Contents

Layout

Contents

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".
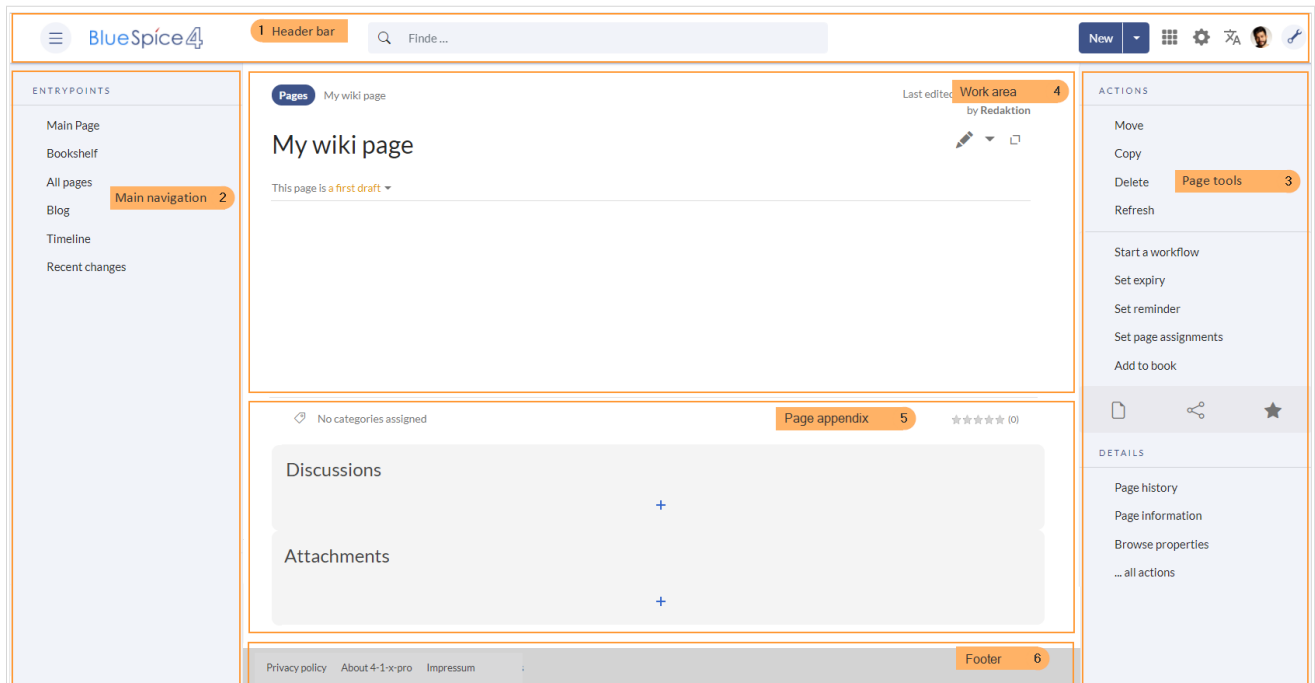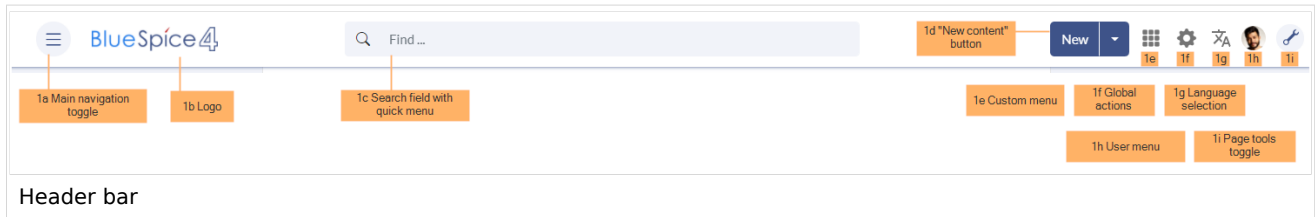

Main areas of the "Discovery" skin

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
6-Footer	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).


Header bar

Funktion	Beschreibung
1a-Main navigation toggle	Allows users to show and hide the main navigation.
1b-Logo	The logo can be changed using the special page FlexiSkin.
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.
1d-"New content" button	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 theManual:Extension/ExtendedFileList.
1e-Custom menu	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 Interwikilinks, 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.

Page tools
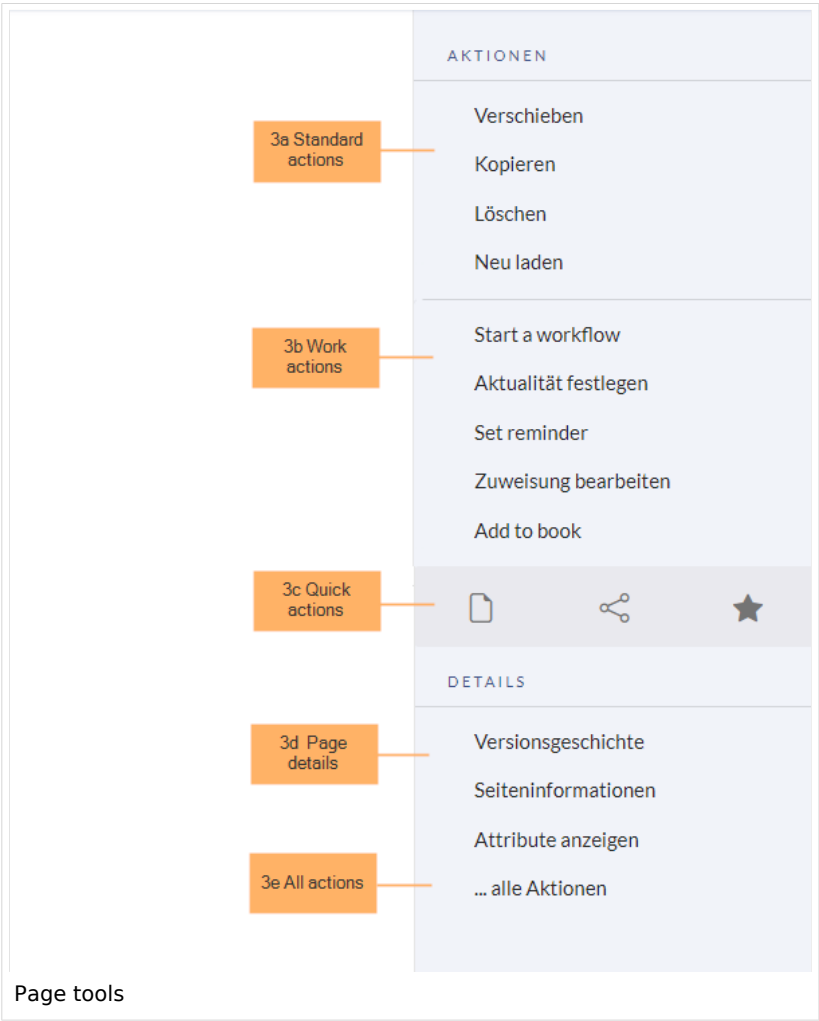
| Funktion	Beschreibung
3a-Standard actions	Move, Copy, Delete, Refresh
3b-Work actions	Start a workflow, Set expiry, Set reminder, Set page assignments, Add to book
3c-Quick actions	Export options, Share, Add to watchlist
3d-Page details	Page history, Page information, Browse properties

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
```

Breadcrumb navigation
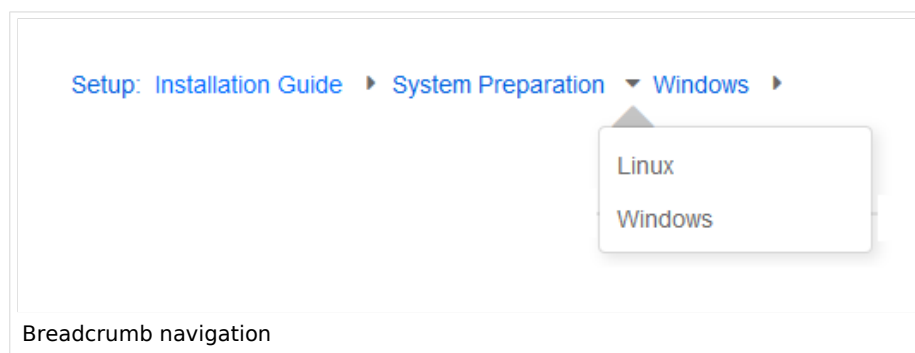
If the page *<namespace>:Main_Page* (languae variations: de:*Hauptseite* | fr:*Accueil* | zh:) exists, the root node links to that page.

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

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

Manual:Create Pages

An important aspect of the wiki principle is that information can be shared with other people quickly and without any "red tape". Every wiki user with edit rights should therefore be able to create and edit a page at least in one namespace without any prior knowledge or without special privileges to contribute to their knowledge.
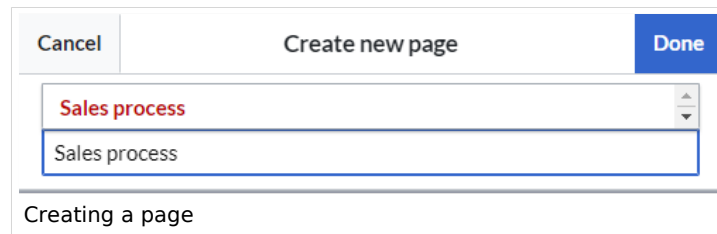
Contents

Creating a page

To create a page:

1. **Click** the *New* button in the header bar. A dialog window opens.
2. **Enter** a new page name. If the page does not yet exist, you will see a redlink.


Creating a page

3. **Click** *Done*.
4. **Choose** *Empty page* or a different page template. This step is skipped if there are no available page templates. The page opens in edit mode. You can now switch between visual and source edit mode using the Editor toolbar.
5. **Save** the page. It is now available in the main namespace of your wiki (unless you added a namespace prefix while creating the page).

Changing the page name

If you want to change the page name after the page has been saved — e.g., to save it in a different namespace — you can move the page.

Creating subpages

To create a subpage for the current page, select the *New Subpage* link from the *New* button menu.

Creating a subpage
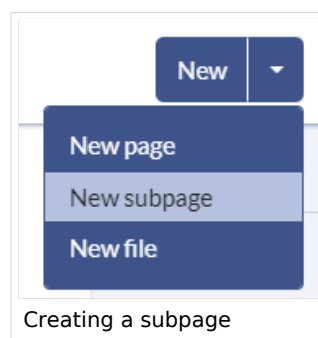
The subpage is then created as *Current Page/Subpage (e.g.*, Visual Editor/Tables). If a page has subpages, the path is displayed as breadcrumb navigation at the top of the page.

Alternative options

- **Search field:** Maybe information about your topic already exists. Before you create a new page, you can use the search to enter terms for your topic and check existing pages. If no suitable page exists, click on the redlink 'Create page *[page name]*' in the search results **er address bar:** You can also create a page directly from the address bar of your web browser. Simply exchange the current page name with a new one. Then, click enter to create the new page.
- **Form:** In BlueSpice pro, the extension Page Forms is available. It allows to create pages using a form.

Tipps

- **Redirects:** Do you have the impression that an article title is searched more often with a different synonym? Then create a new article with this name and redirect the page to another page that contains the actual information.
- **Title choice:** In a wiki, titles are very important. In wikis with many entries, authors may make references to pages that they deem important in the context of their entry. The page title should, therfore, clearly communicate its content. Single words are very good, but even short sentences like "why wikis work" can be useful names. In addition, meaningful page titles also help readers find their way around when they search for an entry.
- **Spelling:** When linking to an already existing page you should pay attention to their exact spelling. If you e.g. typing a [[hello world]] instead of [[Hello World]] will create a new page as the links are spelled differently. Therefore, consider also capitalization and spaces. Only at the beginning of the letter does it make no difference whether you write a small or capital letter.
- **Namespaces:** If you want to create an article in a different namespace, the namespace must appear before article name. Example: `[[namespace:article name]]` .
- **Special characters:** The following characters **cannot** be used in titles : `{ } & ? < > \` and `,` . For more information, see mediawiki.org/wiki/Manual:Page_title.
- **Subpages:** The character `/` is used to create a subpage.

Related info

- Rename and move pages
- Redirects
- Creating and Using Page Templates

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.

Contents

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 `<bookshelf />` 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 *Global actions* menu under *Management > Books*.
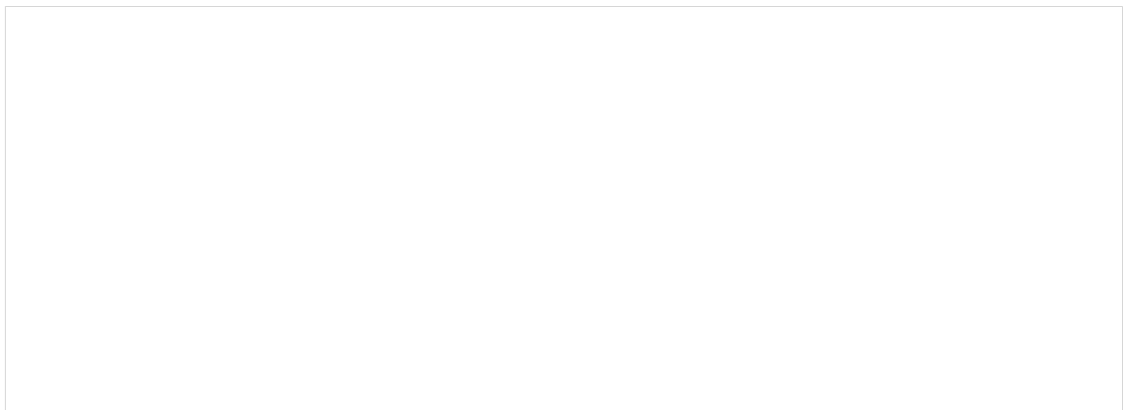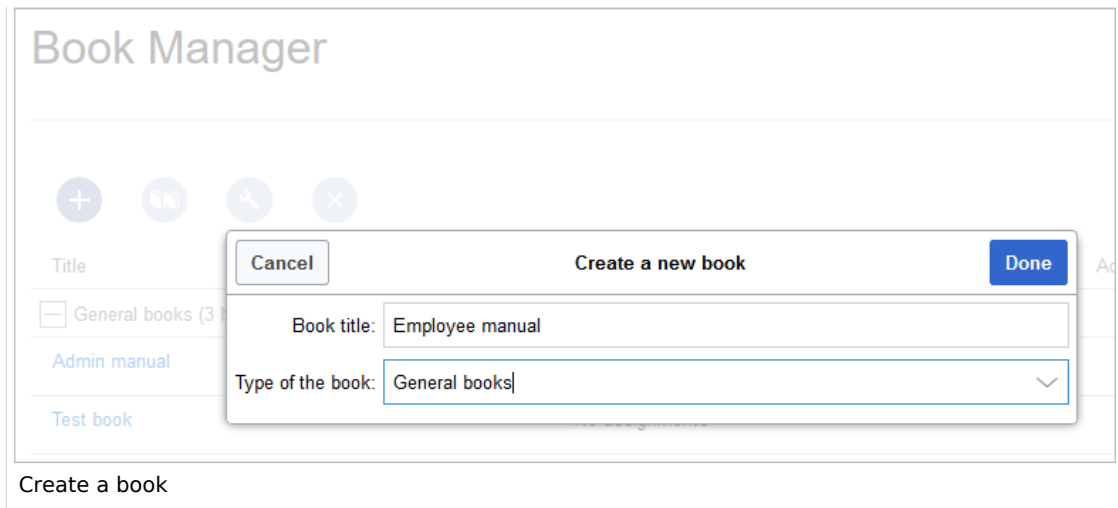

Book manager

To create a book:

1. **Click** the `+` -button.
2. **Enter** a *Book title.*
3. **Select** "General books" as type of the book.

Create a book

4. **Click** *Done*. The book editor loads next.

> **Important!** The book is only created in the wiki when at least one page has been saved in the book.

Adding pages

You are now in the book editing mode.

Book edit buttons
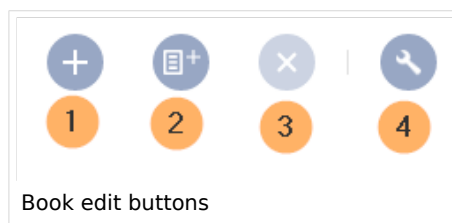
1. **Click** the *Plus* button (1). A dialog window opens.
2. **Search** for a page in the wiki and select it. If a different name is to be displayed in the book navigation, you can enter a display title (optional).
3. **Click** *Done*.
4. **Add** additional pages.
1. **Click** the arrow of the *Save* button and select *Save and add chapter navigation.* This process inserts the `<bookshelf />` tag into the source code of all wiki pages in the book. This causes a revision of the pages.

Add chapter navigation
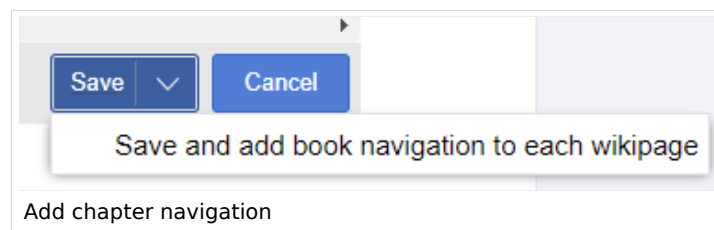
> **Tip:** You can click a page title of a book page before adding a new book page. This is then inserted as a sub-chapter. You can move pages to the desired position later using drag & drop with the mouse.

The book is now displayed on the wiki bookshelf. The bookshelf can be reached via the entry links in the main navigation.

> **Note:** There is no option to go directly from the bookshelf to the book manager.

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 Word import or from 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 <booklist>-tag, for example.

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: *BlueSpice cloud*).

Types of books

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:

1. **Open** the book in the book manager.
2. **Select** each of the pages or chapters to export by clicking the appropriate check boxes. Sub-chapters are selected automatically.
3. **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.

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

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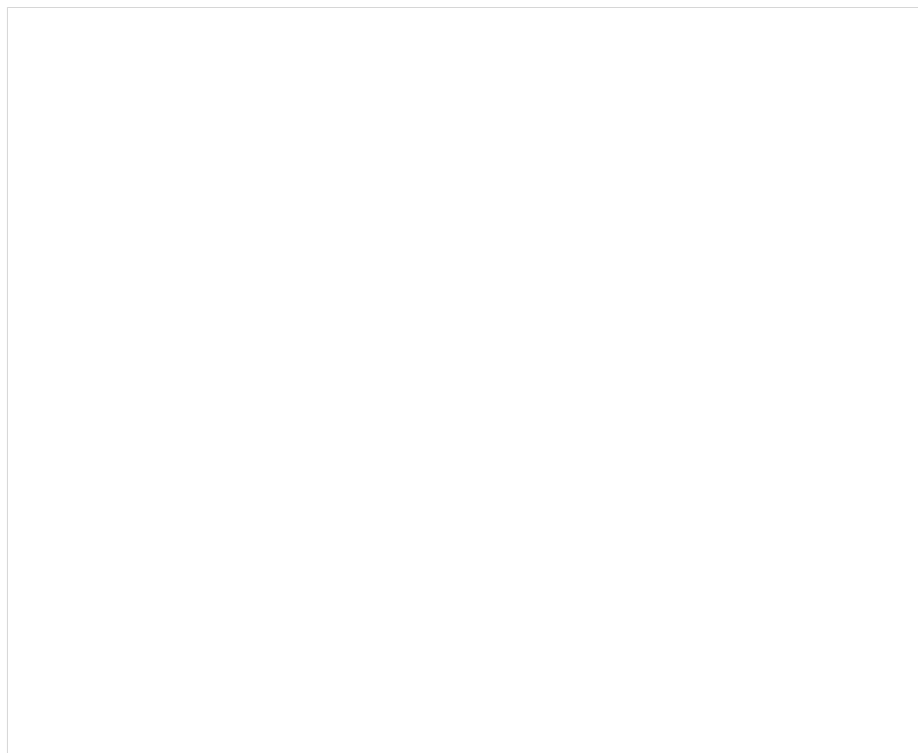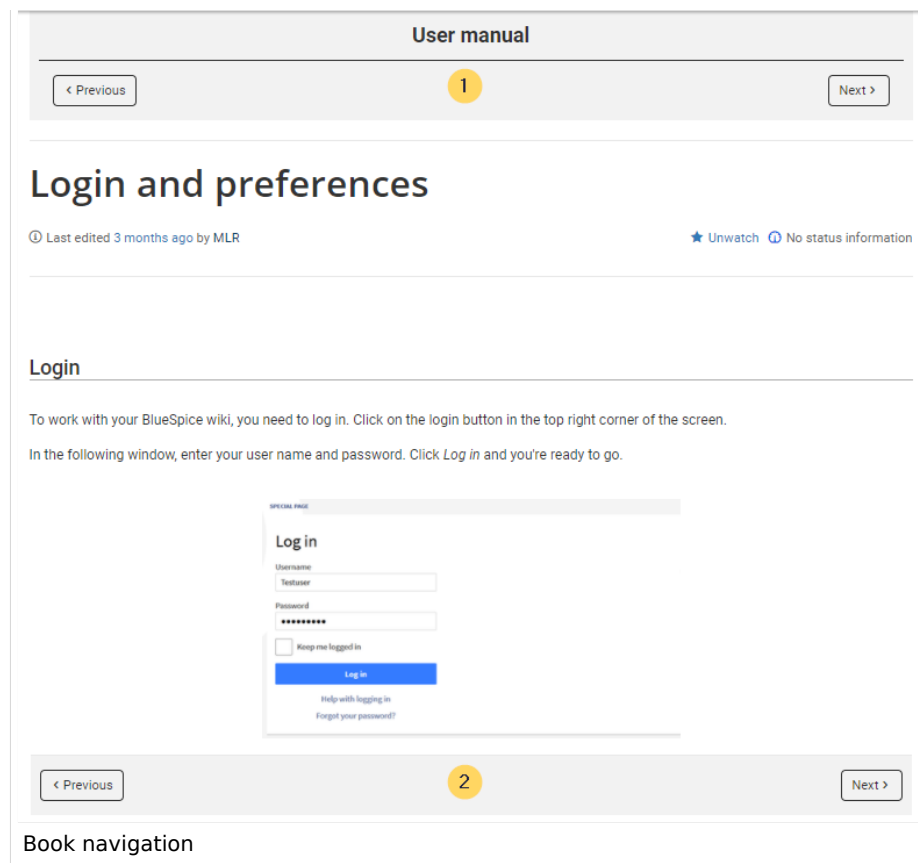
Book navigation

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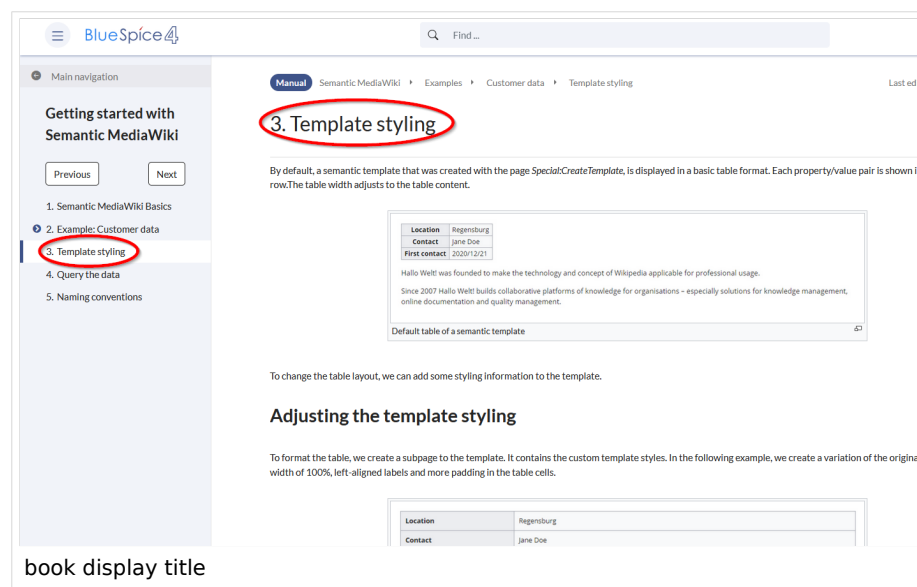
book display title

Note: If the page additionally contains a {{DISPLAYTITLE}} tag, the display title of the page is shown instead of the book title.

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

Prepended chapter numbers

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

Export

Wiki administrators can make the following adjustments for the book 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:

1. In Apache Tomcat, open the file *web.xml*:

```
sudo -s
nano /opt/tomcat/webapps/manager/WEB-INF/web.xml
```

2. Look for the following lines and adjust the value (e.g. for 250MB=26214400)

```
<max-file-size>262144000</max-file-size>
<max-request-size>262144000</max-request-size>
```

3. The web app BShtml2PDF also has a setting that needs to be adjusted:

```
nano /opt/tomcat/webapps/BShtml2PDF/WEB-INF
```

4. Enter your values in the following lines:

```
<param-name>maxMemSize</param-name> <param-value>26214400</param-value>
<param-name>maxFileize</param-name> <param-value>26214400</param-value>
```

5. Restart Apache Tomcat

```
service tomcat restart
```

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:

1. **Enter** a *target name*: The default value is the book name with the suffix *(copy)*. Change this to create a different book title.
2. **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 ☐.
  - **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   v4.4+

The 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.

Content droplet "Book table of contents"

Adding a PDF-download link to a page

The 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.

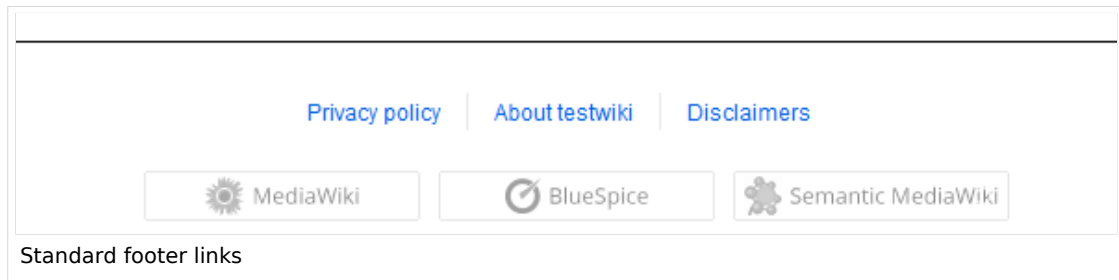➡ Technical Reference: BlueSpiceBookshelf

Footer

The footer contains the links to important info pages in the wiki. Since these pages provide legal information to users, they are accessible from any wiki page.

Contents

Creating the linked target pages

Standard footer links

In a newly installed wiki, the content for the links in the footer must first be created. By default, all users with editing rights can click on a link in the footer to create the corresponding page. The associated page is automatically created in the *Project* namespace. If editing should be restricted to a certain user group, the permissions for the *Project* namespace can be set accordingly.

If the *privacy policy* or *terms of service* pages are missing, it will be displayed in a page banner. The pages should then be created by an administrator.

Alert banner for missing footer pages
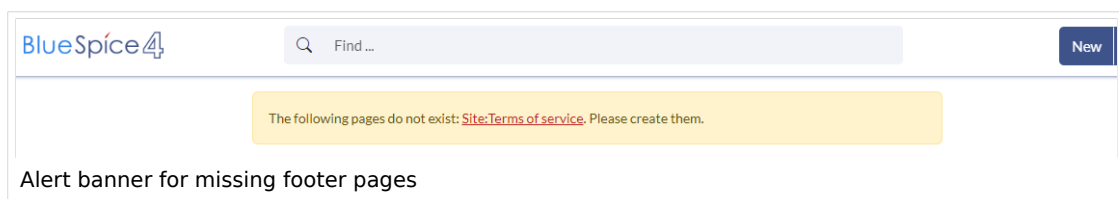
Editing the footer links with the menu editor   v4.4+

When an administrator hovers over one of the footer links, the *Edit footerlinks* link appears. Existing links can then be edited or removed (1) and new links added (1) by using the menu editor.

Fußleisten-Links mit dem Menü-Editor bearbeiten
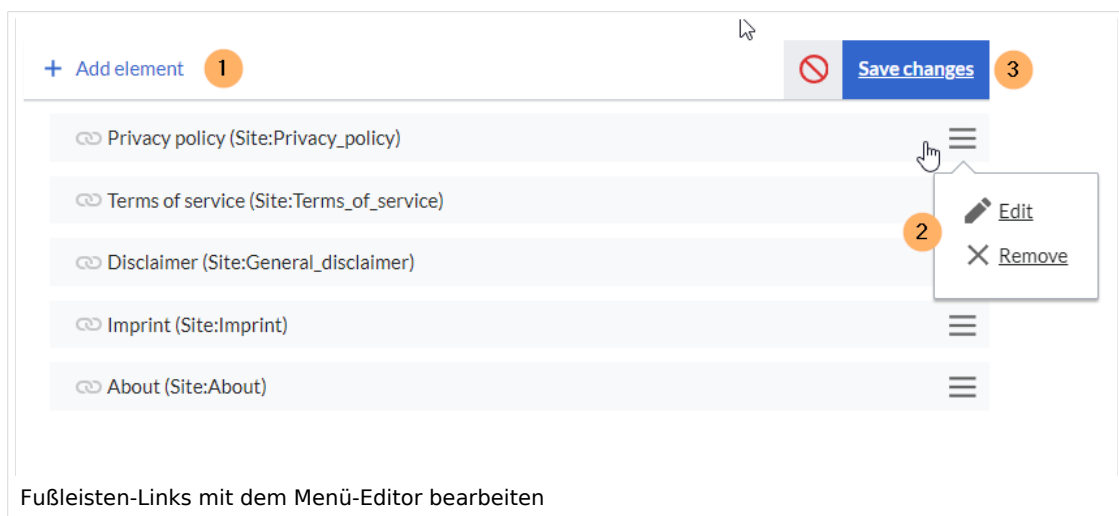
Changing the standard links   -v4.3

The wiki has 3 standard links that are managed in the user interface.: *Privacy policy, About (sitename)* und *Disclaimers.*

Example: *About (sitename)*

In the following example, we change the link text *About (sitename)* to *Legal information*. In addition, we link to the new target page *Legal:Terms*.

1. Change the link text from *About (sitename)* to *Legal information*:
2. Open the page *MediaWiki:Aboutsite*.
    1. Add the text *Legal information* to the empty page. If you later want to switch back to the standard label, you can remove the custom text at that time.
3. To link the *Legal information* to a page that is different from the standard page *MediaWiki:Privacypage*:
    1. Open the page *Project:Impressum*.
    2. Redirect the page *Project:Impressum* to your custom page, e.g. *Legal:Terms*.

Standard configurations

The following table shows the default pages that are used to create the footer links and their associated target content.

Example: Privacy policy

- **Standard link text:** If the page *MediaWiki:Privacy* does not exist, the link shows the standard link text "Privacy policy" and points to the standard target page *Project:Privacy policy*.
- **Custom link text:** If the page *MediaWiki:Privacy* does exist and has as its content the term *Privacy*, the footer link displays *Privacy*.
- **Removed link:** If the page MediaWiki:Privacy exists but has no content, the link is removed from the footer.

Footer link	Link text defined in	Link target defined in	Standard target page
Privacy policy	MediaWiki:Privacy (Standardtext: Datenschutz)	MediaWiki:Privacypage	Project:Privacy policy
About (site*name)*)	MediaWiki:Aboutsite	MediaWiki:Aboutpage	Project:About
Disclaimers	MediaWiki:Disclaimers	MediaWiki: Disclaimerpage	Project:General disclaimer

Both the page for the link text as well as the page for the link target cannot be empty. If one of them is empty, no footer link is generated. If one of the two pages doesn't exist, the respective standard behavior text for that page is used.
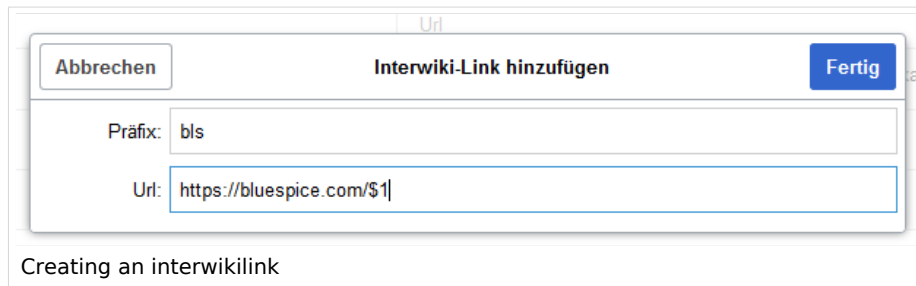
To suppress a footer link, you can, therefore, leave one of the two pages empty.

Linking external target pages
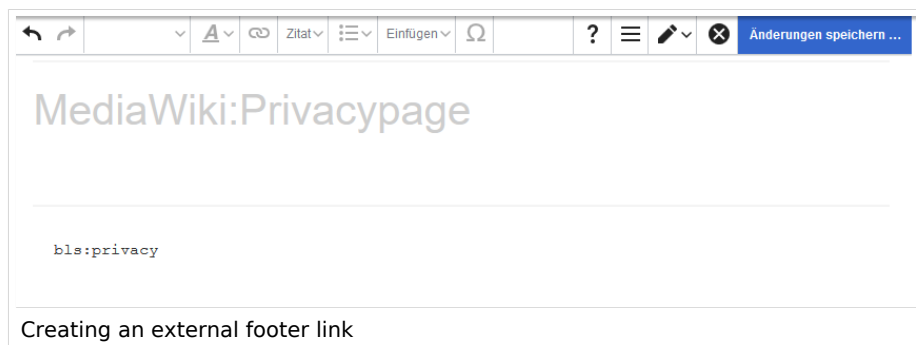
To link one of these footer links to an external web page, you first have to define an interwikilink for the external website.

Example: Linking the Privacy policy to the external page `https://bluespice.com/privacy/` .

1. Define the interwikilink for the domain *bluespice.com* on the page *Special:InterWikiLinks* (interwiki prefix: bls).

Creating an interwikilink

2. Insert the interwikilink on the link target page *MediaWiki:Privacypage* and save the page. Syntax: `interwiki-prefix:target-page` .

Creating an external footer link

Adding more links

Additional links such as *Change cookie consent* or *Analysis service a*re automatically created by the corresponding extensions. To add custom links, a server administrator has to change the related server settings.

Related info

- https://www.mediawiki.org/wiki/Manual:Footer
- BlueSpice Layout

Manual:Extension/BlueSpiceDiscovery/Main navigation

Contents

Overview

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

Main navigation BlueSpice 4.4+

Main navigation BlueSpice -4.3
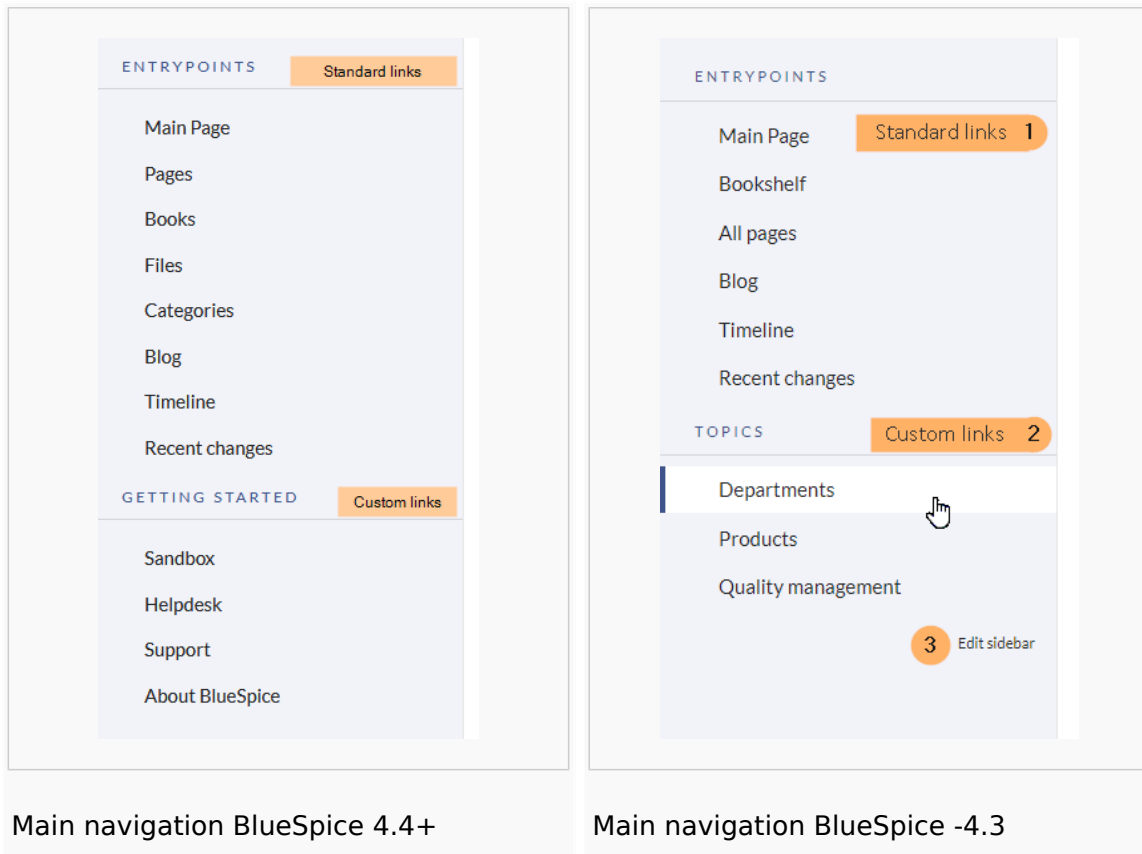
Editing the main navigation

To open the menu editor:

1. **Click** E*dit sidebar* at the bottom of the navigation menu. If the page does not exist yet, you will see a notice on the page.

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.

— 文A 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 
```

Deactivating standard links

The standard links can be deactivated in the configuration manager. The following settings are available under *Feature > Skinning*:

BlueSpiceBookshelf:

- Show entrypoint "Bookshelf"

BlueSpiceDiscovery:

- Show entrypoint "Mainpage"
- Show entrypoint "All pages"
- Show entrypoint "Recent changes"

BlueSpiceSocial:

- Show entrypoint "Timeline"

BlueSpiceSocialBlog:

- Show entrypoint "Blog"

Group-specific navigation

It is possible to show navigation elements for specific user groups only. Please note that the pipe symbol (|) between the page name and its label has to be escaped as `{{!}}` within this function.

This syntax is defined in the extension UserFunctions.

```
{{#ifingroup:sysop,widgeteditor |
*Test2
**somepage{{!}}Some page
|}}
```

> **Note:** Anytime the page is saved using the visual menu editor, the parser function will be overwritten and no longer works!

Additional customizations

- Alignment for navigation with long link labels
- Display icons with navigation links
- Multi-language navigation

Related info

- Custom menu
- User menu

Expiry

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

Contents

Setting an expiration date

To set the expiration date for an article:

1. **Click** S*et 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

Custom menu

Redirect to:

- Manual:Extension/BlueSpiceCustomMenu

➡️ Technical Reference: CustomMenu

Customizing the user interface

Contents

Access

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

⚙ *(Global actions) > Management > Skin*

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

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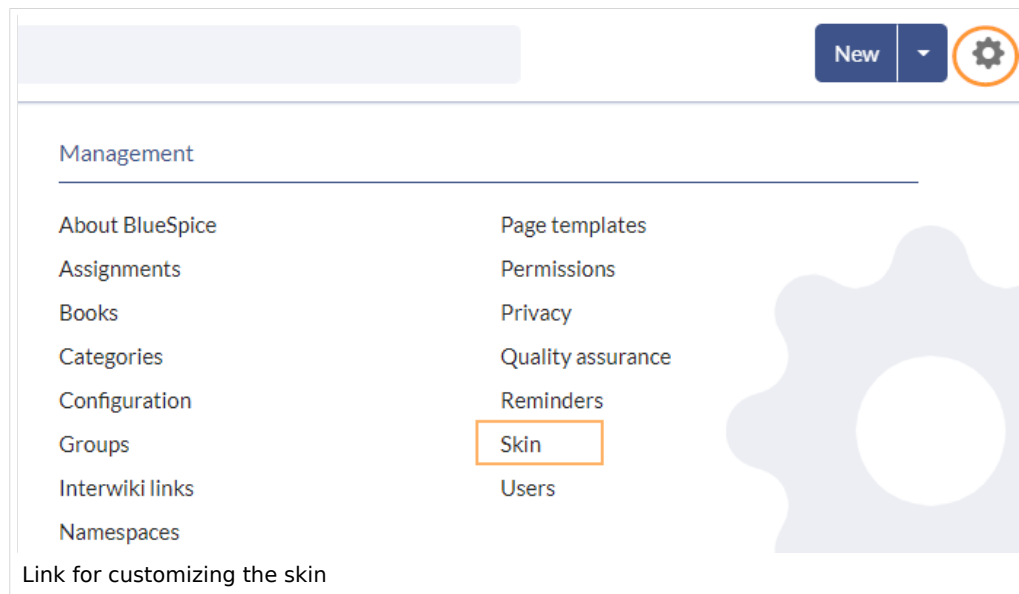
> **Important!** If you don't see the changes in the wiki after saving your settings, you need to clear your browser cache (`Ctrl` + `F5`).

Logo and Favicon

Logo

To upload your logo:

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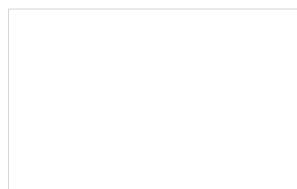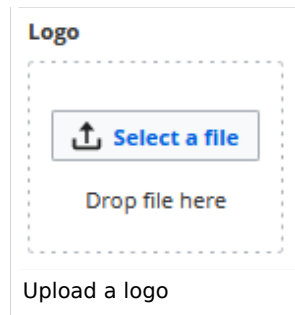
Upload a logo

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

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

Favicon

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

Layout colors

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

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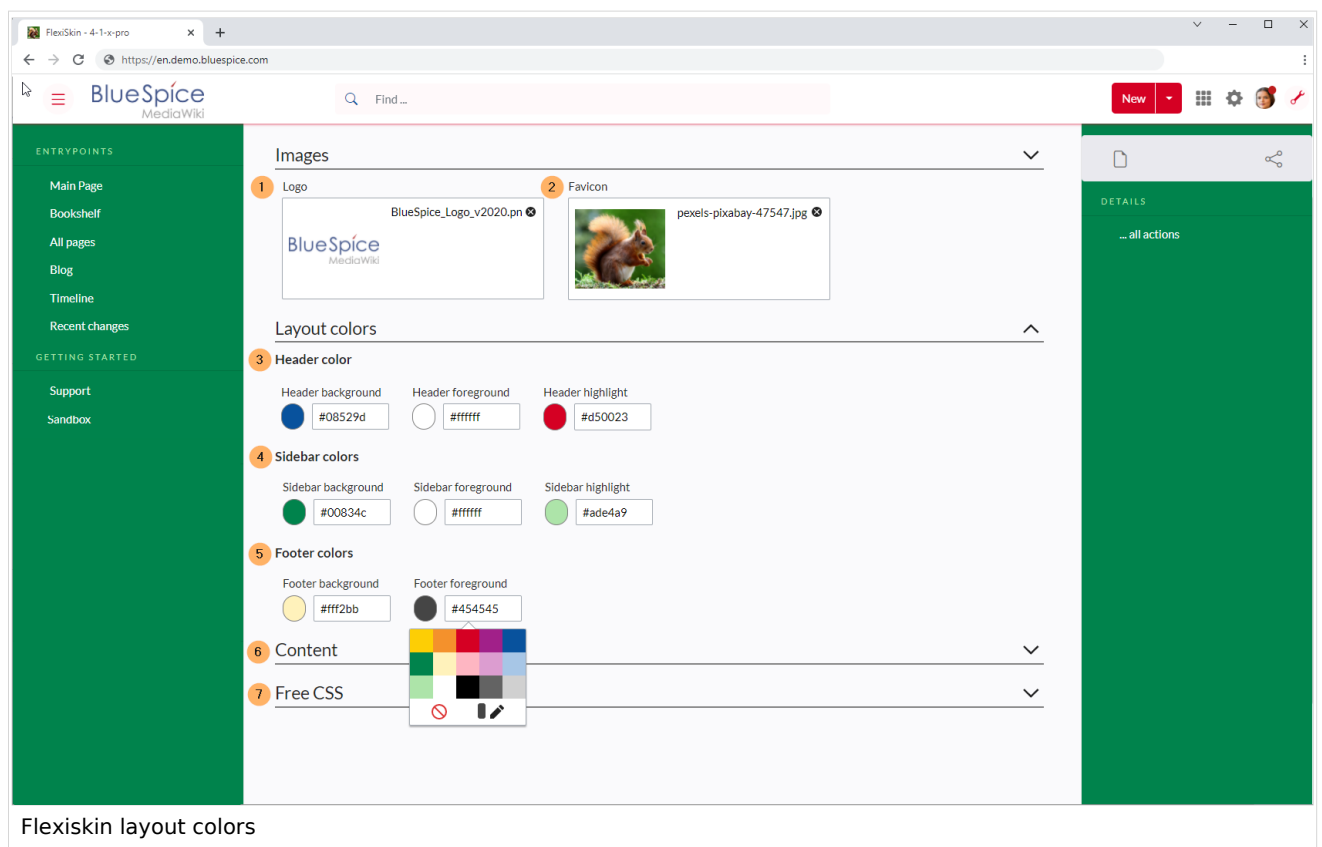
- **Header color (3):** Color settings for the header bar. These colors also apply to the mega menus.

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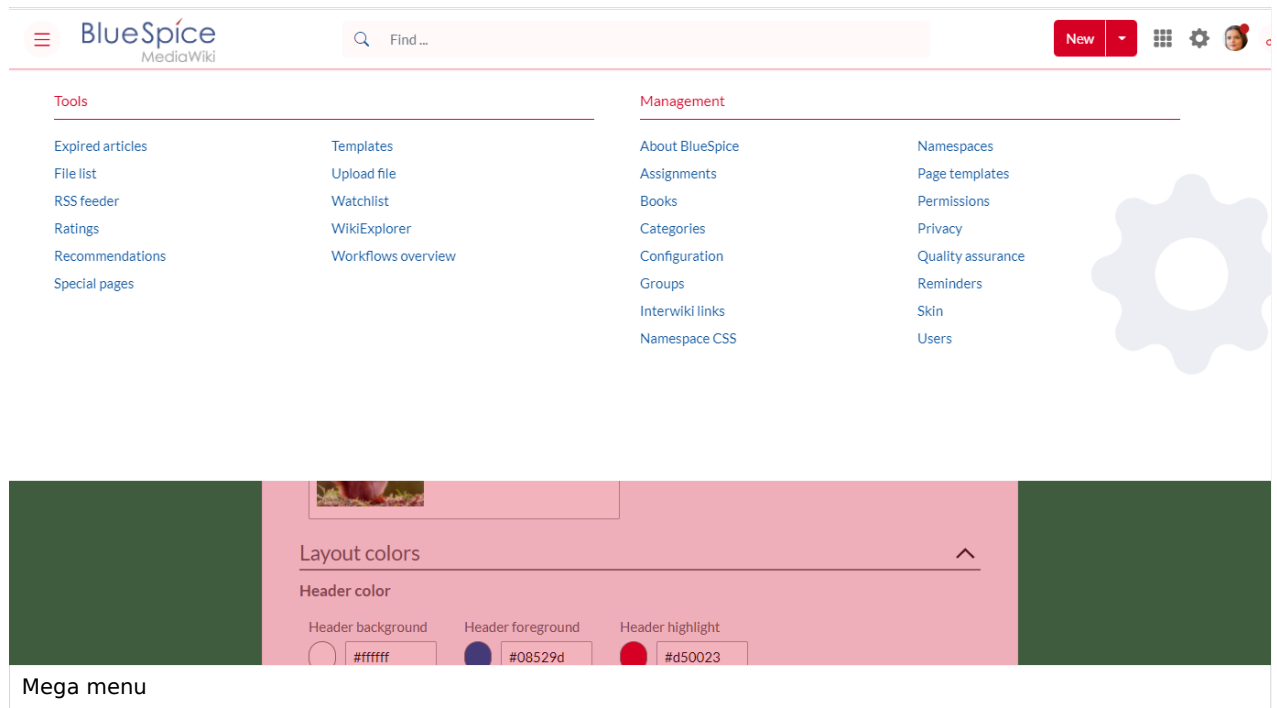
- **Sidebar colors (4):** Color settings for the main navigation and the page tools.
- **Footer colors (5):** Color settings for the footer.

The following options to enter a color value are available:

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

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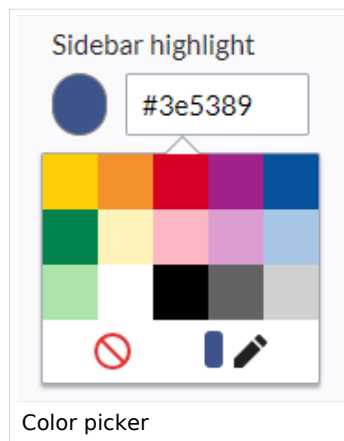
- **Pencil symbol:** Click on the pencil symbol to select a color from the color mixer.
- **Manually entering a value:** To provide a custom value (e.g., your for your CI colors), enter the hex-value for the color.

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

Standardfarben des "Discovery"-Skin

	Background	**Foreground**	**Highlight**
Header	#ffffff	#252525	#3e5389

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

Content

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

Colors

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

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

Font

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

Layout

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

Headers

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

Heading levels
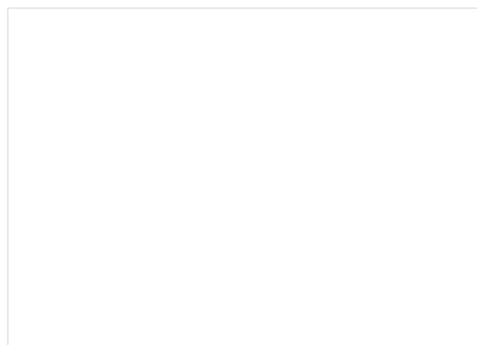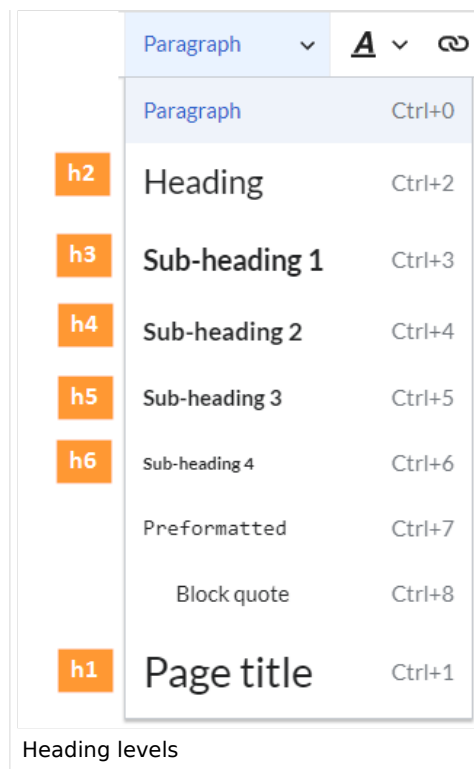
Free CSS

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

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

Neutral page tools (right sidebar)

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

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

Example of Free CSS
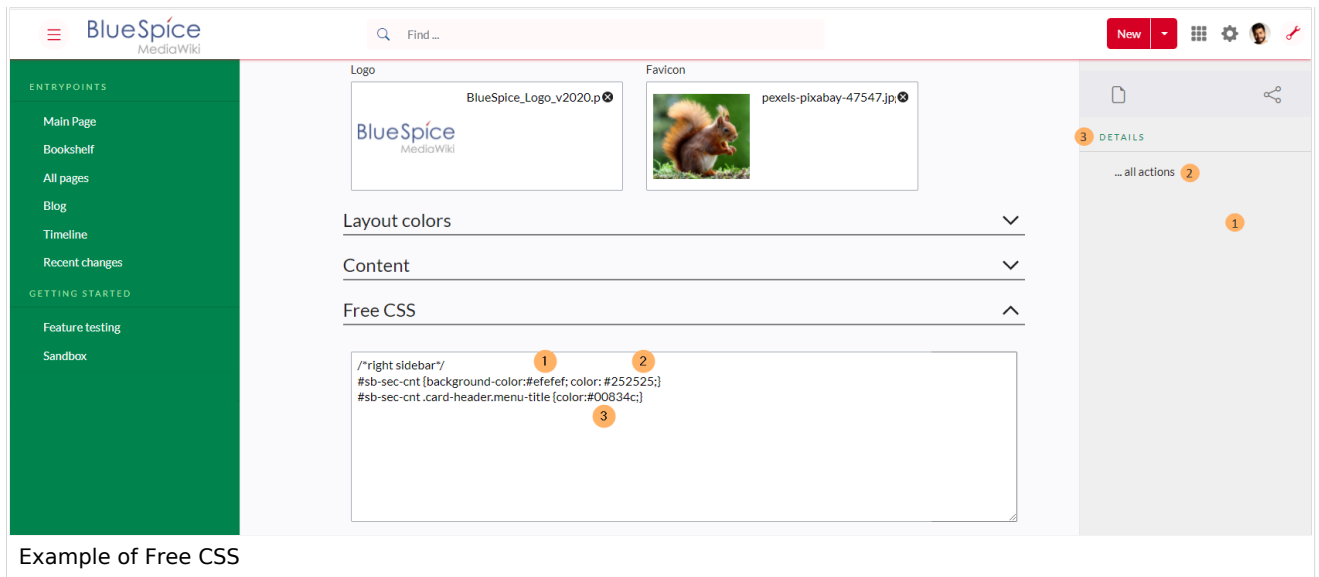
Neutral top bar backgrounds and hovers

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

Flexiskin highlights standard
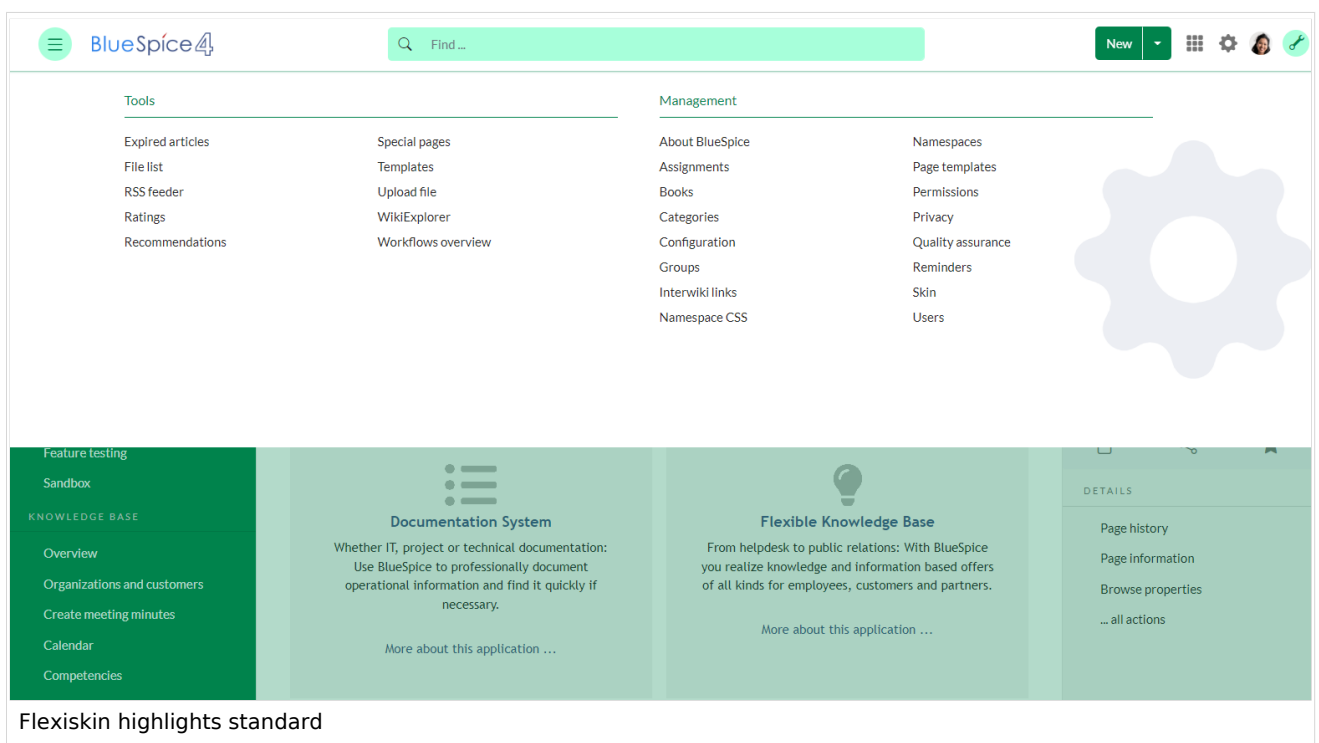
In this case, you can neutralize them to grey.

Neutral highlight colors
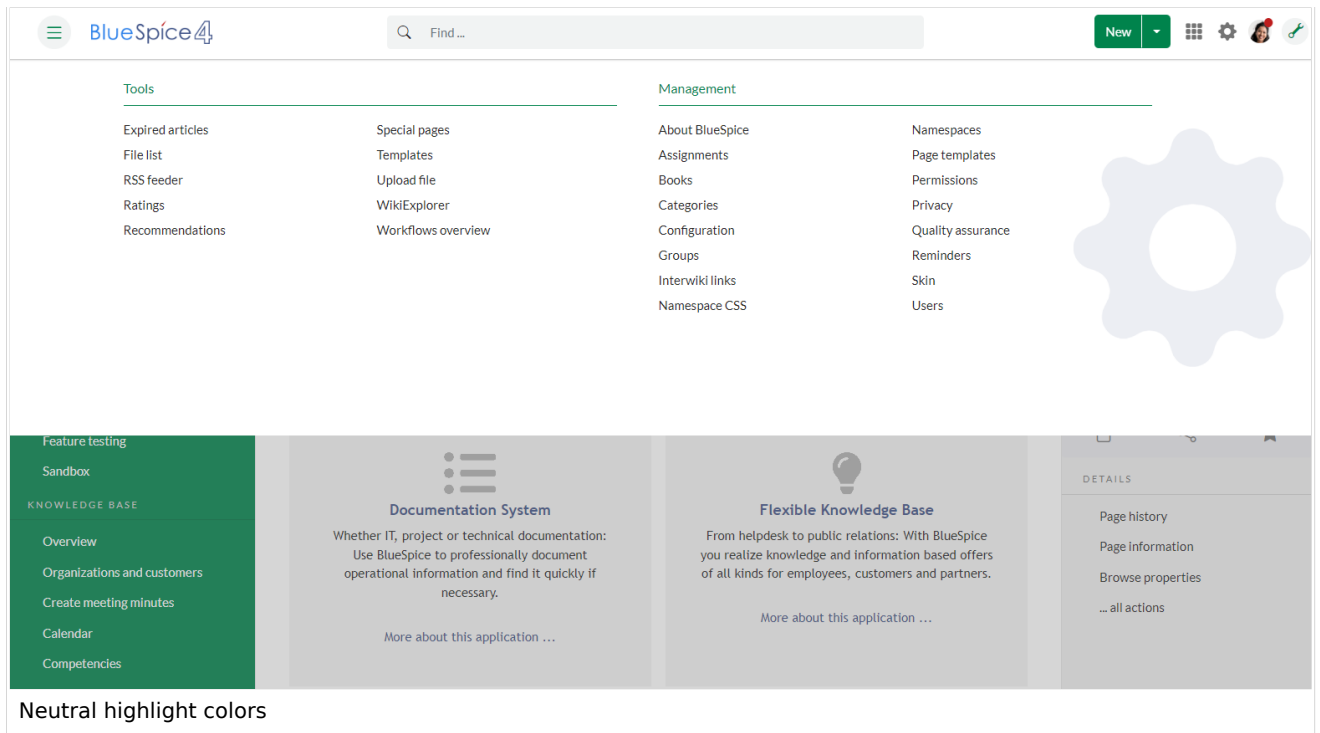
Add the following Free CSS:

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

➜ [Technical Reference: FlexiSkin](#)

➜ [Technical Reference: FlexiSkin](#)

Workflows

Contents

Introduction

In BlueSpice 4.1, workflows are based on 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.

Types of reviews

Workflow type	Participants	Description
Single user approval	1 user	A single user is asked to vote about a page. If a user submits a positive vote, the page is automatically approved.
Expert document control	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.
Group feedback	1 group	A group (which needs to exist in the group manager) is requested to leave a comment on a page.
Single user feedback	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 (FlaggedRevs) is activated on a page.

Workflow instances: Only one approval workflow can run per page.
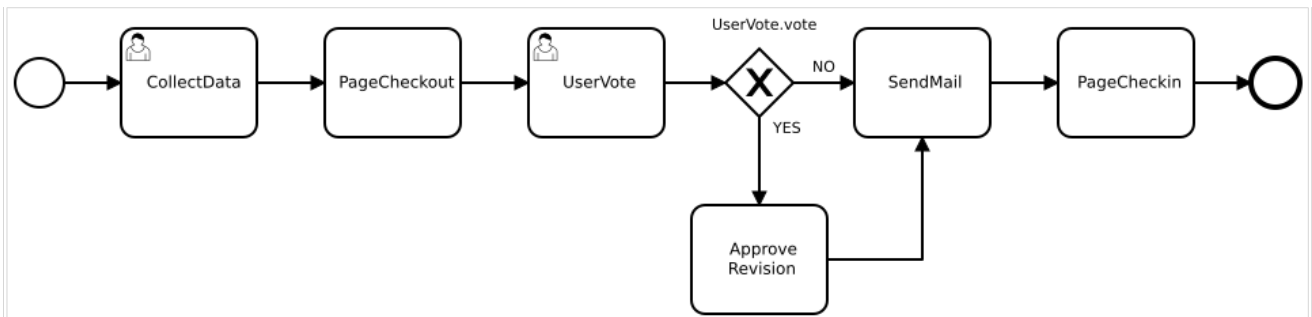
BPMN diagram of a "Single user approval" workflow

Activity	Description
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.
PageCheckout	The page is locked for editing. The reviewer also cannot make any edits.
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.
ApprovePage	**Only if** the user has submitted a positive vote (accept), the page is set to an approved state.
SendMail	An email report is sent to the report recipient who was specified in the first step.
PageCheckin	The page is unlocked.

⊕ 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.

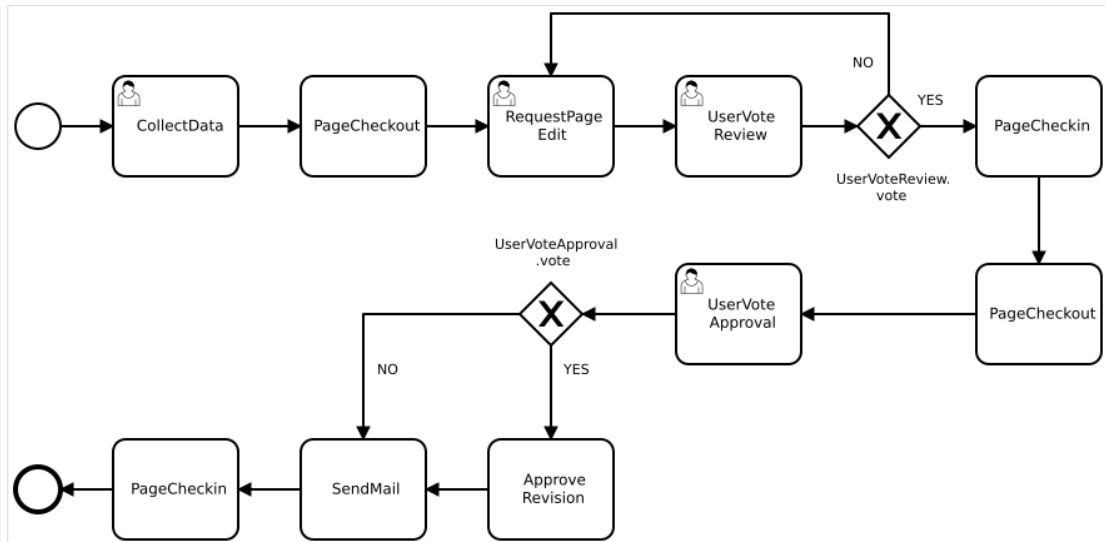BPMN diagram of the "Expert document control" workflow

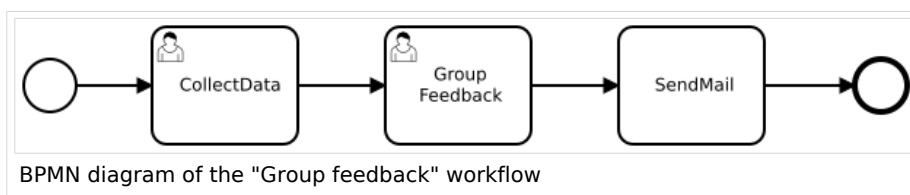| Activity	Description
CollectData	In the first workflow step, the workflow initiator enters the settings: *User:* User who is assigned to a task. Three different users have to be specified: **Editor**, **Reviewer**, **Approver** *Instructions:* A comment or instructions for the users to understand their 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.
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.
EditPage	The **Editor** user can edit the page and completes the task without comment.
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.

Activity	Description
PageCheckin	After the **Reviewer** submits a positive vote (accept), the page is checked in and the workflow continues.
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.
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.
SendMail	If an email or user was specified in the workflow settings, the report is now getting sent to that user.
PageCheckin	The page gets unlocked for editing.

⊕ view BPMN

Group feedback

Purpose: Obtaining feedback from the members of a user group. The group must exist in the group manager.

Workflow instances: Several feedback workflows can run independently of one another on one page at the same time.

BPMN diagram of the "Group feedback" workflow

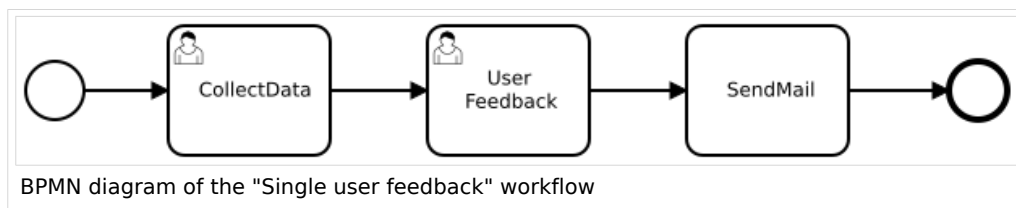| Activity	Description
CollectData	In the first workflow step, the workflow initiator enters the settings: • *Group:* User group who is assigned to the task. • *Instructions:* A comment or instructions for the users to understand their task. • S*end report to:* An email report with the results will be 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.
	All users in the assigned group provide feedback via a comment field.

Activity	Description
GroupFeedback	This is a parallel workflow, which means that the order of the feedback does not matter.
SendMail	If an email or user was specified in the workflow settings, the report is now getting sent to that user.

⊕ **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.

BPMN diagram of the "Single user feedback" workflow

Activity	Description
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.
UserFeedback	The assigned user sends a comment.
SendMail	If an email or user was specified in the workflow settings, the report is now getting sent to that user.

⊕ **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.

Workflows overview page

Tasks overview

Users are informed about new and pending tasks in their notifications. They can view assigned workflows on their *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

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	

Triggering event	Recipients	Generic	Notes
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 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

- CustomForm
- UserVote
- GroupVote
- UserFeedback
- GroupFeedback
- SendMail
- EditRequest

Extension: PageCheckout

- PageCheckOut
- PageCheckIn

Extension: BlueSpiceFlaggedRevsConnector

- ApprovePage

Example of a customized workflow (coming soon)

Permissions

The following permissions are used by this extension:

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 tutorial for creating a custom workflow that allows users to classify a document and notify a user about the classification.

➡ Technical Reference: Workflows

Rename/move

Contents

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.

What links here
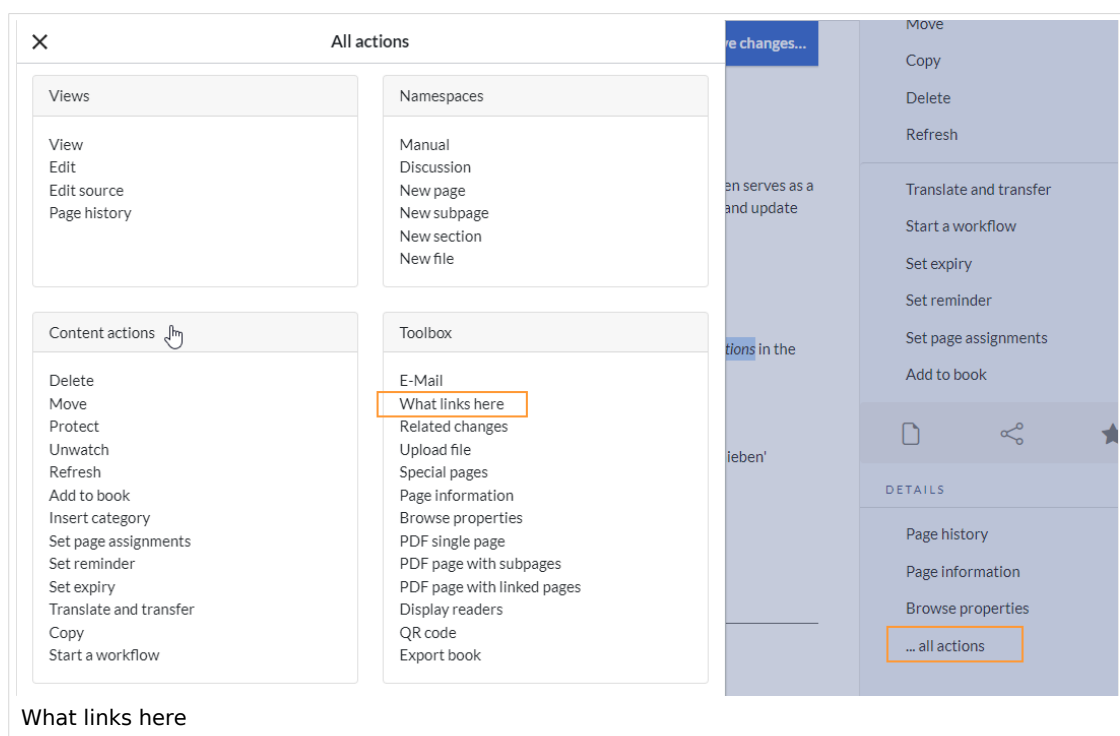
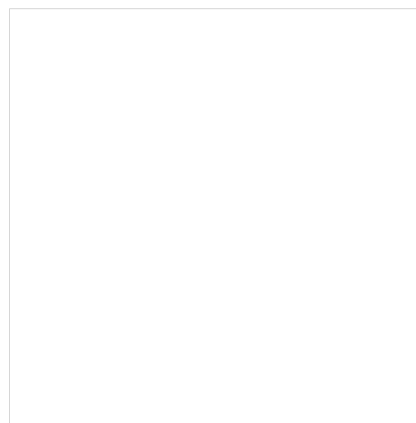The following diagram shows how to rename an "Emobile" page to a page called "Electric Vehicles" page:
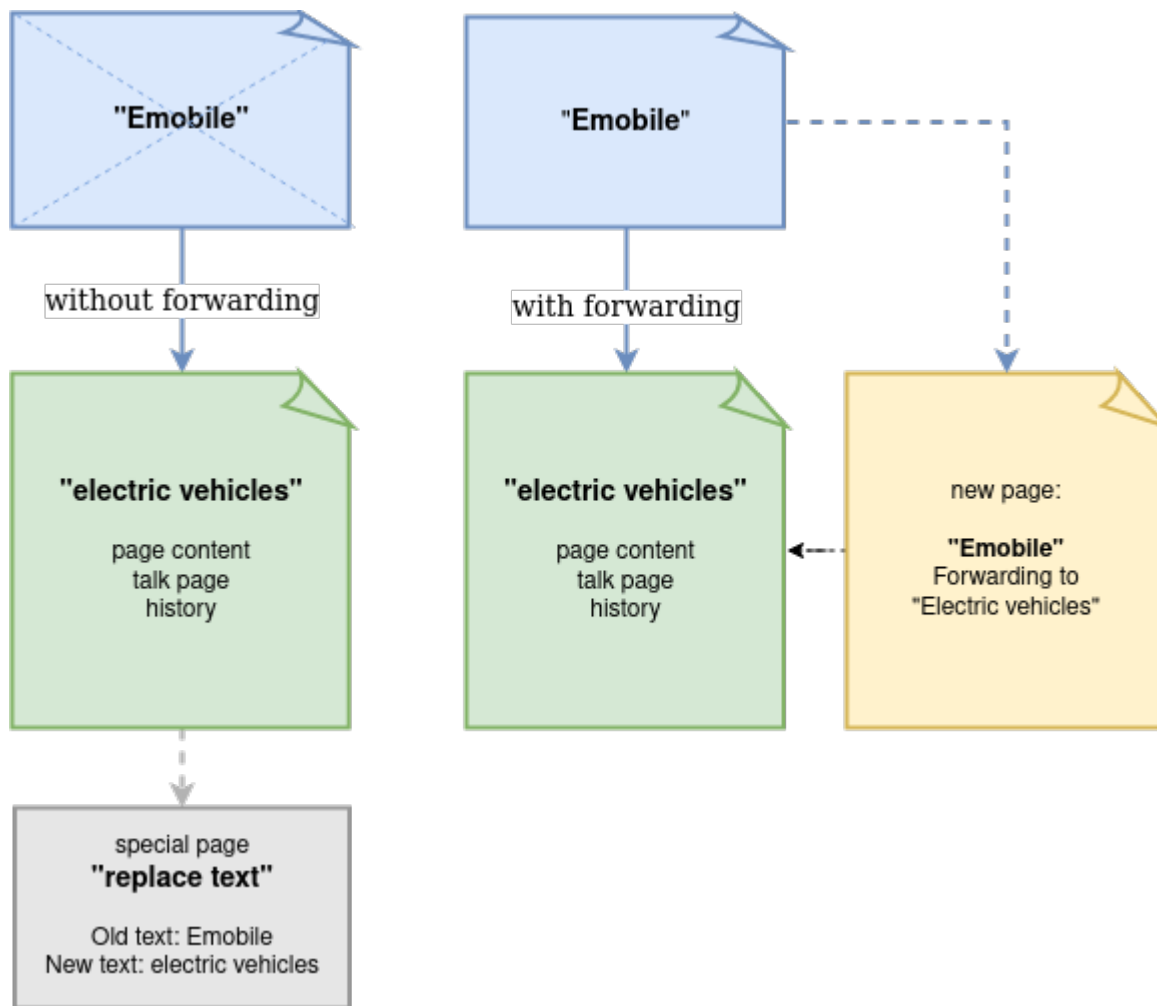
How do I move a page?

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

1. **Click** *Move.*

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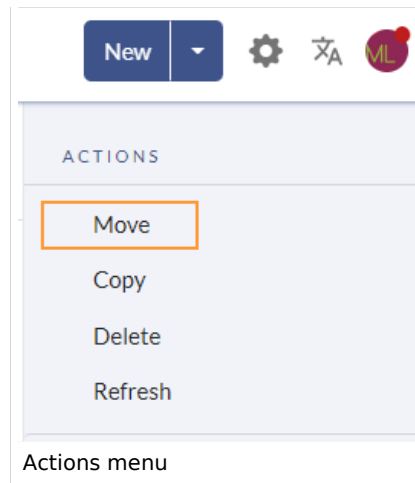
2. **Enter** a new page name. If you move the page to a different namespace, you need to include the namespace prefix as well.

Moving a page to a different namespace and renaming the page

3. **Provide** a reason why 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.

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

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":

Replace text

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

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 old page name

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

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:BlueSpiceDiscovery

Skin:BlueSpiceDiscovery

⊙ all extensions

Overview			
Description:	BlueSpice skin		
State:	stable	**Dependency:**	BlueSpice
Developer:	Hallo Welt!	**License:**	GPL-3.0-only
Type:	BlueSpice	**Category:**	Skinning
Edition:	BlueSpice pro, BlueSpice free, BlueSpice Farm, BlueSpice Cloud	**Version:**	4.1+
❓ **View user help page**			

Features

Default skin for BlueSpice 4.x

Technical Information

This information applies to BlueSpice 4. Technical details for BlueSpice Cloud can differ in some cases.

Requirements

MediaWiki: 1.39.0

Integrates into

- BlueSpiceDiscovery
- BlueSpicePrivacy
- FlexiSkin
- MenuEditor

Special pages

Configuration

Name	Value
DiscoveryHardWiredLangLinks	array ( )
DiscoveryLangLinksMode	'subpages'
DiscoveryMainLinksAllPages	true
DiscoveryMainLinksCategories	false
DiscoveryMainLinksListFiles	false
DiscoveryMainLinksMainpage	true
DiscoveryMainLinksRecentChanges	true
DiscoveryMetaItemsFooter	array ( )
DiscoveryMetaItemsHeader	array ( )
DiscoverySidebarPrimaryMainTabPanelMenu	'mediawiki-sidebar'
DiscoveryTemplateDataProvider	'bluespice'
LayoutEnabled	'bluespice'
LayoutRenderer	'BlueSpice\\Discovery\\Renderer\\SkinLayoutRenderer::factory'

Hooks

- BSUEModulePDFBeforeAddingContent
- BsAdapterAjaxPingResult
- MWStakeCommonUIRegisterSkinSlotComponents
- OutputPageBodyAttributes
- PageSaveComplete
- SidebarBeforeOutput
- SkinTemplateNavigation::Universal

Accessibility

Test status:	2-testing complete
Checked for:	Web, Authoring tool
Last test date:	2022-08-04
WCAG level:	AA
WCAG support:	supports
Comments:	Note: Some screenreader improvements for landmarks and categories area at the end of the page should be made.
Extension type:	core
Extension focus:	reader

Reference:Semantic MediaWiki

Extension: Semantic MediaWiki

⊕ all extensions

Overview		
Description:	allows users to add structured data to wiki pages through simple wikitext markup that turns links to other pages and data values in a page into meaningful properties. With this information, SMW helps to search, organize, browse, evaluate, and share the wiki's content.	
State:	stable	Dependency:	MediaWiki

<table>
<tr><td colspan="4" align="center">**Overview**</td></tr>
<tr>
<td>**Developer:**</td>
<td>Markus Krötzsch, Jeroen De Dauw, James Hong Kong</td>
<td>**License:**</td>
<td>GPL v2+</td>
</tr>
<tr>
<td>**Type:**</td>
<td>MediaWiki</td>
<td>**Category:**</td>
<td>Data Analysis</td>
</tr>
<tr>
<td>**Edition:**</td>
<td>BlueSpice pro, BlueSpice Farm, BlueSpice Cloud</td>
<td>**Version:**</td>
<td>4.1+</td>
</tr>
<tr>
<td colspan="4" align="center">For more info, visit **Mediawiki**.</td>
</tr>
</table>

Features

Semantic MediaWiki (SMW) is an extension for managing structured data in your wiki and for querying that data to create dynamic representations: tables, timelines, maps, lists, etc. The actual homepage of Semantic MediaWiki, including user documentation in multiple languages, is semantic-mediawiki.org. There are various other pages in the MediaWiki and Wikipedia space related to SMW, but the homepage is the most up-to-date source of information.

There are a large number of "spinoff" extensions that require the presence of Semantic MediaWiki; see the category Semantic MediaWiki extensions for the full list (some of these extensions are obsolete).

Makes the wiki more accessible to machines and humans.

Accessibility

Test status:	2-testing complete
Checked for:	Web, Authoring tool
Last test date:	2022-08-08
WCAG level:	AA
WCAG support:	supports
Comments:	simply allows to create structured data from wiki content. It is up to the wiki users who use the SMW features to ensure that they only use accessible features of this extension.
Extension type:	extended
Extension focus:	reader