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Reference:UnifiedTaskOverview

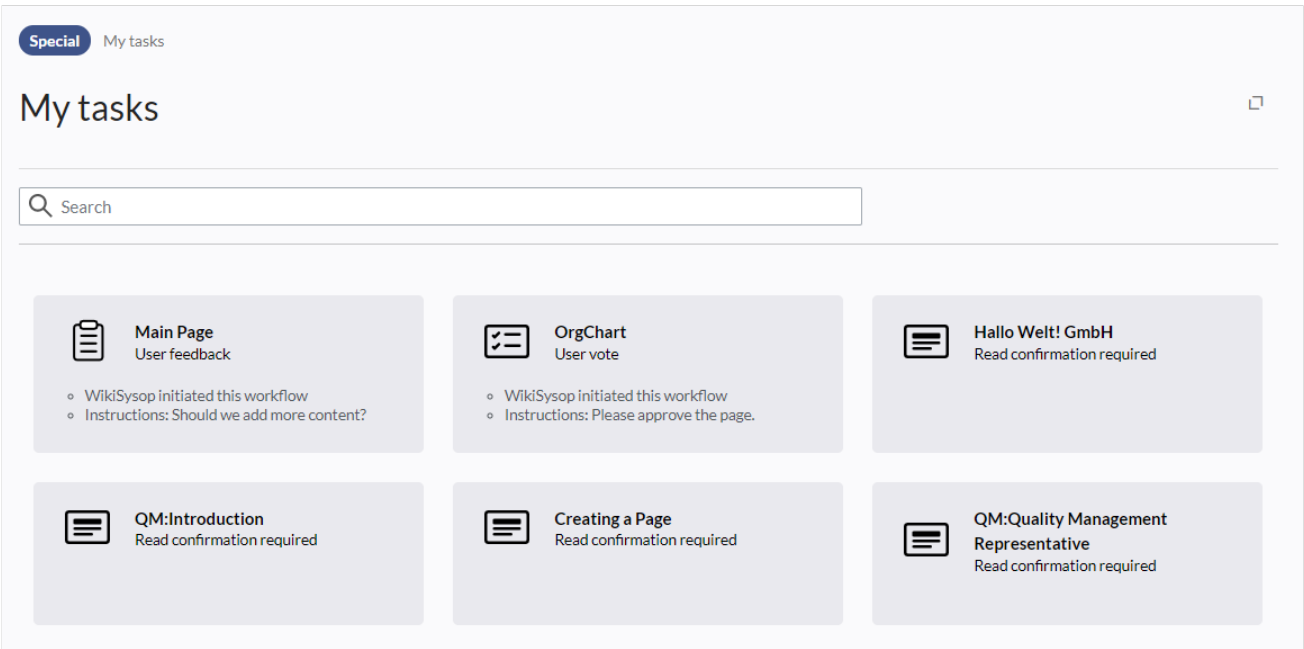
Extension: UnifiedTaskOverview

all extensions

Overview			
Description:	Provides the special page "My tasks"		
State:	stable	**Dependency:**	MediaWiki
Developer:	Hallo Welt!	**License:**	-
Type:	MediaWiki	**Category:**	Personalization
Edition:	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud	**Version:**	4.1+

The new overview page “My Tasks” (Special:My_tasks) allows users to view their upcoming tasks in the wiki. The special page can be reached via the user menu under *Personal Tools> Tasks*.

- The task list shows workflow tasks and pending read confirmations.
- Tasks can be directly created on a page. v4.4+
- When new tasks exist, a red notification icon in the user menu alerts the user.
- Each task card leads to the wiki page that is linked to the task.



Special page "My tasks"

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

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- Reference:Data Transfer
- Reference:DateTimeTools
- Reference:DrawioEditor
- Reference:DynamicPageList3

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- 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
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- Reference:Lingo
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M

- Reference:Maps
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- Reference:MenuEditor
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- Reference:NSFileRepo
- Reference:Nuke

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- Reference:OATHAuth
- Reference:OOJSPlus
- Reference:OpenID Connect
- Reference:OpenLayers

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- 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
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Layout

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4 Page tools 12
5 Work area 13
5.1 Breadcrumb navigation 13
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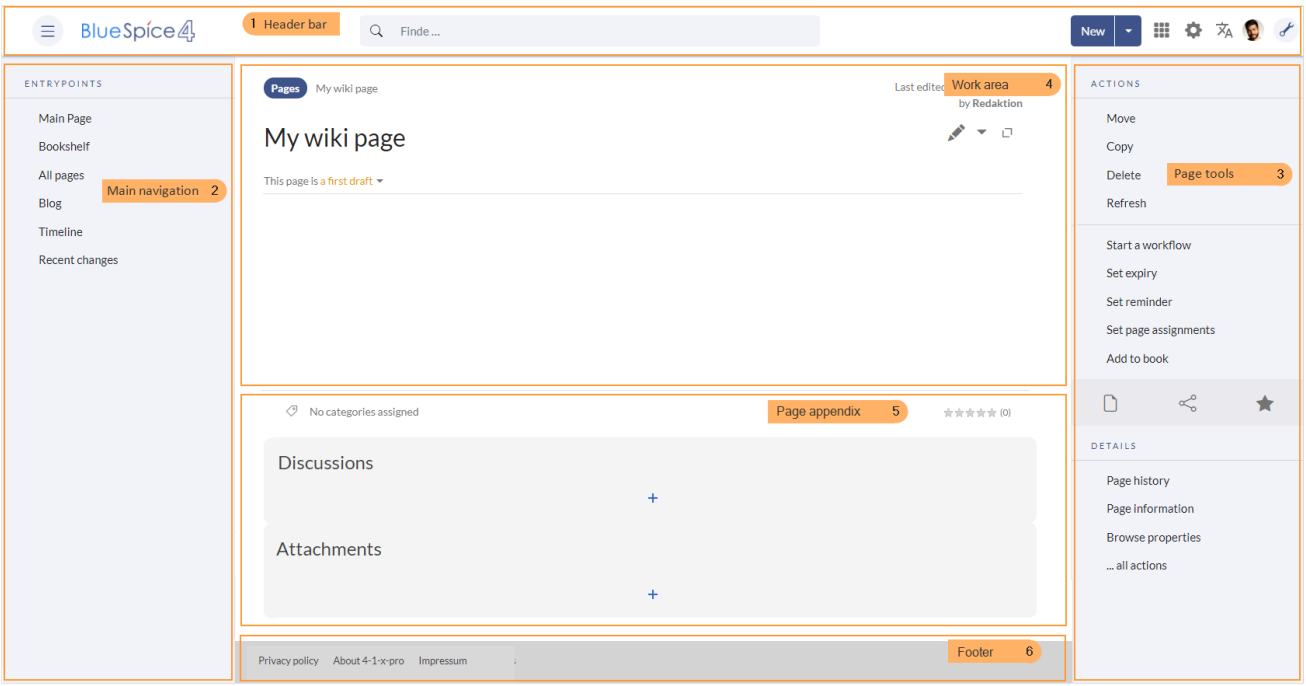
BlueSpice Layout

The user interface is divided into distinct areas that group various wiki functions in a meaningful way. Here you get an overview of all features of the standard skin "Discovery".



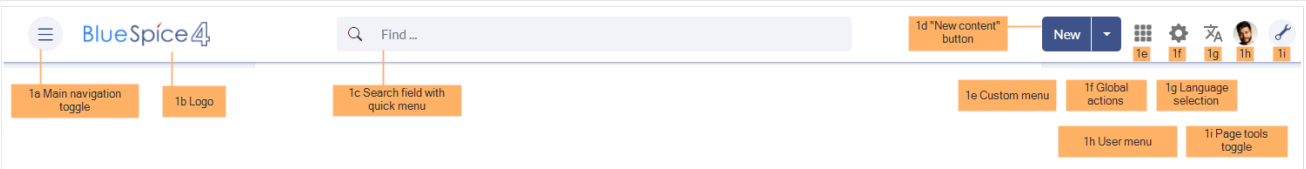
Main areas of the "Discovery" skin

Bereich	Beschreibung
1-Header bar	Contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).
2-Main navigation	The "heart" of the site organization. The navigation links can be customized by admin users. This area also displays the book navigation.
3-Page tools	Contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be accessed from here.
4-Work area	All content is created and edited here. The work area is divided into the title area and the actual page content.
5-Page appendix	Additional information such as category membership, discussions and attachments are displayed in the supplementary area. In addition, page recommendations and ratings are displayed if they are activated for the page.
	The footer contains links to legal information as well as to external

Bereich	Beschreibung
6-Footer	websites relating to MediaWiki.

Header bar

The header contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).



Header bar

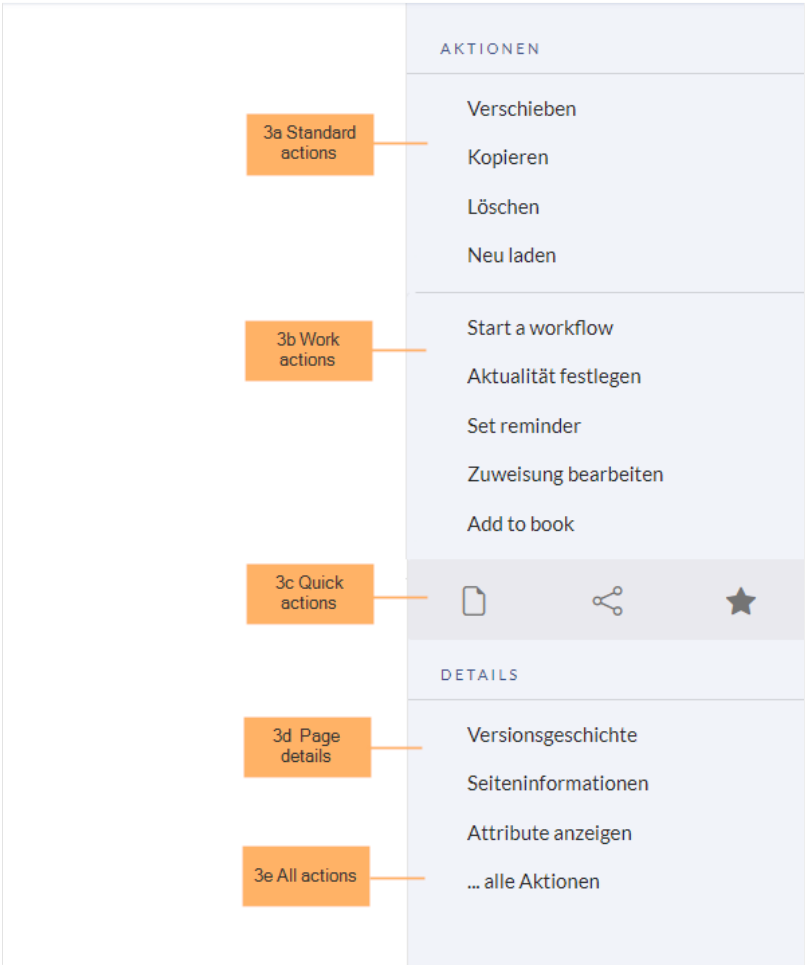
Funktion	Beschreibung
1a-Main navigation toggle	Allows users to show and hide the main navigation.
1b-Logo	The logo can be changed using the special page FlexiSkin.
1c-Search field	Page titles that match the search expression are displayed in a quick menu while the search term is being entered. Pressing the Enter key takes you to the search center, which displays the results of a full-text search and allows filtering the results.
1d-"New content" button	The "New" button allows to create a new page. A subpage can be created directly via the submenu or a new file can be uploaded. A multi-upload is only possible via theManual:Extension/ExtendedFileList.
1e-Custom menu	Allows users with admin rights to create an additional mega menu. The button is only displayed once the additional menu has been created.
1f-Global actions	Direct links to many special pages as well as administrative pages of the wiki.
1g-Language selection	If a page includes links to pages in different versions via language codes that were defined in the Interwikilinks, a mega menu is shown for the language selection.
1h-User menu	Users manage their own settings, tasks and notifications here. A red circle appears above the user avatar if unread notifications exist.
1i-Page tools toggle	Allows users to show and hide the page tools of a page.

Main navigation

Links to the most important wiki pages are shown here. Administrators have the option to customize the main navigation.

Page tools

The page tools area contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be called up from here.



Page tools

Funktion	Beschreibung
3a-Standard actions	Move, Copy, Delete, Refresh
3b-Extended actions	Start a workflow, Set expiry, Set reminder, Set page assignments, Add to book
3c-Quick actions	Export options, Share, Add to watchlist
3d-Page details	Page history, Page information, Browse properties

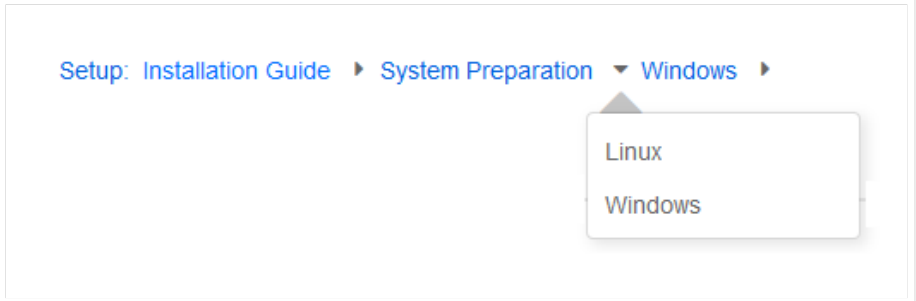
Funktion	Beschreibung
3e-All actions	Opens a dialog window, in which all possible actions on this page are listed.

Work area

Breadcrumb navigation

The breadcrumb navigation at the beginning of the work area consists of links that map the path of the current page:

```
Namespace (=root node) > Pagename > Subpage level 1 > ... > Subpage level x
```



Breadcrumb navigation

If the page *<namespace>:Main_Page* (languae variations: de:*Hauptseite* / fr:*Accueil* / zh:) exists, the root node links to that page.

If this page does not exist, the root node links to "All pages" (*Special:Allpages*) with the namespace selector preset to the respective namespace. If the root node should link to a different page (e.g., *<namespace>:Portal)*, then this page needs to be redirected to the page *<namespace>:Main_Page*.

Page appendix

To hide the page appendix area, the following CSS rules can be added to the page *MediaWiki:Common.css*:

Hide entire area:

```
#data-after-content {display:none} /* Hide discussions and attachments */
```

Hide attachment only (only up to BlueSpice v4.1):

```
#social-stash-cnt {display:none} /* hide only attachements */
```

Hide discussions only:

```
#social-topics-cnt {display:none} /* hide only discussions */
```

The areas above can also be hidden by namespace, e.g.:

```
.ns-0 #data-after-content, .ns-3000 #data-after-content {display:none} /*Hide only in
some namespaces*/
```

Footer

The footer contains links to legal information as well as to external websites relating to MediaWiki. The links to the legal information can be adjusted by wiki administrators via pages in the *MediaWiki* namespace.

- Customize the footer

Technical Reference: BlueSpiceDiscovery

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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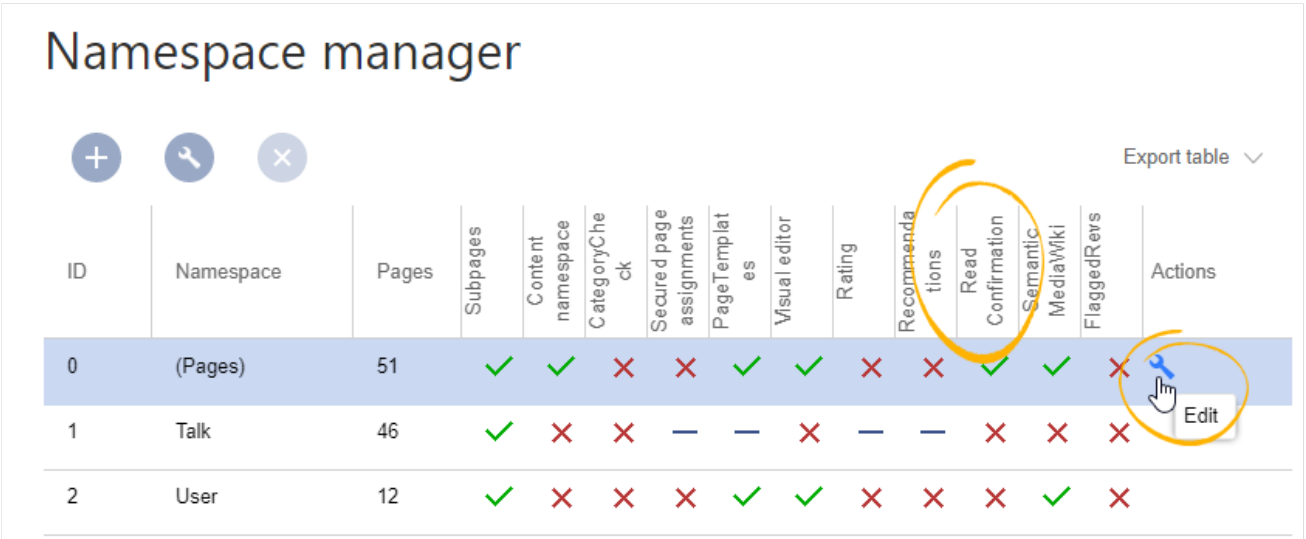
2 Confirmation requests 15
3 Administration of read confirmations 15
4 Read confirmations and page approvals 16
5 Related info 16

Activating read confirmations

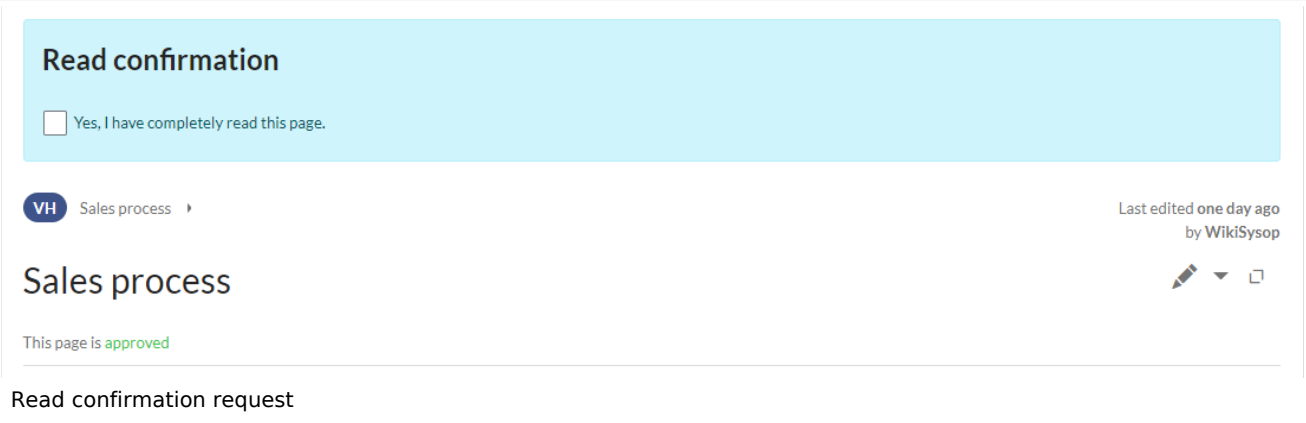
An administrator must enable read confirmations in the Namespace manager:



Namespace manager

Confirmation requests

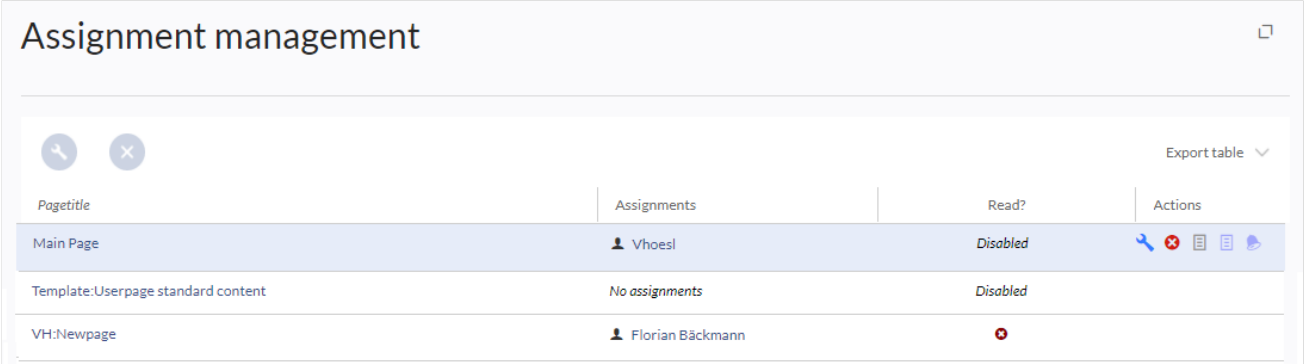
After a page revision, the read confirmation message box is displayed to the assigned users. After checking the "Yes, I have completely read this page" checkbox, the page will be marked as read by this user.



Read confirmation request

Administration of read confirmations

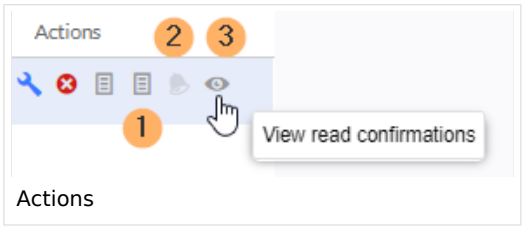
Wiki admins (*admin, maintenanceadmin, structuremanage*r roles) can see an overview of all read confirmations on the Assignments management page.



Assignments manager with read confirmation info

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

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



Actions

Read confirmations and page approvals

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

Related info

- Page assignments

Technical Reference: BlueSpiceReadConfirmation

Creating tasks

SimpleTasks is available from BlueSpice 4.4.

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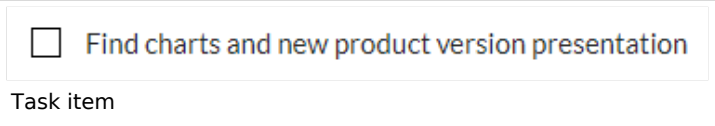
What are tasks?

Tasks are checklist items that can be checked on or off to indicate if the task is open or completed.

> Each task description needs to be unique, since the task ID is created from the description.

Simple tasks

Simple tasks show a checkbox with a task description.



Task item

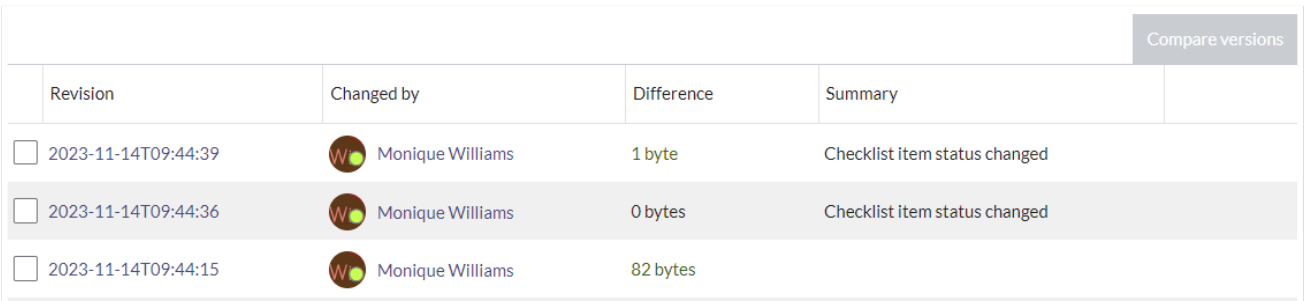
To add a simple task:

1. **Type** [ ] at the beginning of the line and then add text directly after the checkbox.
2. **Press** Enter. The line is automatically converted into a checklist item.

To add a simple task as Content Droplet:

1. **Click** the Content Droplet icon in the editor toolbar.
2. **Select** the Tasklist droplet. This inserts a checkbox.
3. **Add** the task description next to the checkbox.
4. **Repeat** steps 2 and 3 to add more tasks. Alternatively, copy the first task line and paste it onto new lines. Then change the individual task descriptions.

You can now check the items of your list. Everytime a checkbox is checked or unchecked, the version history of the page creates an entry.



Checkbox changes in the page history

Combined tasks

Tasks can have three elements: (1) A task checkbox with label, (2) an assignee, and (3) an optional date. When these elements are added to the page consecutively (the order of these elements is flexible), a single task item is created.

Finished task list

To add a combined task item:

1. **Add** your task list item as described above.
2. **Add** a mention immediately after the task description to assign the task to a user.
3. **Add** a *Date* Content Droplet immediately after the user mention (optional).
4. **Copy** the entire task line and paste it on a new line to create the next task item.

My Tasks

Users can see all their open tasks on their task list. Every time a task is created, the assigned user is notified in e-mail and in the wiki about the new task.

Users can modify their notification preferences as needed.

Querying tasks

If you are familiar with Semantic MediaWiki, you can query the task items. They are added as semantic subobjects with the following properties:

- Property:Task/Desc
- Property:Task/Due date
- Property:Task/User
- Property:Task/Status

Technical Reference: SimpleTasks

Workflows

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Introduction

In BlueSpice 4.1, workflows are based on BPMN 2.0. Four different types of page-based workflows are already integrated. Their purpose is a page review to obtain feedback via a user vote or to trigger a page approval. In the following, these workflows are therefore called review workflows.

Types of reviews

Workflow type	Participants	Description
Single user approval	1 user	A single user is asked to vote about a page. If a user submits a positive vote, the page is automatically approved.
Expert document control	3 users	After a page has been edited by a specific user, the page is reviewed by an expert and then approved by a user who is responsible for approvals.
Group feedback	1 group	A group (which needs to exist in the group manager) is requested to leave a comment on a page.
Single user feedback	1 user	A user is asked to send a comment regarding a page.

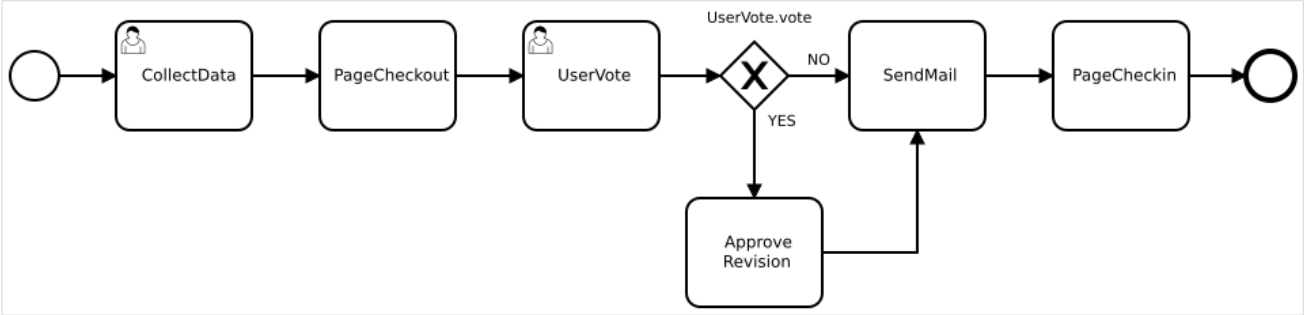
Workflow activities

All approval workflows start with a form where the necessary workflow data is entered by the workflow initiator. Each workflow results in one or more workflow activities.

Single user approval

Purpose: Approval of a draft page by a user with approval rights. This workflow only makes sense if the approval function (FlaggedRevs) is activated on a page.

Workflow instances: Only one approval workflow can run per page.



BPMN diagram of a "Single user approval" workflow

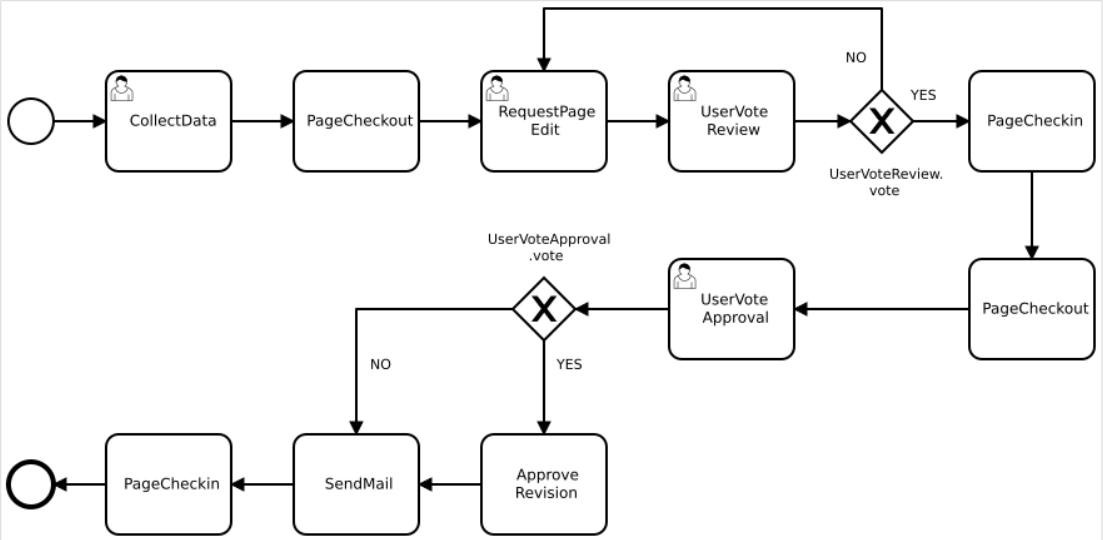
Activity	Description
CollectData	In the first workflow step, the workflow initiator enters the settings: • *User:* ser who is assigned to the task. • *Instructions:* A comment or instructions for the user to understand the task. • *Send report to:* An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent.
PageCheckout	The page is locked for editing. The reviewer also cannot make any edits.
UserVote	The assigned user carries out a vote and either accepts the page or rejects it. Alternatively, the task can be delegated. In the event of a rejection, the workflow skips the next step (ApprovePage). The workflow initiator gets an email about the voting result.
ApprovePage	**Only if** the user has submitted a positive vote (accept), the page is set to an approved state.
SendMail	An email report is sent to the report recipient who was specified in the first step.
PageCheckin	The page is unlocked.

View BPMN

Expert document control

Purpose: Approval of a draft page according to the "4-eyes principle".

Workflow instances: A page can only have one approval worfklow at a time.



BPMN diagram of the "Expert document control" workflow

Activity	Description
CollectData	In the first workflow step, the workflow initiator enters the settings: *User:* User who is assigned to a task. Three different users have to be specified: **Editor**, **Reviewer**, **Approver** *Instructions:* A comment or instructions for the users to understand their tasks. *Send report to:* An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent.
PageCheckout	The page is locked for users who do not participate in the workflow. Only the **Editor** (first workflow participant) can edit the page during checkout. While the **Reviewer** (second participant) of the workflow is reviewing the page, the page stays checked-out to thecan edit the page can edit the page during checkout.checkout. in case the Reviewer requests more edits.
EditPage	The **Editor** user can edit the page and completes the task without comment.
UserVote	After the **Editor** step has been completed, the **Reviewer** user can review the page and submit a vote. Editing by the **Reviewer** is not possible. As an alternative, the **Reviewer** can delegate the task. If the vote is positive (Approve), the workflow continues. If the **Reviewer** rejects, the workflow goes back to the **Editor**. The workflow initiator gets an email about the voting result.

Activity	Description
PageCheckin	After the **Reviewer** submits a positive vote (accept), the page is checked in and the workflow continues.
PageCheckout	In this step, the page checkout locks the page for editing completely. The **Approver** user will not be able to change the page, but needs to approve it.
ApprovePage	The Approver can either complete or delegate the task. After the **Approver** (or the delegate) finishes the assigned task, the page is set from "draft" to "approved" status if the page was in draft status (only if the approver submits a positive vote). If not, this step is skipped.
SendMail	If an email or user was specified in the workflow settings, the report is now getting sent to that user.
PageCheckin	The page gets unlocked for editing.

view BPMN

Group feedback

Purpose: Obtaining feedback from the members of a user group. The group must exist in the group manager.

Workflow instances: Several feedback workflows can run independently of one another on one page at the same time.

BPMN diagram of the "Group feedback" workflow

Activity	Description
CollectData	In the first workflow step, the workflow initiator enters the settings: • *Group:* User group who is assigned to the task. • *Instructions:* A comment or instructions for the users to understand their task. • S*end report to:* An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent.
	All users in the assigned group provide feedback via a comment field.

Activity	Description
GroupFeedback	This is a parallel workflow, which means that the order of the feedback does not matter.
SendMail	If an email or user was specified in the workflow settings, the report is now getting sent to that user.

view BPMN

Feedback

Purpose: Obtaining feedback from a single user on a page.

Workflow instances: Multiple feedback worfklows can run independently of one another on one page at the same time.

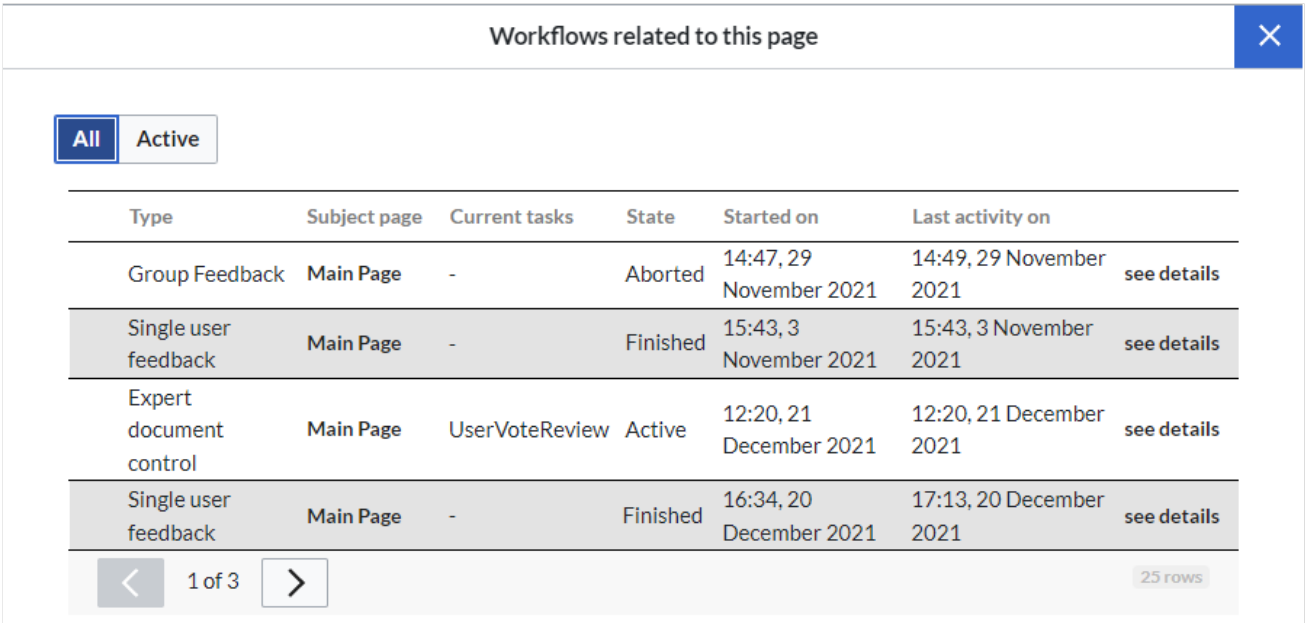
BPMN diagram of the "Single user feedback" workflow

Activity	Description
CollectData	In the first workflow step, the workflow initiator enters the settings: • *User:* User who is assigned to the task. • *Instructions:* A comment or instructions for the users to understand their task. • Send report to: An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent.
UserFeedback	The assigned user sends a comment.
SendMail	If an email or user was specified in the workflow settings, the report is now getting sent to that user.

view BPMN

Overview page

All workflows in the wiki are listed on the page *Special:Workflows overview*. A view for all *active* workflows and a view for *all* workflows can be selected.



Workflows overview page

Tasks overview

Users are informed about new and pending tasks in their notifications. They can view assigned workflows on their *My tasks* page.

Notifications

Events that trigger notifications

There are two types of events that trigger notification

- **generic:** notifications happen for every workflow/activity type
- **activity-specifiy**: activities themselves can decide to send additional notifications

Triggering event	Recipients	Generic	Notes
Task started (task assigned)	All assigned users	Yes	Only triggered for type *UserInteractiveActivity,* i.e., only for activities that have users assigned.
UserVote	Initiator	Yes	The workflow initiator gets an email about the voting result.
Workflow aborted (manual or automatic)	Initiator and all users that were assigned to the current task at time of aborting (not users who were assigned on previous tasks)	Yes	

Triggering event	Recipients	Generic	Notes
Workflow ended (only when naturally ended, not when aborted)	Initiator	Yes	
DueDateClose (2 days before Workflow will expire)	Initiator and all currently assigned users	Yes	
Workflow expired	Initiator and all currently assigned users	Yes	Expiration is just a type of workflow abort, so the same notification as for abort will be sent with the reason explaining that the workflow expired.
Task delegated	User to whom the task was delegated	No	Specific to *UserVote* activity. After delegation, the newly assigned user will be considered assigned and will receive all further notifications that go out to assigned users.

Sending out notifications

- Users can choose whether to subscribe to e-mail notifications in their preferenceds. All users are force-subscribed to web notifications.
- Web notifications are sent out immediatelly after triggering, while email notifications will be sent async, on runJobs.php execution. This applies to notifications in general, not only to workflows

Workflow triggers

Workflows can either be started manually on each wiki page or started only under certain conditions using individual workflow triggers. Triggers also allow to define in which namespaces both manual and automatic workflows are available.

How to add a custom workflow

Users can upload an xml-file of a BPMN diagram with custom activities to the wiki. Currently, the following predefined activities exist:

Extension: Workflows

- CustomForm
- UserVote
- GroupVote
- UserFeedback
- GroupFeedback
- SendMail
- EditRequest

Extension: PageCheckout

- PageCheckOut
- PageCheckIn

Extension: BlueSpiceFlaggedRevsConnector

- ApprovePage

Example of a customized workflow (coming soon)

Permissions

The following permissions are used by this extension:

Permission	Included in role	Description
workflows-view	reader	• allows viewing workflow elements, including listing of workflows (e.g., viewing all running workflows on a page • user can view the page *Special:Workflows_overview*
workflows-execute	editor, reviewer, admin	• allows starting a workflow and executing a task
workflows-admin	admin	• allows aborting, restoring and administering all workflows • user fcdan view and edit the page *MediaWiki:WorkflowTriggers*

Example tutorial

You can follow our tutorial for creating a custom workflow that allows users to classify a document and notify a user about the classification.

Technical Reference: Workflows