dust formation.
- Supply eye wash bottle.

### 5.2 Advice on protection against fire and explosion

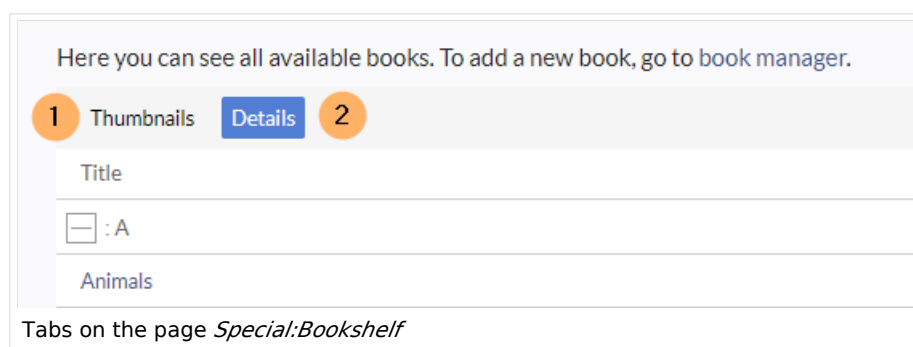
- No special actions required.

- **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 clicking 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

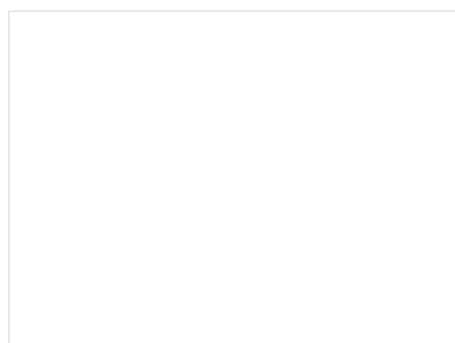
**Grid:** Shows the details view (=list view) of available books by default (2)

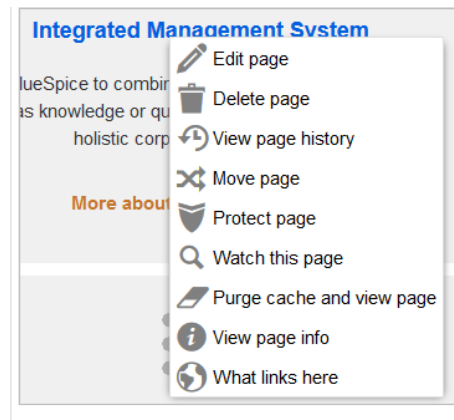
**Images:** Shows the thumbnails view of available books by default (1)



## 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 *right-click + Strg*.





## 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 [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.

**Note:** It can take up to 24 hours for all timeline entries to show the new timestamp format. When you create a new entry, you should see the changed format immediately.

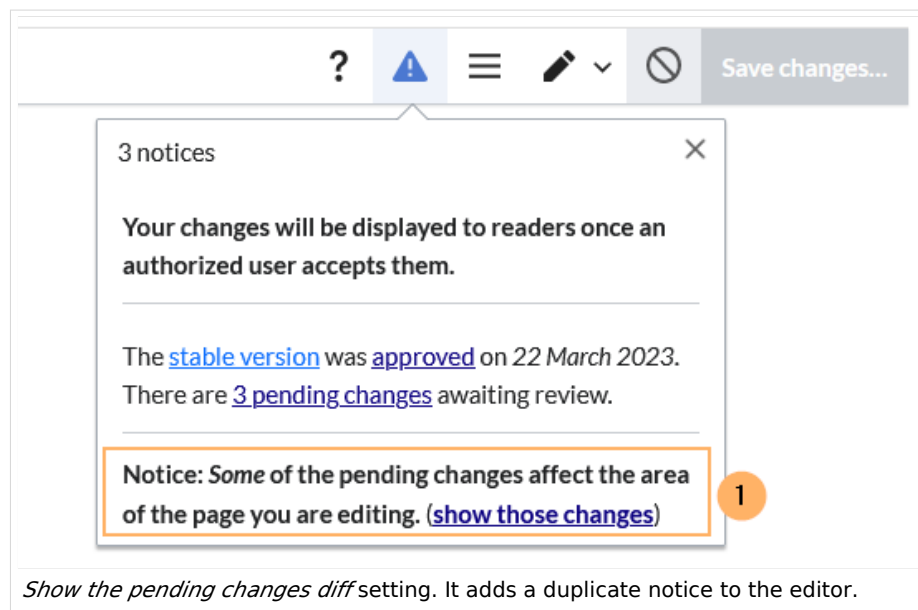


## Editing

### 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 [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:

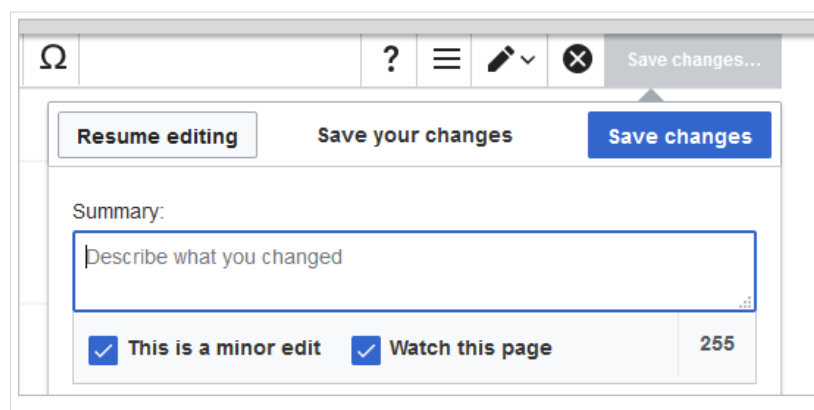


## Editor

- **Edit area font style:** Displays source code in monospace, serif, or sans-serif font.

**Note:** This setting is ignored if the [CodeMirror](#) extension is enabled (from BlueSpice 4.2).

- **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:

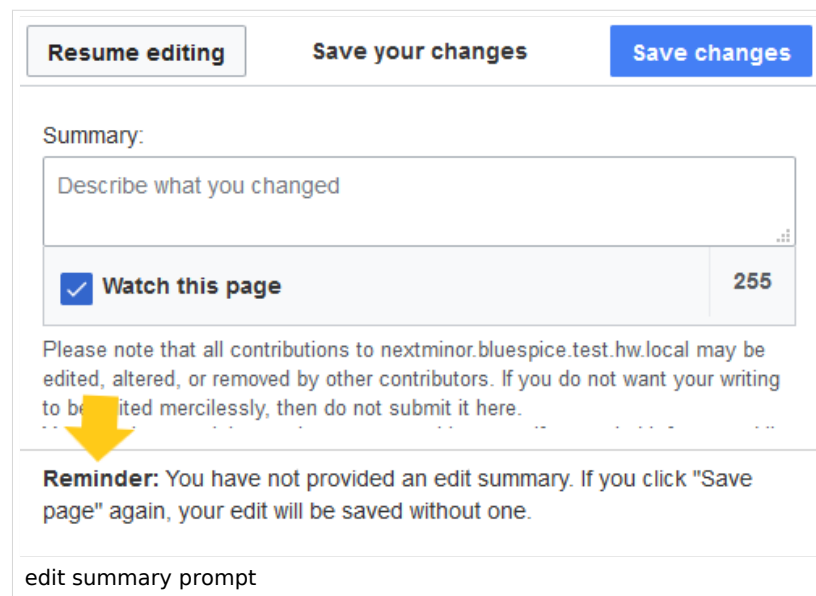




marking a minor edit

**Note:** 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*.



The screenshot shows the MediaWiki save dialog. At the top are three buttons: 'Resume editing', 'Save your changes', and 'Save changes'. Below these is a 'Summary:' section with a text input field containing the placeholder 'Describe what you changed'. Under the summary field is a checkbox labeled 'Watch this page' which is checked, and a counter '255'. Below this is a warning message: 'Please note that all contributions to nextminor.bluespice.test.hw.local may be edited, altered, or removed by other contributors. If you do not want your writing to be edited mercilessly, then do not submit it here.' A yellow arrow points down to a 'Reminder' message: 'Reminder: You have not provided an edit summary. If you click "Save page" again, your edit will be saved without one.' At the bottom of the dialog is the text '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 [Extension:VisualEditor|beta mode](#). We recommend you do not disable VisualEditor unless you prefer to work with a previous visual editor version.

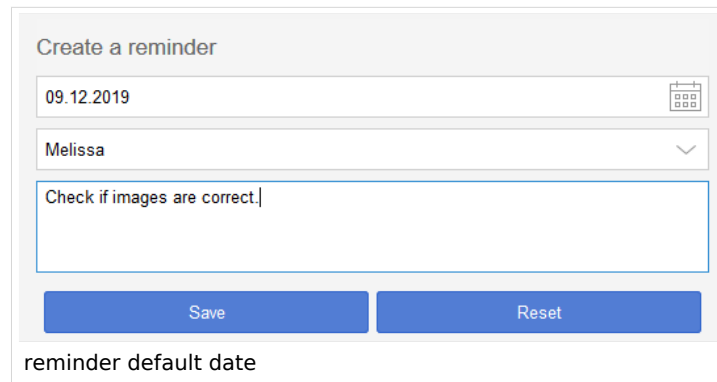
## Preview

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.



- **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 on a 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.



## 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 occurred before another page was edited. All changes still count towards the number of changes that are set in the view filter for the page.

### 22 March 2023

▼ 13:56 MLR:Test [pending edits] (2 changes | history) .. (+25) .. [WikiSysop (2×)]

13:56 (cur | prev) .. (+14) .. WikiSysop (talk | contribs | block) [rollback 2 edits]  
13:55 (cur | prev) .. (+11) .. WikiSysop (talk | contribs | block)

13:42 MediaWiki:Common.js (diff | hist) .. (+276) .. WikiSysop [rollback more than 10 edits]

▶ 13:23 MLR:Test1 [pending edits] (6 changes | history) .. (+104) .. [Maximilian Achterbahn (6×)]

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 [edits marked as minor](#) from appearing on your *Recent changes* page by default.

## Edit review

These settings are provided by the extension [FlaggedRevs](#) (approval feature).



FlaggedRevs is available up to BlueSpice 4.2.

- **Basic interface:** This setting has no effect in the *BlueSpice Discovery* skin
- **When to show the stable version of content pages by default:**
  - Use the default settings for each page: This setting has no effect in BlueSpice (default settings cannot be [set by administrators on a page level](#))
  - **Always show the stable version (if there is one):** This default setting is only applied if the [FlaggedRevs](#) feature is active in a namespace. It shows the approved (stable) version by default when navigating to that page.
  - **Always show the latest version:** It is a useful settings for 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 viewing the latest pending version:** This setting has no effect in the *BlueSpice Discovery* skin.

## Watchlist

### Edit watchlist

- **Edit entries on your watchlist:**
  - *View and remove titles on your watchlist:* Links to the page Special:EditWatchlist where 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.

Watchlist options

Below are the last **20** changes in the last **192** hours, as of 3 December 2019, 13:40.  
Period of time to display:

watchlist display options

### Advanced options

- **Expand watchlist to show all changes, not just the most recent** (default): Determines 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 (x/+) to watched pages with changes (JavaScript required for toggle functionality):** An icon for the direct removal of the page from the watchlist is available.

22 March 2023

○

×

13:23 MLR:Test1 pending edits (diff | hist) .. (+22) .. Maximilian Achterbahn (→Heading 1) [rollback 6 edits]

○

×

12:54 Test (diff | hist) .. (+5) .. Maximilian Achterbahn [rollback 1 edit]

1

2

17 March 2023

●

×

17:03 FB:Yet another page pending edits (diff | hist) .. (-43) .. WikiSysop [rollback 4 edits]

3

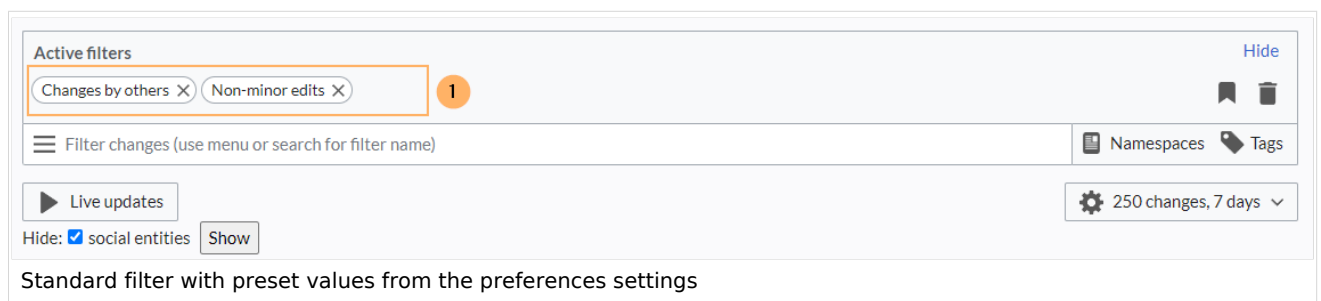
Direct markers: (1) Changes have been read, (2) remove from watchlist, (3) changes have not been read

- **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**

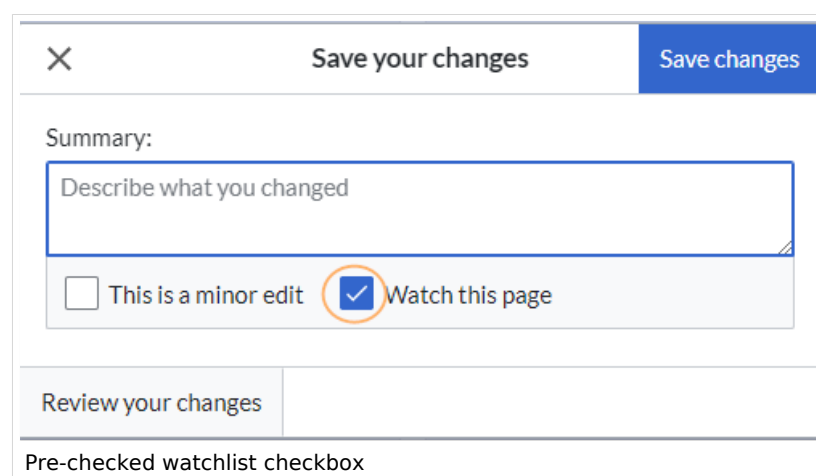


The screenshot shows the 'Active filters' section of a watchlist interface. It features a search bar with the text 'Filter changes (use menu or search for filter name)'. Below the search bar, there are two filter buttons: 'Changes by others' and 'Non-minor edits', both with an 'X' icon to remove them. A red circle with the number '1' highlights the 'Non-minor edits' button. To the right of the filters, there is a 'Hide' link and icons for a bookmark and a trash can. Below the search bar, there is a 'Live updates' button and a 'Namespaces' dropdown menu. At the bottom, there is a 'Tags' dropdown menu and a '250 changes, 7 days' filter. A 'Show' button is also visible.

## Watched pages

These settings determine 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)**



The screenshot shows a 'Save your changes' dialog window. It has a title bar with a close button (X) and a 'Save changes' button. The main content area has a 'Summary:' label and a text input field with the placeholder text 'Describe what you changed'. Below the text field, there are two checkboxes: 'This is a minor edit' (unchecked) and 'Watch this page' (checked). A red circle highlights the 'Watch this page' checkbox. At the bottom, there is a 'Review your changes' button. Below the dialog window, the text 'Pre-checked watchlist checkbox' is displayed.

- **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: `https://[YourWikiDomain]/w/api.php?action=feedwatchlist&wlower=[USERNAME]&wltoken=[TOKEN]` .

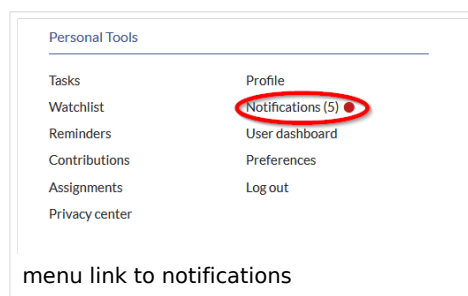
## Notifications

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**Important!** Notification don't consider the edit type "Minor edit". Therefore, notifications are sent even in the case where a user makes a minor edit.

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.

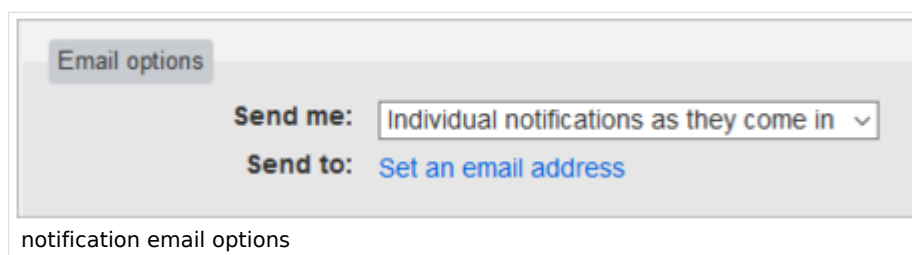


The user profile image in the main toolbar and the *Notifications* menu item show the number of new notifications. Notifications can set for a variety of events, such as new assignments or reminders. You can also select to be notified about changes only in certain namespaces or categories.

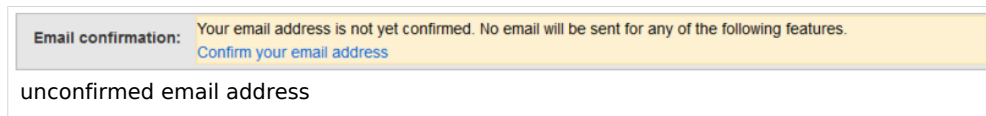
To configure which notifications you want to get, click on *Preferences* in the *Settings* menu (3).

## Email options

You can specify how often you receive emails: *never*, *immediately*, *daily*, or *weekly*.



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.



## 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 [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

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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

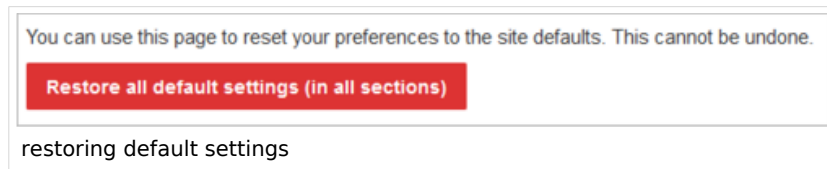
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These user preferences are provided by Semantic MediaWiki. If you would like to change these settings, you can visit the corresponding [help page](#).

## Resetting all preferences

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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.



Use the browser's back button if you do not want to restore the default settings.