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Quality assurance

Template:SimplePortal2

Quality management

- Extension/BlueSpiceExpiry
- Page assignments
- Read confirmation
- Reminders
- Collecting signatures
- Extension/BlueSpiceWikiExplorer
- Page approvals (Acceptance)
- Quality management
- Redirects

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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1 Setting an expiration date 3
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3 List of expired pages 3
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6 Configuration 3

Setting an expiration date

To set the expiration date for an article:

1. **Click** S*et 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

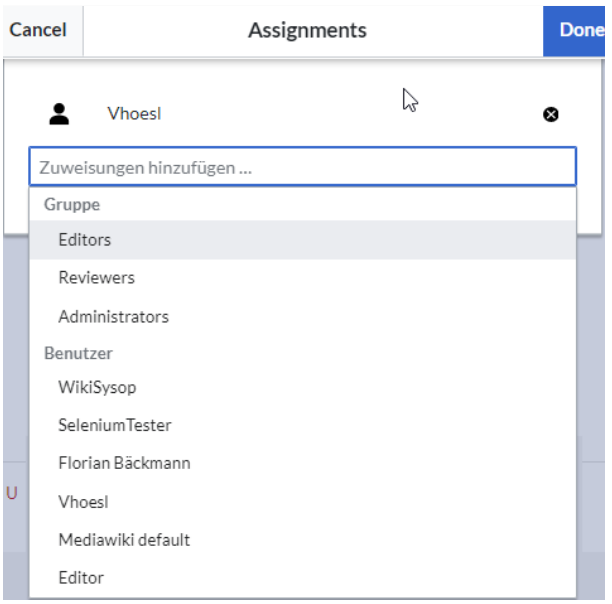
1 Assigning a page 5
2 Assignments management 5
2.1 Possible actions 6
3 Secured page assignments 6
4 My assignments 7
5 Related info 7

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:

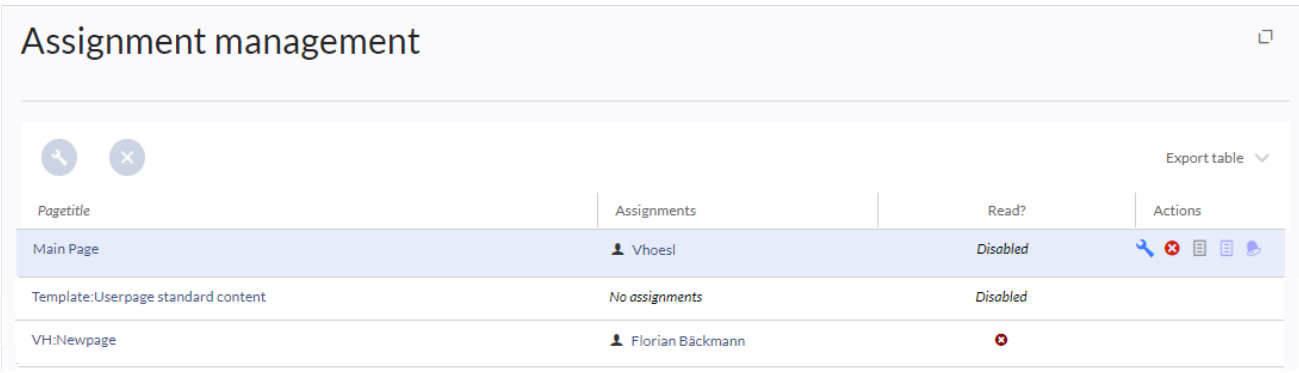
1. **Click** on *Set page assignments* in the page tools.
2. **Type** a user or group name in the assignments text box *Add assignments...*
3. **Click** the *Done* button.
4. **Add** more users or groups (optional).



Assignments dialog window

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

Possible actions

For page assignments:

(1) Change assignments (wrench icon)

(2) Delete assignments (delete icon)

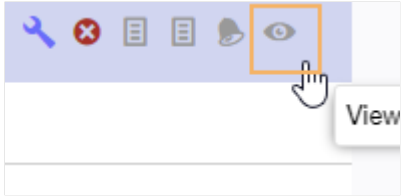
(3) View assignments log (first page icon)

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)



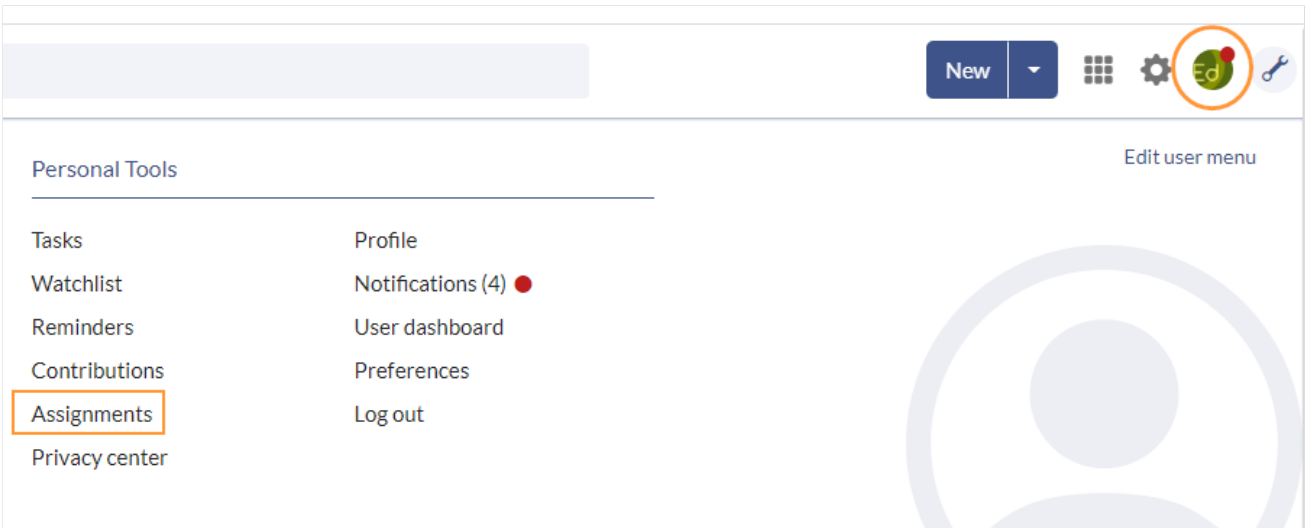
view the read confirmations status for a page

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 r*eviewer* 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.



My assignments

Related info

- Reference:BlueSpicePageAssignments
- Request read confirmations from assigned users

Technical Reference: BlueSpicePageAssignments

Read confirmation

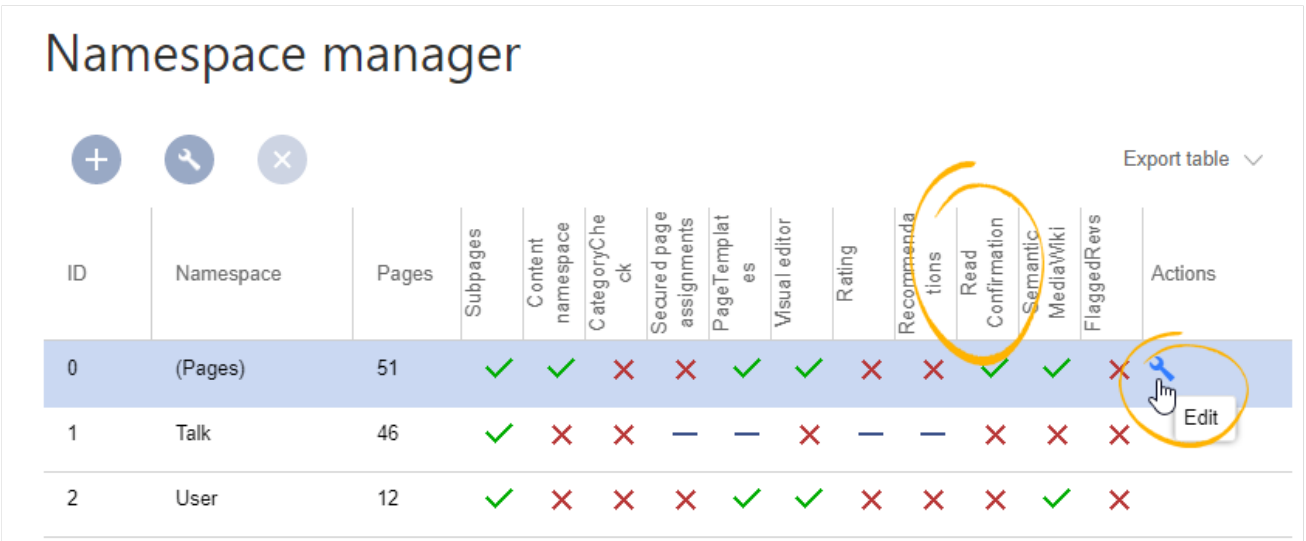
Namespaces can be configured so that a read confirmation is requested from users that assigned to a page when a page has a new version. A confirmation prompt will then appear for all assigned users.

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2 Confirmation requests 9
3 Administration of read confirmations 9
4 Read confirmations and page approvals 10
5 Related info 10

Activating read confirmations

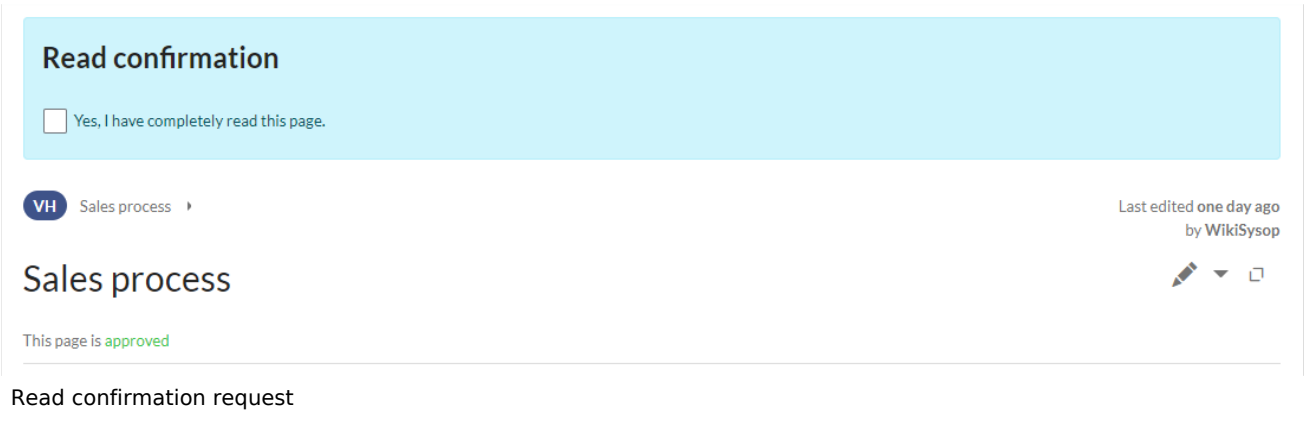
An administrator must enable read confirmations in the Namespace manager:



Namespace manager

Confirmation requests

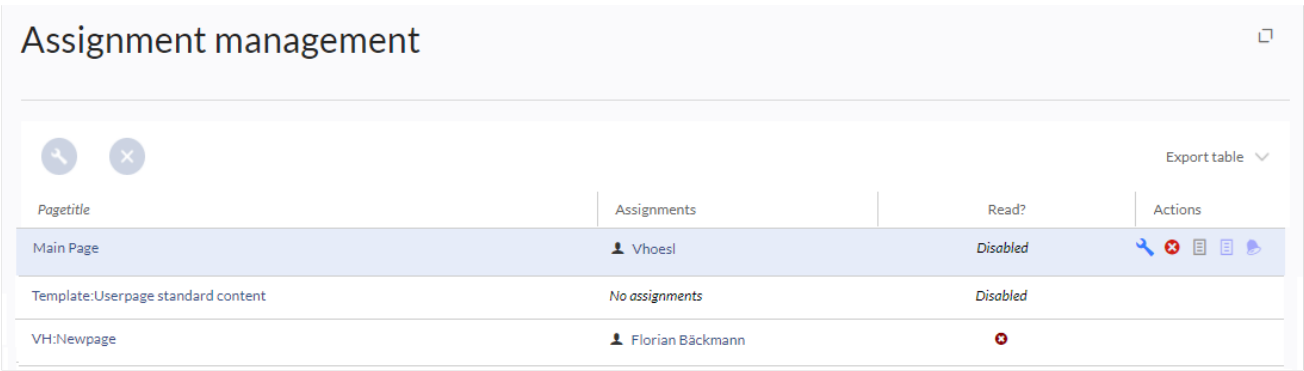
After a page revision, the read confirmation message box is displayed to the assigned users. After checking the "Yes, I have completely read this page" checkbox, the page will be marked as read by this user.



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

Reminders

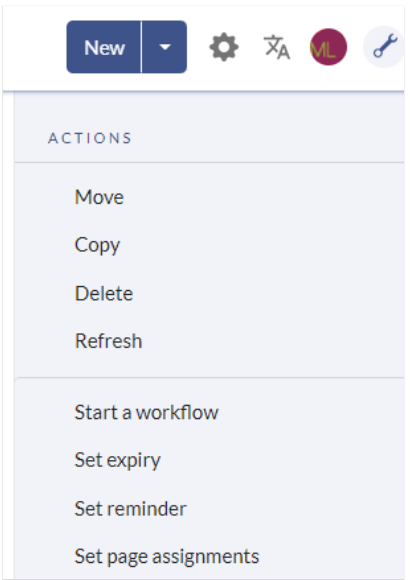
The extension **Reminder** allows users to keep track of pages by creating reminders for a particular date. By default, the wiki sends out a notification one week before and on the day that was set in the reminder.

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1 Setting a reminder 12
2 My reminders 13
3 Managing all wiki reminders 13
4 Benachrichtigungen 13

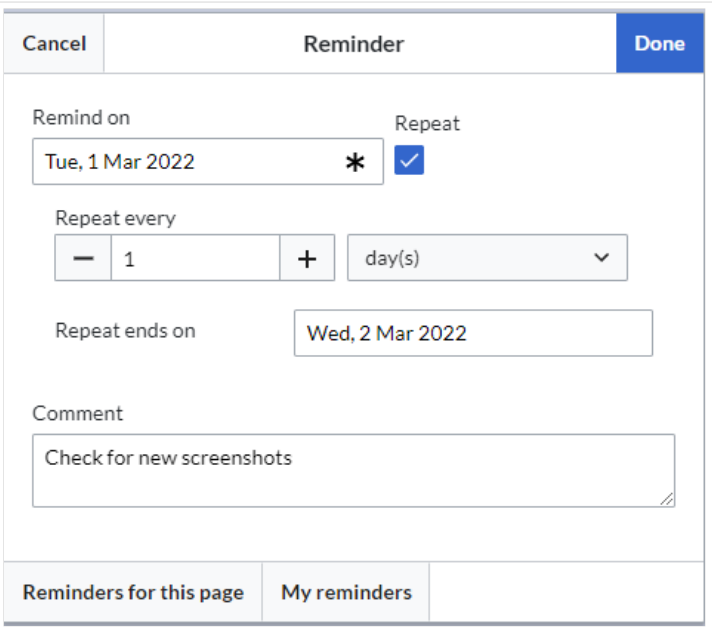
Setting a reminder

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



Page tools

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

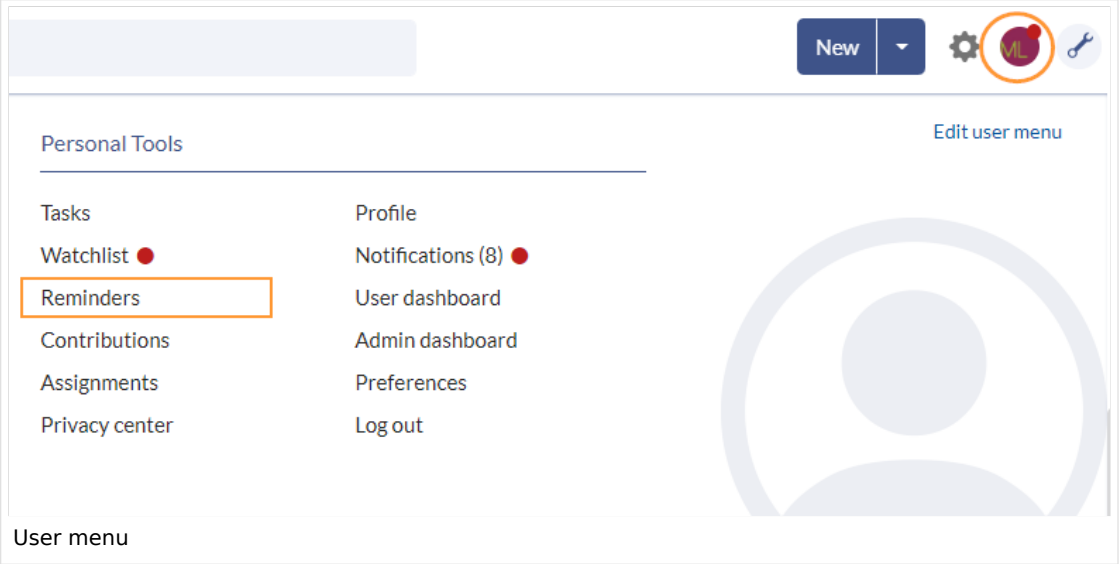


Reminder dialog window

My reminders

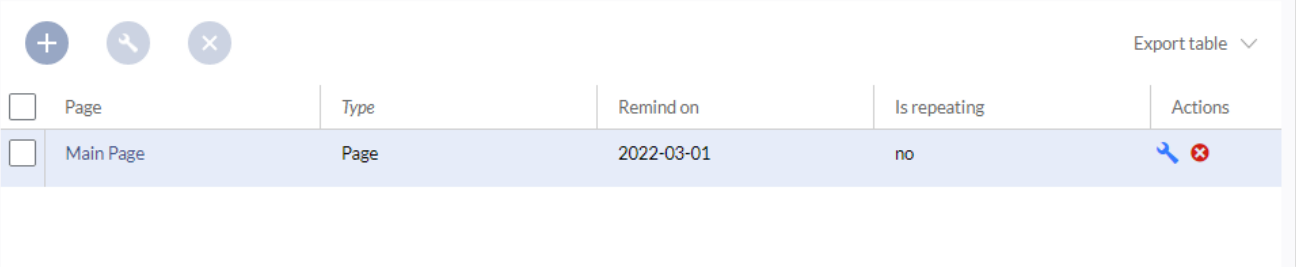
Users can view and manage a list of their own reminders. The list can be loaded in the following ways.

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



User menu

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



My reminders

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

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

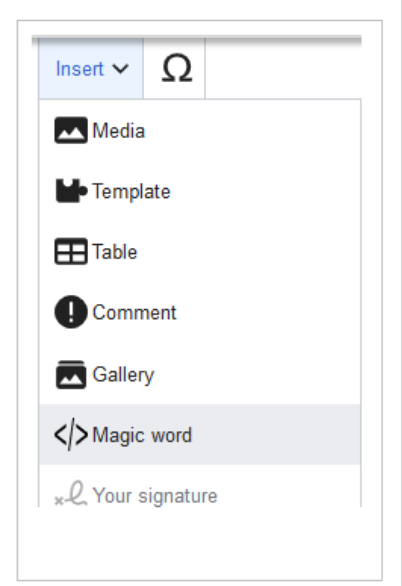
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1 Inserting the tag 15
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Inserting the tag

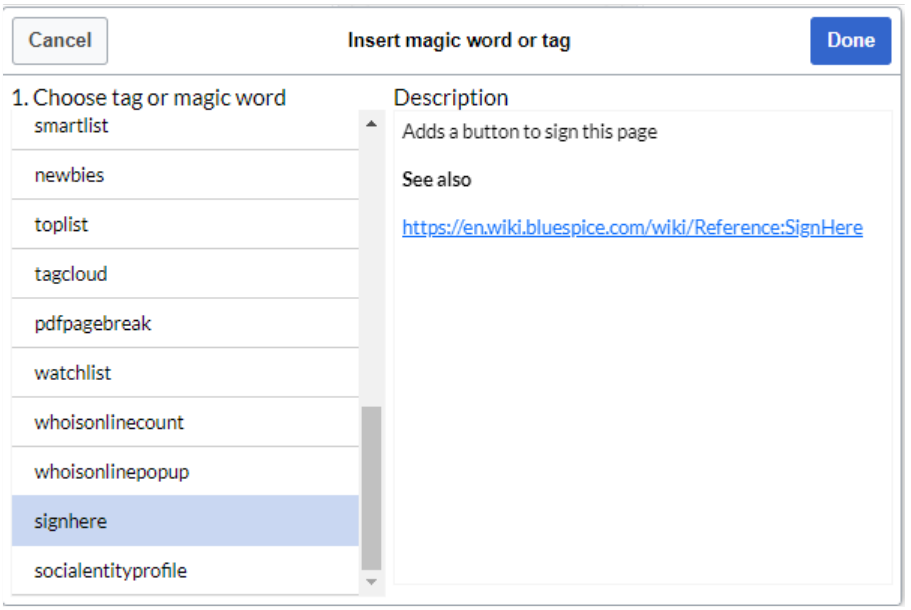
To insert the tag:

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



Insert magic word

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



Select "signhere"

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.

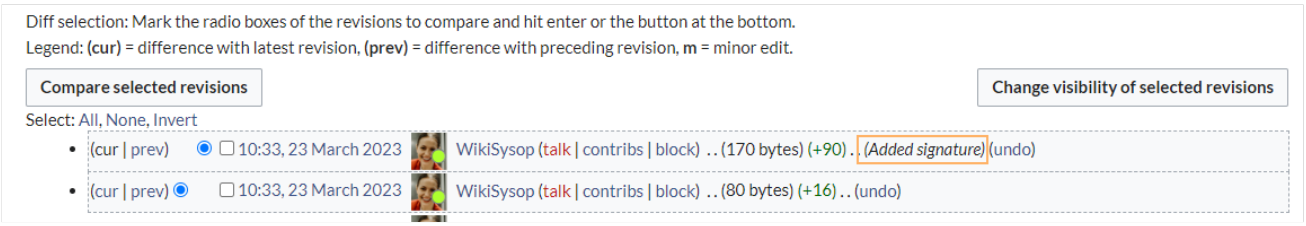
Signatures are displayed in the chronological order in which users signed. All signatures are visible to all users visiting the site.

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*.



Signature logging in the page history

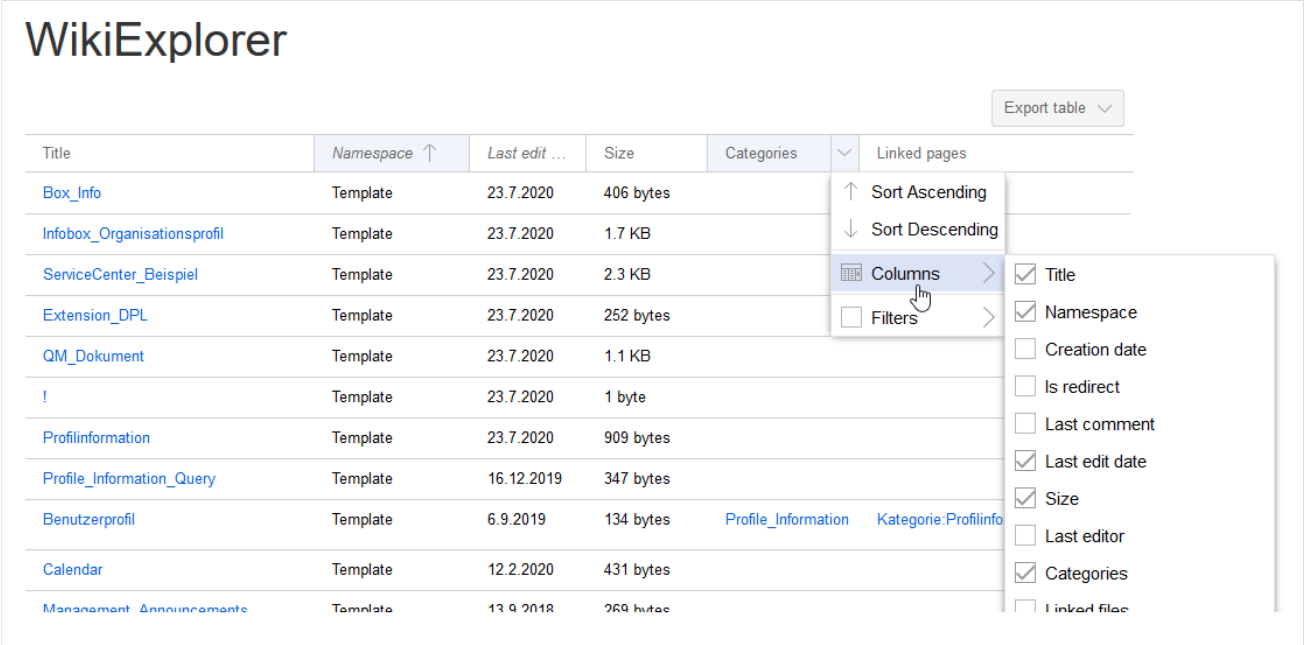
Technical Reference: BlueSpiceSignHere

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 WikiExporer, go to *Global actions* > *Tools* > *WikiExplorer.*



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

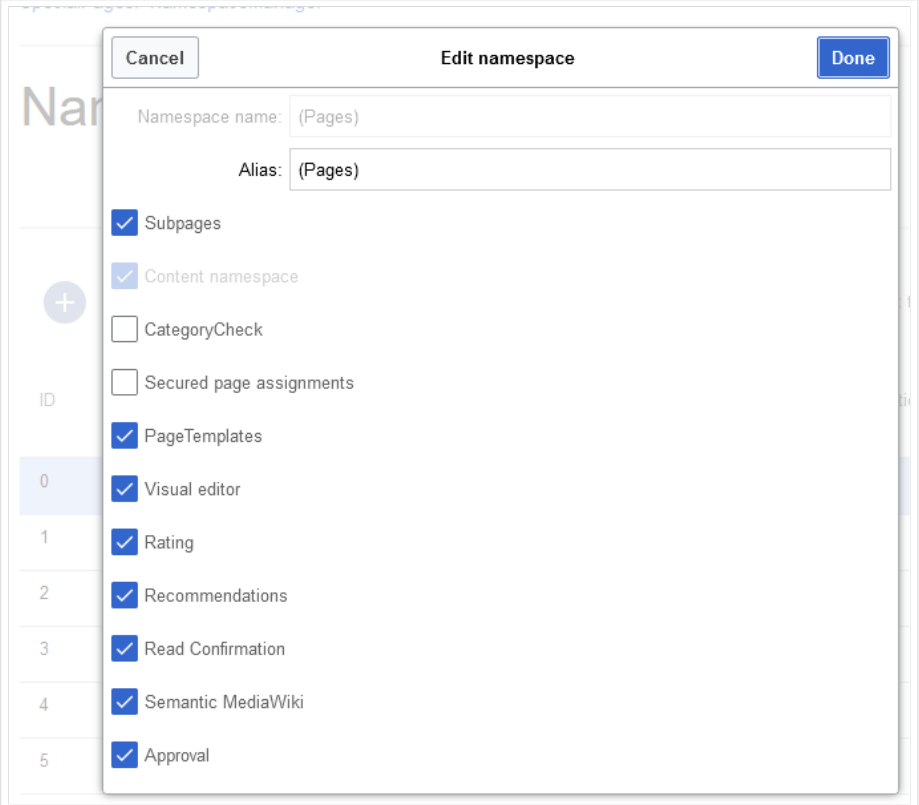
1 Enable page approval 20
1.1 Existing Pages 20
1.2 First drafts 21
1.3 Drafts 21
2 Accepting a page 21
3 Configuration 22
3.1 Changes to templates, embedded files and transclusions 22

3.2 Reading permissions for drafts 31
3.3 Read permissions for first drafts 32
3.4 Summary: Read Permissions for Draft Pages 32
4 Quality management overview 33
5 Approving a page when the title area is hidden 34
6 Related info 36

Enable page approval

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

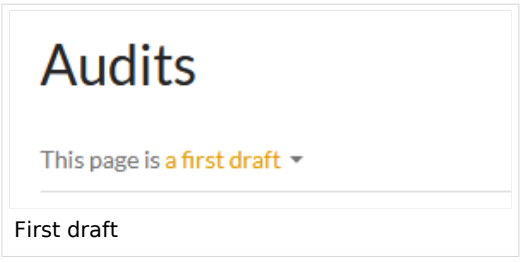
Click the edit icon (wrench) in the *Actions* column. The namespace dialog opens. Select approval and click *Done*.



Activated Approval feature for a namespace

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.*



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:

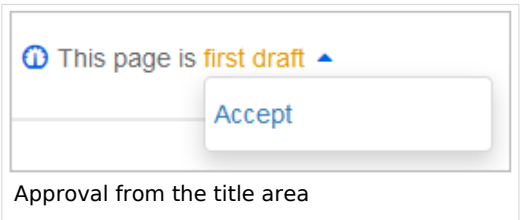


Drafts are shown in the revision history

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

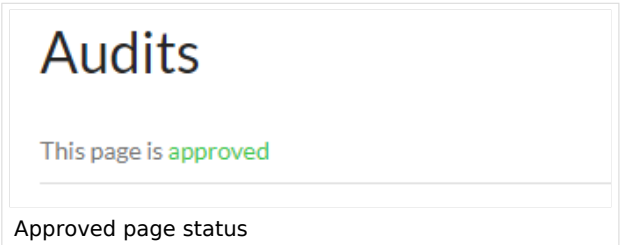
Accepting a page

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.



Approval from the title area

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



Approved page status

Configuration

The following settings are made in the Config manager in combination with namespace settings.

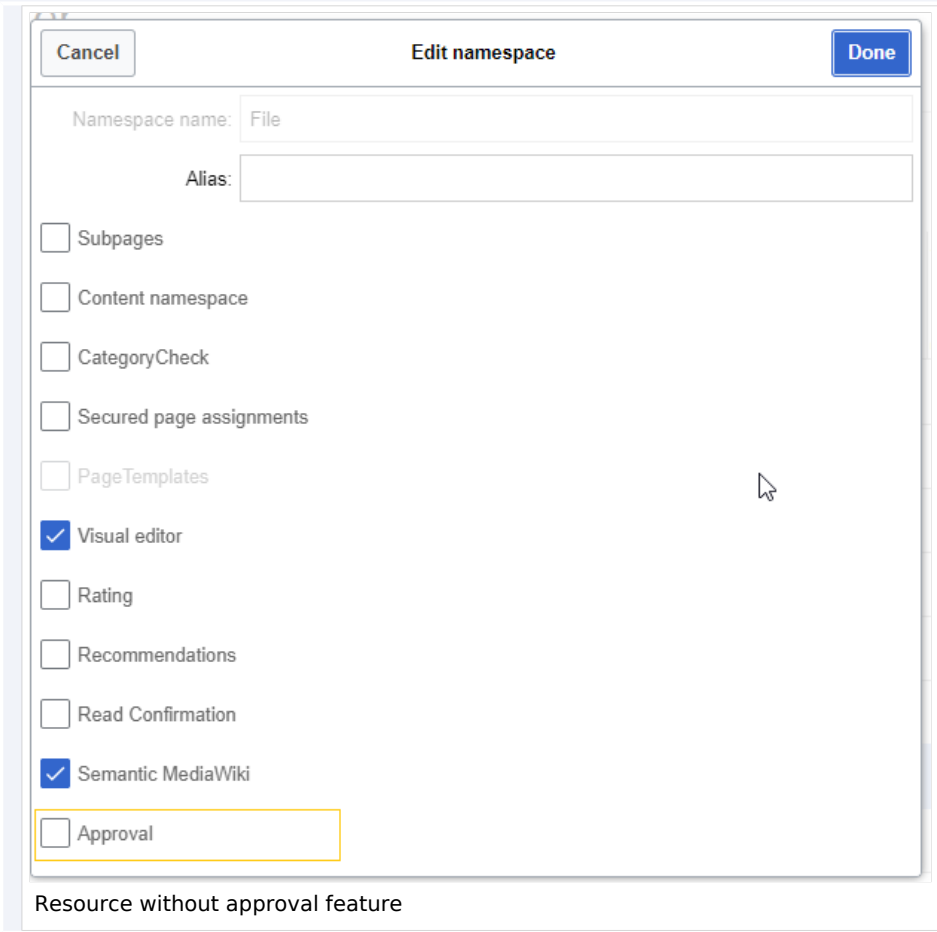
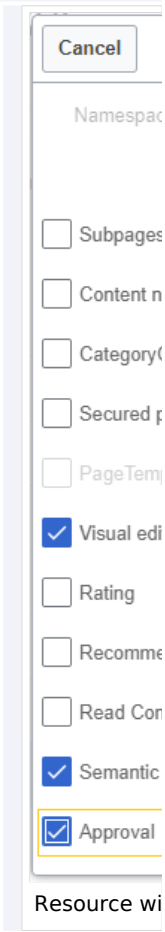
Changes to templates, embedded files and transclusions

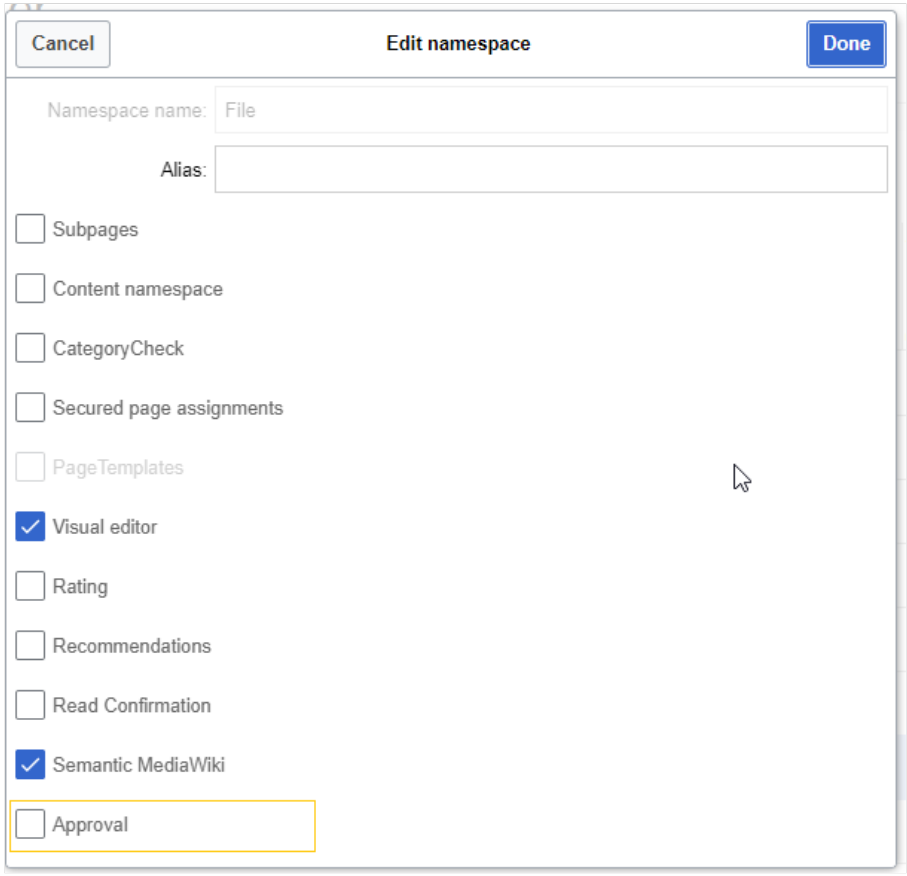
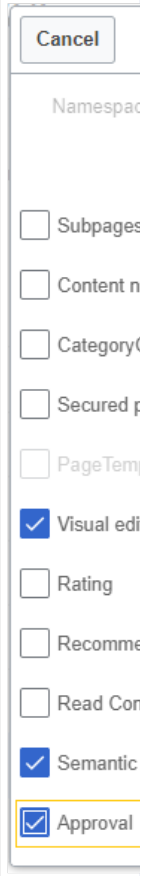
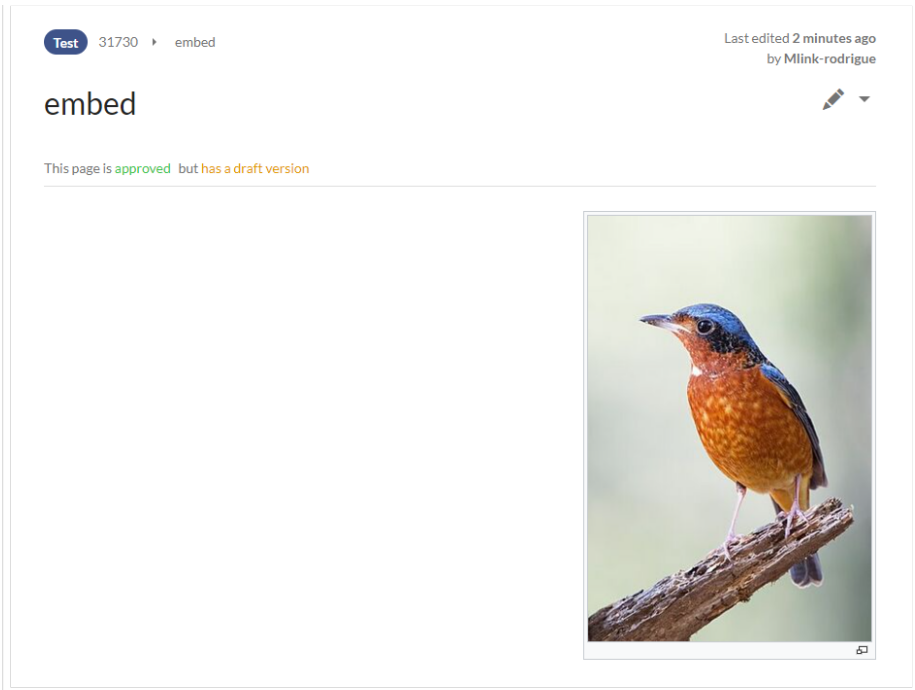
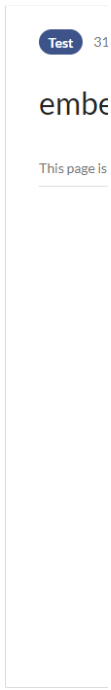
If a page uses templates or contains other files such as images and embedded PDFs, or if content from other pages is transcluded and modified after the page was approved, those changes must also be approved. There are two mechanisms to accomplish the approval:

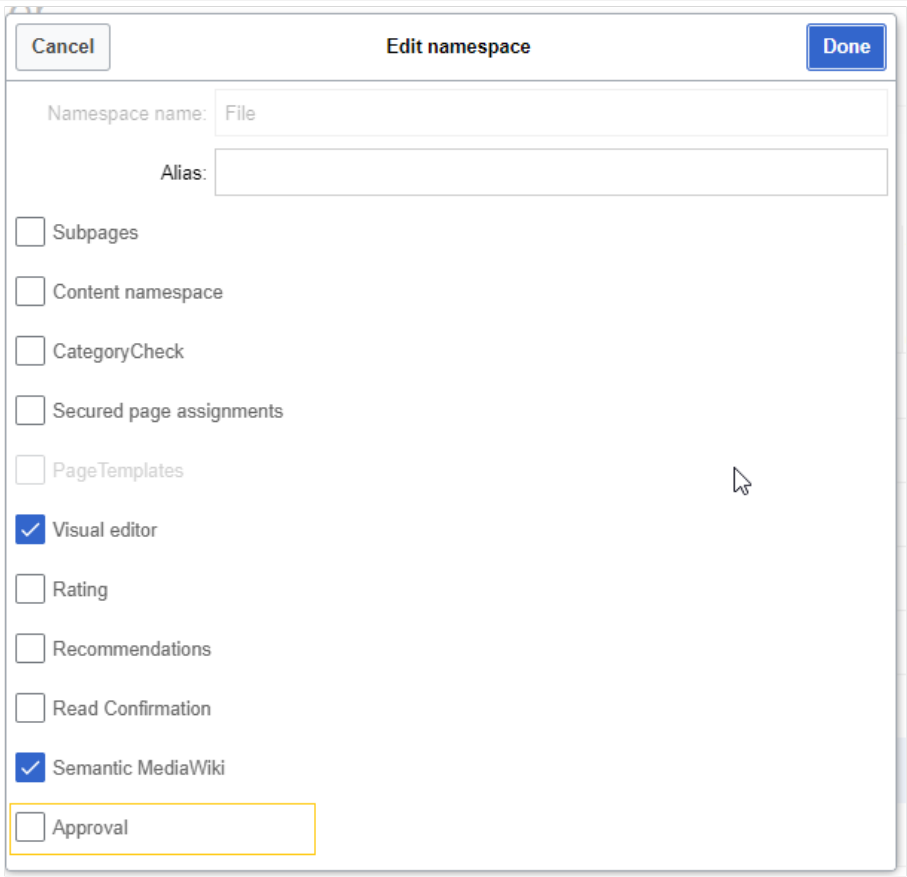
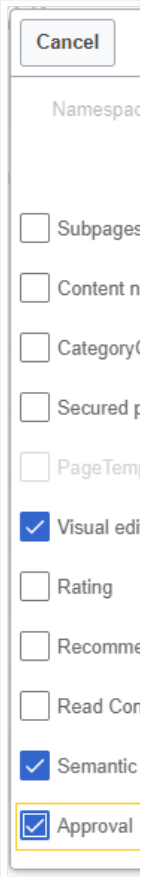
1. **The embedded resource is in a namespace without approval mechanism:** If the embedded resource is in a namespace without its own approval function, the approved version of the page shows the resource version that was embedded at the time of the page approval. An implicit draft version shows the 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.

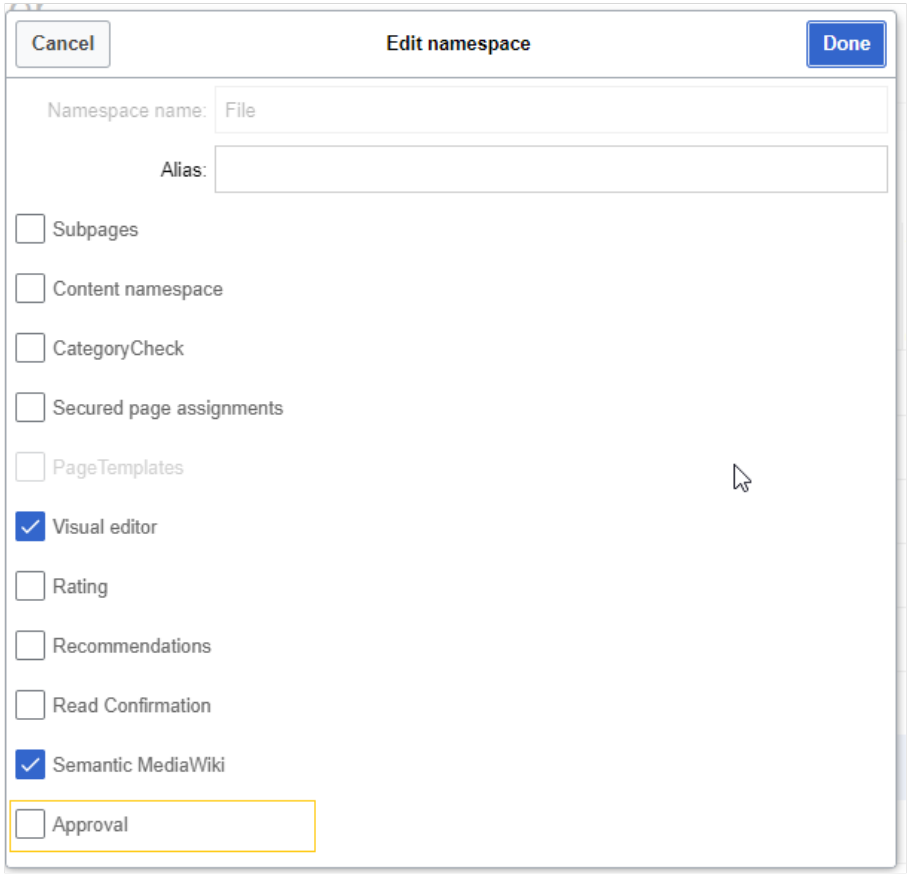
About approvals via server script.

Setting	Behaviour of the approved content page - **No resource approval mechanism**	Behaviour of **Approval m**
	 Resource without approval feature	 Resource wi
Versions that were current at the time of approval (Default)	**Resource display:** • the **embedded version at the time of approval** is shown on the approved page:	**Resource dis** • the **embe**

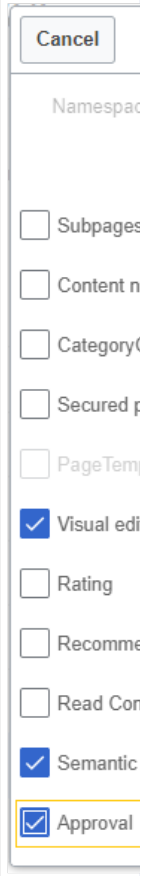
Setting	Behaviour of the approved content page - **No resource approval mechanism**	Behaviour of t **Approval m**
	 Resource without approval feature	 Resource wi
	 Approved page version with the version of the resource that was embedded at the time of page approval	 Approvec of page a

Setting	Behaviour of the approved content page -	Behaviour of t
	No resource approval mechanism	**Approval m**
	 Resource without approval feature	 Resource wi
	• an implicit draft with the latest version of the resource exists:	• an implici

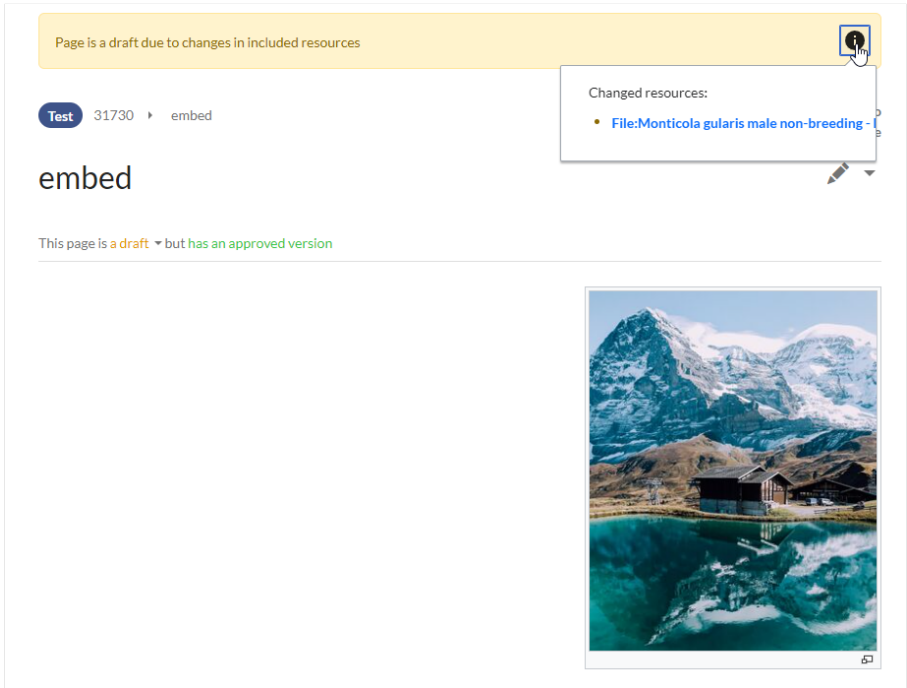
Setting	Behaviour of the approved content page - **No resource approval mechanism**	Behaviour of t **Approval m**



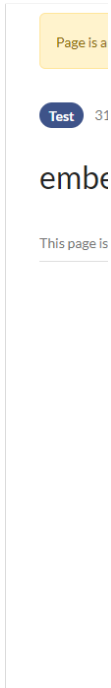
Resource without approval feature



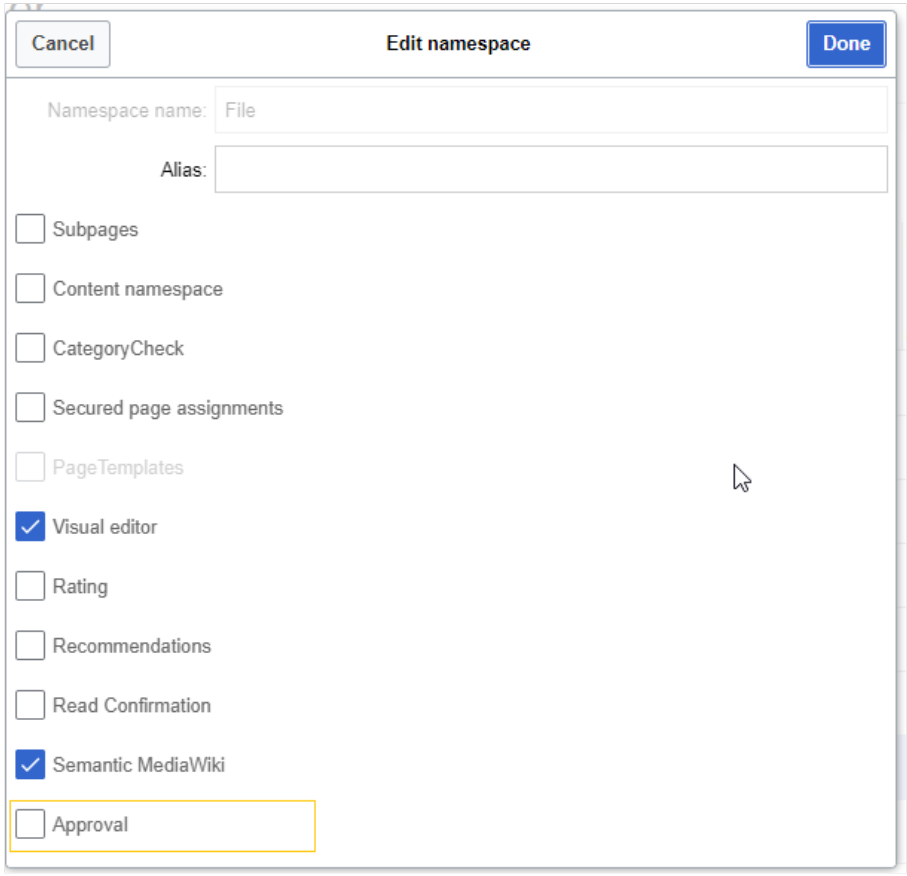
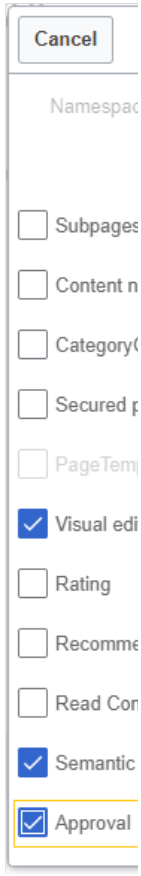
Resource wi

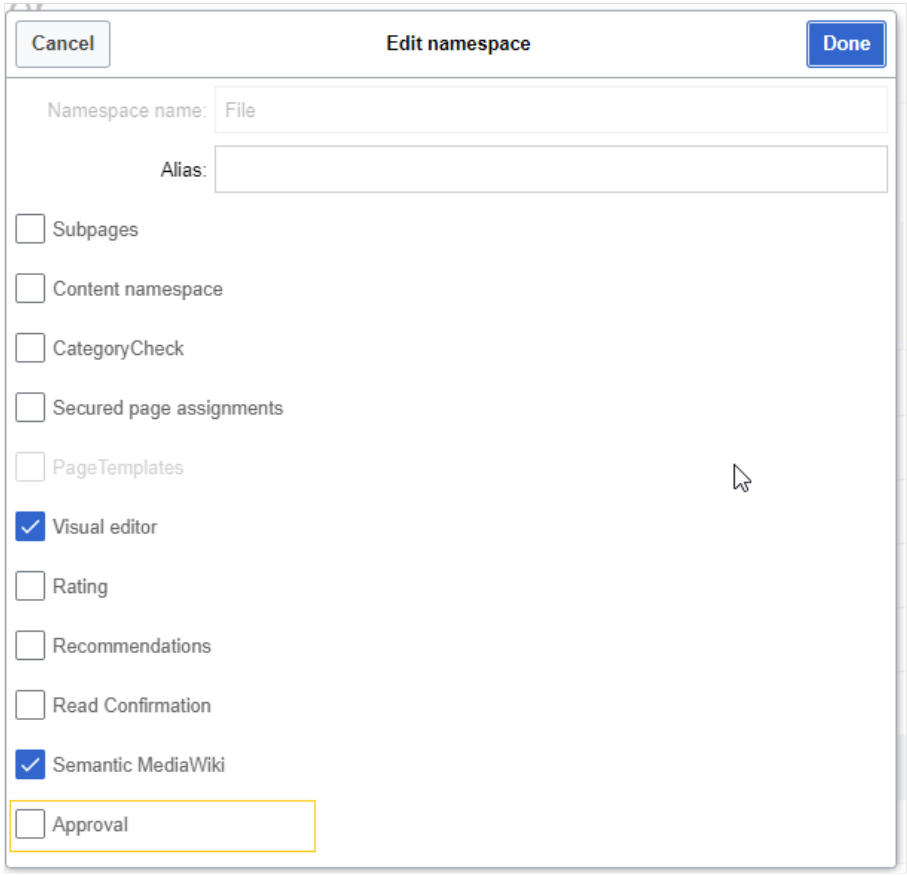
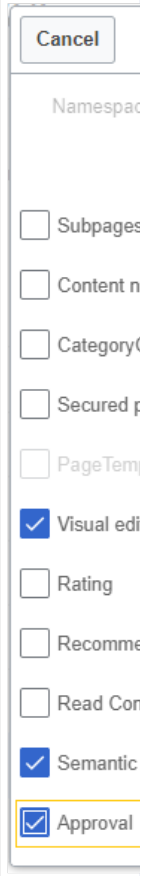


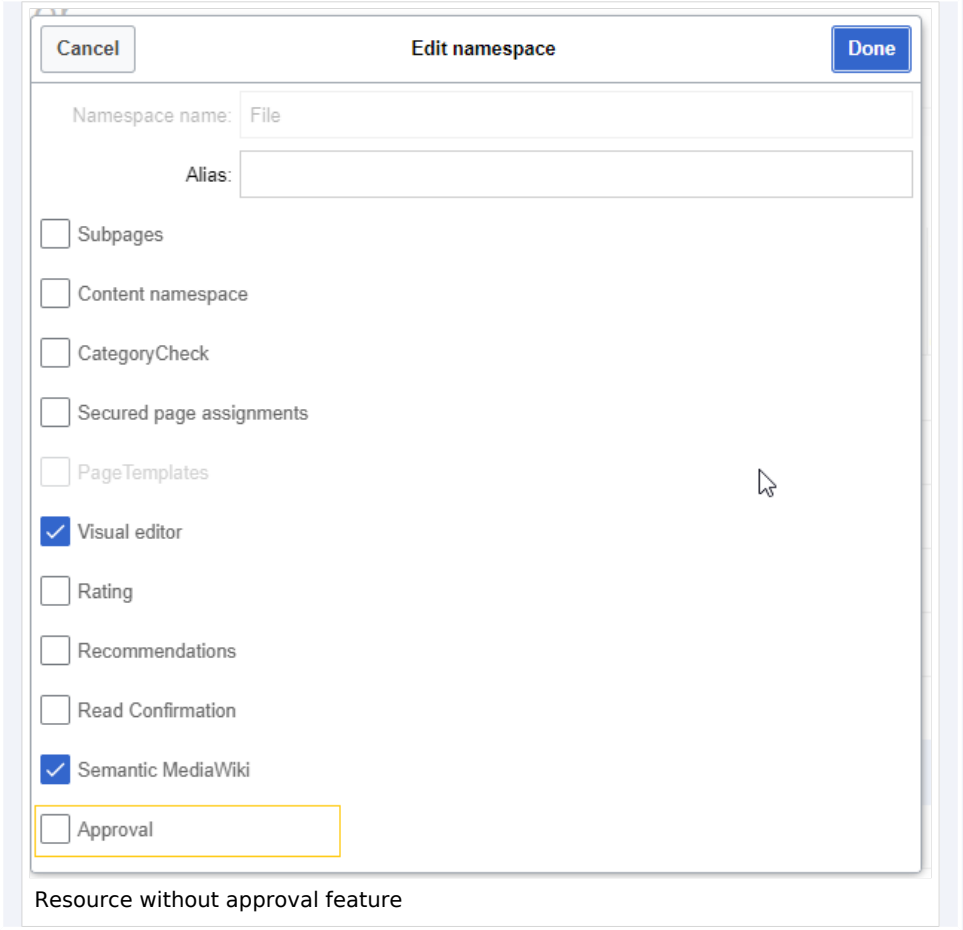
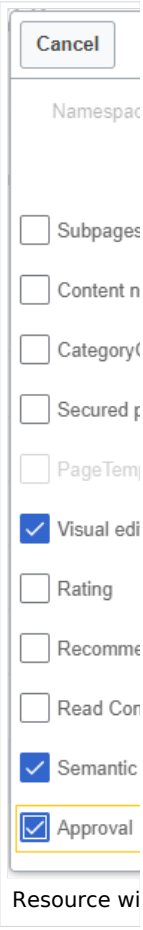
Page draft due to change of embedded resource

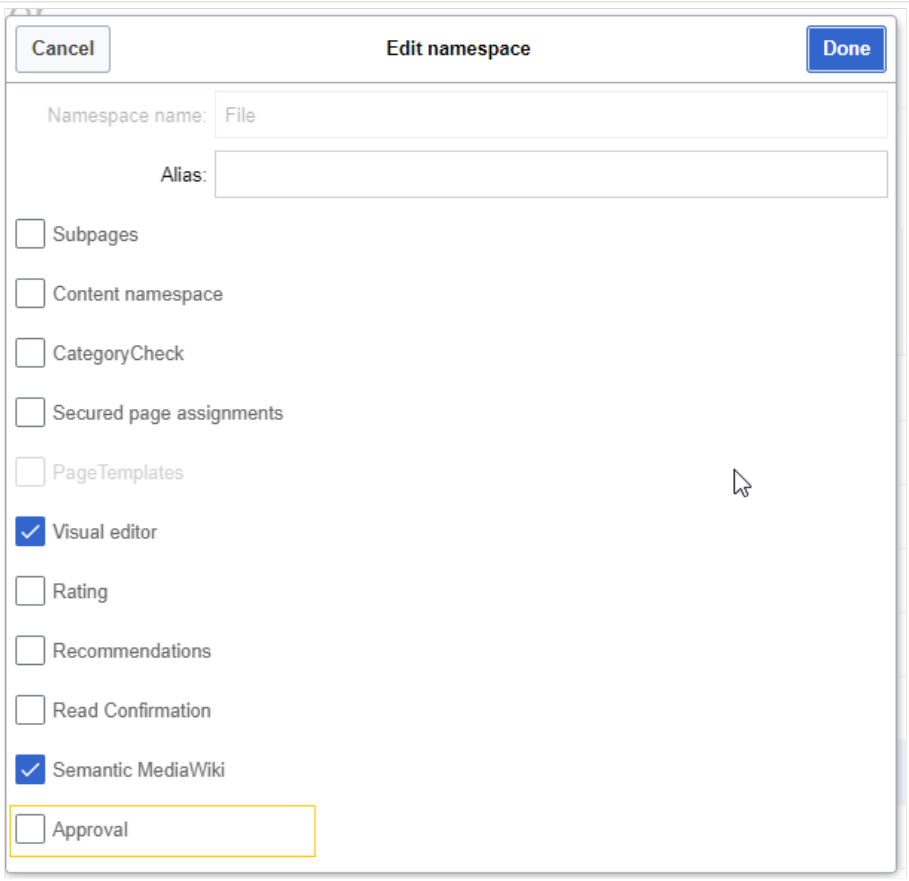
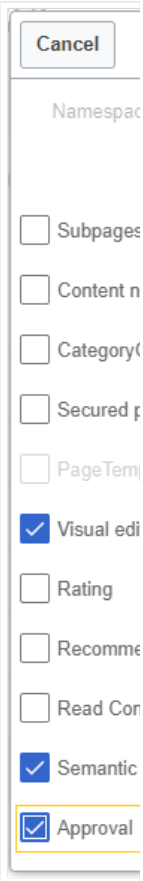
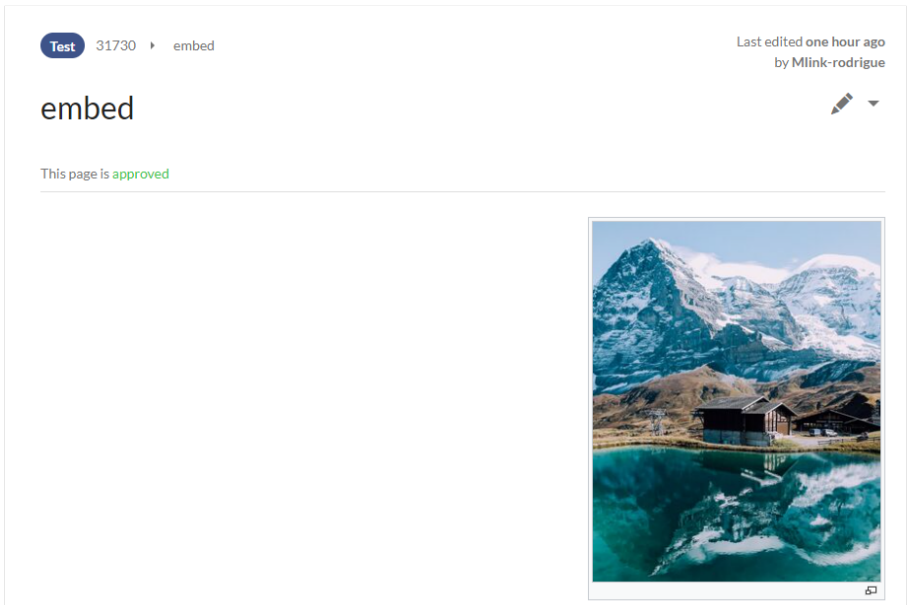


Page draf

Setting	Behaviour of the approved content page - **No resource approval mechanism**  Resource without approval feature	Behaviour of t **Approval m**  Resource wi
	Resource approval: • the implicit draft **must be approved on the content page**. If the resource is embedded/linked on multiple pages in the wiki, all pages must be approved separately.	**Resource a** • *Case A:* th resource released s • ***Case B (* implicit longer h**
Approved versions of included pages	**This setting has no effect if the resource itself has no approval mechanism. The page shows the same behavior as for "Versions that were current at the time of approval" (see above).**	**Resource dis** • the **appr**

Setting	Behaviour of the approved content page -	Behaviour of t
	No resource approval mechanism	**Approval m**
	 Resource without approval feature	 Resource wi
		 The curre

Setting	Behaviour of the approved content page - **No resource approval mechanism**  Resource without approval feature	Behaviour of t **Approval m**  Resource wi
		Resource a • takes plac indication
Current versions of included pages	**Resource display:** • **the current version** of the resource is shown:	**Resource dis** • **the curre**

Setting	Behaviour of the approved content page -	Behaviour of
	No resource approval mechanism	**Approval m**
	 Resource without approval feature	 Resource wi
	 Approved page with the current version of the resource	 Approved pa
	Resource approval: • the resource itself cannot be approved	

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.

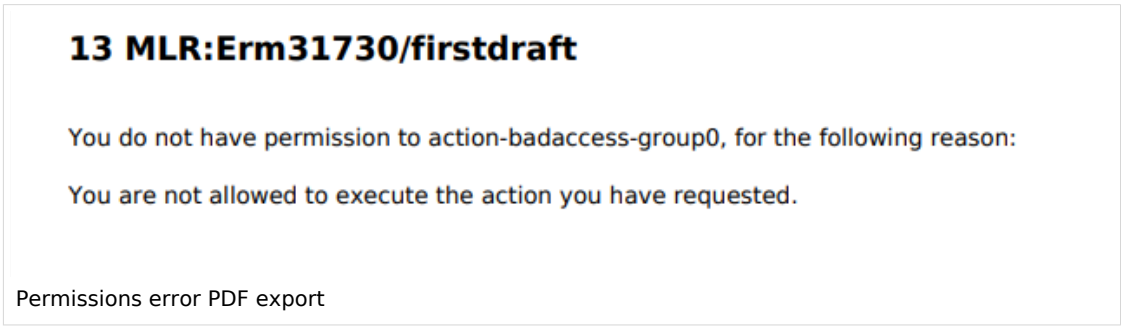
Summary: Read Permissions for Draft Pages

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:



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

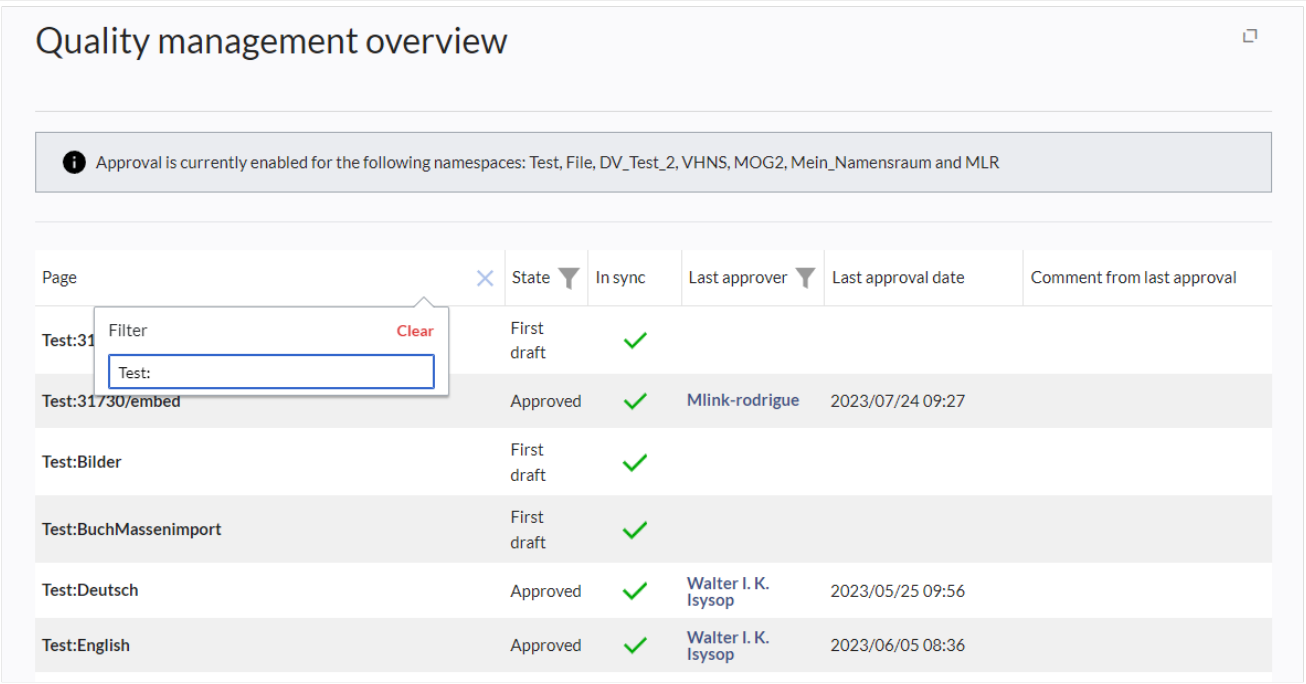
The availability of the semantic properties is determined by the following configuration setting:

```
$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.

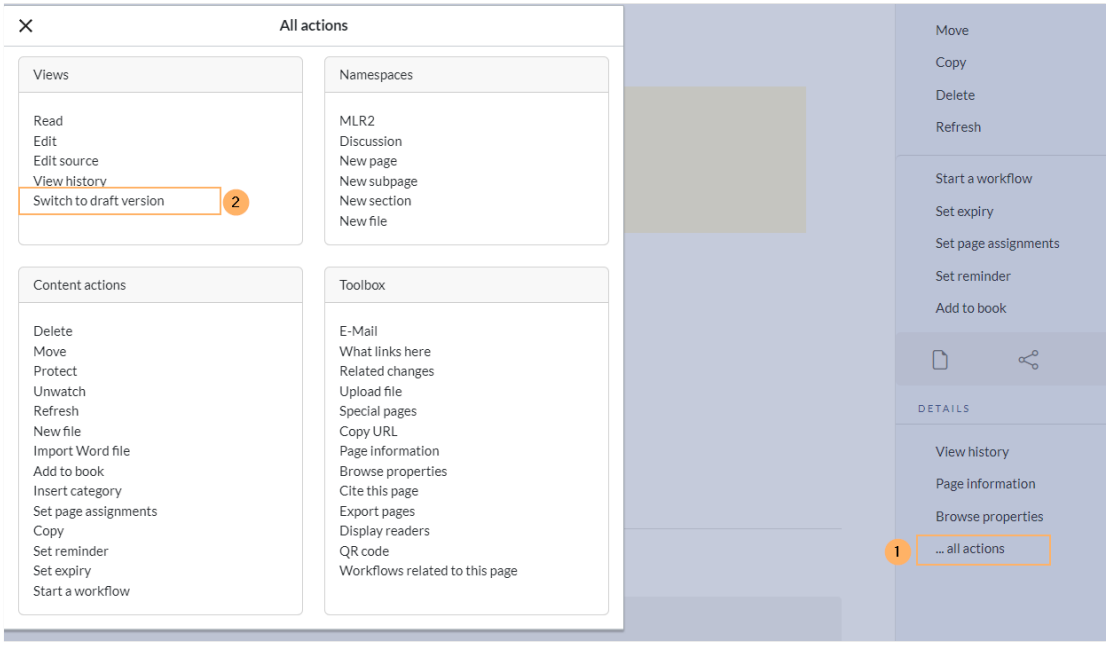


Special page "Quality management overview"

Approving a page when the title area is hidden

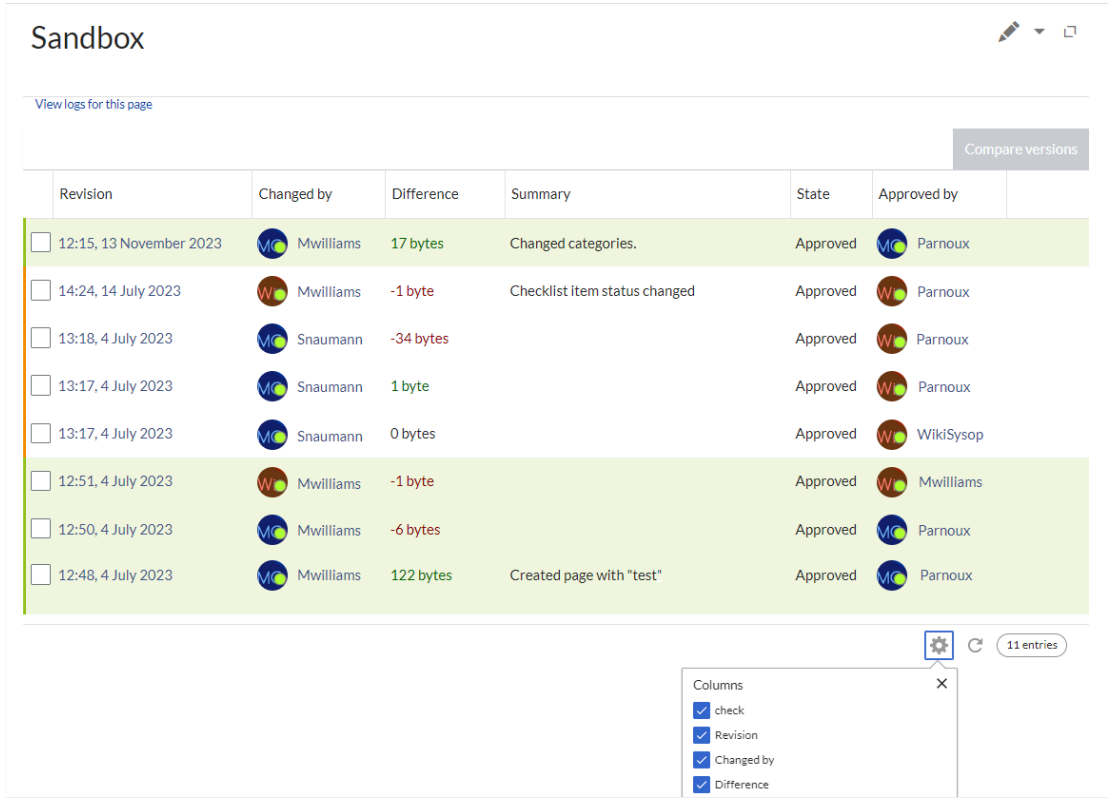
When the title area is hidden, you can approve the page from the . `..all actions` menu:

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



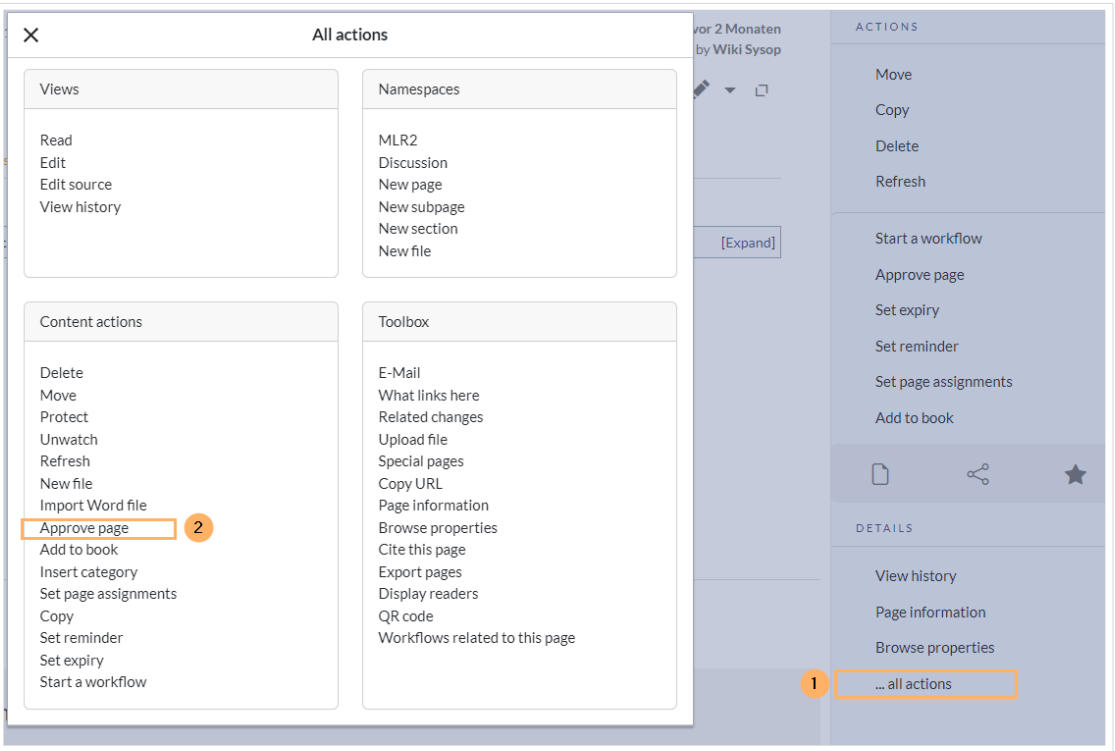
Switching to first draft url

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.



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

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



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

1 Dokumentenlenkung 37
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3 Approval 37
4 Workflows 38
5 Aktualität 38
6 Erinnerung 38
7 Zuweisung 39
8 Seiteninformationen 39
9 Berechtigungen 40
10 Related info 43

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 Konfigurationsvewaltung 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-Worfklows
- **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 löschbar

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. *(remindereditall)*			x	x
Can create and manage their own **reminders** *(read)*	x			
Can create and manage **expiry** of pages. *(expire article)*		x	x	x
Can execute **workflows** *(workflows-execute)*			x	

| | | |

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

Related info

- Namespace manager
- Workflows

Redirects

Contents

1 What is a redirect? 44
2 When to use a redirect 44
3 How to redirect a page 44
3.1 Visual editing mode 44
3.2 Source editing mode 45
4 Managing page redirects 45
5 Resolving double redirects 47
6 Related info 49

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

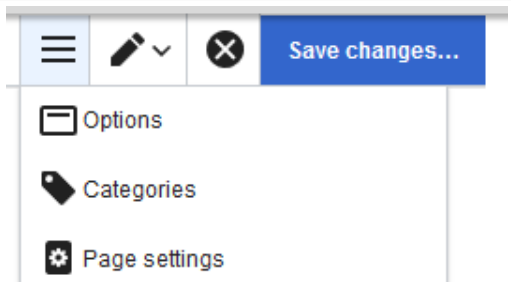
Pages are usually redirected in the following cases:

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

How to redirect a page

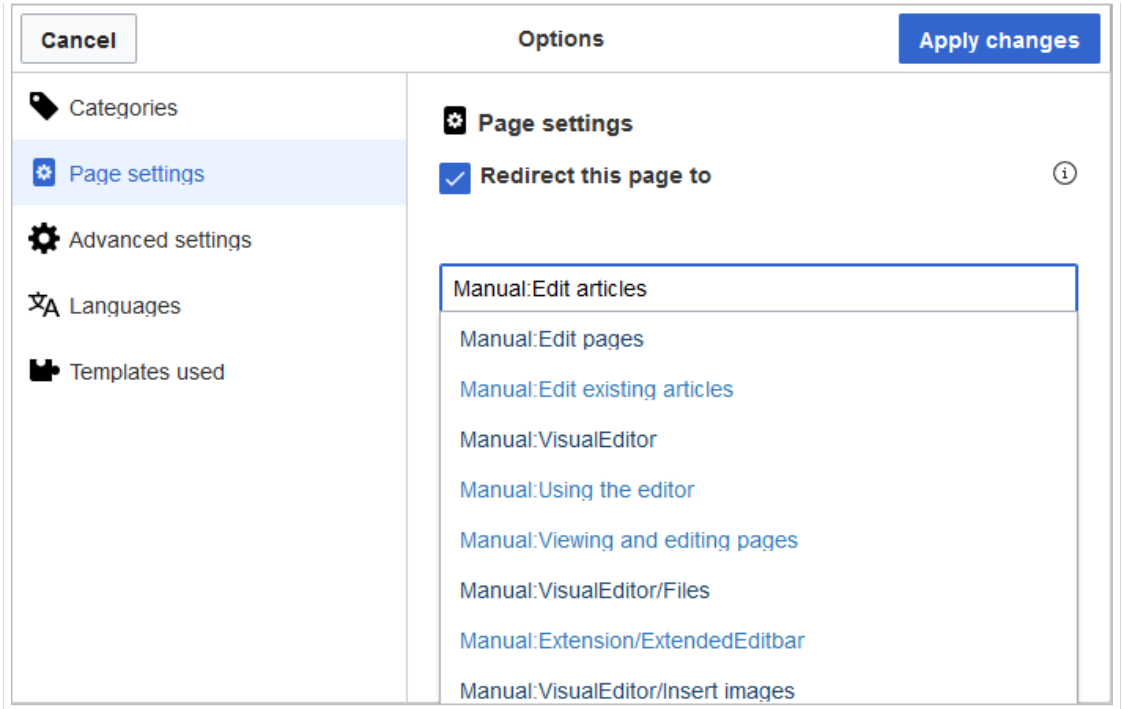
Visual editing mode

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



Page settings menu item

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



redirect checkbox

3. **Click** *Apply changes*.

Source editing mode

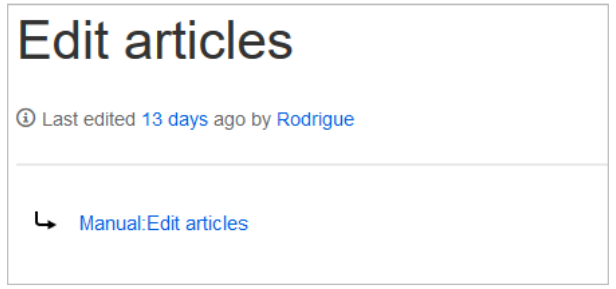
At the very beginning of the page, insert the redirect instruction and save the page:

```
#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.

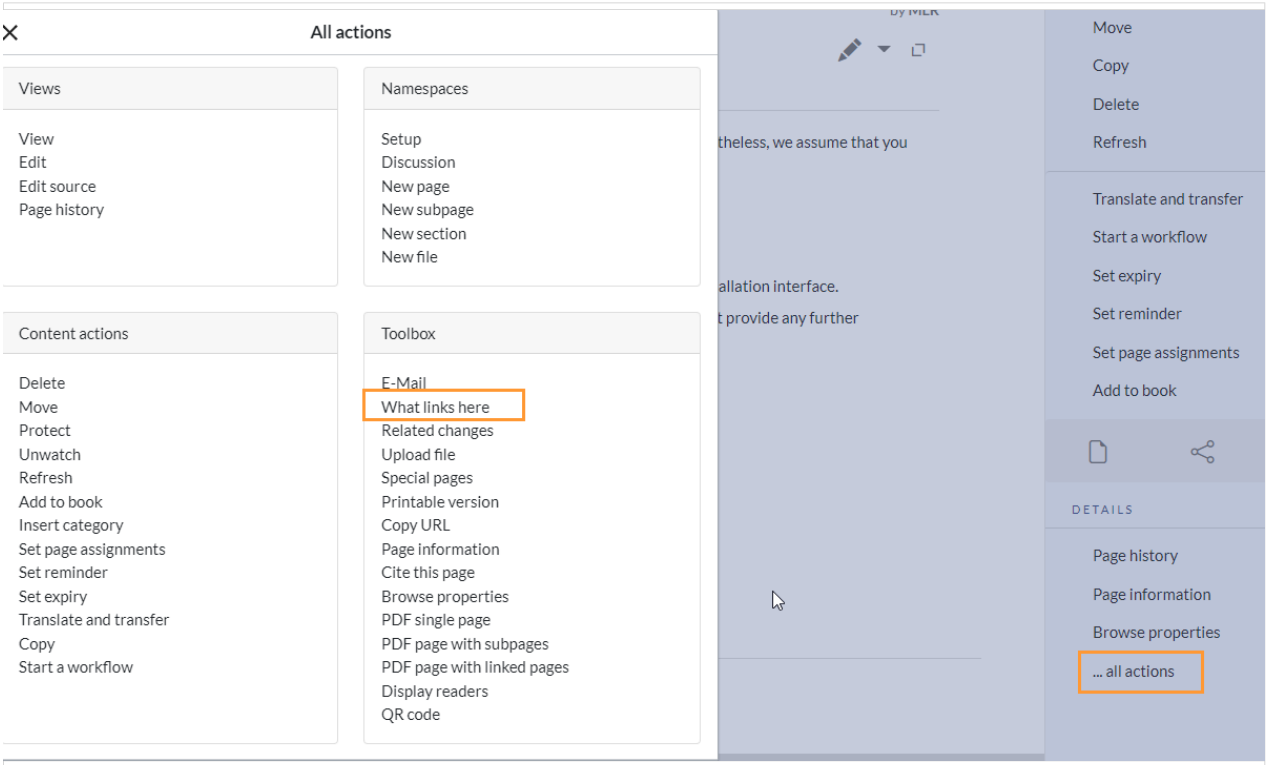
Managing page redirects

- 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:



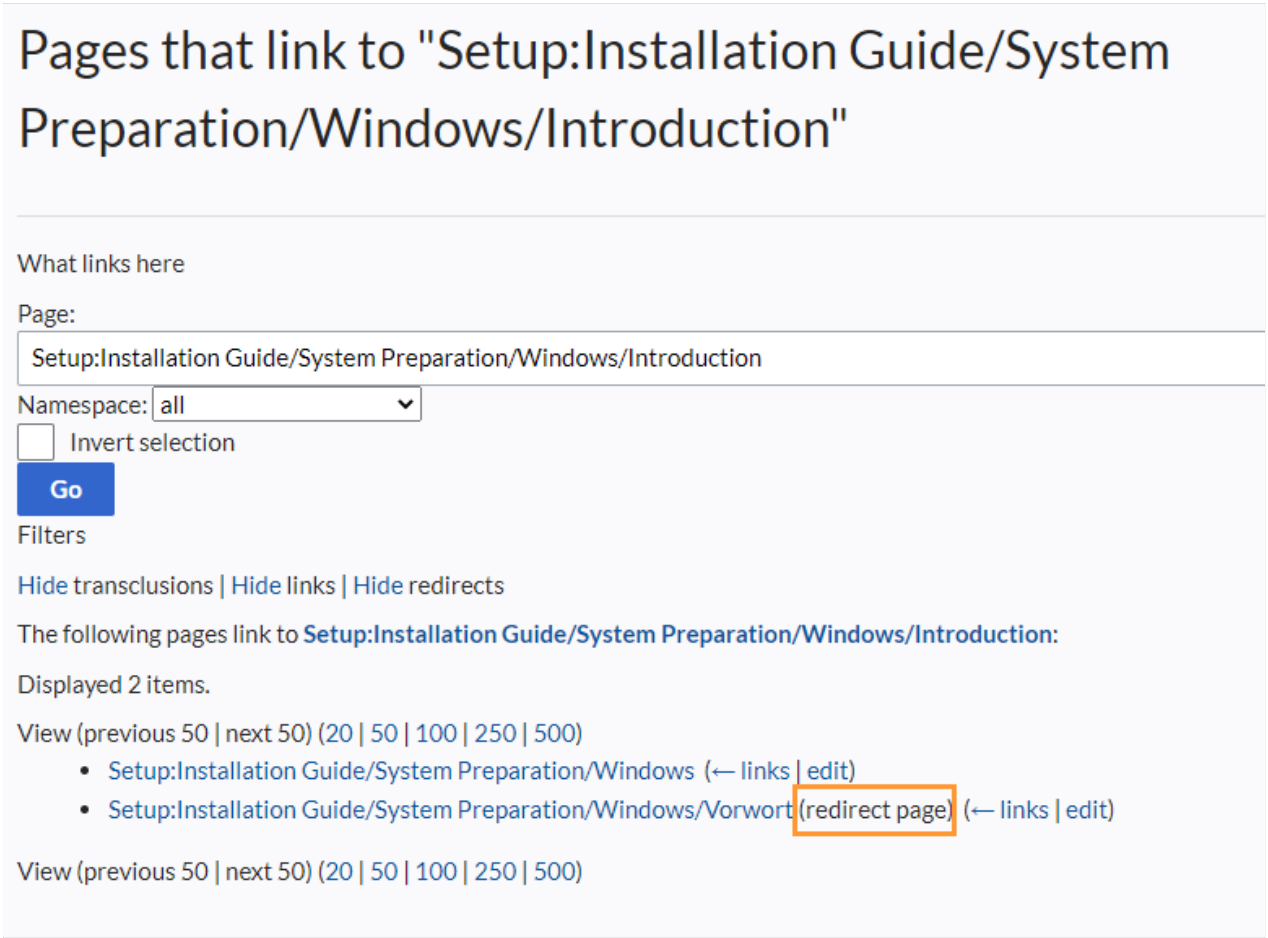
Redirect info on the target page

- 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:



what links here

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



redirect link

Resolving double redirects

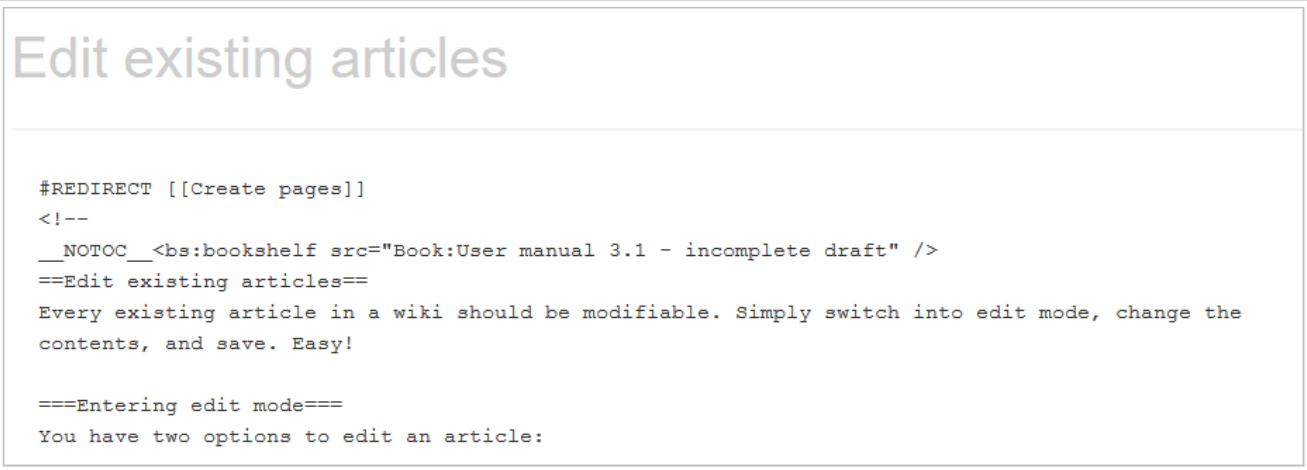
The page *Special:DoubleRedirects* lists all pages that are redirected from an already redirected page:



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:



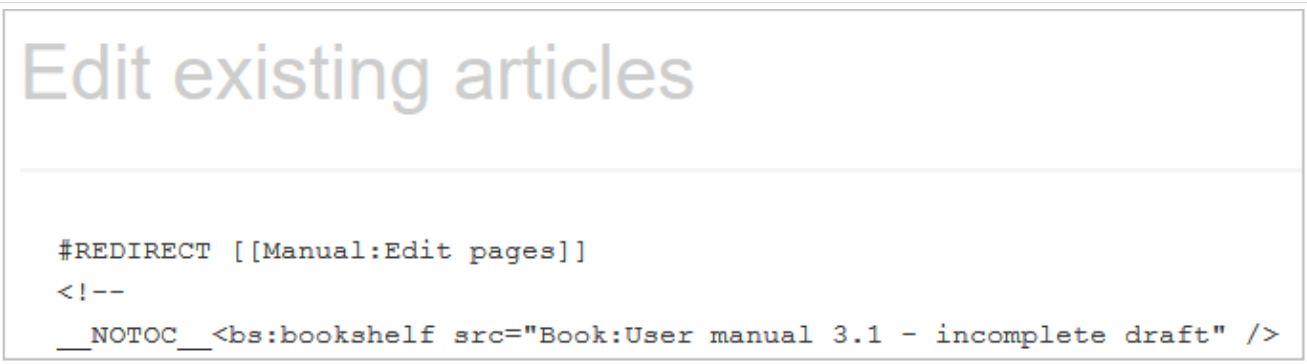
Original page

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*:



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