# Contents

Namespace manager

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

Contents

Where to find the namespace manager

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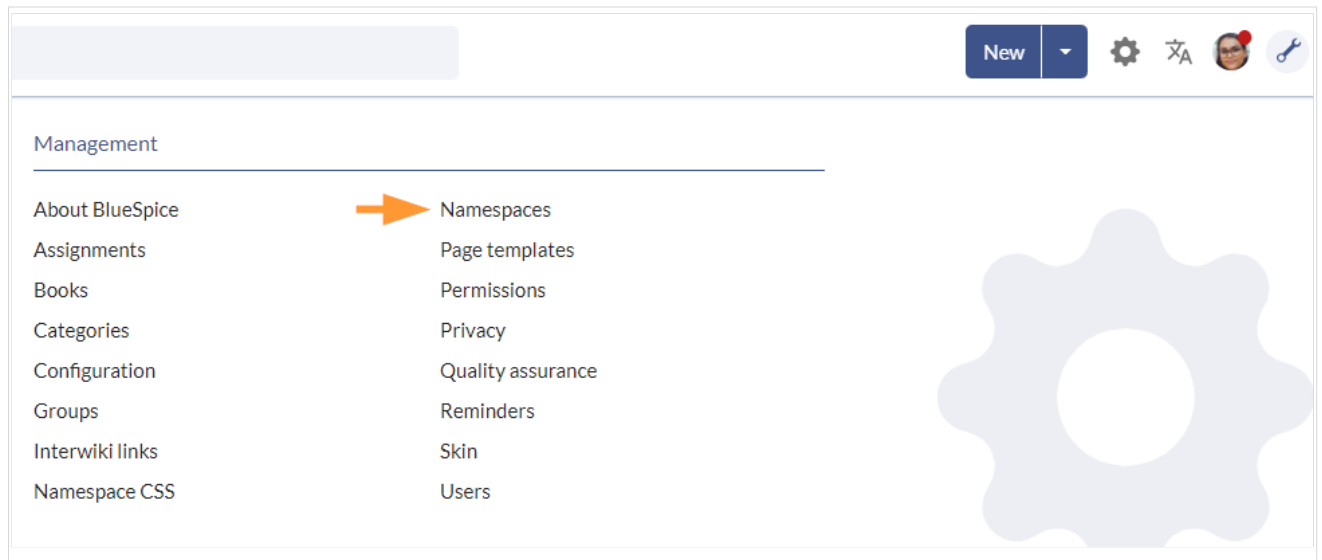
Creating a namespace

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

To create a namespace:

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

Create a namespace

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

3. **Choose** the features you want to activate.
Usually, the following features are activated: Subpages, Content namespace, PageTemplates, VisualEditor, Semantic MediaWiki.

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

4. **Click** *Done.* The namespace is now ready to use.

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

Editing a namespace

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

Edit a namespace

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

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

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

Deleting a namespace

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

After clicking the delete icon, a dialog box opens.

Deleting a namespace

- *Will be deleted:* deletes the pages in this namespace together with the namespace
- *Will be moved into "(Pages)":* moves the pages of this namespace into the main namespace
- *Will be moved into "(Pages)" with the suffix "(from [namespace name])":* moves and appends the pages with "from [namespace]"

Talk namespaces are deleted with their corresponding namespace and cannot be deleted separately.

Related info

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

→ Technical Reference: BlueSpiceNamespaceManager

Category check

The category check requires users to confirm the categorization of the article each time the page is saved.

Activating the category check

To use this function, an administrator must first activate this feature in the namespace manager for a selected namespace.

Activating the category check

Checking the categories of a page

When a user is ready to save a page with catgegory check enabled, the confirmation has to be checked so that the page can be saved:

Required category check

If the user wants to update the categories before saving the page, the dialog can be closed by clicking the x-button in the left corner. The categories can be updated from the options menu of the editor toolbar:

Changing the page categories
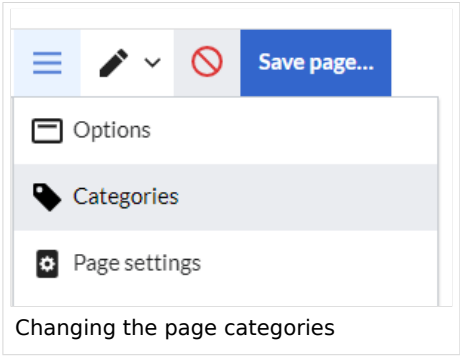
→ Technical Reference: BlueSpiceCategoryCheck

Page assignments

With the extension **PageAssignments,** users can be assigned to a page. Assigned users can serve as contacts for a page. In addition, assignments can be used to collect read confirmations. If the optional "Secured page assignments" function is activated in a namespace , only assigned users can edit a page.

Contents

Assigning a page

To assign pages to other users, you need the appropriate rights. These are provided via the roles *reviewer, admin* and *maintenanceadmin*. Assigned users need to have the role *editor* to be able to edit the page they are assigned to. Although users with *read* permissions can be assigned to a page, they cannot make changes to the page.

To assign a user or a group to a page:

1. **Click** on *Set page assignments* in the page tools.
2. **Type** a user or group name in the assignments text box *Add assignments...*
3. **Click** the *Done* button.
4. **Add** more users or groups (optional).

Assignments dialog window
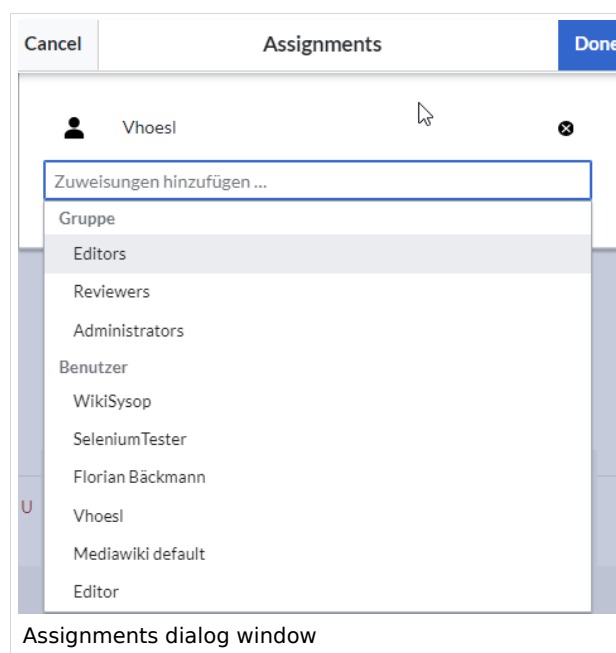
Assignments management

Users in the *reviewer* role can see a list of all pages that have assignments. This page (*Special: ManagePageAssignments*) can be loaded from the navigation menu under *Global actions >Management > Assignments.*
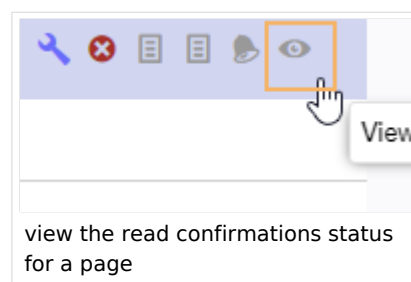
Assignments manager

Possible actions

For page assignments:

(1) Change assignments (wrench icon)

(2) Delete assignments (delete icon)

(3) View assignments log (first page icon)

For read confirmations (if activated in the namespace of the page):

(4) Read confirmations log (second page icon)

(5) Request read confirmation (bell icon)

(5) View the read confirmation status for a page (eye-icon)


view the read confirmations status
for a page

Secured page assignments

In the namespace manager you can configure that page assignments are secured. If a page is created in such a namespace, the page is only editable for users that are assigned to this page. This means that every new page should be created by a user with r*eviewer* or admin *rights*, because only these roles have the necessary rights to make the assignment. If a page is created in this namespace by a user with *edit* rights, this page cannot be edited further by this user, unless he/she is assigned by a user with the necessary permissions.

My assignments

Users can view their own page assignments by clicking on "Assignments" in their personal menu.
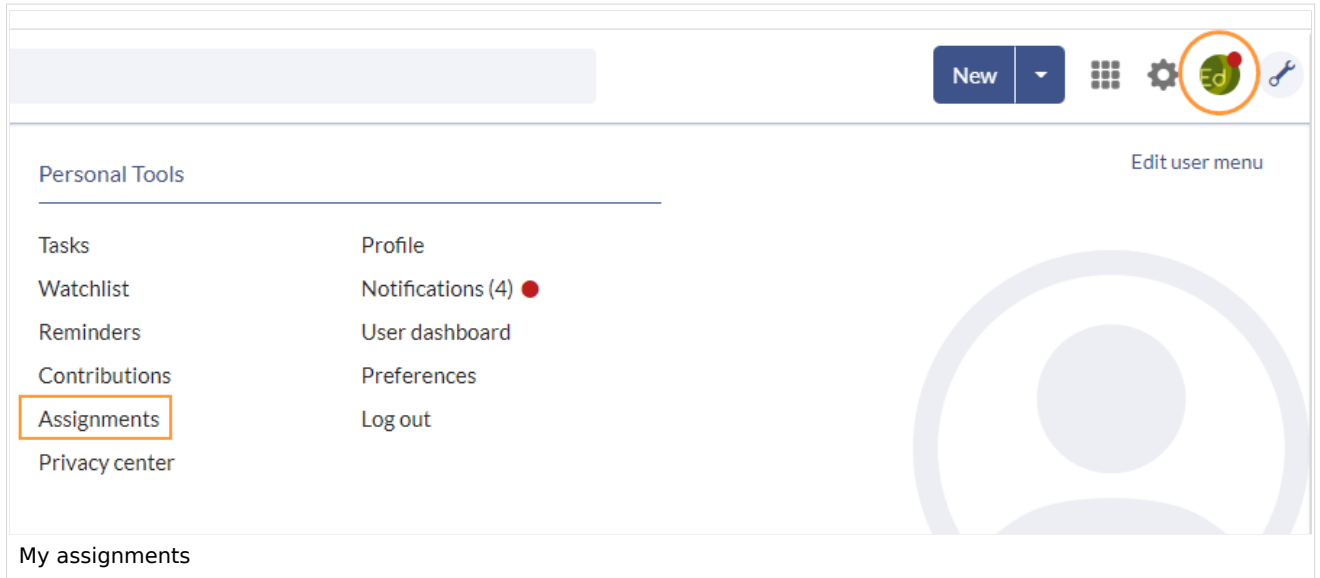
My assignments

Related info

- Reference:BlueSpicePageAssignments
- Request read confirmations from assigned users

➔ Technical Reference: BlueSpicePageAssignments

Page templates

Contents

Characteristics of a page template

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

The following characteristics are typical for a page template:

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

Standard page templates

> ✱ is available from BlueSpice 4.2.

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

Page template manager

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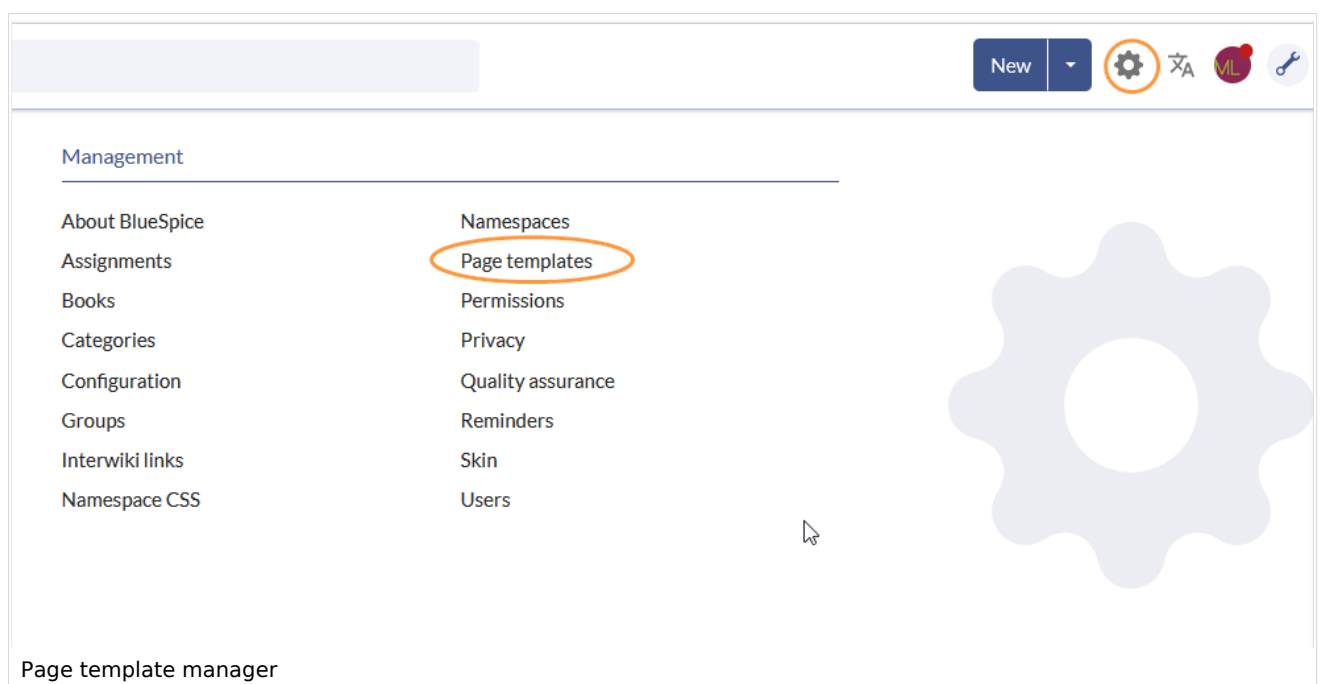
List of standard templates

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

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

Creating a page template

Administrators can create new page templates, as well as edit and remove existing ones in the *Page templates* manager, located under *Global actions*.

Page template manager

Page templates administration

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

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

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

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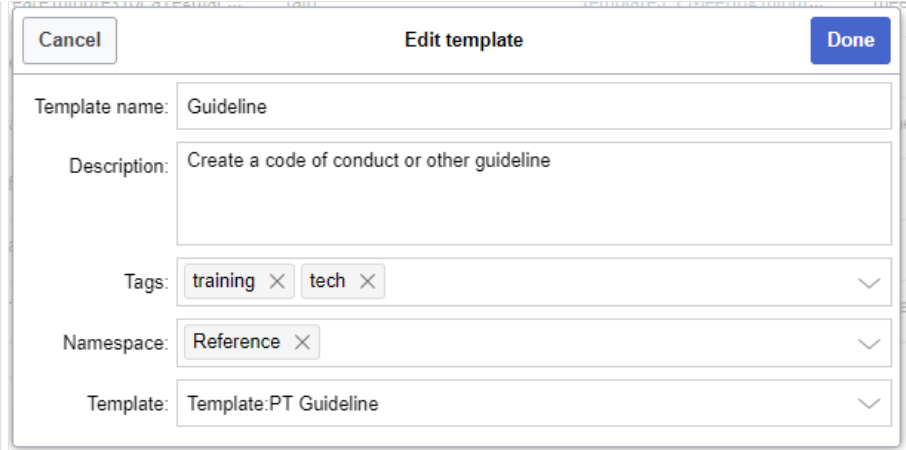- **Tags-** allows the grouping of similar templates. (If no classification is desired, you can enter *Untagged* as a value here, for example).
- **Namespace** - a list of the namespace where the template is active. If the template should be available on all pages, select *(all)* from the list.
- **Template**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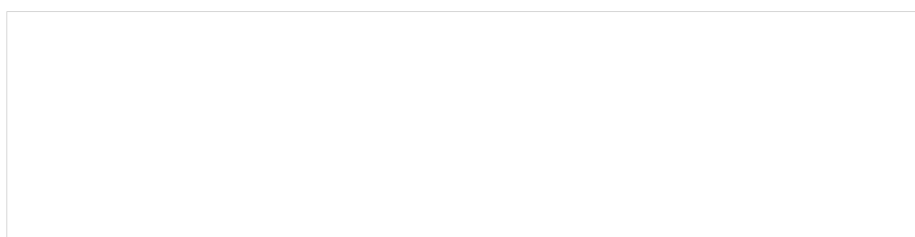
Creating a page template

Applying a page template

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

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

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

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

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

This page doesn't exist yet. You can create a new page. If you don't want to do that, click the back button of your browser to return to the last page visited.

Empty page 1
Start with an empty page.

Find page template 2

Tags 3 Namespaces

management 4

Decision Matrix
Make an informed decision by comparing your options
5 Info

Guideline
Create a code of conduct or other guideline
Info

meetings

Meeting Agenda
Create a generic meeting agenda with minutes
Training

Applying a page template

Namespace manager

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

Configuration

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

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

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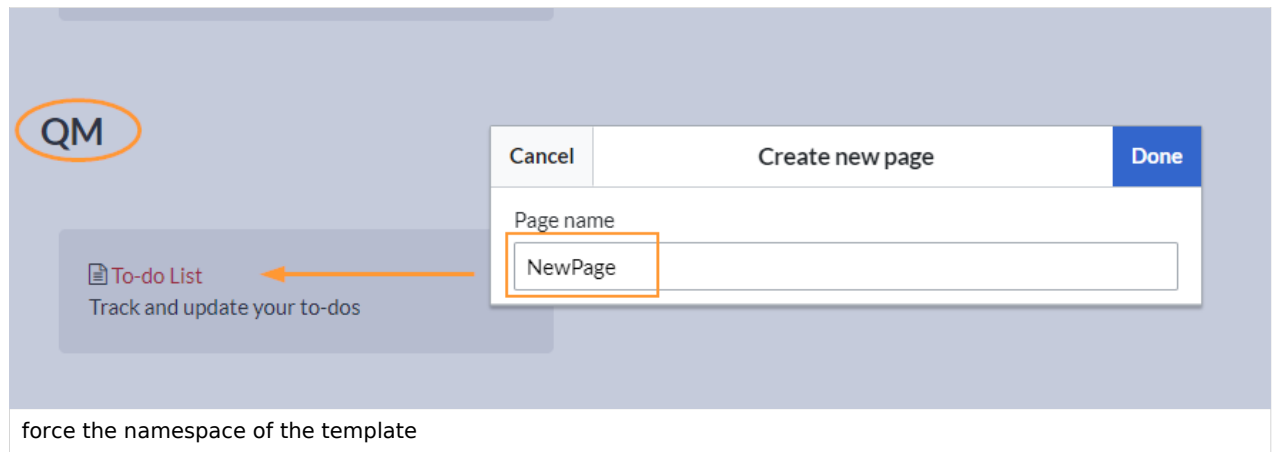
- **Hide default templates:** Hides the default *Empty page* template.
- **Hide template if the page is not to be created in the target namespace:** Depending on the namespace prefix of the page to be created, templates that are associated with other namespaces will not be shown to the user for selection.

➲ Technical Reference: BlueSpicePageTemplates

Ratings and recommendations

The extension **BlueSpiceRating** allows users to rate a page with up to five stars or to recommend the page.

Contents

Rate or recommend a page

Before a user can rate or recommend a page, each feature needs to be activated by an administrator.

Rating

A user simply selects the amount of stars for a rating at the end of a wiki page. The number of stars are then highlighted in yellow during the selection process. A mouse-click confirms the rating. Only one rating per user is counted. New votes only change the average evaluation, but not the number of ratings. Users can change their rating at any time by choosing less or more stars.

The display of the ratings and recommendation features can be moved to the title area in the Config manager.

Recommendation

To recommend a page, a user clicks on the link "Recommend" at the end of the page. To retract the recommendation, the user clicks on the link again.

Ratings and recommendations

Enable ratings or recommendations in a namespace

Administrators can activate both features for individual namespaces. To enable or disable them, go to *Global actions > Namespace manager* and edit the namespace settings:
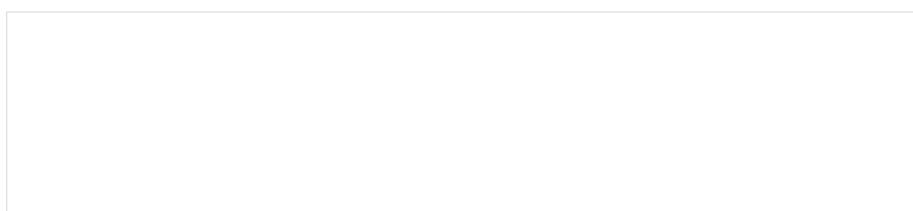
Special pages

The special page `Special:Rating` lists all pages that have been rated.

The special page `Special:Recommendations` lists all pages that have been recommended.

Both pages can be accessed from the Global actions menu.

Global actions menu

Deactivate ratings on a page

Users can also exclude individual pages from the rating system. For this, insert the following behavior switch at the bottom of the page in source view:

```
__NORATING__
```

Related info

- [Reference:BlueSpiceRating](#)

→ [Technical Reference: BlueSpiceRating](#)

→ [Technical Reference: BlueSpiceRating](#)

Read confirmation

Namespaces can be configured so that a read confirmation is requested from users that assigned to a page when a page has a new version. A confirmation prompt will then appear for all assigned users.

Contents

Activating read confirmations

An administrator must enable read confirmations in the Namespace manager:

Namespace manager

Confirmation requests

After a page revision, the read confirmation message box is displayed to the assigned users. After checking the "Yes, I have completely read this page" checkbox, the page will be marked as read by this user.

Read confirmation request

Administration of read confirmations

Wiki admins (*admin, maintenanceadmin, structuremanage*r roles) can see an overview of all read confirmations on the Assignments management page*.*

Assignments manager with read confirmation info

Read confirmation information is shown in the columns *Read?* and *Actions.*

- *Read confirmation not enabled:* BlueSpiceReadConfirmation is not enabled for the namespace to which the page belongs.
- *Not read:* Not all assigned users have read the page.
- Read: All assigned users have read the page.
- *Actions:* In the columns for actions, there are two items related to read confirmations.
  - *(1) Read confirmation log:* Link to the read confirmation log for the page.
  - *(2) Request read confirmation:* Users get a reminder for their read confirmation.
  - *(3) View the status of read confirmations (eye icon):* A list of assigned users and the status of their read confirmations.

Actions

Read confirmations and page approvals

If the approval feature is activated in a namespace at the same time, the read confirmation is triggered when a new draft is created. This can be changed via server configuration so that the read confirmation is required after the draft page has been approved.

Related info

- Page assignments

➡️ Technical Reference: BlueSpiceReadConfirmation

Manual:Extension/FlaggedRevs

✳️ FlaggedRevs is available up to BlueSpice 4.2.

FlaggedRevs is a MediaWiki extension that activates an approval mechanism. New versions of a page are initially marked as drafts and remain so until a user with *review* rights approves the page.

Contents

Activating the acceptance feature

Activating the acceptance feature is done on the namespace level. A user with admin permissions activates the feature in *Global actions > Management > Namespace manager* for individual namespaces. The dialog window opens after clicking the edit icon (wrench) in the *Actions* column. Select *Approval* and click *Done*.
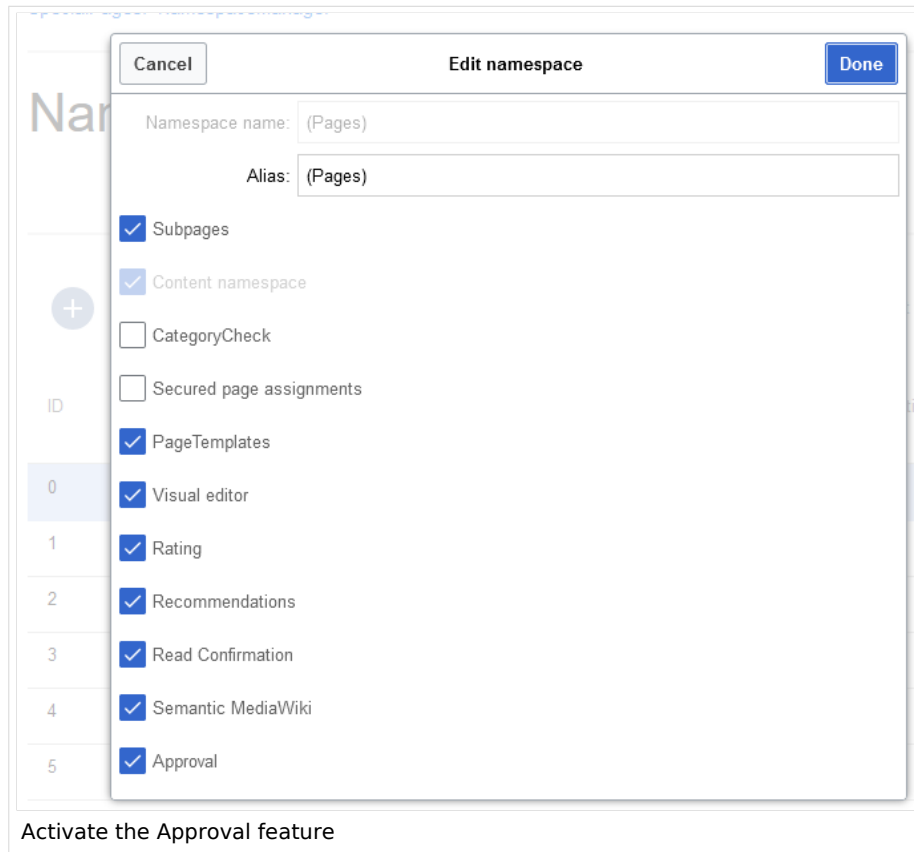

Activate the Approval feature

Existing pages

After activating *Approvals* for a namespace, all pages in the namespace are set into *first draft* mode.

Frist draft
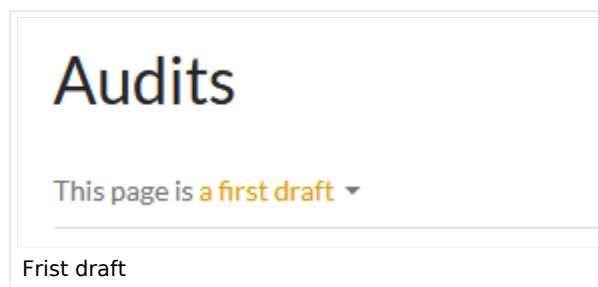
Each page in the namespace now displays the acceptance status in the title area.

The display of the acceptance status can be moved after the page content in the Config manager .

New pages

When a new page is created and first saved, it will automatically be visible to all users. Subsequent page edits will be collected in the draft version of the page. If a page is edited and saved multiple times while in draft mode, each edit gets logged in the version history:

Draft revisions

The revisions in draft status have a dotted border and are highlighted in orange. In addition, they are marked as *pending review*. These revisions can be compared before the pending changes of the page are accepted.

Accepting a page

Users with *review* rights can accept a draft page any time they save a page (*Accept this unreviewed page*):

Accepting pending changes

If the page is not accepted at this point, it can be accepted independently from the editing process.

A user with *review* rights can accept the page quickly with the review feature in the title section of the page. The draft message will display an arrow which includes the *accept* function:

Accepting a draft from the title section
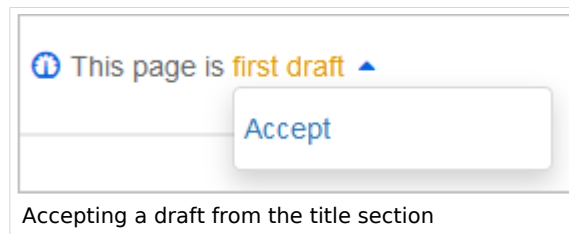
When accepting the page, the reviewer can leave a comment. This comment will then be shown in the version history of the page.

The page status now shows the page version as accepted.

Accepted page
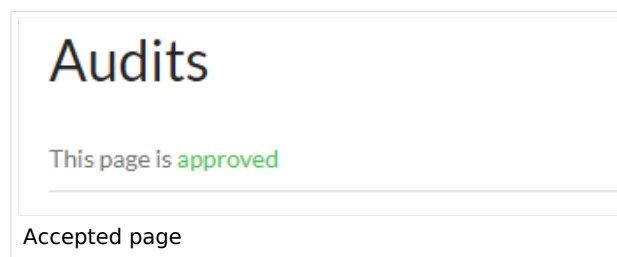
Setting read permissions for drafts

By default, all users can see the drafts of a page, even readers.

To hide drafts from readers, the group *user* has to be removed from the configuration. An administrator deletes the group user form "Show unstable pages for the following groups" in *Global actions > Management > Config manager*:

Warning! If the group *user* is removed from the *BlueSpiceFlaggedRevs* configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process.

When the group user is removed, only *sysop* and *reviewer* users can access drafts. If you want other groups, for example *editor*, to see draft versions, you need to add them to the configuration and save it:
The two checkboxes *Automatically set the page to stable...* (checkbox is available until version 3.1.) and *Automatically delete the workflow...* determine what happens at the end of a workflow, if there is an active Review for a page. A page can be set to accepted status by a workflow and the workflow can be deleted after the page is marked as stable.

Note: If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history of a page instead.

Anyone with edit permissions will receive a notification that there are pending changes for the page when they access the page in edit mode:

Pending changes notification
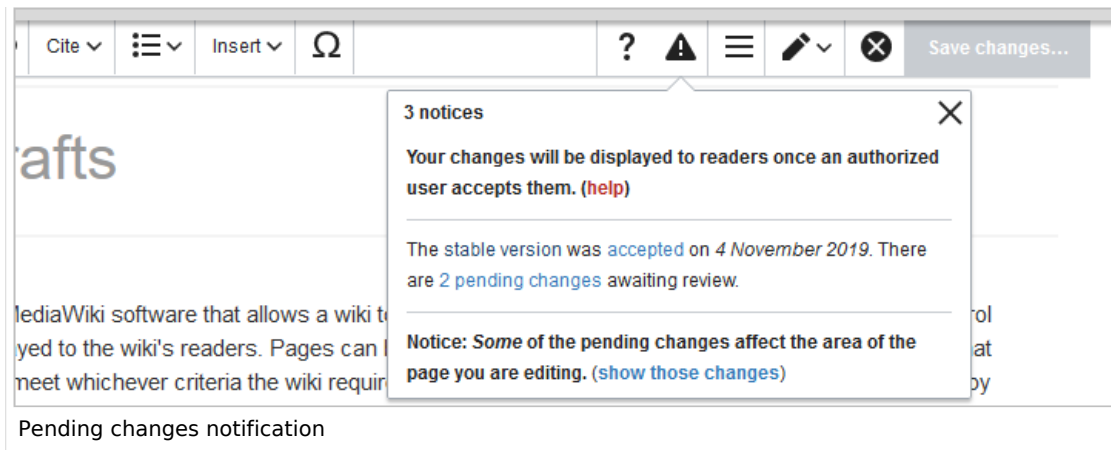
Changes to embedded templates and files

If a page uses templates or contains other files such as images and embedded PDFs and these files have been modified since the page was approved, those changes must also be approved. The wiki can be set up in two different ways to achieve this approval:

1. **The embedded resource is located in a namespace without approval feature** If the embedded resource is in a namespace without its own approval function, the resource version at the time of the page approval is displayed. The draft version of the page shows the most recent version of the embedded resource. To approve the resource change, the page istself must be approved again. The approval has to be done on all pages that have this resource embedded.
Information about automatic mass approval via server script.
2. **The embedded resource is located in a namespace with approval feature:** The pages that include the changed resource do not give any indication that the resource has been changed. Which version of the included resource is displayed depends on the configuration of the wiki:

Setting	Description
Stable versions FR_INCLUDES_STABLE (default)	Always shows the approved (stable) version of a resource, even if it was approved after the page that includes the resource was approved (this works only if the resource is located in a namespace with active approval feature).
Current versions FR_INCLUDES_CURRENT	Always shows the latest version of the included resource (as if approvals was not activated in the resource namespace).

Ignoring changes to embedded resources

If the *Current versions* option is selected under "Include handling" in the config manager and the resource namespaces **do not** have approvals activated, changes to these resources are ignored on the approved pages. This should be communicated to wiki users and quality managers accordingly.

Ignore changes to embedded resources

Effects on Semantic MediaWiki properties

If a namespace has SemanticMediaWiki Semantic MediaWiki activated, the following SMW queries are available depending on the approval status of the page:

Document state	Available properties
First draft	Current values
Approved	Values of the approved (stable) version
Draft	Values of the approved (stable) version (default setting)
Implicit draft[1]	Values of the approved (stable) version

The availability of the semantic properties is determined by the following configuration setting:

```
$bsgFlaggedRevsConnectorStabilizeSMWPropertyValues = true;
```

The value for this setting can be set to *false* in the *LocalSettings.php* of the server file system. If set to *false,* the property values of the draft version are used for semantic queries instead of the values for the stable version.

Quality management overview

The Special page *Special:Quality_management_overview* allows all users to view and filter a list of wiki pages and their review status. Pages for which a user does not have read permissions are not shown.

Quality management overview

Special page Quality management overview

Related info

- Quality management tools
- Reference:FlaggedRevs
- Reference:BlueSpiceFlaggedRevsConnector
- Manual:Semantic MediaWiki

1. ↑ An approved page has an implicit draft, if there have been changes to embedded resources (e.g., a template or an image) since the last page approval.
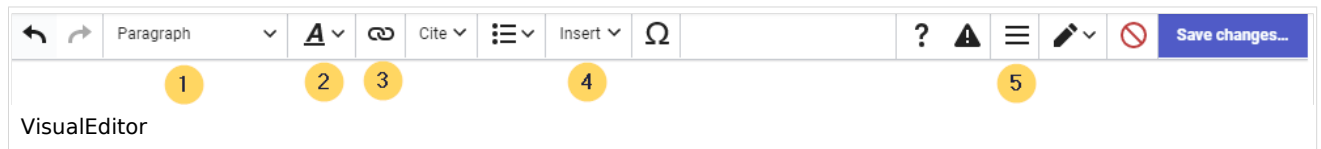
➡ Technical Reference: FlaggedRevs

Edit

BlueSpice uses a slightly customized version of the MediaWiki extension VisualEditor as editing tool. This editor supports all common edit tasks that are useful in a wiki environment. You can refer to the official documentation for basic help. Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.

Contents

What is the visual editor?

VisualEditor

The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

1. **Page structuring** with headings.
2. Consistent **text formatting**.
3. **Linking** of contents.
4. **Inserting special content** (files/media, tables, templates, magic words)
5. Adjusting **page options**.

Text editing

Typical text formatting options such as **bold**, *italics*, or text color are available as a context menu. When you highlight text, a menu with common formatting elements appears. For example, you can apply a different text color.

Applying text color
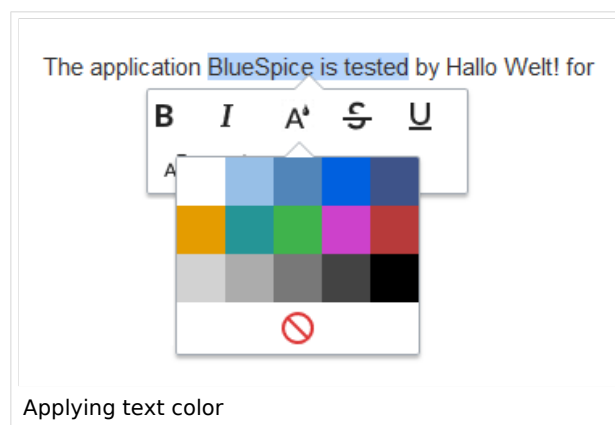
Pasting content from your clipboard

If you paste content from your clipboard (e.g., copied from MS Word or MS Excel), you usually also paste many unnecessary formatting tags from the original application. To avoid, this you should paste the content as plaintext.

Undo

If you already pasted text which resulted in undesirable formatting, you can use the undo function in VisualEditor to remove the content again if you have not yet saved the page or switched between visual and source editing mode.

To paste content as plain text instead, use the shortcut `Ctrl+Shift+v` .

Shortcuts

If you want to apply multiple formatting options at the same time, shortcuts are often the quickest way. For example, to show text in bold and italic, highlight the text and press `C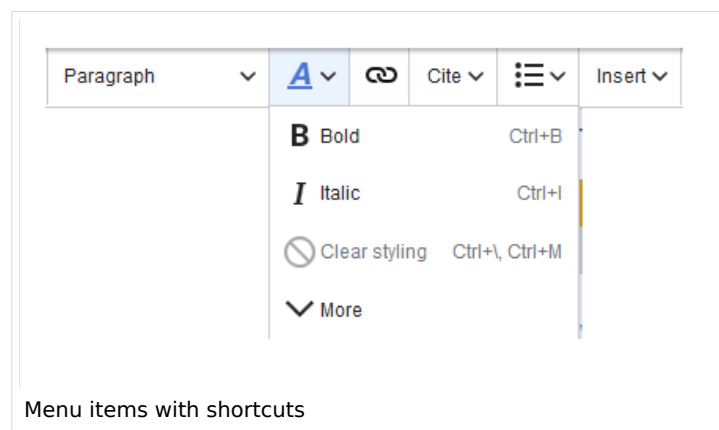trl+b` (for "**bold**") and `Ctrl+i` (for "*italics*"). Even a link can be quickly inserted by pressing `Ctrl+k`. Pressing `Ctrl+b` again will cancel the bold. Multiple formats can be removed after text selection with `Ctrl+m`.

All available keyboard shortcuts are marked accordingly in VisualEditor next to each menu item.

Menu items with shortcuts

Note: For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).

Inserting other content

Many typical page elements such as images, files and tables can be integrated into your page from the *Insert* menu.

- File formats with a preview option: jpg/jpeg, png, gif, pdf
- File formats without preview option are always inserted as links (e.g., Microsoft Office formats)

If you want to learn more about inserting these elements, go to the following help pages:

- Images
- Files (PDF, xls, doc, ...)
- Tables

- Templates

Wiki-specific content

Some functions in the *Insert* menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at mediawiki.org:

- **Comment:** Add comments to the page. These are only visible in the source code.
- **Gallery:** A simple picture gallery can support many process flows.
- **Magic word:** Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word".
- **Your signature:** Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included.
- **Codeblock:** Programming code is displayed here in clean code blocks, optionally with line numbers.
- **References list:** Creates footnote references.
- **Chemical formula:** The formula rendering uses an external service via Wikimedia's REST API.
- **Math formula:** An editor opens for entering a mathematical formula.

Switching between edit modes

When creating or editing a page, the page usually loads in visual editing mode. If you are familiar with the formatting language of MediaWiki ("Wikitext"), you can easily switch to source editing mode using the "Switch editor" menu item and edit your page content there:
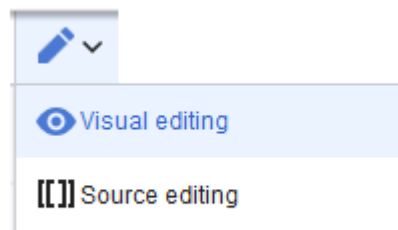
Hints and tips

VisualEditor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content supports the readability of your wiki content.
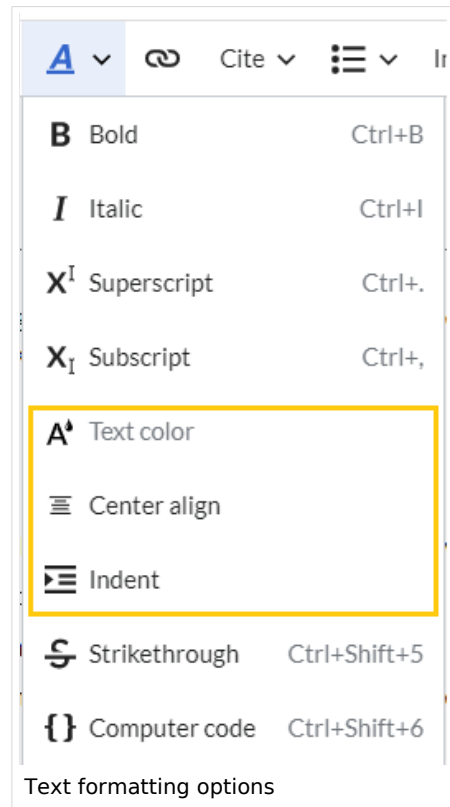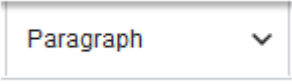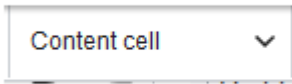
Text formatting

In the text formatting menu, the following additional options are available when a text passage has been selected:

Text color: different text colors can be selected via an inspector menu.

Center align: Text can be selected and centered paragraph by paragraph.

Indent: Text can be indented once (note: multiple indentation is only possible via the source text).

Text formatting options

Text formatting	
Undo function	Left arrow: Undo last action (greyed out: there is no last action yet) Right arrow: Restore last action (greyed out: there's nothing to restore yet)
Format Paragraph	Here text can be defined as heading or specific paragraph type. *Note:* If you work in a table, the options will change accordingly (content cell and header cell):
Style text	If no text has been selected before clicking on the " *A*" button and on a button, the text will be formatted from the current position of the cursor.

	Text formatting	
A ∨		(More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide /en#Getting_Started:_The_VisualEditor-Toolbar])
Insert hyperlink ⚭	If no text was selected before the hyperlink dialog was opened, the link will be generated with a number: [1] To subsequently change the hyperlink description, just click on the link to open the edit menu. In a table, you may need to double-click the cell first and then click the hyperlink again.	
Cite Cite ∨	The citation menu is used to insert footnote references within the text.	
Structure ≔ ∨	Formats ordered and unordered lists. If paragraph breaks or images need to be inserted within a bullet point, use `Shift+Enter` to avoid creating a new list item. If you want to style numbered lists like 1, 1.1, 1.1.1, etc., you need to add some additional CSS instructions to the page *MediaWiki: Common.css*.	

Insert special content
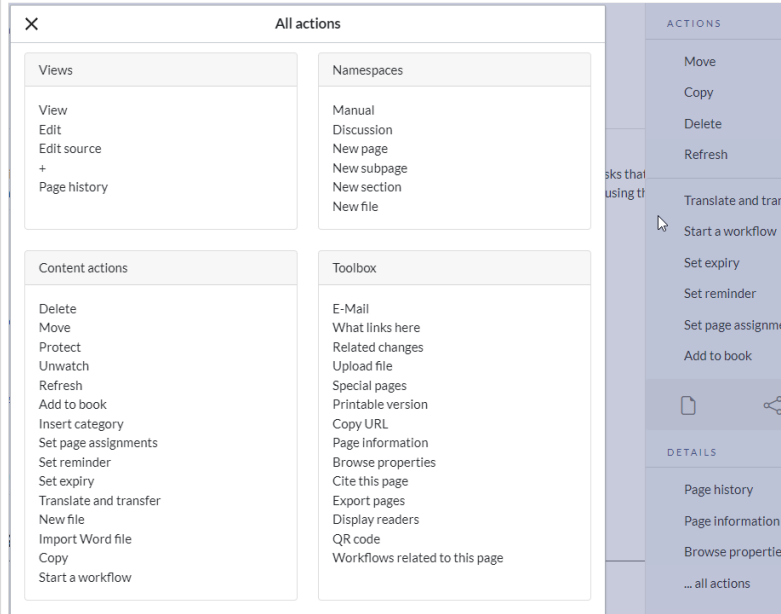
	Insert special content	
Insert menu Insert ∨		Use the "insert" menu to insert various media (images, videos) and text formats:
Media 🖼 Images and media		Inserting pictures and videos (Details on MediaWiki])
Templates		

Insert special content	
Template	Include a template in the page.
Tables Table	Tables are an important tool for formatting tabular page content.
Comment Comment	Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. It is text-based and cannot be formatted.
Magic word -v4.2.x Magic word	With a "magic word" you can insert certain wiki tags in your page. More about Magic words
Gallery Gallery	Allows to display a set of images as a gallery. Formatting examples for the different settings can be found at mediawiki.org/wiki/Help:Images#Gallery_syntax
Your signature Your signature	This option allows to add your wiki signature (User name and timestamp) at any location in the page.
Code block Code block	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted: `<span style="color: red">red text</span>`
References list References list	This menu item creates a <references /> tag at the location where it is inserted. The footnote references up to this point are then displayed at that location instead of the end of the page. Remaining footnotes in the page are still shown at the end of the page.
Chemical formula Chemical formula	The formula rendering uses an external service via Wikimedia's REST API.
Math formula	It opens an editor for entering a mathematical formula.

Insert special content	
Σ Math formula	[[[on MediaWiki]]]
Special Characters Ω	Opens a panel to select special characters that are not available on your keyboard. To close the panel, click the menu item again.

Page options

Page options	
≡ Options menu	The options menu allows editing of all page settings. It is not
Options Options	This button allows the page settings and page information to be updated simultaneously within a dialog box. To change any page options on the page, you need to be in **visual editing mode**.
Categories Categories	Here, you assign the page to one or more categories while in edit mode.
Page Settings Page settings	*Page redirection:* When the page is redirected, the content of the pag is no longer displayed, but the target page is loaded directly. *Show Table of Contents:* By default, a table of contents is shov if a page has more than three headings. You can use this setting to always force or suppress the table of contents.
	Let this page be indexed by search engines: Only applies to publi search engines. The wiki's internal search is not affected. *Show a tab on this page to add a new section:* Not supported in BlueSpice 4 Discovery skin. *Display title:* Sets a title that is shown as page heading. It can be found by the search and is used in page lists created by Semantic MediaWiki inline queries.

Page options	
Advanced Settings ⚙ Advanced settings	• *Title visibility:* This setting hides the entire title section of a page and is often applied on the main page or other portal pages of the wiki. If the title is not visible, the edit button is also not available. this case, you can click on `all actions... > Edit` in the page tools. "all actions" Menu
Languages 文A Languages	Shows wiki pages on different wikis that are connected via Interlanguage links. Depending on the wiki's skin, the Menu item to access interlanguage links links are shown in a specific location. In the BlueSpice 4 Discovery sk the interlanguage links are shown in the top menu. mediawiki.org/wiki/Help:Links#Interwiki_links
Templates used 📽 Templates used	List the templates that are embedded on the page.
View as right-to-left ←[View as right-to-left Ctrl+Shift+X	Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text flu left.

Page options	
Find and replace 	Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.

Troubleshooting: Visual editing is disabled

If you only have the source editing option in your editor toolbar, please contact an administrator of your wiki. The following settings must be checked in this case:

- Global settings via the configuration manager
- Namespace manager settings

➡ Technical Reference: VisualEditor

Semantic MediaWiki Basics

Contents

Scope and terminology

Semantic MediaWiki (SMW) is a MediaWiki extension that enables you to define and query data on a wiki page.

The following steps are usually taken to work with data-based content in your wiki :

1. **Define properties:** Properties determine which values can be queried in the wiki.
2. **Create a template:** This creates the output format of the data set on the wiki pages.
3. **Create a form:** Using this form, Wiki users can comfortably enter their data.
4. **Assign a category:** Each page that contains a semantic query is usually tagged with a category that was created for this purpose. This, in addition to the attributes, provides an important means of querying and filtering the pages. It also creates a form editing mode for the wiki pages that contain this category.

Semantic properties

Semantic template

Data entry form

Category to organize data

Define properties

To make information available as data on a wiki page, we create so-called **properties**. For example, if we want to semantically record customer data, we create a wiki page for each customer. We collect customer data such as location on every customer page. To do this, we create a property that records the location of the customer.

```
[[Has location::Regensburg]]
```

Afterwards I can list all customers at a certain location or all customers with their associated locations in the wiki.

Create a template

Since we often want to display several such properties and their values on one page at the same time, we format a special area that clearly shows the collected page attributes. This requires a (data) template, which can then be used on any wiki page.

Location	Regensburg
Contact	Jane Doe
First contact	2020/12/21

Data template

Create a form

To support our users with data entry tasks, we create an input form. The input form is shown when users switch to the edit mode of a wiki page that has the semantic template included.

Data entry form

Assign a category

Wiki pages that use semantic templates are tagged with a category. This category enables the assignment of the input form to the wiki page. The category is also used to query the data collected via the template and display it anywhere in the wiki.

Example

On the following pages, we will create an example that collects and displays customer data it in the wiki.

Example: Collect customer data

Namespaces

Contents

What is a namespace?

A **namespace** defines an area in a wiki. You can recognize a namespace by the namespace prefix in the page title:

```
<namespace>:Page title
```

We sometimes use shelves and closets as an example to make the principle of namespaces clear. There are shelves that everyone can access. Then there are glass cabinets with locks that everyone can look into, but not everyone can edit everything. There are also closed wooden cabinets with a lock, so only selected people can look into that space and work. And every closet can look different.

Explainer video on Youtube: Namespaces (Length: 4: 33 min.)

In a wiki, you will find predefined namespaces. In addition, wiki administrators can create custom namespaces as needed.

There are certain aspects of namespaces that are important to consider before creating a namespace. It is therefore important to understand the characteristics of namespaces and the reasons for using a custom namespace.

Characteristics of a namespace

- **Rights management**: Each namespace can contain its own user rights/roles assignments. However, we recommend flat user hierarchies for wikis.
- **Activation of features:** Different functions can be activated in each namespace (e.g., page approvals or read confirmations).
- **Search function**: Search can be limited to individual namespaces (namespace filter).
- **One namespace per page**: The same page name in a different namespace creates a new page.
- **Flat structure**:Namespaces cannot contain other namespaces.
- **File associations:** Uploaded files can be assigned to a namespace to apply namespace permissions to files.
- **Design**: Namespaces can be styled differently.

BlueSpice standard namespaces

BlueSpice uses, among others, the 15 standard and the two so-called pseudo namespaces from MediaWiki:

ID	Namespace	Function
	Media	Pseudo-namespace for uploaded images and files. Will be replaced by path of the files.
	special	Pseudo-namespace for special pages.
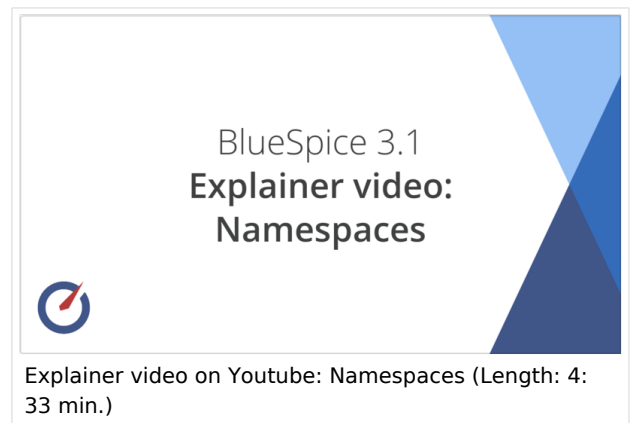
ID	Namespace	Function
0	(pages)	These are given without a prefix.
1	Talk	talk page. Is created in addition to each article (also in the following namespaces) to speak about its contents. Additional tab (+).
2	User	User page. Will be created for every logged in user.
3	User talk	Cf. talk
4	[Wiki-Name]	Information about the wiki or the current project. Here: BlueSpice.
5	[Wiki-Name]_Talk	Cf. talk
6	Image	Description of a picture and other files. Is automatically supplemented with version information and information about the occurrence of the file
7	File_Talk	Cf. talk
8	MediaWiki	system messages. A complete list can be found under Special: AllMessages. Can only be changed by registered users.
9	MediaWiki_Talk	Cf. talk
10	Template	Templates can be integrated into other pages.
11	Template_talk	Cf. talk
12	Help	Help pages describe how to perform actions in the wiki. No clear separation from the [wiki name] namespace.
13	Help_talk	Cf. talk
14	Category	Pages can be assigned to categories, which are then accessible in this namespace.
15	Category_talk	Cf. talk

Standard namespace: A page is assigned to the "Main" namespace, as long as no other namespace is specified.

Pseudo namespaces: The two pseudo namespaces (Media, Special) are used like normal namespaces, but you cannot edit them or add pages to them.

Most pages in the namespaces are created automatically:

- Special pages are generated by the system during installation.

- Media and image pages are created during file upladd.
- User pages are created whenever a user acts on the wiki.
- Discussion pages are also created with the corresponding pages.

This leaves only the default namespaces *(Main)*, *[wiki name]*, *Template*, *Help* and *Category* namespaces where pages can be freely created.

Creating a new namespace

You can create additional namespaces by using the Namespace manager under Global actions > Management > Namespace manager. The menu item "Category manager" loads the page `Special:NamespaceManager`.

Namespace "MediaWiki"

Pages in the MediaWiki namespace can be created and edited by users with "editinterface" permission. By default, these are users whose group is assigned the *structuremanager, admin,* or *maintenanceadmin* role.

Important uses are:

- **System Messages:** Each message has a wiki page with the message key as the name of the page. A list of all announcement pages can be found on Special:AllAnnouncements.
- **Localizations via *{{int:messagname}}*:** An element of the user interface or within a wiki page can be translated into the user language via . Syntax: *Mediawiki:message name/ISO language code*.
- **MediaWiki:Common.js**: Contains JavaScript that is loaded for all pages and users.
- **MediaWiki:Common.css**: Stylesheet that is loaded after the stylesheet of the active skin in the wiki. It applies to all wiki pages.

Accessing pages in a namespace

To access or create a page in a specific namespace, its name is simply placed in front of the page title and separated by a colon:

`[[Setup:Installation|]]`

In the example, the pipe symbol (straight line) was also added. It has the effect that the namespace won't be displayed for the link label.

If you provide a namespace that is not known to the wiki, the page is created in the standard namespace Main. The portion of the reference specified as the namespace is then added to the title of the item instead and is not recognized as a namespace label.

Organizing content without namespaces

If you simply want to group pages in your wiki without the need for controlling access rights, you can use the syntax of the namespaces to **simulate a namespace in the namespace Main**. Simply prefix the pages that belong to a group with a name and a colon. If no namespace with this name exists, the prefix simply becomes part of the page name.

That way, it is possible to use pages with the same name in the main namespace and thus let different groups work on content "sets". Since these own "namespace" prefixes are part of the page name, you can now display all pages in a simulated namespace by searching for the prefix in the search field.

Since you can also organize pages with categories and subpages, you should start by planning how you would like to organize the content in your wiki.

After installing your wiki, you can visualize this with the BlueSpice draw.io Plugin directly in your wiki and discuss it with your team.

Viewing all pages of a namespace

You can view all pages in a namespace:

1. **Go** to the Special page "All Pages"
2. **Leave** the input field empty
3. **Select** a namespace from the Namespace drop-down menu
4. **Click** *Go*

Related info

- Namespace CSS manager
- Namespace manager

Reference:BlueSpiceNamespaceManager

Extension: BlueSpiceNamespaceManager

⊖ all extensions

Overview		
Description:	Administration interface for adding, editing and deleting namespaces	
State:	stable	**Dependency:**	BlueSpice
Developer:	HalloWelt	**License:**	GPL-3.0-only
Type:	BlueSpice	**Category:**	Administration
Edition:	BlueSpice pro, BlueSpice free, BlueSpice Farm, BlueSpice Cloud	**Version:**	4.1+
@ **View user help page**		

Features

NamespaceManager allows to manage all namespaces in the wiki. The NamespaceManager is visible for users with admin permissions. The following actions are possible

- Creating a namespace
- Editing a namespace
- Deleting a namespace
- Turning features for a namespace on or off :
  - Subpages: Activates the use of subpages, which introduce some hierarchical organization into wiki pages.
  - Content namespace: Contents from this namespace will be prioritized in the search results.
  - Category check: Warns users on page save that a page has no associated category.
  - Secured page assignments: Only assigned users can edit pages. By default, only users with *reviewer* or *admin* role can assign users. If pages are created by users with only edit rights, they cannot edit the new page after saving it unless they are later assigned to that page.
  - Page templates: allows page templates to be used.
  - Visual editor: activates VisualEditor.
  - Rating: displays a star-based rating option with the page title.
  - Recommendations: displays a recommendations icon next to the page title.
  - Read Confirmation: users that are assigned to this page need to confirm when they have read the page.
  - Semantic MediaWiki: activates Semantic MediaWiki.
  - Approval: creates draft and approved versions of pages.
- Sorting, filtering, and exporting of the table grid

Technical Information

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

Requirements

MediaWiki: 1.36.0
BlueSpiceFoundation: 4.1

Integrates into

Special pages

- NamespaceManager

Permissions

Name	Description	Role
namespacemanager-viewspecialpage	Access to the special page Special: NamespaceManager	admin, maintenanceadmin, structuremanager

Configuration

Name	Value
NamespaceManagerNsOffset	2999

API Modules

- bs-namespace-store
- bs-namespace-tasks

Hooks

- LoadExtensionSchemaUpdates
- MWStakeCommonUIRegisterSkinSlotComponents
- MWStakeDynamicConfigRegisterConfigs
- NamespaceManager::editNamespace
- NamespaceManagerBeforePersistSettings

Accessibility

Test status:	2-testing complete
Checked for:	Web, Authoring tool

Last test date:	2022-08-05
WCAG level:	AA
WCAG support:	partially supports (workaround: no)
Comments:	keyboard access works. Screenreader: Extjs: Pagination in grids not announcing button labels at top and pagination buttons at bottom; switching between browse/focus modes enables finding out how many pages there are and moving to the next page. erm:27716
Extension type:	core
Extension focus:	admin