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# Namespace manager

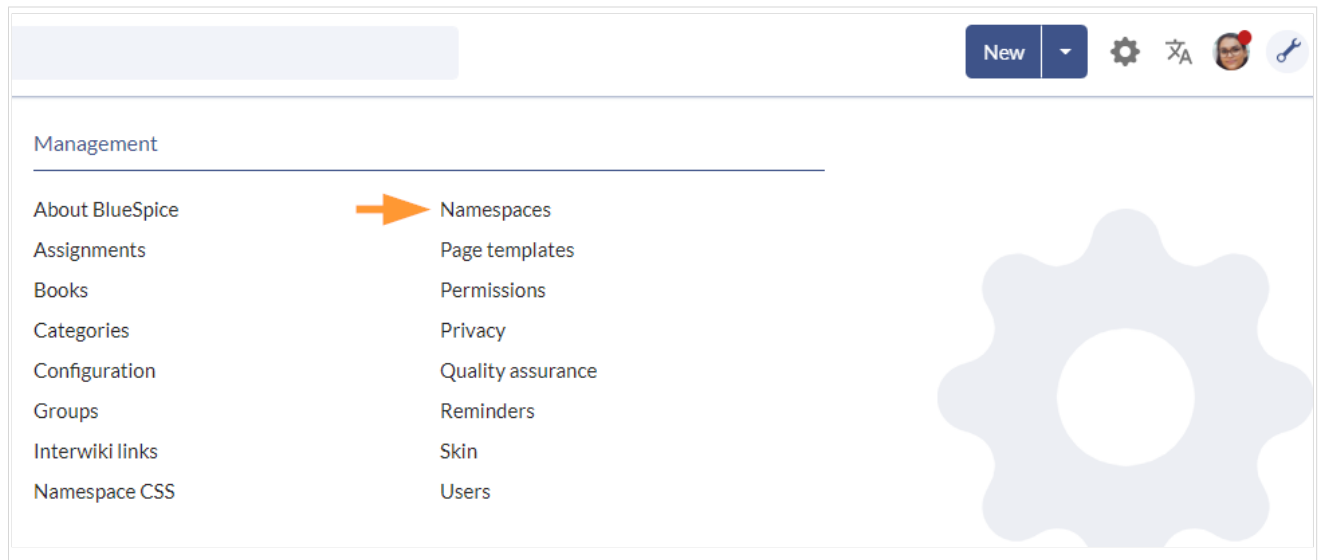
The Namespace manager allows a user with *administrative* rights to create,edit, and delete namespaces and to change the settings of these namespaces.

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## 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.

### Namespace manager

☐ Hide talk namespaces

Export table 

ID	Namespace	Pages	Subpages	Content namespace	CategoryCheck	Secured page assignments	Page templates	Visual editor	Rating	Recommendations	Read	Confirmation	Semantic MediaWiki	Approval	Actions
0	(Seiten)	24	✓	✓	✗	✗	✓	✓	✗	✗	✗	✗	✓	✗	
1	Diskussion	0	✓	✗	✗	—	—	✗	—	—	—	—	✗	—	
2	Benutzer	6	✓	✗	✗	✗	✓	✓	✗	✗	✗	✗	✓	✗	
3	Benutzer_Diskussion	0	✓	✗	✗	—	—	✗	—	—	—	—	✗	—	

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](https://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.

☐ Hide talk namespaces

Export table ▾

ID	Namespace	Pages	Subpages	Content namespace	CategoryCheck	Secured page assignments	Page Templates	Visual editor	Rating	Recommendations	Read Confirmation	Semantic MediaWiki	Approval	Actions
3006	Minutes	17	✓	✓	✗	✗	✓	✓	✗	✗	✗	✓	✗	
3007	Minutes_Talk	0	✓	✗	✗	—	—	✗	—	—	—	✗	—	1 2
3010	QM	29	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	

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.

Cancel

Remove namespace

Done

Are you sure that you want to delete this namespace? Deleting a namespace cannot be undone.  
Pages in this namespace:

☐ Will be deleted

☐ Will be moved into "(Pages)"

☒ Will be moved into "(Pages)" with the suffix "(from Test)"

0 ✓ ✗ ✗ — — ✗ — — ✗ ✗

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

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

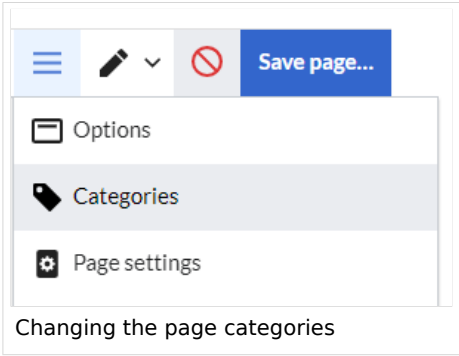
Activating the category check

## Checking the categories of a page

When a user is ready to save a page with category 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:



➔ [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.

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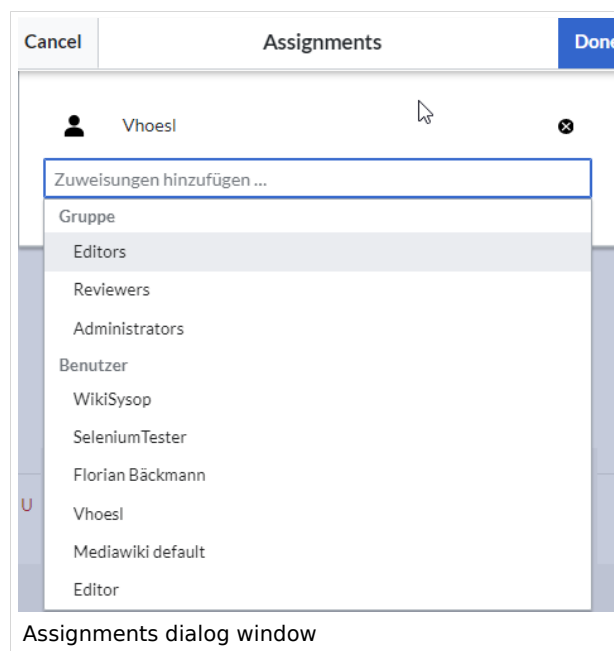
## Assigning a page

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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 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*.

Assignment management			
<div><div></div><div></div><div>Export table</div></div>			
Pagetitle	Assignments	Read?	Actions
Main Page	Vhoesi	Disabled	
Template:Userpage standard content	No assignments	Disabled	
VH:Newpage	Florian Bäckmann		

Assignments manager

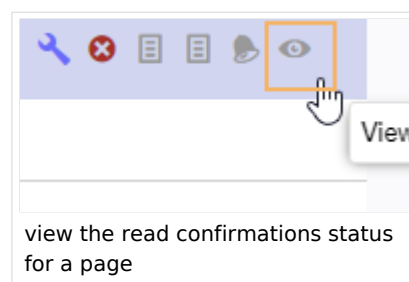
## Possible actions

### 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)

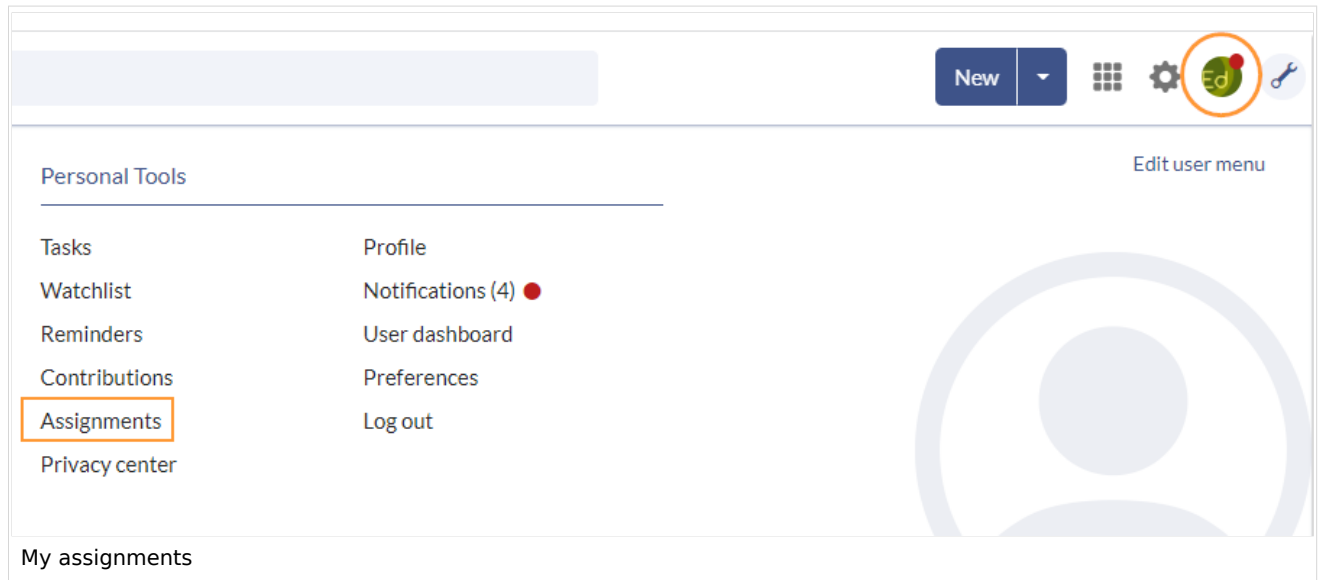


## Secured page assignments

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 *reviewer* 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.



### Related info

- [Reference:BlueSpicePageAssignments](#)
- [Request read confirmations from assigned users](#)

➔ [Technical Reference: BlueSpicePageAssignments](#)

## Page templates

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## 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 templates administration

<input type="checkbox"/>	Label	Description	Namespace	Template	Tags	Actions
<input type="checkbox"/>	Request for Comments	Ask for feedback about an i...	(all)	Template:PT Request for Co...	2	1
<input type="checkbox"/>	Decision Matrix	Make an informed decision b...	(all)	Template:PT Decision matrix		

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).

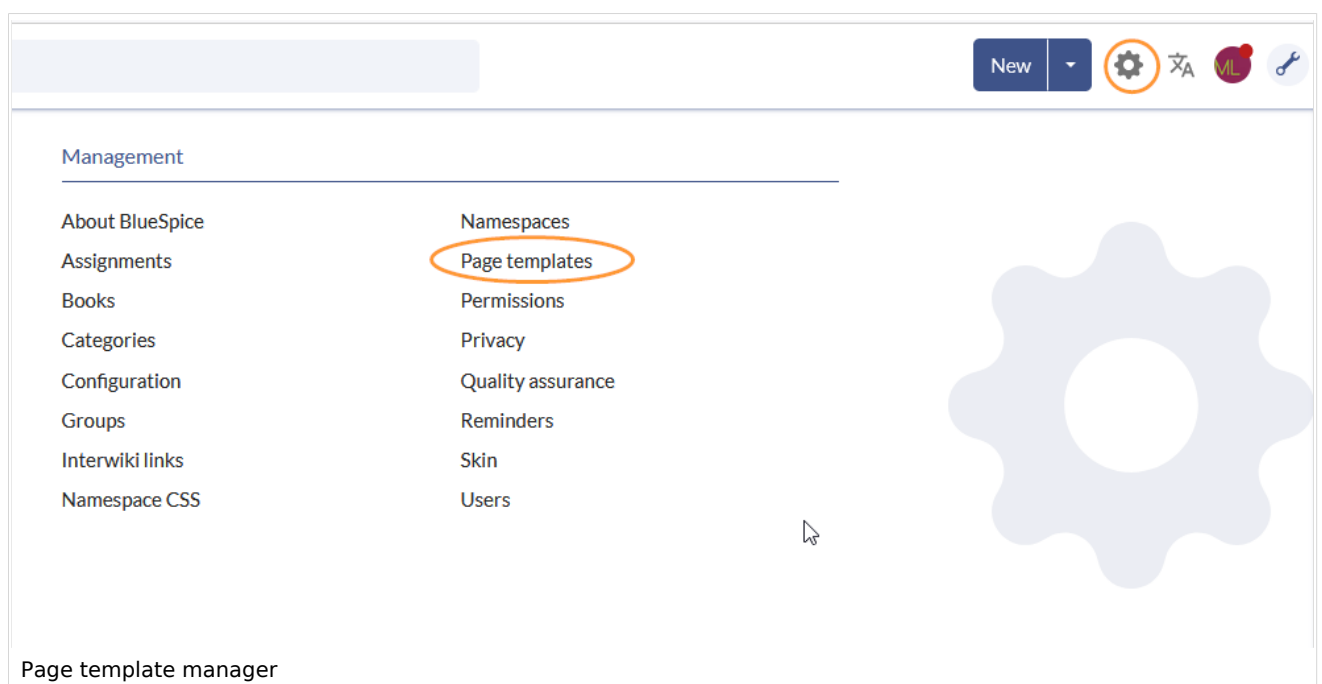
## List of standard templates

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 templates administration

<input type="checkbox"/>	Label	Description	Namespace	Template	Tags	Actions
<input type="checkbox"/>	Request for Comments	Ask for feedback about an i...	(all)	Template:PT Request for Co...		 
<input type="checkbox"/>	Decision Matrix	Make an informed decision b...	(all)	Template:PT Decision matrix		
<input checked="" type="checkbox"/>	Guideline	Create a code of conduct or ...	Training	Template:PT Guideline	training	
<input type="checkbox"/>	Management Meeting Minu...	Create minutes for a regular ...	(all)	Template:PT Meeting minut...	meetings	
<input type="checkbox"/>	How-to Article	Step-by-step instructions fo...	(all)	Template:PT How-to article		
<input type="checkbox"/>	To-do List	Track and update your to-dos	Info	Template:PT To-do List	general	
<input type="checkbox"/>	Status Report	Inform stakeholders about t...	(all)	Template:PT Status report		
<input type="checkbox"/>	Event	Plan an event from beginnin...	(all)	Template:PT Event planning		
<input type="checkbox"/>	Meeting Agenda	Create a generic meeting ag...	Training	Template:PT Meeting minut...	meetings	

<<

<

Page 1 of 1

>

>>

↻

Displaying 1 - 9 of 9

Page templates administration

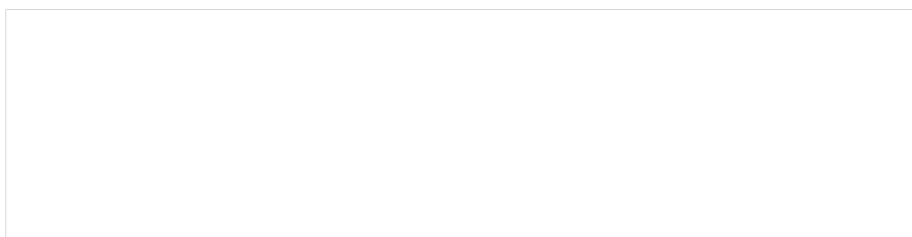
**Note:** Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

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.



Cancel Edit template Done

Template name: Guideline

Description: Create a code of conduct or other guideline

Tags: training × tech ×

Namespace: Reference ×

Template: Template:PT Guideline

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 *Tags /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.

1

 **Empty page**  
Start with an empty page.

2


3


TagsNamespaces

4


management

5

 **Decision Matrix**  
Make an informed decision by comparing your options  
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

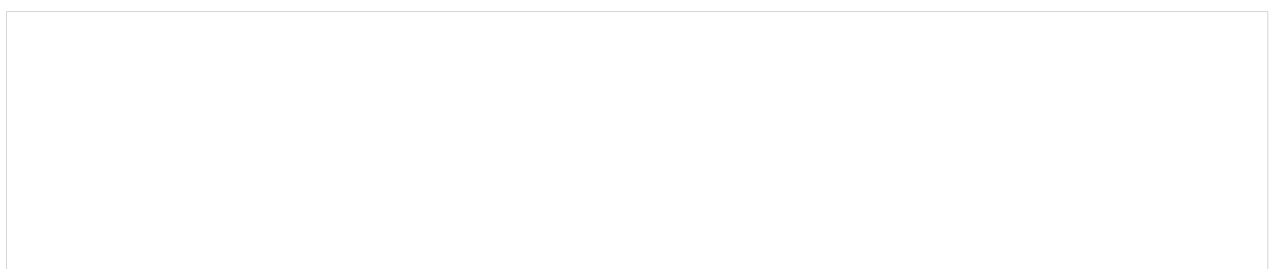
## Namespace manager

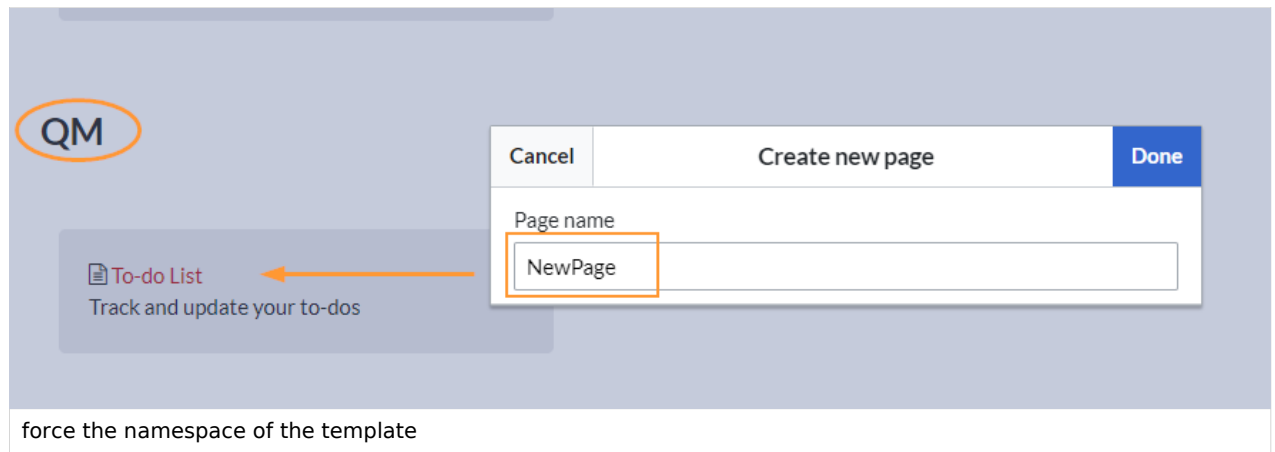
The PageTemplates option for a namespace must be activated in the [Namespace manager](#) so that the associated templates are automatically displayed when a new page is created in that namespace (e.g., if the "+" button is used to create the page).

## 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.





- **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.

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## 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.

The screenshot shows the 'Sandbox' page in BlueSpice. At the top, there's a 'Related files' section with a table. The table has columns for 'File', 'Latest version', and 'Editor'. One file is listed: 'Regensburg.docx' with a version of '12. July 2022' and editor 'Vhoesi'. Below the table, there's a 'Ratings and recommendations' section. It shows 'No categories assigned' on the left. In the center, there's a rating section with five stars, the first four are filled, and it says '(1)' with a green checkmark. On the right, there's a recommendation section with a blue flame icon, the text 'Recommended (1)', and a green checkmark. Both the rating and recommendation sections are circled in orange.

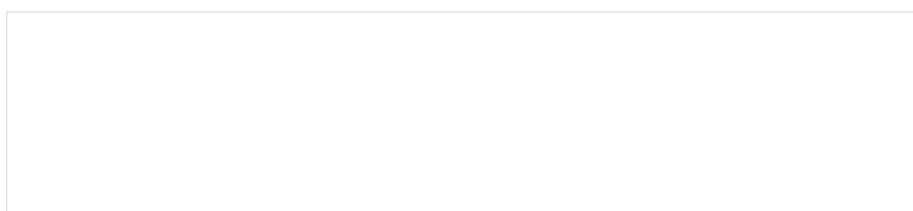
File	Latest version	Editor
Regensburg.docx	12. July 2022	Vhoesi

★ ★ ★ ★ ★ (1) ✓

Recommended (1) ✓

## 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:



Cancel

Edit namespace

Done

Namespace name: (Pages)

Alias:

☒ Subpages
   
☒ Content namespace
   
☐ CategoryCheck
   
☐ Secured page assignments
   
☒ PageTemplates
   
☒ Visual editor
   
☒ Rating
   
☒ Recommendations
   
☐ Read Confirmation
   
☒ Semantic MediaWiki
   
☐ Approval

## 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.

BlueSpice4

Find ...

New

Tools	Special pages	Management	
Enhanced Upload	Templates	About BlueSpice	Page templates
Expired articles	WikiExplorer	Assignments	Permissions
File list	Workflow triggers	Books	Privacy
RSS feeder	Workflows overview	Categories	Quality assurance
<b>Ratings</b>		Configuration	Reminders
<b>Recommendations</b>		Groups	Skin
		Interwiki links	Users
		Namespaces	

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.

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## Activating read confirmations

An administrator must enable read confirmations in the [Namespace manager](#):

Namespace manager														
ID	Namespace	Pages	Subpages	Content namespace	CategoryCheck	Secured page assignments	PageTemplates	Visual editor	Rating	Recommendations	Read Confirmation	Semantic MediaWiki	FlaggedRevs	Actions
0	(Pages)	51	✓	✓	✗	✗	✓	✓	✗	✗	✓	✓	✗	
1	Talk	46	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
2	User	12	✓	✗	✗	✗	✓	✓	✗	✗	✗	✓	✗	

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

☐ Yes, I have completely read this page.

VH Sales process

Last edited one day ago by WikiSysop

## Sales process

This page is approved

Read confirmation request

## Administration of read confirmations

Wiki admins (*admin*, *maintenanceadmin*, *structuremanager* roles) can see an overview of all read confirmations on the [Assignments management](#) page.

Assignment management			
<div> <div></div> <div></div> </div>		Export table ▾	
Pagetitle	Assignments	Read?	Actions
Main Page	Vhoesl	Disabled	
Template:Userpage standard content	No assignments	Disabled	
VH:Newpage	Florian Bäckmann		

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.



## 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](#)

## 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.

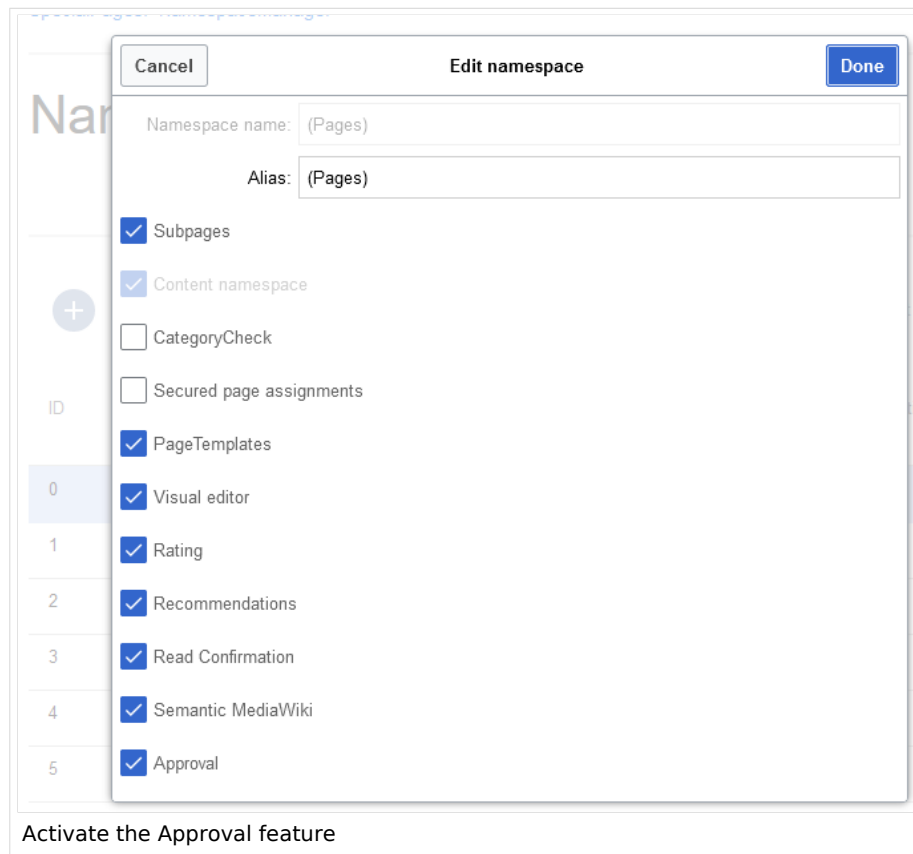
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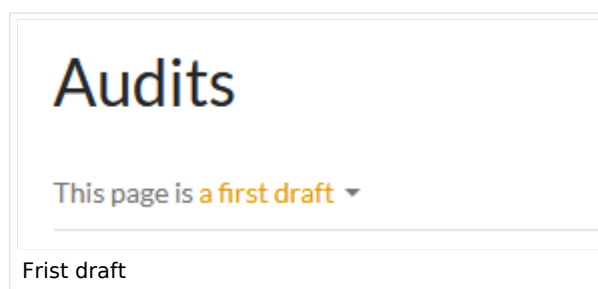
## Activating the acceptance feature

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*.



## Existing pages

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



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:



The screenshot shows a list of draft revisions for the page 'WikiSysop'. The revisions are listed in a table-like format with columns for edit links, timestamp, user, and edit summary. The first two revisions are highlighted with a dotted border and orange background, indicating they are pending review. The third revision is a source edit. Below the list is a 'Compare selected revisions' button and the text 'Draft revisions'.

Revision	Timestamp	User	Size	Summary
<a href="#">(cur   prev)</a> <a href="#">14:04, 4 November 2019</a>	14:04, 4 November 2019	WikiSysop	(1,332 bytes) (+486)	(Tag: Visual edit) [pending review]
<a href="#">(cur   prev)</a> <a href="#">14:03, 4 November 2019</a>	14:03, 4 November 2019	WikiSysop	(846 bytes) (+213)	(Tag: Visual edit) [pending review]
<a href="#">(cur   prev)</a> <a href="#">13:36, 4 November 2019</a>	13:36, 4 November 2019	WikiSysop	(633 bytes) (+38)	(Tag: 2017 source edit)

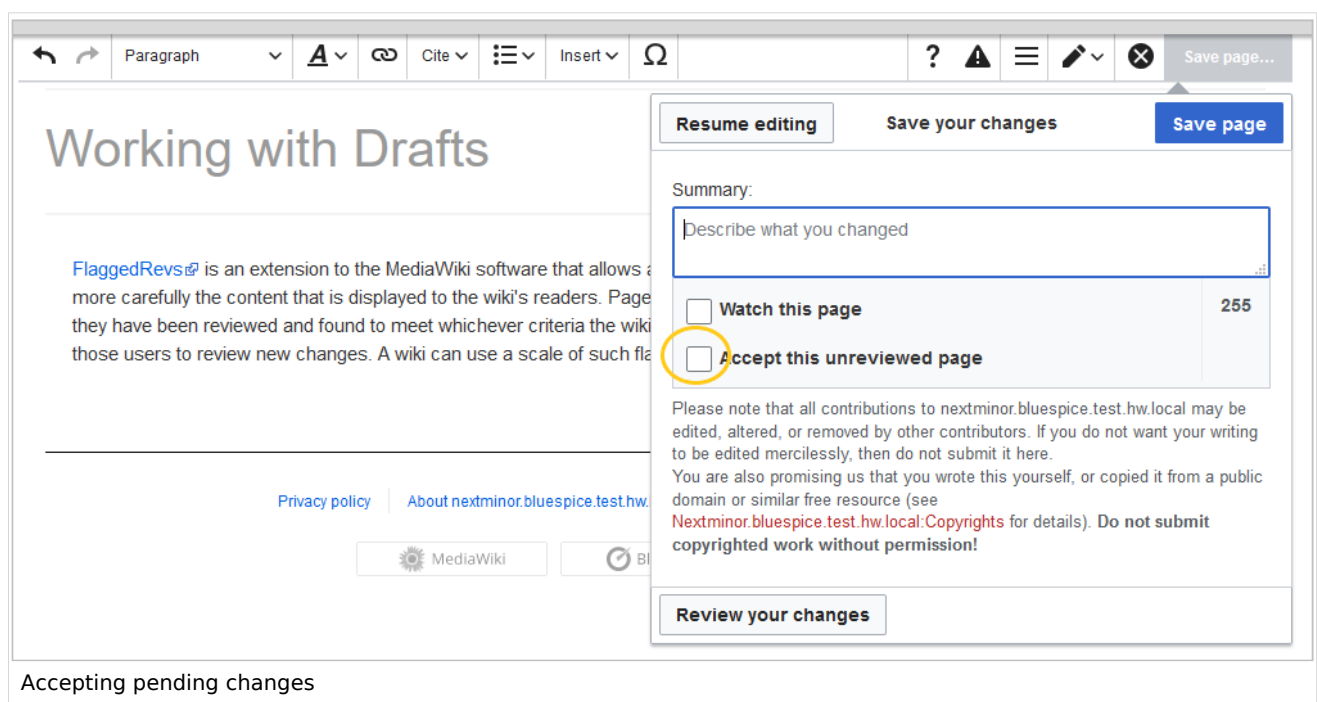
[Reviewed: 13:57, 4 November 2019 | WikiSysop | Everything looks correct.]

[\(cur | prev\)](#) [12:45, 4 November 2019](#) 12:45, 4 November 2019 | WikiSysop | (595 bytes) (+595) | (Created page with "FlaggedRevs is an extension to the MediaWiki software that allows a wiki to monitor the changes that are made to pag..." (Tag: Visual edit) |

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*):



The screenshot shows the 'Working with Drafts' page. The main content area displays the text 'FlaggedRevs is an extension to the MediaWiki software that allows a wiki to monitor the changes that are made to pag...'. The right sidebar contains a 'Summary' section with a text input field. Below the summary are two checkboxes: 'Watch this page' and 'Accept this unreviewed page'. The 'Accept this unreviewed page' checkbox is highlighted with a yellow circle. At the bottom of the sidebar is a 'Review your changes' button. The page footer includes links for 'Privacy policy' and 'About nextminor.bluespice.test.hw.local', and a 'MediaWiki' logo.

Working with Drafts

FlaggedRevs is an extension to the MediaWiki software that allows a wiki to monitor the changes that are made to pag... more carefully the content that is displayed to the wiki's readers. Page they have been reviewed and found to meet whichever criteria the wiki those users to review new changes. A wiki can use a scale of such fla

Privacy policy | About nextminor.bluespice.test.hw.local

MediaWiki

Summary:

Describe what you changed

☐ Watch this page

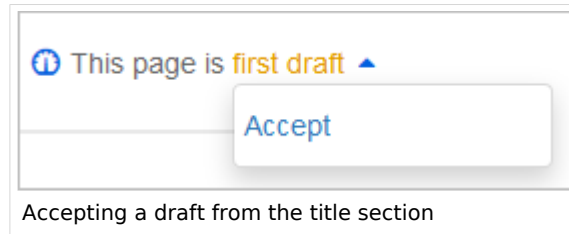
☒ Accept this unreviewed page

Please note that all contributions to nextminor.bluespice.test.hw.local may be edited, altered, or removed by other contributors. If you do not want your writing to be edited mercilessly, then do not submit it here. You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource (see Nextminor.bluespice.test.hw.local:Copyrights for details). Do not submit copyrighted work without permission!

Review your changes

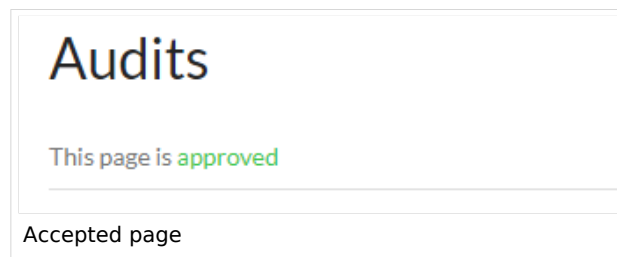
If the page is not accepted at this point, it can be accepted independently from the editing process.

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:



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.



## 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 from "Show unstable pages for the following groups" in *Global actions > Management > Config manager*.

## Config Manager

Feature ▼ |  |

<input type="checkbox"/> Export	BlueSpiceChecklist	<input checked="" type="checkbox"/> Mark checklist changes as minor edit
<input type="checkbox"/> Skinning		
<input type="checkbox"/> System	BlueSpiceExpiry	<input checked="" type="checkbox"/> Show watermark for expired pages
<input type="checkbox"/> Searching and Navigation		
<input type="checkbox"/> Data analysis		
<input type="checkbox"/> Personalization		
<input type="checkbox"/> Book	BlueSpiceFlaggedRevsConnector	<input checked="" type="checkbox"/> Automatically set the page to stable, when the workflow was finished successfully
<input type="checkbox"/> Content structuring		<input checked="" type="checkbox"/> Automatically delete the workflow, when a page was marked as stable
<input checked="" type="checkbox"/> Quality assurance		Show unstable pages for following groups
<input type="checkbox"/> Administration		<input type="text" value="user X"/>
<input type="checkbox"/> Editor		

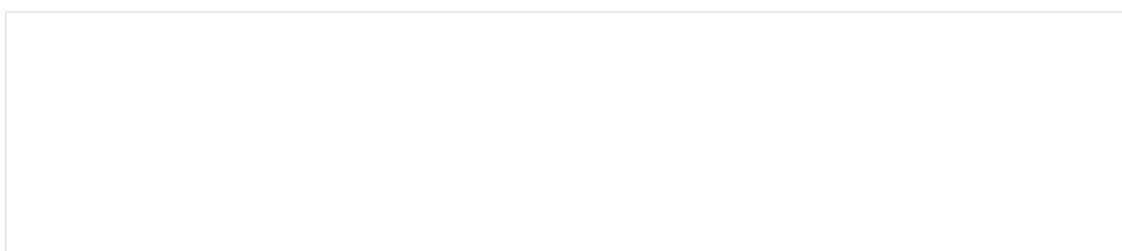
**Warning!** If the group *user* is removed from the *BlueSpiceFlaggedRevs* configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process.

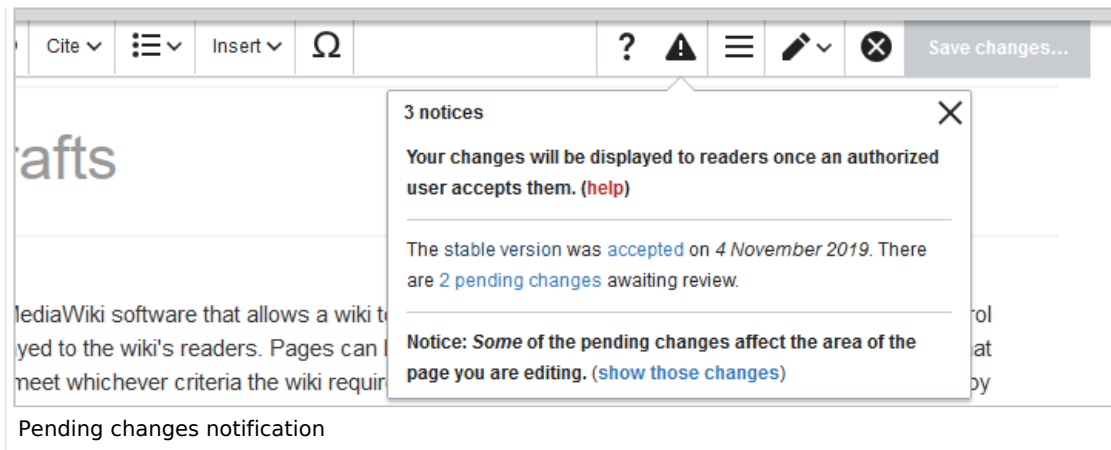
When the group *user* is removed, only *sysop* and *reviewer* users can access drafts. If you want other groups, for example *editor*, to see draft versions, you need to add them to the configuration and save it:

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:





## 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 itself 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.

BlueSpiceFlaggedRevsConnector

Show unstable pages for following groups

user X

Include handling

Current versions

Current versions

Stable versions

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 <sup>[1]</sup>	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

Export table

Page title	State <span>↑</span>	Page categories
<a href="#">Manual:What is a wiki</a>	Approved	
<a href="#">Manual:Create pages</a>	Approved	<a href="#">organiz...</a>
<a href="#">Manual:Subpage</a>	Approved	<a href="#">organiz...</a>
<a href="#">Setup:System requirements</a>	Approved	
<a href="#">Setup:Release Notes</a>	Approved	<a href="#">Setup</a>
<a href="#">Setup:Download</a>	Approved	<a href="#">Setup</a>
<a href="#">Setup:Release History</a>	Approved	<a href="#">Setup</a>
<a href="#">Setup:Portal</a>	Approved	
<a href="#">Manual:Getting started - Login and configuration</a>	Approved	<a href="#">Manual</a>
<a href="#">Manual:Using the Version History</a>	Approved	

Sort Ascending

Sort Descending

Columns

Filters

First draft

Draft

Approved

Not enabled

Implicit draft

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

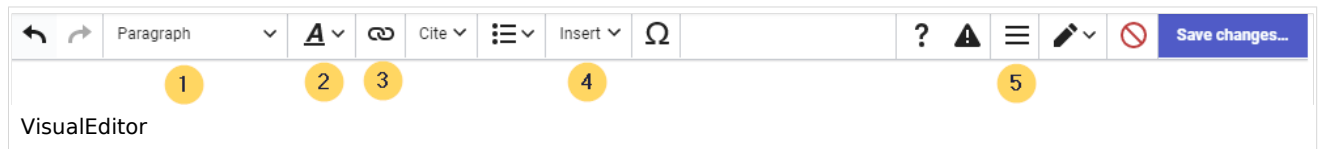
BlueSpice uses a slightly customized version of the MediaWiki extension [VisualEditor](#) as editing tool. This editor supports all common edit tasks that are useful in a wiki environment. You can refer to the official documentation for basic help. Here in the BlueSpice Helpdesk, we only give some hints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

## Contents

1 What is the visual editor? .....	33
2 Text editing .....	33
3 Pasting content from your clipboard .....	33
4 Shortcuts .....	34
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7 Switching between edit modes .....	35
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8.1 Text formatting .....	35
8.2 Insert special content .....	37
8.3 Page options .....	39
9 Troubleshooting: Visual editing is disabled .....	41



## What is the visual editor?

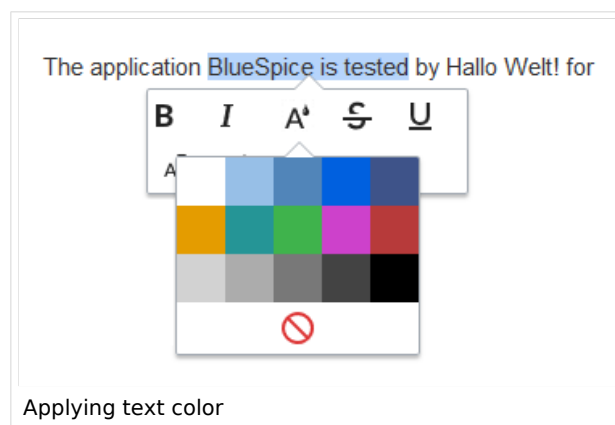


The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

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.



## 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.

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`.

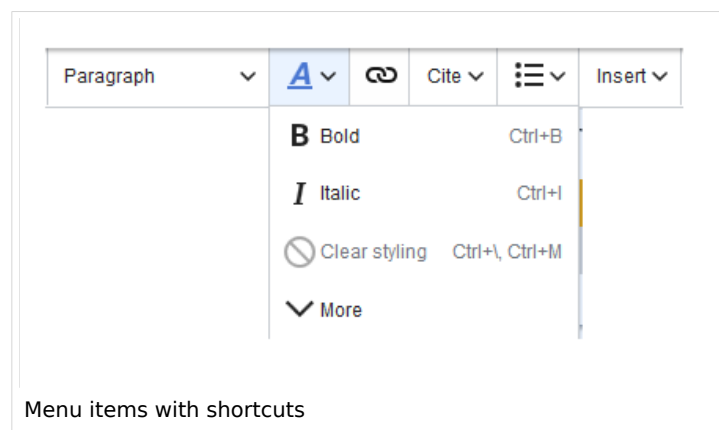


## Shortcuts

---

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 **Ctrl+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.



**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

---

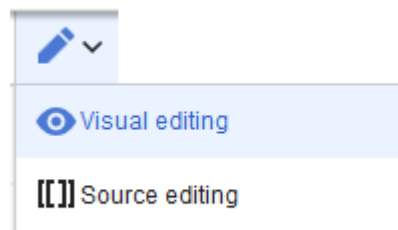
Some functions in the *Insert* menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at [mediawiki.org](https://mediawiki.org):

- **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.

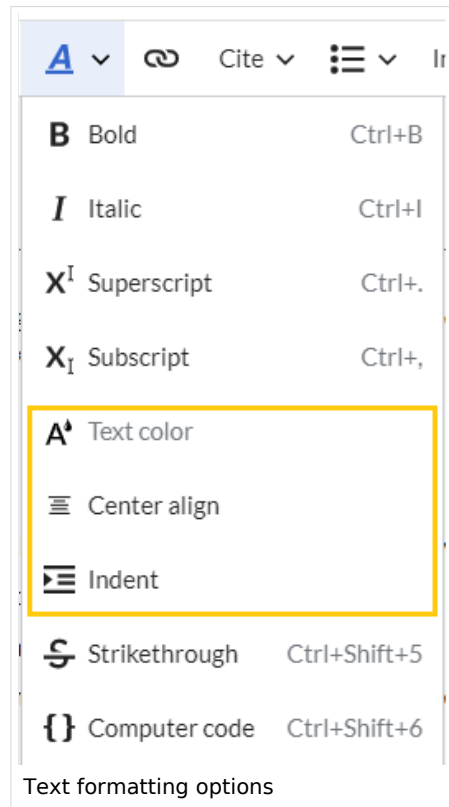
### Text formatting



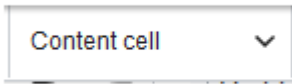
In the text formatting menu, the following additional options are available when a text passage has been selected:





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

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


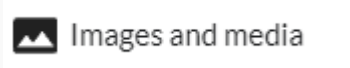
*Indent:* Text can be indented once (note: multiple indentation is only possible via the source text).














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

Text formatting	
	( <a href="https://mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar">More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar</a> )
Insert hyperlink 	If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:  <b>[1]</b> 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 	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 <b>Shift+Enter</b> 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 <a href="#">additional CSS instructions</a> to the page <i>MediaWiki:Common.css</i> .





## Insert special content


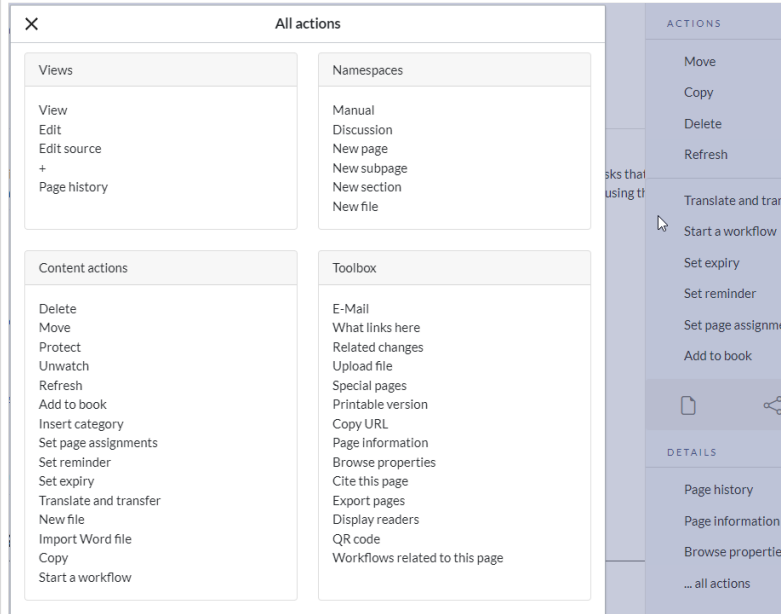




Insert special content	
Insert menu 	Use the "insert" menu to insert various media (images, videos) and text formats:
Media  Images and media	Inserting pictures and videos  ( <a href="#">Details on MediaWiki</a> )
Templates	

Insert special content	
 Template	Include a <a href="#">template</a> in the page.
Tables  Table	<a href="#">Tables</a> 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. <a href="#">More about Magic words</a>
Gallery  Gallery	Allows to display a set of images as a gallery. Formatting examples for the different settings can be found at <a href="https://mediawiki.org/wiki/Help:Images#Gallery_syntax">mediawiki.org/wiki/Help:Images#Gallery_syntax</a>
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: <div><pre>&lt;span style="color: red"&gt;red text&lt;/span&gt;</pre></div>
References list  References list	This menu item creates a <code>&lt;references /&gt;</code> 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	
 Math formula	[[on MediaWiki]]
Special Characters 	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 <b>visual editing mode</b> .
Categories  Categories	Here, you assign the page to one or more <a href="#">categories</a> while in edit mode.
Page Settings  Page settings	<p><i>Page redirection:</i> When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.</p> <p><i>Show Table of Contents:</i> By default, a table of contents is shown if a page has more than three headings. You can use this setting to always force or suppress the table of contents.</p>
	<ul style="list-style-type: none"> <li><i>Let this page be indexed by search engines:</i> Only applies to public search engines. The wiki's internal search is not affected.</li> <li><i>Show a tab on this page to add a new section:</i> Not supported in BlueSpice 4 Discovery skin.</li> <li><i>Display title:</i> Sets a title that is shown as page heading. It can be found by the search and is used in page lists created by <a href="#">Semantic MediaWiki</a> inline queries.</li> </ul>

Page options	
<div>Advanced Settings</div> <div> Advanced settings</div>	<div><ul style="list-style-type: none"><li><i>Title visibility:</i> This setting hides the entire title section of a page and is often applied on the main page or other portal pages of the wiki. If the title is not visible, the edit button is also not available. In this case, you can click on <code>all actions... &gt; Edit</code> in the page tools.</li></ul></div> <div></div> <div>"all actions" Menu</div>
<div>Languages</div> <div> Languages</div>	<div><p>Shows wiki pages on different wikis that are connected via Interlanguage links. Depending on the wiki's skin, the links are shown in a specific location. In the BlueSpice 4 Discovery skin the interlanguage links are shown in the top menu.</p><div></div><div>Menu item to access interlanguage links</div><p><a href="https://mediawiki.org/wiki/Help:Links#Interwiki_links">mediawiki.org/wiki/Help:Links#Interwiki_links</a></p></div>
<div>Templates used</div> <div> Templates used</div>	<div>List the templates that are embedded on the page.</div>
<div>View as right-to-left</div> <div> View as right-to-left <code>Ctrl+Shift+X</code></div>	<div>Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text flush left.</div>



Page options

Find and replace

 Find and replace


Ctrl+F

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

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3 Create a template ..... 45

4 Create a form ..... 45

5 Assign a category ..... 46

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## 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.

## Properties



### List of properties

1. Has First contact + 🔍 of type [Date](#) (0 uses) ⓘ
2. Has contact person + 🔍 of type [Text](#) (0 uses) ⓘ
3. Has location + 🔍 of type [Text](#) (0 uses) ⓘ

#### Semantic properties

## Template



<b>Location</b>	Regensburg
<b>Contact</b>	Jane Doe
<b>First contact</b>	2020/12/21

Hallo Welt! was founded to make the technology and concept

Since 2007 Hallo Welt! builds collaborative platforms of knowl  
online documentation and quality management.


#### Semantic template

## Form



**Location:**

**Contact person:**

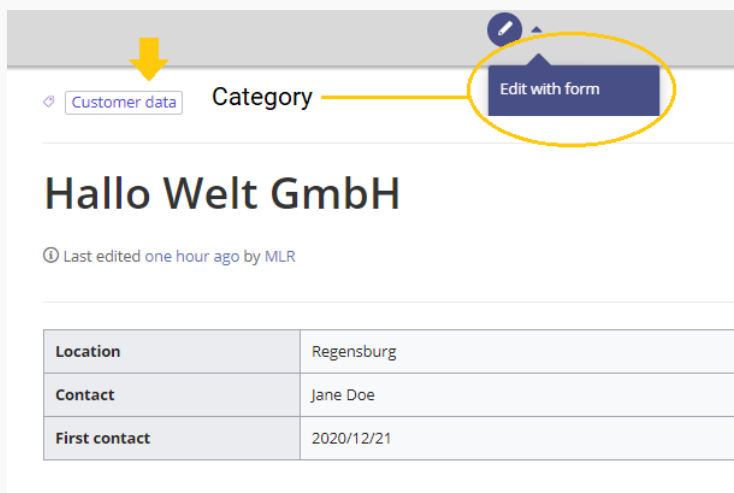
**First contact:**  



### Free text:



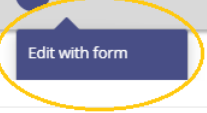
Hallo Welt! was founded to make the technology and concept c

Since 2007 Hallo Welt! builds collaborative platforms of knowle  
management, online documentation and quality management.


## Data entry form



 [Customer data](#) **Category**   **Edit with form**

## Hallo Welt GmbH

 Last edited one hour ago by MLR

<b>Location</b>	Regensburg
<b>Contact</b>	Jane Doe
<b>First contact</b>	2020/12/21

## 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.

Location:	<input type="text" value="Regensburg"/>
Contact person:	<input type="text" value="Jane Doe"/>
First contact:	<input type="text" value="21/12/2020"/> 

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

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## What is a namespace?

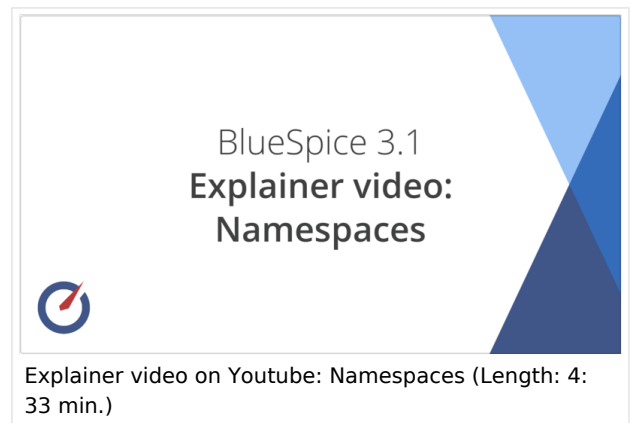
A **namespace** defines an area in a wiki. You can recognize a namespace by the namespace prefix in the page title:

```
<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.

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 upload.
- 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:messagename}}`:** 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			
<b>Description:</b>	Administration interface for adding, editing and deleting namespaces		
<b>State:</b>	stable	<b>Dependency:</b>	BlueSpice
<b>Developer:</b>	HalloWelt	<b>License:</b>	<a href="#">GPL-3.0-only</a>
<b>Type:</b>	BlueSpice	<b>Category:</b>	Administration
<b>Edition:</b>	BlueSpice pro, BlueSpice free, BlueSpice Farm, BlueSpice Cloud	<b>Version:</b>	4.1+
<a href="#">? View user help page</a>			

## 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 <a href="#">Special: NamespaceManager</a>	admin, maintenanceadmin, structuremanager

## Configuration

Name	Value
NamespaceManagerNsOffset	2999

## API Modules

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

## Hooks

- [LoadExtensionSchemaUpdates](#)
- [MWStakeCommonUIRegisterSkinSlotComponents](#)
- [MWStakeDynamicConfigRegisterConfigs](#)
- [NamespaceManager::editNamespace](#)
- [NamespaceManagerBeforePersistSettings](#)

## Accessibility

<b>Test status:</b>	2-testing complete
<b>Checked for:</b>	Web, Authoring tool

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