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Quality assurance

Template:SimplePortal2

Quality management

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Maintenance

Expiry

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

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Setting an expiration date

To set the expiration date for an article:

1. **Click** *Set expiry* in the page tools.
2. **Enter** an expiration date. It could be today or any day in the future.
3. **Enter** an expiration comment (optional).
4. **Click** *Save*

When the expiration date is reached, the page shows the expiration marker "expired" in the title area. Additionally a watermark is shown on the article by default.

Unexpiring a page

To remove the expiration marker from an article, click the drop-down arrow next to the "expired"-marker in the title area and unexpire the page.

List of expired pages

To view all pages that have an expiration date, you can go to *Global settings > Tools > Expired pages*. From there, users can remove the expiration marker of any page.

Archiving obsolete pages

Administrators can create an *Archive namespace* if obsolete pages should be archived rather than deleted. Users can then [move](#) articles to this namespace.

Expiration log

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

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

Configuration

You can set the following options in the Config manager.

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



[Technical Reference: BlueSpiceExpiry](#)

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

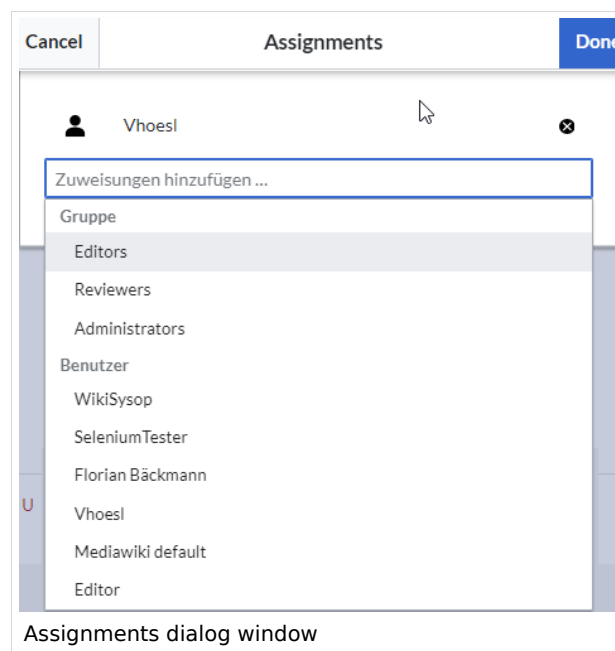
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Assigning a page

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 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*.

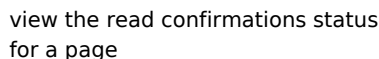
Assignments manager

For page assignments:

For page assignments:

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

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

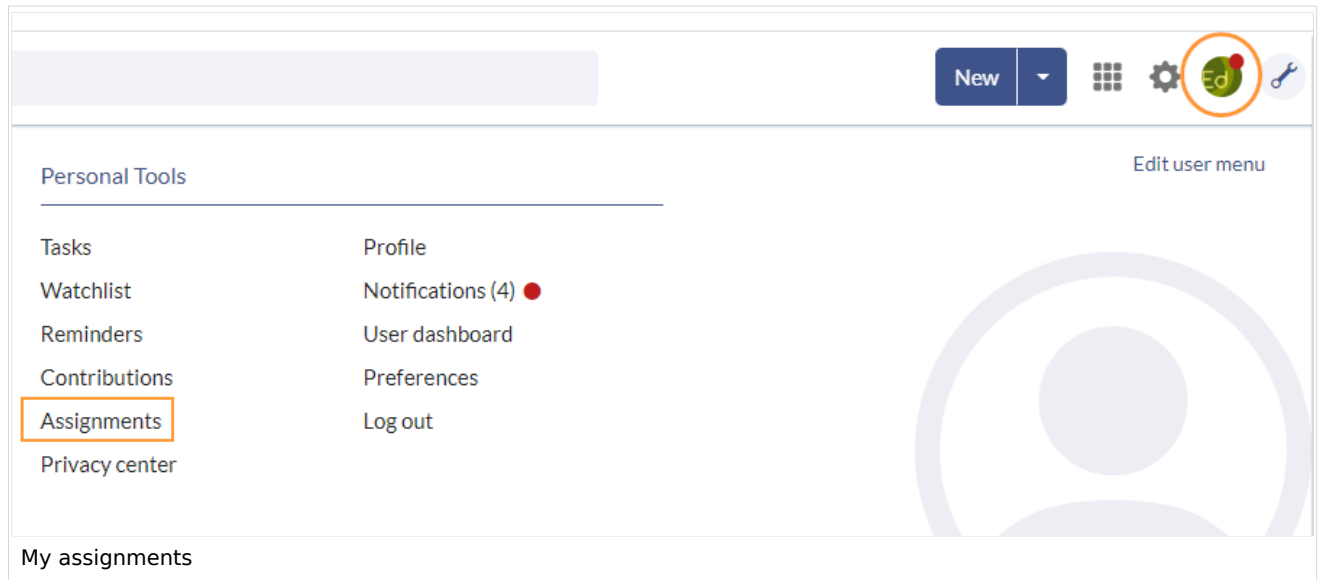


Secured page assignments

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](#)

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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3 Administration of read confirmations 9

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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	✓	✓	✗	✗	✓	✓	✗	✗	✓	✓	✗	 Edit
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			
Export table			
Pagetitle	Assignments	Read?	Actions
Main Page	Vhoesi	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](#)

➔ [Technical Reference: BlueSpiceReadConfirmation](#)

Reminders

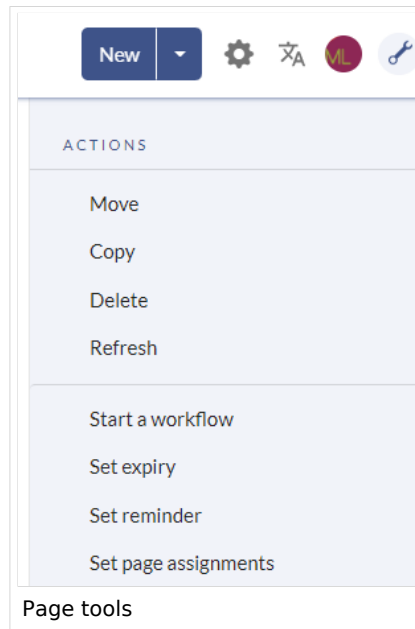
The extension **Reminder** allows users to keep track of pages by creating reminders for a particular date. By default, the wiki sends out a notification one week before and on the day that was set in the reminder.

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Setting a reminder

To create a reminder, click *Set reminder* in the page tools.



A dialog window opens. After entering the reminder data, the reminder is saved after clicking *Done*.

The image shows a 'Reminder' dialog window. It has a title bar with 'Cancel', 'Reminder', and 'Done' buttons. The main content area has the following fields:

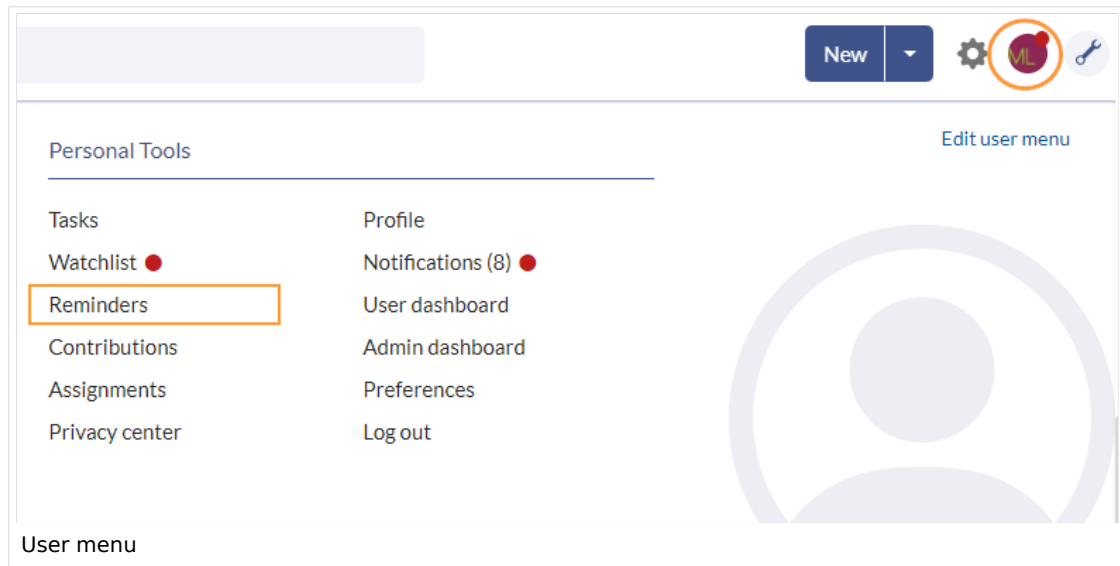
- 'Remind on': A date picker showing 'Tue, 1 Mar 2022'.
- 'Repeat': A checkbox that is checked, with a '*' icon next to it.
- 'Repeat every': A field with a minus sign, the number '1', a plus sign, and a dropdown menu showing 'day(s)'.
- 'Repeat ends on': A date picker showing 'Wed, 2 Mar 2022'.
- 'Comment': A text area containing the text 'Check for new screenshots'.

 At the bottom, there are two tabs: 'Reminders for this page' and 'My reminders'. The 'Done' button in the top right corner is highlighted in blue.

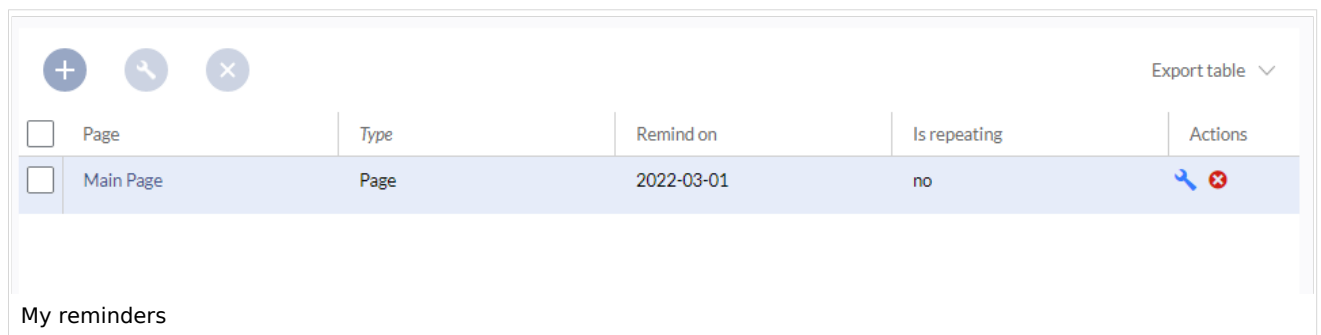
My reminders

Users can view and manage a list of their own reminders. The list can be loaded in the following ways.

1. In the editing dialog (see image above) via the *My reminders* button.
2. Via the User menu > *Personal Tools* > *Reminders*.



Here, reminders can be edited (wrench icon) or deleted (x icon).



Managing all wiki reminders

The Special:Reminder page is available to wiki administrators. It displays a list of all reminders for all sites and all users. Wiki admins can delete reminders here or edit the due date and other details. Users in the admin role can theoretically create reminders for other users. This ability should be used with caution, however, as users may not expect others to create reminders on their behalf.

Benachrichtigungen

By default, users receive a notification in the wiki and via email a week before or on the due date. This behavior can be disabled in the [user preferences](#).

➔ [Technical Reference: BlueSpiceReminder](#)

Signatures



This information is obsolete.
The Magic word "signhere" has been replaced with the Content droplet [Signature](#).

The **SignHere** extension allows you to collect [MediaWiki signatures](#) directly in the view mode of a page via a button.

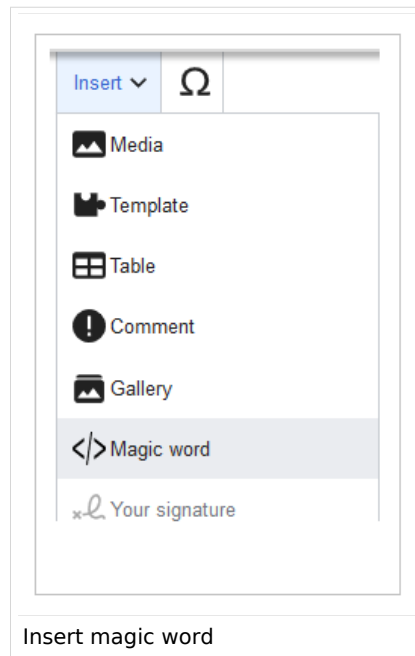
Contents

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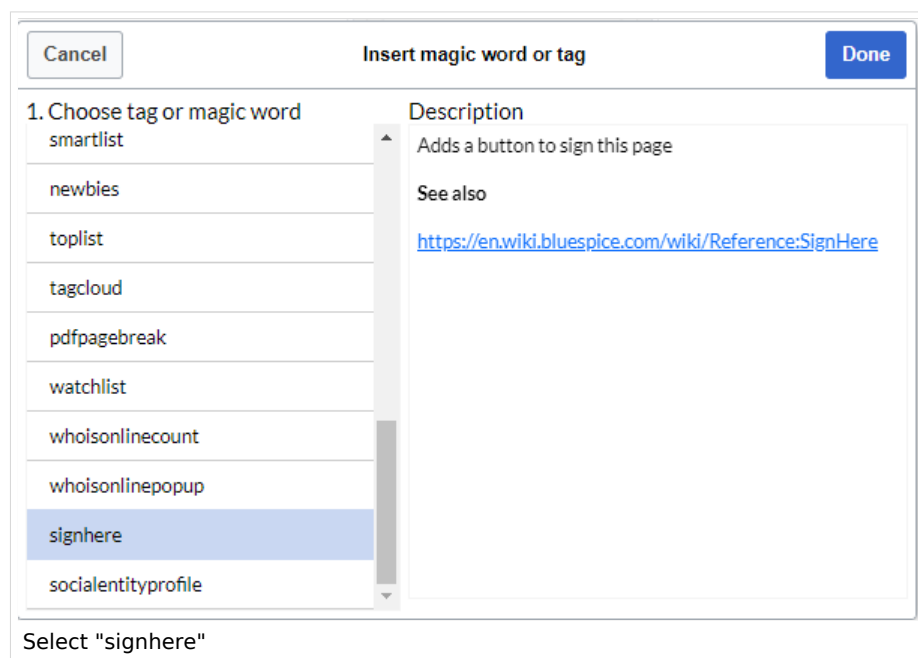
Inserting the tag

To insert the tag:

1. **Click** *Insert>Magic word* in the visual editor toolbar.



2. **Select** *signhere* from the list of magic words.



3. **Click** *Done* to close the dialog.
4. **Click** *Insert* in the Signatures dialog.
5. **Save** the page.

Once the page is saved, a *Signatures* area is shown on the page. A user with edit rights on the page can now add their signature with timestamp directly in view mode. This adds the signature to the page content.

Signatures are displayed in the chronological order in which users signed. All signatures are visible to all users visiting the site.

Restrictions

The issue of signature forgery is important to this issue.

Each user's signature is added to the page in clear text, just as it would be done using the built-in MediaWiki signature feature. Although not obvious to users reading the page, any user with editing rights can change, add, or remove these signatures.

The page history offers a certain protection. It will be listed there when users have added a signature via *SignHere*.

Diff selection: Mark the radio boxes of the revisions to compare and hit enter or the button at the bottom.
Legend: (cur) = difference with latest revision, (prev) = difference with preceding revision, m = minor edit.

Compare selected revisions

Change visibility of selected revisions

Select: All, None, Invert

(cur | prev)

☒

10:33, 23 March 2023



WikiSysop (talk | contribs | block) .. (170 bytes) (+90) . (Added signature) (undo)

(cur | prev)

☒

10:33, 23 March 2023



WikiSysop (talk | contribs | block) .. (80 bytes) (+16) .. (undo)

Signature logging in the page history

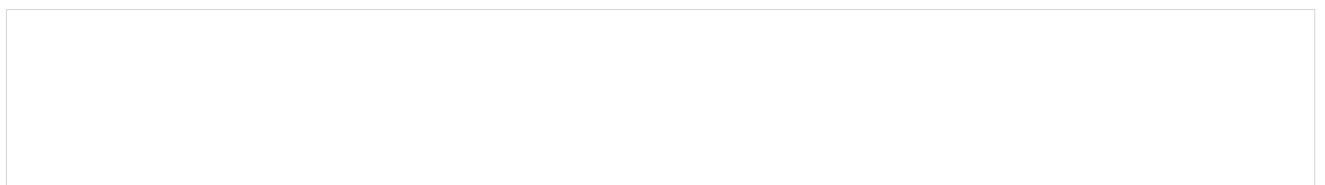
➔ [Technical Reference: BlueSpiceSignHere](#)

WikiExplorer

WikiExplorer provides a special page with a list of all wiki pages. It can be filtered and sorted based on many different criteria.

Using WikiExplorer

To access WikiExplorer, go to *Global actions* > *Tools* > *WikiExplorer*.



WikiExplorer

Export table ▾

Title	Namespace ↑	Last edit ...	Size	Categories ▾	Linked pages
Box_Info	Template	23.7.2020	406 bytes		
Infobox_Organisationsprofil	Template	23.7.2020	1.7 KB		
ServiceCenter_Beispiel	Template	23.7.2020	2.3 KB		
Extension_DPL	Template	23.7.2020	252 bytes		
QM_Dokument	Template	23.7.2020	1.1 KB		
!	Template	23.7.2020	1 byte		
Profilinformation	Template	23.7.2020	909 bytes		
Profile_Information_Query	Template	16.12.2019	347 bytes		
Benutzerprofil	Template	6.9.2019	134 bytes	Profile_Information	Kategorie:Profilinfo
Calendar	Template	12.2.2020	431 bytes		
Managemant_Announcements	Temnlate	13.9.2018	269 bytes		

↑ Sort Ascending
↓ Sort Descending
Columns >
Filters >

☒ Title
☒ Namespace
☐ Creation date
☐ Is redirect
☐ Last comment
☒ Last edit date
☒ Size
☐ Last editor
☒ Categories
☐ Linked files

WikiExplorer

Sorting sequence

Clicking on the header of any column (not on the arrow itself) sorts the table based on the values of that column. Changing the sorting order (ascending, descending) can be switched by clicking on the header multiple times.

Filtering

For some content, there are specially adapted filters available which can be used to sort the list. Filters can be accessed by clicking on the "arrow" icon in the column that should be filtered.

The following columns support filtering:

Content	Possible filters	Sortable
Title (Page name)	starts with, ends with, contains, contains not, equals, equals not	Yes
Namespace	starts with, ends with, contains, contains not, equals, equals not	Yes
Accesses	less than, greater than, equals	Yes
Creation date	None	No
Is redirect	None	Yes
Last comment	None	Yes
Last edit date	None	No

Content	Possible filters	Sortable
Size	less than, greater than, equals	Yes
Last editor	None	Yes
Categories	None	No
Linked files	None	No
Linked pages	None	No
Links to this page	None	No
Assigned editors	None	Yes
Released	yes, no	Yes
Release date	less than, greater than, equals	Yes
New version waits for release	None	Yes



[Technical Reference: BlueSpiceWikiExplorer](#)

Page approvals (Acceptance)



ContentStabilization is available from BlueSpice 4.3. Up to version 4.2, approvals are handled by the extension [FlaggedRevs](#).

The **ContentStabilization** extension is a MediaWiki extension that activates an approval mechanism. New versions of a page are initially marked as drafts. These remain in place until a user with approval rights reviews and approves the page.

Contents

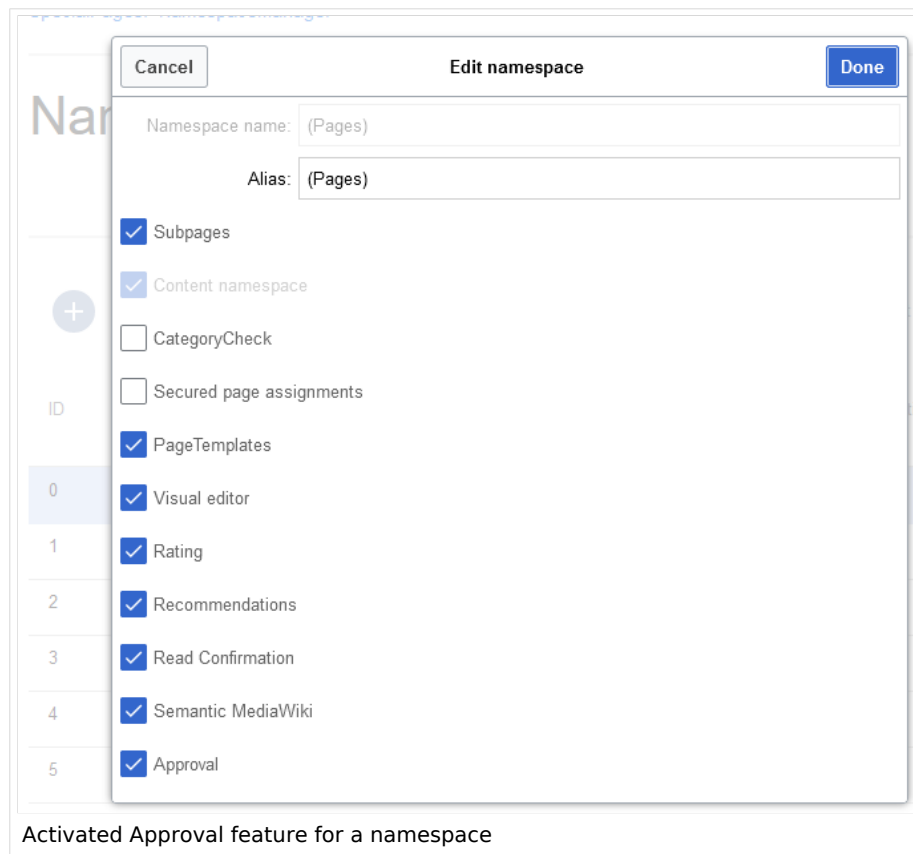
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Enable page approval

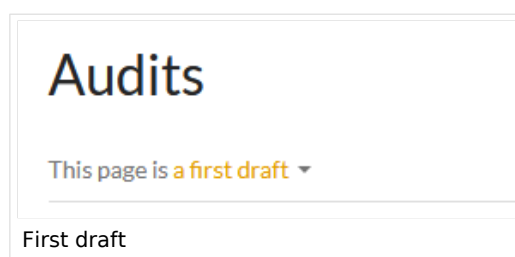
Drafts are activated via the namespace administration. A user with administrator rights checks whether *Approval* is enabled for a namespace. This is done under *Global Actions > Administration > Namespaces*.

Click the edit icon (wrench) in the *Actions* column. The namespace dialog opens. Select approval and click *Done*.



Existing Pages

After *Approval* is activated for a namespace, all existing pages in the namespace appear in draft mode. The pages now show the status *First draft*.



By default, the page status is displayed in the title area of every page with approval function .

Alternatively, the status info can be moved below the page content from the [Config manager](#).

First drafts

When a new page is created and saved for the first time, it will appear as **first draft**. By default, first drafts are visible to all users with read permissions. However, this can be restricted to individual user groups from the [Config manager](#).

Drafts

If a page is edited and saved multiple times in draft mode, each edit is logged in the page history:



• [\(cur | prev\)](#)  14:04, 4 November 2019  WikiSysop ([talk](#) | [contribs](#) | [block](#)) .. (1,332 bytes) (+486) .. (Tag: Visual edit) [\[pending review\]](#)

• [\(cur | prev\)](#)  14:03, 4 November 2019  WikiSysop ([talk](#) | [contribs](#) | [block](#)) .. (846 bytes) (+213) .. (Tag: Visual edit) [\[pending review\]](#)

• [\(cur | prev\)](#)  13:36, 4 November 2019  WikiSysop ([talk](#) | [contribs](#) | [block](#))  m .. (633 bytes) (+38) .. (Tag: 2017 source edit)

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

• [\(cur | prev\)](#)  12:45, 4 November 2019  WikiSysop ([talk](#) | [contribs](#) | [block](#)) .. (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)

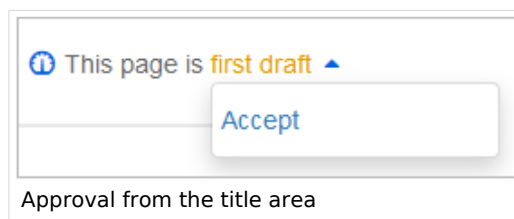
[Compare selected revisions](#)

Drafts are shown in the revision history

Drafts are highlighted in color in the version history. In addition, they are marked with "Release pending".

Accepting a page

A user with [reviewer permissions](#) can approve the page from the status message in the title area of the page. The approval comment is logged in the page's version history.

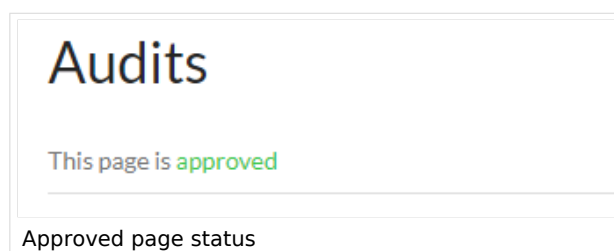


 This page is **first draft** ▲

[Accept](#)

Approval from the title area

The new approval status is shown accordingly in the title area.



Audits

This page is **approved**

Approved page status

Configuration

The following settings are made in the [Config manager](#) in combination with namespace settings.

Changes to templates, embedded files and transclusions

If a page uses templates or contains other files such as images and embedded PDFs, or if content from other pages is transcluded and modified after the page was approved, those changes must also be approved. There are two mechanisms to accomplish the approval:

1. **The embedded resource is in a namespace without approval mechanism:** If the embedded resource is in a namespace without its own approval function, the approved version of the page shows the resource version that was embedded at the time of the page approval. An implicit draft version shows the most recent version of the embedded resource.
2. **The embedded resource is in a namespace with approval mechanism:** The approval is done directly for the resource itself to avoid approval on all affected content pages.

Important! If the approval mechanism is activated in a resource namespace (e.g. Template, File) in retrospect, all existing pages in the resource namespace are then in first draft. If the wiki is configured so that not all users can see drafts, the resources may need to be initially approved via server script if this cannot be accomplished manually.

[About approvals via server script.](#)

Setting	Behaviour of the approved content page - No resource approval mechanism Cancel Edit namespace Done Namespace name: File Alias: ☐ Subpages ☐ Content namespace ☐ CategoryCheck ☐ Secured page assignments ☐ PageTemplates ☒ Visual editor ☐ Rating ☐ Recommendations ☐ Read Confirmation ☒ Semantic MediaWiki ☐ Approval Resource without approval feature
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Setting

Behaviour of the approved content page -

No resource approval mechanism

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Namespace name:

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☐ Subpages

☐ Content namespace

☐ CategoryCheck

☐ Secured page assignments

☐ PageTemplates

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☐ Rating

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☐ Read Confirmation

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☐ Read Con

☒ Semantic

☒ Approval

Resource wi

Test 31730 ▶ embed

Last edited 2 minutes ago
by Mlink-rodrigue

embed

This page is approved but has a draft version



Approved page version with the version of the resource that was embedded at the time of page approval

Test 31

embe

This page is

Approved
of page a

Setting	Behaviour of the approved content page - No resource approval mechanism Cancel Edit namespace Done Namespace name: File Alias: ☐ Subpages ☐ Content namespace ☐ CategoryCheck ☐ Secured page assignments ☐ PageTemplates ☒ Visual editor ☐ Rating ☐ Recommendations ☐ Read Confirmation ☒ Semantic MediaWiki ☐ Approval Resource without approval feature
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Setting

Behaviour of the approved content page -

No resource approval mechanism

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☐ Subpages

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Resource wi

Page is a draft due to changes in included resources

Test

31730

embed

embed

This page is a draft but has an approved version



Changed resources:

- File:Monticola gularis male non-breeding -

Page draft due to change of embedded resource

Page is a

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31

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This page is

Page draft

Setting	Behaviour of the approved content page - No resource approval mechanism Cancel Edit namespace Done Namespace name: File Alias: ☐ Subpages ☐ Content namespace ☐ CategoryCheck ☐ Secured page assignments ☐ PageTemplates ☒ Visual editor ☐ Rating ☐ Recommendations ☐ Read Confirmation ☒ Semantic MediaWiki ☐ Approval Resource without approval feature	Behaviour of the approved content page - Approval mechanism Cancel Namespace ☐ Subpages ☐ Content namespace ☐ CategoryCheck ☐ Secured page assignments ☐ PageTemplates ☒ Visual editor ☐ Rating ☐ Recommendations ☐ Read Confirmation ☒ Semantic MediaWiki ☒ Approval Resource without approval feature
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		Test 31 embed This page is The current

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		Resource a • takes plac indication
Current versions of included pages	Resource display: • the current version of the resource is shown:	Resource di • the curre

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Behaviour of the approved content page -

No resource approval mechanism

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☐ Content namespace

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☐ PageTemplates

☒ Visual editor

☐ Rating

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☒ Approval

Resource wi

Test 31730 ▶ embed

Last edited one hour ago by Mlink-rodrigue

embed

This page is approved



Approved page with the current version of the resource

Resource approval:

- the resource itself cannot be approved

Test 31730

embed

This page is app

Approved pa

Resource ap

- The appro therefore mechanis

Reading permissions for drafts

By default, all users can see a page's drafts, including users with only read permissions.

To hide drafts from users, the *user* group must be removed from the configuration. This setting then applies to the entire wiki and cannot be further restricted to specific namespaces.

An administrator changes the groups that can see drafts in the *Show draft versions for the following groups* box.

Warning! If the group *user is off* is removed from the configuration, users in this group cannot see draft versions even if they are assigned a workflow task.

After removing the group *user*, the desired group(s), e.g. B. the group *editor*, can be added to the configuration and saved.

Note: If no user groups are specified in the configuration field, even users with share rights and sysop users will not see a visual status indicator of the page. Instead, you have access to drafts through the page's history.

In order for administrators to see the status directly on the page, they must be added to a group listed here in the configuration.

Read permissions for first drafts

By default, first drafts are visible to all users who have read permissions in a namespace. However, if first drafts are only visible to those users who can generally view page drafts, this can be done in the configuration management by selecting *Allow viewing of first draft version for users who can normally not see drafts* to be disabled.

Summary: Read Permissions for Draft Pages

Define groups:

- **Group *user*:** Only the user groups that have been given this right in the configuration management can see first drafts and other drafts. By default, this is the user group (=all users who are logged into the wiki and have the appropriate reading rights in a namespace).
- **Adjust groups:** In the configuration management, the reading rights for (first) drafts can be restricted to other groups.
- **Group *sysop*:** Users in group *sysop* can always view drafts through the history. The sysop group can therefore not be set explicitly in the configuration. If *sysop* users can directly see the approval status on the page, they need to be added to a group with read permissions for drafts.

Export draft pages:

- **Single page export:** Users with reading rights on a draft page can print it directly as a PDF.
- **Book export:** Only approved pages are exported. If there is only a first draft of a page, it will be exported. **Exception:** If the book is printed by a user who does not have access to the first draft, the first draft will not be printed out in the book. Instead, the PDF shows the following message:

13 MLR:Erm31730/firstdraft

You do not have permission to action-badaccess-group0, for the following reason:

You are not allowed to execute the action you have requested.

Permissions error PDF export

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 with *reviewer* permissions 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

Approval is currently enabled for the following namespaces: Test, File, DV_Test_2, VHNS, MOG2, Mein_Namensraum and MLR

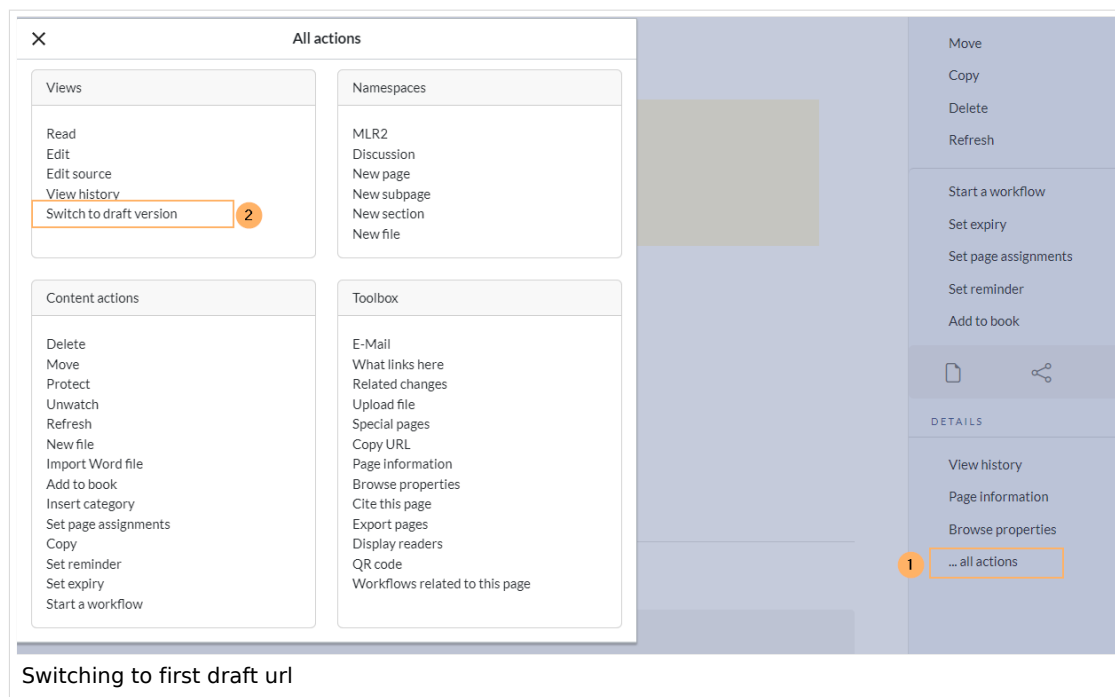
Page	State	In sync	Last approver	Last approval date	Comment from last approval
Test:31	First draft	✓			
Test:31/30/embed	Approved	✓	Mlink-rodrique	2023/07/24 09:27	
Test:Bilder	First draft	✓			
Test:BuchMassenimport	First draft	✓			
Test:Deutsch	Approved	✓	Walter I. K. Isysop	2023/05/25 09:56	
Test:English	Approved	✓	Walter I. K. Isysop	2023/06/05 08:36	

Special page "Quality management overview"

Approving a page when the title area is hidden

When the title area is hidden, you can approve the page from the `...all actions` menu:

1. **Switch** to the draft version of the page (this not necessary when the page is in *First draft* status). v4.3.2+



Before v.4.3.2, this switch-link is not available. In that case, go to the page history and click on the latest time stamp to switch to the draft version of the page.

Sandbox

[View logs for this page](#)

[Compare versions](#)

Revision	Changed by	Difference	Summary	State	Approved by
☐ 12:15, 13 November 2023	Mwilliams	17 bytes	Changed categories.	Approved	Parnoux
☐ 14:24, 14 July 2023	Mwilliams	-1 byte	Checklist item status changed	Approved	Parnoux
☐ 13:18, 4 July 2023	Snaumann	-34 bytes		Approved	Parnoux
☐ 13:17, 4 July 2023	Snaumann	1 byte		Approved	Parnoux
☐ 13:17, 4 July 2023	Snaumann	0 bytes		Approved	WikiSysop
☐ 12:51, 4 July 2023	Mwilliams	-1 byte		Approved	Mwilliams
☐ 12:50, 4 July 2023	Mwilliams	-6 bytes		Approved	Parnoux
☐ 12:48, 4 July 2023	Mwilliams	122 bytes	Created page with "test"	Approved	Parnoux

11 entries

Columns

- ☒ check
- ☒ Revision
- ☒ Changed by
- ☒ Difference

The latest time stamp in the page history links to the draft page.

2. Approve the page via ...all actions -> Approve page .

All actions

Views

- Read
- Edit
- Edit source
- View history

Namespaces

- MLR2
- Discussion
- New page
- New subpage
- New section
- New file

Content actions

- Delete
- Move
- Protect
- Unwatch
- Refresh
- New file
- Import Word file
- Approve page** 2
- Add to book
- Insert category
- Set page assignments
- Copy
- Set reminder
- Set expiry
- Start a workflow

Toolbox

- E-Mail
- What links here
- Related changes
- Upload file
- Special pages
- Copy URL
- Page information
- Browse properties
- Cite this page
- Export pages
- Display readers
- QR code
- Workflows related to this page

ACTIONS

- Move
- Copy
- Delete
- Refresh
- Start a workflow
- Approve page
- Set expiry
- Set reminder
- Set page assignments
- Add to book

DETAILS

- View history
- Page information
- Browse properties
- ... all actions** 1

All actions menu with approval link highlighted

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: ContentStabilization](#)

Quality management

Um die Qualität einer Wikiseite zu gewährleisten, gibt es zahlreiche Werkzeuge zum Qualitätsmanagement.

Contents

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Dokumentenlenkung

In BlueSpice können viele Benutzer Informationen erstellen. Spezialisten können den Inhalt dann überprüfen. Dies stellt sicher, dass die Qualität der Inhalte den Standards Ihrer Organisation entspricht. Dabei ist zu beachten, dass rigide Qualitätskontrollen und -prozesse schnell die Autonomie der Mitarbeiter einschränken. Trotz der Möglichkeit zur Qualitätskontrolle sollten Sie daher immer sicherstellen, dass Sie keine unnötigen Hürden einbauen, die die Akzeptanz des Wikis beeinträchtigen.

Folgende Bereiche sollten für die Qualitätssicherung im Wiki im Auge behalten werden:

1. Document quality ([Quality tools](#), Templates)
2. Content organization (Structure, Portal pages, Queries)
3. Wiki maintenance (Special pages, Processes, Watchlist, Notifications)

Quality tools

BlueSpice free

- Page assignments (5)
- Page information (6)

BlueSpice pro

- Approvals (1)
- Workflow (2)
- Expiry (3)
- Reminder (4)
- Page assignments (5)
- Page information (6)

Template:Message box.

Approval

Wenn die Seiten in einem Namesraum eine veröffentlichte und eine Entwurfsversion haben sollen, muss die Einstellung [Freigabe](#) für diesen Namesraum aktiviert werden. Alle Änderungen an einer Seite werden in einer Entwurfsversion erfasst, bis ein Benutzer mit Freigaberechten die Seite akzeptiert.

In der Konfigurationsverwaltung gibt es eine globale Option, mit der festgelegt werden kann, welche Benutzergruppen unveröffentlichte Inhalt lesen dürfen. Standardmäßig können alle angemeldeten Benutzer Entwürfe einsehen.

Eigenschaften

- **Revisionsbasiert:** Unterscheidung zwischen Erstentwurf, Entwurf, und freigegeben
- **Externe Dateien:** Eingebettete Medien und Vorlagen werden "eingefroren"
- **Automatische Freigabe** als Ergebnis einer Begutachtung möglich
- **Leserechte** für Entwürfe können (mit Vorsicht) konfiguriert werden

→ [Mehr Info zu Freigabe](#)

Workflows

Wenn ein dokumentierter Überprüfungsprozess erwünscht ist, können Benutzer einen Workflow starten. Es gibt 4 mitgelieferte Workflows:

- Freigabe
- Qualitätsgesicherte Begutachtung
- Gruppen-Feedback
- Feedback

Eigenschaften

- **Meistens nur eine aktive Begutachtung** pro Seite möglich
- **Zustimmung** oder **Ablehnung** der Teilnehmer bei Freigabe-Workflows
- **Checkout:** Seite ist in den Freigabeworkflows zur Bearbeitung gesperrt
- **Spezialseite** Workflows Übersicht
- **BPMN**-basiert

→ [Mehr Info zu Workflows](#)

Aktualität

Wenn eine Seite Inhalte mit einem bekannten Lebenszyklus enthält, kann festgelegt werden, dass die Seite an einem bestimmten Datum abläuft. Am Ablaufdatum wird der Seite ein Wasserzeichen "Veraltet" hinzugefügt, wenn die entsprechende Option im [ConfigManager](#) eingestellt ist. Darüber hinaus kann eine Erinnerung festgelegt werden, damit der Benutzer eine Benachrichtigung erhält, wenn die Seite abläuft. Der Ablauf kann jederzeit von der Seite gelöscht werden.

Eigenschaften

- **Wasserzeichen** im Seitenhintergrund und im PDF (abhängig von globaler Konfiguration)
- **Übersichtsliste:** *Spezial:Veraltete_Seiten*
- **Erinnerung** beim Erstellen aktivierbar
- **Dauer:** Veraltung ist jederzeit löscher

→ [Mehr Info zu Aktualität](#)

Erinnerung

Ein Benutzer kann eine Erinnerung für eine Seite erstellen, indem er ein Erinnerungsdatum auswählt und einen optionalen Kommentar hinzufügt. Erinnerungen können von Administratoren auch für andere Benutzer erstellt werden und sind eine schnelle und informelle Möglichkeit, Fälligkeitstermine für seitenbezogene Aufgaben festzulegen.

Eigenschaften

- **Benachrichtigung** über eigene Erinnerungen erhält eine Benachrichtigung (in Benutzereinstellungen deaktivierbar)
- **Wiederkehrende Erinnerungen** möglich
- **Erinnerungsliste:** Spezialseite für Administratoren (unter Globale Aktionen)
- **Schnellzugriff** über das persönliche Benutzermenü

➞ [Mehr Info zu Erinnerung](#)

Zuweisung

Seitenzuweisungen bieten die Möglichkeit, einem oder mehreren Benutzern oder Benutzergruppen die redaktionelle Verantwortung für eine Seite zu übertragen. Es ist auch möglich, einen Namensraum so einzurichten, dass zugewiesene Benutzer eine Lesebestätigung für jede größere Änderung an einer Seite abgeben müssen. Da Zuweisungen im Wiki als Seitenattribut zur Verfügung stehen, können sie in **semantischen Abfragen** verwendet werden.

Eigenschaften

- **Benachrichtigung** bei Änderung der Seitenzuweisung (in Benutzereinstellungen deaktivierbar)
- **Transparenz:** Zugewiesene Benutzer sind in den Seiteninformationen aufgeführt
- **Zuweisungsverwaltung:** Spezialseite für Administratoren
- **Schnellzugriff** auf eigene Zuweisungen über das persönliche Benutzermenü
- **Lesebestätigung möglich:** Zugewiesene Benutzer müssen dann das Lesen von Änderungen an der Seite bestätigen (Namensraum-spezifisch)

➞ [Mehr Info zu Zuweisungen](#)

Seiteninformationen

Die Seiteninformationen geben Ihnen einige interessante Statistiken über die Seite. Anhand dieser Informationen können Sie entscheiden, welche Maßnahmen zur Qualitätssicherung der Seite erforderlich sind. Informationen, die auf dieser Seite aufgelistet sind:

- Anzahl der Beobachter der Seite
- Alle Bearbeiter, letzte Bearbeitung
- Eigenschaften: Eingebundene Vorlagen, eingebundene Bilder, interne und externe Links, Kategorien
- Aktualität der Seite
- Autoren der Seite
- Leser der Seite (nur für Administratoren sichtbar)
- Erinnerungen (alle Erinnerungen nur für Administratoren sichtbar, ansonsten eigene Erinnerungen)

Berechtigungen

Diese Berechtigungstabelle zeigt, welche Rollen das erforderliche Recht haben, verschiedene Qualitätssicherungsaktionen durchzuführen. Der Name des Rechts, das eine bestimmte Berechtigung erteilt, wird in Klammern angezeigt:

QM permissions	
user (read)	
editor	
reviewer	
admin	
intenance-admin	
bot	
Can create and manage assignments for all users (pageassignments)	
x	
x	
x	
Can be assigned to a page (pageassigneable)	
x	

Can create and manage reminders for all users. <i>(remindereditall)</i>
x
x
Can create and manage their own reminders <i>(read)</i>
x
Can create and manage expiry of pages. <i>(expire article)</i>
x
x
x
Can execute workflows <i>(workflows- execute)</i>
x

x
x
Can view workflow elements <i>(workflows-view)</i>
x
Can manage workflows <i>(workflows-admin)</i>
x
Can release <i>(review)</i> a page
x
x
x
Own changes are automatically released <i>(autoreview)</i>
x
x

Rolled-
back
changes
are
**automatically
released**
(autoreviewrestore)

x
x

Related info

- [Namespace manager](#)
- [Workflows](#)

Redirects

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What is a redirect?

A redirect is a technique to automatically forward users from one page to another. If you redirect a page that has content, the user will not see the content of the redirected page, but only the content of the target page.

When to use a redirect

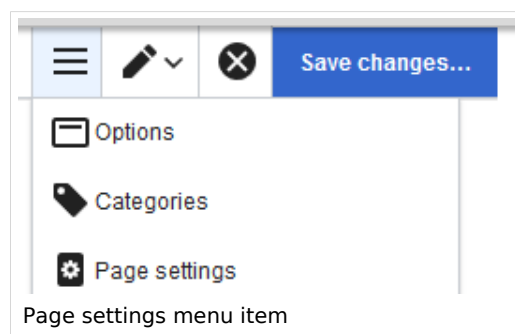
Pages are usually redirected in the following cases:

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

How to redirect a page

Visual editing mode

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



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

The screenshot shows the 'Options' dialog box in MediaWiki. The left sidebar contains a list of settings categories: 'Categories', 'Page settings' (selected), 'Advanced settings', 'Languages', and 'Templates used'. The main area is titled 'Options' and contains a section for 'Page settings'. A checkbox labeled 'Redirect this page to' is checked. Below this checkbox is a list of target pages, with 'Manual:Edit articles' selected. The 'Apply changes' button is located in the top right corner of the dialog box.

redirect checkbox

3. Click *Apply changes*.

Source editing mode

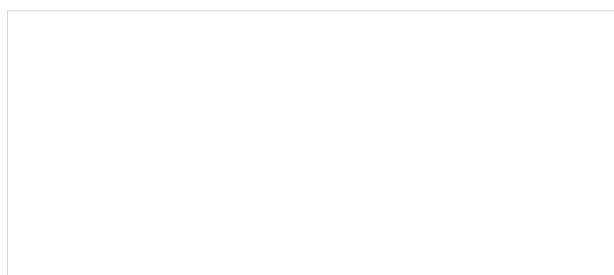
At the very beginning of the page, insert the redirect instruction and save the page:

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

There is no need to delete the content of the page. The content is simply no longer visible to readers as long as the redirect is included on the page. If you remove the code for redirecting the page, the original content will be loaded again.

Managing page redirects

- All redirected pages on the wiki are listed on the special page `Special:ListRedirects`. In addition, there are pages for broken redirects as well as double redirects in the maintenance reports on the Special pages. You can navigate to them from *Global actions* > *Special pages*.
- To maintain the quality of your wiki, you should review these pages on a regular basis and fix any broken and double redirects.
- If you navigate to a redirected page, it shows the redirect source. A rounded arrow points to the target file:



Edit articles

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

[↪ Manual:Edit articles](#)

Redirect info on the target page

- The page "What links here" shows if redirects to a page exist. The page can be accessed via the *...all actions* link in the page tools:

The screenshot shows the 'All actions' menu on the left, which is a sidebar containing several categories of actions. The 'Namespaces' category is expanded, showing options like 'Setup', 'Discussion', 'New page', 'New subpage', 'New section', and 'New file'. The 'Toolbox' category is also expanded, showing options like 'E-Mail', 'What links here', 'Related changes', 'Upload file', 'Special pages', 'Printable version', 'Copy URL', 'Page information', 'Cite this page', 'Browse properties', 'PDF single page', 'PDF page with subpages', 'PDF page with linked pages', 'Display readers', and 'QR code'. The 'What links here' option is highlighted with an orange box. Below the 'All actions' menu, the 'what links here' page is visible, showing a list of pages that link to the current page. The 'DETAILS' section on the right side of the page is also visible, showing options like 'Page history', 'Page information', 'Browse properties', and '... all actions', with the last option highlighted by an orange box.

All actions

Views

- View
- Edit
- Edit source
- Page history

Namespaces

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

Content actions

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

Toolbox

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

what links here

DETAILS

- Page history
- Page information
- Browse properties
- ... all actions**

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

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

What links here

Page:

Setup:Installation Guide/System Preparation/Windows/Introduction

Namespace: all

☐ Invert selection

Go

Filters

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

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

Displayed 2 items.

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

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

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

redirect link

Resolving double redirects

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

Double redirects

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

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

View (previous 50 | [next 50](#)) (20 | 50 | 100 | 250 | 500)

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

Special page "Double redirects"

Let's look at the page *Edit existing articles* in the BlueSpice helpdesk. This page is redirected to a page *Create pages* that is again redirected to *Manual: Create pages*. The double redirect was caused by moving the page *Create pages* to the namespace *Manual*.

To resolve the double redirect, we open the page *Edit existing articles* in source view:

Edit existing articles

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

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

Original page

The page is not only redirected to the page *Create pages* but also contains a bookshelf tag. Therefore, we first check if the page is still part of the book. If it is, we need to decide if the book should include this page or the actual final target page of the redirect instead.

We now have some options to fix the redirect:

- Redirect to the final target page
- Redirect to a completely different page
- Delete the page

Since the helpdesk actually has an updated page about editing, we redirect to the final target page *Manual:Edit pages*:

Edit existing articles

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

Final target page

Sometimes, it might make more sense to simply delete the page. Before deleting an article, always check what other pages link to the page by reviewing the info under *Special:WhatLinksHere/Redirects*.

Related info

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