Inhoud

Configuring the trial system

Beheerderspaneel - beheer en onderhoud

Navigatie aanpassen

Voorkeuren aanpassen

Gebruikers aanmaken en toewijzen

Sjablonen aanmaken

Logo aanpassen

# Configuring the trial system/Change preferences

Doorverwijzing naar:

- Configuratie van het testsysteem/Voorkeuren aanpassen

Inhoud

Personal and global preferences

The settings in the preferences change the behavior and look of the wiki. Here, there are two ways to customize the wiki: the personal, user-related settings and the configuration of the wiki by an administrator.
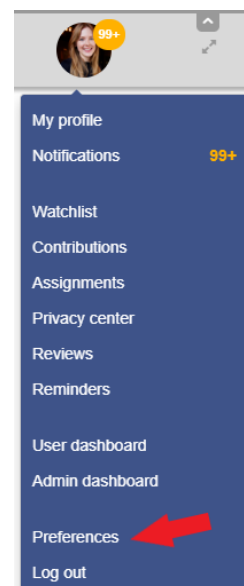
User preferences

Each user can decide how the wiki should function or what it should look like when they are logged in. The settings only affect the individual user and are not visible to others. In addition to the personal profile data, a variety of configurations can be adjusted, for example:

- watchlist options
- notifications in the wiki or by email
- weighting of search results
- and more

The personal configuration options can be found in the profile area under "Preferences".

Administrative configuration

Prerequisite for access to the Config Manager are administrator rights. Here you can adjust various settings of the wiki. They affect every user. The preferences are searchable and their display can be sorted according to different criteria:
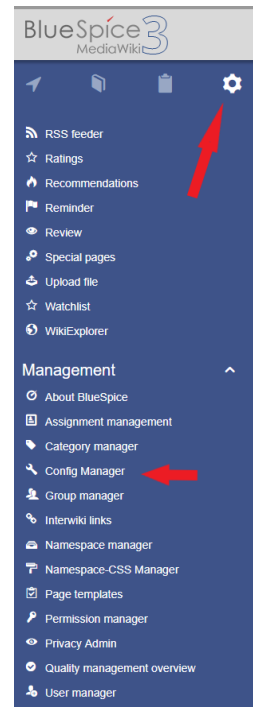
- by functions
- by extensions and
- by package (BlueSpice free, BlueSpice pro and Export)

Again, a variety of configuration options are available, such as:

- allowed file formats for file uploads

- if and where the VisualEditor is activated
- if authors should be displayed
- and more

The Config Manager can be found under the "Management" menu in the Admin area of the navigation.

Helpful links in our BlueSpice Helpdesk

- Preferences
- User preferences

Configuring the trial system/Create and assign users

Doorverwijzing naar:

- [Configuratie van het testsysteem/Gebruikers aanmaken en toewijzen](#)

Inhoud

Basics: The rights and roles concept of the wiki

The wiki uses groups and their roles to grant user permissions. To set the user permissions correctly, an understanding of this concept is a prerequisite. The starting point for the assignment of rights is not the individual user, but the user group, which is equipped with different roles and thus rights. The permissions add up when the user is in multiple groups.

The result is this scheme:
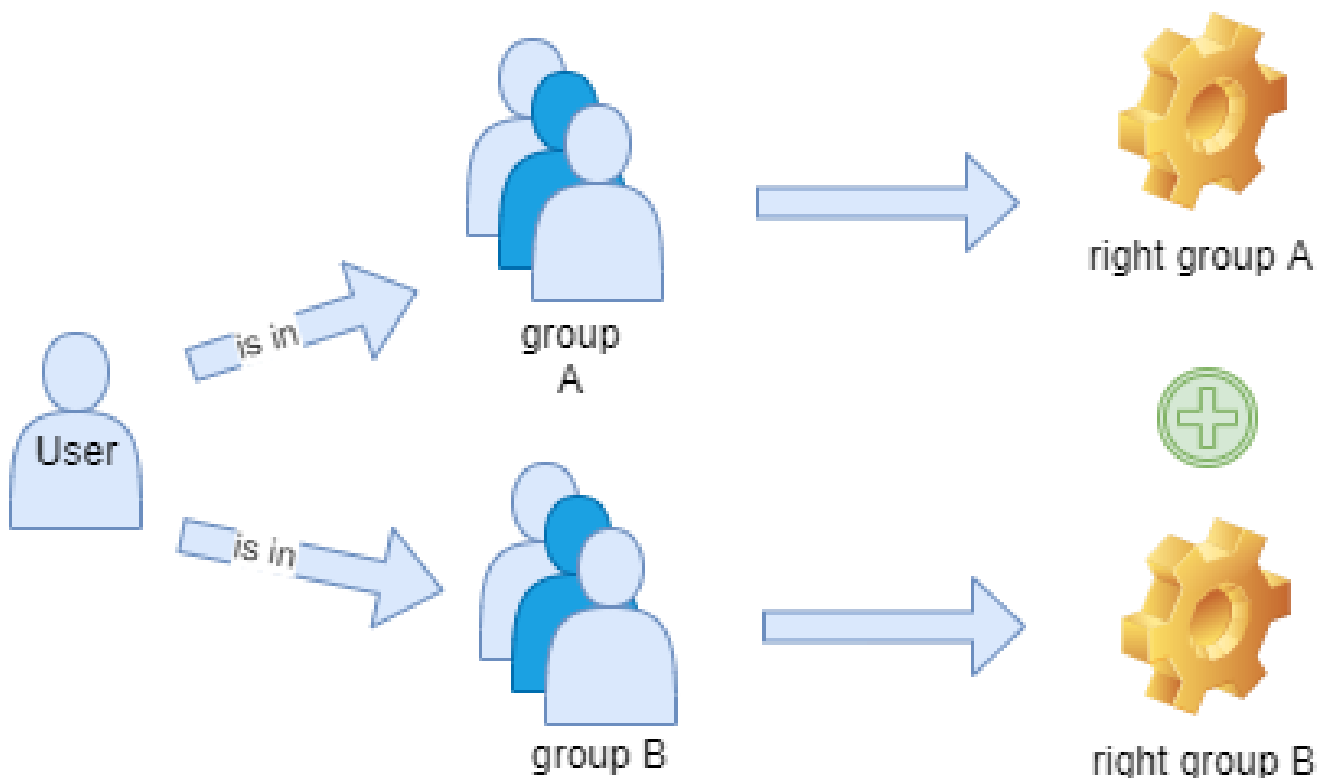
The following hierarchical standard groups and roles already exist in the wiki:

asterisk(*): each visitor of the wiki is automatically in this the group, because this is the group of anonymous users.

user: this is the default group of users who are logged in to the wiki - so they have an account and are logged in.

All other groups are on the same level and are hierarchically higher than the other two groups. They then already perform certain functions, e.g. editor (someone with write access) or sysop (an administrator with full privileges).

The roles in the column next to it contain sets of permissions. The roles are activated in the groups and thus the groups are provided with the permissions. Therefore, a user gets the permissions from the groups to which he or she belongs.

Creating a new user

Open the user manager in the Management menu of the navigation. Click on the "plus (+)" symbol and enter the required data. Select one or more groups to give the user the necessary permissions.

In this wiki, access without registration (without account) is not permitted. So the group * has no permission - also no read access. To enable your wiki users to interact with the wiki, they must be logged in. After logging in, a user is automatically in the group "user". A "user" can read, search, create and delete pages in the wiki - and, therefore, has editing access to wiki content. If you want new users to be able to manage the wiki, you must assign the group "Administrators".

Add users in the user management
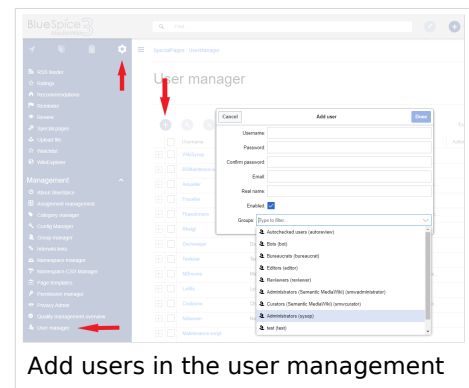
Helpful links in our BlueSpice Helpdesk

- Rights Management
- concept of namespaces
- Group Management

Configuring the trial system/Create templates

Doorverwijzing naar:

- Configuratie van het testsysteem/Sjablonen aanmaken

Inhoud

Understanding templates and page templates

In this wiki, there are two types of templates: "**Templates"** and **"Page Templates"**.

Templates are content elements that can be inserted on a page (similar to text "snippets" or macros). Changes to templates will be applied to all pages that use the template.

Page templates, on the other hand, are selected before creating a new page. They provide the new page with a predefined content. This provides the page editor with a structure for the new page. However, this structure serves more as a guideline, since it can be changed by anyone who subsequently edits the page. Changes to a page template will not affect pages that have originally been created with this page template.

Working with templates

Templates allow content and content items (such as colored boxes) to be easily integrated into a page. The definition of the block is stored on a separate page, which must reside in the namespace *Templates*. For example, this template defines an info box with an icon and custom text styling:

```
<div id="box-info" style="width: 98%; margin: 20px 0; border: solid 2px
#a9a9a9; padding: 8px; background-color: #cfd0d0;">
[[Image:Icon-info.png]]<span style="text-transform: uppercase; margin-left:
5px; color: #a9a9a9; font-size: 16px; font-weight: bold;">Info</span><div styl
e="color: #000;">
{{{Info Text}}}
</div>
</div>
```

To use this box in a page, just insert the template with {{Box_Info|Info Text = }}. After the "=" the text can be entered, which should then appear in the box. Let's take this sample text: *"This box shows us how we can use templates in the wiki."*

Result:

> ⓘ **INFO**
>
> This box shows us how we can use templates in the wiki.

The whole thing is still easy if you simply call the template wizard in the editor via "Paste" and simply search, select and insert the template.
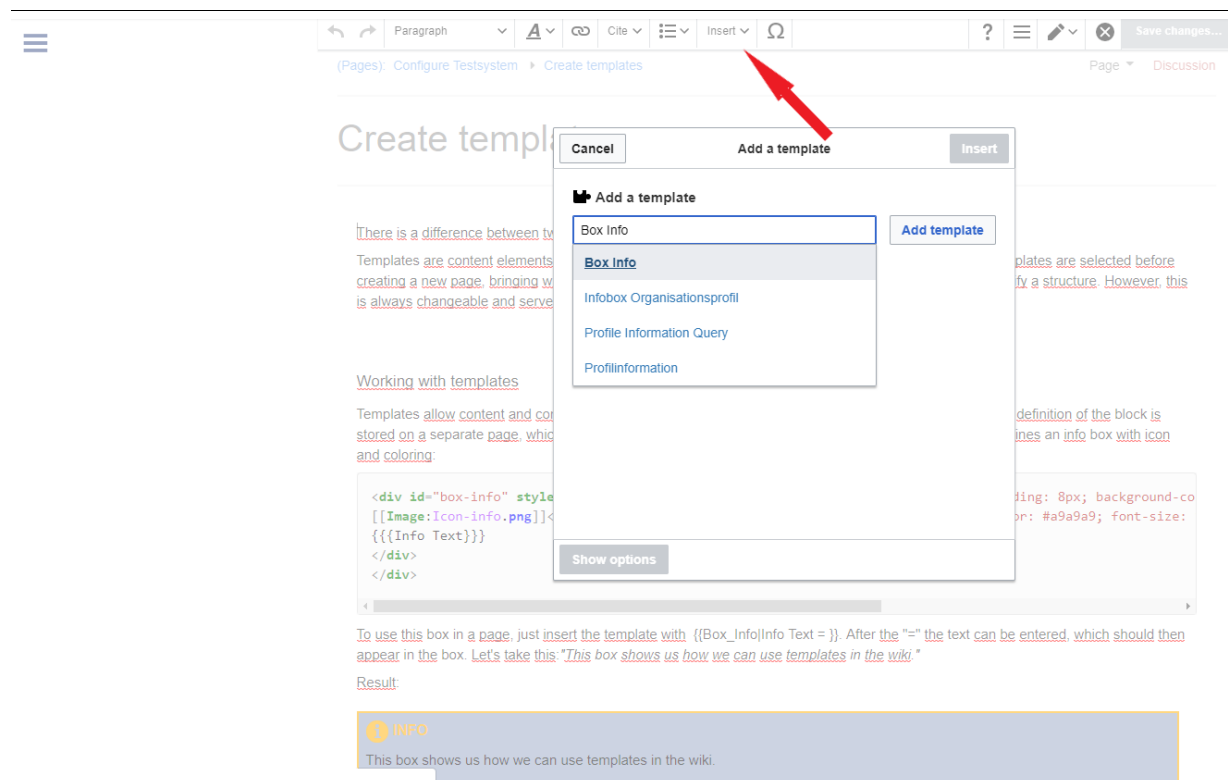
Creating and embedding page templates

Page templates are great for recurring structures. For example, in Weekly meeting minutes or work instructions, they provide a consistent setup. The predefined structure makes it easier for the creator to store the information without forgetting a topic.

These templates are created like normal pages. For organizational reasons, it makes sense to assign these pages to the namespace Template. But this is not required. You can create the page as usually with headings, table, checkboxes or lists, already assigned categories, etc.

To function as a page template for new pages, this page must first be activated as a template in the Template Manager. Here you specify the template name and description. In addition, you define in which namespaces the template is available. If a user creates a new page in one of these namespaces, he will not only see the default "blank page" but also the available custom page templates.

Helpful links in our BlueSpice Helpdesk

- Templates
- Page Templates

Customize navigation

Doorverwijzing naar:

- [Configuratie van het testsysteem/Navigatie aanpassen](#)

About the default navigation

We have already put links to helpful topics in the navigation. However, you can adapt them to your requirements at any time and thus make it easier for other testers to get into the topics of the trial system.

Prerequisite: Permissions

The basic requirement for this is that you have administrative rights. Basic users cannot change the navigation.

Adjusting the main navigation

At the bottom of the navigation entries, the "Edit sidebar" link appears when hovering over the area. Clicking on it leads you directly to the page `MediaWiki:Sidebar` , where the contents of the navigation are stored in WikiCode. The syntax looks like this:
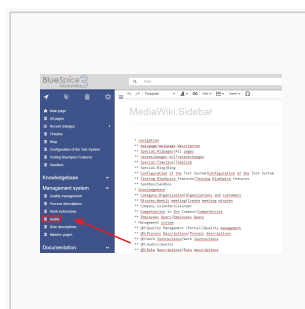
- `*` -> menu header
- `**` -> navigation menu item
- `|` -> separator between the page name and the alternative display text

Example:

The page "Audits" in the namespace "QM" should be displayed in the navigation as "Overview of all audits". The entry as wiki code looks like this: `** QM:Audits|Overview of all audits`
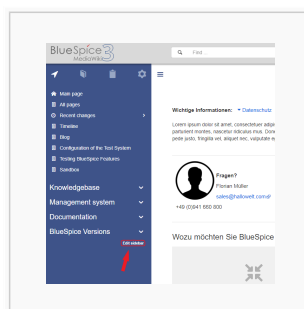
Edit navigation   Add menu item

Personal navigation

The personal navigation - also called "My pages" or focus - can be adjusted individually by each user, because this navigation is visible only to them. It can be called up by clicking on the tab with the clipboard symbol. To customize your own focus navigation, just follow the description above to customize the main navigation.

Helpful links in our BlueSpice Helpdesk

- [Navigation](#)

Configuring the trial system/Insert logo

Doorverwijzing naar:

- [Configuratie van het testsysteem/Logo aanpassen](#)

This small customization of the interface gives the wiki an instant custom look.

Inhoud

Upload your logo

Upload your logo to the wiki. This can easily be done via the Special page for uploading files.

Please note that the display area for the logo is 285 x 65 px. The logo should, therefore, also have these dimensions to look good.

Embed your logo

In the extended file list you can find your newly uploaded image. The image title takes you to the file page of your logo. Here you need the upload path of the picture. Simply click on the image preview - the file opens in full screen mode - and now copy the path from your browser, but without the main URL. Using the screenshot below, this would be: `/nsfr_img_auth.php/a/ab/BlueSpice_Logo.png`
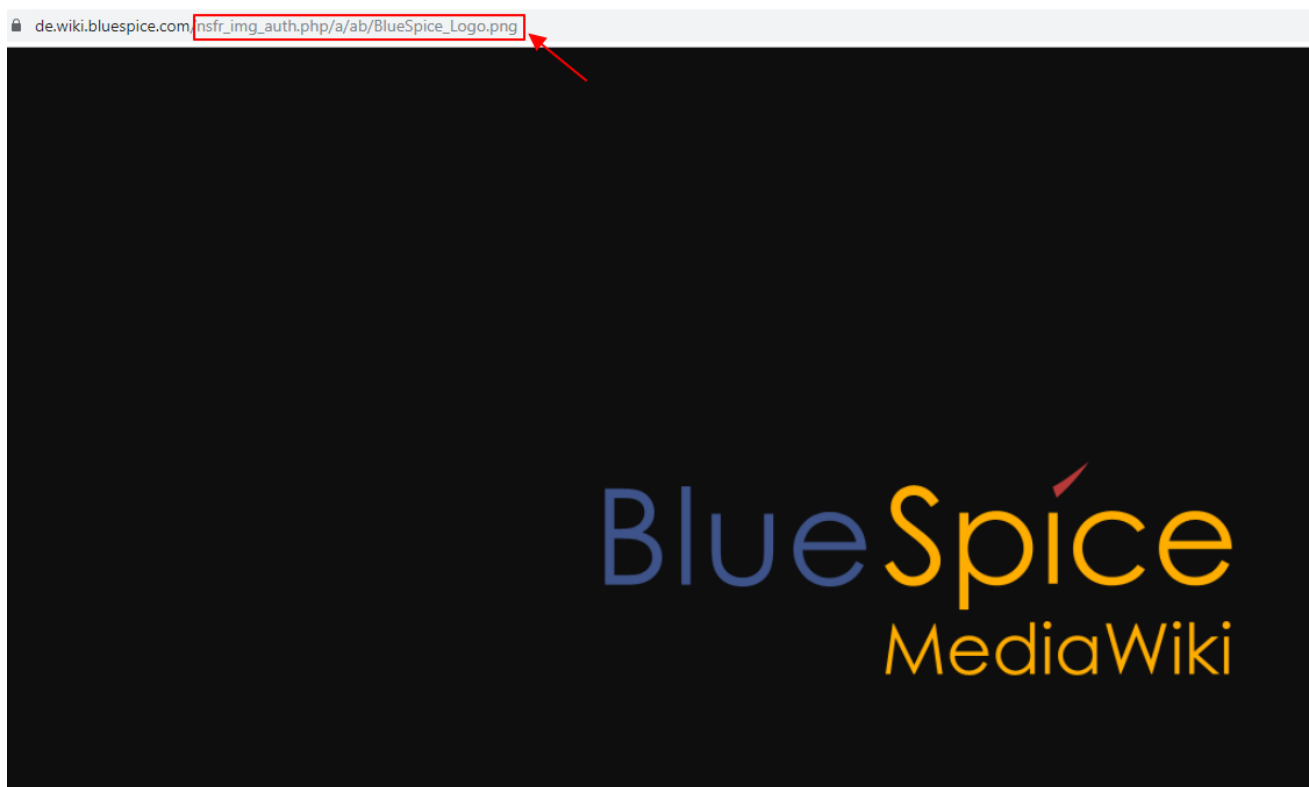
You can now save the logo path in the Config Manager of the administrative area of the Navigation and thus integrate the logo. Under "Skinning" you will find the input field for the image path. Once you've backed up and saved everything, you may need to refresh with Ctrl + F5 or "Reload" in the tools menu to see the logo.

> **ℹ INFO**
>
> In the Config Manager you will also find many other interesting settings for the wiki. Just click through!

Customize the favicon

Inserting a favicon works exactly like inserting the logo. The dimensions are not decisive here. The image is scaled to the appropriate size. You enter the path in the config manager under "Skinning" and there "Favicon path".

Of course, other design adjustments are possible, but CSS knowledge is required. You can find out how to do that in our helpdesk article on Design.

Helpful links in our BlueSpice Helpdesk

- Design