

# Signature

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# Signature Overview

The building blocks of Signature is based on the idea of a Library. Just like any library there exist shelves with books, each book can contain chapters and pages. You start off by creating the shelf that is the highest level of categorisation in Signature. Once you have created or identified the appropriate shelf you can start creating your book. A book which acts as the next level of categorisation. Ideally you'd have separate books for separate topics.

Within a book you can directly create pages or you can first create chapters. Chapters provide an additional level of page grouping to keep pages organised but are optional. All the information you write is held within pages. Although books and chapters do not hold information they can be given a short description to assist with searching and visibility.

Bookshelves can contain multiple books and a single book could be placed on multiple Bookshelves.

## Default Colour Coding

Bookshelves, books, chapters and pages have set colour coding in Signature to ensure they are easily identifiable. The below examples show the default colour scheme.



## Library Building Blocks

Building Block	Explanation
Shelve	The highest level of categorisation and can store multiple books
Book	A categorisation of content per topic
Chapter	A grouping of information with sub topic and trend
Page	The lowest level of content grouping and can exist in a chapter or directly in a book
Draft Pages	A page yet to be finally saved and is continuously save as a draft whilst editing of the page

<https://www.youtube.com/embed/O-FYWyclExg?list=LL91dXh87QYdbRAJUzfT-WIQ>

# Organising Content

Within Signature there are two options for moving content around; Either you can move pages and chapters individually or you can sort entire books.

Note that to move content you will need to have 'edit' permission for both the content being moved and the parent it's being moved into.

## Categorisations and Types

### Main Shelves

**Developer Portal:** A shelf where all the books of a more technical nature will be stored. This information will be shared internally as well as with external development teams.

**Modules/Products:** A shelf to store all books for each of the modules in our integrated solution. Manuals, Business Rules, FAQ and the likes will go here.

**Signify:** A shelf where all the company related books will be stored. Books answering the questions who we are, how our products work and upcoming events will be included here.

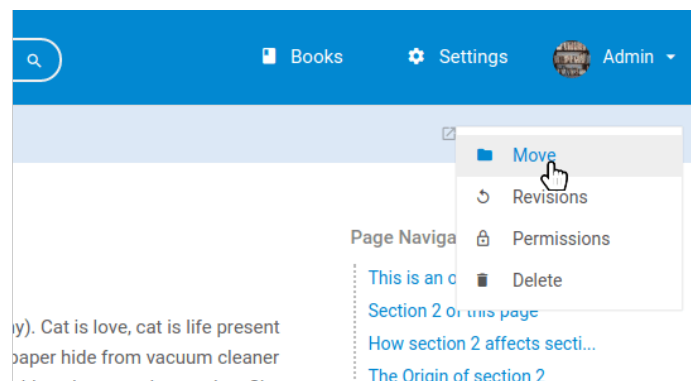
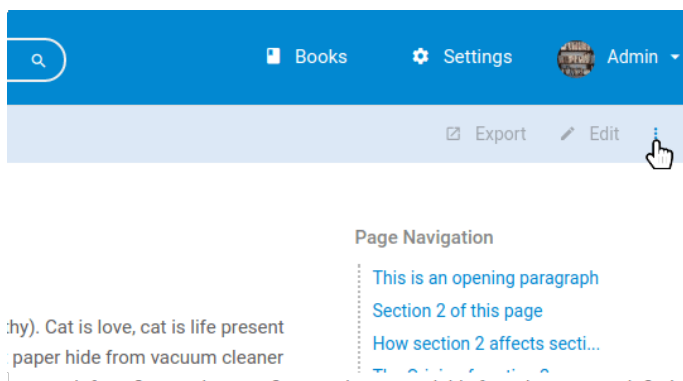
### Module Shelf Books:

**Technical Guide:** A guide with a focus on the technical aspects of the module. A module can have multiple technical guides for each sub module or group of functionality.

**Technical Guide:** A guide with a focus on the use of the module from the front end. A module can have multiple user guides for each sub module or group of functionality.

## Moving Single Books & Chapters

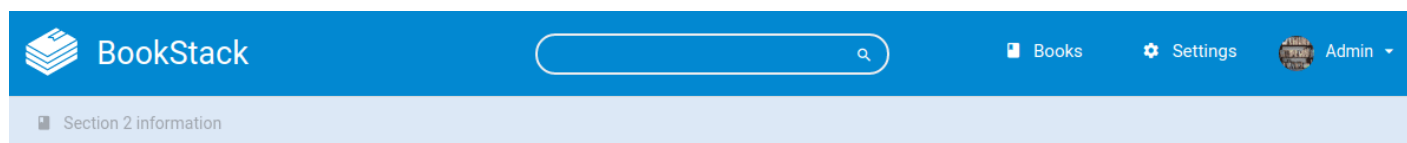
Books and chapters can be moved directly to a new chapter or book. To move a chapter or page in this way go to a page or chapter and select 'Move' in the overflow menu, found on the right-hand side of the top toolbar:



Clicking the 'Move' action will take you to a screen where you can select a new location for your chapter or page. Here you can search for a particular book or chapter using the search bar at the top of the selection screen. Once you select a new parent for your chapter or page press 'Move Page' or 'Move Chapter' and your chapter or page will be moved to the new chapter or book. If you move a chapter all child pages will remain in that chapter and any related activity will now show up under the new parent book.

## Sorting Books

The 'Book Sort' interface allows you to move multiple pages and chapters with ease in a simple drag and drop interface. To sort a book simply go to the book and select 'Sort' in the overflow menu (3 vertical dots found next to the edit button) at the top right of the page and you will be directed to the sort view:



## Sort Book Contents

### Section 2 information

First page about section 2
Why Section 2 is a secret
Why we follow section 2
Chapter not about section 2
Who is section 1?
My new page
My Tag overflow page

### Show Other Books

- booka
- bookb
- 猫が好き

Initially, just the book you came from will show on the left. You can add extra books into the sort interface by selecting them on the right. Here you can simply drag and drop chapters and pages around and also between different books. Once you have organised your content press 'Save' and

all included books will be re-organised.

# Searching Content

The ability to search your documentation is vital to day-to-day use. There are a few locations within Signature where you can search for your content. Below is a list of search functions within Signature:

- **Header Search Bar** - The search bar/link in the header of every page allows you to search from anywhere. This search is a global search which will look across all books, chapters and pages in your system. After performing a search in this box you'll be led to a search page that includes options and features that can help you build a more advanced search.
- **Book/Chapter Search Bar** - When viewing a book or chapter a search bar can be found in the top of the left sidebar. These searches will look across all child items.
- **Move & Link Selection** - When choosing to move a page/chapter or when selecting a page/chapter/book to link to within the editor the most popular items are shown but you also have the ability to search.

## Advanced Search Syntax

All of the above search locations within BookStack share the ability to use advanced search syntax. An easy way to see this syntax in action is to use the global search in BookStack then play with the search filters which will update the search term with the below syntax. Below are details of the different types of syntax that can be used:

Search Type	Syntax	Examples	Description
Normal Searches	<term_a> <term_b>	london meeting	Normal word searches across the name and description or body of your content. When multiple terms are searched only one term has to match your content but content containing both terms will be higher in the results.
Exact Searches	"<term>"	"london meeting"	Exact matches will require that the whole string within quotes exists in your content in exactly the same format. Use this if you're looking for an exact phrase containing or if you need to search for a term with spaces in.

Tag Searches	[<name>] [<operator><value>] [<name><operator><value>]	[location] [=london] [location=london] [attendees>5]	Tag searches allow you to find pages which have specific tags applied. You can search by tag name, by tag value or by both name and value. When searching by tag value an operator must be used to define the match type. You can use <code>=</code> , <code>!=</code> , <code>&lt;</code> , <code>&gt;</code> , <code>&lt;=</code> , <code>&gt;=</code> or <code>like</code> as operators. When using the <code>like</code> operator you can use <code>%</code> symbols to represent wildcards in your search.
Filter Searches	{<filter_name>} {<filter_name>:<filter_value>}	See below	Filters perform additional advanced functionality to make your searches even more powerful. Some filters take values but some don't need to. See below for a full list of filters available.

# Available Filters

Filters are set advanced search features that can be used in your search term. The below table shows all the filters available in BookStack and how they can be used.

Syntax	Examples	Description
Date Filters		
{updated_after:<date>}	{updated_after:2016-12-30}	Adds the condition that the content must have been last updated after the given date. The date should be in the format YYYY-MM-DD
{updated_before:<date>}	{updated_before:2016-12-30}	Adds the condition that the content must have been last updated before the given date. The date should be in the format YYYY-MM-DD
{created_after:<date>}	{created_after:2016-12-30}	Adds the condition that the content must have been created after the given date. The date should be in the format YYYY-MM-DD
{created_before:<date>}	{created_before:2016-12-30}	Adds the condition that the content must have been created before the given date. The date should be in the format YYYY-MM-DD
User Filters		
{updated_by:<user_id me>}	{updated_by:10} {updated_by:me}	Adds the condition that the content must have been last updated by the user of the given numeric ID. If 'me' is used in place of a numeric ID then it will find content that was last updated by the current logged-in user.



{created_by:<user_id me>}	{created_by:10} {created_by:me}	Adds the condition that the content must have been created by the user of the given numeric ID. If 'me' is used in place of a numeric ID then it will find content that was created by the current logged-in user.
Content Filters		
{in_name:<search>}	{in_name:London Meetings} {in_name:Meetings}	Will require the content to have the given <code>&lt;search&gt;</code> term in the name rather than the name <b>or</b> content body.
{in_body:<search>}	{in_body:London Meetings} {in_body:Meetings}	Will require the content to have the given <code>&lt;search&gt;</code> term in the body rather than both the name <b>or</b> content body.
Option Filters		
{is_restricted}	{is_restricted}	Will require the content to have content-level permissions active. Does not return items with only inherited asset permissions.
{viewed_by_me}	{viewed_by_me}	Will require the content to have been viewed by the current user at least once.
{not_viewed_by_me}	{not_viewed_by_me}	Will not return any content that has been viewed by the current user.
{type:<content_types>}	{type:page chapter book} {type:page chapter} {type:book}	Restricts the types of content that will be in the search results. Use of this will depend on the type of search. For example, in a chapter search only pages are shown so this has no effect.

# Search Examples

Below are some examples of using the above syntax and filters with descriptions:

- "my cat" {viewed\_by\_me} {updated\_after:2017-01-24}
  - "my cat" - Search for content containing the exact phrase 'my cat'
  - {viewed\_by\_me} - that has been viewed by me
  - {updated\_after:2017-01-24} - and was last updated after the 24th of Jan 2017.
- textbook discussion [meeting] {type:page} {created\_by:me}
  - textbook discussion - Search content for the words textbook or discussion
  - [meeting] - only show content that has a meeting tag applied
  - {type:page} - only show pages, hide chapters and books
  - {created\_by:me} - that was created by me.

- `{type:book|chapter} {created_by:me} {created_after:2016-08-12} {created_before:2017-02-18}`
  - `{type:book|chapter}` - Search all books and chapters
  - `{created_by:me}` - that were created by me
  - `{created_after:2016-08-12}` - after the 12th of Aug 2016
  - `{created_before:2017-02-18}` - but before the 18th of Feb 2017

# Default Page Editor

The default editor in Signature is a ‘What You See Is What You Get’ (WYSIWYG) editor. The usage of this editor is similar to typical word-processing applications such as Word or Google Docs.

## Editor Shortcuts

The following shortcuts are available in the WYSIWYG Editor:

Shortcut (Windows & Linux/Mac)	Description
Ctrl+S / Cmd+S	Save Draft
Ctrl+Enter / Cmd+Enter	Save Page & Continue
Ctrl+B / Cmd+B	Bold
Ctrl+I / Cmd+I	Italic
Ctrl+U / Cmd+U	Underline
Ctrl+1 / Cmd+1 Ctrl+2 / Cmd+2 Ctrl+3 / Cmd+3 Ctrl+4 / Cmd+4	Header Large Header Medium Header Small Header Tiny
Ctrl+5 / Cmd+5 Ctrl+D / Cmd+D	Normal Paragraph
Ctrl+6 / Cmd+6 Ctrl+Q / Cmd+Q	Blockquote
Ctrl+7 / Cmd+7 Ctrl+E / Cmd+E	Code Block
Ctrl+8 / Cmd+8 Ctrl+Shift+E / Cmd+Shift+E	Inline Code
Ctrl+9 / Cmd+9	Callout (Keep pressing to toggle through styles)

# Reusing Page Content

Within Signature you may find that you want to include the same block of content in multiple places. You could copy and paste that content into multiple pages but then, if that content needs to be changed, you'd have to update it multiple times across different pages. Introduced in BookStack v0.14 is the ability to include other pages and to also include single blocks of content from other pages.

Note that the included behaviour is non-recursive so including will only work to a single level. This ensures performance and prevents users from breaking pages by creating include loops.

## Include Tags

To include the content of a page within another you can use the following syntax:

`{{@page_id}}` or `{{@page_id#content_id}}`

Here are some examples of this in use:

- - Includes all the content from the page with an id of '5'.
- - Includes the content within the element of id `bkmrk-copyright-year` in the page with an id of '10'.

You simply enter that in the page editor and then, when the page is viewed, the content will be dynamically be fetched. This means you can update the referenced content and it will show the same changes on any page the content is included within.

## Easily Grabbing the Syntax

Finding the id of a page can be difficult so a quick and easy way to find include tags is built into Signature. View a page with some content you want to re-use. Use your mouse to select some content and you will see a popup appear. By default this contains a direct link to that content. If you click the link icon on the left it will switch to show you the include tag for that content. Simply copy that and place it in another page. Remove the `#` and content id to include the whole content of the page instead of just a single block.

# Chapter child page



{{@16#bkmrk-present-belly%2



Present belly, scratch hand when stroked. Cats go for world domination why must they do that, but p  
birds, lure them to mouth. Step on your keyboard while you're gaming and then turn in a circle this hu  
be a god meow meow, i tell my human but stares at human while pushing stuff off a table or sleep or  
sleep on floor. Fall asleep on the washing machine. Stand in front of the computer screen stare at ce

# Creating Video Tutorials

A video is worth a thousand words or maybe a few more. At Signify we create short tutorial videos to impart knowledge regarding general questions and the functionality of our system and tools. The following list will serve as a guide on how to create videos

- **Time Limit:** Video nuggets must be shorter than 10 min and to the point
- **Naming Convention:** {Description regarding Topic}\_{Version of System}
- **Language:** English
- **Recording Tool:** [Loom](#), [ShareX](#), [Apowersoft](#)
  - Any video recorder is allowed, as long as it does not leave a watermark in the background of the video after recording
- **Theme:** Record videos with neutral Signify theme and Signify logo. Do not record video on client's system.
- **Data:** Use proper real-life data in your videos. Avoid using "test" data (e.g. random names like "Frankie's first pathway test")

## Where to upload your videos?

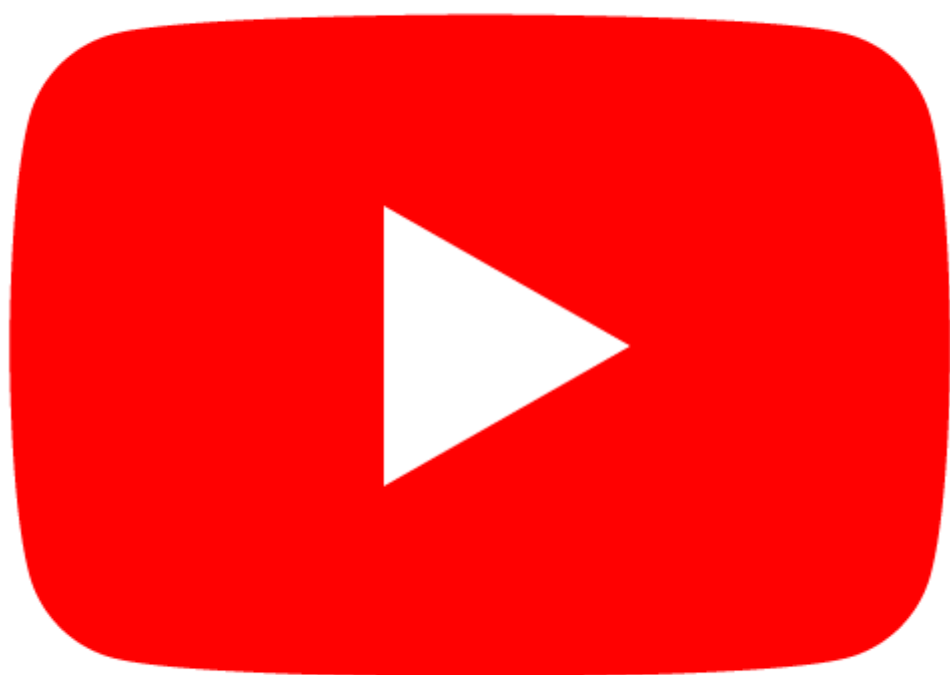
Signify has a YouTube channel for the purpose of storing your hard work in creating them. While uploading select the correct playlist, there is a playlist per module . All videos either fall under one of the following categories:

**Technical:** Videos of a more technical nature or that is not for public distributions. Videos of these type are unlisted and placed in unlisted playlist

**User:** Videos focusing on the user functionality and made for public distribution.

When uploading the video add a short description of the content matter and where applicable add the link to the relevant Signature page.

The YouTube channel **Signify Software: Modules** can be accessed through the image below. The Signify.Modules account can be used to access it.



# How to guides

Short guides on how to create content on Signature



# How to create a new book

## When to add a book?

You can think of a book as a topic you can speak on for days on end without stopping. In other words, there really is a lot to say!

Smaller or shorter snippets of information belong in either a chapter or a page.

## Steps

- Sign into Signature
- Select the shelf you want to add the book to

## Shelves

Sort



Developer Portal


Signify  
SOFTWARE

Signify



V8 Modules

- Click on 'New Book'



Actions

+

New Book

Edit

Shelves

V8 Modules

V8 Modules

- Specify a proper name and description for your book (Pro-tip: A proper choice here will go far in others finding your book when they need it)

Name

My first book

Description

Lots of interesting information

▸ Cover image

▸ Book Tags

CANCEL

SAVE BOOK

- Add a Cover image to help users identify your chapter visually over time
- Book Tags can be added to improve searching

# Upgrading Signature

## About Signature

Welcome to Signature, your go-to destination for knowledge and information! Signature is powered by BookStack, a versatile and user-friendly platform designed to streamline the creation and management of documentation.

## Technical Details

- **Powered by BookStack:** Signature utilizes BookStack, a powerful and intuitive documentation platform.
- **Data Centre:** Hosted in the Azure South-Africa region, ensuring reliability and performance for our users in the local area.
- **Last Updated Version:** v24.02.3
- **Last Updated Date:** [Insert Date]

## Upgrade history

Version	Date	Location	Upgraded by	Description
21.12.3	2022-06-01	AWS [Version 9]	Hendré / Christiaan Nel	This version was set up in a container on Ubuntu 18.04
24.02.3	2024-04-26	Azure South-Africa	Hendré	Migrated from container to stand-alone on Ubuntu 22.04

## Upgrading Bookstack

BookStack is updated regularly. The latest release can be found on [GitHub here](#) and detailed information on releases is posted on the [BookStack blog here](#).

**Before updating you should back up the database and any file uploads to prevent potential data loss.**

Backup and restore documentation can be found

[here](#).

Updating is currently done via Git version control. To update BookStack you can run the three following commands in the root directory of the application:

```
cd /var/www/bookstack/  
sudo git pull origin release  
sudo composer install --no-dev  
sudo php artisan migrate
```

- Line 2 will update the repository that was created in the installation.
- Line 3 will install the PHP dependencies using `composer`.
- Line 4 will then update the database with any required changes.

In addition, Clearing the system caches is also recommended:

```
sudo php artisan cache:clear  
sudo php artisan config:clear  
sudo php artisan view:clear
```

Check the below [Version Specific Instructions](#) list for the version you are updating to for any additional instructions.

When running update commands, your command line user will need permission to handle the required files and folders in the BookStack installation folder. You can find more details about [required filesystem permissions here](#).