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Templates download

The revision #27513 of the page named "Templates download" does not exist.

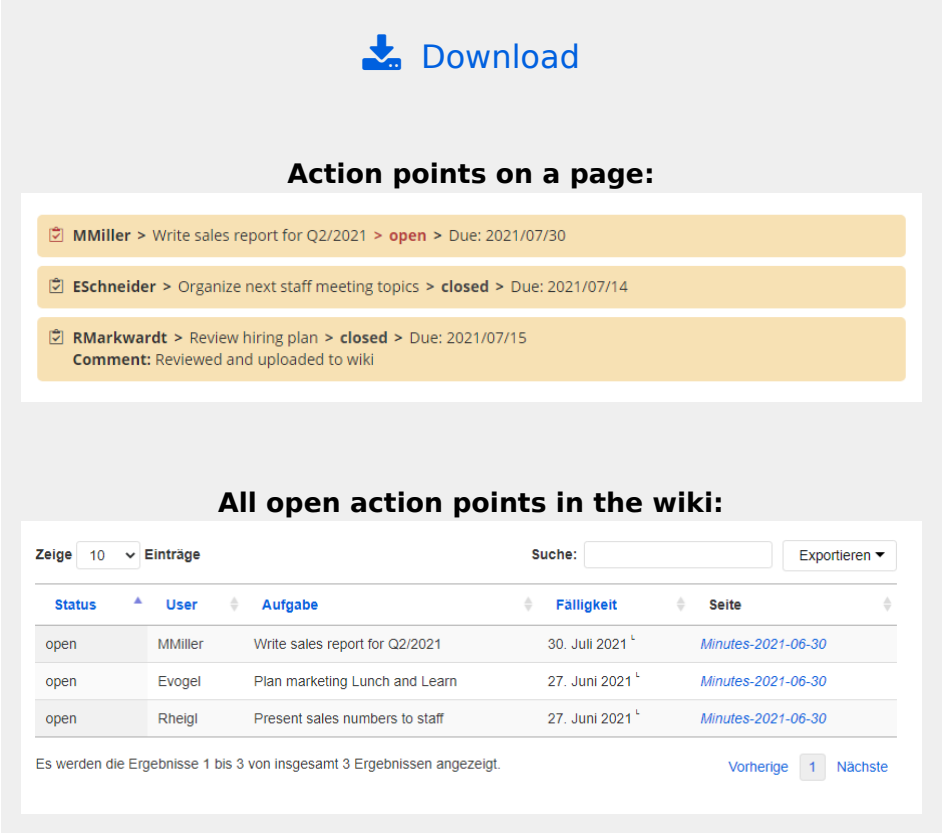
This is usually caused by following an outdated history link to a page that has been deleted. Details can be found in the deletion log.

Templates download/Action points

> Starting with BlueSpice 4.4, it is possible to create tasks by default. Therefore, importing this template is no longer necessary.

This template creates action points that can be included on meeting minutes or other wiki pages. In addition, an overview page of all open tasks is included.

It requires SemanticMediaWiki (included in BlueSpice pro).



Importing the template

The import file is included in the archive file *HW-Action points.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-Action points.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The template is now available in your wiki.

Pages included in the import

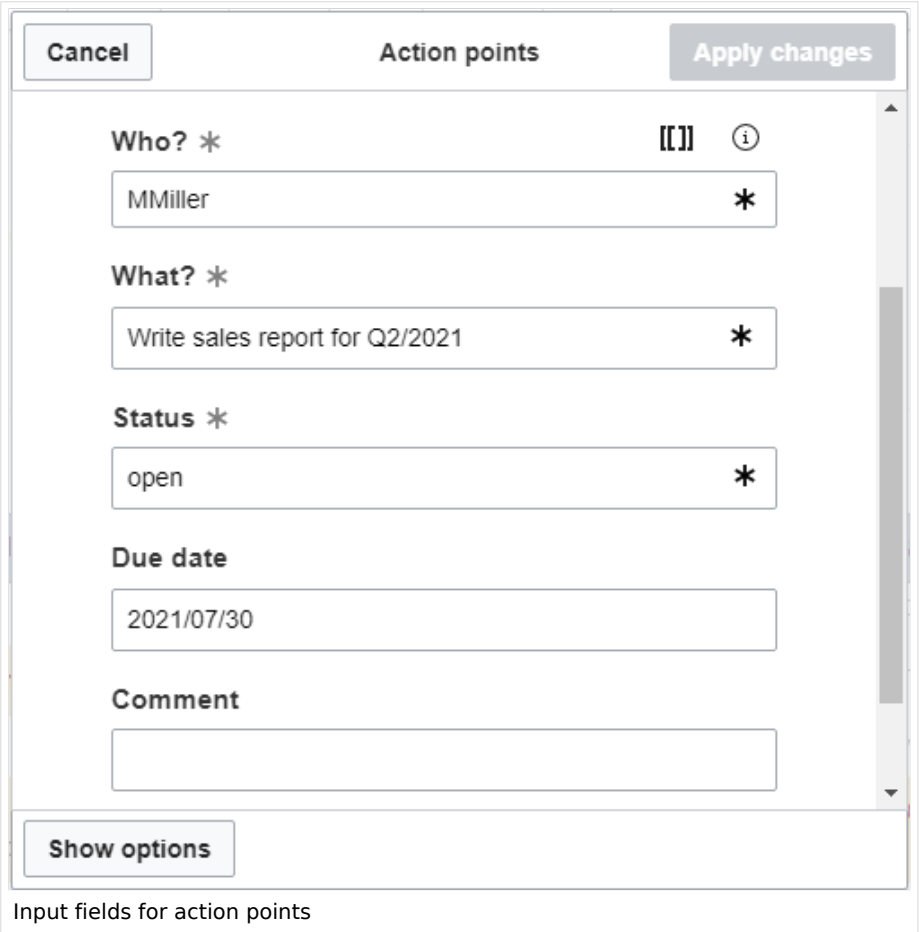
The xml import creates the following files in your wiki:

- Template:Action points
- Template:Action points/styles.css
- Action points list(Page in the main namespace)
- Property:Ap-duedate
- Property:Ap-name
- Property:Ap-status
- Property:Ap-description

Using the template

1. Add the template from the VisualEditor insert-dialog.
2. Fill in the form fields as needed.

Note: If, after importin the template to your wiki, the input fields are not displayed when you first integrate it into a wiki page, you need to open the template in the template namespace, make a change (e.g. insert spaces) and save the template. The input fields should now be displayed correctly.



Input fields for action points

Input field	Description
Who?	Person that needs to complete the task. Pulls up the wiki users, but entering any name is possible.
What?	Task description
Status	open or closed.
Due date	Date, should be entered as YYYY/MM/DD
Comment	Use for any additional information. The idea is to provide a closing comment.

Task overview list

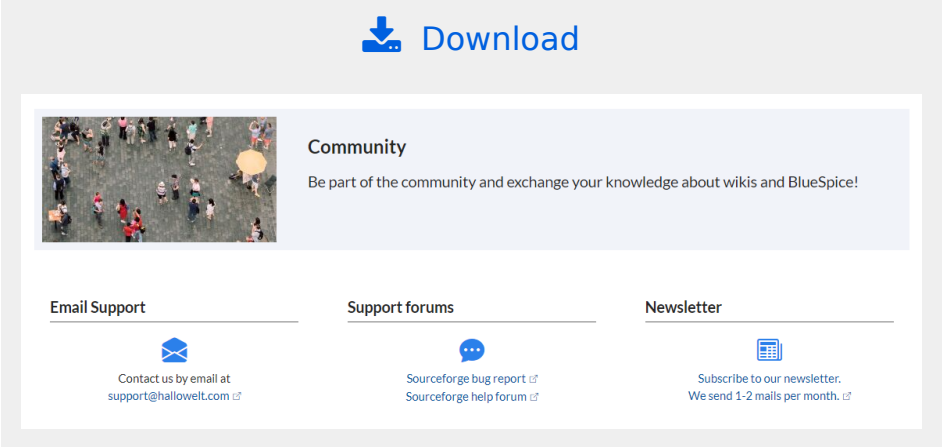
The included page "Action points list" shows all open tasks. It uses SMW to display a table of all open action points in the wiki, but can be easily adjusted to filter by namespace or subpages (to filter out meeting minutes, for example).

List of all open action points

Templates download/Banner

Starting with BlueSpice 4.3, an identical template "Bannerbox" is already preloaded. Therefore, importing this template is no longer necessary.

This template creates a page banner that you can include on portal pages, for example. You can see an example here in the Helpdesk on the page Community.



Importing the template

The import file is included in the archive file *HW-banner.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-banner.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...*

The template is now available in your wiki.

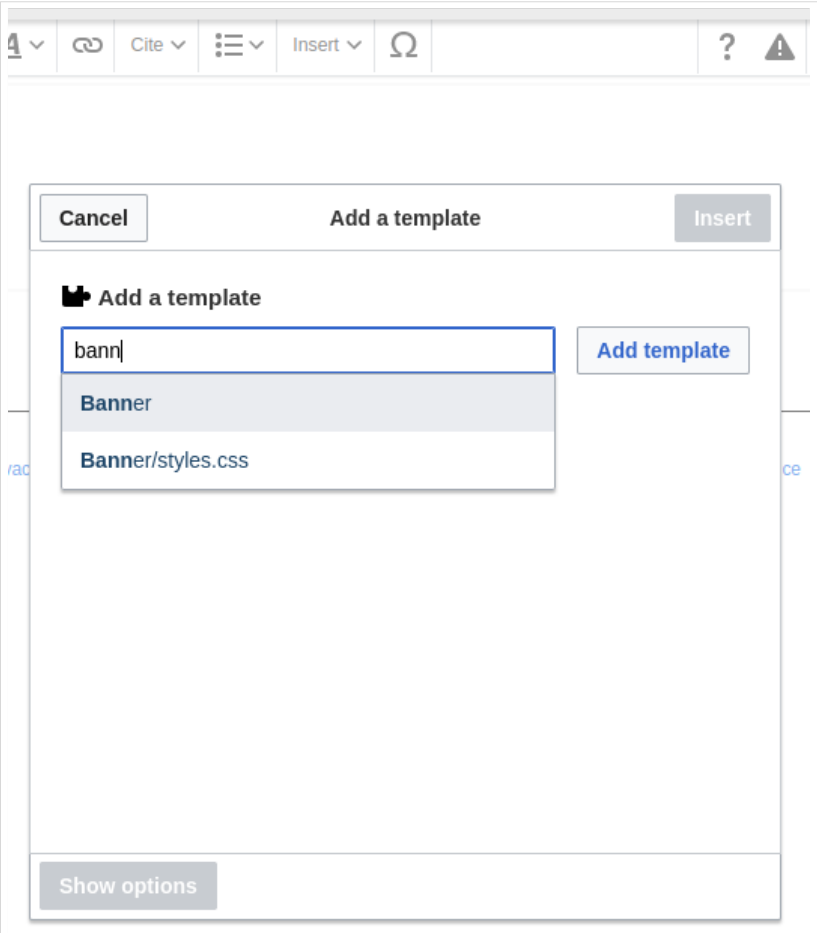
Pages included in the import

The xml import creates the following files in your wiki:

- Template:Banner
- Template:Banner/styles.css

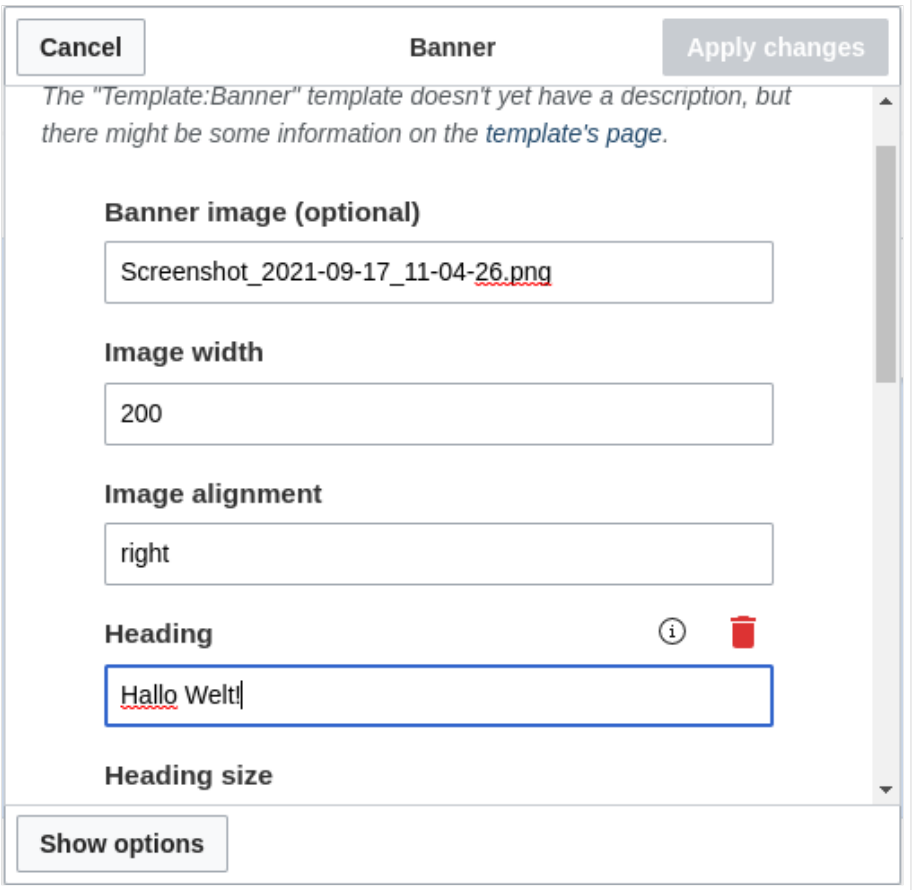
Creating a banner

1. From the Visual Editor *Insert* > *Template* menu, add the template "Banner".



Inserting the template through VisualEditor

2. Click on the inserted template to view the available parameters for formatting the look of the banner.



Available banner settings

Important! The settings only take effect after you save the page if you have just inserted the banner template on your page.

All settings for the banner are optional. This means that a box can be generated without image, heading, or text.

Example settings

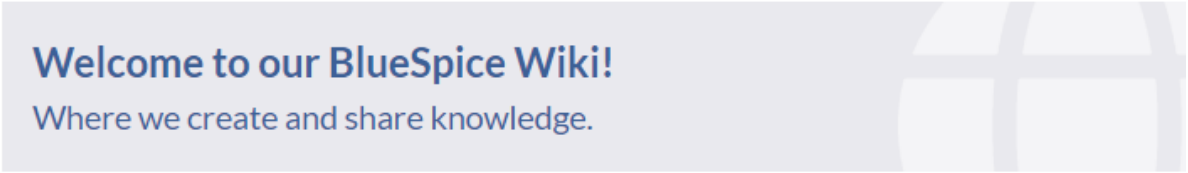
Banner settings

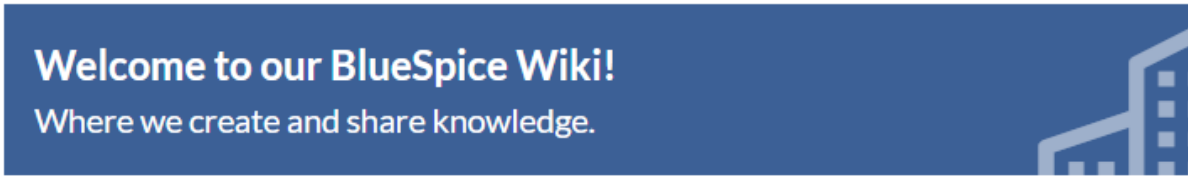
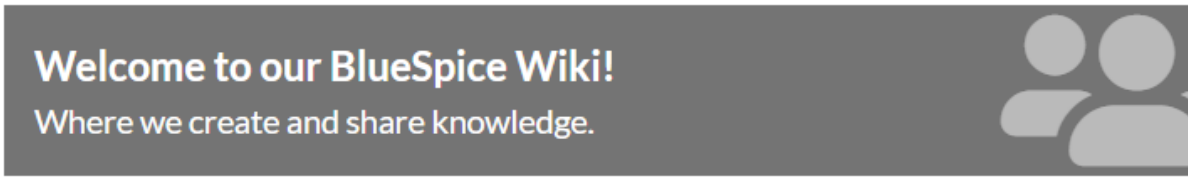
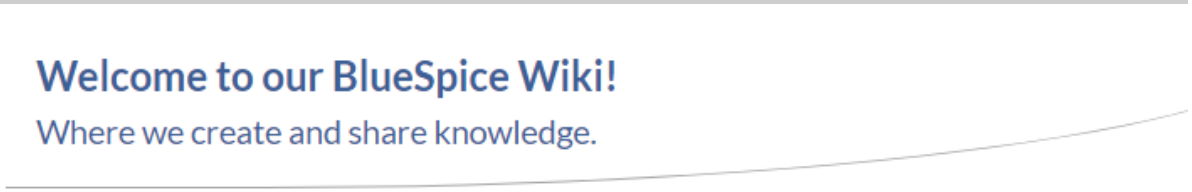
	Element	Value	Description
			Image name (with namespace prefix, if it exists, but without the

	Element	Value	Description
1	Banner image	QM:Flower_white.jpg	*File:* prefix). The banner image is optional.
	Image width	200	Number. The width will automatically be used as pixel-value. Default value: *200*
	Image alignment	left, right	Shows the imag to the left or right. Default value: *left*.
2	Heading	Meine Überschrift	Heading text
	Heading size	1.6em	Size can also be entered as 16px or any other css size value. Default value: *1.6em*.
	Heading color	#444444	Color as hex value.
3	Text	Das ist der Inhalt.	Text of the box.
	Text size	1.2em	*see Heading size*
	Text color	#444444	*see Heading color*
4	Content padding	20px	Distance of the title/text area to the box and the image. Default value: *10px.*
5	Padding of the container box	10px	Padding of the box itself. Default value: *0.*
6	Background color	#efefef	Color as hex value . Default value *#efefef* (a light grey)
7	Background icon	bgicon1, bgicon2, bgicon3, swoosh	Adds a background effect to the banner

Background effect

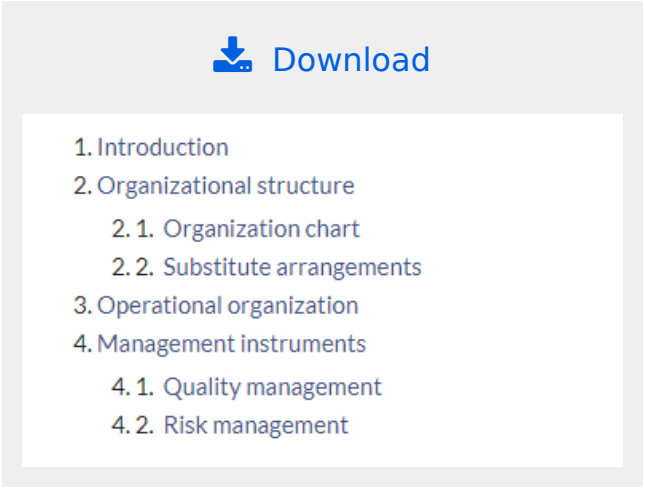
The following background effects are available by default, here shown in different banner color variations:

Bgicon	Result
bgicon1 v4. 3+	

Bgicon	Result
bgicon2	
bgicon3 v4.3+	
swoosh	

Templates download/BookTOC

This template allows to embed the Table of Contents of a book on any wiki page. It can be inserted into a wiki page via the VisualEditor *Insert > Template* menu.



Importing the template

The import file is included in the archive file *HW-Bookchapters.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *hwBookchapters.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The template is now available in your wiki.

Pages included in the import

The xml import creates the following files in your wiki:

- Template:Bookchapters
- Template:Bookchapters/styles.css

Using the template

1. **Insert** the template from the Visual Editor.
2. **Enter** the title of the book.
3. **Click** *Apply changes*.

Book chapters on a wiki page

The table of contents is now displayed on the page.

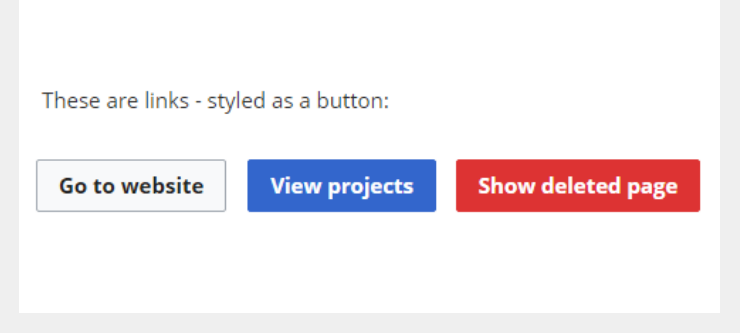
Note: It is not possible to collapse the sub-chapters.

Templates download/ButtonLink

Starting with BlueSpice 4.3, these button links can be inserted as a Content droplet. Therefore, importing this template is no longer necessary.

This template creates a link that is styled as a button. It can be inserted into a wiki page via the VisualEditor *Insert* > *Template* menu.

Download



Importing the template

The import file is included in the archive file *HW-ButtonLink.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-ButtonLink.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The template is now available in your wiki.

Important! The input fields for the template parameters are usually not automatically available after importing the template to your wiki . You have to open the imported template file and make an edit (e. g., add a space and then save the page) to activate the template data functionality. The input fields should now be displayed correctly when you use the template on a page.

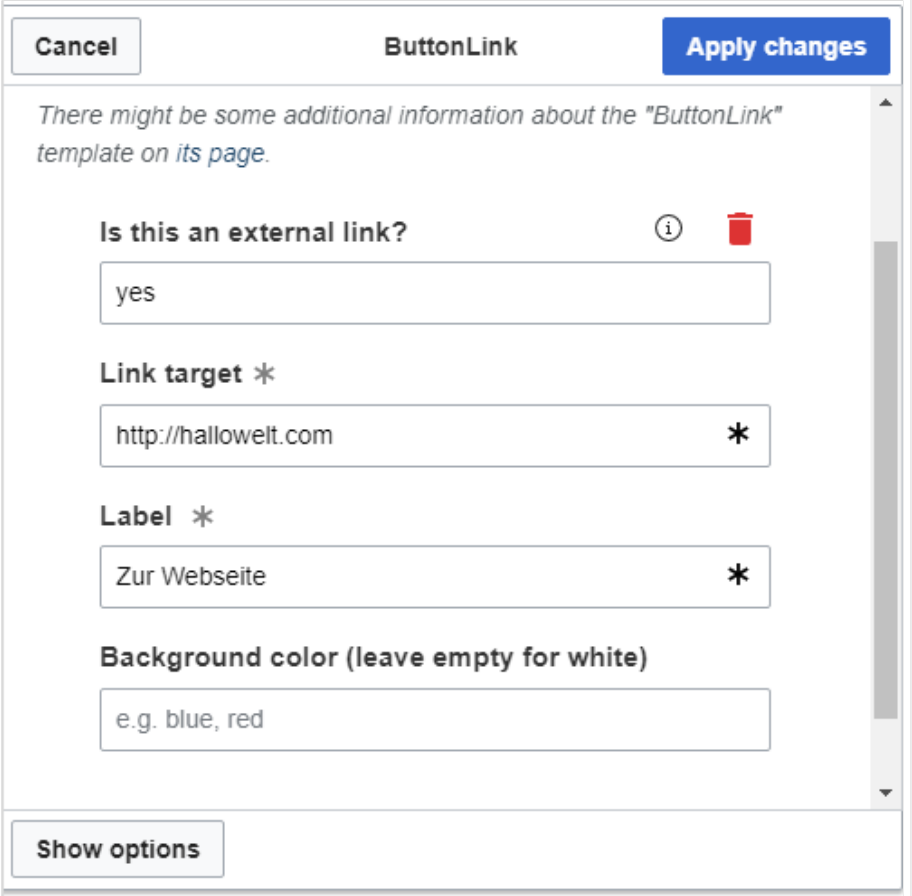
Pages included in the import

The xml import creates the following files in your wiki:

- Template:ButtonLink

Using the template

1. Add the template from the VisualEditor insert-dialog.
2. Fill in the form fields as needed.



Insert-dialog for button link

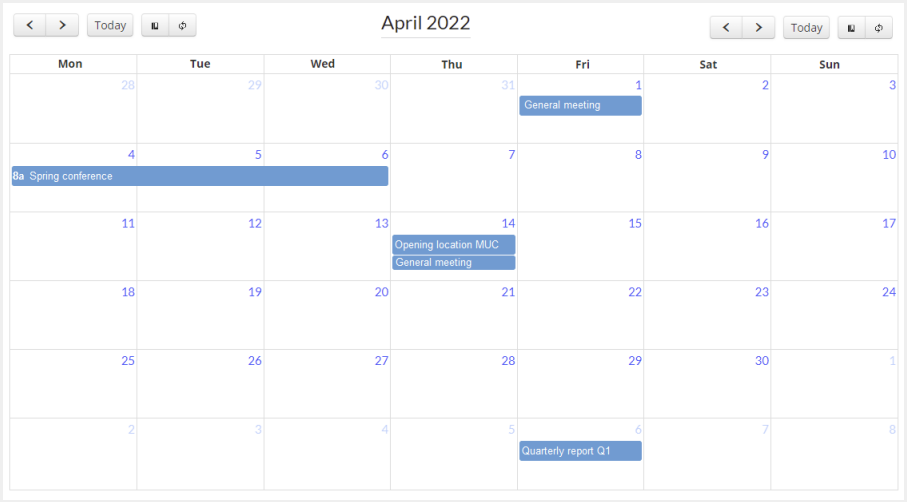
Settings

Input field	Description
Is this an external link?	yes = the link target starts with http:// or https:// Leave blank for internal wiki page
Link target	Name of the wiki page or the website
Label	Label shown on the button
Background color	Possible button colors: red, blue (leave blank for white)

Templates download/Calendar

This template creates a simple company calendar.

Download



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3 Usage 16
3.1 Create event 16
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Importing the template

The import file is included in the archive file *HW-Calendar.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

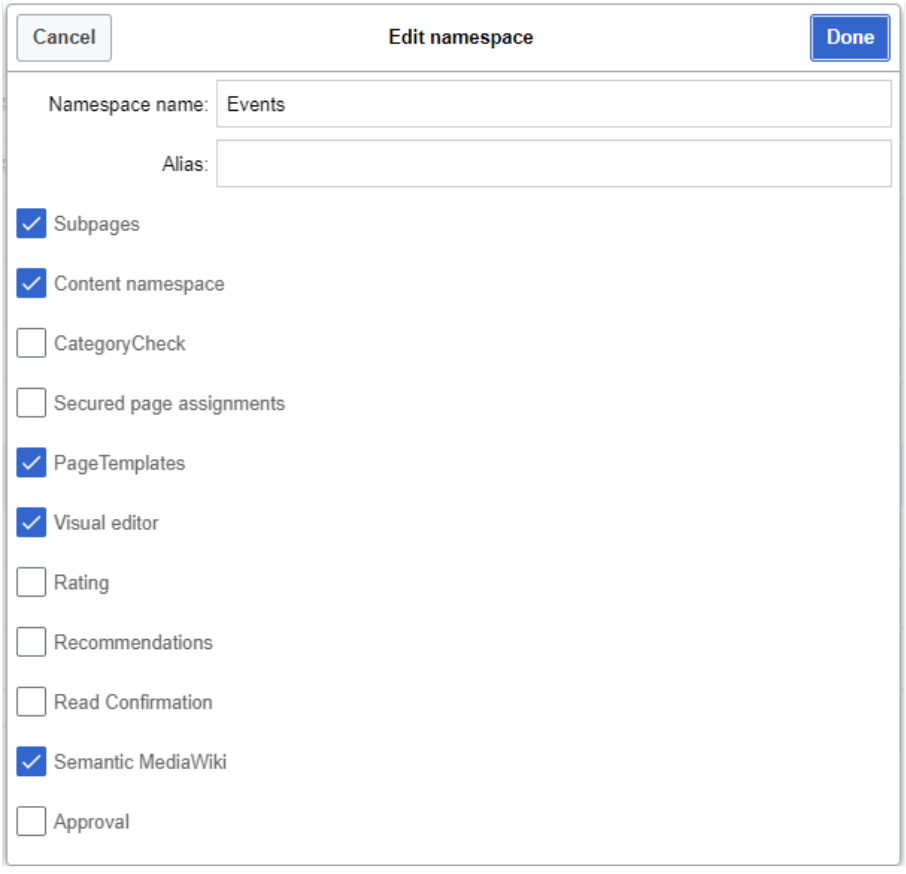
1. **Select file** and choose *HW-Calendar.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The template is now available in your wiki.

Preparation

Important! The appointments are created in the Events namespace by default. Make sure it exists in your wiki before creating an event. The following settings need to be activated:

- Subpages
- Content namespace
- Visual editor
- Semantic MediaWiki



Events namespace settings

If you want to use a different namespace, the form fields in the source text of the main calendar page must be adjusted accordingly: Change the parameter namespace=events on the page "Calendar" as needed.

```
{{#forminput:form=Event|query string=namespace=events}}
```

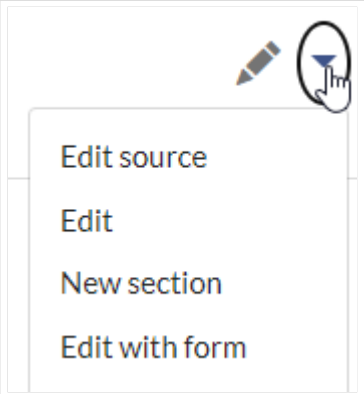
Usage

It is not possible to create an event page as a recurring event. An event page can however have multiple subentries with their own dates. These subentries are also shown on the calender.

Create event

1. **Go** to the page *Calendar* (via the search or the browser address bar).
2. **Create** a new event using the *Create new event* input field. Enter a suitable page name here (e.g. Summer festival 2022).
3. **Fill out** the event information form.
4. **Save** the form.

If you want to add more dates to the event that should also appear in the calendar overview (e. g., a date to prepare for the summer festival), you can edit the page again:



Edit an event

1. **Switch** to form-editing mode on the event page.
2. **Click** *Add another entry*.
3. **Activate** the "More info" checkbox if you want to create an additional subpage for the entry (e.g., for event planning).
4. **Save** the page. If you have activated the "More info" checkbox, the event name is now displayed as a link to a subpage.

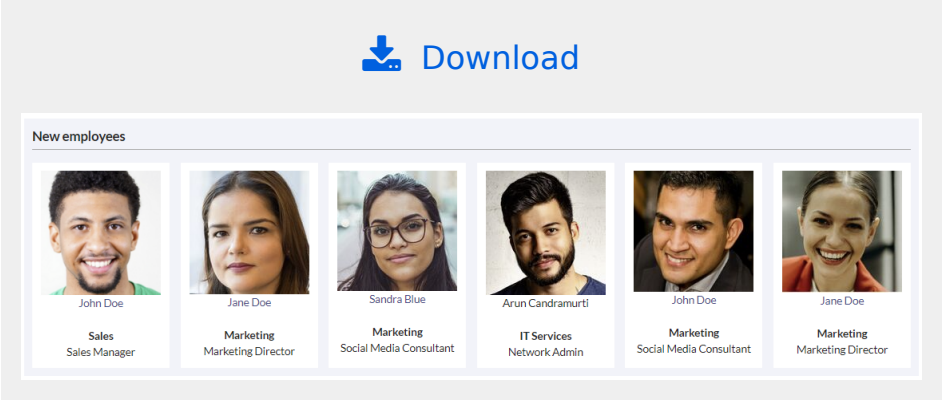
Pages included in the import

The xml import creates the following files in your wiki:

- Calendar
- Template:Calendar
- Template:Calendar/styles.css
- Template:Event
- Template:EventSub
- Template:EventlistEnd
- Template:EventlistRow
- Template:EventlistStart
- Form:Event
- Form:Events
- Property:Event/End
- Property:Event/Eventname
- Property:Event/Participants
- Property:Event/Start

Templates download/Employee

This template creates an employees gallery that you can include on portal pages, for example.



Importing the template

Importing the template

The import file is included in the archive file *HW-Employee.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-Employee.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.

4. **Click** *Upload file...* .

The template is now available in your wiki.

Pages included in the import

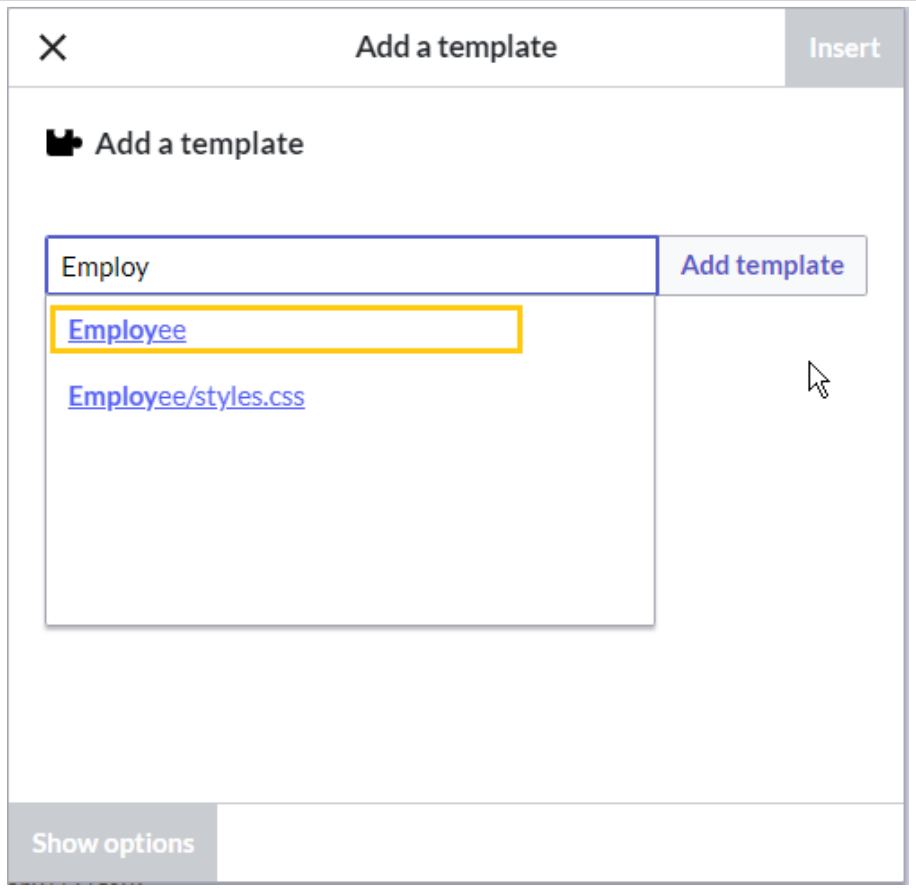
The xml import creates the following files in your wiki:

- Template:Employee
- Template:Employee/styles.css

Creating the employee gallery

You can add each individual employee card as a template. Alternatively, you can add a "batch" of employees directly in the source mode of the page.

1. From the Visual Editor *Insert* > *Template* menu, add the template "Employee".



Select the Employee template

2. Provide the necessary information in the parameter fields.

Adding a "batch" of employees

To speed up the process, you can quickly add the template multiple times directly in the source editing mode. This also allows you to add a colored grey wrapper around the gallery:

```
<div style="background:#e9e9ee">
{{Employee|title=Title|image=|name=Employee name|department=Department|username=}}
{{Employee|title=Title|image=|name=Employee name|department=Department|username=}}
{{Employee|title=Title|image=|name=Employee name|department=Department|username=}}
{{Employee|title=Title|image=|name=Employee name|department=Department|username=}}
{{Employee|title=Title|image=|name=Employee name|department=Department|username=}}
{{Employee|title=Title|image=|name=Employee name|department=Department|username=}}
</div>
```

Available parameters

	Element	Value	Description
1	title	text	Job title
2	image	file name (without naemspace prefix)	Name of the uploaded user image (e. g.: lastnamefirstname.png). If left empty, the template looks for the profile image of the user.
3	name	text	Name of the employee
4	department	text	Department of the employee
5	username	username (without namespace prefix)	If the user exists in the wiki and the user name is provided, the employee card links to the user's profile page.
6	employeepage	name of a wiki page	If the employee does not exist as user, an employee page can be created anywhere in the wiki. If a page name is provided here, the employee card links to that page.

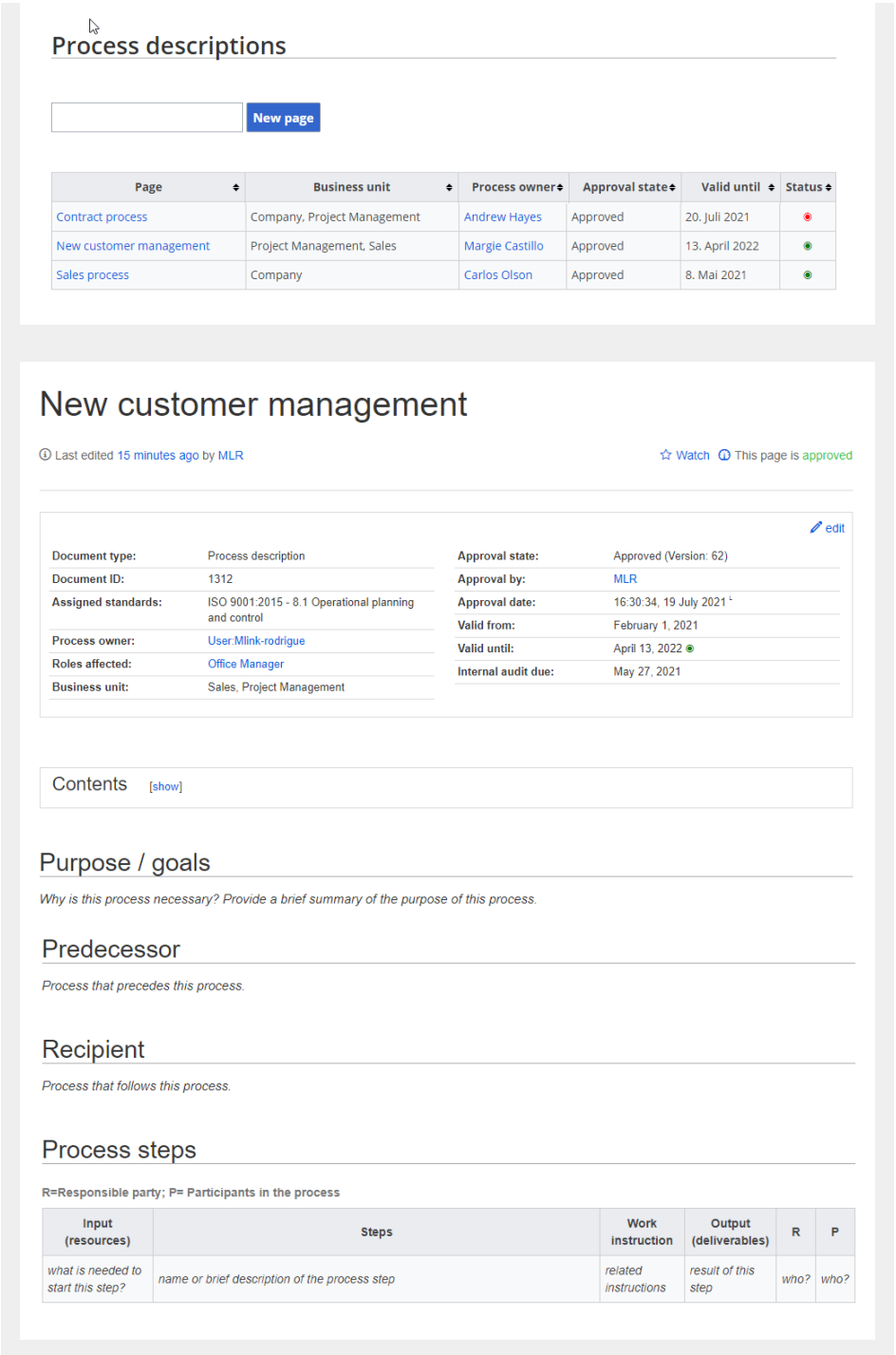
Templates download/IMS Documents

This well-designed template set is our solution for managing controlled documents with BlueSpice. It enables you to

Contact us now

organize the documents for any process-oriented quality management approach with little effort.

You acquire the set directly via our sales department.



Included templates

This set contains the forms, templates, and overview pages for the following document types:

- Process description
- Work instruction
- Role definition
- Audit report

Supported norms

Out-of-box, the following standards are supported:

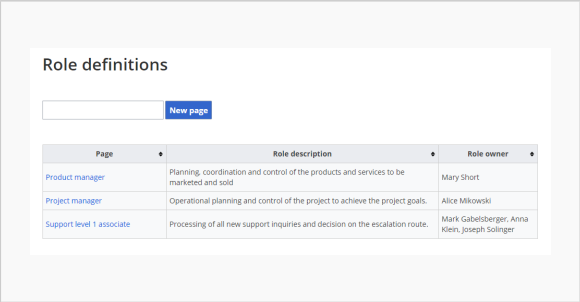
- ISO 9001:2015
- ISO 14001
- ISO/IEC 27001
- ITIL 3/4

These standards can easily be expanded or replaced by other standards.

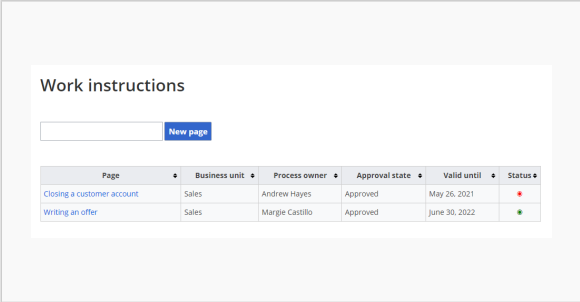
Importing the template files

Detailed instructions for importing and using the template set are included in the archive file (.zip) as a PDF.

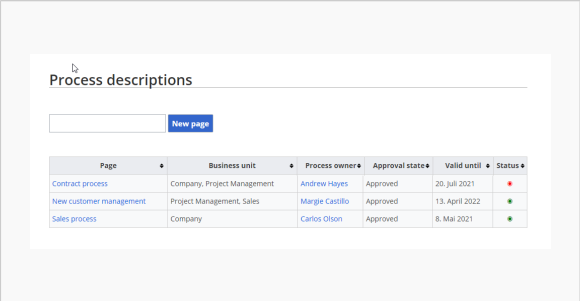
Screenshots



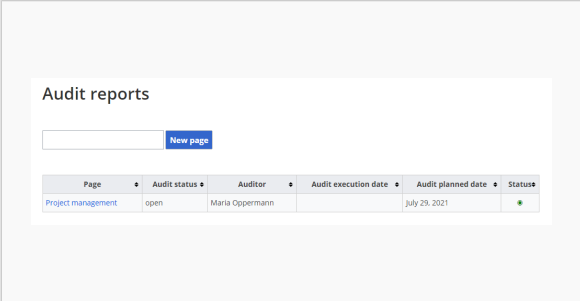
List of role definitions



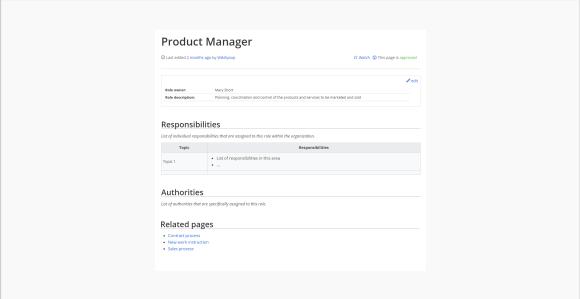
List of work instructions



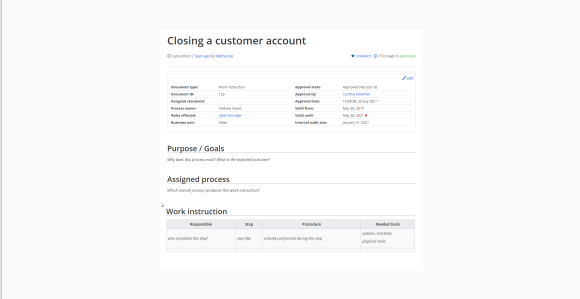
List of process descriptions



List of audit reports



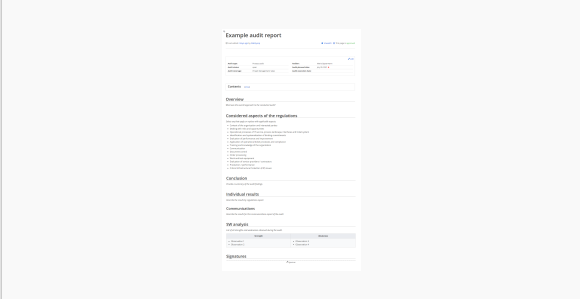
Template for a role definition



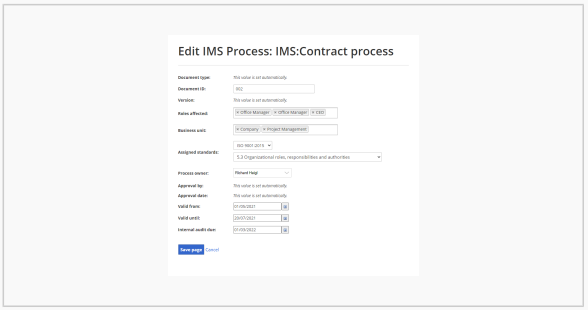
Template for a work instruction

Template IMS Process description.png

Template for a process description



Template for an audit report



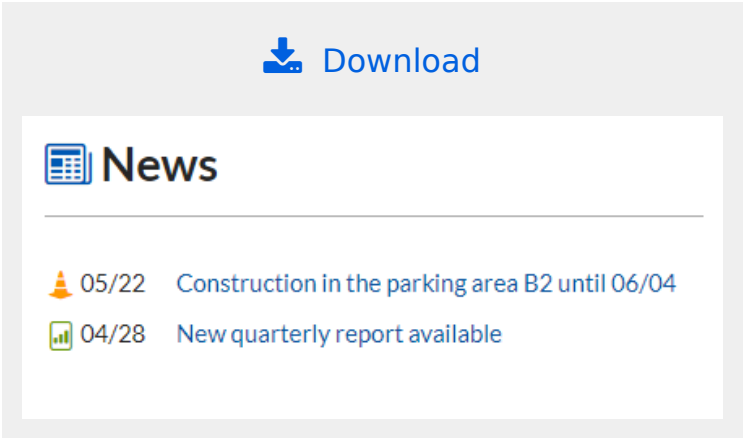
Example of an edit form

Templates download/Icon

Starting with BlueSpice 4.3, icons can be inserted as a Content droplet. Therefore, importing this template is no longer necessary.

Starting with BlueSpice 4.3, these button links can be inserted as a Content droplet. Therefore, importing this template is no longer necessary.

This template makes it possible to insert Bootstrap icons on a page.



Importing the template

The import file is included in the archive file *HW-Icon.zip*. Unpack the zip file first.

On the page *Special:Import,* follow these steps:

1. ***Select file*** and choose HW-Icon.xml.
2. **Enter** an *interwiki prefix*. Since this field is required, simply add hw (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The template is now available in your wiki.

Pages included in the import

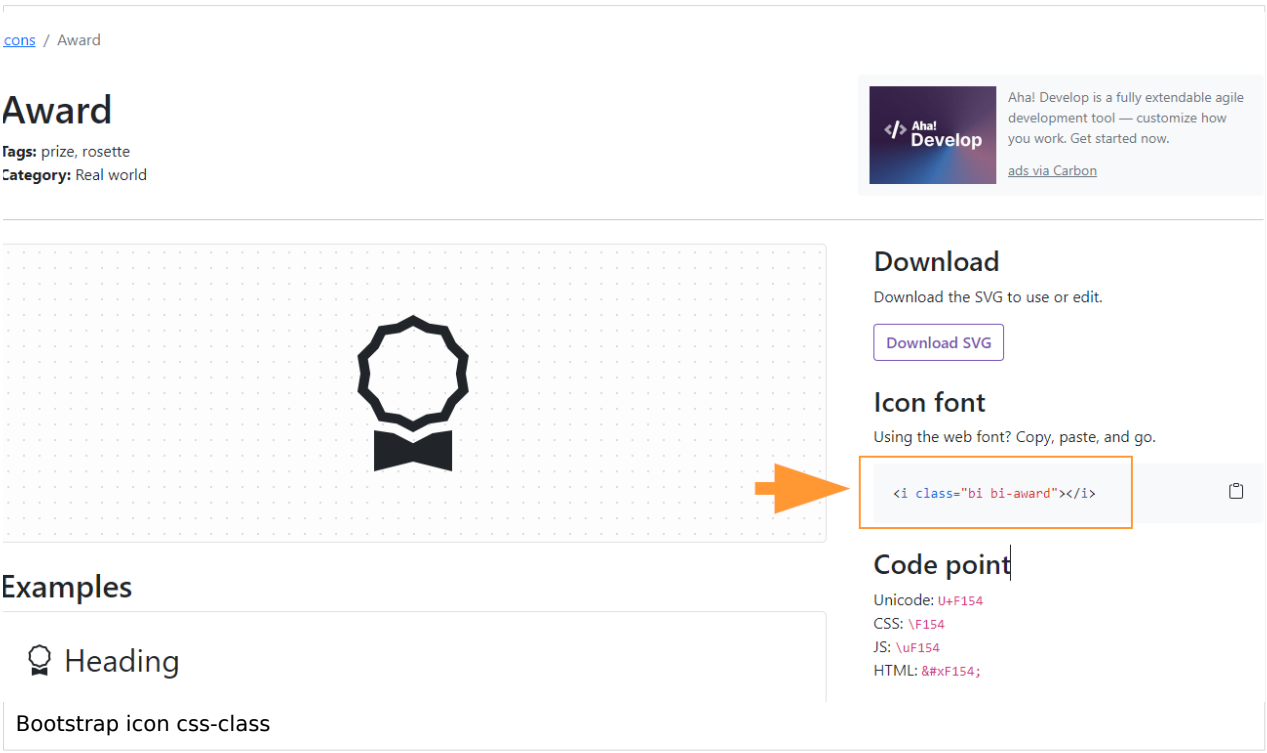
The xml import creates the following file in your wiki:

- Template:Icon

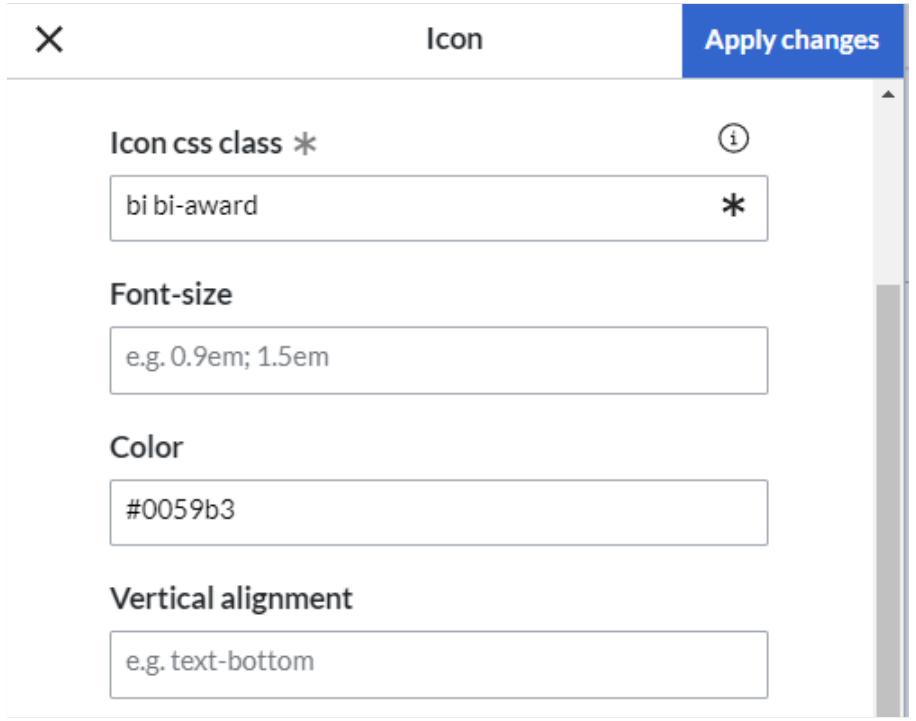
Using the template

Important! BlueSpice does not always include the latest version of bootstrap icons. See the list of currently supported icons.

1. **Find** a bootstrap icon from the Bootstrap website at https://icons.getbootstrap.com/**Click** on the icon you would like to use. The icon page shows you the class-name of the icon on the right side of the page:



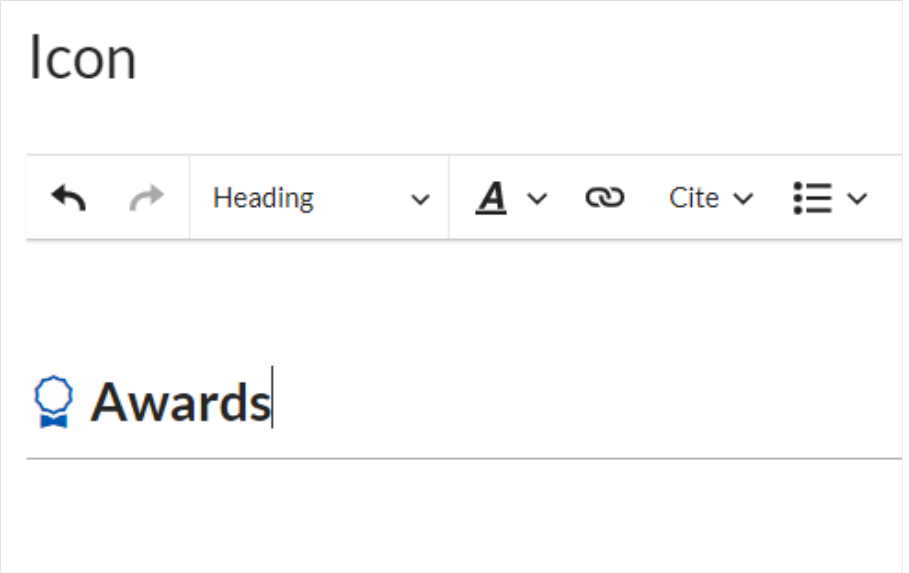
2. **Highlight** the class name (it has the format *bi bi-myicon*) and **copy** it to your clipboard (ctrl+c).
3. **Go back** to your wiki page.
4. **Enter** `{{` in visual editing mode at the cursor position where you want to insert the icon. The template editor opens.
5. **Copy** the icon class from your clipboard:



Template editor

6. **Change** the font size (optional) if you want the size to be different from the text surrounding it (e.g., from the size of a heading if the icon is placed in the heading or of the paragraph text if the icon is placed in the flow-text. Smaller than text icons are usually sized no smaller than 0.85em and larger icons up to 2.5em.
7. **Color:** If you want the color to be different from the surrounding text, you can specify any web color (e. g., a color name like blue or a hex-valuesuch as #0059b3 for a more specific blue). A list of web colors can be found at https://www.w3schools.com/colors/colors_picker.asp
8. **Vertical alignment:** It should not be necessary to provide an alignment value. The standard is set to text-top and usually works in headings and in flow-text. If it looks a little off, you can try other vertical-alignment values, such as text-bottom. For a full list of possible values, see https://www.w3schools.com/cssref/pr_pos_vertical-align.asp.
9. **Click** *Apply changes*.

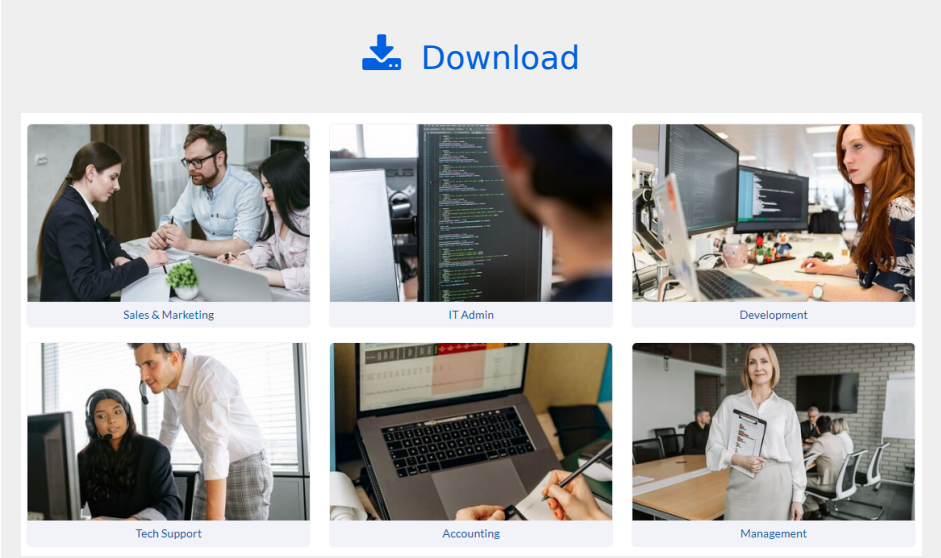
The icon is now displayed on the page.



Inserted Bootstrap icon

Templates download/Image cards

This template creates a set of images that is useful for linking to wiki pages.



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4.2 Template:Image_cards 31

Importing the template

The import file is included in the archive file *HW-IamgeCards.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-ImageCards.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...*

The template is now available in your wiki.

Pages included in the import

The xml import creates the following files in your wiki:

- Template:Image_cards
- Template:Image_cards/start
- Template:Image_cards/end
- Template:Image_cards/styles.css

Adding image cards to a page

General considerations

- **Start and end templates:** Each card set needs the **start** template (Image cards/start) and the **end** template (Image cards/end). Make sure to add the end template right after the last image card without a line-break. If you have a line break, you will see some unnecessary space after the last card.
- **Card sizes:** You can choose between *medium* (*standard)*, *small* and *large* image cards. By default, standard cards are shown.
- **Images or icons:** You can choose to create image cards or icon cards. Icon cards are only available in the sizes *small* and *medium.* If you want to uses images, you need to upload them to your wiki first.

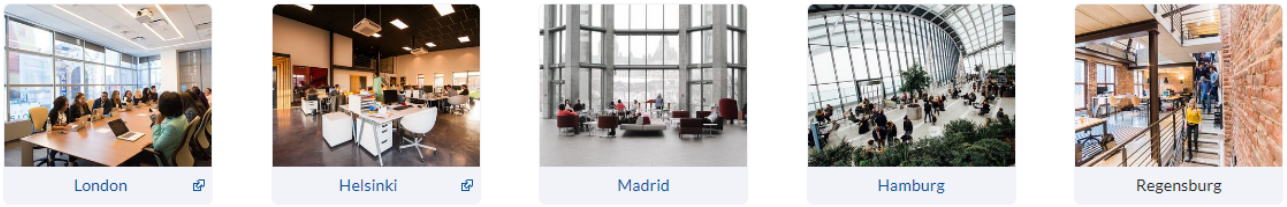
See below for a complete list of available settings (template parameters).

Image cards

The easiest way to add card is to choose a starting layout from the examples provided on this page. Simply copy and paste the example code in source-editing mode into your page.

Important! Always paste any code using plaintext - `Ctrl+Shift+v` - in your wiki in source editing mode to avoid creating unnecessary tags which will break the view.

Standard-sized image cards



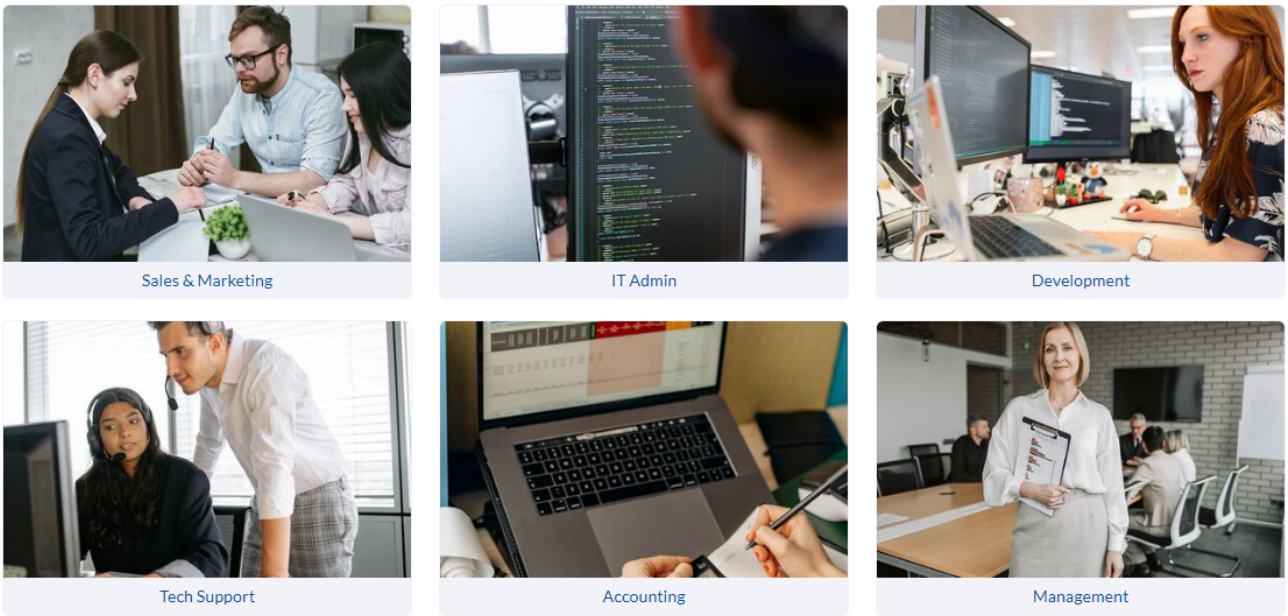
Standard-sized cards

Code to copy:

(Replace the file names for *imgname=* with the correct file names from your wiki)

```
{{Image cards/start|cardsize=}}
{{Image cards|imgname=yourimage1.jpg|label=London|imglink=https://google.de|alt=office
in London headquarters}}
{{Image cards|imgname=yourimage2.jpg|label=Helsinki|imglink=http://google.de|alt=}}
{{Image cards|imgname=yourimage3.jpg|label=Madrid|imglink=Main Page|alt=}}
{{Image cards|imgname=yourimage4.jpg|label=Hamburg|imglink=Main Page|alt=}}
{{Image cards|imgname=yourimage5.jpg|label=Regensburg|imglink=|alt=}}{{Image cards
/end}}
```

Large image cards

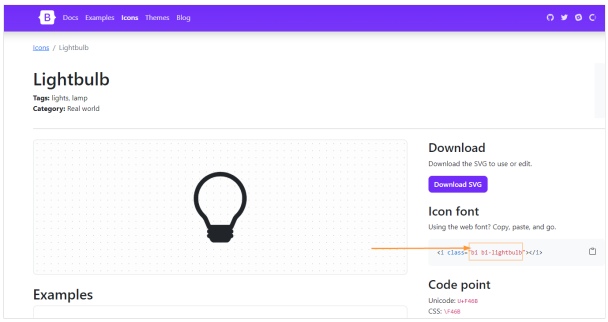


Large image cards

Code to copy:

(Replace the file names for *imgname=* with the correct file names from your wiki)

```
{{Image cards/start|cardsize=large|flexwrap=wrap}}
{{Image cards|imgname=yourimage1.jpg|label=Sales & Marketing|imglink=Main Page}}
{{Image cards|imgname=yourimage2.jpg|label=IT Admin|imglink=Main Page}}
{{Image cards|imgname=yourimage3.jpg|label=Development|imglink=Main Page}}
{{Image cards|imgname=yourimage4.jpg|label=Tech Support|imglink=Main Page}}
{{Image cards|imgname=yourimage5.jpg|label=Accounting|imglink=Main Page}}
{{Image cards|imgname=yourimage6.jpg|label=Management|imglink=Main Page}}{{Image cards
/end}}
```



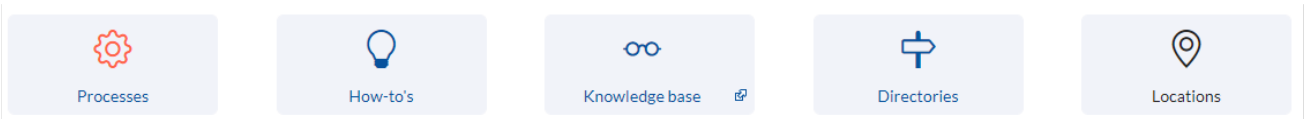
Bootstrap icon name

Icon cards

Supported icons:

- Bootstrap icons: Syntax is: *bi bi-gear*
- Font Awesome up to 6.2.1 v4.3+ : *fa-solid fa-house* (v. 6) or *fas fa-wrench* (v.5)

Important! BlueSpice does not always include the latest version of bootstrap icons. See the list of currently supported icons.



Icon cards

Code to copy:

(Replace the file names for *imgname=* with the correct file names from your wiki)

```
{{Image cards/start|cardsize=}}
{{Image cards|iconname=bi bi-gear|iconcolor=Tomato|label=Processes|imglink=Main
Page|alt=}}
{{Image cards|iconname=bi bi-lightbulb|label=How-to's|imglink=Main Page|alt=}}
{{Image cards|iconname=bi bi-eyeglasses|label=Knowledge base|imglink=https://google.
de|alt=}}
{{Image cards|iconname=bi bi-signpost|label=Directories|imglink=Main Page|alt=}}
{{Image cards|iconname=bi bi-geo-alt|label=Locations|imglink=|alt=}}{{Image cards/end}}
```

Available settings

Template:Image_cards/start

Parameter	Value	Description
cardsize	• medium (can stay empty, it is the default) • small • large	Sets the size of the individual cards
justifycontent	• space-between (default)	Spreads the cards out evenly in the available space If the number of cards causes a line break and you don't want to switch from "space-between" to "flex-start", you can insert additional blank placeholder cards that "push" the cards in the second row to the left. You have to test the number of required placeholders. Here, 2 placeholders would be generated: `{{Image cards|class=placeholder}}` `{{Image cards|class=placeholder}}`
	• flex-start	If there is a wrap to another line, the cards are left-aligned
flexwrap	• nowrap (default)	Cards get smaller if many images are added to avoid wrapping
flexwrap	• wrap	Cards keep their original size. Images that don't fit on the first row will move to the next row. This setting should be used with cardsize=large.

Template:Image_cards

Parameter	Value	Description
	e.g.:	Name of the image without a namespace prefix.

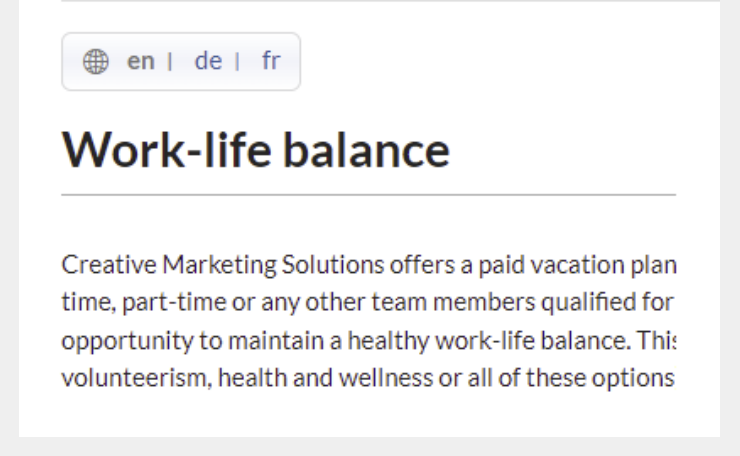
Parameter	Value	Description
imgname	myimage.jpg, myimage.png	It needs to be blank or not present if icons are used instead of images.
label	e.g.: London	Label that is shown under the image /icon.
imglink	e.g.: Main_Page Help:Main_Page https://google.com	Link to a wiki page or a website. The link is optional.
alt	e.g.: office in London headquarters	Provided for assistive technologies of users who cannot see the image. This is not necessary when using icons, since icons are loaded as background images only.
iconname	e.g.: bi bi-lightbulb	Used instead of imgname if icons are used as a visual.
iconcolor	e.g.: Tomato, #607d8b	HTML-color value. This includes color names or generally HEX-values.

Templates download/Language switcher

Starting with BlueSpice 4.3, a language switcher is automatically created for subpages or interlanguage links and this template is no longer needed.

Download

This download file includes two versions of a language switcher. Supported languages can be defined in the templates.



Importing the template

The import file is included in the archive file *HW-LanguageSwitcher.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-LanguageSwitcher.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The templates are now available in your wiki.

Pages included in the import

The xml import creates the following files in your wiki:

- Template:Languages
- Template:Languages/styles.css
- Template:InterLanguages
- Property:Languages/tracklang
- MediaWiki:Lang
- MediaWiki:Lang/de
- MediaWiki:Lang/en
- MediaWiki:Lang/fr
- MediaWiki:Lang/nl

How it works

Template:Languages

This template is used to switch between a page and its translated versions when the translations are maintained as subpages.

The template defines some variables to determine which languages you want to support. It automatically determines the content language of your wiki installation. **This variable "cl" is required and must not be deleted.**

- You need to define at least one language for the switcher to make sense. Each language variable is named as lowercase l (for language) "l1", "l2",.... The value needs to be provided as the ISO 639-1 language code for the language. For Spanish, you would define:

```
{{#vardefine:l4|es}}
```

- After defining the variables, you need to add them to the actual switcher:

```
{{#switch: {{SUBPAGENAME}}
|{{#var:l1}}={{#var:switcher}}
|{{#var:l2}}={{#var:switcher}}
|{{#var:l3}}={{#var:switcher}}
|{{#var:l4}}={{#var:switcher}}
|{{#var:clswitcher}}}}}
```

- A tracking property enssures that the different languages are available for further processing through Semantic MediaWiki. This allows to create page lists of the different languages.:

```
<!-- set tracking property //-->
[[Languages/tracklang::{{#switch: {{SUBPAGENAME}}|{{#var:l1}}={{#var:l1}}|{{#var:
l2}}={{#var:l2}}|{{#var:l3}}={{#var:l3}}|{{#var:l4}}={{#var:l4}}|{{#var:cl}}}}]]
```

- Alternatively, especially in BluesSpice free (where no SMW functions and therefore no attributes are available by default), tracking categories can be used. These are commented out in the template by default. The comment must therefore be removed and all languages tracked as a category:

```
{{#switch: {{SUBPAGENAME}}|{{#var:l1}}=[[Category:{{#var:l1}}]]|{{#var:l2}}=
[[Category:{{#var:l2}}]]|{{#var:l3}}=[[Category:{{#var:l3}}]]|{{#var:l4}}=
[[Category:{{#var:l4}}]]|[[Category:{{#var:cl}}]]}}
```

- In addition, you should add the language to the template description for the extension TemplateData:

```
"description": {
        "en": "Language switcher",
                "de": "Sprachwechsler",
                "fr": "Sélecteur de langue",
                "nl": "Taal verandering",
                "es": "Cambiador de idioma"
        }
```

Template:InterLanguages

This template is used to switch between a page and its translated versions when the translations are not maintained as subpages, but are technically not associated at all.

The template defines some variables to determine which languages you want to support. **The variable "self" defines the current page. It is required and must not be deleted.**

The language variables are defined just like in the template Languages. If you define additional language variables, the newly defined languages has to be added to the language menu. The links are created in the following container:

```
<div id="langbar-hz">
...
</div>
```

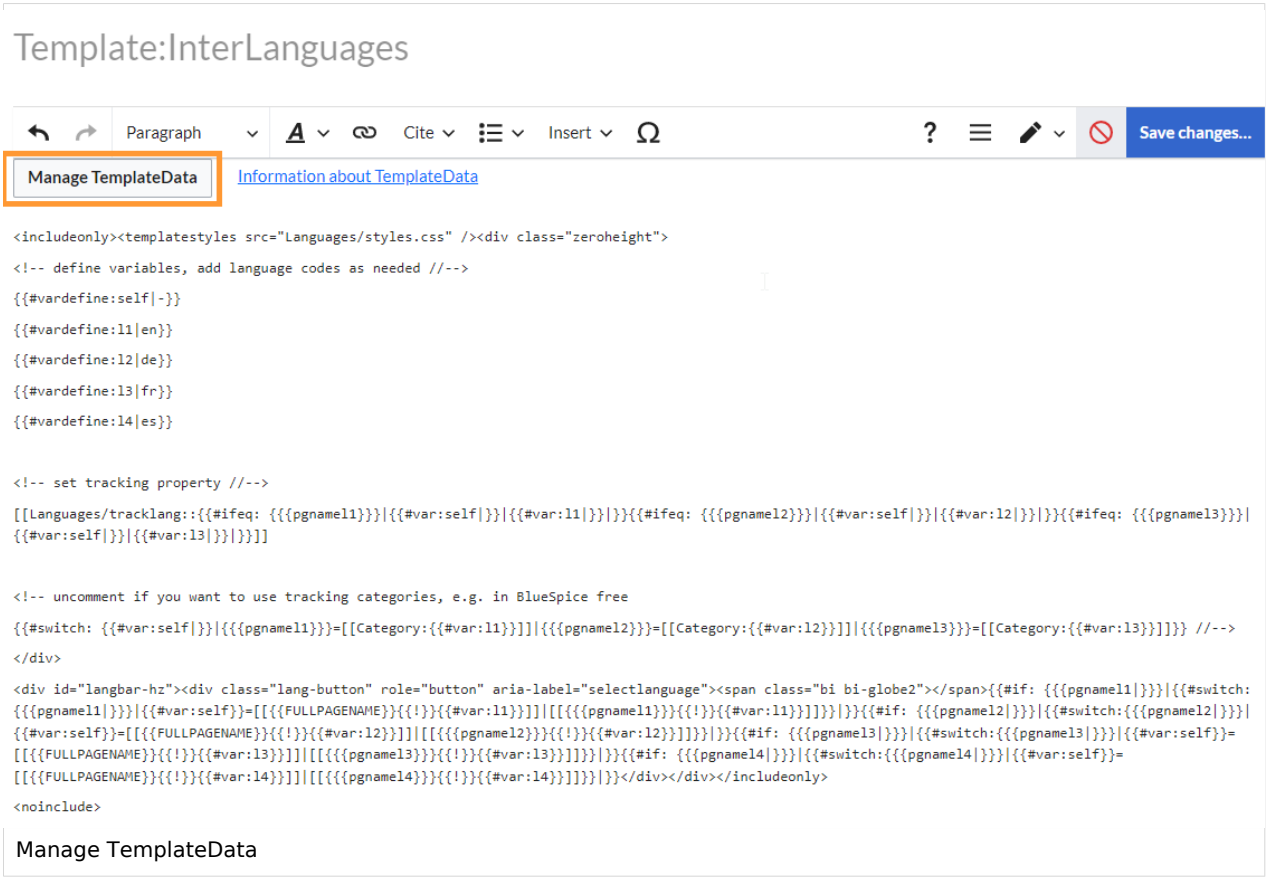
Simply add each language with the l-number matching your language variable by copying this line and replacing the number:

```
{{#if: {{{pgnamel4|}}}|{{#switch:{{{pgnamel4|}}}|{{#var:self}}=[[{{FULLPAGENAME}}{{!}}
{{#var:l4}}]]|[[{{{pgnamel4}}}{{!}}{{#var:l4}}]]}}|}}
```

In addition, you need to add the language to the template description and the available fields in the TemplateData editor.

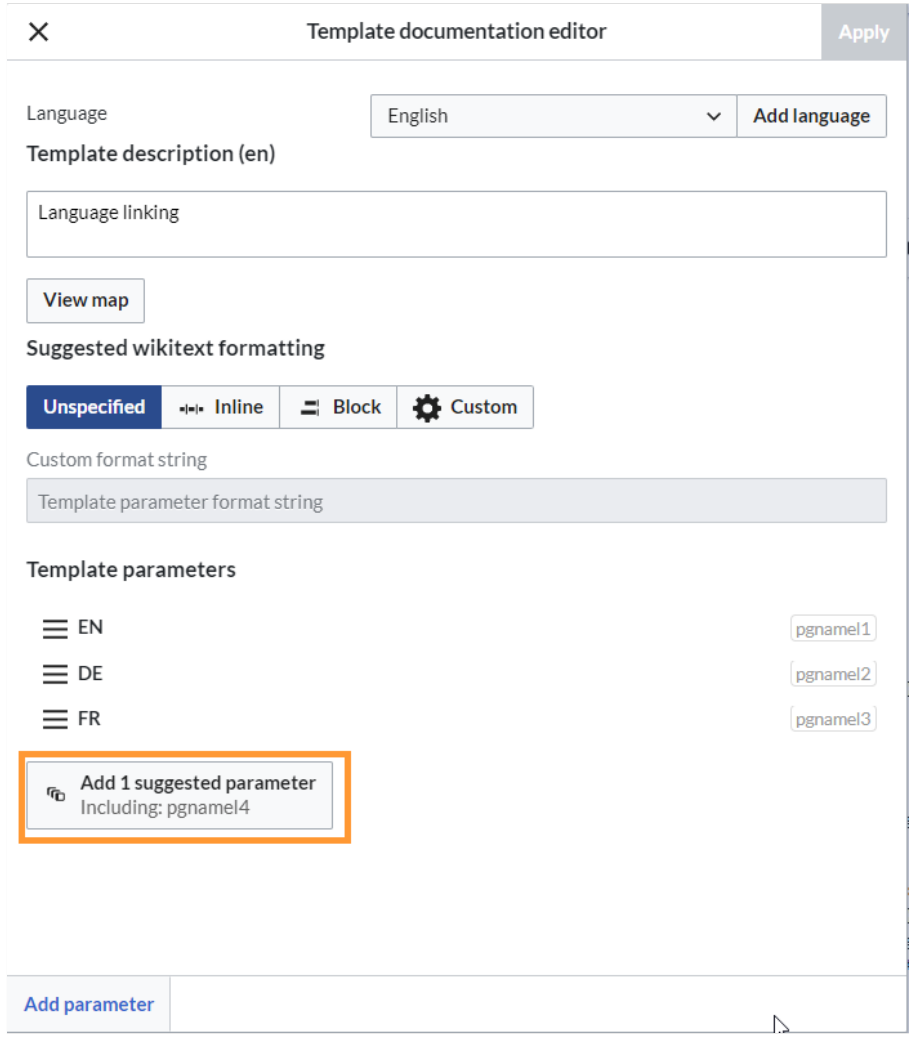
In source editing mode:

1. **Click** *Manage TemplateData*



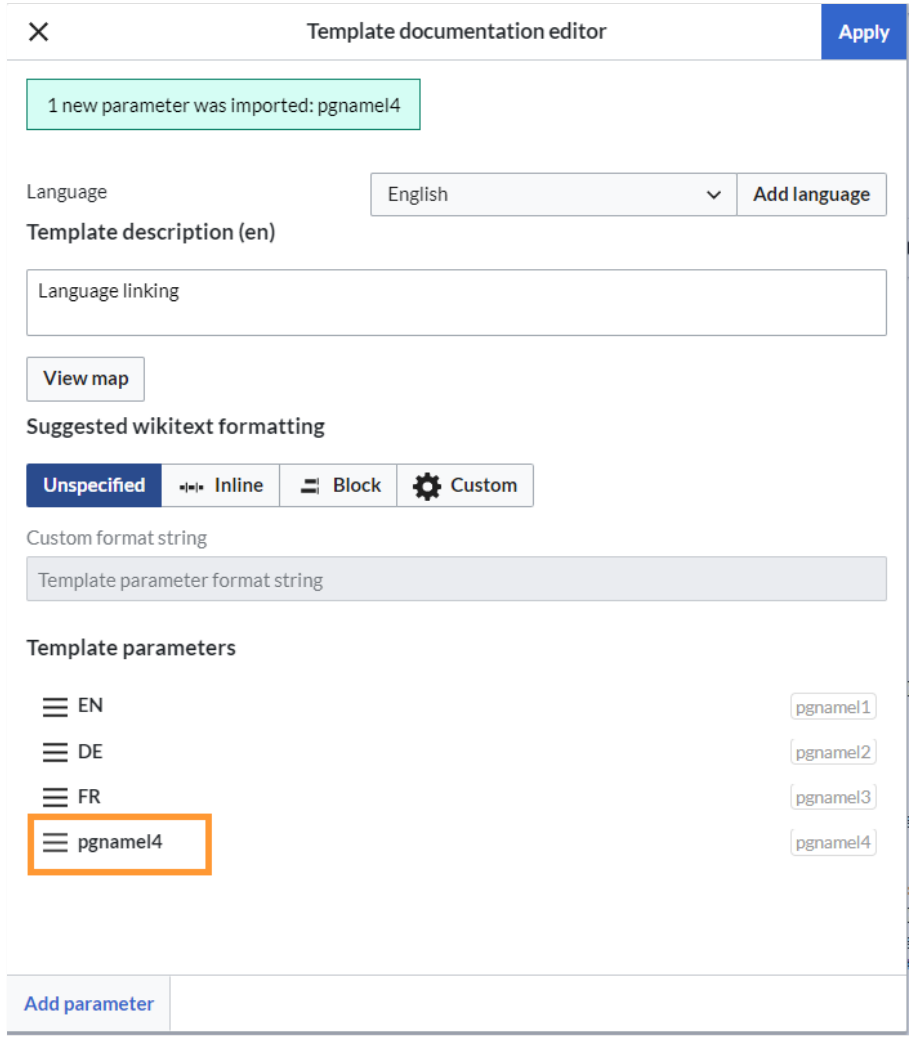
Manage TemplateData

2. **Click** *Add parameter*



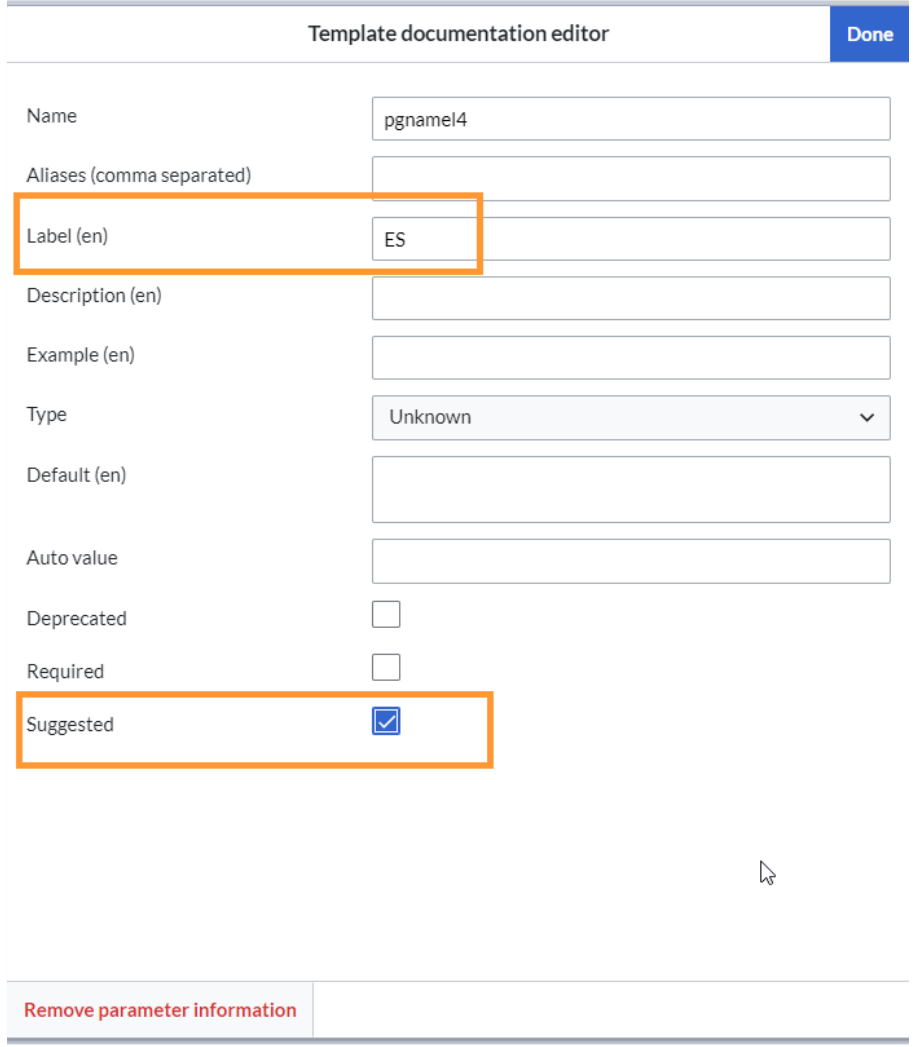
Add new languages (as parameters)

3. **Select** any new language you have added and click **Apply**.



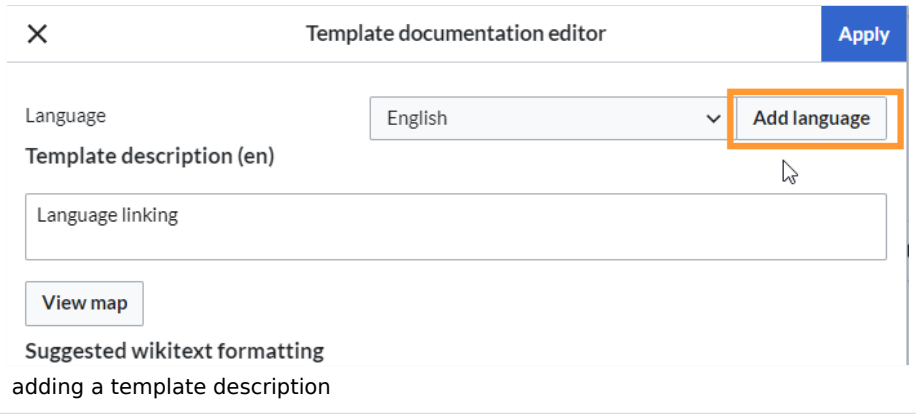
Selecting a newly added paramter

4. **Add** the language abbreviation for the new language as a label and activate the *Suggested* checkbox and click **Done.**



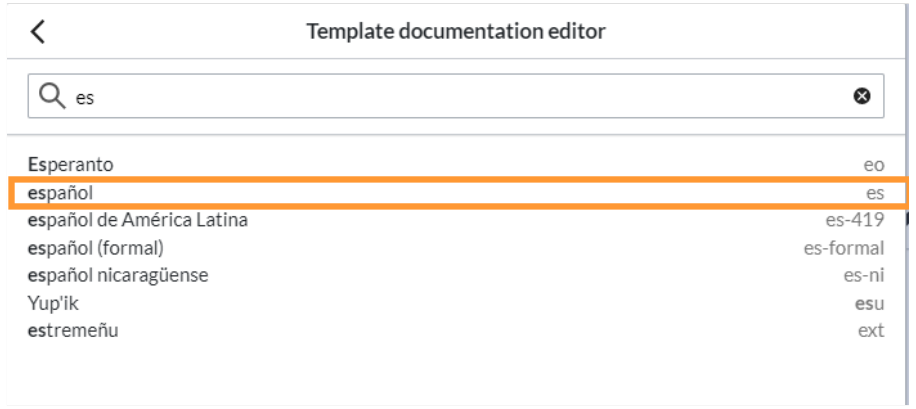
Parameter settings

5. **Click** *Add language* to add a new template description for this language.



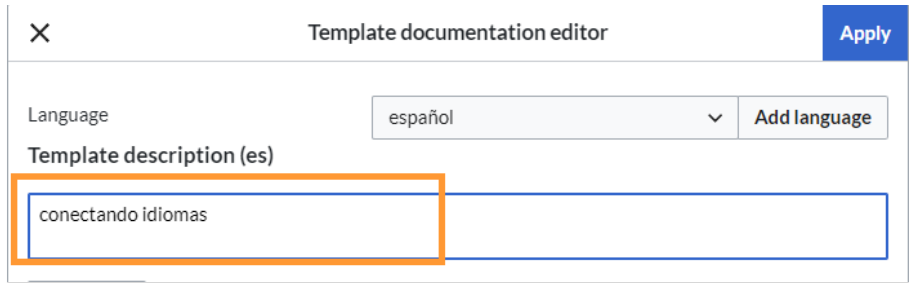
adding a template description

6. **Select** the user language that corresponds to the current language parameter.



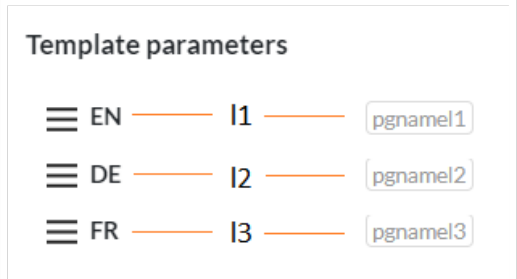
select user language

7. **Enter** a template description and click **Apply**. This description is shown when the user selects a template in the visual editor.



template description

Important! If you have changed the original default values for the language variables, make sure to change the language labels here accordingly. The labels for the I1, I2, I3,... languages need to match.



check correct language associations

Alignment of the language switcher

By default, the language switcher appears on the right side of the page. To display it on the left side, change the following line in the page Template:Languages/styles.css:

```
#langbar-hz {text-align: left;}
```

Adding the language switcher to a page

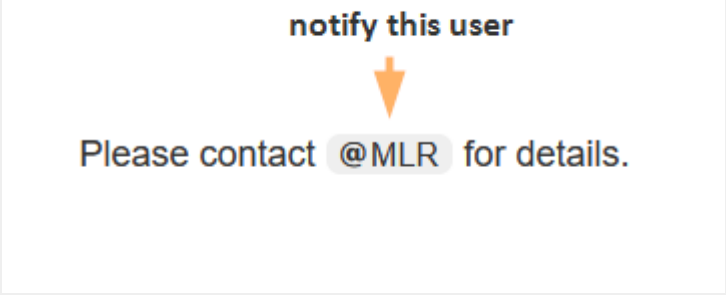
It is possible to use both language switchers in the same wiki. They connect language versions in different scenarios:

- Using the language switcher template **Languages** (for language versions that are maintained as subpages)
- Using the language switcher template **InterLanguages** (for language versions that are maintained as independent pages)

Templates download/Mention

This template gives users a quick way of creating a user mention by simply typing `{{` (opening the template dialog) and then selecting the template `@` . Optionally, users can activate (email or wiki) notifications if they are mentionned on the wiki.

Download



Importing the template

The import file is included in the archive file *HW-mention.zip*. Unpack the zip file first.

On the page *Special:Import,* follow these steps:

1. ***Select file*** and choose HW-mention.xml.
2. **Enter** an *interwiki prefix*. Since this field is required, simply add hw (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The template is now available in your wiki.

Important! If, after importing the template to your wiki, the input field is not displayed when you first integrate the template into a wiki page, you need to open the template in the *Template* namespace, make a "null-edit" change (e.g., insert spaces) and save the template. The input field should now be displayed correctly when using the template.

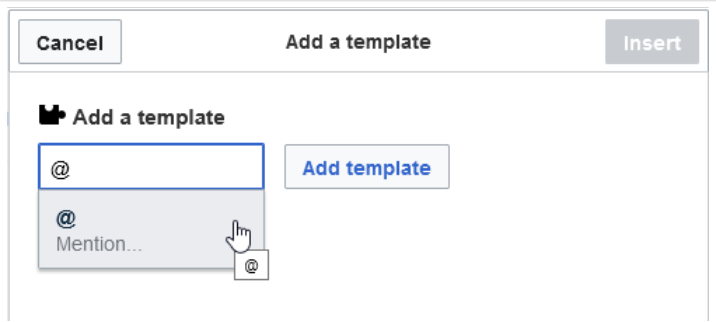
Pages included in the import

The xml import creates the following files in your wiki:

- Template:@
- Template:@/styles.css

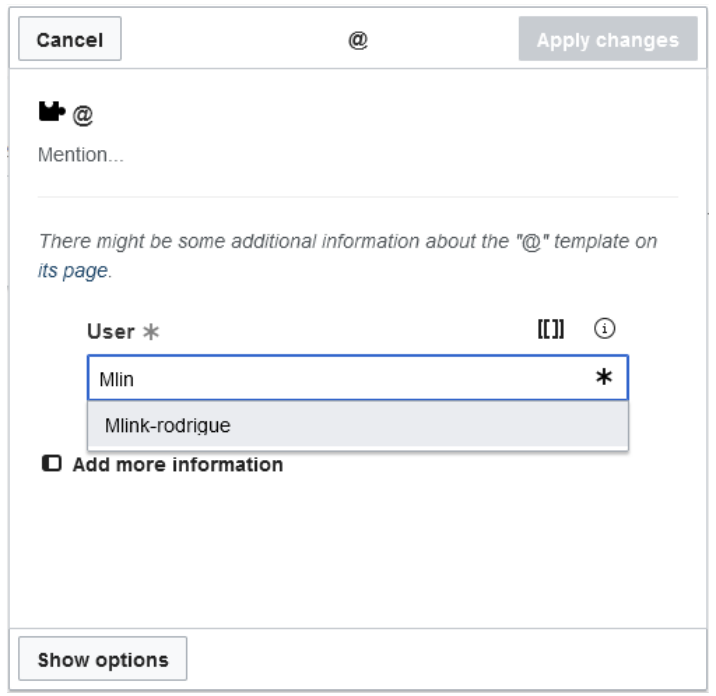
Using the template

1. **Enter** `{{` in visual editing mode.
2. **Choose** the template `@`.



User selection

3. **Select** a user name.



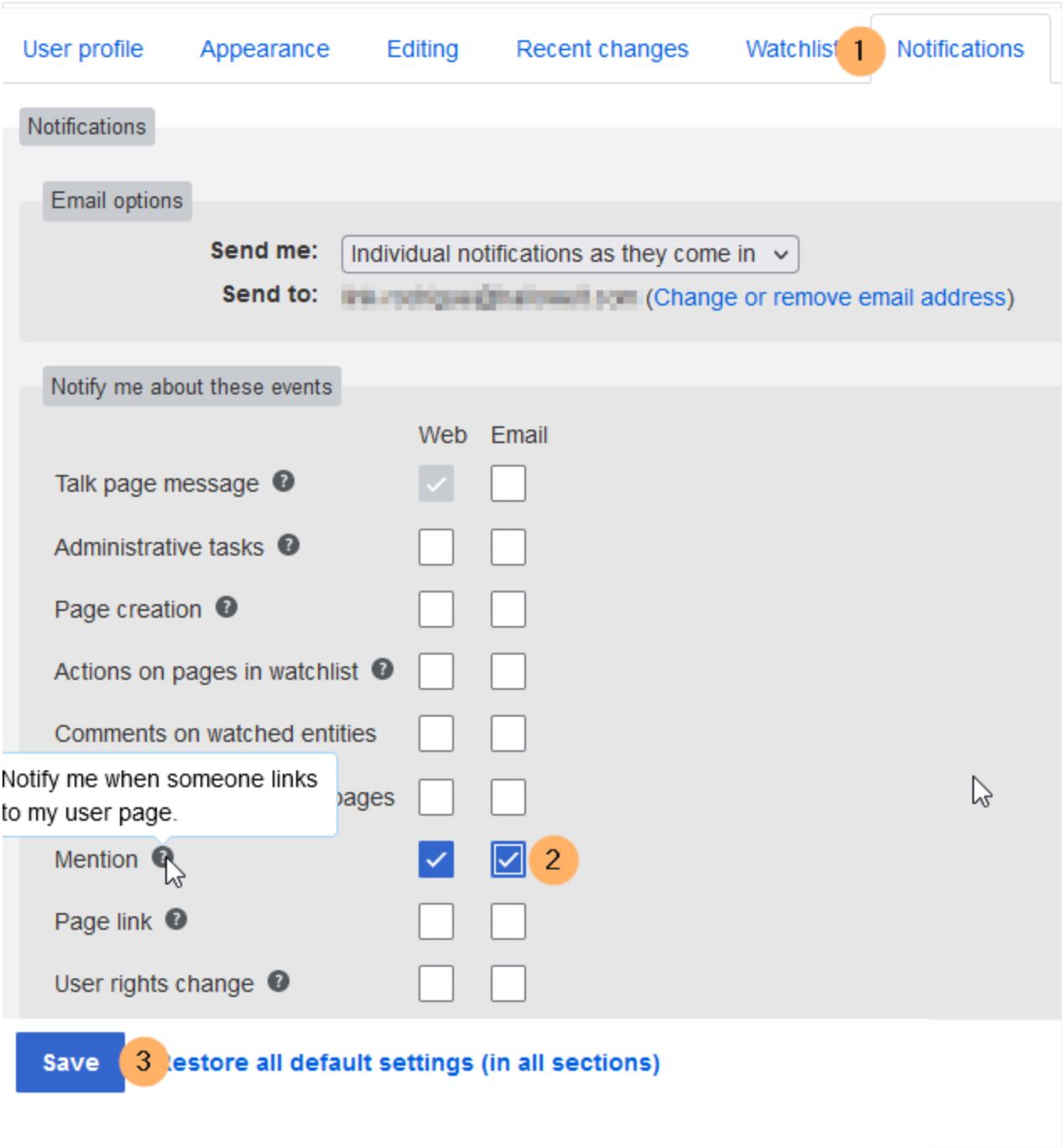
Select a user name

4. **Click** "Save changes".

Activate notifications

Users can activate notifications for mentions in their personal preferences :

1. **Select** the tab *Notifications*.
2. **Activate** the notifications options for mentions.
3. **Save** your changes.



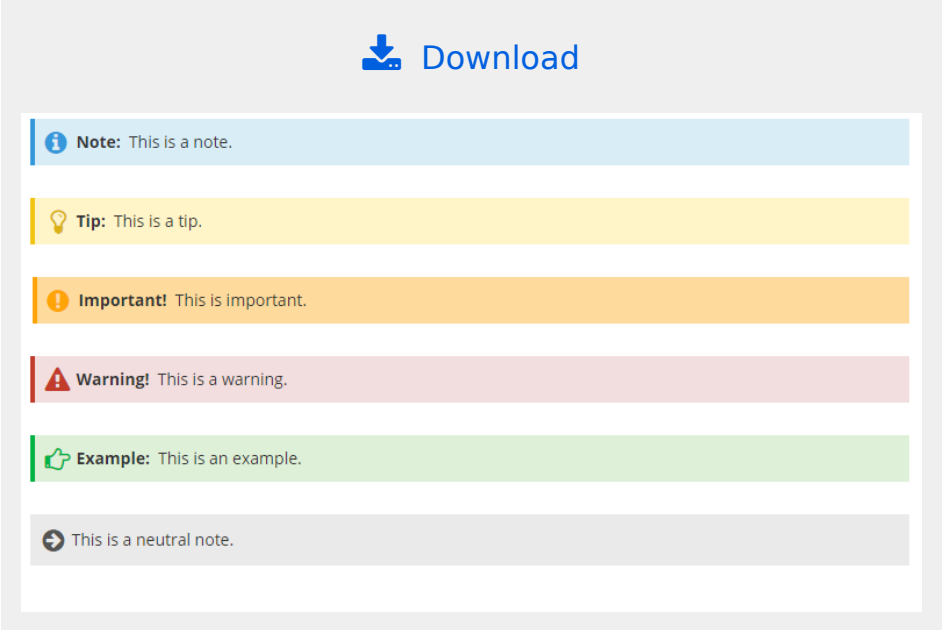
Activating notifications

Templates download/Messagebox

Starting with BlueSpice 4.3, these messages boxes can be inserted as a Content droplet. Therefore, importing this template is no longer necessary.

This template can be integrated into every wiki page from the editor toolbar (VisualEditor). The type of box (hint, tip, warning, etc.) can be specified as a parameter. This parameter sets the background color as well as the optional icon.

The symbol can be activated and deactivated.



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Importing the template

The import file is included in the archive file *HW-messagebox.zip*. Unpack the zip file first.

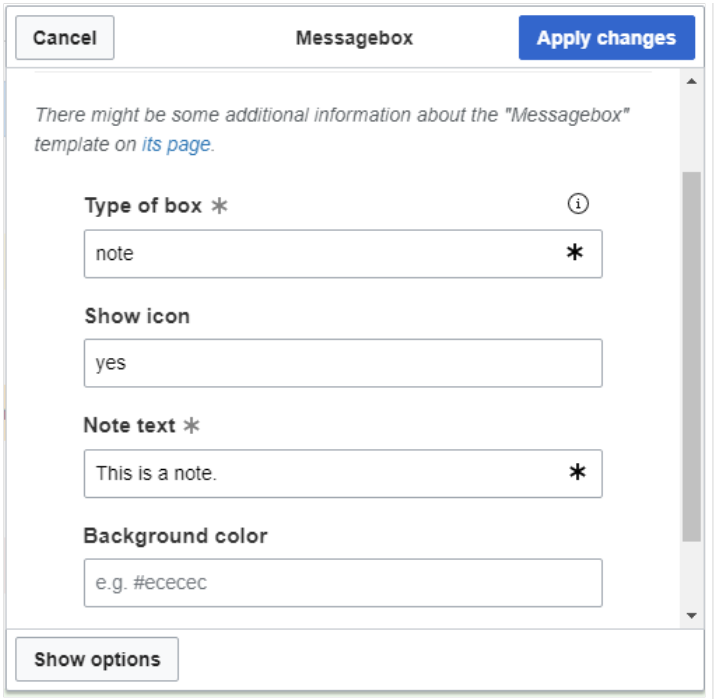
On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-messagebox.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** Sie *Upload file...* .

The template is now available in your wiki and can be added to a page from the VisualEditor *Insert>Template* link.

Available parameters

Parameter	Description
Type of box	Determines the color of the box and the label. Allowed values (case-sensitive): `note`, `warning`, `tip`, `important`, `example`, `success`, `neutral`
Note text	Content of the box. Allows wikitext.
Show icon	Sets an additional icon for the box type. Default value: `(empty)`, Allowed value: `yes`
Background color	overwrites the default background color of a boxtype. Example: `#ef5f5f5` (light grey) To find a color: https://www.w3schools.com/colors/colors_picker.asp



Visual editor dialog for the message box

Pages included in the import

The xml import creates the following files in your wiki:

- Template:Messagebox
- Template:Messagebox/styles.css

Alignment adjustments

By default, the box is displayed in full-width. This means that it is displayed below any image that is used directly before the box.

To change this behavior to keep the box within the text-flow you can make the following change in Template:Messagebox/styles.css:

For the css-selector *.hw-messagebox*, **replace** the declaration "clear:both" with "overflow: hidden".

Before:

```
.cd-textbox {
...
clear:both;
}
```

Afterwards:

```
.cd-textbox {
...
overflow hidden;
}
```

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet,

Note: This is a note.

It contains line breaks, too.

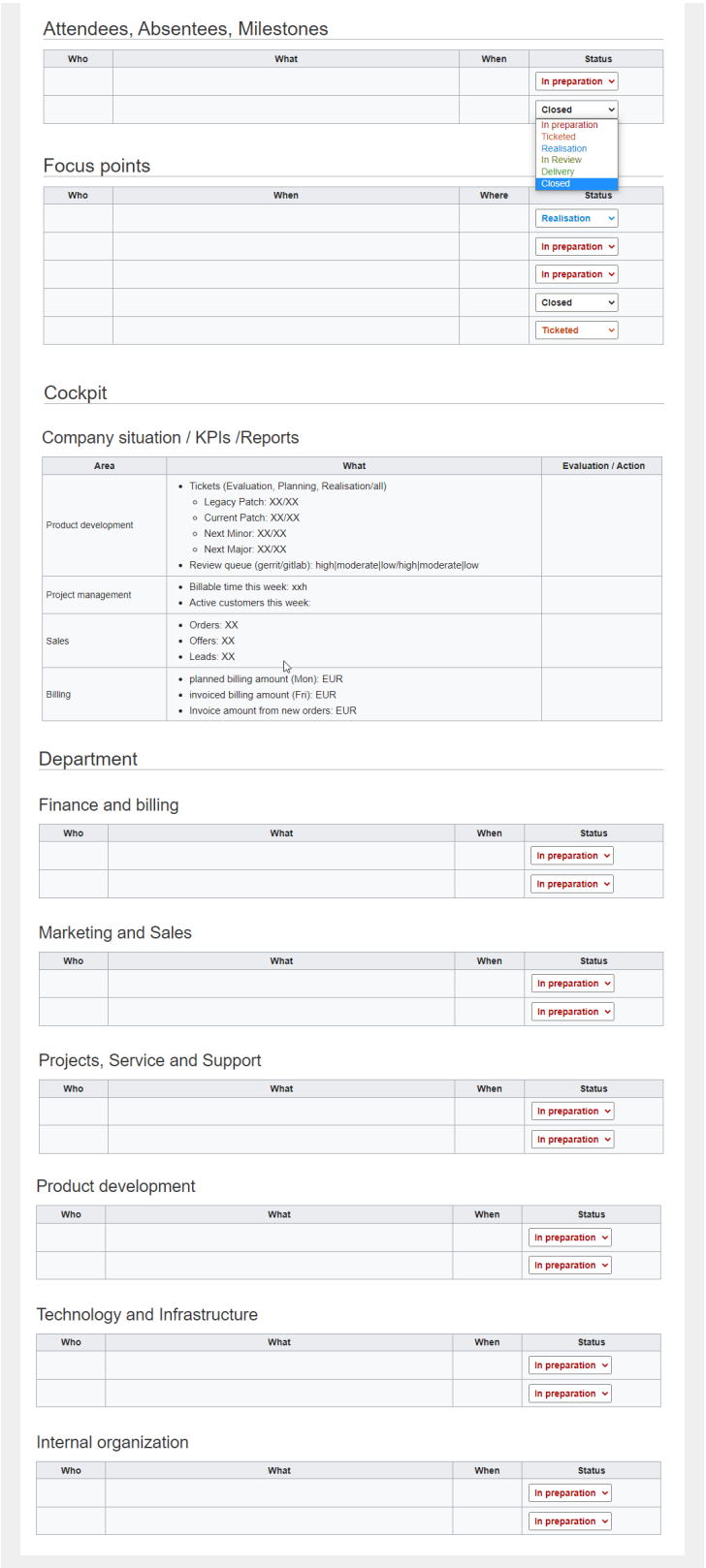
Lorem ipsum

Messagebox within text-flow

Templates download/Minutes JF management

Page template for Management meetings.

Download



Attendees, Absentees, Milestones

Who	What	When	Status
			In preparation
			Closed

In preparation
Ticketed
Realisation
In Review
Delivery
Closed

Focus points

Who	When	Where	Status
			Realisation
			In preparation
			In preparation
			Closed
			Ticketed

Cockpit

Company situation / KPIs /Reports

Area	What	Evaluation / Action
Product development	• Tickets (Evaluation, Planning, Realisation/all) ◦ Legacy Patch: XX/XX ◦ Current Patch: XX/XX ◦ Next Minor: XX/XX ◦ Next Major: XX/XX • Review queue (gerrit/gitlab): high|moderate|low/high|moderate|low	
Project management	• Billable time this week: xxh • Active customers this week:	
Sales	• Orders: XX • Offers: XX • Leads: XX	
Billing	• planned billing amount (Mon): EUR • invoiced billing amount (Fri): EUR • Invoice amount from new orders: EUR	

Department

Finance and billing

Who	What	When	Status
			In preparation
			In preparation

Marketing and Sales

Who	What	When	Status
			In preparation
			In preparation

Projects, Service and Support

Who	What	When	Status
			In preparation
			In preparation

Product development

Who	What	When	Status
			In preparation
			In preparation

Technology and Infrastructure

Who	What	When	Status
			In preparation
			In preparation

Internal organization

Who	What	When	Status
			In preparation
			In preparation

Importing the template

The import file is included in the archive file *HW-minutes-management.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-minutes-management.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The form-based template is now available in your wiki.

Pages included in the import

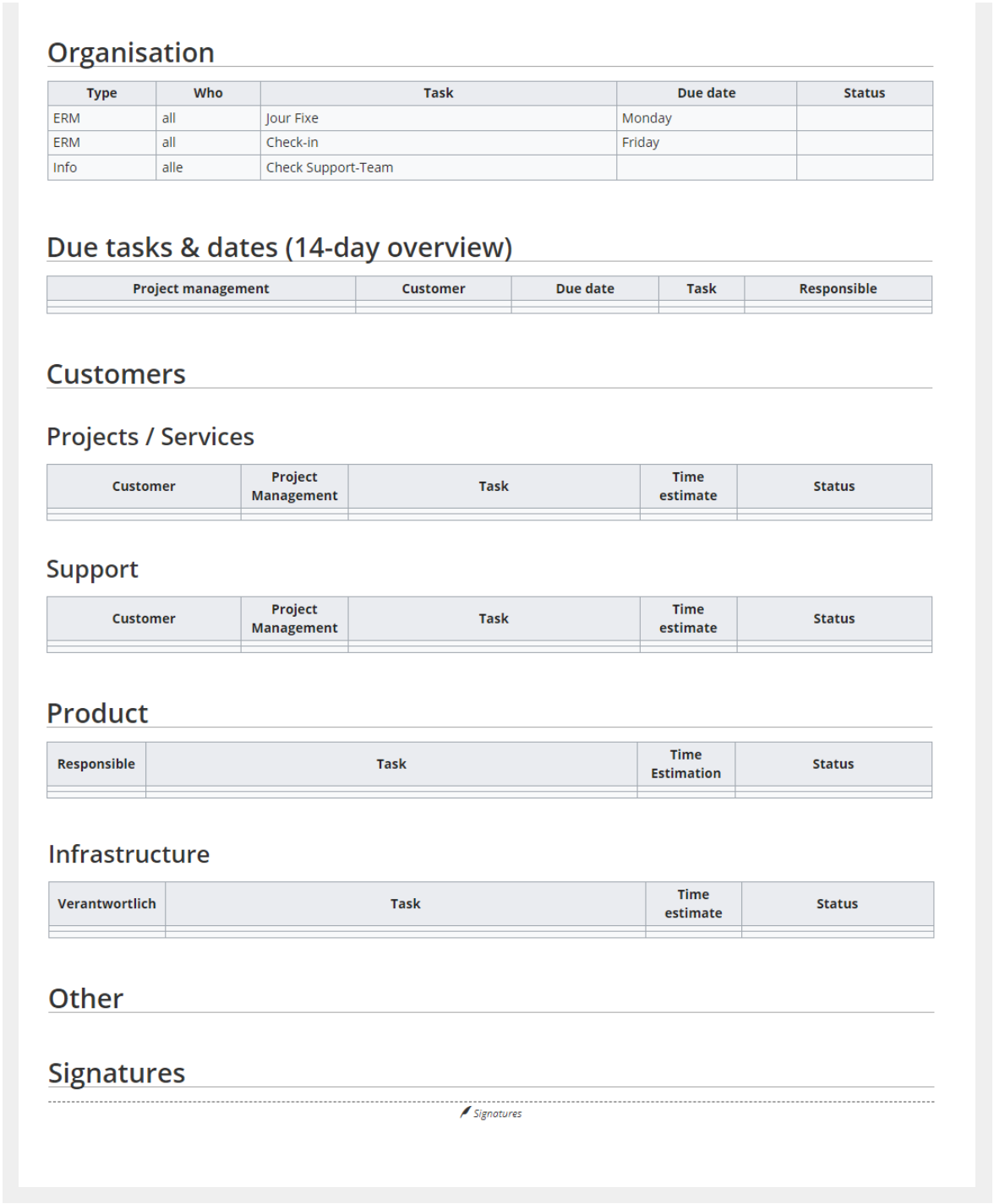
- Template:JF Status/en
- Template:Meeting minutes/styles.css
- Template:Meeting minutes Management

Using the template

You can define this template as a page template in your wiki if you have administrator rights. If you have also downloaded the general template for team meeting minutes, you can also define this template to be preloaded as such a team template.

Templates download/Minutes customer projects

Download



Organisation

Type	Who	Task	Due date	Status
ERM	all	Jour Fixe	Monday	
ERM	all	Check-in	Friday	
Info	alle	Check Support-Team		

Due tasks & dates (14-day overview)

Project management	Customer	Due date	Task	Responsible

Customers

Projects / Services

Customer	Project Management	Task	Time estimate	Status

Support

Customer	Project Management	Task	Time estimate	Status

Product

Responsible	Task	Time Estimation	Status

Infrastructure

Verantwortlich	Task	Time estimate	Status

Other

Signatures

Signatures

Page
template for customer project meeting meetings.

Importing the template

The import file is included in the archive file *HW-Minutes-customerprojects.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-Minutes-customerprojects.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.

4. **Click** *Upload file...* .

The form-based template is now available in your wiki.

Pages included in the import<

- Template:Meeting minutes customer projects

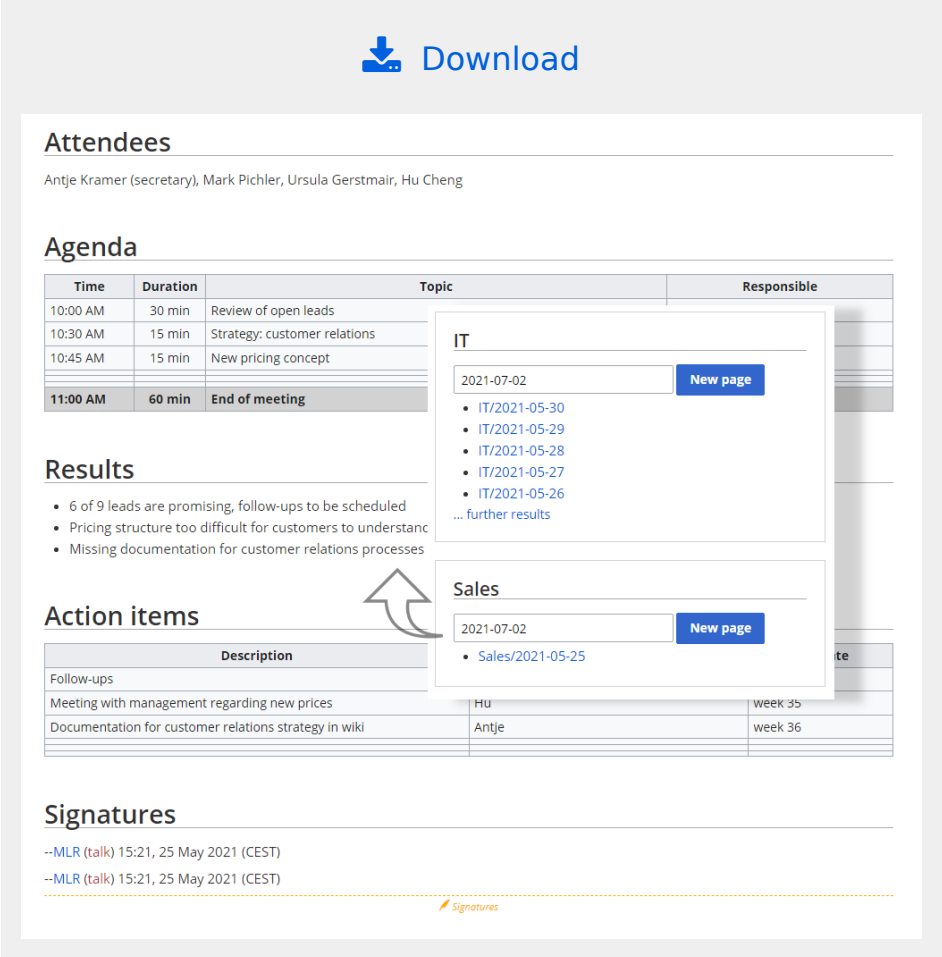
Using the template

You can define this template as a page template in your wiki if you have administrator rights. If you have also downloaded the general template for team meeting minutes, you can also define this template to be preloaded as such a team template.

Templates download/Minutes for teams

This template contains a combined roll-up page for creating meeting minutes of different teams. A standard protocol page template is also included.

The template can be expanded with additional page templates for different types of meeting minutes.



Importing the template

The import file is included in the archive file *HW-Minutes.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-Minutes.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** Sie *Upload file...* .

The template is now available in your wiki.

Pages included in the import

The xml import creates the following files in your wiki:

- Meeting minutes (in the *Main* namespace)
- Template:Meeting minutes
- Template:Meeting minutes/styles.css
- Template:Meeting minutes standard

Using the template

Create a namespace

Over time, you will create many pages for meeting minutes. It therefore makes sense to store them in their own namespace. We suggest that you create the "Minutes" namespace for this purpose. The template for minutes requires that this namespace is available.

If you do not want to use the "Minutes" namespace in your wiki, you can adjust the expected namespace in the file *Template:Meeting minutes*. To do this, change the prefix *Minutes* in the *inputbox* tag:

```
{{#tag:inputbox|
 ...
 prefix=Minutes:{{{1|{{PAGENAME}}}}}/
```

to your own namespace, here exemplified as *Your_namespace*:

```
{{#tag:inputbox|
  ...
  prefix=Your_namespace:{{{1|{{PAGENAME}}}}}/
```

Add a navigation link

To easily find and create meeting minutes, you should provide a direct link to the Minutes roll-up page in the main navigation. By default, the page *Meeting minutes* is located in the main namespace. You can move it to any namespace you want.

Customizing the template

Creating individual teams

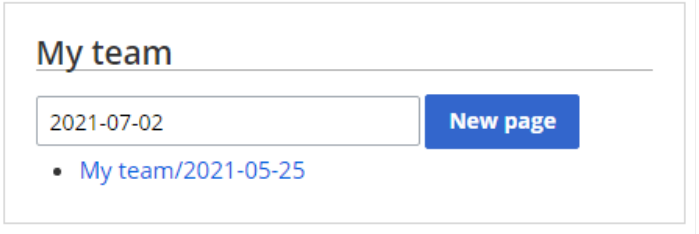
Three adjustments need to be made for each team section on the main *Meeting minutes* page:

1. The **box heading** with the team name.
2. **The team name** used to create the file path for this team's minutes. This generates the main page prefix used for any meeting time for this team before the date. For example *Marketing*/2021-07-01.
3. The **page template** you want to use for the team's meeting minutes. By default, there is only one template (Meeting minutes standard) for all meeting minutes. Simply create a new page in the template namespace and assign it here as a preload template for a team.

Example of a team:

```
<div class="block">
== My team==
{{Meeting minutes|My team|preload=Template:Meeting minutes my team}}
</div>
```

Result:



Inputbox for creating meeting minutes

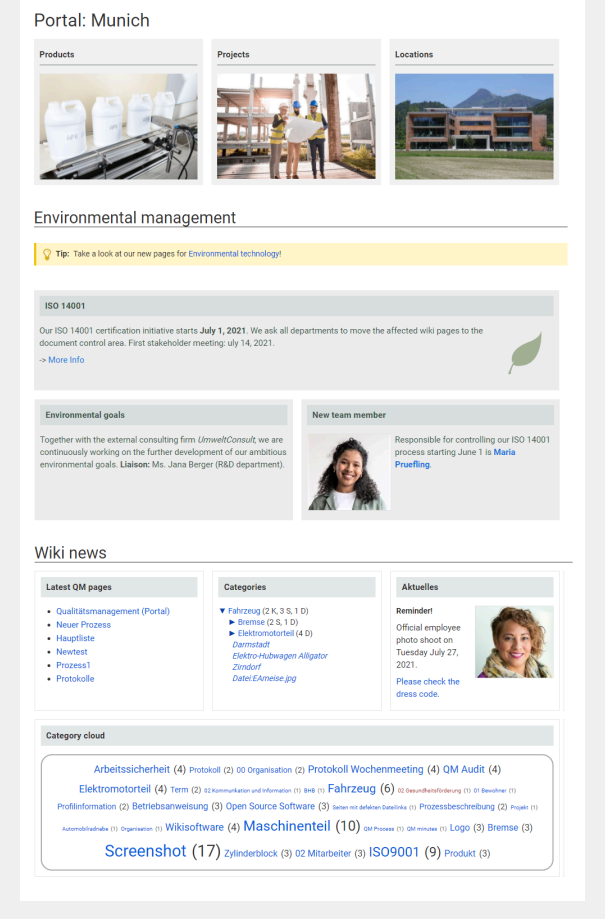
Templates download/PortalFlex

The template *Portal flex* allows you to create pages based on a 2 or 3 column layout. In addition, each page can contain an intro section.

Individual pages that were created using this *Portal flex* template can be combined into one portal page using transclusion. (as shown in the **example image** on this page).

Download

The layout is responsive and shown optimized for different devices.



Importing the template

The import file is included in the archive file *HW-PortalFlex.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

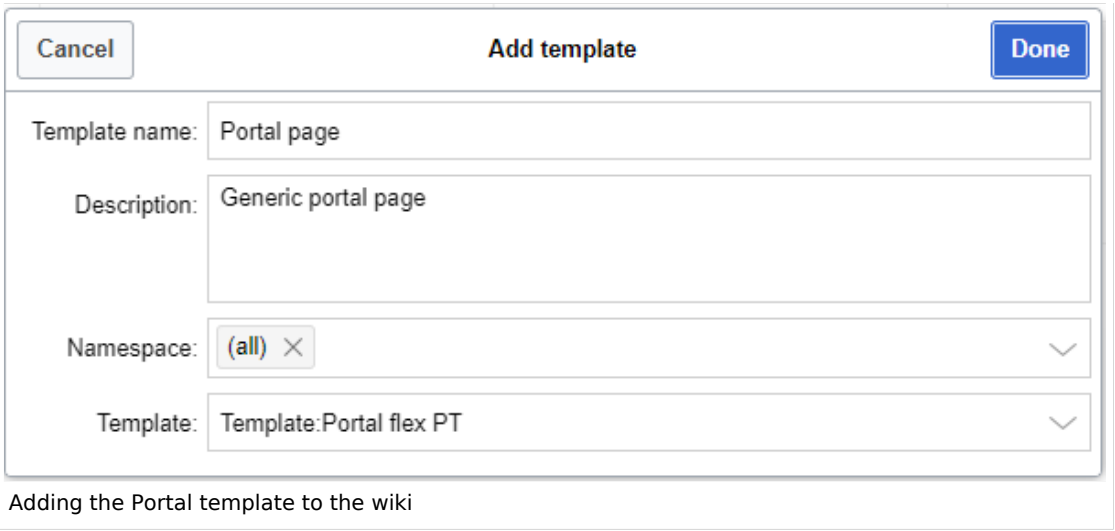
1. **Select file** and choose *HW-PortalFlex-en.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The form-based template is now available in your wiki.

Creating portal pages

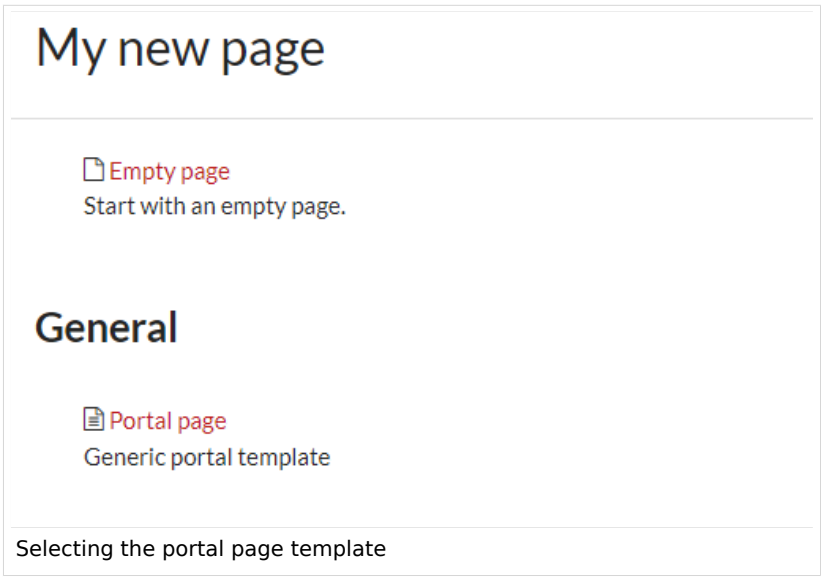
To create a portal page:

1. **Add** the page *Template:Portal flex PT as a page template to your wiki.*
    1. Go to the template manager at *Special:PageTemplatesAdmin.*
    2. Click the "+" button to add the template as a new page template for the entire wiki:
        - Template name: Portal page
        - Description: Generic portal page
        - Namespace: (all)
        - Template:Template:Portal flex PT



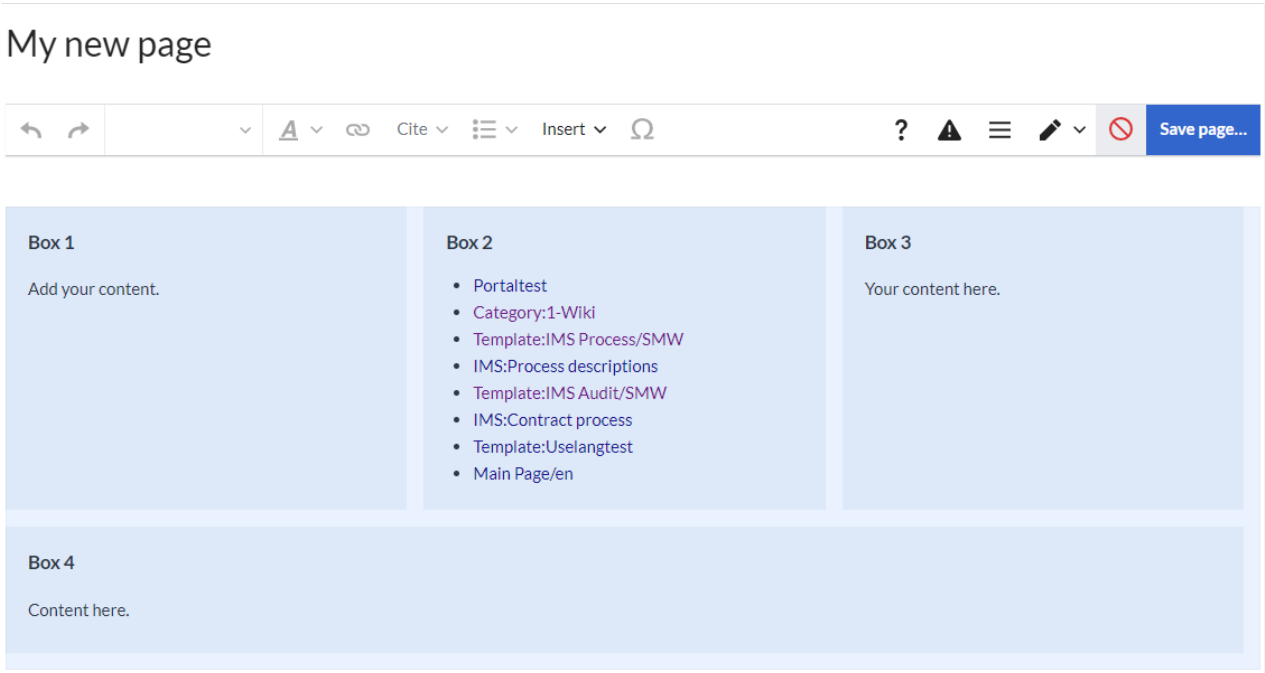
Adding the Portal template to the wiki

2. **Create** a new wiki page. You should now have the template Portal page available for selection.



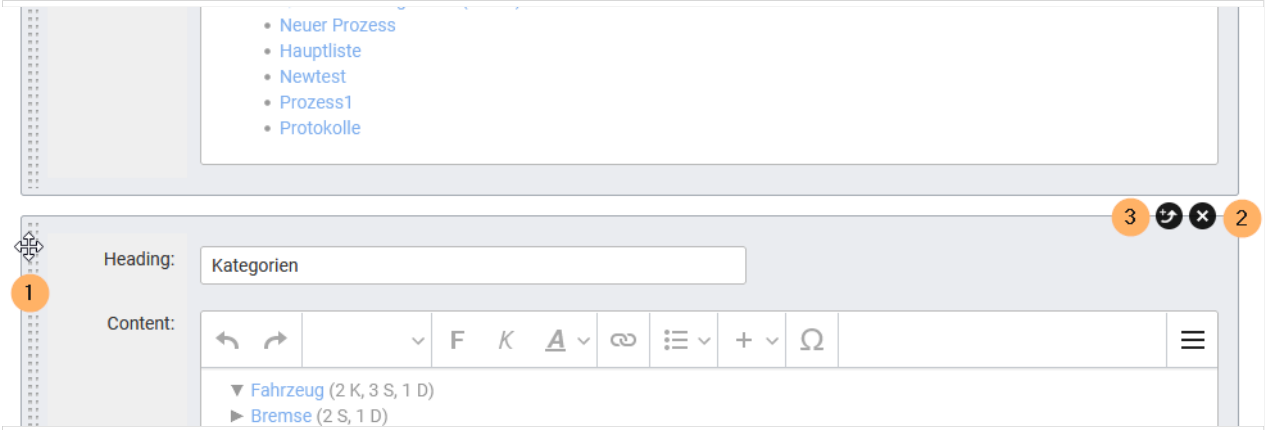
Selecting the portal page template

3. **Save** the new page.



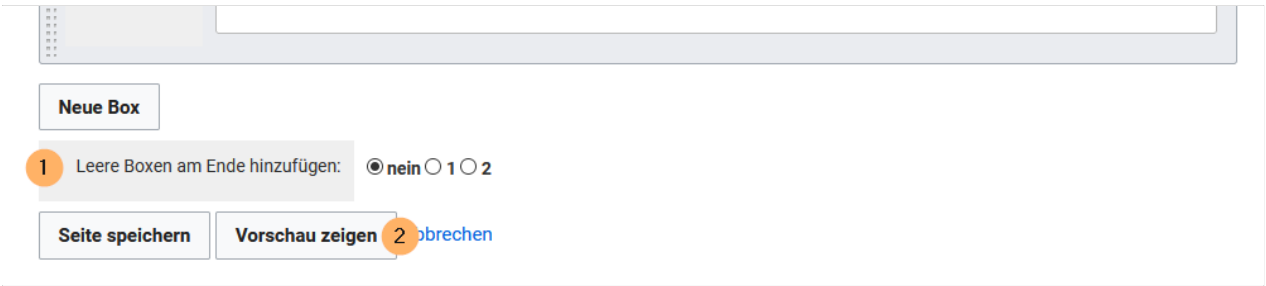
Saving the new portal page

4. To **edit the form settings** or to add simple text or graphics, click "...all actions" in the page tools and then click Edit with form. After changing the settings as needed, save the page. If you want to add dynamic content such as SMW-queries, you need to click "Edit source" instead of "Edit with form".
5. **Create** new boxes in forms edit mode by clicking *New box* and add your content. You can move the boxes up or down in order once you have multiple boxes. You can also override the default background color for an individual box. For example, if you selected white or grey for the default color of your boxes, you can emphasize an individual box by giving it a blue or red background color. You can also hide the heading of an individual box.



Move box up or down (1), delete box (2), add new Box above the current box (3)

6. **Choose,** if necessary, the number of placeholders (1). If, for example, you have chosen a 2-column layout, but you have 3 boxes on the page, then the 3rd box, by default, is shown in full page width. If you select 1 empty placeholder box, then the 3rd box will use only 1/2 of the page width.



Placeholder for unused columns to distribute available width.

7. **Click** *Show preview* (2). Here you can check your previous settings. Then scroll to the bottom of the page to get back to the form.
8. **Click** *Save page* when you have finished your edits.

Pages included in the import

The xml import creates the following files in your wiki:

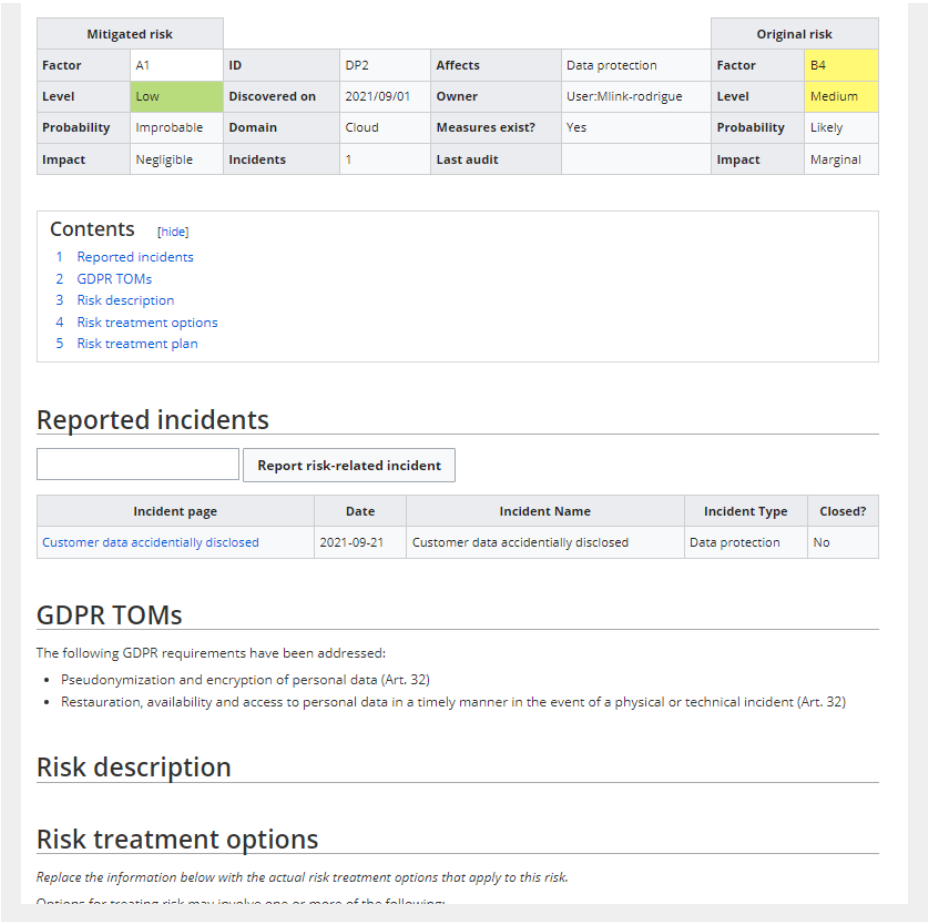
- Template:Portal flex/Start
- Template:Portal flex/Box
- Template:Portal flex/End
- Template:Portal flex/styles.css
- Template:Portal flex PT
- Form:Portal flex

Templates download/Risk management

This template set supports users who want to build and maintain a risk registry in the wiki. In addition to creating pages for risk planning, incidents can also be reported and (optionally) associated with existing risk entries.

You acquire the set directly via our sales department.

Contact us now



Mitigated risk						Original risk	
Factor	A1	**ID**	DP2	**Affects**	Data protection	**Factor**	B4
Level	Low	**Discovered on**	2021/09/01	**Owner**	User:Mlink-rodrigue	**Level**	Medium
Probability	Improbable	**Domain**	Cloud	**Measures exist?**	Yes	**Probability**	Likely
Impact	Negligible	**Incidents**	1	**Last audit**		**Impact**	Marginal

Contents [hide]

1 Reported incidents
2 GDPR TOMs
3 Risk description
4 Risk treatment options
5 Risk treatment plan

Reported incidents

Report risk-related incident

Incident page	Date	Incident Name	Incident Type	Closed?
Customer data accidentially disclosed	2021-09-21	Customer data accidentially disclosed	Data protection	No

GDPR TOMs

The following GDPR requirements have been addressed:

- Pseudonymization and encryption of personal data (Art. 32)
- Restauration, availability and access to personal data in a timely manner in the event of a physical or technical incident (Art. 32)

Risk description

Risk treatment options

Replace the information below with the actual risk treatment options that apply to this risk.

Included templates

This set contains the following templates:

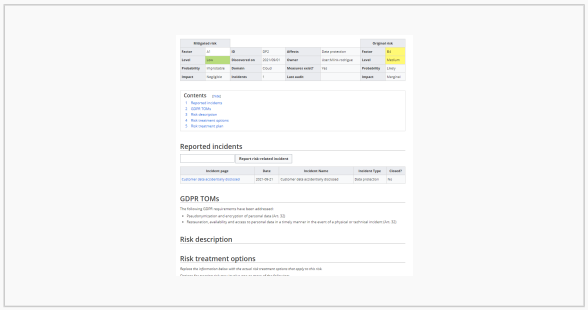
- **Risk matrix:**
  - Template that is embedded on all risk-related pages. A collapsible risk matrix helps to choose the appropriate risk factor.
- **Risk entry:**
  - Form to create a new risk entry
  - Template for risk entries
  - Risk registry that lists all documented risks
- **Incident report:**
  - Form to create a new incident report. Optionally, an incident can be associated with known risks.
  - Incident report template
  - Incident registry that lists all documented incidents

Import der Vorlage

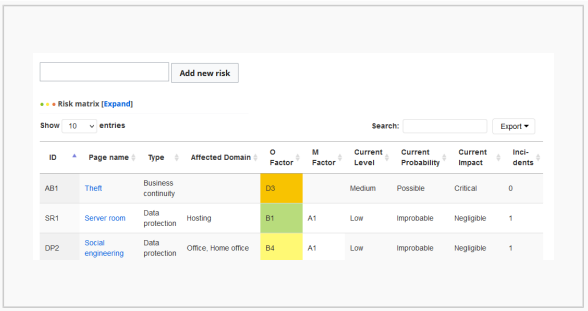
Detailed instructions for importing and using the template set are included in the archive file (.zip) as a PDF.

Screenshots

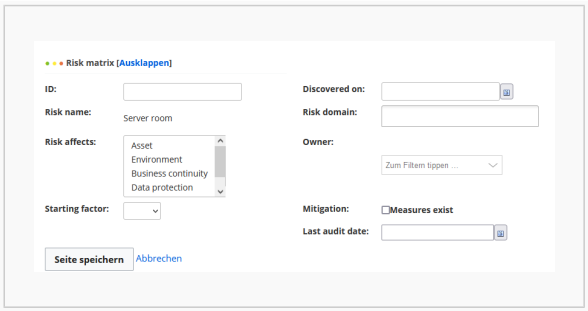
Adjustable risk matrix



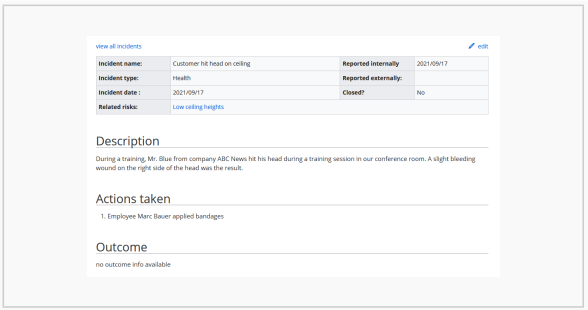
Risk entry



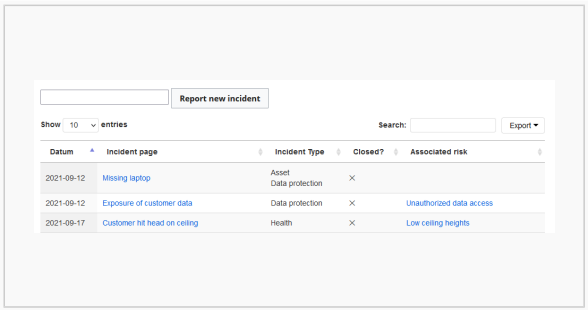
Risk registry



Form



Incident report



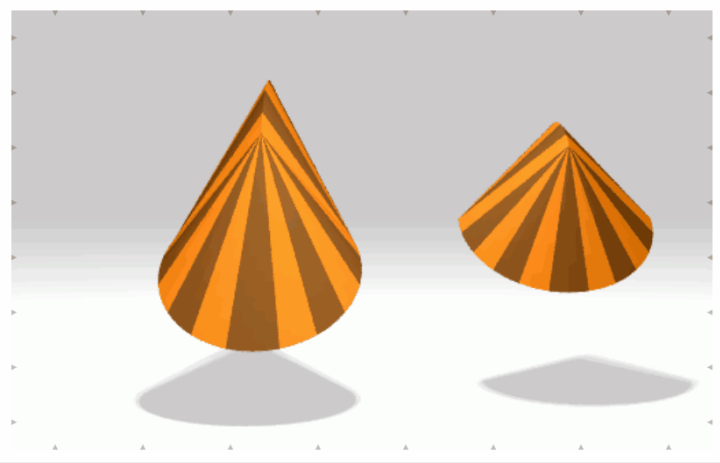
Incident register

Templates download/SVG

Note: This template requires the extension Widgets. It is already bundled with BlueSpice pro, but not with BlueSpice free.

With this template users can embed an interactive SVG on a wiki page. The SVG file has to be uploaded to the wiki first.

Download



Importing the template

The import file is included in the archive file *HW-svg.zip*. Unpack the zip file first.

On the page *Special:Import,* follow these steps:

1. ***Select file*** and choose *HW-svg.xml*.
2. **Enter** an *interwiki prefix*. Since this field is required, simply add hw (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The template is now available in your wiki.

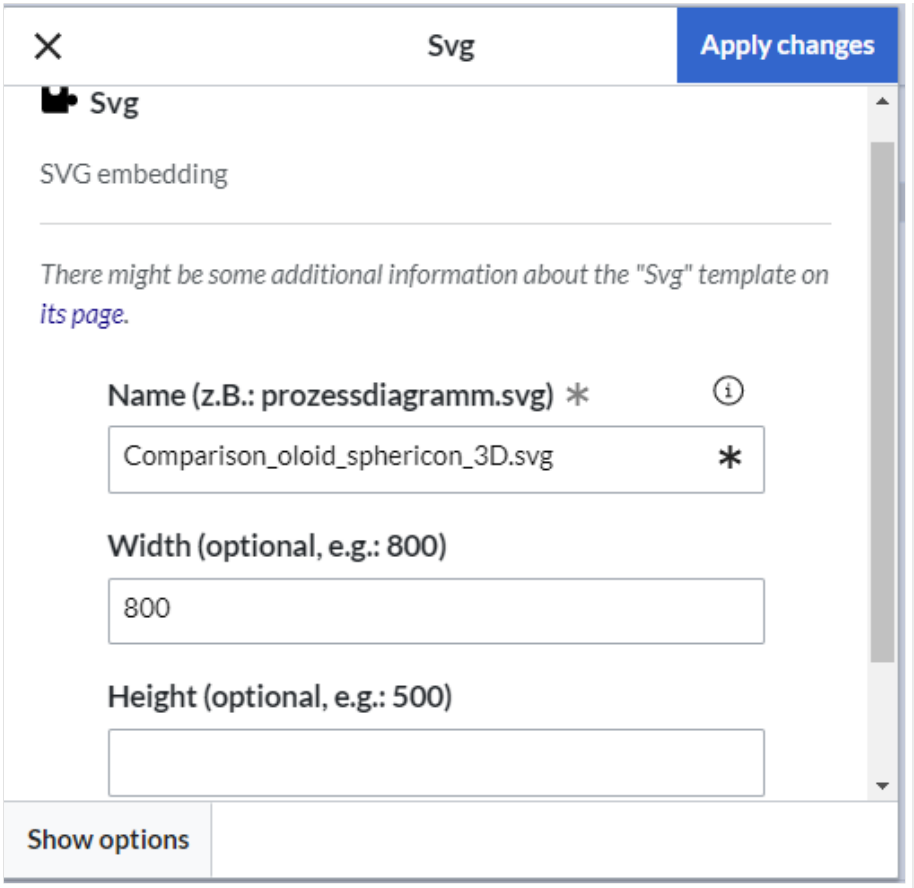
Pages included in the import

The xml import creates the following files in your wiki:

- Template:Svg
- Template:Svg/styles.css
- Widget:Svg

Using the template

1. **Select** *Insert > Template* from the visual editor menu.
2. **Select** the template *Svg*.
3. **Enter** the file name of the SVG file. If the file is associated with a namespace, don't forget to provide the namespace prefix. (E.g.: `QM:Orgchart.svg`). The file needs to already exist in your wiki.
4. **Click** "Save changes".



Entering the image information.

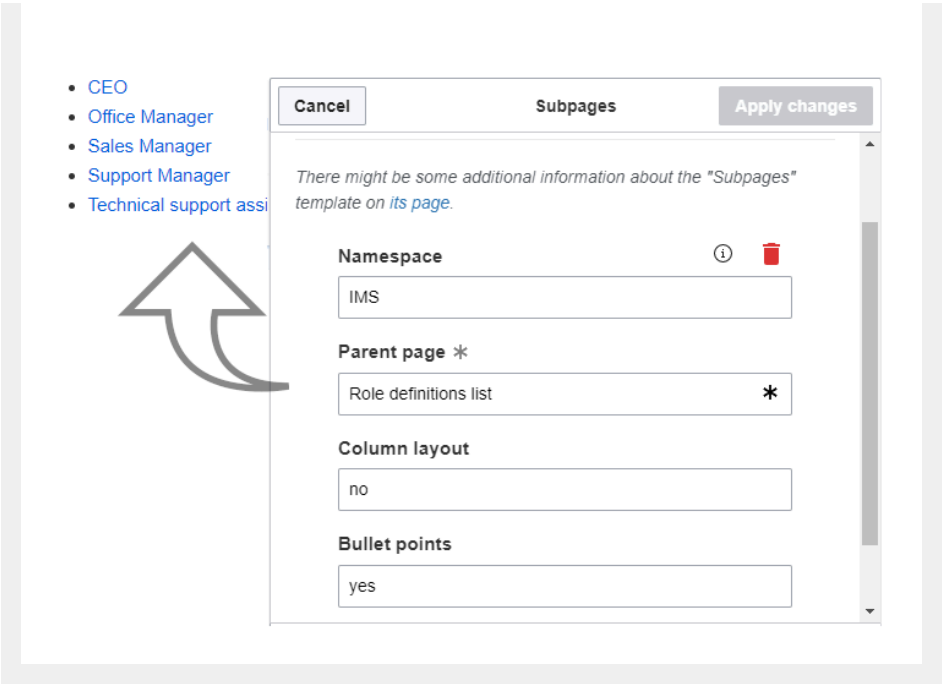
Templates download/Subpages

Starting with BlueSpice 4.3, these subpage lists can be inserted as a Content droplet. Therefore, importing this template is no longer necessary.

This template can be integrated into every wiki page using the editor toolbar. It

Download

generates a list of subpages of a wiki page. You can create a single or multi-column layout, with or without bullets.



Importing the template

The import file is included in the archive file *HW-subpages.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-subpages.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The template is now available in your wiki.

Usage

Insert the template *Subpages* with VisualEditor. Provide the settings for the list:

Field	Description
Namespace	Namespace in which the parent page is located. Leave blank for the main namespace.
Parent page	The wiki page that has the subpages.
Column layout	no = flat list; yes = 3-column layout
Bullet points	yes = bulleted list; no = list without bullet points

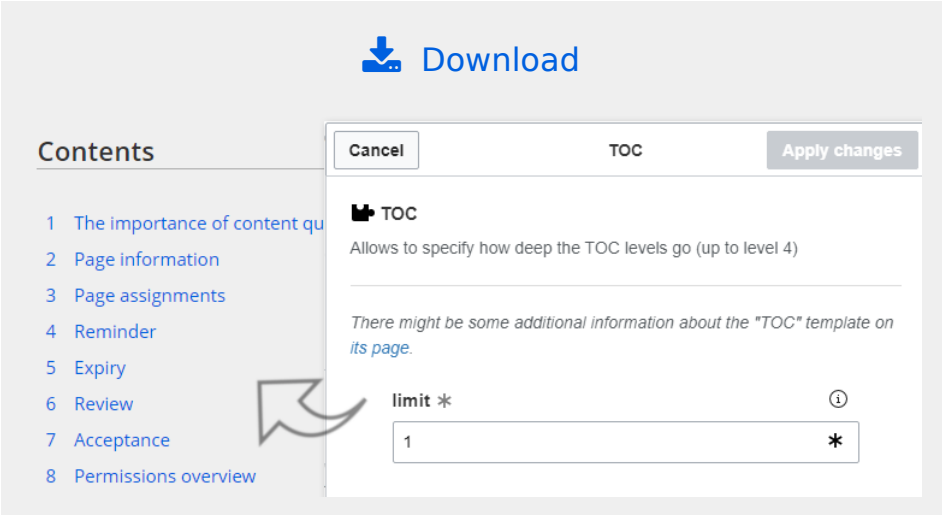
Pages included in the import

The xml import creates the following file in your wiki:

- Template:Subpages
- Template:Subpages/styles.css

Templates download/TOClimit

This template can be integrated into a page using the Visual Editor *Insert>Template* link. It makes it possible to limit the heading levels that are shown in the Table of Contents of a wiki page.



Importing the template

The import file is included in the archive file *HW-TOClimit.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-TOClimit.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** Sie *Upload file...* .

The template is now available in your wiki.

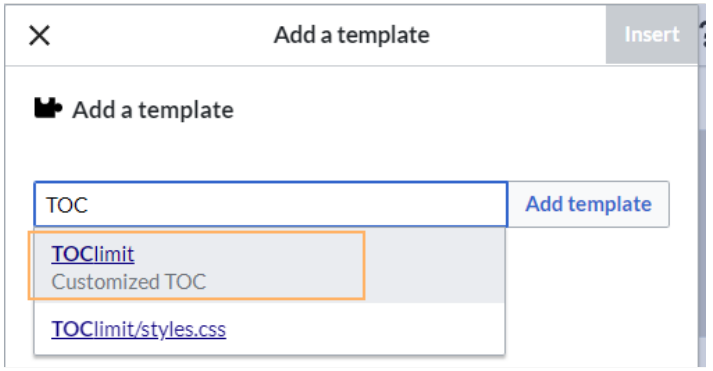
Pages included in the import

The xml import creates the following files in your wiki:

- Template:TOClimit
- Template:TOClimit/styles.css

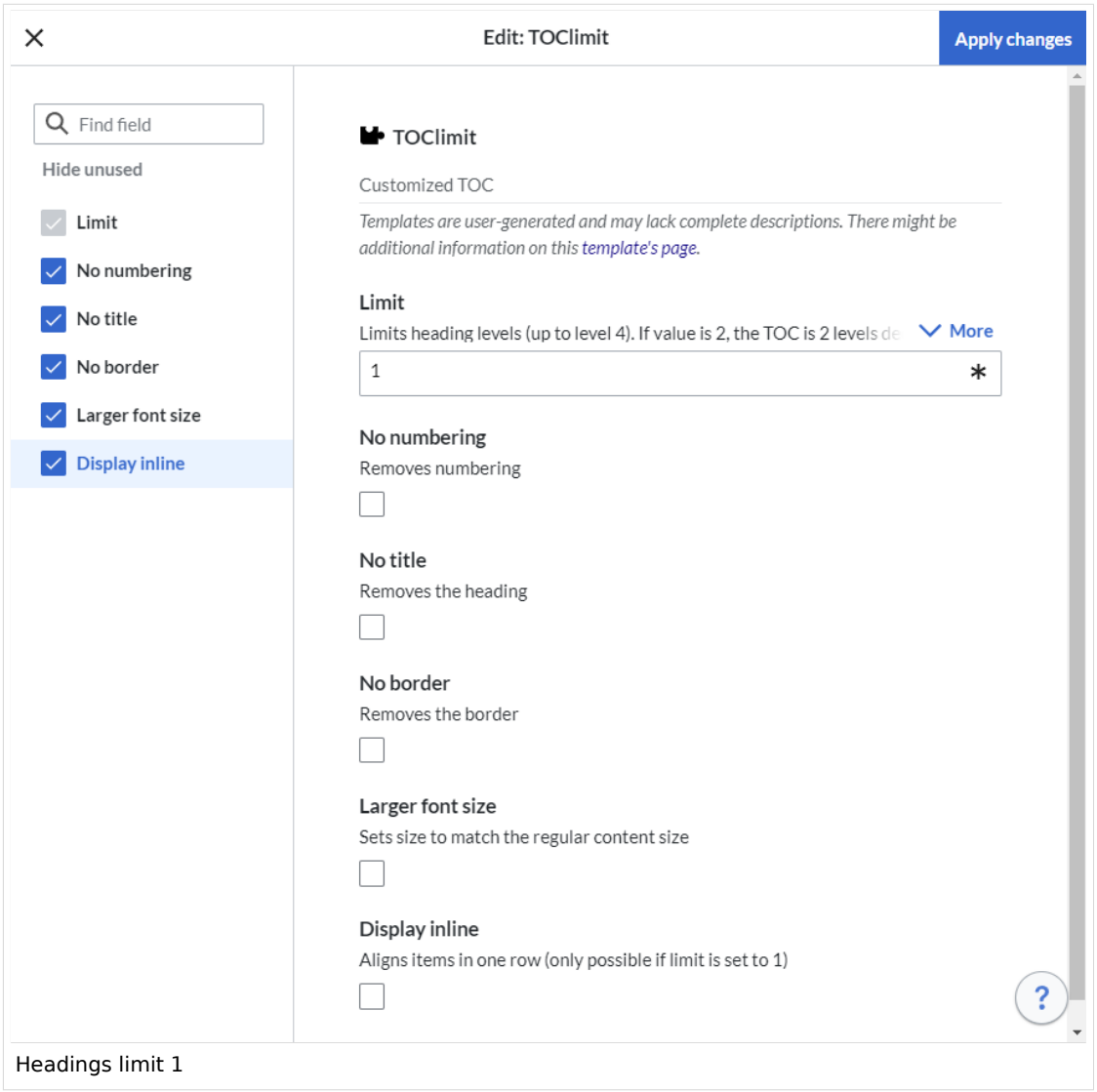
Usage

1. **Add** the template from Visual Editor.



Selecting the TOClimit template

2. **Enter** the level of headings you want to show. Sie die Anzahl der gewünschten Überschriften-Ebenen ein (z.B. `1`).



Headings limit 1

3. **Save the page.** The table of contents is now shown with your custom settings.

Note: -v4.1 If you need to make adjustments to the parameters after saving the template, switch to source editing mode. Since the table of contents is not shown in visual aditing mode, the template will not be shown in this mode.

Parameters

The following customizations are possible:

Parameter	Possible value	Description
limit	1, 2, 3, 4	Limits heading levels (up to level 4). If the value is `2`, the TOC is 2 levels deep
nonum	0, 1	Removes numbering when set to 1
notitle	0, 1	Removes title when set to 1
noborder	0, 1	Removes border when set to 1
fontlarge	0, 1	Sets size to match regular content size when set to 1
inline	0, 1	Shows the items in a row (only possible if limit=1)

Examples

```
{{TOClimit|limit=1|nonum=|notitle=1|noborder=1|fontlarge=1}}
```

Output before and after:

Before

After

Main levels of the TOC displayed in one row:

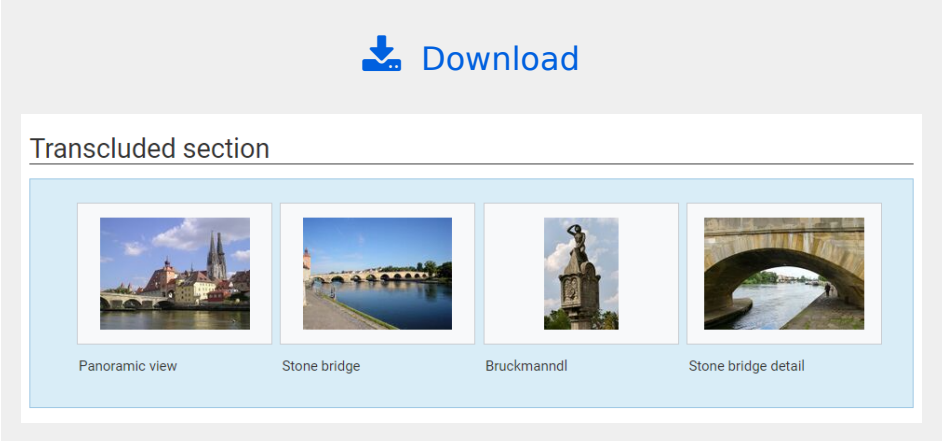
```
{{TOClimit|limit=1|nonum=1|notitle=1|noborder=0|fontlarge=0|inline=1}}
```

Header level 1 | Header level 1 | Header level 1 |

Inline-TOC

Templates download/Transclusion

This template allows to include a section from a wiki page on another page. It can be styled as a colored box.



Importing the template

The import file is included in the archive file *HW-transclusion-en.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-sectiontransclusion.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

The template is now available in your wiki.

Pages included in the import

The xml import creates the following files in your wiki:

- Template:Transclusion
- Template:Transclusion/styles.css

Using the template

1. Add the template from the VisualEditor insert-dialog.
2. Fill in the form fields as needed.

> **Note:** If, after importin the template to your wiki, the input fields are not displayed when you first integrate it into a wiki page, you need to open the template in the template namespace, make a change (e.g. insert spaces) and save the template. The input fields should now be displayed correctly.

File:HW-transclusion-templatedata-en.png

Input fields for transclusion

Input field	Description
Page to transclude into this document	Page name of the page containing the section (including the namespace prefix if the page is not in the main namespace).
Page section	Heading of the section you want to transclude. If a section contains sub-headings, these are included up to the next heading at the same level of the section.
Color style	If you want to apply a background color, you can select one here. Choices are: blue, green, grey, red, yellow
Background	If you don't like any of the color styles, you can enter your own color in hex format (e.g. # cce6ff).
Border	Creates a border color. Apply only when you use a custom background color instead of the color style (which already uses its own border color).
Padding	Distance from box to box content. Default value: 20px. You can set this to any other pixel-value or simple enter 0 for now padding.