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## 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

## Category:Extension

Extensions that are bundled with one or more BlueSpice pro editions.

## Pages in category "Extension"

---

The following 200 pages are in this category, out of 214 total.

(previous page) ([next page](#))

### A

- [Reference:Arrays](#)
- [Reference:AtMentions](#)
- [Reference:Auth remoteuser](#)

### B

- [Reference:BlueSpiceAbout](#)
- [Reference:BlueSpiceArticleInfo](#)

- [Reference:BlueSpiceArticlePreviewCapture](#)
- [Reference:BlueSpiceAvatars](#)
- [Reference:BlueSpiceBookshelf](#)
- [Reference:BlueSpiceCategoryCheck](#)
- [Reference:BlueSpiceCategoryManager](#)
- [Reference:BlueSpiceChecklist](#)
- [Reference:BlueSpiceCloudClient](#)
- [Reference:BlueSpiceConfigManager](#)
- [Reference:BlueSpiceContextMenu](#)
- [Reference:BlueSpiceCountThings](#)
- [Reference:BlueSpiceCustomMenu](#)
- [Reference:BlueSpiceDashboards](#)
- [Reference:BlueSpiceDiscovery](#)
- [Reference:BlueSpiceDistributionConnector](#)
- [Reference:BlueSpiceDrawioConnector](#)
- [Reference:BlueSpiceEchoConnector](#)
- [Reference:BlueSpiceEmoticons](#)
- [Reference:BlueSpiceExpiry](#)
- [Reference:BlueSpiceExportTables](#)
- [Reference:BlueSpiceExtendedFilelist](#)
- [Reference:BlueSpiceExtendedSearch](#)
- [Reference:BlueSpiceExtendedStatistics](#)
- [Reference:BlueSpiceFilterableTables](#)
- [Reference:BlueSpiceFlaggedRevsConnector](#)
- [Reference:BlueSpiceFoundation](#)
- [Reference:BlueSpiceGroupManager](#)
- [Reference:BlueSpiceHideTitle](#)
- [Reference:BlueSpiceInsertCategory](#)
- [Reference:BlueSpiceInsertFile](#)
- [Reference:BlueSpiceInsertLink](#)
- [Reference:BlueSpiceInsertMagic](#)
- [Reference:BlueSpiceInsertTemplate](#)
- [Reference:BlueSpiceInstanceStatus](#)
- [Reference:BlueSpiceInterWikiLinks](#)
- [Reference:BlueSpiceInterwikiSearch](#)
- [Reference:BlueSpiceMultiUpload](#)
- [Reference:BlueSpiceNamespaceManager](#)
- [Reference:BlueSpiceNSFileRepoConnector](#)
- [Reference:BlueSpicePageAccess](#)
- [Reference:BlueSpicePageAssignments](#)
- [Reference:BlueSpicePageFormsConnector](#)
- [Reference:BlueSpicePagesVisited](#)
- [Reference:BlueSpicePageTemplates](#)
- [Reference:BlueSpicePermissionManager](#)
- [Reference:BlueSpicePlayer](#)
- [Reference:BlueSpicePrivacy](#)
- [Reference:BlueSpiceProDistributionConnector](#)
- [Reference:BlueSpiceQrCode](#)
- [Reference:BlueSpiceRating](#)

- [Reference:BlueSpiceReadConfirmation](#)
- [Reference:BlueSpiceReaders](#)
- [Reference:BlueSpiceReminder](#)
- [Reference:BlueSpiceRSSFeeder](#)
- [Reference:BlueSpiceSaferEdit](#)
- [Reference:BlueSpiceSignHere](#)
- [Reference:BlueSpiceSmartList](#)
- [Reference:BlueSpiceSMWConnector](#)
- [Reference:BlueSpiceSocial](#)
- [Reference:BlueSpiceSocialBlog](#)
- [Reference:BlueSpiceSocialComments](#)
- [Reference:BlueSpiceSocialMicroBlog](#)
- [Reference:BlueSpiceSocialProfile](#)
- [Reference:BlueSpiceSocialRating](#)
- [Reference:BlueSpiceSocialResolve](#)
- [Reference:BlueSpiceSocialTags](#)
- [Reference:BlueSpiceSocialTimelineUpdate](#)
- [Reference:BlueSpiceSocialTopics](#)
- [Reference:BlueSpiceSocialWatch](#)
- [Reference:BlueSpiceTagCloud](#)
- [Reference:BlueSpiceUEModuleBookPDF](#)
- [Reference:BlueSpiceUEModuleDOCX](#)
- [Reference:BlueSpiceUEModuleHTML](#)
- [Reference:BlueSpiceUEModulePDF](#)
- [Reference:BlueSpiceUEModulePDFRecursive](#)
- [Reference:BlueSpiceUEModulePDFSubpages](#)
- [Reference:BlueSpiceUEModuleTable2Excel](#)
- [Reference:BlueSpiceUniversalExport](#)
- [Reference:BlueSpiceUsageTracker](#)
- [Reference:BlueSpiceUserInfo](#)
- [Reference:BlueSpiceUserManager](#)
- [Reference:BlueSpiceUserSidebar](#)
- [Reference:BlueSpiceVisualEditorConnector](#)
- [Reference:BlueSpiceWatchList](#)
- [Reference:BlueSpiceWebDAVClientIntegration](#)
- [Reference:BlueSpiceWebDAVMinorSave](#)
- [Reference:BlueSpiceWhoIsOnline](#)
- [Reference:BlueSpiceWikiExplorer](#)
- [Reference:BlueSpiceWikiFarm](#)

## C

- [Reference:CategoryTree](#)
- [Reference:Checklists](#)
- [Reference:Cite](#)
- [Reference:CiteThisPage](#)
- [Reference:CodeEditor](#)
- [Reference:CodeMirror](#)
- [Reference:CognitiveProcessDesigner](#)

- [Reference:ConfirmAccount](#)
- [Reference:ConfirmEdit](#)
- [Reference:ContainerFilter](#)
- [Reference:ContentDroplets](#)
- [Reference:ContentProvisioning](#)
- [Reference:ContentStabilization](#)
- [Reference:ContentTransfer](#)
- [Reference:CreateUserPage](#)

## D

- [Reference:Data Transfer](#)
- [Reference:DateTimeTools](#)
- [Reference:DrawioEditor](#)
- [Reference:DynamicPageList3](#)

## E

- [Reference:Echo](#)
- [Reference:EmbedVideo](#)
- [Reference:EmbedVideo \(fork\)](#)
- [Reference:EnhancedUpload](#)
- [Reference:EventBus](#)
- [Reference:External Data](#)
- [Reference:ExtJSBase](#)

## F

- [Reference:FilterSpecialPages](#)
- [Reference:FlaggedRevs](#)
- [Reference:FlexiSkin](#)
- [Reference:FontAwesome](#)
- [Reference:Forms](#)

## G

- [Reference:Gadgets](#)

## H

- [Template:Hdsk PT Extension HW](#)
- [Template:Hdsk PT Extension MW](#)
- [Reference:Header Tabs](#)
- [Reference:HeaderFooter](#)
- [Reference:HitCounters](#)

## I

- [Reference:ImageMap](#)
- [Reference:ImageMapEdit](#)

- [Reference:ImportOfficeFiles](#)
- [Reference:InputBox](#)
- [Reference:Interwiki](#)
- [Reference:InviteSignup](#)

## L

- [Reference:LDAP Authorization](#)
- [Reference:LDAPAuthentication2](#)
- [Reference:LDAPGroups](#)
- [Reference:LDAPProvider](#)
- [Reference:LDAPSyncAll](#)
- [Reference:LDAPUserInfo](#)
- [Reference:Lingo](#)
- [Reference:LocalisationUpdate](#)
- [Reference:LoginNotify](#)
- [Reference:Loops](#)

## M

- [Reference:Maps](#)
- [Reference:Math](#)
- [Reference:MediaWiki](#)
- [Reference:MenuEditor](#)
- [Reference:MergeArticles](#)
- [Reference:MultimediaViewer](#)

## N

- [Reference:NSFileRepo](#)
- [Reference:Nuke](#)

## O

- [Reference:OATHAuth](#)
- [Reference:OJSPlus](#)
- [Reference:OpenID Connect](#)
- [Reference:OpenLayers](#)

## P

- [Reference:Page Forms](#)
- [Reference:PageCheckout](#)
- [Reference:PageHeader](#)
- [Reference:PageImages](#)
- [Reference:ParserFunctions](#)
- [Reference:ParserHooks](#)
- [Reference:PDFEmbed](#)
- [Reference:PdfHandler](#)
- [Reference:PluggableAuth](#)



- [Reference:Poem](#)
- [Reference:Popups](#)
- [Reference:PreToClip](#)

## R

- [Archive:Reference:BlueSpiceCalumma](#)
- [Archive:Reference:BlueSpiceLatexRenderer](#)
- [Archive:Reference:BlueSpiceMatomoConnector](#)
- [Archive:Reference:BlueSpiceNamespaceCSS](#)
- [Archive:Reference:BlueSpiceSocialWikiPage](#)
- [Archive:Reference:Bootstrap](#)
- [Archive:Reference:Chameleon](#)
- [Reference:Renameuser](#)
- [Reference:Replace Text](#)
- [Reference:RevisionSlider](#)
- [Reference:RSS](#)

## S

- [Reference:Scribunto](#)
- [Reference:SectionAnchors](#)
- [Reference:SecureLinkFixer](#)
- [Reference:Semantic Compound Queries](#)
- [Reference:Semantic Extra Special Properties](#)
- [Reference:Semantic MediaWiki](#)
- [Reference:Semantic Result Formats](#)
- [Reference:Semantic Scribunto](#)
- [Reference:SimpleSAMLphp](#)
- [Reference:SimpleTasks](#)
- [Reference:SpamBlacklist](#)
- [Reference:StandardDialogs](#)
- [Reference:SubPageList](#)
- [Reference:SyntaxHighlight](#)

## T

- [Reference:TabberNeue](#)
- [Reference:TemplateData](#)
- [Reference:TemplateStyles](#)
- [Reference:TextExtracts](#)
- [Reference:TitleBlacklist](#)

([previous page](#)) ([next page](#))

## GPL-3.0-only

Redirect to:

- [GPL v3](#)

## Namespace manager

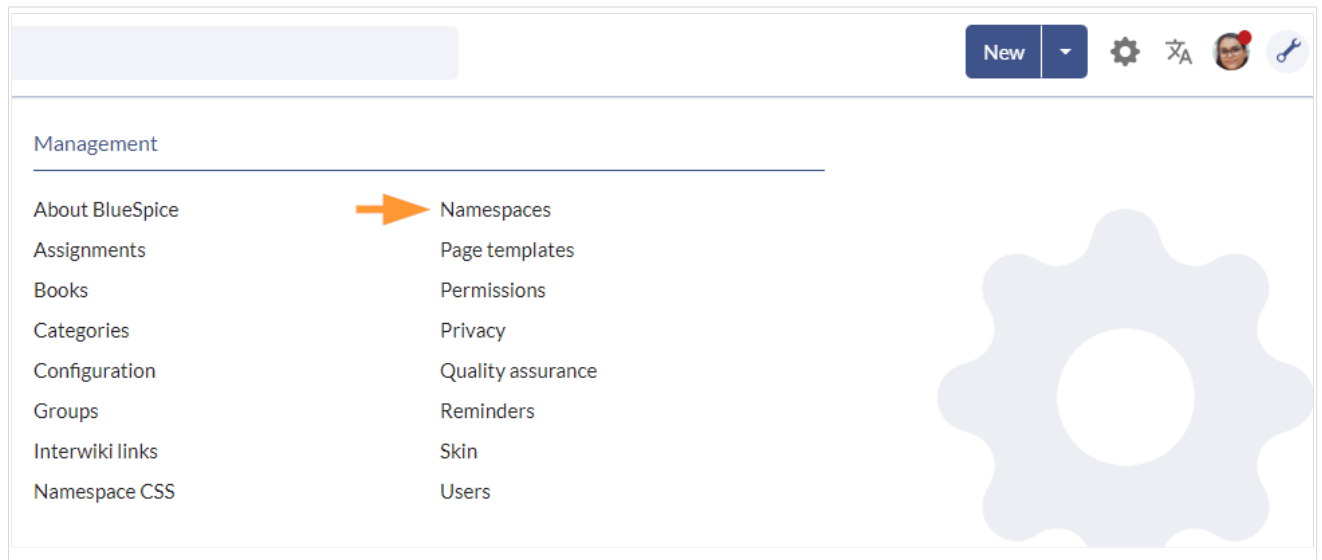
The Namespace manager allows a user with *administrative* rights to create,edit, and delete namespaces and to change the settings of these namespaces.

### Contents

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2	Creating a namespace .....	11
3	Editing a namespace .....	13
4	Deleting a namespace .....	13
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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	✓	✗	✗	—	—	✗	—	—	—	✗	—	
3010	QM	29	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	<div><div>1</div><div>2</div></div>

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](#)

## 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

<a href="#">1 Assigning a page</a>	<a href="#">16</a>
<a href="#">2 Assignments management</a>	<a href="#">16</a>
<a href="#">2.1 Possible actions</a>	<a href="#">17</a>
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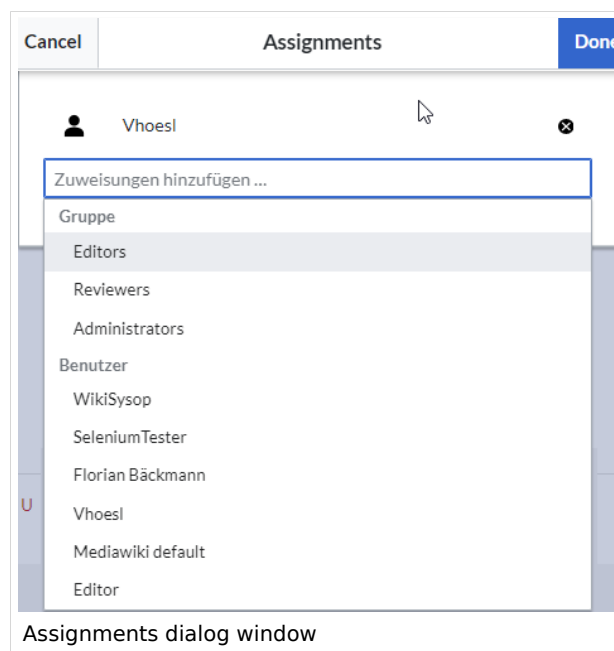
## Assigning a page

---

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*.



Assignment management			
<div><div><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

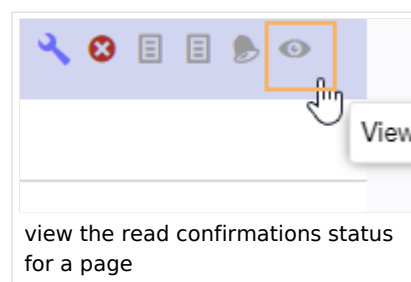
## Possible actions

### 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)

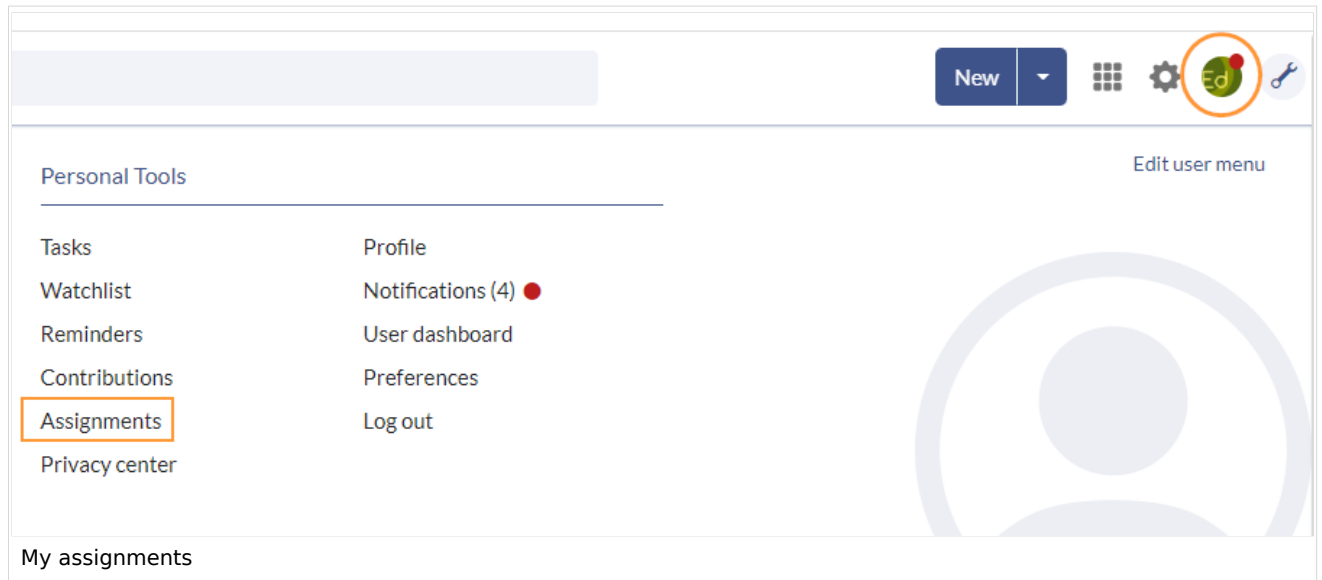


## Secured page assignments

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

Contents

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- 2 Standard page templates ..... 20
  - 2.1 List of standard templates ..... 20
- 3 Creating a page template ..... 21
- 4 Applying a page template ..... 23
- 5 Namespace manager ..... 24
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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).

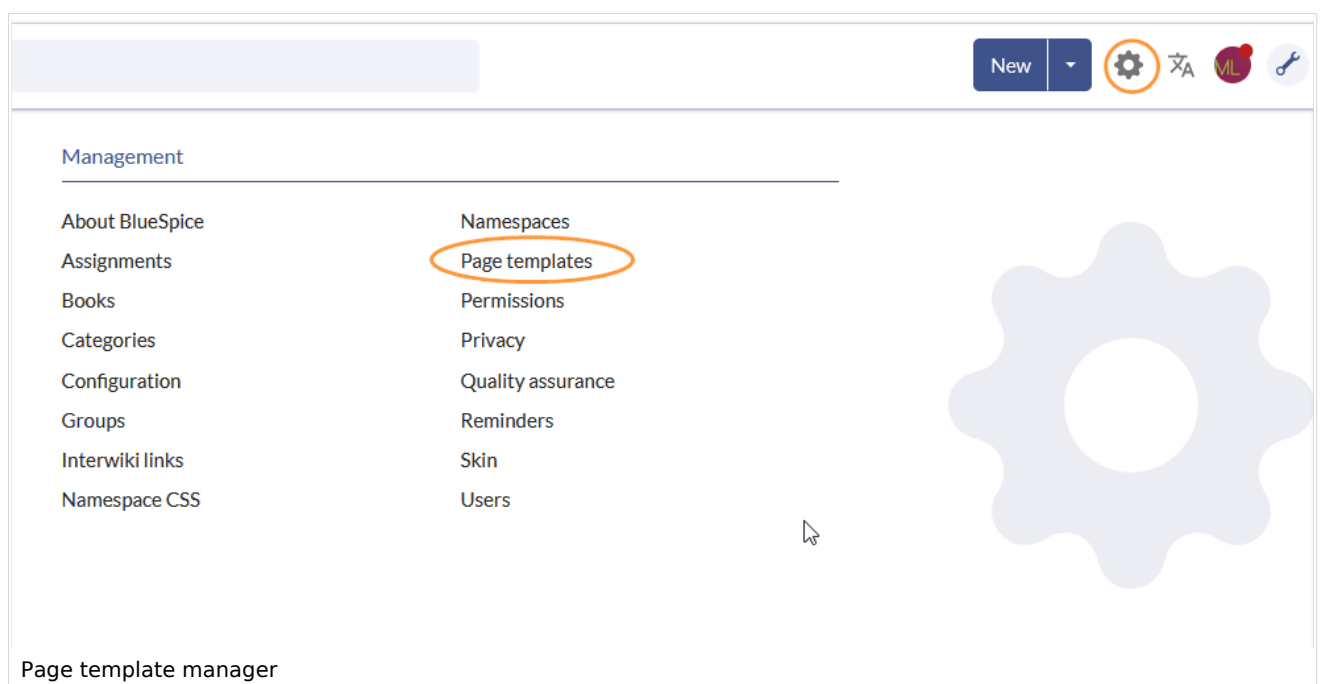
## List of standard templates

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	

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Page 1 of 1

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### Page templates administration

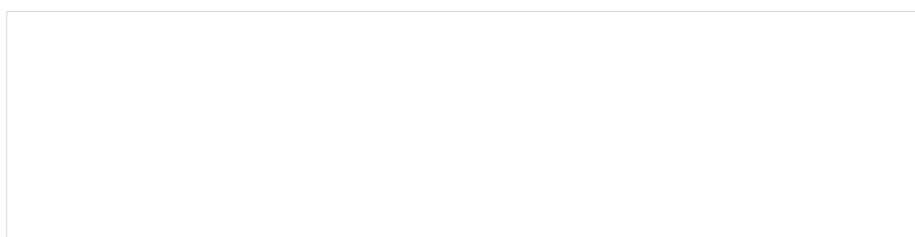
**Note:** Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

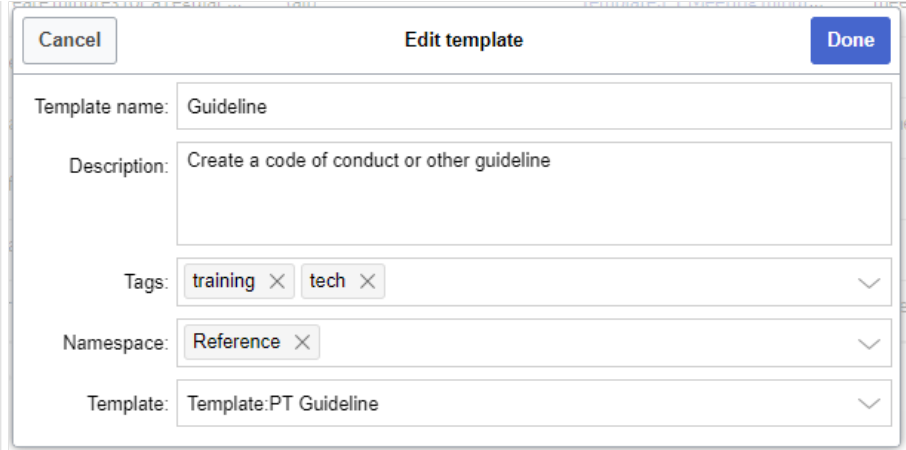
When a page template is selected, it can be edited by clicking the "wrench" icon or deleted by clicking the "X" icon.

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 ×

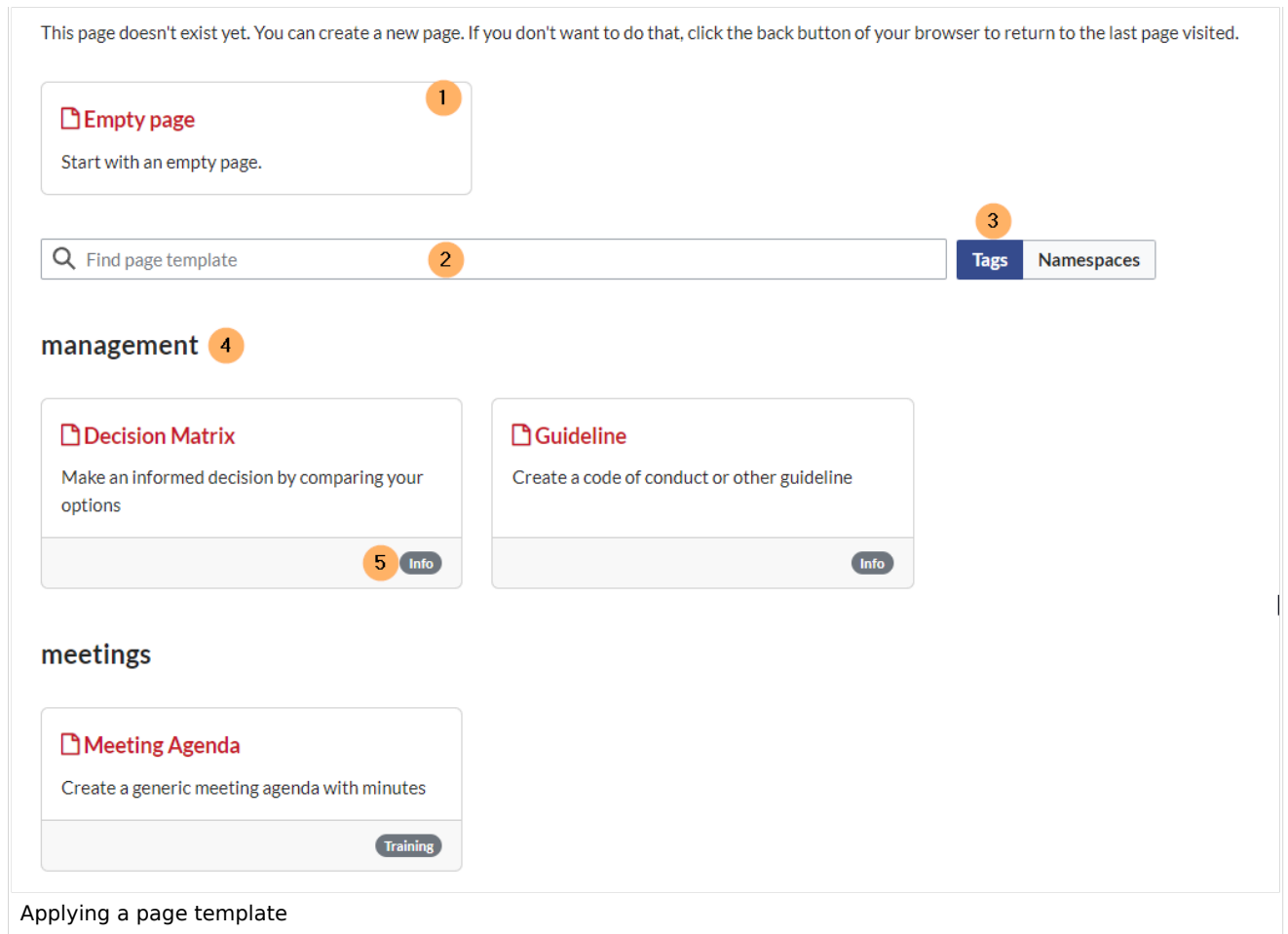
Namespace: Reference ×

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.



## Namespace manager

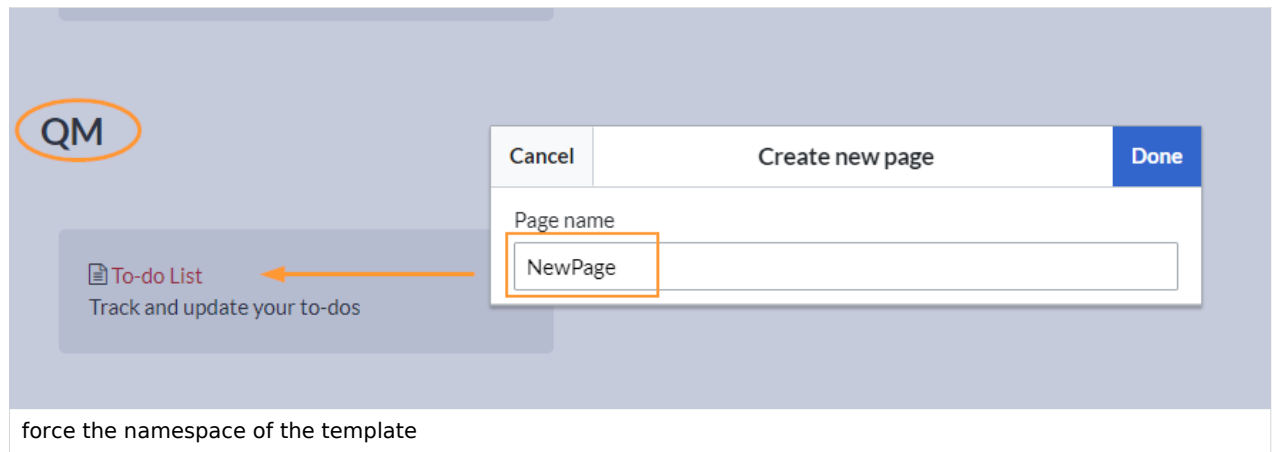
The PageTemplates option for a namespace must be activated in the [Namespace manager](#) so that the associated templates are automatically displayed when a new page is created in that namespace (e.g., if the "+" button is used to create the page).

## 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](#)

## 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

Export table ▾

ID	Namespace	Pages	Subpages	Content namespace	CategoryCheck	Secured page assignments	PageTemplates	Visual editor	Rating	Recommendations	Read Confirmation	Semantic MediaWiki	FlaggedRevs	Actions
0	(Pages)	51	✓	✓	✗	✗	✓	✓	✗	✗	✓	✓	✗	<div><div></div>Edit</div>
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	 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](#)

➔ [Technical Reference: BlueSpiceReadConfirmation](#)