

## Contents

1. Reference:Review .....	2
2. GPL v3 only .....	3
3. Manual:Extension/BlueSpiceReview .....	4
4. Manual:Extension/Review .....	11
5. Reference:BlueSpiceFoundation .....	12

## Review

### BlueSpiceReview

set up editing and sign-off routines using workflows.

<b>Status:</b>	stable
<b>Developer:</b>	HalloWelt
<b>Extension type:</b>	<a href="#">BlueSpice</a>
<b>Edition:</b>	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud
<b>Dependencies:</b>	BlueSpice
<b>License:</b>	<a href="#">GPL v3 only</a>
<b>Activated:</b>	Yes
<b>Category:</b>	Quality Assurance

[View help page](#)

## Contents

1 Description .....	3
2 Usage / Features .....	3
3 Technical information .....	3
3.1 Configuration .....	3
3.2 Rights (permissions) .....	3
3.3 Requirements .....	3
4 User manual .....	3
5 Try free our BlueSpice .....	3

## Description

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**BlueSpiceReview** is a workflowing tool for MediaWiki. It allows establishing a process of reviewing changes done to a page through a number of different reviewers.

## Usage / Features

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- Dialogue to create a review process.
- Start and end date for the workflow.
- Appoint reviewers.
- Information about a review process in the statebar.
- Notification by email.

## Technical information

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### Configuration

Some aspects of this extension can be configured on [Special:BlueSpiceConfigManager](#), under section "Review". Here wiki administrators can configure:

- Only the owner of a review can change it
- Workflow will be added to page history

### Rights (permissions)

Users must have "review" permission in order to do the review.

### Requirements

Review requires [BlueSpiceFoundation](#).

### User manual

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For detailed description and usage, visit our [user manual](#).

### Try free our BlueSpice

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[BlueSpiceDemo](#).

Tasks can be assigned to a person via a workflow. The person who has been assigned a task receives a notification.

### GPL v3 only

Redirect to:

- [GPL v3](#)

## Create a review

**BlueSpiceReview** is a workflow tool for MediaWiki. It allows assigning users to a page who then should complete their review within a certain timeframe.

### Contents

<a href="#">1 The review page</a>	5
<a href="#">2 Starting a review</a>	5
<a href="#">2.1 Managing templates</a>	6
<a href="#">2.1.1 In BlueSpice 3.2</a>	6
<a href="#">2.1.2 In BlueSpice 3.1</a>	8
<a href="#">2.2 Applying a template</a>	9
<a href="#">2.3 Deleting a template</a>	9
<a href="#">3 Casting votes</a>	9
<a href="#">4 Review overview</a>	10
<a href="#">5 Configuration</a>	11
<a href="#">6 Related info</a>	11

## The review page

All relevant info can be accessed from the *Review* flyout in the *Quality management* tools. This screen shows the review settings. If a review is running, users see a form to cast their votes. They can also expand the collapsed workflow settings to see the details for this review.

The review workflow

## Starting a review

All users with sufficient permissions can start (or edit) a review on a page.

Review settings

Possible settings:

- **Start date:** The date when the review officially begins. Please note that you cannot schedule a review in advance. The page is locked for editing as soon as the workflow is saved.
- **End date:** The date on which the review is listed as expired. It has no effect on the review itself and is simply used for managing workflow lists.
- **Type:** The review type determines what will happen to the page once the review has been successfully completed. The default type is *Approval* so that it can be used in conjunction with the Approval feature if this feature is activated in a namespace. BlueSpice 3.1 only ships with this one type. BlueSpice 3.2 has a *Default* and an *Approval* option which is explained in the steps to set up a workflow template.
- **Reviewers grid:** A list of all reviewers assigned to review a particular page. Reviewers can be added by clicking on the "Plus" button above the grid and by typing in the name of the user in the dialog that pops up. Existing reviewers can be removed by selecting a reviewer and clicking on the "x" button.

When you set up a new workflow, the following options are available:

- **Reviewer can edit the page:** Everybody that is assigned as reviewer can edit the page while the review is active. Other users cannot edit the page during this time. If this box is not checked, then reviewers will also not be allowed to make changes to the page.
- **Follow the reviewer order:** Reviewers need to cast their votes in sequence. Only when one is finished casting a vote, the next reviewer can start. The order of the reviewers can be adjusted by clicking on up and down arrows that appear when hovering over the reviewer in the grid.
- **Restart review if a reviewer rejects it:** If any of the reviewers rejects the page, the review is restarted and all of the reviewers must cast their votes again.

Review workflow

Here you can give your vote about the current page content, if you are part of a review workflow. Furthermore you can change settings and view the recent history of the running review workflow.

Review process

Start date: 01/29/19

End date: 02/05/19

Type: Flaggging

Options:

- Reviewer can edit the page
- Follow the reviewer order
- Restart review if a reviewer reject it

Template: [dropdown] Load

Save

Review options

To minimize the effort when starting a review, templates are introduced.

## Managing templates

### In BlueSpice 3.2

Click Manager next to the template select menu if you are already setting up a review.

Template: [dropdown] Load Manager

Switch to the template manager

Alternatively, you can create a workflow template by going to *Global actions > Management > Review template manager* in the navigation panel of the wiki.

## Review template manager

Public review templates <sup>1</sup> | Private review templates <sup>2</sup>

+ <sup>3</sup> [wrench] [x] Export table ▾

Type	Name ↑	Namespaces	Categories	Actions
default	QA Check ISO9001			<sup>4</sup> [wrench] [x] Edit
default	QA Research and Development	DEV	RE	
flagging	QA Technology			

⏪ < | Page 1 of 1 | > ⏩ | ↻

Displaying 1 - 3 of 3

Managing review templates in BlueSpice 3.2

Create a new template:

1. Select if you want to create a template that is available to all users (1) or that is available only to you (2).
2. Click the "+"-button (3). This opens the template dialog. Create your template.

Cancel
Edit review template
Done

Name:

Type:

Namespaces:

Categories:

Options:  Reviewer can edit the page  
 Follow the reviewer order  
 Restart review if a reviewer reject it

+ ▾ [wrench] [x]
Export table ▾

	Reviewer	Comment	Actions
1	Florian Bäckmann		
2	Renate Memminger		
3	Reviewers (reviewer)		

Creating a review template

3. Enter a name.
4. Select the template type:
  1. **Default:** The review is independent of settings in the Config manager. For reviews in **namespaces with approvals**, the page is not automatically approved at the end of the review.
  2. **Approval:** The review applies the settings from the Config manager for approving the page and for deleting the workflow after the workflow has successfully been completed. Pages in namespaces that do not create draft versions are not affected by this setting.
5. If the template should only appear on pages in certain namespaces, specify the appropriate namespaces.
6. If the template should only appear on pages that are assigned to certain categories, specify the categories.
7. Select the review options described above.
8. Use the "+"-button to add the reviewers. If you enter a comment here, it will be displayed in the version history. **Note:** A group vote can also be set up for an individual workflow step using the plus button. For this purpose, a wiki group is selected as the reviewer.

Cancel
Edit step
Done

Group:

Comment:

Required approvals:  + -

Required rejections:  + -

Group vote

1. *Group:* The group that will vote on the selected step.
  2. *Comment:* Comment that is displayed in the workflow and in the version history for this step.
  3. *Required approvals:* If this number is reached first, the process step will be completed positively.
  4. *Required rejections:* If this number is reached first, the process step will be completed negatively.
9. Click *Done*.

The template can now be selected accordingly in a review.

### In BlueSpice 3.1

Once the list of reviewers is entered and the other options have been set, enter the name for the template in the input field and click on the arrow next to the "Load" button. Several options are available:

- *Save for myself:* The template will be shown only to the user who saves it
- *Save for everybody:* the template will be shown to everybody

Pick the desired option and the template will be saved.



Review workflow

Here you can give your vote about the current page content, if you are part of a review workflow. Furthermore you can change settings and view the recent history of the running review workflow.

Review process

Start date: 01/29/19

End date: 02/05/19

Type: Flagging

Status	Reviewer	Comment	Delegated to	Actions
1	Testuser	Testuser: My comment		

Options:

- Reviewer can edit the page
- Follow the reviewer order
- Restart review if a reviewer reject it

Template: Test

Save Delete

Save for myself

Save for everybody

Delete

Creating a new template in BlueSpice 3.1

## Applying a template

Once there are templates saved, users can choose from the list of templates. After clicking the "Load" button, the reviewers that have been saved in this template are added to the reviewer list.

In BlueSpice 3.1, only the list of reviewers is stored in the template.

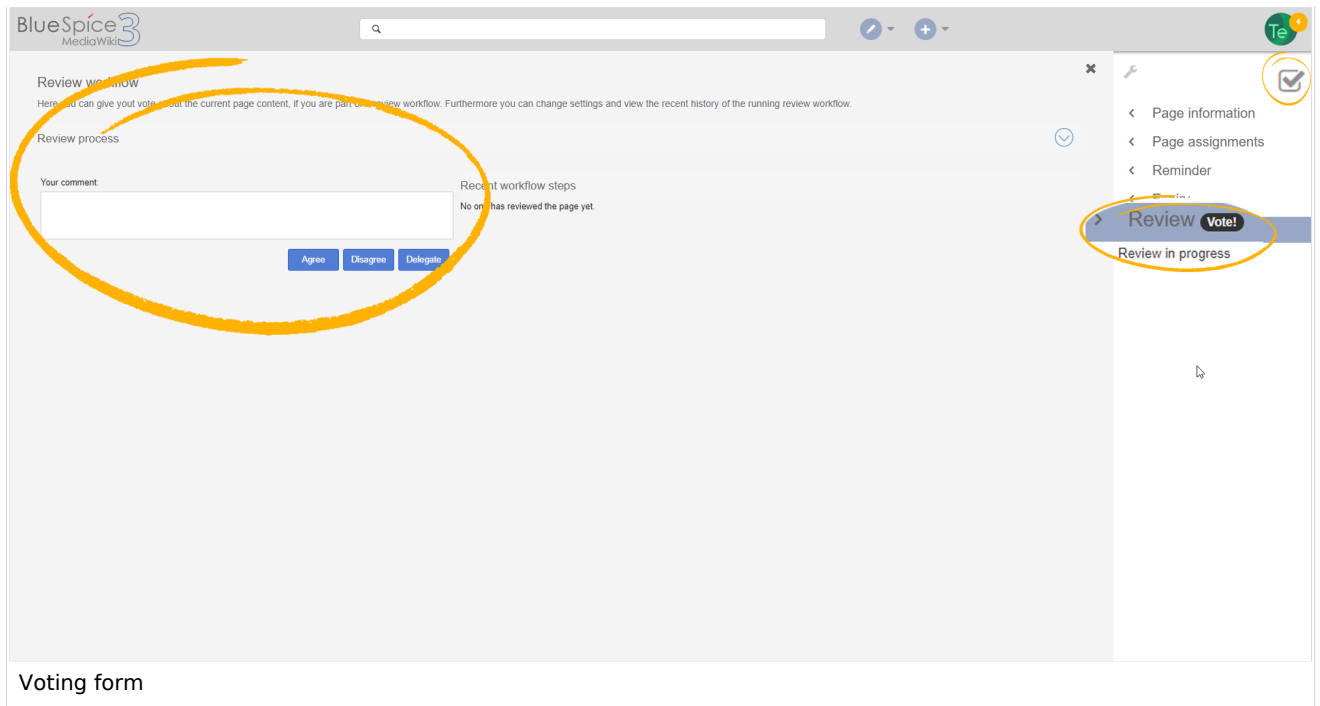
## Deleting a template

To delete a template, choose the template to delete, click on the arrow in the "Load" button and select "Delete".

A review can only be started if at least one review has been added. Once all settings are set, click save to start the review. At this point, all assigned reviewers receive a notification (depending on their notification settings) that there is a review pending, and that they need to review it. During the review process, editing of the page is disabled unless the setting to allow editing has been activated.

## Casting votes

When assigned reviewers visit that page, they are prompted to cast their vote.



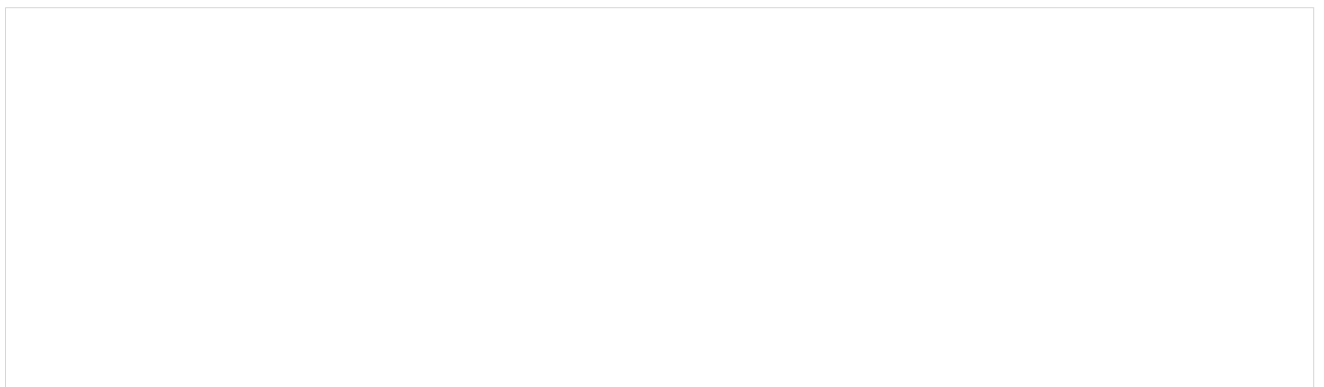
The voting form consists of:

- Comment box - here reviewers can explain the reason for their vote
- Agree button - by clicking this button, users cast a "yes" vote and agree to the proposed version of the page.
- Disagree button - by clicking this button, users cast a "no" vote and reject the proposed version.
- Delegate button - users can delegate their assignment to another user. This button opens a dialog for delegating the vote.

All votes along with comments are displayed under "Recent workflow steps" in the same flyout as the vote form and in the page history.

## Review overview

The page `Special:Review` provides an overview of all ongoing reviews. It can be accessed from the main navigation under "Global actions", item "Review". Clicking on an individual review opens a list of all reviewers assigned to review this page along with their votes (indicated by the eye icon before the username). A grey eye icon means the reviewer has not yet reviewed the page, green means a "yes" vote, while red means a "no" vote.



Page	Owner	State	Start	End
<a href="#">TestPage</a>	<a href="#">Sissy Oppermann</a>	Accepted: 1 / 1 Accepted	29.01.2019	05.02.2019
<a href="#">Edit articles</a>	<a href="#">Mary Read</a>	Accepted: 0 / 2 Expired	23.11.2018	20.12.2018
<a href="#">QM.Competencies</a>	<a href="#">Sissy Oppermann</a>	Accepted: 1 / 1 Expired	16.07.2018	23.07.2018
<a href="#">QM.Preparing an offer</a>	<a href="#">Sissy Oppermann</a>	Accepted: 0 / 4 Expired	29.08.2016	30.09.2016

## Configuration

In the [Config manager](#), you can change the following settings:

- **Only the owner of a review can change it:** If this is unchecked, any user with edit rights can update a workflow.

## Related info

- [Reference:BlueSpiceReview](#)

Tasks can be assigned to a person via a workflow. The person who has been assigned a task receives a notification.

A separate area in the wiki. Content in namespaces can be edited using special authorizations. A namespace can be recognized by a prefix separated by a colon in front of the page name.

## Manual:Extension/Review

Redirect to:

- [Manual:Extension/BlueSpiceReview](#)

## Reference:BlueSpiceFoundation

The extension **BlueSpiceFoundation** is the interface between BlueSpice and Mediawiki. It provides basic functions for the individual BlueSpice extensions.

If you install any BlueSpice extension in a MediaWiki environment - that is outside of BlueSpice free or BlueSpice pro - the reference information for the extension will indicate if it requires BlueSpiceFoundation.

### BlueSpiceFoundation

Makes MediaWiki enterprise ready

<b>Status:</b>	stable
<b>Developer:</b>	HalloWelt
<b>Extension type:</b>	<a href="#">BlueSpice</a>
<b>Edition:</b>	BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud
<b>Dependencies:</b>	BlueSpice
<b>License:</b>	<a href="#">GPL v3 only</a>
<b>Activated:</b>	Yes
<b>Category:</b>	Infrastructure

## Technical information

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### Requirements

This extension requires [ExtJSBase](#).

For download info, visit [mediawiki.org](http://mediawiki.org).