



Aptean

# C-Assist User Guide

*CALIDUS* Assist

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# 1 Creating articles for inclusion in a PDF Book

This page is intended to help with the automated production of PDF Books from the Assist pages.

There are two ways of creating a PDF document:

- As a single page
- As a book - generated from multiple categorized pages.

## 1.1 Single Page

For a single page, use the templates provided [here](#). These are designed to help you create new pages or documents, using templates to make the documents work properly.

## 1.2 Creation of a Book

- Create a title page, as the Document title plus the word "Title" on the end. The page can be created using the template provided. In addition, the footer must be configured on this page, utilising comments. For example:

```
{{Doc_Title|System=Calidus ''Vision''|Title=Vision Coding and Release|Reference=236343|Version=1.0|Date=9th
```

- Add this and all pages to be printed as part of the PDF book to a category of the same name, for example:

```
[[Category:Vision Coding and Release Doc|000]]
```

Note that the Category Sort value should be set to 000 for the title page. All other articles included in the document should have a sort value assigned to them to indicate the position in the document.

- If required, create an appendix page. This [Template](#) can be used as an example. This page should be named as the document title plus the word "Appendix" on the end. Note that the Category Sort should be set to 999 or ZZZ (last in the list of pages).
- Create the Category page as in the following example:

```
=Vision Coding and Release=
This category encompasses pages that collate technical information of how the system is built and installed.
[{{fullurl:{{FULLPAGENAME}}|action=pdfbook&notitle}} Download this selection of articles as a PDF book.]
```

## 1.3 Production of the PDF

Click the link on the category entry created above, or click the Download/Print as PDF link in the toolbar from the category or from the single page.

## 1.4 Setup Requirements

See [Assist PDF Production Code](#) for details, but the PDF Book extension should already have been enabled in all Assist instances for you.



## 2 Creating new documents from templates

You can create new documents using the links on the following page:

- [Create New Page](#)



## 3 Creating a new Wiki installation

**Warning:** This page has been superseded by [Assist Upgrade Actions](#). See there for more information. However, this old version might contain some useful information, so is preserved.

### 3.1 Initial Setup

- Copy an existing WIKI folder to a new folder and rename to your Wiki.
- In this folder:
  - ◆ Rename the LocalSettings.php to \*.old.php
  - ◆ Remove config/LocalSettings.php

### 3.2 Configuration

Connect to the site in a browser, and click the 'Set up the Wiki' link to configure and enter all the details required:

#### 3.2.1 Site config

- Wiki name: Must not be blank or "MediaWiki" and may not contain "#". Enter the Product name here e.g. WCS, EPOD, TTM, etc
- Contact e-mail: Your email address.
- Language: en
- Copyright/license: No license metadata
- Admin username: Usually this is set to <wiki>\_owner
- Password: Any password you like, but don't forget it. The password cannot be the same as the username.
- Object caching: No caching

#### 3.2.2 E-mail, e-mail notification and authentication setup

- E-mail features (global): Enabled
- User-to-user e-mail: Enabled
- E-mail notification about changes: Enabled for changes to user discussion pages, and to pages on watchlists
- E-mail address authentication: Enabled

#### 3.2.3 Database config

- Database type: MySQL
- Database host: localhost
- Database name: <wiki>\_assist
- DB username: <wiki>\_owner
- DB password: Any password you like, but don't forget it.
- Superuser account: Use superuser account if you have it
- Superuser name:
- Superuser password:

#### 3.2.4 MySQL-specific options

- Database table prefix: <wiki>\_
- Storage Engine: InnoDB
- Database character set: MySQL 4.1/5.0 binary

Click the **Install MediaWiki** button to create the configuration file.

Once complete, copy the config/LocalSettings.php to the root directory of this new wiki.

### 3.3 Further Configuration

Edit the LocalSettings.php file created above and paste the following at the bottom of the file:

```
# Restrictions
```



```

#Restrict anonymous editing
$wgGroupPermissions['*']['edit'] = false;
# Prevent new user registrations except by sysops
$wgGroupPermissions['*']['createaccount'] = false;
# Add permissions to autoconfirmed users
$wgGroupPermissions['creator']['delete'] = true;
$wgGroupPermissions['creator']['autopatrol'] = true;
# True Anonymous access
$wgShowIPinHeader = false;

# Settings for PDFBook
require_once( "$IP/extensions/PdfBook/PdfBook.php" );
$wgPdfBookLeftMargin = "2cm";           #Left page margin
$wgPdfBookRightMargin = "2cm";         #Right page margin
$wgPdfBookTopMargin = "2cm";           #Top page margin
$wgPdfBookBottomMargin = "1cm";        #Bottom page margin
$wgPdfBookFont = "Arial";              #Default font to use if unspecified in content
$wgPdfBookFontSize = "11";             #Point size of default font
$wgPdfBookLinkColour = "217A28";       #Colour to use when rendering hyperlinks in text
$wgPdfBookTocLevels = "2";             #Number of outline levels to use when building the table of content
$wgPdfBookExclude = empty List of article titles which should not be included in the book

# Settings to get the Help extensions working
require_once( "$IP/extensions/ParserFunctions/ParserFunctions.php" );
#$wgPFEnableStringFunctions = true;
require_once("$IP/extensions/NumberFormat/NumberFormat.php");

# Settings to enable SVG - doesn't work
#$wgFileExtensions[] = 'svg';
#$wgAllowTitlesInSVG = true;

# WikiForum settings
#require_once("$IP/extensions/WikiForum/WikiForum.php");

# Document Approval settings
#require_once("$IP/extensions/DocumentApproval.php");

# MakeArticle settings
require_once("$IP/extensions/makearticle/makearticle.php");

# CreateArticle settings
require_once($IP . "/extensions/CreateArticle.php" );

#Collapsible Text settings
require_once("$IP/extensions/JSpoiler.php");

#UDEF Variables settings
require_once( "$IP/extensions/Variables/Variables.php" );

#WYSIWYG editor
#require_once("$IP/extensions/FCKeditor/FCKeditor.php"); //works but it breaks the Special:Version page

# Settings to get full error details from Wiki
$wgShowExceptionDetails = true;

#Display Webpages in Wikis
include("extensions/anywebsite.php");

$wgCopyrightIcon = "<a href=\"http://www.obs-logistics.com\" target=\"_blank\"><img src='/calidus-assist/W
# Default User Options for new users:
$wgDefaultUserOptions['forceeditsummary'] = 1;

```

Change the existing `$wgEnableUploads` variable to true.

Change the existing `$wgDefaultSkin` variable to 'vector'.

Change the existing `$wgPasswordSender` variable to your email address.

Save the `LocalSettings.php` file.

You can now log on to the new wiki as the admin user you created earlier.



### 3.4 Creating the basic content

Edit MediaWiki:Common.js (index.php?title=MediaWiki:Common.js&action=edit or just search for MediaWiki:Common.js) and add the following:

```

mwCustomEditButtons.push({
  "imageFile": "images/Button_enter.png",
  "speedTip": "Line break",
  "tagOpen": "<br />",
  "tagClose": "",
  "sampleText": ""
});

mwCustomEditButtons.push({
  "imageFile": "images/Button_upper_letter.png",
  "speedTip": "Superscript",
  "tagOpen": "<sup>",
  "tagClose": "</sup>",
  "sampleText": "Superscript text"
});

mwCustomEditButtons.push({
  "imageFile": "images/Button_small.png",
  "speedTip": "Small",
  "tagOpen": "<small>",
  "tagClose": "</small>",
  "sampleText": "Small Text"
});

mwCustomEditButtons.push({
  "imageFile": "images/Button_gallery.png",
  "speedTip": "Insert a picture gallery",
  "tagOpen": "\n<gallery widths=600px heights=350px perrow=1>\n",
  "tagClose": "\n</gallery>",
  "sampleText": "Image:CTLTMS_Example1.PNG|'Caption1'\nImage:CTLTMS_Example2.PNG|'Caption2'"
});

var today = new Date();
var monthNames = ["January", "February", "March", "April", "May", "June",
  "July", "August", "September", "October", "November", "December"
];
var stndrdth = ["th", "st", "nd", "rd", "th", "th", "th", "th", "th", "th"];
var dayth = today.getDate() % 10;
mwCustomEditButtons.push({
  "imageFile": "images/Button_CoverPage.png",
  "speedTip": "Insert an Document Title Page",
  "tagOpen": "{{Doc_Title\n|Client=ClientName\n|System='CALIDUS' System\n|Title=Doc Title\n|Referen",
  "tagClose": "",
  "sampleText": ""
});

mwCustomEditButtons.push({
  "imageFile": "images/Button_LastPage.png",
  "speedTip": "Insert an Document Final Page",
  "tagOpen": "{{Doc_Appendix|\nAppendix=The Appendix Section. Defaults to A\n|Glossary=WCS|WMS|CTMS.",
  "tagClose": "\n}}\n",
  "sampleText": "<!-- The following may also be added -->\n|Estimate=Enter Y if an estimate section i
});

mwCustomEditButtons.push({
  "imageFile": "images/Button_blockquote.png",
  "speedTip": "Insert an Estimate template",
  "tagOpen": "{{EstimateCostDetails\n|REQ=Requirements Days\n|EST=Estimation Days\n|FS=Functional Spe",
  "tagClose": "",
  "sampleText": ""
});

mwCustomEditButtons.push({
  "imageFile": "images/Button_test_header.png",
  "speedTip": "Insert a test plan template",
  "tagOpen": "{{TestPlan_Header\n|Title=Title of test plan\n|Log=Supimix log reference\n|Description=",
  "tagClose": "\n{{TestPlan_CycleFooter}}\n",
  "sampleText": "<!--INSERT TESTS HERE -->"
});

mwCustomEditButtons.push({
  "imageFile": "images/Button_test_header.png",

```



```

    "speedTip": "Insert a test plan cycle",
    "tagOpen": "{{TestPlan_CycleHeader\n|Cycle={{ #vardefineecho: Cycle | {{ #expr: {{ #var: Cycle }} +
    "tagClose": "\n{{TestPlan_CycleFooter}}\n",
    "sampleText": "<!--INSERT TESTS HERE -->"
  });

mwCustomEditButtons.push({
  "imageFile": "images/Button_test_add.png",
  "speedTip": "Insert a new test",
  "tagOpen": "{{TestPlan_Test\n|Test={{ #vardefineecho: SubCycle | {{ #expr: {{ #var: SubCycle }} +
  "tagClose": "",
  "sampleText": ""
});

mwCustomEditButtons.push({
  "imageFile": "images/Button_insert_table.png",
  "speedTip": "Insert a table",
  "tagOpen": '{| class="wikitable" border="1"\n|- bgcolor="silver"\n',
  "tagClose": "\n|\n",
  "sampleText": "! header1 !! header2 !! header3\n|-\n| cell11 || cell12 || cell13"
});

mwCustomEditButtons.push({
  "imageFile": "images/Button_comment.png",
  "speedTip": "Insert a comment",
  "tagOpen": '{{comment|text=',
  "tagClose": "\n|sign=[[User:"+wgUserName+"]] |date="+today.getDate()+"/"+(today.getMonth()+1)+"/"+today
  "sampleText": "Your Comment Here"
});

```

Edit `MediaWiki:Vector.js` (`index.php?title=MediaWiki:Vector.js&action=edit` or just search for `MediaWiki:Vector.js`) and add the following:

```

window.onload = function (e) {
  document.getElementById('mw-panel').style.position='fixed';
}

```

Export the following pages and files from an existing Wiki:

- Pages

```

Template:Note
Template:Warning
Template:Meta
Template:Clear
Template:H12
Template:H13
Template:Prettytable
Template:!
Template:Comment
Template:Doc_Appendix
Template:Doc_Title
Template:EstimateCostDetails
Template:TestPlan_CycleFooter
Template:TestPlan_CycleHeader
Template:TestPlan_Header
Template:TestPlan_Test
Template:Estimate_Head
Template:WCS_Glossary
Template:WMS_Glossary
Template:EPOD_Glossary
Template:CTMS_Glossary
Template:FS
Template:Estimate
Template:REQ
Template:DocLink
Help:Contents
Help:PDF_Book
Help:CreateNewPage

```

- Files:

```
OBS_Logistics_Logo.JPG
```



Bulbgraph.png  
Attention\_niels\_epting.png

Import the pages into the new Wiki through the Special:Import page.

Upload the images into the new Wiki through the Special:Upload page.

The Wiki should now be ready for use.

### 3.5 Creating Users

Create users using Email - they will then become autoconfirmed users.

Any users you don't want to track edits (i.e. non-patrolled), add them to the Creator group.



## 4 Upgrading the version of an existing Wiki installation

**Warning:** This page has been superseded by [Assist Upgrade Actions](#). See there for more information. However, this old version might contain some useful information, so is preserved.

**Note:** The latest validated version of MediaWiki that works with Assist is 1.16.5.

**Note:** Although later versions may work, it is expected that the PDF export (required for most of the Assist pages) will eventually break, due to CSS being introduced in more modern versions.

### 4.1 Software Required

- MySQL Administrator (root access)
- php (part of MediaWiki)
- The full MediaWiki archive file, from here:
  - ◆ Current versions: <https://www.mediawiki.org/wiki/Download>
  - ◆ Old versions: <https://releases.wikimedia.org/mediawiki/>

### 4.2 Prior to Upgrade

- Back up the database schema being affected.
- Back up the installation for the wiki being upgraded.

### 4.3 Upgrade

Full upgrade instructions related to your version of MediaWiki are in the folder as a file called UPGRADE. Follow these instructions

Essentially it involves running

- php /maintenance/upgrade.php

**Note:** php is part of MediaWiki. you may need to directly point to the php exe in the main MediaWiki folder.

**Note:** Ensure that the <wiki>\_owner account has full access to create and alter schema properties, or updates will fail.




## 5 Editing a document

### 5.1 General

Before editing, you should log in - the Assist system will not allow you to edit the documents unless you have, so that all changes can be tracked to the user that made them.

### 5.2 Document Editing

When you find a page that needs editing, you can do it in one of two ways:

- Source Editing - typing in plain text with WikiText markup language - not too complicated, but a bit of a barrier for new users. Click the *Edit Source* button to start source editing.  **Note:** Source editing is stored in the browser, but will not persist if you close the browser. That makes it easy to lose a lot of changes if you are editing in source editor. Visual Editor changes will persist - it will remember your last changes in the session (as long as the session is still there!). So it's a lot harder to lose your changes between sessions with Visual Editor (as well as being a lot easier to use). You should only use Source Editing for certain things (like manually making small changes, adding "noinclude" tags, making a table searchable, etc - these exceptions are all called out below).
- Visual Editing - like a simple version of your favourite document editing application. You can do most things (but not all) with Visual Editing. Click the *Edit* link against a page to start Visual Editing.

You can also flip between visual and source editing when you're in there, so don't worry if you clicked the wrong one.

This guide will show you how to do everything here in each of the editing methods, to help reduce those barriers and make documentation easier.

### 5.3 Source Editing

WikiText markup can seem daunting, but it's not meant to be. This guide won't try and describe everything that you can do with WikiText markup, but will describe how the tools can make it easier to do.

This section will introduce you to the source editing toolbar and some basic concepts.

When source editing you will have a toolbar for basic edits. So start typing, and when you want to format something, you can use the toolbar.

If I want something in **bold**, I click the **Bold Text** button - the WikiText markup will be put in the editing window for me, with the text in between the markup ready for editing.

The same is true for:

- *Italic text*
- Headings (level 2-5)
- Bulleted lists (like this one) or

1. Numbered list items like this one

- No Wiki formatting (turns off WikiText markup, hugely useful when writing a guide like this one!)
- New Line
- **Big text** or Small text
- <sup>Superscript text</sup> or <sub>Subscript text</sub>
- Links to other pages, like [Did You Know](#).
- Code.
- "Noinclude" tags.

You can also highlight the text you want to format and then click the button - the editor will tag the text you highlighted.

You have a **Preview** button - this shows you what your WikiText changes look like in real formatting in near real time. You can't edit it there, but it's useful to see you're getting it right.



Other essential page formatting is more complicated:

Tables can be inserted easily enough using the **Table** button. Click the button, choose your number of columns and rows (and any properties of the table, like sortable) and click **Insert**. The editor will insert the table for you in shorthand, like below:

Caption text

**Header text Header text Header text**

Example Example Example

Example Example Example

Example Example Example

Then you can edit it. We typically do not use captions, so you could remove that line if you want. To change the cell content, simply change the text between the vertical bars (or exclamation points, if it's the header row).

Tables also support being searchable - it's not a property that is supported by the Table tool, so you have to edit it in yourself using the source editor.

- Add "apt-searchable" to the table class

```
{| class="wikitable apt-searchable"
```

- You can then make rows non-searchable by adding a class to the row "|-" element as follows:

```
|- class="non-searchable"
```

Images are covered in a following section.


## 5.4 Visual Editing

Visual editing formats the text like it would do on the final page (in most cases). It's almost completely invisible to you as an editor that in the background this is generating the WikiText markup for you, so makes it much easier. There are however some things that the Visual Editor can't do which source editing is very useful for.

This section will introduce you to the visual editing toolbar and some basic concepts.

When visual editing you will have a toolbar for basic edits. So start typing, and when you want to format something, you can use the toolbar or the provided shortcuts.

If I want something in **bold**, I click the **Style Text** button and choose *Bold* or press `CTRL-B` - the text I type will be in bold from now on. You can turn it off in the same way.

 **Note:** The visual editor can use keyboard shortcuts, and the editor will tell you the shortcut keys next to the toolbar option you are selecting, if there is one.

Standard shortcut keys are also supported, like cut/copy/paste:

- `CTRL-X` - Cut.
- `CTRL-C` - Copy.
- `CTRL-V` - Paste (formatted).
- `CTRL-SHIFT-V` - Paste (plain text).

Additional formatting:

- `CTRL-I` - *Italic text*
- **Big text** or Small text
- Superscript text or Subscript text
- Computer code formatting
- `CTRL-U` - Underline



and many more.

You can also highlight the text you want to format and then click the button - the editor will tag the text you highlighted.

Similarly with links to other pages, like [Did You Know](#). Either click the Links button in the toolbar, enter the page name and click **Done**. You then have the opportunity to edit alternative text directly over the link. The same is true for an existing link when you click on it.

Bullets and numbered lists (and indentation) can be accessed from the **Structure** button.

- Bulleted lists (like this one). There's no shortcut key, but you can start a bulleted list by entering an asterisk followed by a space.
- 1. Numbered list items like this one. There's no shortcut key, but you can start a numbered list by entering a number followed by a full stop and a space. Or a hash symbol followed by a space for a new numbered list.

Paragraph formatting can be accessed from the **Paragraph Formatting** drop-down list in the toolbar.

- Headings (level 2-5)
- Preformatted Code formatting
- Centre text

and many more.

**Warning:** You currently can't mark anything as `nowiki` formatting, or as `noinclude`. Sorry - you have to use the Source Editor for that.

You have undo and redo buttons (and their normal shortcut keys (`CTRL-Z` and `CTRL-Y`)).

If you are familiar with WikiText markup and start typing in the syntax from WikiText (like `{{` to insert a template), the Visual Editor is going to recognise that and either format the text or popup the dialogue associated to that WikiText markup - in the example above, it will open up the *Insert Template* dialogue for you, so the markup can be used as shortcuts in most cases. It doesn't work for bold and italic or images, but pretty much for everything else, so handy to know.

If you paste WikiText markup from source editing into the Visual Editor, it will convert the text for you, rather than see it as plain text - super useful when copying between pages.

Other essential page formatting is more complicated:

Tables can be inserted easily enough using the **Insert** button and selecting *Table*. Click the button and a table is inserted into the page.

You can use the buttons to add columns and rows. You can also edit the properties of the table with the **Properties** button, for example, to get rid of the caption if you don't want it.

Editing the contents of the table is directly in the cells themselves - much easier.

**Warning:** Unfortunately, you can't (yet) add searchable tables through the visual editor. You should switch to source editing to add this functionality.

Images are covered in a following section.

## 5.5 Standards

To maintain a fairly standard set of documentation, use the following guidelines:

- Buttons should be in **Bold**.
- Tabs and menu options should be in *italics*.
- Keyboard shortcuts or code should be in `Code` or `Preformatted` format.



- Leave two lines between sections.
- Use templates - see [Templates](#) section below.
- Reuse documentation where possible - if there is already a page describing how to use or do something, include that page - see [Transcluding](#) below.

## 5.6 Images

Images must be uploaded to be used in pages, which is a bit of a pain, but really aids in reusability of images.

**Warning:** Bear in mind that, with either Source or Visual editing, you can't trim or edit the image when it's uploaded, so make sure what you're uploading is what you want to see in the final document.

**Warning:** Be very wary of using scalable graphics formats, such as SVG. Although they look fine in the web pages, the images do not render in the PDF print at this time.

### When source editing:

These images need to be saved first.

Easiest is to use an image editing application such as MS Paint, which makes this fast and easily editable.

- Take a screenshot of your screen (CTRL-PrtSc) or the active window (ALT-PrtSc).
- Paste into Paint.
- Crop and Save to a local file - use PNG format by preference.

Alternatively, use the Windows Snip and Sketch tool to do the same.

Clicking the **Image** button will show a dialogue to enter:

- *Filename:* enter a filename for an image that has been uploaded, or enter a new name. Keep it relevant, like "VEhub\_Login.PNG"
- *Caption:* optional
- *Alternative text:* optional
- *Size:* optional, but any image that you are uploading that is greater than 1000px wide should be reduced to that or 800px, to make them fit in the PDF when produced.
- *Align:* *Left, Center, Right* or *None*.
- *Format:* Choose *None*.

You have an **Upload** button here, so you can upload the image you have already saved to your PC.

### When visual editing:

You have lots of options to create a new image.

- You can take a screenshot of a screen or window as above or copy an image from a document or filesystem, then just paste (CTRL-V) in the editor - the *Image* dialogue will appear, showing a thumbnail, allowing you to name the image, then edit any properties. Steps:
  - ◆ Paste the image - the image popup will appear.
  - ◆ The image will initially be named "image.png" - that's OK, as we will change it in a minute - Check "This is my own work" and then click **Upload**.
  - ◆ Enter a name - make sure that this is unique and relevant, , like "VEhub\_Login.png" or "Tesla Order Search 1.png".
  - ◆ Enter a description - the dialogue forces you to enter a description - you could just copy in the filename, or (preferably) enter a description, maybe also a unique ID like the screen name.
  - ◆ Click **Save** - the properties box will be displayed - see below..
- You can drag and drop a local image from your PC straight to the window. When you drop it, the *Image* dialogue will appear, showing a thumbnail, allowing you to name the image (which will default to the name of the file being uploaded). From that point, it's similar to the above process, of uploading, naming, saving and editing properties.



- You can choose images you have recently uploaded by selecting the **Insert** button on the toolbar and selecting *Images and Media*. You can then select the image from the *Search* tab, select it, click **Use this image** and then amend the properties. This is super-useful when combined with batch uploading of images (below).
- You can choose to re-use images that have already been uploaded onto the Assist by anyone - select the **Insert** button on the toolbar and selecting *Images and Media*. You can then search for images by their name from the *Search* tab. When you find an appropriate image, you can select it, click **Use this image** and then amend the properties.
- You can directly upload a saved image by selecting the **Insert** button on the toolbar and selecting *Images and Media*. You can then select the image from the *Search* tab and then amend the properties.

The properties you can edit are:

- *Caption*: optional
- *Alternative text*: optional
- *Position*: Left, Center, Right or None. Choose Center or None. It will turn itself off if you select a Basic image.
- *Image Type*: Choose Basic.
- *Image Size*: optional, but any image that you are uploading that is greater than 1000px wide should be reduced to that or 800px, to make them fit in the PDF when produced.

Then you can insert the image.

For updating an image that already exists, however, your options are more limited. It's important that we update images, rather than upload new ones. If you attempt to paste in an image and call it the same thing as something that already exists, Visual Editor will throw an error.

To update the image, you have to save as a picture file first:

- From a Word document, right-click, Save as Picture, give it a name and save.
- From printscreen, paste into your paint application and save as PNG.
- From Snip and Sketch, save as PNG.

You can then:

- click on the image link and upload a new version from the upload page.
- click *Upload File* from the Wiki Tools toolbar on the left and upload a new copy.
- batch upload the file - see below for details.

Regardless of which editor you are using, you also have the ability to batch upload images. So, if you have created all the images you need and named them appropriately, you can upload those images using the Special page "*Upload Multiple Files*". From there, you can drag and drop or multi-select all of your images into the system, then use them in your page.

- Save your images to local files in a unique and reasonable filename - if it's reusable for other things, make them relevant, as above.
  - ◆ From a Word document, right-click, Save as Picture, give it a name and save.
  - ◆ From printscreen, paste into your paint application and save as PNG.
  - ◆ From Snip and Sketch, save as PNG.
- Go to the Assist Special pages
- Select *Upload Multiple Files*
- Enter a description if you want - it's optional, but can be useful. For example, if uploading a load of images relating to a Tesla Support document, you might enter "Tesla Support Images". But you can also leave this blank - that's perfectly fine.
- Either
  - ◆ Select all your images in a Windows explorer and drag and drop to the appropriate place on the page
  - ◆ Click the button, multi-select from the popup explorer and confirm.
- The files you selected will be shown in a list on the page.
- As they are uploaded, they will change colour to show whether they uploaded successfully or not
  - ◆ If they turn green, all good.
  - ◆ If they turn red, they didn't upload - check the error reason and correct.
- **Warning:** Uploading a file that already exists will create a new version of that file - you should check where this image has been used before and make sure that the image you have uploaded is appropriate to all pages that use it.



## 5.7 Templates

Where possible, the templates created for you should be used when creating and within the document.

We use Templates when we want a consistent look to certain things, from simple things like a notation, to more complicated things like a full document.

You can add templates quite easily:

- Source Editing:
  - ◆ Just type in double-curly bracket notation like `{{Warning}}`
  - ◆ Or Click the **Template** button, type the name or part of the name of the template you want to use, for example "War" then select it and **Insert**.
- Visual Editing: click the **Insert** toolbar option, then *Template*. Type the name or part of the name of the template you want to use, for example "War" then select it and **Insert**.





Some more complicated templates have parameters that can be passed to them. In the example above, "Warning" can accept a single parameter of the warning text itself. It's optional in this case, but some really complicated templates (like Doc Title) have lots that are required to be entered - you use it like this:

- Source Editing:
  - ◆ With positional parameters, just vertical bar delimit the parameters like so: `{{Warning|My warning text}}`
  - ◆ Some templates support named parameters, like so:

```
{{Xref
|Type=Example
|Num=1
|Text=The text describing the cross-reference
}}
```

- ◆ Or Click the **Template** button, type the name or part of the name of the template you want to use, for example "War" then select it. You can then enter the parameters and **Insert**.
- Visual Editing: click the **Insert** toolbar option, then *Template*. Type the name or part of the name of the template you want to use, for example "War" then select it. You can then enter the parameters and **Insert**.

Some simple templates:

- Note - This provides a note graphic  **Note:** like so
- Warning - This provides a warning graphic  **Warning:** like so
- Hint - this provides a hint note  **Hint:** Like so.
- Xref - this provides a cross-reference in a standard format. Use it like so: `{{Xref|Type=Image|Num=1|Text=An image of something}}`
- Incomplete - this adds a warning that the document is incomplete, and adds the document to an Incomplete category, so it can be easily found and completed. Use it like so: `{{Incomplete}}`
- Generic glossaries have been provided for the *CALIDUS* products -
  - ◆ You will find them in the **Glossaries** category.
  - ◆ These can be added to and amended if required by clicking on the glossary template in the editing screen.
  - ◆  **Note:** All Glossaries are now maintained in this Assist, the Calidus HUB. That means that you can add them to your pages or documents or refer to them, but they are all referred to as part of the "obs" namespace. This is a special bit of functionality known as Interwiki, and is dealt with below.
- Test Plan templates are available to construct test plan cycles - see the Functional Specification template for details on how these work.
- A Comment template has been added to identify comments added to a reviewed document easily

like so

—**User:Anw**, 31/1/2012 16:33:36

Some complicated templates:

- Doc Title - creates a document title page.
- Doc Appendix - creates a document appendix page.



Some full document templates: Document templates have been produced for the following document types:

- Requirements
- Estimates
- Functional Specifications
- Small Change Requests
- Test Plans
- ERs
- Patches

and many more.

Full document templates can also be accessed through the [Help:CreateNewPage](#) page.

The links on that page will help you generate a new document or page.

- Enter the title of the page or document you are creating in the right entry box for the document that you want to create.
- Click the button.

The system will copy everything required in the template into a brand new page created for you, so that you can complete editing it.

There are pretty extensive guides in the [Assist](#) category on creating pages (specifically release notes) from Templates - it is advised that you look there for more information.

## 5.8 Transcluding

Tranclusion is all about re-using pages that you have already created. We can (and should) do this, as "edit once, edit everywhere" applies, meaning that the pages are updated in every other page or category that uses them, massively reducing the amount of effort required to get changes into the right places.

Say for example, you have documented the Resource Allocation process in a page called "Allocate Resources". That screen is called from the Planning Screen and from the Waterfall screen, which are also documented. You want to describe resource allocation in the documentation of those pages, but you don't want to have to type it all in again, or have to keep updating multiple pages because a small change has happened to that Resource Allocation screen. You could just add it as a like , for example, "see Allocate Resources for more information", but you really want a complete document here. Transclusion helps here.

In the Planning page, you add a Header for "Allocating Resources"

- Source Editing: == *Allocating Resources* ==
- Visual Editing: Choose the *Heading 2* format from the toolbar and type "Allocating Resources".

Then we can transclude the page:

- Source Editing: {{:Allocating Resources}}
- Visual Editing: On a new line, click the **Insert** toolbar option, then *Template*. Type a colon, followed by the page e.g. :Allocating Resources, then select it and **Insert**.

That's it - the page will be included at that point in your Planning page. Whenever Allocating Resources changes, the planning page will also update.

You can see wherever a page is included or linked to in any other pages really easily. Click "*What links here*" in the "*More*" toolbox section. That will show you a list of all:

- *Transclusions* - directly used in a page.
- *Redirects* - stub pages that immediately redirect to this page
- *Links* - just a link has been added.

That way, when you edit a page, if this edit fundamentally affects a document that is produced from those linked pages, you can edit those if necessary, perhaps to increment a version or modified date, if these pages are producing a PDF



book.

## 5.9 Interwiki

As you know, the Assist systems are based on MediaWiki, then engine that powers Wikimedia.

Each product has its own instance of this, so we have Assist (wiki) instances of (amongst others):

- OBS - Calidus HUB
- MTS - Calidus TMS
- WCS - Calidus WCS
- WMS - Calidus WMS 3pl
- Portal - Calidus Portal (all types)
- MCS - Calidus MCS

In the interests of reducing duplication and possible out of date guides existing within other pages, each of these Assists can use pages out of the other Assists by using a defined interwiki reference.

What that means is you can link to or transclude ANY page from any other Assist, like you would for any page on your Assist.

So, the interwiki shortcuts are:

- Calidus HUB - "obs"
- Calidus TMS - "ctms"
- Calidus WCS - "cwcs"
- Calidus WMS 3pl - "cwms"
- Calidus Portal - "cportal"
- Calidus MCS - "cmcs"

Essentially, you use the Interwiki prefix before the page or template you want to use.

- To use a template from another wiki, the syntax is `{{iw:TemplateName}}`.
- To link to a page from another wiki, the syntax is `[[iw:PageName]]`.
- To transclude a page from another wiki, the syntax is `{{:iw:PageName}}`.
- To use an interwiki link for a DocLink, the syntax is `{{DocLink|iw:PageName}}`.

As mentioned above, Glossaries for all systems are maintained within the Calidus HUB Assist. The page exists in the local wiki, but it transcludes the Calidus HUB version. So, you can continue to use the template `{{WMS Glossary}}` as normal. But you could also use `{{obs:WMS Glossary}}` instead and get the same result.

Best use cases for Interwiki functionality are:

- Repetitively-maintained and used data, for example Glossaries.
- Technical guides linking to customer-facing guides, for example on this wiki [CTMS Paragon Interface](#), where the customer-facing guide maintained in the CTMS Assist is both linked to and transcluded.
- Product-specific pages linking to technical specs, for example, in WMS, you would find [PoD Guide](#), which links to the Port of Dover SDD on this Assist [SDD 350229 Port of Dover Solution Design](#) as a DocLink to download the PDF i.e. `{{DocLink|obs:SDD 350229 Port of Dover Solution Design}}`

In this way, we further promote the "write once, write everywhere" mentality and reduce effort, which providing a more connected, more up to date documentation set to our customers.

## 5.10 Categories

Categories are used to group pages together. A category can be used to see all pages in that category, and can also be used to produce a combined PDF book of all pages in that category.

You add categories like this if you are editing the source page: `[[Category:Assist Guides]]`



When using the Visual Editor, you can add Categories from the **Menu** button on the top-right of the Visual Editor toolbar, and click *Categories*.

Any categories already on the page will be listed here. You can remove them, or add to existing ones by searching for the category in the box, or even create new categories - the search box will suggest what to do as you type.

When adding pages to categories that are intended to form part of a PDF book, then we want the pages sorted in a custom way, as opposed to the default, which is alphabetical.

When editing source, you do this as follows:

```
[[Category:Assist Guides|A-099]]
```

Here, we are saying that this page should be sorted in the category as A-099. Other pages will be sorted similarly, and therefore will appear in the correct sequence.

For example:

You have several pages, and you want them in this order on a category "Accounts":

- Accounts Title
- Accounts
- Contracts
- Invoices
- Debrief by Invoice
- Service Offerings
- Internal Recharging
- Accounts Appendix

If these pages were just added to the "Accounts" without sorting like `[[Category:Accounts]]`, they would appear in this sequence:

- Accounts
- Accounts Appendix
- Accounts Title
- Contracts
- Debrief by Invoice
- Internal Recharging
- Invoices
- Service Offerings

So, what we should do is add them with a sort key, for example:

- Accounts Title - added as `[[Category:Accounts|000]]`
- Accounts - added as `[[Category:Accounts|100]]`
- Contracts - added as `[[Category:Accounts|110]]`
- Invoices - added as `[[Category:Accounts|120]]`
- Debrief by Invoice - added as `[[Category:Accounts|130]]`
- Service Offerings - added as `[[Category:Accounts|140]]`
- Internal Recharging - added as `[[Category:Accounts|150]]`
- Accounts Appendix - added as `[[Category:Accounts|999]]`

The numbering leaves sufficient room to insert more pages in the place that we want them.

A page might (and very much should) be part of several categories.

For example, the Accounts page above is a page that is used as follows:

- Part of the Accounts PDF book
- Part of the CTMS Modules PDF Book
- Part of the CTMS User Guide PDF Book

So that page can be categorised into multiple categories like so:

```
[[Category:Accounts|100]]
[[Category:C-TMS Modules|C-100]]
```



```
[[Category:C-TMS User Guide|BC-100]]
```

**Warning:** When you add categories to a page, and then you use that page in another page (see Transcluding), the other page will by default inherit the sub-page categories - we don't want this.

So, by default, categories should be included within a `<noinclude>...</noinclude>` tag, like so:

```
<noinclude>
[[Category:Accounts|100]]
[[Category:C-TMS Modules|C-100]]
[[Category:C-TMS User Guide|BC-100]]
</noinclude>
```

Pages that have been added to categories will be shown in the *Categories* section of the toolbar - clicking these links will take you to all pages in that category.

## 5.11 Saving your Changes

Each change you make, however small, is included in the document's history. To ensure that these comments are not included, you should mark the change as minor when saving your changes. However, this should not be marked as minor if the edit fundamentally changes the document.

Comments should be added whenever saving edits. If you have edited a section directly, rather than the whole document, a comment will already be entered for you. You can leave this there, replace with a new comment or add your comment after this one.

Your comments should reflect the changes. It's good practice to reference any call numbers or system versions associated to the change of you know them. Avoid client names if you can - remember this is standard documentation! For example, for a Salesforce or DevOps change 123465 for customer ABC Travel, adding a new Customer Ref field to a screen, consider entering your comment as follows:

```
Added new Customer Ref field (123456)
```

As documentation should always be updated when software patches or releases are made available or released to a customer system, then consider using the ER/patch/release number in the comment, for example:

```
ER CTMS 047-101 - Added (some functionality) to the screen
```

When a document is going to be changed to a new version, you **should** change the version and date within the document, and add the version number to the start of the comment. For example:

- v0.02 - Draft issue for review
- v1.00 - Ready for Issue.

How this works is slightly different for each editor.

For Source Editing:

- Enter a summary comment.
- Check whether this is a *Minor edit*.
- Optionally you can *Watch this page* - if anyone edits it in the future, you'll get an email. You can manage your watchlist from user preferences accessed from your user name.

Once you have selected, you can do the following:

- **Save changes** - if you haven't entered a summary comment you will be reminded, or the changes will just be saved.
- **Show preview** - as you are probably using realtime previews, probably not required. If you do use it, the changes will be shown on the top of the page, but remember your changes have not yet been saved - use the **Save changes** button as above to commit them.



- **Show changes** - show all changes in text differences showing each line changed, added or modified in a list. Remember your changes have not yet been saved - use the **Save changes** button as above to commit them.

From Visual Editing:

- Click **Save Changes**
- You will be shown a popup - enter your summary here.
- Check whether this is a *Minor edit*.
- Optionally you can *Watch this page* - if anyone edits it in the future, you'll get an email. You can manage your watchlist from user preferences accessed from your user name.

You then have options.

- **Save changes** - if you haven't entered a summary comment you will be reminded, or the changes will just be saved.
- **Review your changes** - show all changes in differences. The changes will be shown in Visual mode with colour highlighting - you can switch to the text differences above as well if that suits you better. Remember your changes have not yet been saved - use the **Save changes** button as above to commit them.

## 5.12 Some Final Notes



### Note:

- When creating a new document, you should ensure that the Category tags are added relevant to that document type and client. This allows for easy searching of documents. See the following section on Categories.
- A document should be checked that it exports to PDF correctly - in most cases, documents will export with no issues. However, it has been known that a document does not correctly format into PDF. If this is the case, the document should be referred to the Assist maintainer for checking. Documents can be exported to PDF from the toolbar.

## 5.13 Issuing Documents to a Client

- Documents should be issued in PDF form.
- The document title should follow the standard document template, with a version number, so:
  - ◆ EST 123456 CUSTREF Title v1.0.pdf
- If you use the standard document template with the Doc\_Title title page and you specify a version, when you download the PDF, the document will be appended with the version number automatically.
- Whilst the Assist system is being adopted, these documents should be held in the standard development or project document folder - please consult your project or product documentation for details.



## 6 Support Tools

The intention of this guide is to provide support information, and a general knowledge base and tips for the ongoing maintenance of Assist implementations.

### 6.1 Requirements

MySQL WorkBench

Access to the Assist server.

### 6.2 Hosted Systems

All hosted systems are documented in SharePoint, along with users and passwords.

You must have access to the SharePoint to read this document.

<https://apteanonline.sharepoint.com/teams/CALIDUS-CONNECTIONS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteam>

### 6.3 Updating Data En Mass

By default, MySQL will not allow updating of data without explicit WHERE or LIMIT clauses. To enable this:

- Go to "Edit/Preferences"
- Choose "SQL Editor" Under "Query Results"
- Check "Safe Updates"
- Restart MySQL WorkBench.

**Warning:** You will then be able to (for example) delete all data inadvertently, so enable this option with care.

### 6.4 Viewing BLOB fields

By default, MySQL WorkBench displays all text fields as "BLOB", which you must then right-click and choose "Open Value in Editor". To enable viewing the text directly in the results, do the following:

- Go to "Edit/Preferences"
- Choose "SQL Editor" Under "Query Results"
- Check "Treat BINARY/VARBINARY as nonbinary character string"
- Restart MySQL WorkBench.

**Note:** Enabling this option comes with a performance hit - some text fields contain the entire page data, so enable this with care.

### 6.5 Recovering passwords from MYSQL Workbench

First go check where your encrypted file is. Usually it is stored at %AppData%\MySQL\Workbench\workbench\_user\_data.dat

If different, amend the commands below.

Use Powershell



```
Add-Type -AssemblyName System.Security
$cipher = Get-Content $env:APPDATA\MySQL\Workbench\workbench_user_data.dat -Encoding Byte -Raw
$scope = [System.Security.Cryptography.DataProtectionScope]::CurrentUser
$mysqlpwd = [System.Security.Cryptography.ProtectedData]::Unprotect( $cipher, $null, $scope )
[System.Text.UTF8Encoding]::UTF8.GetString($mysqlpwd)
```

## 6.6 Common Queries

```
-- Assist SQL aimed at helping with queries

-- Find the page ID
SELECT * FROM obs_assist.obs_page
WHERE PAGE_TITLE LIKE '%SDD_366558%';

-- Find all revisions (to change comments)
SELECT * FROM obs_assist.obs_revision
where rev_page IN
(SELECT page_id FROM obs_assist.obs_page
WHERE PAGE_TITLE LIKE '%SDD_366558%'
);

-- Find unpatrolled pages to set them patrolled
SELECT *
FROM obs_assist.obs_recentchanges
where rc_patrolled = 0;

UPDATE obs_assist.obs_recentchanges
SET rc_patrolled = 1
where rc_user_text = 'StylesC'

-- Check the logs for details of PDF production
SELECT * FROM mts_assist.oh_logging
where log_action = 'PdfBook'
-- order by log_id desc

-- For v1.34 and later, comments have changed:
SELECT log.*, CONVERT(comment.comment_text USING utf8) comment
FROM epod_assist.epodlogging log
left join epod_assist.epodcomment comment
on comment.comment_id = log.log_comment_id
where log_action = 'PdfBook'
--ORDER BY log_id DESC
--LIMIT 20
```

## 6.7 Assist Database Backup

Backup each database separately.

Use MySQL Administrator Data Export option.

Always check boxes as follows:

- Dump Stored Procedures and Functions
- Dump Events
- Dump Triggers
- Export to Self-contained File
  - ◆ Name with the name of the Assist on the start of the dump.
- Include Create Schema

Advanced Options button

- Comments
- Create-options
- quote-names
- lock-tables



- dump-date
- disable-keys
- tz-utc
- add-locks
- extended-insert

Start Export

## 6.8 Assist Database Restore

If required, drop the database from MySQL Administrator:

- On Schema explorer, right click on schema and select Drop Schema.

Use MySQL Administrator Data Import/Restore option.

- Import from self-contained file
- Select the database backup dump
- Click Start Import
- Refresh the schema explorer when done - the database should be present.

Restore database users, passwords and permissions when complete.

Will need to create the assist owner with username and password from LocalSettings.php

- From MySQL Admin Management Explorer
  - Users and Privileges
  - Add Account
    - ◆ Login Name and Password - as per LocalSettings.php
  - Administrative Roles tab - check DBA, which checks everything
  - Schema Privileges - add entry
    - ◆ Selected Schema
    - ◆ Check everything (click Select 'ALL' button)
- Click Apply

Normal Assist users will need to be reset either by the users through 2FA, or through [#Resetting User Passwords](#).

## 6.9 Upgrading a Wiki from 1.16 Upwards

The following is a checklist of actions.

{SYSTEM}

- Extracted - INCOMPLETE
- DB Import - INCOMPLETE
- DB User - INCOMPLETE
  - ◆ {SYSTEM}\_owner/{PASSWORD}
- Version 1.31.6 - INCOMPLETE
  - ◆ Move old extensions to old folder - INCOMPLETE
  - ◆ Recreate LocalSettings.php
  - ◆ Update password sender and emergency contact
- Version 1.34.4 - INCOMPLETE
  - ◆ Leave LocalSettings.php
  - ◆ May need to remove some extensions like numberformat and variables
- Version 1.39.8 - INCOMPLETE
  - ◆ Leave LocalSettings.php
- New Extensions and files - INCOMPLETE
  - ◆ Overwrite MW-add-files - INCOMPLETE
- LocalSettings.php - INCOMPLETE



- ◆ require\_once "\$IP/LocalSettingsAdditional.php";
- Gadgets and MediaWiki css/js hacks - INCOMPLETE
  - ◆ Import MW-hacks.xml file - INCOMPLETE
- Templates - INCOMPLETE
  - ◆ Import MW-Templates.xml - INCOMPLETE
- Additional Files - INCOMPLETE
  - ◆ C:\Users\twalker\OneDrive - Aptean-online\Documents\Work\Assist\OBS Templates Export
    - ◇ Aptean\_Logo.png
    - ◇ Attention\_niels\_epting.png
    - ◇ Bulbgraph.png
    - ◇ Hint.png
- About/General Disclaimer/Privacy Policy - INCOMPLETE
- Users - INCOMPLETE
  - ◆ admin/Liverpool123
  - ◆ anw/Liverpool123
- Problems
  - ◆ NONE

## 6.10 Creating a Brand New Wiki

The following is a checklist of actions.

- Copy version 1.39.8 to a WIKI name - INCOMPLETE
  - ◆ Create LocalSettings.php
  - ◆ xxx\_owner with appropriate password
  - ◆ Note the password!
- New Extensions and files - INCOMPLETE
  - ◆ Overwrite MW-add-files - INCOMPLETE
- LocalSettings.php - INCOMPLETE
  - ◆ require\_once "\$IP/LocalSettingsAdditional.php";
- Gadgets and MediaWiki css/js hacks - INCOMPLETE
  - ◆ Import MW-hacks.xml file - INCOMPLETE
- Templates - INCOMPLETE
  - ◆ Import MW-Templates.xml - INCOMPLETE
- Additional Files - INCOMPLETE
  - ◆ C:\Users\twalker\OneDrive - Aptean-online\Documents\Work\Assist\OBS Templates Export
    - ◇ Aptean\_Logo.png
    - ◇ Attention\_niels\_epting.png
    - ◇ Bulbgraph.png
    - ◇ Hint.png
- About/General Disclaimer/Privacy Policy - INCOMPLETE
- Users - ensure that there is at least an Admin user with full user rights. Note the password:
  - ◆ Log in as administrative user
  - ◆ Special:Create Account
  - ◆ Create admin account - note the password.
  - ◆ Special:User Rights
  - ◆ Check Administrator, Interface Administrator, Bureaucrat and Suppressor
  - ◆ Save user groups

## 6.11 Extracting Hacks

- Extract from MTS Assist
- Special Pages
- Export Pages
- Add the pages specifically below

```
MediaWiki:Common.js
MediaWiki:Group-user.css
MediaWiki:Common.css
MediaWiki:Vector.css
MediaWiki:Timeless.css
```



```
MediaWiki:Gadget-veCenterLoader.js
MediaWiki:Gadget-autonum
MediaWiki:Gadget-autonum.js
MediaWiki:Gadget-autonum.css
MediaWiki:Gadget-veCenterLoader
MediaWiki:Gadget-veCenter.js
MediaWiki:Gadgets-definition
```

- Ensure the following are checked/unchecked:
  - ◆ Include only the current revision, not the full history - CHECKED
  - ◆ Include templates - UNCHECKED
  - ◆ Save as file - CHECKED
- Export to MW-hacks.xml

## 6.12 Extracting Templates

- Extract from MTS Assist
- Special Pages
- Export Pages
- Add the pages specifically below

```
Template:DocLink
Template:Doc_Title
Template:Comment
Template:Incomplete
Template>Note
Template:Hint
Template:Warning
Template:Xref
PageTemplate
DocTemplate
```

- Ensure the following are checked/unchecked:
  - ◆ Include only the current revision, not the full history - CHECKED
  - ◆ Include templates - UNCHECKED
  - ◆ Save as file - CHECKED
- Export to MW-Templates.xml

## 6.13 Extracting Common Additional Files

Take the following from an Assist implementation that has them:

```
Aptean_Logo.png
Attention_niels_epting.png
hint.png
Bulbgraph.png
```

- Special:All Pages
- Enter start of file name in "Display pages starting at:"
- Select File Namespace from drop-down list and then click Go.
- Click on the file until a full-screen version appears.
- Right-click, Save Image As
- Save to your chosen directory.

## 6.14 Extracting Namespace Files

- Extract from an existing Assist
- Special Pages
- Export Pages
- Add the pages specifically below, replacing the namespace with the namespace of the Assist system - in this case this is from CTMS Assist:



CTMS:Privacy\_policy  
 CTMS:General\_disclaimer  
 CTMS:Copyrights  
 CTMS>About

- Ensure the following are checked/unchecked:
  - ◆ Include only the current revision, not the full history - CHECKED
  - ◆ Include templates - UNCHECKED
  - ◆ Save as file - CHECKED
- Export to MW-Namespcae.xml

 **Note:** You will then need to amend the About page to change the product name and copyright dates.

## 6.15 Importing Additional Files, Templates and Hacks into a Wiki

- Ensure that all additional files from MW-add-files have been added.
- Upload additional files:
  - ◆ Special:Upload Multiple Files
  - ◆ Add a description if you want
  - ◆ Select the following files:

Aptean\_Logo.png  
 Attention\_niels\_epting.png  
 hint.png  
 Bulbgraph.png

- As soon as you select the files, the files will be uploaded. The page will indicate if there is any error uploading the files (for example if they already exist)
- Upload hacks and templates:
  - ◆ Special Pages
  - ◆ Import Pages
  - ◆ Browse for the file to import, one of (do both)
    - ◇ MW-hacks.xml
    - ◇ MW-Templates.xml
  - ◆ Set InterWiki prefix to the name of the Wiki e.g. MTS, Portal, CTLTMS, etc
  - ◆ Add a comment if you want.
  - ◆ Ensure option "Import to original namespace" is selected
  - ◆ Upload File.

## 6.16 Importing Namespace Files

- Special Pages
- Import Pages
- Browse for the file to import
  - ◆ MW-Namespcae.xml
- Set InterWiki prefix to the name of the Wiki e.g. MTS, Portal, CTLTMS, etc
- Add a comment if you want.
- Ensure option "Import to a namespace" is selected
- Select the namespace from the drop-down list that matches the Assist being imported into, for example, MTS for CTMS, EPOD for C-ePOD, etc
- Upload File.

## 6.17 Additional Actions

The following are additional actions that are required on installing a new Assist, with some sample pages.

- MediaWiki:Pagetitle-view-mainpage - change this text to define the title of the wiki e.g. Assist - OBS Hub
- Update the main page - the MTS one is the one with all the best notes in.



- Update the Did You Know page with the common Assist-based help topics - there is an example in this Assist of a Did You Know page which can be copied or exported, imported and then edited.
- "Download as PDF" to "Print as PDF" - e.g. "Print as PDF tab in the tab bar, typically on the top of the screen".

You can use the files on this Assist as templates:

- [OBS>About](#)
- [OBS:General\\_disclaimer](#)
- [OBS:Privacy\\_policy](#)
- [OBS:Copyrights](#)

## 6.18 MediaWiki

You can find the MediaWiki license, contributors, FOSS attributions and components here:

- [Special:Version](#).

## 6.19 Common Maintenance Actions

### 6.19.1 Creating Users/Resetting User Passwords

It is ALWAYS better to create a new user on the Wiki from the Special page "Create Account". In here, you should create the user and enter the email. This will send an email to the user to reset their own password. Details:

- Go to [Special:CreateAccount](#).
- Enter the username
- Click the box to create a temporary password, or enter a password here.
- **Enter the email address.**
- Click **Create Account**.

However, in the event of correcting a problem, this can be done from the command line:

```
{InstallDrive}:\xampp\php\php.exe {InstallDrive}:\xampp\htdocs\calidus-assist\{wikiname}\maintenance\create
```

**⚠ Warning:** You must change to the root of the install drive or this will not work e.g. enter "{InstallDrive}:" at the command prompt BEFORE the previous command.

You can also add some parameters to promote the user with group rights, as follows:

```
--bureaucrat      Add the account to the bureaucrat group
--sysop           Add the account to the sysop group
--interface-admin Add the account to the interface-admin group
--custom-groups  Comma-separated list of groups to add the user to. This allows adding the user to any custom
Since MW 1.27, a user is only added to a custom group, if this group actually exists according to $wgGroupPermissions
--force          If account already exists, just grant it rights or change password. Do not create a new account in
```

In the event of needing to change a password, it is ALWAYS better to get the user to do it themselves - if the email has been set up, they can access the reset from there.

System admins can also force the sending of the reset password link from [Special:ResetPassword](#).

In the event that this is simply correcting a previously set password, you can use the command line:

```
{InstallDrive}:\xampp\php\php.exe {InstallDrive}:\xampp\htdocs\calidus-assist\{wikiname}\maintenance\change
```

**⚠ Warning:** You must change to the root of the install drive or this will not work e.g. enter "{InstallDrive}:" at the command prompt BEFORE the previous command.



## 6.19.2 Managing Revisions

Sometimes, you may want to roll-back edits, or delete or hide revisions to a page, perhaps to remove dangerous content.

This is controlled through user rights and groups - see below for more information on that.

Using the rollback feature (for administrators and users with the "rollback" right)

- Go to the page history, the user contributions page, or a diff page.
- Find the "rollback" link next to the consecutive edits you want to revert. It appears before the "undo" link.
- Click the "rollback" link. The page will automatically revert to the previous version by another user, and a pre-filled edit summary will appear.
- Save the edit. The change is marked as a "minor" edit in the history.
- Important: After using rollback, it's recommended to check the recent revisions to ensure all disruptive edits were reverted and no constructive edits were accidentally removed.

Using the undo feature (for any user)

- Navigate to the page history.
- Find the specific edit you want to undo in the list.
- Click the "undo" link at the end of that edit's line.
- An edit page will load with the changes from that edit removed. Later edits are retained by default.
- You can modify the default edit summary if needed.
- Click "Save page" to revert the single edit.

When to use which method

- Use rollback for reverting a large number of consecutive bad edits, such as vandalism, by the most recent user. It's a one-click process for authorized users.
- Use undo to revert a single edit or to manually edit the page to combine or resolve conflicts with later edits. The undo feature is available to all users.

You can permanently flatten all history in a page using the command line.

- For page histories: Run the script from your MediaWiki installation's directory. You can delete all old revisions by using the flag or by specifying the page ID.
- Example command (once in your wiki's maintenance directory):
  - ◆ `{InstallDrive}\xampp\php\php.exe deleteOldRevisions.php --delete 123`
- (Replace 123 with the page ID gathered from the page information).
- Note that running this script without `--delete` will just list the count of revisions that will be removed.

To delete a specific revision in MediaWiki, use the RevisionDelete feature, which administrators can enable to hide revisions from public view. This feature allows you to hide the content, username, or edit summary of one or more revisions without permanently removing them. First, enable the permission, then go to the page history, select the revisions using the checkboxes, and click "Change visibility of selected revisions" to hide them.

For administrators using RevisionDelete

1. Enable the permission: Ensure your user account has the permission. This may require editing LocalSettings.php.
2. Go to the page history: Navigate to the page and click the "View history" tab.
3. Select revisions: Check the boxes next to the revisions you want to hide.
4. Change visibility: Click the "Change visibility of selected revisions" button.
5. Choose what to hide: Select the options to hide the content, usernames, or summaries.
6. Apply changes: Add a log comment and click the "Apply to selected revisions" button.

## 6.19.3 Managing Interwikis

See here for an explanation of what we use this for: [Interwiki](#).

Each product wiki SHOULD be set up so that interwiki links are configured within the CALIDUS HUB only, and then disseminated to the individual Assists.

This is done in the following way:



in LocalSettingsAdditional.php:

```
$wgSharedDB = 'obs_assist'; # The $wgDBname for the wiki database holding the main interwiki table
$wgSharedPrefix = 'obs_'; # The $wgDBprefix for the database. Defaults to the prefix of the current wiki if
$wgSharedTables = ['interwiki'];
```


If they are not, fix the Assist file above.

Current interwikis:

- epod
- cmcs
- ctms
- obs
- cportal
- cvision
- cwcs
- cwms

To add a new/edit an existing interwiki:

- *Wiki Tools/Special pages*
- *View and Edit InterWiki data*
- **New**
  - ◆ Click *Add an interwiki or language prefix*
  - ◆ Prefix: new unique prefix
  - ◆ Forward - ticked
  - ◆ Transclude - ticked
  - ◆ URL: the assist URL e.g.  
https://calidusassist.adcservices.apteancloud.com/calidus-assist/MTS/Index.php?title=\$1
  - ◆ API: the API URL e.g. https://calidusassist.adcservices.apteancloud.com/calidus-assist/MTS/api.php
  - ◆ Click **Add**. (You may have to enter a reason).
- **Edit**
  - ◆ Click the Edit link against the interwiki and make the changes you need, then click **Edit**. (You may have to enter a reason).

 **Note:** You need to be a sysop (a member of the Administrators group) to edit interwiki links. Currently that is the Admin user. See following section.

## 6.19.4 Maintaining User Rights

You must be an Administrator to do this. Currently that is the Admin user.

Use the *Wiki Tools/Special pages* link.

- User group rights - the rights associated to each group - this is maintained in the LocalSettings\*.php files and will likely not change. Check this for a list of the rights that you want to assign. For example, if
- User list - a list of the users
- User rights - allows you to change the groups associated to each user, and therefore the rights allowed.
  - ◆ Find the user ID and click **Load User Rights**
  - ◆ Tick the boxes that you want them to have the rights to under Groups you can change
    - ◇ autoconfirmed user - has confirmed login through email address.
    - ◇ bot - leave unchecked/unassigned - no bots in this system.
    - ◇ administrator - admin/sysop (superuser) rights, patrol other users' unpatrolled edits. Basically everything
    - ◇ interface administrator - amend site CSS and Javascript i.e. a system maintainer.
    - ◇ bureaucrat - auto-patrolled edits
    - ◇ suppressor - revision maintainer
  - ◆ You can also set the following against certain groups:
    - ◇ Expires: - the expiration date - use below instead if required.
    - ◇ Does not expire - check this instead.



## 6.19.5 Blocking Users

When users leave the organisation, we should block their access for the Assist user. You use Special pages to do this:

- [Special:ListUsers](#) - a list of all users, where you can block a specific user using the link provided. You will be taken to the next page.
- [Special:Block](#) - the mechanism of blocking users. You can get to it from Special pages or from the users list above.

To block users, either:

- Select the Block option against the user in the users list, or go to the block special page directly and enter their username.
- From here, block sitewide, and in block details check all boxes. Then change the expiry to Infinite, and click the button to block the user.

## 6.19.6 Patrolling Edits

Please see separate guide [Assist - Patrolling edits](#) for more details on this.

## 6.20 Support Issues

### 6.20.1 Seeing a Cat in the Background

There is a cat.svg linked from Timeless skin. (</calidus-assist/OBS/skins/Timeless/resources/images/cat.svg>). This is the default.

This is configurable in skin.json in the Timeless directory for your Wiki. i.e. `D:\xampp\htdocs\calidus-assist\OBS\skins\Timeless\skin.json`

Solution: Set this to user-grey.svg instead.

```
"config": {
  "TimelessBackdropImage": {
    "value": "user-grey.svg",
    "description": "Set it as you would $wgLogo to an appropriate background image. Rec"
  },
}
```

With multiple wiki installs, this is onerous. To facilitate changing multiple wiki installs, there is a directory in `D:\Assist Install Files\MW-add-files` called skins.

To apply:

- Copy the directory skins.
- Navigate to your Assist main folder e.g. `D:\xampp\htdocs\calidus-assist\WMS`
- Paste - this will overwrite the config file with the corrected one.

**Warning:** This file is delivered with MediaWiki. A new install will overwrite this file. If you have updated MediaWiki or installed a new version of the Timeless skin, then compare the saved skin.json file with the new one and update with any new/changed attributes.

### 6.20.2 Zero Bytes PDF

Problems typically display as the PDF being downloaded is zero bytes or cannot be opened.

The most common issues are with single page PDFs. The normal solutions are:

- For full documents, ensure that there is a heading 1 element in the file being downloaded.
- If you are transcluding pages into a document, there is typically a limit of around 15 transcluded pages before the document will not produce. Instead, consider grouping the pages into a category and extracting that instead of creating a single document.

Some documents will include a `<div class="noprint">` after the title page and a closing div at the end. This used to be require din older versions of the code, but now causes issues. To fix, remove the div and closing div tags (not the top ones around the vardefines, just the ones after that and at the very end).



### 6.20.3 '?' characters

Occasionally, PDFs will be produced with '?' characters in unusual places. This represents an unprintable character in the PDF. Typically, this is because of smart quotes or hyphen characters, usually because text has been pasted in from a Word document that has "helpfully" automatically changes all hyphens, quotes and single quotes into extended characters. The PDF conversion routine does not support these characters at this time. To solve this, edit the page in question and replace the quotes and hyphens with plain equivalents.

### 6.20.4 Unexpected Pages in PDF Books

When PDF books are created from Categories, sometimes there are pages included that are not expected.

Most of the time this is caused by inheritance of categories. If a page has a category and this is transcluded into another page, the default is that the page transcluding will inherit the categories listed in the transcluded page.

Check the category list of pages in Assist - usually you will see the offending page, and then the categories can be amended to resolve the issue.

Either remove the categories of the page if it is in the wrong category, or ensure that the categories are surrounded by NOINCLUDE tags. You should use the source editor to do this, as the Visual Editor does not handle this kind of meta data very well.



## 7 Appendix A: Document History

### A.1 References

Ref No	Document Title & ID	Version	Date
1			
2			
3			

### A.2 Document History

Version	Date	Status	Reason	By
0.1	25/02/2020	Issue	Initial Version	ANW
1.0	13/03/2020	Issue	Issue	ANW
1.01	20/02/2026	Issue	Re-issue with updated support guide	ANW

### A.3 Authorised By

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