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# Delete

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.

## Contents

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## How to delete a page?

To delete the page, click *Actions* > *Delete* in the [page tools](#).

**Warning:** The page you are about to delete has a history with 34 revisions: [Page history](#)

**Warning:** Other pages link to or transclude the page you are about to delete.

You are about to delete a page along with all of its history. Please confirm that you intend to do this, that you understand the consequences, and that you are doing this in accordance with [the policy](#).

**Delete**

**Reason:**

Other reason

**Other/additional reason:**

This content is now maintained in our intranet instead of the wiki

☐ Watch this page

**Delete page**

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 `Special:Nuke`.

## Which pages should be deleted?

You can use some pages under `Special:SpecialPages` to find candidates for deletion:

- `Special:ShortPages` : 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.
- `Special:LonelyPages` : Orphaned pages are characterized by a lack of transclusions or links to the page.
- `Special:NewPages` : Reviewing recently added pages is useful, for example, to detect spam in public wikis.

## Where do I find information about deleted pages?

- [Special:Log/delete](#) : Search for and restore deleted pages.
- [Special:DeletedContributions](#) : 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:

- **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
- **Redirect:** If the page content already exists on another page, the duplicate content can be deleted and a redirect can be created.
- **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.

### Related info

- [Nuke](#): Extension for mass-deleting pages (for administrators)
- [Redirects](#)
- [Deleting user accounts](#)

## Layout

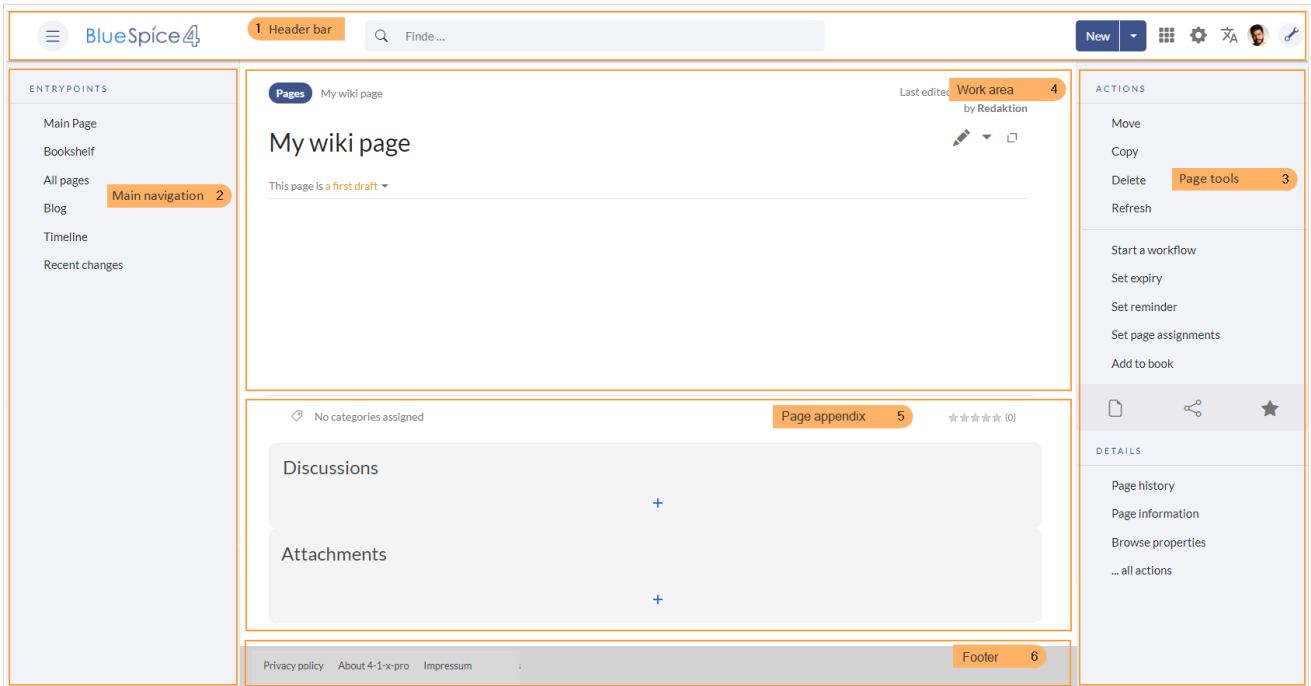
### Contents

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## BlueSpice Layout

The user interface is divided into distinct areas that group various wiki functions in a meaningful way. Here you get an overview of all features of the standard skin "Discovery".



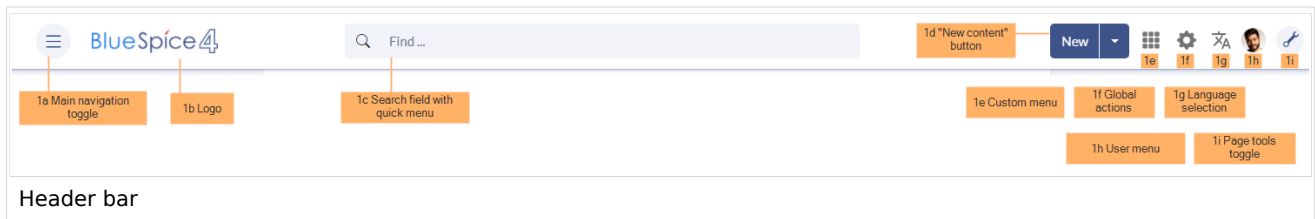
Main areas of the "Discovery" skin

| Bereich           | Beschreibung   |
|-------------------|--|
| 1-Header bar      | Contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).   |
| 2-Main navigation | The "heart" of the site organization. The navigation links can be customized by admin users. This area also displays the book navigation.  |
| 3-Page tools      | Contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be accessed from here.  |
| 4-Work area       | All content is created and edited here. The work area is divided into the title area and the actual page content.  |
| 5-Page appendix   | Additional information such as category membership, discussions and attachments are displayed in the supplementary area. In addition, page recommendations and ratings are displayed if they are activated for the page. |
|                   | The footer contains links to legal information as well as to external  |

| Bereich                  | Beschreibung                    |
|--------------------------|---------------------------------|
| <a href="#">6-Footer</a> | websites relating to MediaWiki. |

## Header bar

The header contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).



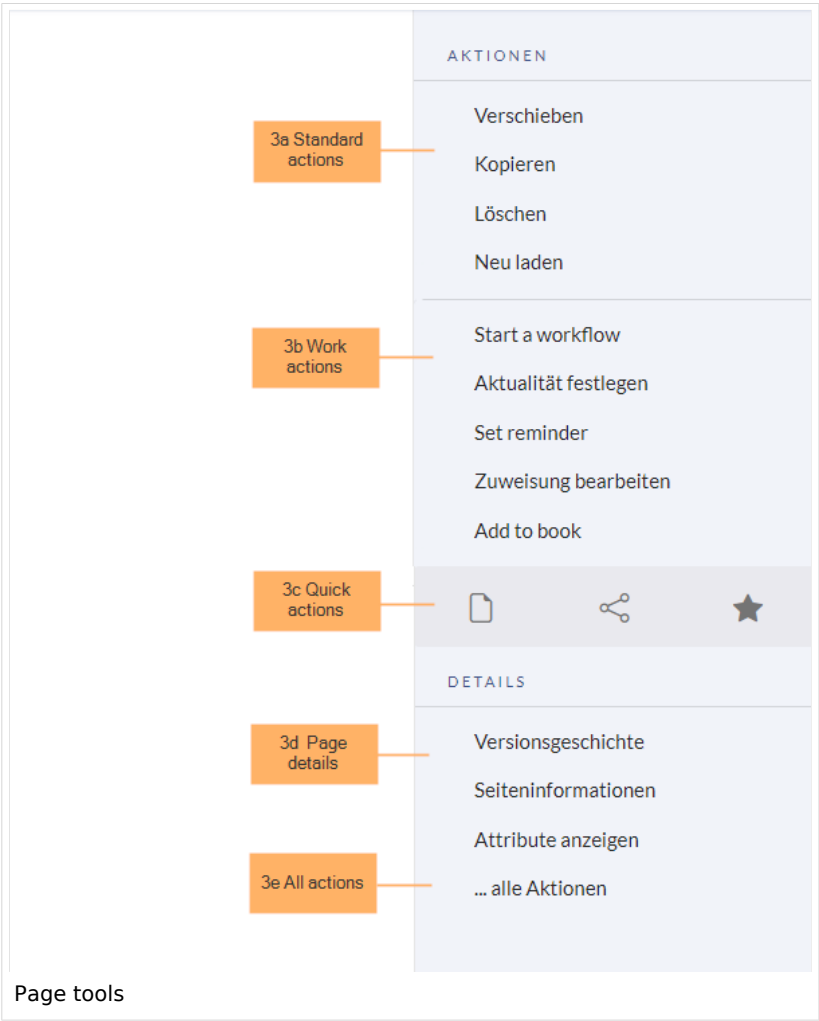
| Funktion                                | Beschreibung   |
|---|--|
| 1a-Main navigation toggle               | Allows users to show and hide the main navigation.   |
| <a href="#">1b-Logo</a>                 | The logo can be changed using the special page <a href="#">FlexiSkin</a> .   |
| 1c-Search field                         | Page titles that match the search expression are displayed in a quick menu while the search term is being entered. Pressing the Enter key takes you to the search center, which displays the results of a full-text search and allows filtering the results. |
| <a href="#">1d-"New content" button</a> | The "New" button allows to create a new page. A subpage can be created directly via the submenu or a new file can be uploaded. A multi-upload is only possible via the <a href="#">Manual:Extension/ExtendedFileList</a> .                                   |
| <a href="#">1e-Custom menu</a>          | Allows users with admin rights to create an additional mega menu. The button is only displayed once the additional menu has been created.  |
| 1f-Global actions                       | Direct links to many special pages as well as administrative pages of the wiki.  |
| 1g-Language selection                   | If a page includes links to pages in different versions via language codes that were defined in the <a href="#">Interwikilinks</a> , a mega menu is shown for the language selection.  |
| 1h-User menu                            | Users manage their own settings, tasks and notifications here. A red circle appears above the user avatar if unread notifications exist.   |
| 1i-Page tools toggle                    | Allows users to show and hide the page tools of a page.  |

## Main navigation

Links to the most important wiki pages are shown here. Administrators have the option to [customize the main navigation](#).

## Page tools

The page tools area contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be called up from here.



| Funktion            | Beschreibung  |
|---------------------|---|
| 3a-Standard actions | <a href="#">Move</a> , Copy, Delete, Refresh  |
| 3b-Extended actions | <a href="#">Start a workflow</a> , <a href="#">Set expiry</a> , Set reminder, Set page assignments, <a href="#">Add to book</a> |
| 3c-Quick actions    | Export options, Share, Add to watchlist   |
| 3d-Page details     | Page history, Page information, <a href="#">Browse properties</a>   |

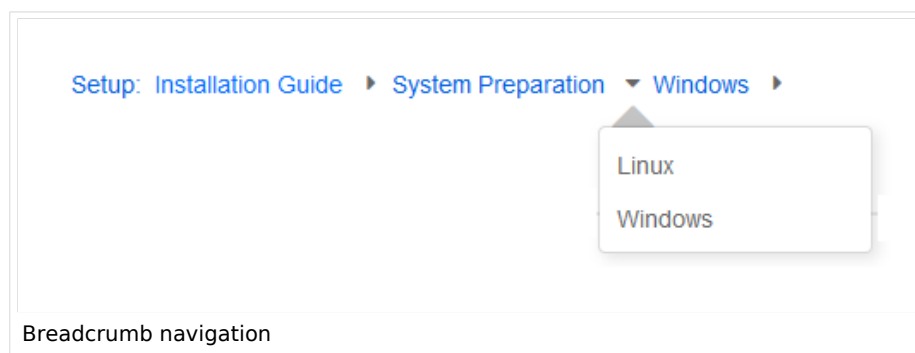
| Funktion       | Beschreibung  |
|----------------|---|
| 3e-All actions | Opens a dialog window, in which all possible actions on this page are listed. |

## Work area

### Breadcrumb navigation

The breadcrumb navigation at the beginning of the work area consists of links that map the path of the current page:

```
Namespace (=root node) > Pagename > Subpage level 1 > ... > Subpage level x
```



If the page *<namespace>:Main\_Page* (language variations: de:*Hauptseite* / fr:*Accueil* / zh:) exists, the root node links to that page.

If this page does not exist, the root node links to "All pages" (*Special:Allpages*) with the namespace selector preset to the respective namespace. If the root node should link to a different page (e.g., *<namespace>:Portal*), then this page needs to be redirected to the page *<namespace>:Main\_Page*.

### Page appendix

To hide the page appendix area, the following CSS rules can be added to the page *MediaWiki:Common.css*:

Hide entire area:

```
#data-after-content {display:none} /* Hide discussions and attachments */
```

Hide attachment only (only up to BlueSpice v4.1):

```
#social-stash-cnt {display:none} /* hide only attachments */
```

Hide discussions only:

```
#social-topics-cnt {display:none} /* hide only discussions */
```

The areas above can also be hidden by namespace, e.g.:

```
.ns-0 #data-after-content, .ns-3000 #data-after-content {display:none} /*Hide only in some namespaces*/
```

Footer

The footer contains links to legal information as well as to external websites relating to MediaWiki. The links to the legal information can be adjusted by wiki administrators via pages in the *MediaWiki* namespace.

- [Customize the footer](#)

➔ [Technical Reference: BlueSpiceDiscovery](#)

Expiry

An article can be marked as "expired" after a certain date and is the ideal basis for an archiving system.

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## Setting an expiration date

---

To set the expiration date for an article:

1. **Click** *Set expiry* in the page tools.
2. **Enter** an expiration date. It could be today or any day in the future.
3. **Enter** an expiration comment (optional).
4. **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 namespace* if obsolete pages should be archived rather than deleted. Users can then [move](#) articles to this namespace.

## Expiration log

---

Administrators can view a log with all expiration activities from the page *Special:Log*.

1. **Select** the log type *Expiry* from the drop-down menu.
2. **Click** Show.

## Configuration

---

You can set the following options in the Config manager.

Additionally, the display of the expiry status can be moved after the page content in the [Config manager](#).



[Technical Reference: BlueSpiceExpiry](#)

# User manager

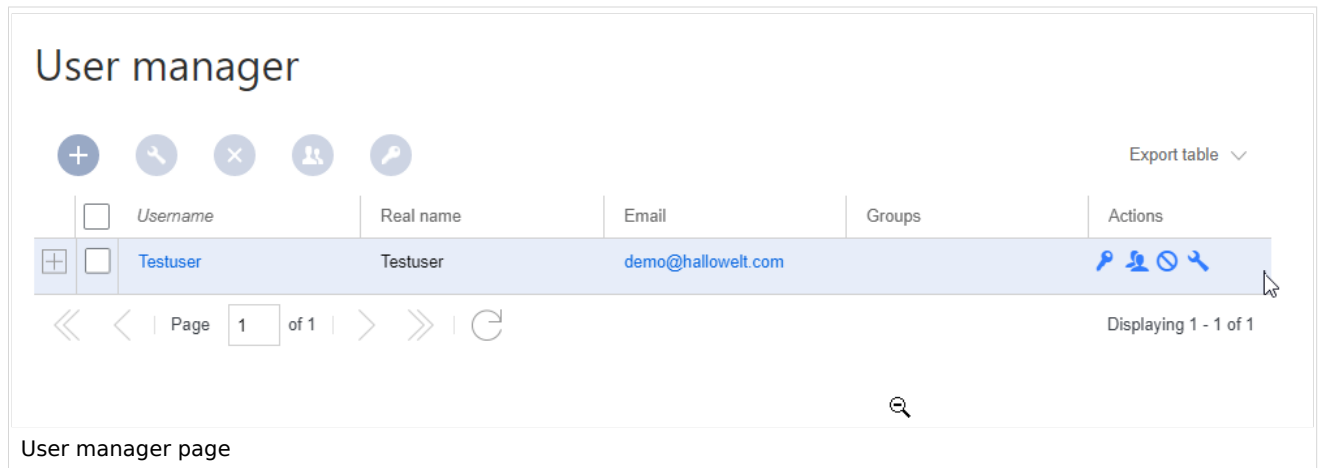
The extension **BlueSpiceUserManager** provides the visual interface for user administration.

## Contents

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## About the User manager

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



## Create a user account

### To create a user account:

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

The screenshot shows the 'Add user' dialog box. It has a 'Cancel' button on the top left and a 'Done' button on the top right. The form contains the following fields: 'Username' (filled with 'Newuser'), 'Password' (filled with dots), 'Confirm password' (filled with dots), 'Email' (filled with 'email@hallowelt.com'), 'Real name' (empty), 'Enabled' (checked with a blue checkbox), and 'Groups' (a dropdown menu with 'Type to filter...' and a list of 'Bureaucrats (bureaucrat)'). At the bottom, there is a text label 'Create a user account'.

2. **Enter** the user information in the dialog:
  - *Username*: must be unique and cannot contain special characters
  - *Password and Confirm password*: The password for the new user.
  - *Email*: The email address of the user (optional)
  - *Real name*: can be a duplicate of an existing user's real name (optional)
  - *Enabled*: if checked, user account is active

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

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

## Edit a user account

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

Export table

| <div></div>                       | Username  | Real name | Email | Groups                    | Actions   |
|-----------------------------------|-----------|-----------|-------|---------------------------|---|
| <div><div></div><div></div></div> | WikiSysop |           |       | bureaucrat, editor, sysop | <div><div></div><div></div><div></div><div></div></div> |

Edit a user account

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

**Tip:** User groups can be set for multiple users at the same time by selecting the users and clicking on the "groups" icon above the grid. This resets the groups for the selected users and assigns the newly chosen groups.

## Inactive users

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

### To view inactive users:

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

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

Related info

- [Reference:BlueSpiceUserManager](#)



[Technical Reference: BlueSpiceUserManager](#)

Redirects

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## 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:

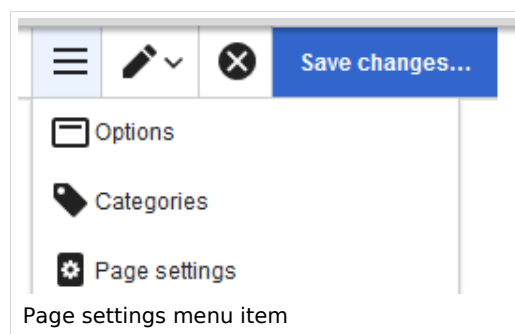
- abbreviations
- synonyms
- duplicate content
- spelling variants
- plural/singular
- renaming/moving a page

## How to redirect a page

---

### Visual editing mode

1. **Click** the options menu in the visual editor toolbar and **select** the *Page settings* link:



2. **Activate** the checkbox *Redirect this page to* and enter the name of the target page:

Cancel Options Apply changes

Categories

Page settings

Advanced settings

Languages

Templates used

Page settings

Redirect this page to

Manual:Edit articles

Manual:Edit pages

Manual:Edit existing articles

Manual:VisualEditor

Manual:Using the editor

Manual:Viewing and editing pages

Manual:VisualEditor/Files

Manual:Extension/ExtendedEditbar

Manual:VisualEditor/Insert images

redirect checkbox

3. Click *Apply changes*.

## Source editing mode

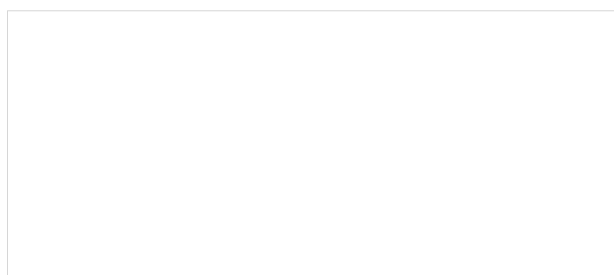
At the very beginning of the page, insert the redirect instruction and save the page:

```
#REDIRECT [[pagename of target page]]
```

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 `Special:ListRedirects`. 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:



## Edit articles

ⓘ Last edited 13 days ago by [Rodrigue](#)

[Manual:Edit articles](#)

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:

The screenshot shows the 'All actions' menu on the left, which is divided into four sections: Views, Namespaces, Content actions, and Toolbox. The 'What links here' option in the Toolbox section is highlighted with an orange box. On the right, the page tools are visible, with the '... all actions' link at the bottom highlighted with an orange box. Below the screenshot, a text box contains the text 'what links here'.

**All actions**

**Views**

- View
- Edit
- Edit source
- Page history

**Namespaces**

- Setup
- Discussion
- New page
- New subpage
- New section
- New file

**Content actions**

- Delete
- Move
- Protect
- Unwatch
- Refresh
- Add to book
- Insert category
- Set page assignments
- Set reminder
- Set expiry
- Translate and transfer
- Copy
- Start a workflow

**Toolbox**

- E-Mail
- What links here**
- Related changes
- Upload file
- Special pages
- Printable version
- Copy URL
- Page information
- Cite this page
- Browse properties
- PDF single page
- PDF page with subpages
- PDF page with linked pages
- Display readers
- QR code

**Page tools**

- Move
- Copy
- Delete
- Refresh
- Translate and transfer
- Start a workflow
- Set expiry
- Set reminder
- Set page assignments
- Add to book
- Page history
- Page information
- Browse properties
- ... all actions**

what links here

- Clicking on the page name of the redirected page opens the original page:

## Pages that link to "Setup:Installation Guide/System Preparation/Windows/Introduction"

What links here

Page:

Setup:Installation Guide/System Preparation/Windows/Introduction

Namespace: all

☐ Invert selection

Go

Filters

[Hide transclusions](#) | [Hide links](#) | [Hide redirects](#)

The following pages link to [Setup:Installation Guide/System Preparation/Windows/Introduction](#):

Displayed 2 items.

View (previous 50 | next 50) (20 | 50 | 100 | 250 | 500)

- [Setup:Installation Guide/System Preparation/Windows](#) ([← links](#) | [edit](#))
- [Setup:Installation Guide/System Preparation/Windows/Vorwort](#) ([redirect page](#)) ([← links](#) | [edit](#))

View (previous 50 | next 50) (20 | 50 | 100 | 250 | 500)

redirect link

## Resolving double redirects

The page *Special:DoubleRedirects* lists all pages that are redirected from an already redirected page:

### Double redirects

This page lists pages that redirect to other redirect pages. Each row contains links to the first and second redirect, as well as the target of the second redirect, which is usually the "real" target page to which the first redirect should point. ~~Crossed-out~~ entries have been solved.

Showing below up to **50** results in range **#1** to **#50**.

View (previous 50 | next 50) (20 | 50 | 100 | 250 | 500)

- [Get creative - Working with information](#) ([edit](#)) → [Create pages](#) → [Manual:Create pages](#)
- [Edit existing articles](#) ([edit](#)) → [Create pages](#) → [Manual:Create pages](#)

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:

## Edit existing articles

```
#REDIRECT [[Create pages]]
<!--
__NOTOC__<bs:bookshelf src="Book:User manual 3.1 - incomplete draft" />
==Edit existing articles==
Every existing article in a wiki should be modifiable. Simply switch into edit mode, change the
contents, and save. Easy!

===Entering edit mode===
You have two options to edit an article:
```

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*:

## Edit existing articles

```
#REDIRECT [[Manual:Edit pages]]
<!--
__NOTOC__<bs:bookshelf src="Book:User manual 3.1 - incomplete draft" />
```

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*.

Related info

- [Rename and move pages](#)
- [Delete an article](#)
- [Creating subpages](#)
- <https://www.mediawiki.org/wiki/Help:Redirects>

Rename/move

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## 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?

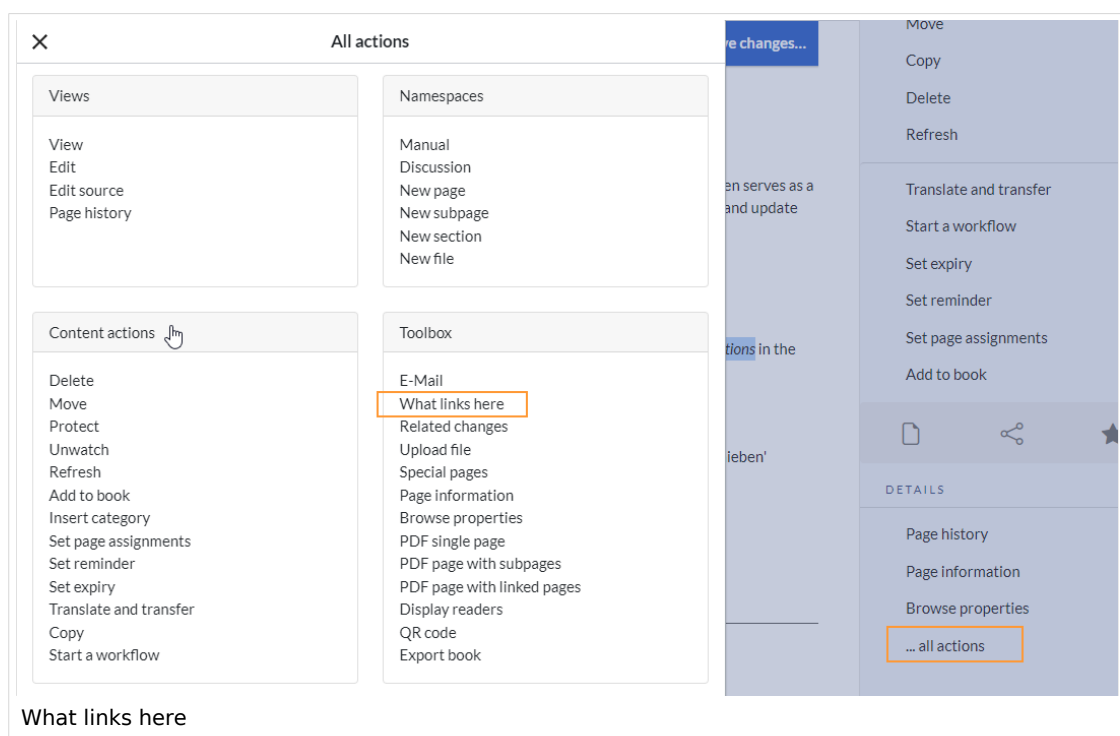
When you move a page:

- 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

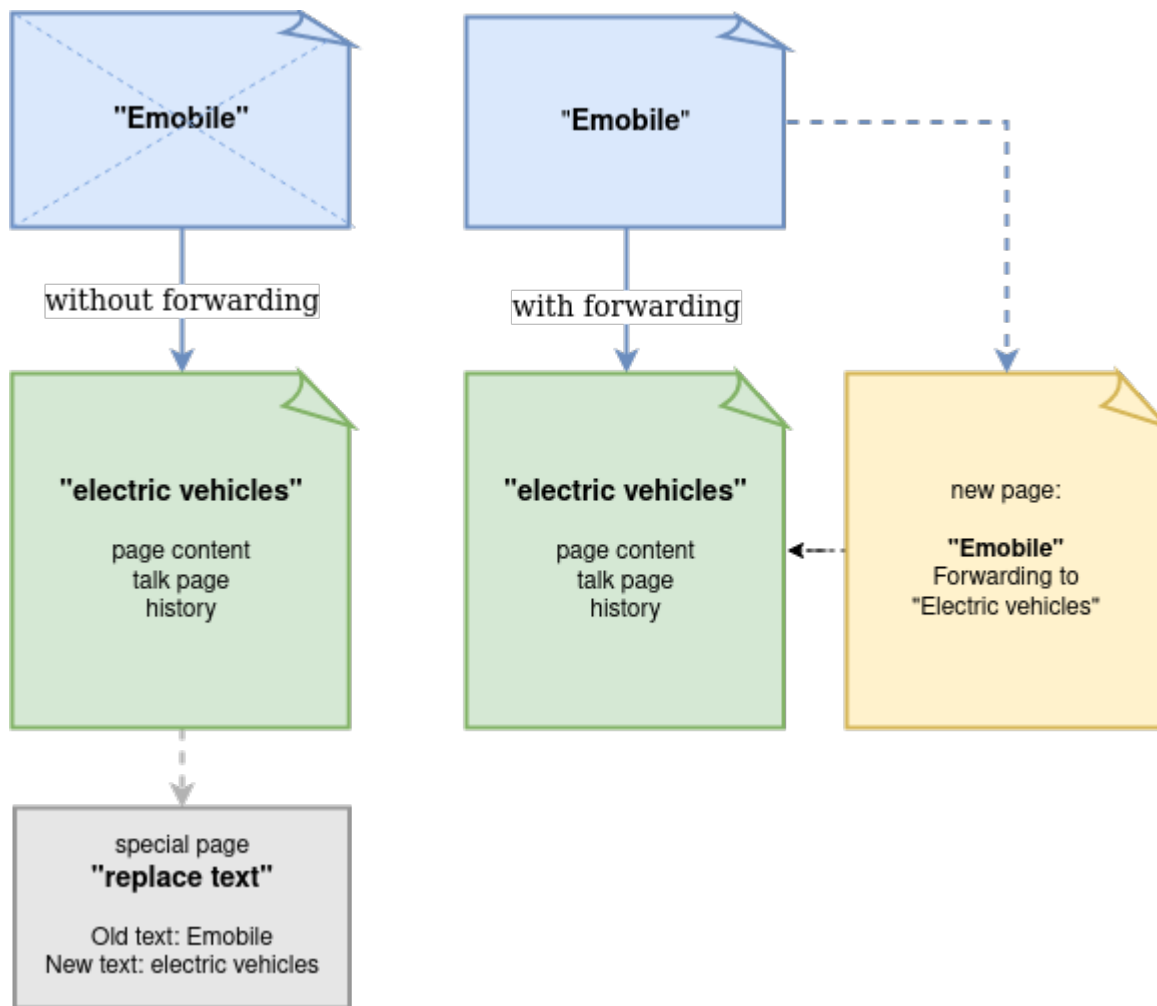
If you move from the original page to the new page, an additional page with the old page name will be created. This page then serves as a redirect to the new page. If you do not create a redirect, the original page is simply replaced. In this case, you should check and update the links to the old page 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.



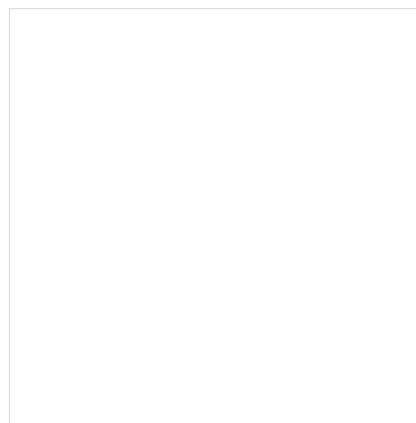
The following diagram shows how to rename an "Emobile" page to a page called "Electric Vehicles" page:

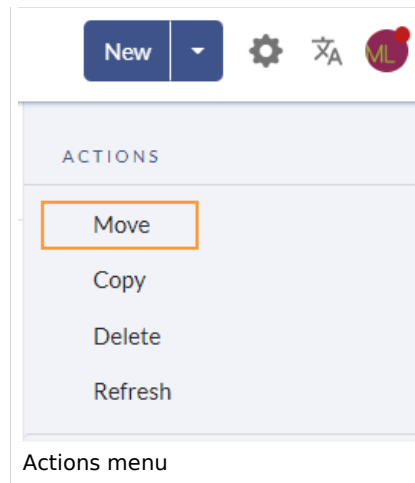


## How do I move a page?

Go to the page tools menu item "Manage page> Move":

1. **Click** *Move*.





2. **Enter** a new page name. If you move the page to a different namespace, you need to include the namespace prefix as well.

Cancel
Move page "Multilingual wiki"
Done

New title:

Reason:

☒ Leave a redirect behind  
☒ Move subpages (up to 100)  
☐ Watch source page and target page

Moving a page to a different namespace and renaming the page

3. **Provide** a reason why it was necessary to move the page (optional). This reason is shown in the logs of the wiki.
4. **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.
5. **Watch source page and target page:** Specify whether you want to put the source and landing pages on your watch list when redirecting.
6. **Click Done.** The page has been moved.

Move succeeded

"[Template:Box Left](#)" has been moved to "[Template:Box Left 1](#)"

A redirect has been created.

To also modify links to this page in other pages, go to [Special:ReplaceText](#).

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 query](#) . In that case, due to a bug, the original page needs to be deleted manually after the page move. -v4.3.2

## 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

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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":

|                   |            |
|-------------------|------------|
| Original text:    | Box left   |
| Replacement text: | Box left 1 |
| Replace text      |            |

Select all wiki sections using the "All" button to find existing references to the original page:

|  |
|--|
|  |
|--|

Search in namespaces:

☒ (Main)

☒ User

☒ Bluespice

☒ Form

☒ Concept

☒ smw/schema

☒ Gadget definition

☒ Manual

☒ Legal

☒ Talk

☒ User talk

☒ Bluespice talk

☒ Form talk

☒ Concept talk

☒ smw/schema talk

☒ Gadget definition talk

☒ Manual Talk

☒ Legal Talk

☒ File

☒ MediaWiki

☒ Template

☒ Rule

☒ Widget

☒ Module

☒ Setup

☒ Reference

☒ FAQ

☒ File talk

☒ MediaWiki talk

☒ Template talk

☒ Rule talk

☒ Widget talk

☒ Module talk

☒ Setup Talk

☒ Reference Talk

☒ FAQ Talk

☒ Help

☒ Category

☒ Property

☒ Book

☒ SocialEntity

☒ Gadget

☒ Help talk

☒ Category talk

☒ Property talk

☒ Book talk

☒ SocialEntity talk

☒ Gadget talk

Check:

Optional filters:

Replace only in category:

Replace only in pages with the prefix:

☒ Replace text in page contents

☐ Replace text in page titles, when possible

☐ Announce these edits via Special:RecentChanges and watchlists

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:

Replace "**Box Left 1**" with "**Box Left**" in the text of the following page:

☒ [Template:Box Left](#) - #REDIRECT [[Template:Box Left 1]]

Replace old page name

The last page now confirms that the wiki is now completing the text replacements:

"**Box Left 1**" will be replaced with "**Box Left**" in one page.

[Return to form.](#)

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.

## Related info

- [Redirecting pages](#)
- [Working with subpages](#)

## Reference:Nuke

## Extension: Nuke

→ [all extensions](#)

| Overview   |  |                    |                |
|--|--|--------------------|----------------|
| <b>Description:</b>                              | Extension for administrators to delete more than one page at once. |                    |                |
| <b>State:</b>                                    | stable   | <b>Dependency:</b> | MediaWiki      |
| <b>Developer:</b>                                | Brion Vibber, Jeroen De Dauw                                       | <b>License:</b>    | GPL v2+        |
| <b>Type:</b>                                     | <a href="#">MediaWiki</a>  | <b>Category:</b>   | Administration |
| <b>Edition:</b>                                  | BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud     | <b>Version:</b>    | 4.1+           |
| For more info, visit <a href="#">Mediawiki</a> . |  |                    |                |

**Nuke** is an extension for administrators to delete more than one page at once. This tool allows mass deletions of pages recently added by a given user or an IP address.

For more information visit [MediaWiki](#).