

Contents

1. Templates download	2
2. Templates download/Action points	2
3. Templates download/Banner	4
4. Templates download/BookTOC	10
5. Templates download/ButtonLink	11
6. Templates download/Calendar	13
7. Templates download/Employee	17
8. Templates download/IMS Documents	19
9. Templates download/Icon	23
10. Templates download/Image cards	26
11. Templates download/Language switcher	32
12. Templates download/Mention	40
13. Templates download/Messagebox	43
14. Templates download/Minutes JF management	46
15. Templates download/Minutes customer projects	48
16. Templates download/Minutes for teams	50
17. Templates download/PortalFlex	52
18. Templates download/Risk management	56
19. Templates download/SVG	58
20. Templates download/Subpages	60
21. Templates download/TOClimit	62
22. Templates download/Transclusion	65

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This is usually caused by following an outdated history link to a page that has been deleted.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).



Download

Action points on a page:

✓ **MMiller** > Write sales report for Q2/2021 > **open** > Due: 2021/07/30

✓ **ESchneider** > Organize next staff meeting topics > **closed** > Due: 2021/07/14

✓ **RMarkwardt** > Review hiring plan > **closed** > Due: 2021/07/15
Comment: Reviewed and uploaded to wiki

All open action points in the wiki:

Zeige 10 Einträge		Suche:		Exportieren ▾
Status	User	Aufgabe	Fälligkeit	Seite
open	MMiller	Write sales report for Q2/2021	30. Juli 2021 ¹	Minutes-2021-06-30
open	Evogel	Plan marketing Lunch and Learn	27. Juni 2021 ¹	Minutes-2021-06-30
open	Rheigl	Present sales numbers to staff	27. Juni 2021 ¹	Minutes-2021-06-30
Es werden die Ergebnisse 1 bis 3 von insgesamt 3 Ergebnissen angezeigt.				
		Vorherige 1 Nächste		

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.

Cancel Action points Apply changes

Who? * [[]] i

MMiller *

What? *

Write sales report for Q2/2021 *

Status *

open *

Due date

2021/07/30

Comment

Show options

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).

Zeige

10

Einträge

Suche:

Exportieren

Status	User	Aufgabe	Fälligkeit	Seite
open	MMiller	Write sales report for Q2/2021	30. Juli 2021	Minutes-2021-06-30
open	Evogel	Plan marketing Lunch and Learn	27. Juni 2021	Minutes-2021-06-30
open	Rheigl	Present sales numbers to staff	27. Juni 2021	Minutes-2021-06-30

Es werden die Ergebnisse 1 bis 3 von insgesamt 3 Ergebnissen angezeigt.

Vorherige

1

Nächste

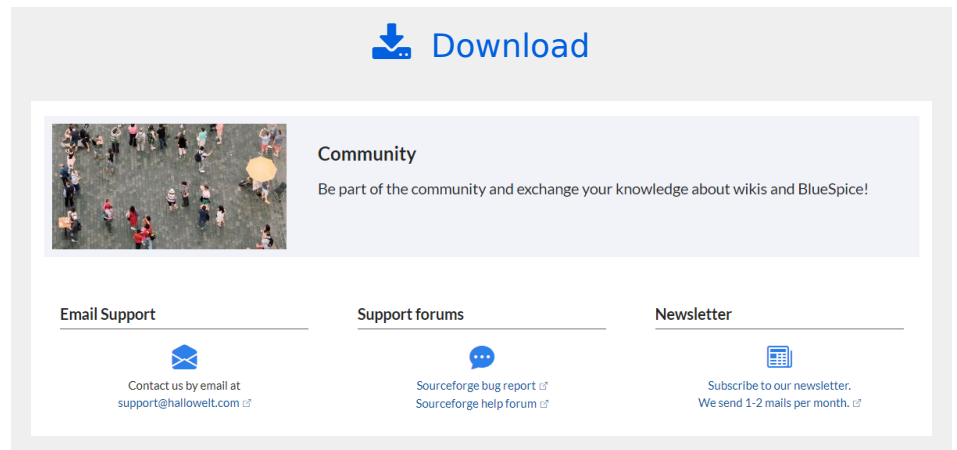
List of all open action points

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.

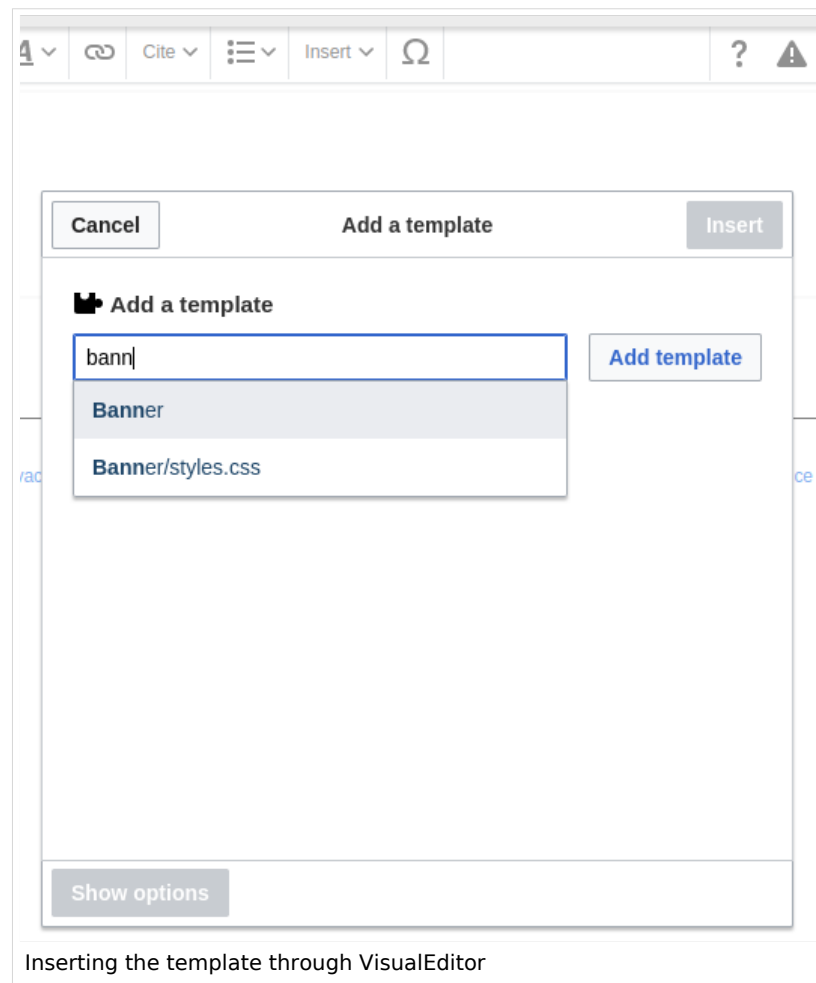
Pages included in the import

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".



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

Cancel

Banner

Apply changes

The "Template:Banner" template doesn't yet have a description, but there might be some information on the [template's page](#).

Banner image (optional)


Screenshot_2021-09-17_11-04-26.png

Image width

200

Image alignment

right

Heading ⓘ 

Hallo Welt!

Heading size

Show options

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



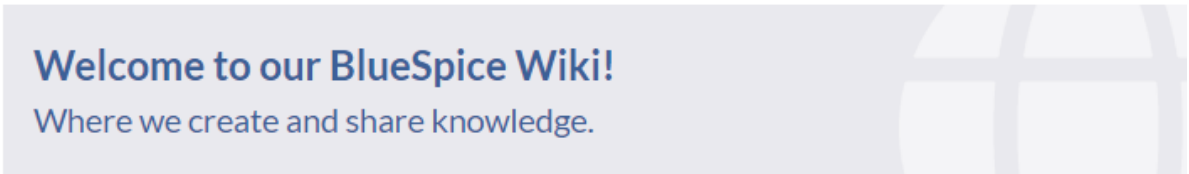
Banner settings

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

	Element	Value	Description
1	Banner image	QM:Flower_white.jpg	<i>File:</i> prefix). The banner image is optional.
	Image width	200	Number. The width will automatically be used as pixel-value. Default value: <i>200</i>
	Image alignment	left, right	Shows the imag to the left or right. Default value: <i>left</i> .
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: <i>1.6em</i> .
	Heading color	#444444	Color as hex value .
3	Text	Das ist der Inhalt.	Text of the box.
	Text size	1.2em	<i>see Heading size</i>
	Text color	#444444	<i>see Heading color</i>
4	Content padding	20px	Distance of the title/text area to the box and the image. Default value: <i>10px</i> .
5	Padding of the container box	10px	Padding of the box itself. Default value: <i>0</i> .
6	Background color	#efefef	Color as hex value . Default value <i>#efefef</i> (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	<div><div>Welcome to our BlueSpice Wiki!</div><div>Where we create and share knowledge.</div><div></div></div>
bgicon3 v4. 3+	<div><div>Welcome to our BlueSpice Wiki!</div><div>Where we create and share knowledge.</div><div></div></div>
swoosh	<div><div>Welcome to our BlueSpice Wiki!</div><div>Where we create and share knowledge.</div><div></div></div>

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.

 [Download](#)

1. Introduction
2. Organizational structure
 2. 1. Organization chart
 2. 2. Substitute arrangements
3. Operational organization
4. Management instruments
 4. 1. Quality management
 4. 2. Risk management

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.

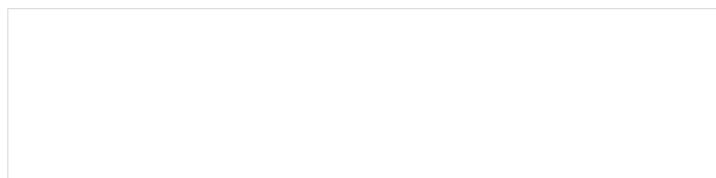
Pages included in the import

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*.



1. Introduction
2. Organizational structure
 2. 1. Organization chart
 2. 2. Substitute arrangements
3. Operational organization
4. Management instruments
 4. 1. Quality management
 4. 2. Risk management

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](#)

These are links - styled as a button:

[Go to website](#)[View projects](#)[Show deleted page](#)

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.

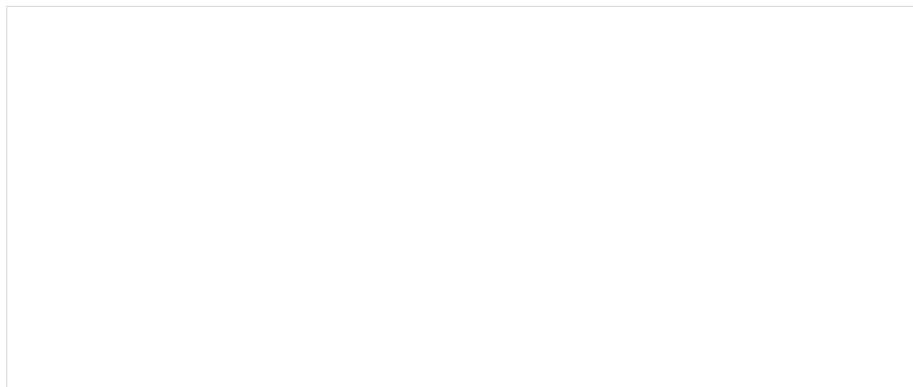
Pages included in the import

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.




Cancel

ButtonLink

Apply changes

There might be some additional information about the "ButtonLink" template on its page.

Is this an external link? ⓘ 

yes

Link target *

http://hallowelt.com *

Label *

Zur Webseite *

Background color (leave empty for white)

e.g. blue, red

Show options

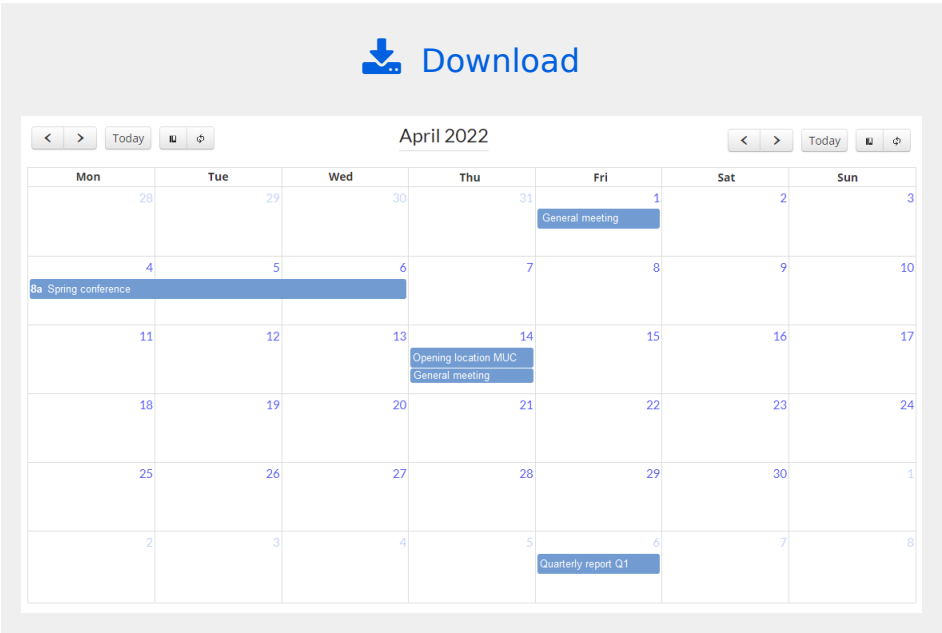
Insert-dialog for button link

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.



Contents

1	Importing the template	15
2	Preparation	15
3	Usage	16
3.1	Create event	16
4	Pages included in the import	17

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:

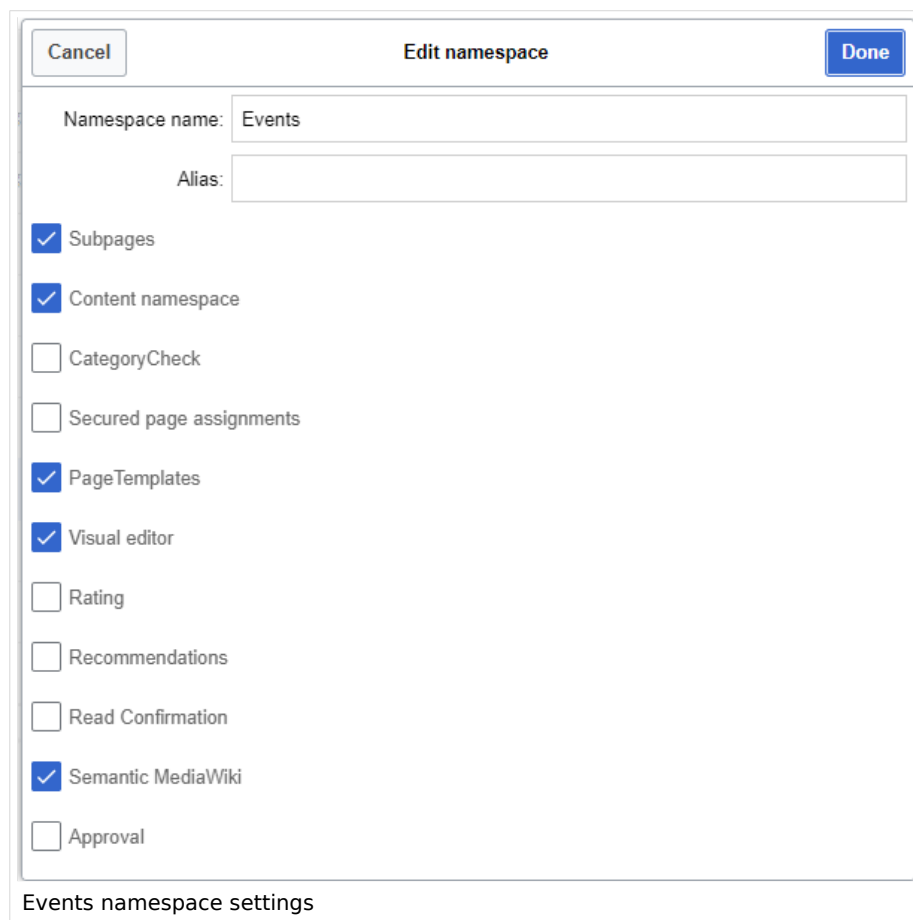
1. **Select file** and choose *HW-Calendar.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...*

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



Cancel Edit namespace Done

Namespace name: Events

Alias:

☒ Subpages

☒ Content namespace

☐ CategoryCheck

☐ Secured page assignments

☒ PageTemplates

☒ Visual editor

☐ Rating

☐ Recommendations

☐ Read Confirmation

☒ Semantic MediaWiki

☐ Approval

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}}
```

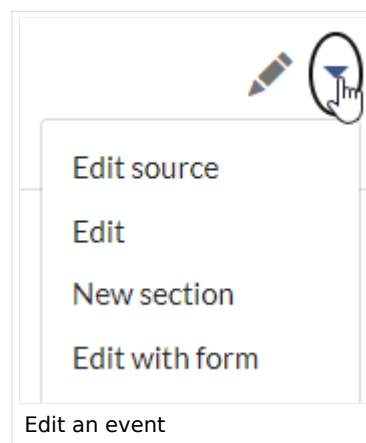
Usage

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 calendar.

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:



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.

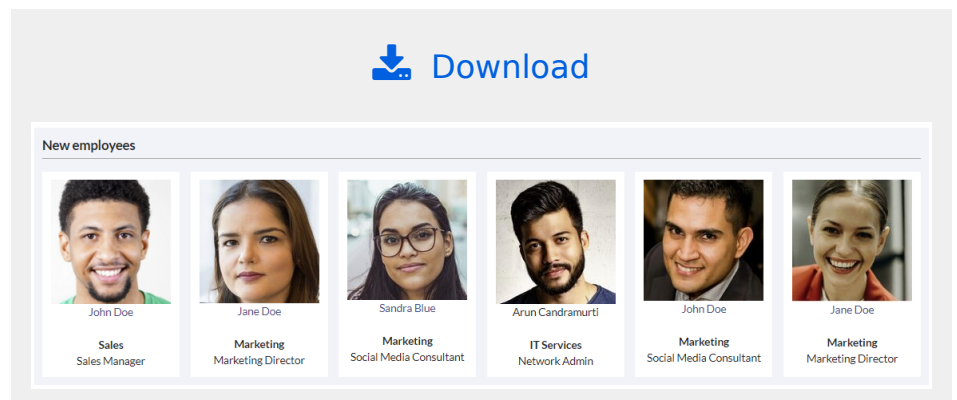
Pages included in the import

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

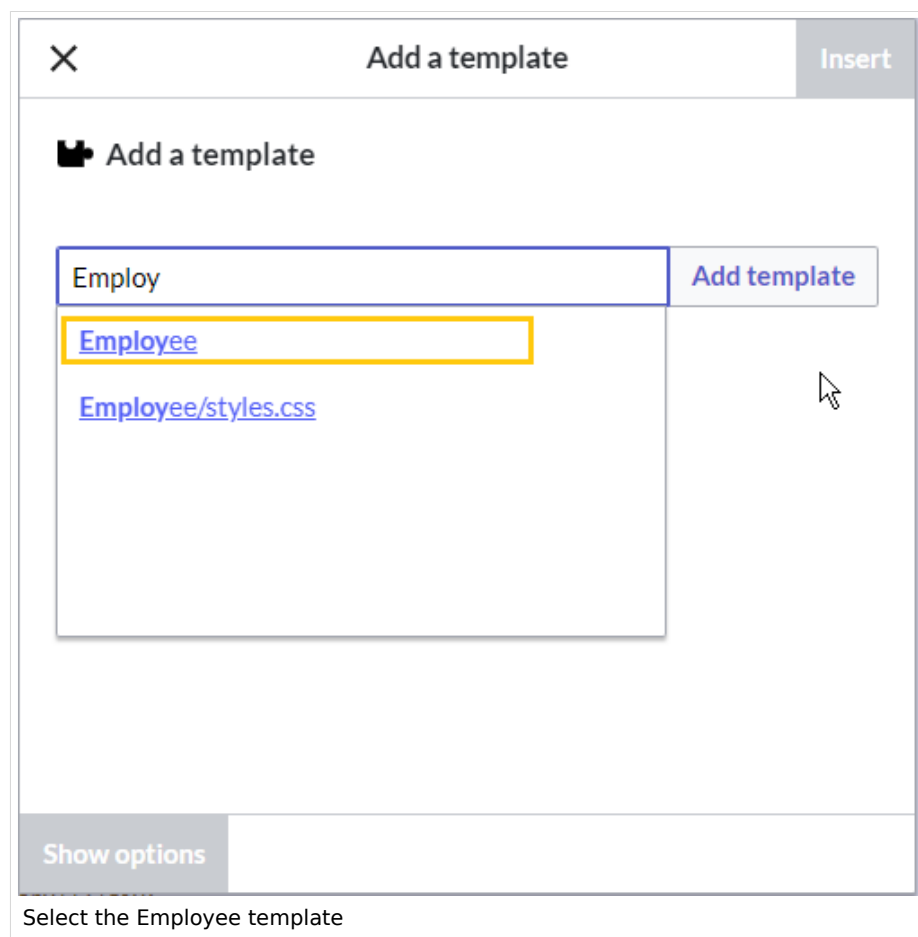
The xml import creates the following files in your wiki:

- 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".



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 namespace 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	employee page	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.

Process descriptions

 [New page](#)

Page	Business unit	Process owner	Approval state	Valid until	Status
Contract process	Company, Project Management	Andrew Hayes	Approved	20. Juli 2021	●
New customer management	Project Management, Sales	Margarie Castillo	Approved	13. April 2022	●
Sales process	Company	Carlos Olson	Approved	8. Mai 2021	●

New customer management

🕒 Last edited 15 minutes ago by MLR

☆ Watch ⓘ This page is approved

Document type:	Process description	Approval state:	Approved (Version: 62)
Document ID:	1312	Approval by:	MLR
Assigned standards:	ISO 9001:2015 - 8.1 Operational planning and control	Approval date:	16:30:34, 19 July 2021 ¹
Process owner:	User:Mlink-rodrigue	Valid from:	February 1, 2021
Roles affected:	Office Manager	Valid until:	April 13, 2022 ●
Business unit:	Sales, Project Management	Internal audit due:	May 27, 2021

Contents [\[show\]](#)

Purpose / goals

Why is this process necessary? Provide a brief summary of the purpose of this process.

Predecessor

Process that precedes this process.

Recipient

Process that follows this process.

Process steps

R=Responsible party; P= Participants in the process

Input (resources)	Steps	Work instruction	Output (deliverables)	R	P
<i>what is needed to start this step?</i>	<i>name or brief description of the process step</i>	<i>related instructions</i>	<i>result of this step</i>	<i>who?</i>	<i>who?</i>

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

Role definitions

[New page](#)

Page	Role description	Role owner
Product manager	Planning, coordination and control of the products and services to be marketed and sold	Mary Short
Project manager	Operational planning and control of the project to achieve the project goals.	Alice Mikowski
Support level 1 associate	Processing of all new support inquiries and decision on the escalation route.	Mark Gabelberger, Anna Klein, Joseph Solinger

List of role definitions

Process descriptions

[New page](#)

Page	Business unit	Process owner	Approval state	Valid until	Status
Contract process	Company, Project Management	Andrew Hayes	Approved	20. Juli 2021	✖
New customer management	Project Management, Sales	Margie Castillo	Approved	13. April 2022	✔
Sales process	Company	Carlos Olson	Approved	8. Mai 2021	✔

List of process descriptions

Work instructions

[New page](#)

Page	Business unit	Process owner	Approval state	Valid until	Status
Closing a customer account	Sales	Andrew Hayes	Approved	May 26, 2021	✖
Writing an offer	Sales	Margie Castillo	Approved	June 30, 2022	✔

List of work instructions

Audit reports

[New page](#)

Page	Audit status	Auditor	Audit execution date	Audit planned date	Status
Project management	open	Maria Oppermann		July 29, 2021	✔

List of audit reports

Product Manager

[New page](#)

Role owner: Mary Short

Role description: Planning, coordination and control of the products and services to be marketed and sold

Responsibilities

List of individual responsibilities that are assigned to this role within the organization.

Topic	Responsibilities
Topic 1	List of responsibilities in this area

Authorities

List of authorities that are specifically assigned to this role.

Related pages

- [Contract process](#)
- [New customer management](#)
- [Sales process](#)

Template for a role definition

Closing a customer account

[New page](#)

Assignment type: Work instruction

Assigned owner: Mary Short

Assigned state: Approved

Assigned date: 13. April 2022

Valid until: 13. April 2022

Status: ✔

Purpose / Goals

Why does this process exist? What is the expected outcome?

Assigned process

Which current process produces the work instruction?

Work instruction

Responsibility	Step	Procedure	Related tasks
Who completes this step?	Step 100	Initiation and control during the step	person, document, physical tools

Template for a work instruction

Template IMS Process description.png

Template for a process description

Example audit report

[New page](#)

Audit title: Example audit report

Audit date: 13. April 2022

Audit status: ✔

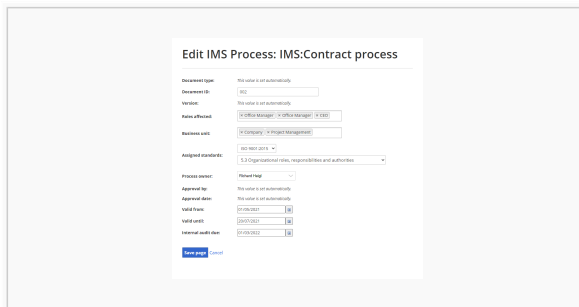
Auditor: Maria Oppermann

Assigned process: Closing a customer account

Related tasks: person, document, physical tools

Signature:

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.

 [Download](#)

News

 05/22 [Construction in the parking area B2 until 06/04](#)

 04/28 [New quarterly report available](#)

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

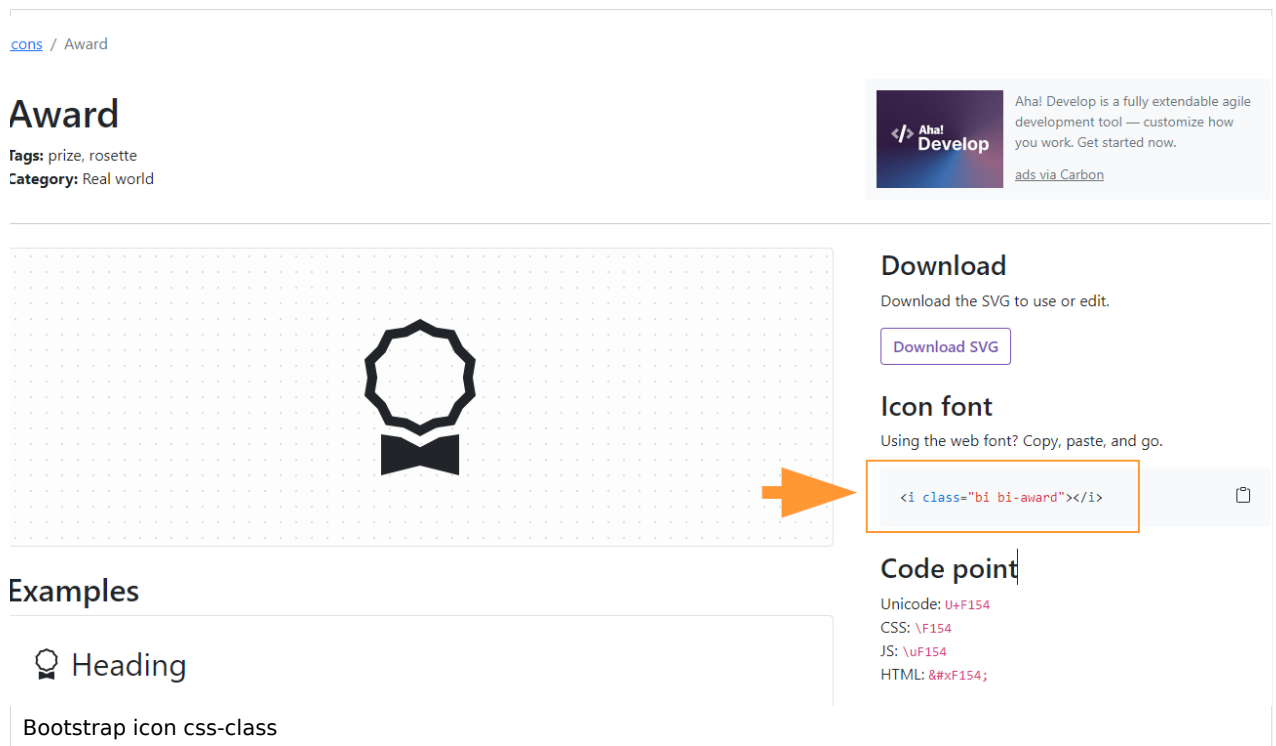
The xml import creates the following file in your wiki:

- Template:Icon

Using the template

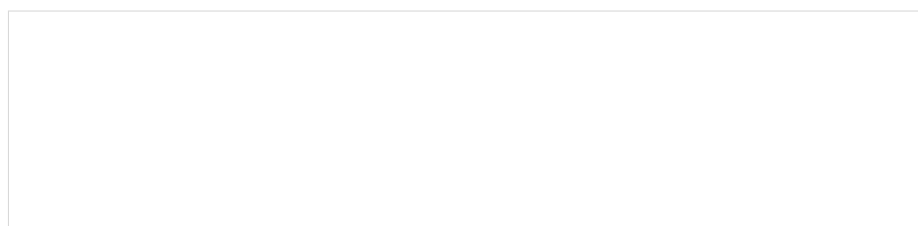
Important! BlueSpice does not always include the latest version of bootstrap icons. [See the list of currently supported icons.](#)

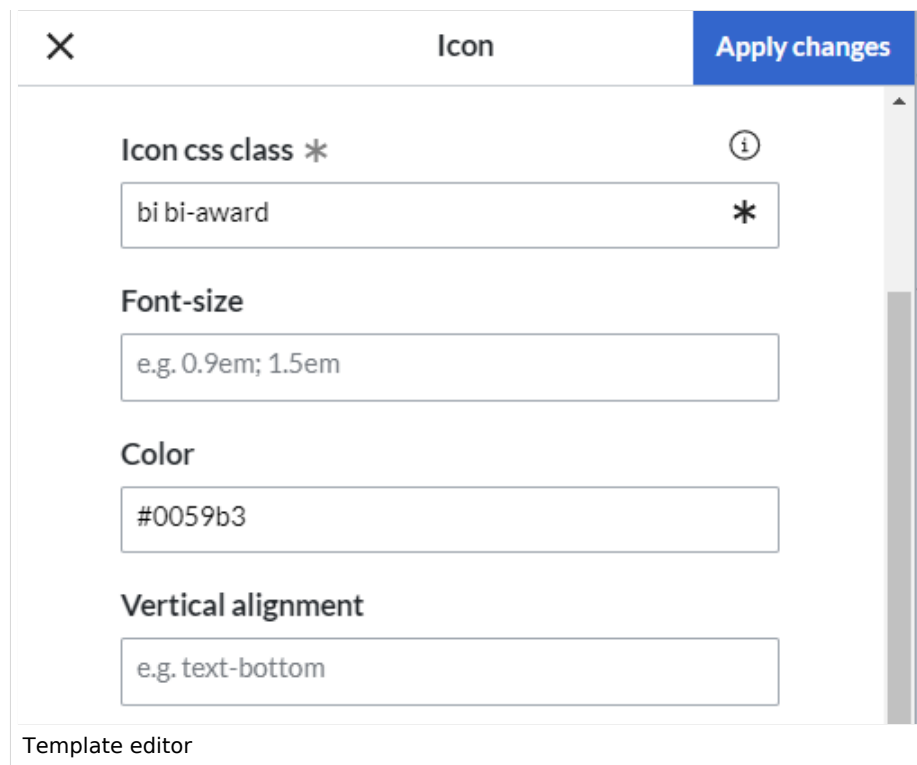
1. **Find** a bootstrap icon from the Bootstrap website at <https://icons.getbootstrap.com/> **Click** on the icon you would like to use. The icon page shows you the class-name of the icon on the right side of the page:



The screenshot shows the Bootstrap Icons website for the 'Award' icon. The icon is a rosette with a bow. The page includes a 'Download' section with a 'Download SVG' button, an 'Icon font' section with a code snippet '<i class="bi bi-award"></i>', and a 'Code point' section with various codes. An orange arrow points from the icon to the code snippet.

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:





Icon

Apply changes

Icon css class *

bi bi-award *

Font-size

e.g. 0.9em; 1.5em

Color

#0059b3

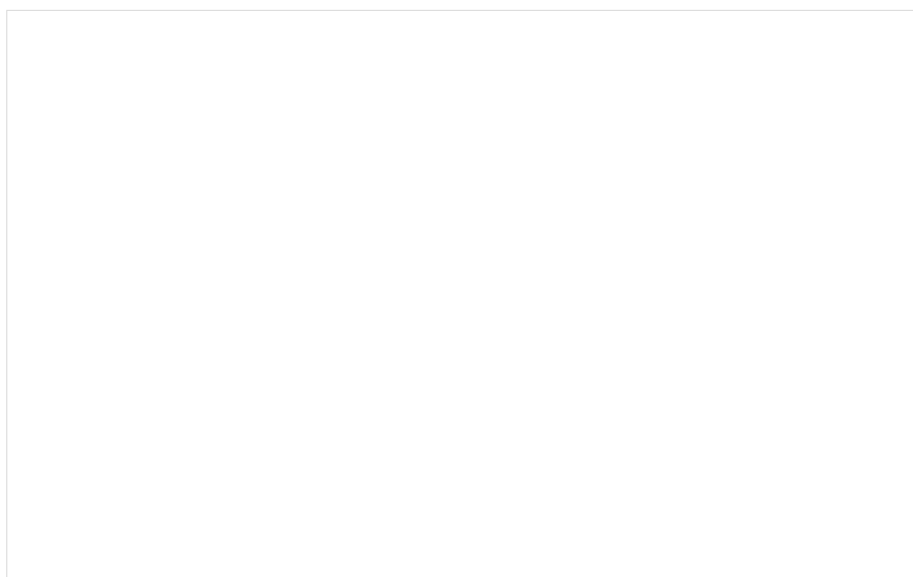
Vertical alignment

e.g. text-bottom

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.



Icon

Heading

A

Cite

Awards

Inserted Bootstrap icon

Templates download/Image cards

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

Download

Sales & Marketing

IT Admin

Development

Tech Support

Accounting

Management

Contents

1 Importing the template	28
2 Pages included in the import	28
3 Adding image cards to a page	28
3.1 General considerations	28
3.2 Image cards	28
3.2.1 Standard-sized image cards	29

3.2.2 Large image cards	29
3.3 Icon cards	30
4 Available settings	31
4.1 Template:Image_cards/start	31
4.2 Template:Image_cards	31

Importing the template

The import file is included in the archive file *HW-ImageCards.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 use images, you need to upload them to your wiki first.

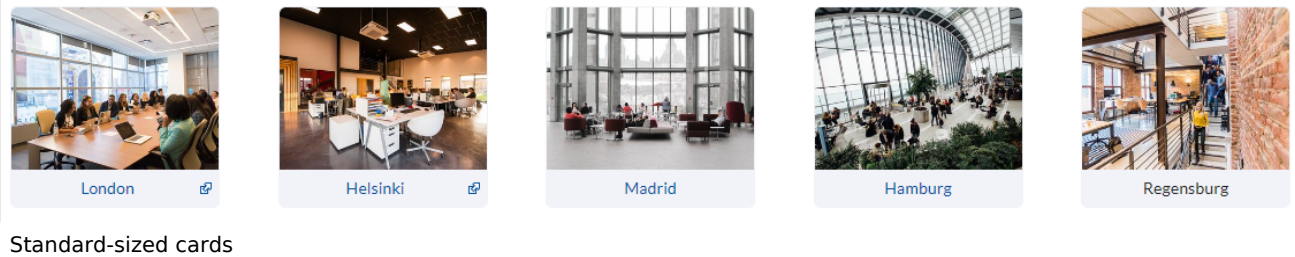
[See below for a complete list of available settings \(template parameters\).](#)

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

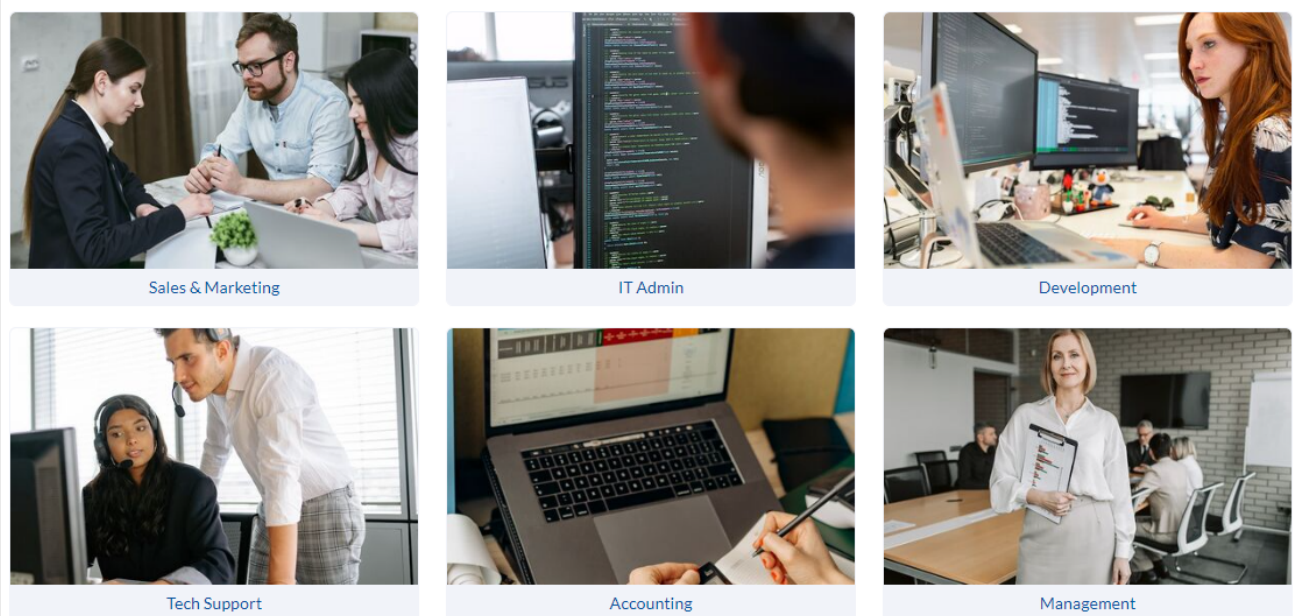


Code to copy:

(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}}
```

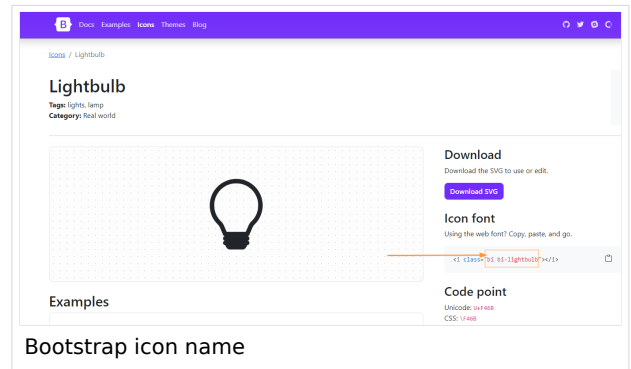
Large image cards



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}}
```

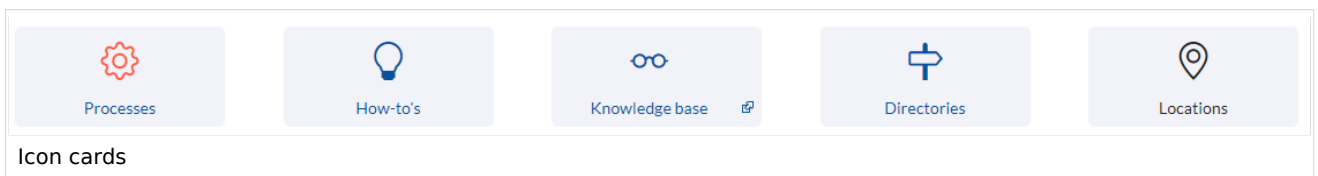


Icon cards

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.](#)



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	<ul style="list-style-type: none">medium (can stay empty, it is the default)smalllarge	Sets the size of the individual cards
justifycontent	<ul style="list-style-type: none">space-between (default)	<p>Spreads the cards out evenly in the available space</p> <p>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:</p> <div><pre>{{Image cards class=placeholder}} {{Image cards class=placeholder}}</pre></div>
	<ul style="list-style-type: none">flex-start	If there is a wrap to another line, the cards are left-aligned
flexwrap	<ul style="list-style-type: none">nowrap (default)	Cards get smaller if many images are added to avoid wrapping
flexwrap	<ul style="list-style-type: none">wrap	<p>Cards keep their original size. Images that don't fit on the first row will move to the next row.</p> <p>This setting should be used with cardsize=large.</p>

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 .

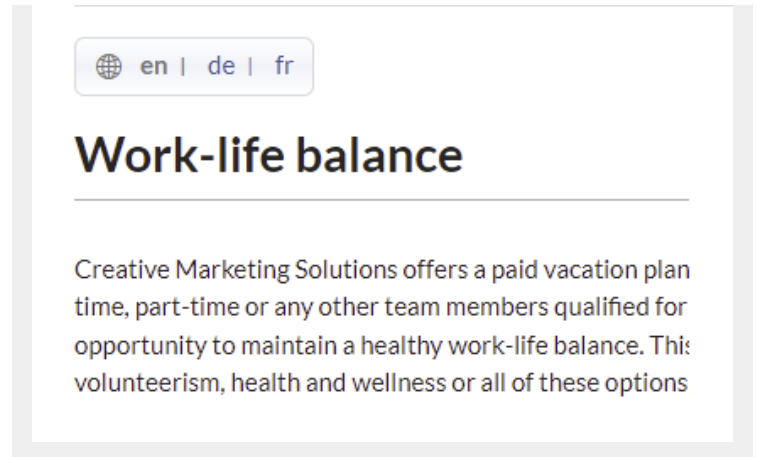
Templates download/Language switcher



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

[!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\) 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 ensures 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 Bluespice 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: {{{pgname|4}}}|{#switch:{{{pgname|4}}}|{#var:self}}=[ [{FULLPAGENAME}]{!}}{#var:l4}}] | [[{{{pgname|4}}}{!}}{#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*

Template:InterLanguages

← → Paragraph ▾ **A** ▾ ∞ Cite ▾ ☰ ▾ Insert ▾ Ω ? ☰ ✎ ▾  Save changes...

Manage TemplateData

[Information about TemplateData](#)

```
<includeonly><templatestyles src="Languages/styles.css" /><div class="zeroheight">

<!-- define variables, add language codes as needed /-->

{{#vardefine:self|-}}

{{#vardefine:l1|en}}

{{#vardefine:l2|de}}

{{#vardefine:l3|fr}}

{{#vardefine:l4|es}}


<!-- set tracking property /-->

[[Languages/tracklang:{{#ifeq: {{{pgname1}}} | {{{#var:self}}} | {{{#var:l1}}} | {{{#ifeq: {{{pgname2}}} | {{{#var:self}}} | {{{#var:l2}}} | {{{#ifeq: {{{pgname3}}} | {{{#var:self}}} | {{{#var:l3}}} | }}}}}}

<!-- uncomment if you want to use tracking categories, e.g. in BlueSpice free

{{#switch: {{{#var:self}}} | {{{pgname1}}}} = [[Category:{{{#var:l1}}}]] | {{{pgname2}}}} = [[Category:{{{#var:l2}}}]] | {{{pgname3}}}} = [[Category:{{{#var:l3}}}]] //-->

</div>

<div id="langbar-hz"><div class="lang-button" role="button" aria-label="selectlanguage"><span class="bi bi-globe2"></span>{{#if: {{{pgname1}}} | {{{#switch: {{{pgname1}}} | {{{#var:self}}} = [[{{{FULLPAGENAME}}} | {{{#var:l1}}}]] | {{{pgname1}}} | {{{#var:l1}}} | {{{#ifeq: {{{pgname2}}} | {{{#switch: {{{pgname2}}} | {{{#var:self}}} = [[{{{FULLPAGENAME}}} | {{{#var:l2}}}]] | {{{pgname2}}} | {{{#var:l2}}} | {{{#ifeq: {{{pgname3}}} | {{{#switch: {{{pgname3}}} | {{{#var:self}}} = [[{{{FULLPAGENAME}}} | {{{#var:l3}}}]] | {{{pgname3}}} | {{{#var:l3}}} | {{{#ifeq: {{{pgname4}}} | {{{#switch: {{{pgname4}}} | {{{#var:self}}} = [[{{{FULLPAGENAME}}} | {{{#var:l4}}}]] | {{{pgname4}}} | {{{#var:l4}}} | }}}}}} | {{{#ifeq: {{{pgname2}}} | {{{#switch: {{{pgname2}}} | {{{#var:self}}} = [[{{{FULLPAGENAME}}} | {{{#var:l2}}}]] | {{{pgname2}}} | {{{#var:l2}}} | }}}}}} | {{{#ifeq: {{{pgname3}}} | {{{#switch: {{{pgname3}}} | {{{#var:self}}} = [[{{{FULLPAGENAME}}} | {{{#var:l3}}}]] | {{{pgname3}}} | {{{#var:l3}}} | }}}}}} | {{{#ifeq: {{{pgname4}}} | {{{#switch: {{{pgname4}}} | {{{#var:self}}} = [[{{{FULLPAGENAME}}} | {{{#var:l4}}}]] | {{{pgname4}}} | {{{#var:l4}}} | }}}}}} | }}}}}}

</div></div></includeonly>

<noinclude>
```

Manage TemplateData

2. **Click** *Add parameter*

X
Template documentation editor
Apply

Language
English
Add language

Template description (en)

Language linking

View map

Suggested wikitext formatting

Unspecified
Inline
Block
Custom

Custom format string

Template parameter format string

Template parameters

EN
pgname1

DE
pgname2

FR
pgname3

Add 1 suggested parameter
Including: pgname4

Add parameter

Add new languages (as parameters)

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

X
Template documentation editor
Apply

1 new parameter was imported: pgnamel4

Language
English
Add language

Template description (en)

Language linking

View map

Suggested wikitext formatting

Unspecified
Inline
Block
Custom

Custom format string

Template parameter format string

Template parameters

EN
pgnamel1

DE
pgnamel2

FR
pgnamel3

pgnamel4
pgnamel4

Add parameter

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**.

Template documentation editor

Done

Name

pgname14

Aliases (comma separated)

Label (en)

ES

Description (en)

Example (en)

Type

Unknown

Default (en)

Auto value

Deprecated

☐

Required

☐

Suggested

☒

Remove parameter information

Parameter settings

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

×

Template documentation editor

Apply

Language

English

Add language

Template description (en)

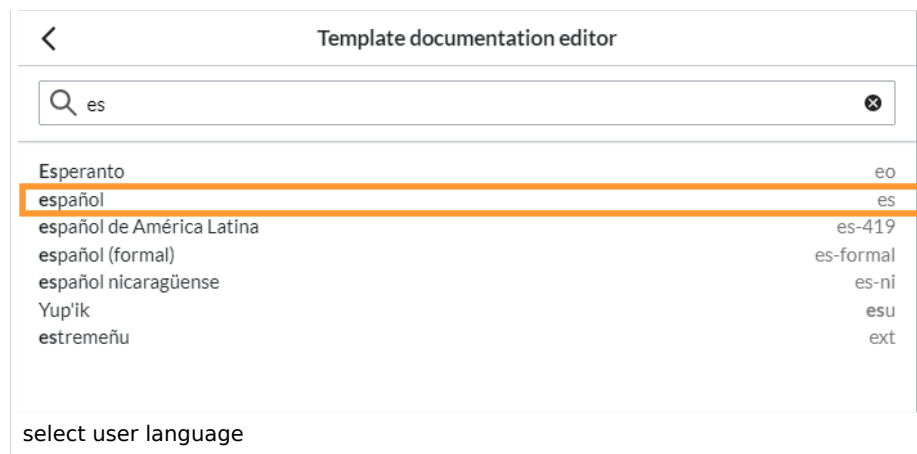
Language linking

View map

Suggested wikitext formatting

adding a template description

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

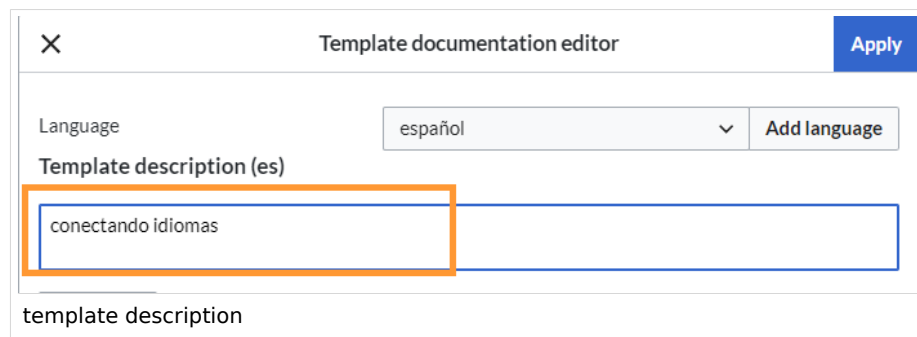


The screenshot shows the 'Template documentation editor' interface. At the top, there is a search bar with 'es' entered. Below it, a list of languages is displayed in a two-column format. The first column lists language names, and the second column lists their corresponding codes. 'español' is highlighted with an orange border. Below the list, there is a label 'select user language'.

Language	Code
Esperanto	eo
español	es
español de América Latina	es-419
español (formal)	es-formal
español nicaragüense	es-ni
Yup'ik	esu
estremeñu	ext

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.



The screenshot shows the 'Template documentation editor' interface with the 'Apply' button highlighted in blue. Below the language selection, there is a 'Language' dropdown menu set to 'español' and an 'Add language' button. Below this, there is a 'Template description (es)' label and a text input field containing 'conectando idiomas'. Below the input field, there is a label 'template description'.

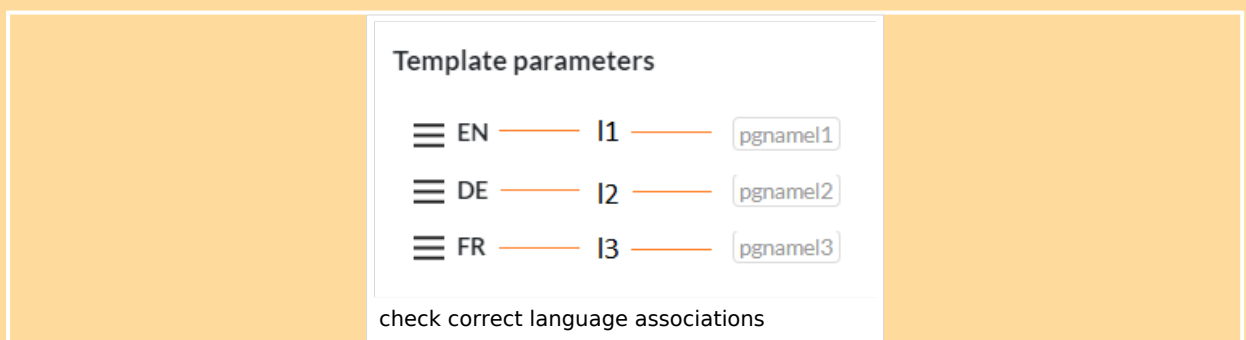
Language: español Add language

Template description (es)

conectando idiomas

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 l1, l2, l3,... languages need to match.



The screenshot shows the 'Template parameters' section. It contains three rows of language associations. Each row has a language code (EN, DE, FR) followed by a language label (l1, l2, l3) and a corresponding parameter name (pgname1, pgname2, pgname3). Below the table, there is a label 'check correct language associations'.

Language	Label	Parameter
EN	l1	pgname1
DE	l2	pgname2
FR	l3	pgname3

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;}
```

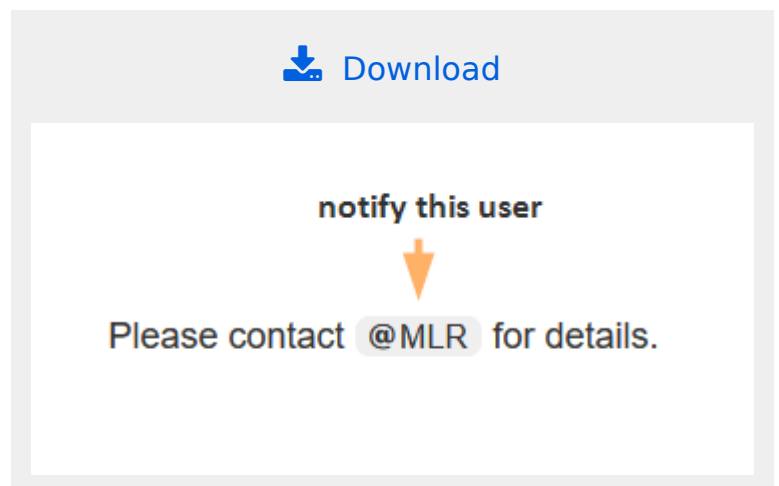
Adding the language switcher to a page

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 mentioned on the wiki.



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.

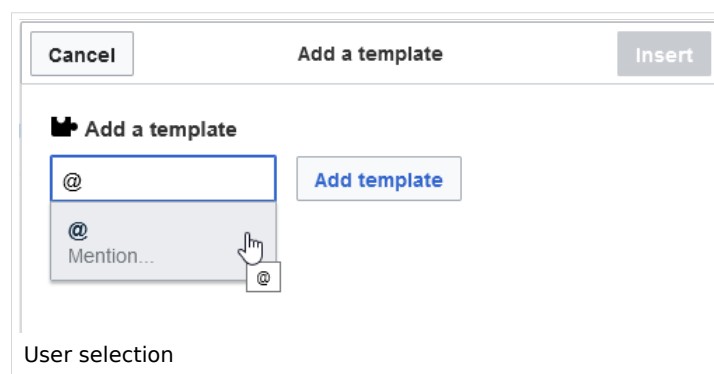
Pages included in the import

The xml import creates the following files in your wiki:

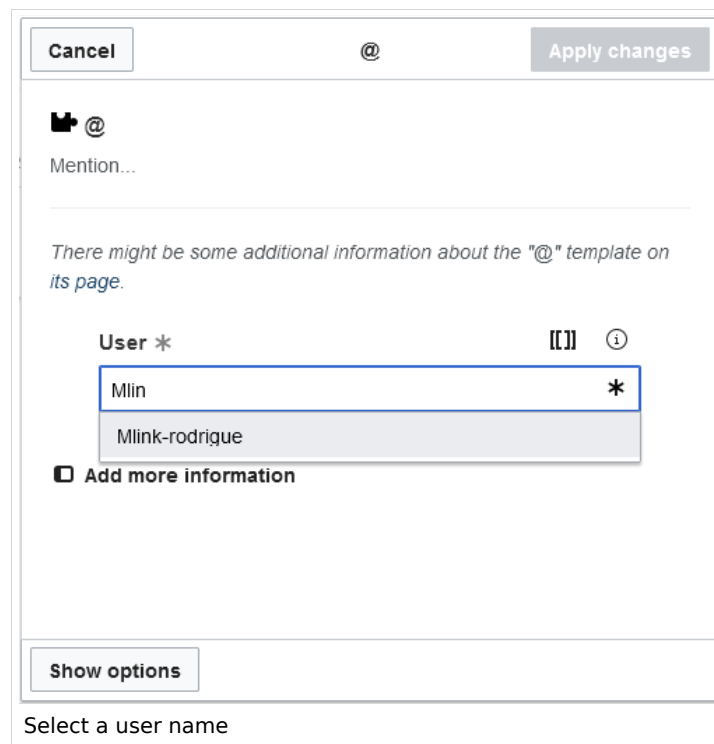
- Template:@
- Template:@/styles.css

Using the template

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



3. **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.

User profile Appearance Editing Recent changes Watchlist **1** Notifications

Notifications

Email options

Send me: Individual notifications as they come in ▾

Send to: [\[redacted\]](#) (Change or remove email address)

Notify me about these events

	Web	Email
Talk page message ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative tasks ?	<input type="checkbox"/>	<input type="checkbox"/>
Page creation ?	<input type="checkbox"/>	<input type="checkbox"/>
Actions on pages in watchlist ?	<input type="checkbox"/>	<input type="checkbox"/>
Comments on watched entities	<input type="checkbox"/>	<input type="checkbox"/>
Notify me when someone links to my user page.	<input type="checkbox"/>	<input type="checkbox"/>
Mention ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 2
Page link ?	<input type="checkbox"/>	<input type="checkbox"/>
User rights change ?	<input type="checkbox"/>	<input type="checkbox"/>

Save **3** Restore all default settings (in all sections)

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.

Download

Note: This is a note.

Tip: This is a tip.

Important! This is important.

Warning! This is a warning.

Example: This is an example.

This is a neutral note.

Contents

1	Importing the template	44
2	Available parameters	44
3	Pages included in the import	45
4	Alignment adjustments	45

Importing the template

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

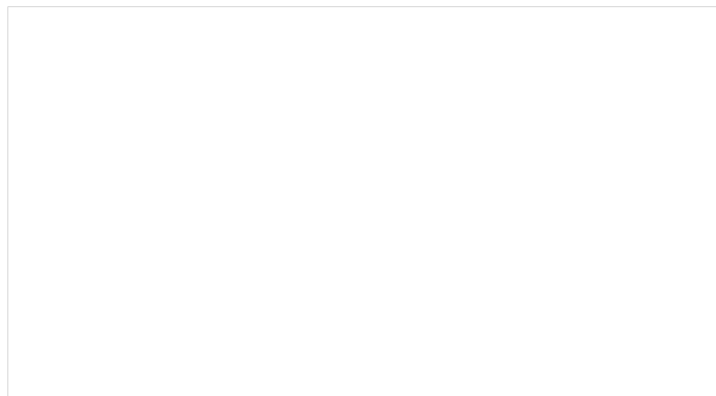
On the page *Special:Import* follow these steps:

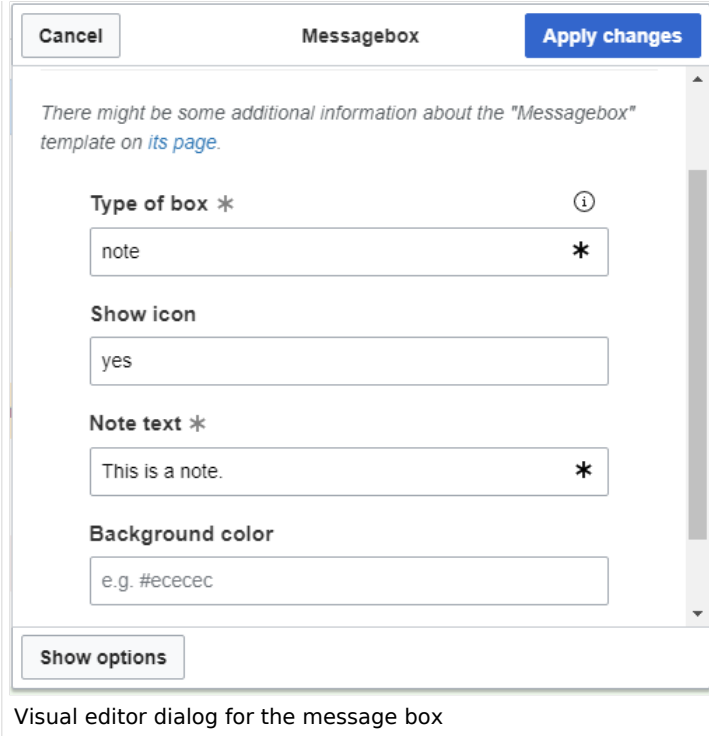
1. **Select file** and choose *HW-messagebox.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** Sie *Upload file...* .

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): <input type="text" value="note"/> , <input type="text" value="warning"/> , <input type="text" value="tip"/> , <input type="text" value="important"/> , <input type="text" value="example"/> , <input type="text" value="success"/> , <input type="text" value="neutral"/>
Note text	Content of the box. Allows wikitext.
Show icon	Sets an additional icon for the box type. Default value: <input type="text" value="(empty)"/> , Allowed value: <input type="text" value="yes"/>
Background color	overwrites the default background color of a boxtype. Example: <input type="text" value="#ef5f5f5"/> (light grey) To find a color: https://www.w3schools.com/colors/colors_picker.asp





The image shows a 'Messagebox' dialog box with a title bar containing 'Cancel', 'Messagebox', and 'Apply changes' buttons. The main content area has a scroll bar and contains the following text: 'There might be some additional information about the "Messagebox" template on [its page](#).' Below this are four form fields: 'Type of box *' with a value of 'note' and an asterisk; 'Show icon' with a value of 'yes'; 'Note text *' with a value of 'This is a note.' and an asterisk; and 'Background color' with a value of 'e.g. #ececec'. At the bottom of the dialog is a 'Show options' button. Below the dialog box, the text 'Visual editor dialog for the message box' is displayed.

Cancel Messagebox Apply changes

There might be some additional information about the "Messagebox" template on [its page](#).

Type of box * ⓘ

note *

Show icon

yes

Note text *

This is a note. *

Background color

e.g. #ececec

Show options

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.

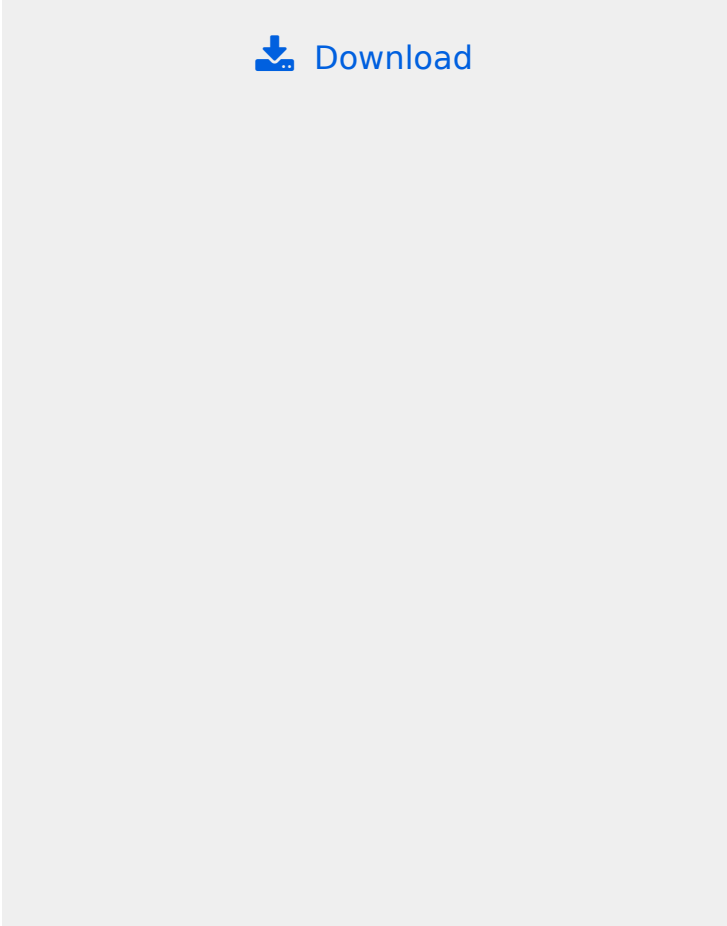


Messagebox within text-flow

Templates download/Minutes JF management

Page template for Management meetings.

 [Download](#)



Attendees, Absentees, Milestones

Who	What	When	Status
			In preparation
			Closed

Focus points

Who	When	Where	Status
			Realisation
			In preparation
			In preparation
			Closed
			Ticketed

Cockpit

Company situation / KPIs /Reports

Area	What	Evaluation / Action
Product development	<ul style="list-style-type: none">Tickets (Evaluation, Planning, Realisation/all)<ul style="list-style-type: none">Legacy Patch: XX/XXCurrent Patch: XX/XXNext Minor: XX/XXNext Major: XX/XXReview queue (gerrit/gitlab): high/moderate/low/high/moderate/low	
Project management	<ul style="list-style-type: none">Billable time this week: xohActive customers this week:	
Sales	<ul style="list-style-type: none">Orders: XXOffers: XXLeads: XX	
Billing	<ul style="list-style-type: none">planned billing amount (Mon): EURinvoiced billing amount (Fri): EURInvoice 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



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.

 **Download**

Attendees

Antje Kramer (secretary), Mark Pichler, Ursula Gerstmair, Hu Cheng

Agenda

Time	Duration	Topic	Responsible
10:00 AM	30 min	Review of open leads	
10:30 AM	15 min	Strategy: customer relations	
10:45 AM	15 min	New pricing concept	
11:00 AM	60 min	End of meeting	

Results


- 6 of 9 leads are promising, follow-ups to be scheduled
- Pricing structure too difficult for customers to understand
- Missing documentation for customer relations processes

Action items

Description	Responsible	Due date
Follow-ups		
Meeting with management regarding new prices	Hu	week 35
Documentation for customer relations strategy in wiki	Antje	week 36

Signatures

--MLR (talk) 15:21, 25 May 2021 (CEST)
--MLR (talk) 15:21, 25 May 2021 (CEST)

 Signatures

IT

2021-07-02 [New page](#)

- IT/2021-05-30
- IT/2021-05-29
- IT/2021-05-28
- IT/2021-05-27
- IT/2021-05-26
- ... further results

Sales

2021-07-02 [New page](#)

- Sales/2021-05-25

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

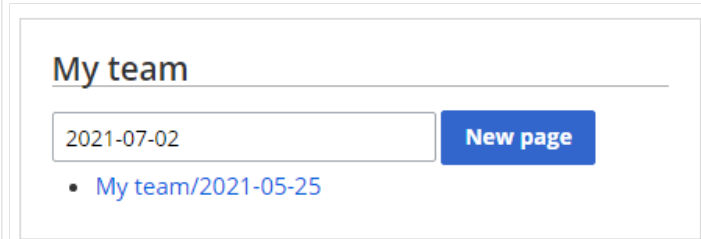
Three adjustments need to be made for each team section on the main *Meeting minutes* page:

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:



My team

2021-07-02 [New page](#)

- [My team/2021-05-25](#)

Inputbox for creating meeting minutes

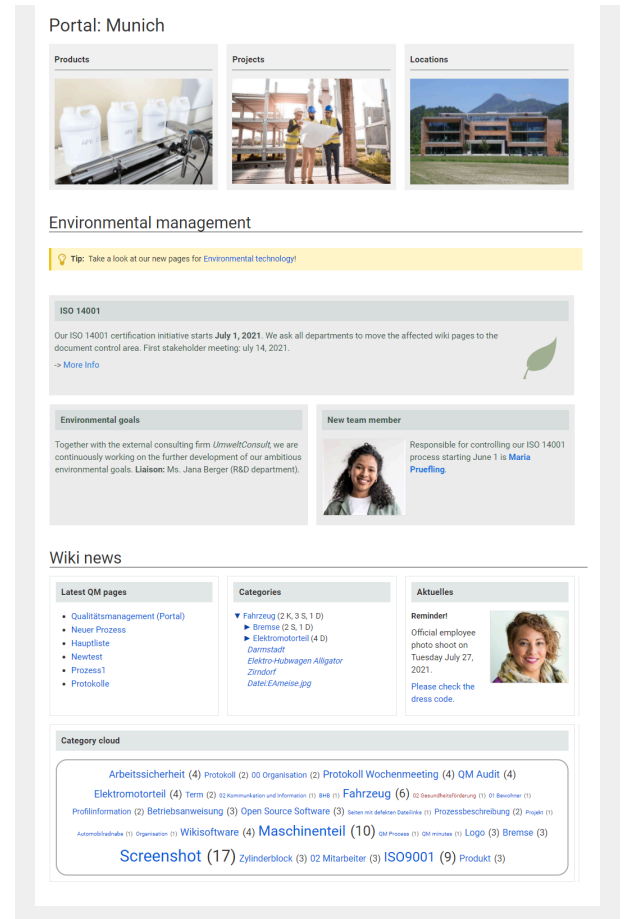
Templates download/PortalFlex

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

Cancel

Add template

Done

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.

My new page

Empty page

Start with an empty page.

General

Portal page

Generic portal template

Selecting the portal page template

3. **Save** the new page.

My new page

↶

↷

▼

A

▼

🔗

Cite

▼

☰

▼

Insert

▼

Ω

?

⚠

☰

✎

▼

🚫

Save page...

Box 1

Add your content.

Box 2

- [Portaltest](#)
- [Category:1-Wiki](#)
- [Template:IMS Process/SMW](#)
- [IMS:Process descriptions](#)
- [Template:IMS Audit/SMW](#)
- [IMS:Contract process](#)
- [Template:Uselangtest](#)
- [Main Page/en](#)

Box 3

Your content here.

Box 4

Content here.

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.

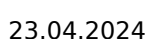
6. **Choose**, if necessary, the number of placeholders (1). If, for example, you have chosen a 2-column layout, but you have 3 boxes on the page, then the 3rd box, by default, is shown in full page width. If you select 1 empty placeholder box, then the 3rd box will use only 1/2 of the page width.

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.

The xml import creates the following files in your wiki:

- ## Templates download/Risk management

You acquire the set directly via our sales department.



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

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

GDPR TOMs

The following GDPR requirements have been addressed:

- Pseudonymization and encryption of personal data (Art. 32)
- Restoration, 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.

Options for treating risk may involve one or more of the following:

Included templates

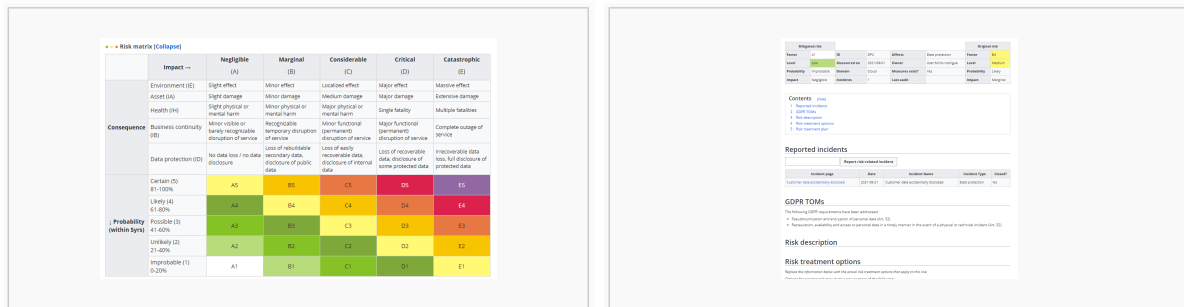
This set contains the following templates:

- **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

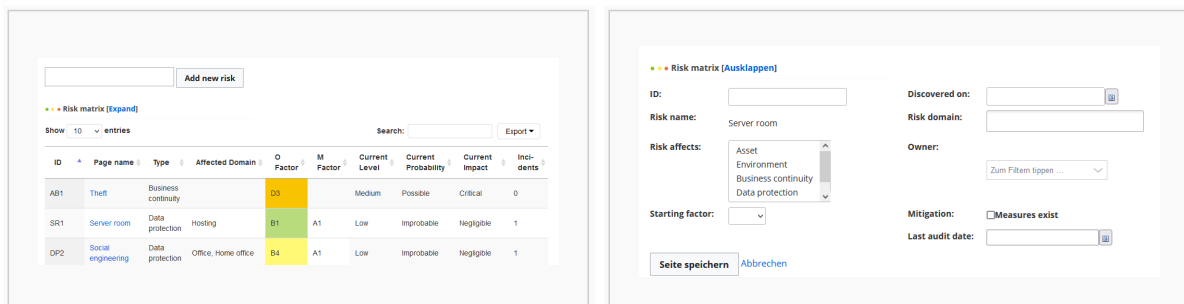
Detailed instructions for importing and using the template set are included in the archive file (.zip) as a PDF.

Screenshots



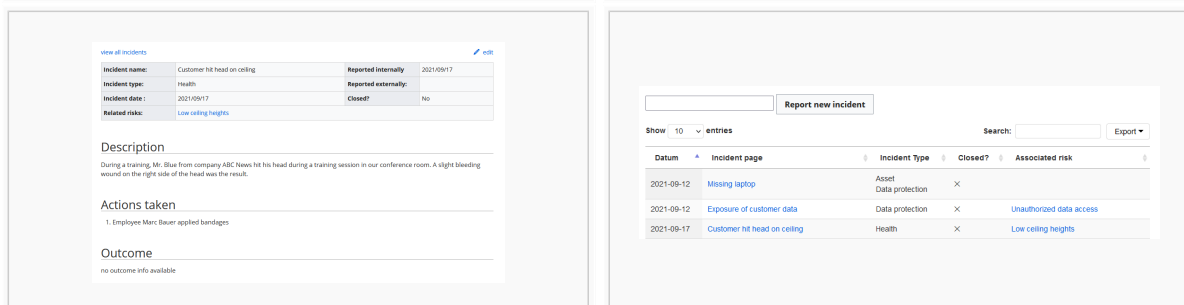
Adjustable risk matrix

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.



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.

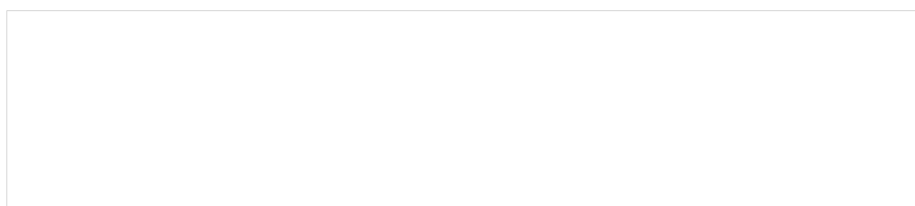
Pages included in the import

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".



×

Svg

Apply changes

 **Svg**

SVG embedding

There might be some additional information about the "Svg" template on its page.

Name (z.B.: prozessdiagramm.svg) *

Comparison_oloid_sphericon_3D.svg

*

Width (optional, e.g.: 800)

800

Height (optional, e.g.: 500)

Show options

Entering the image information.

Templates download/Subpages



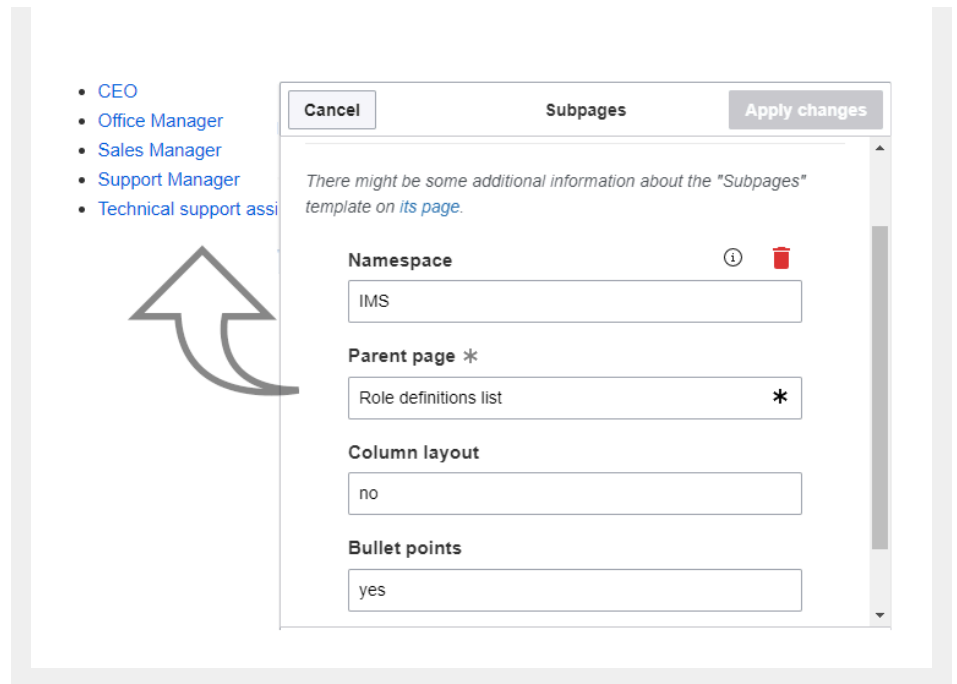
Starting with BlueSpice 4.3, these subpage lists can be inserted as a [Content droplet](#). Therefore, importing this template is no longer necessary.

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

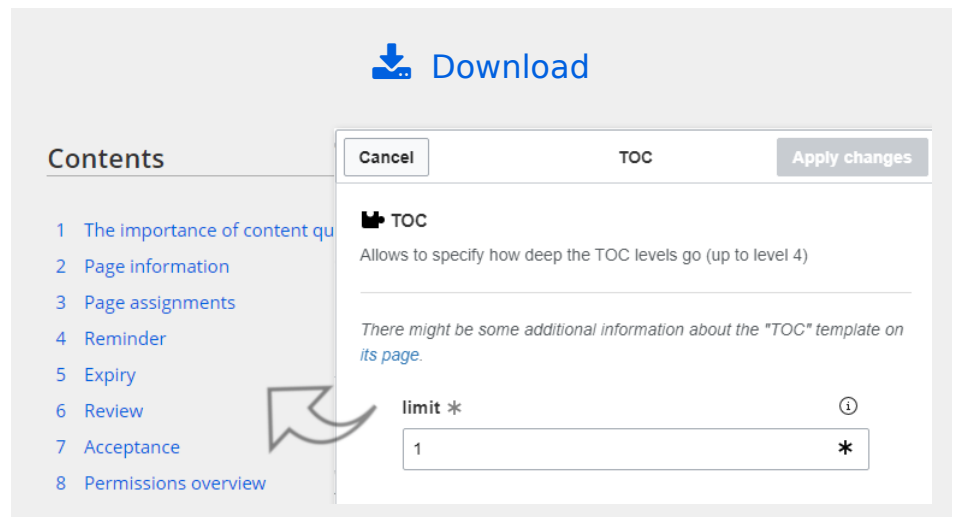
Pages included in the import

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.

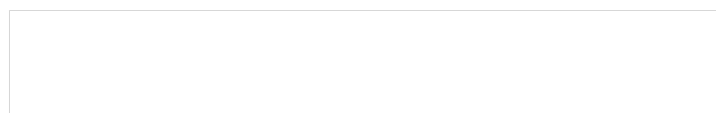
Pages included in the import

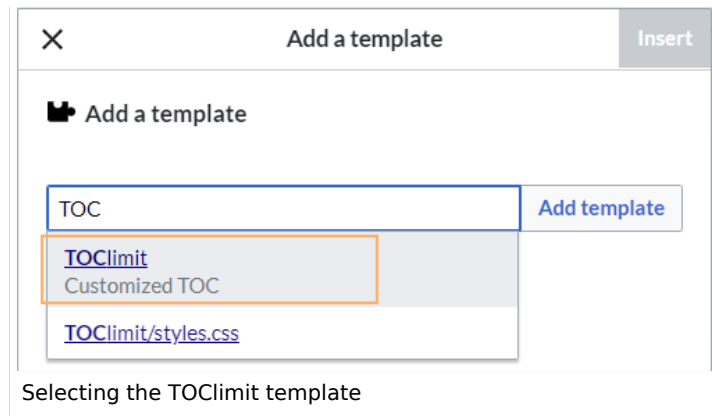
The xml import creates the following files in your wiki:

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

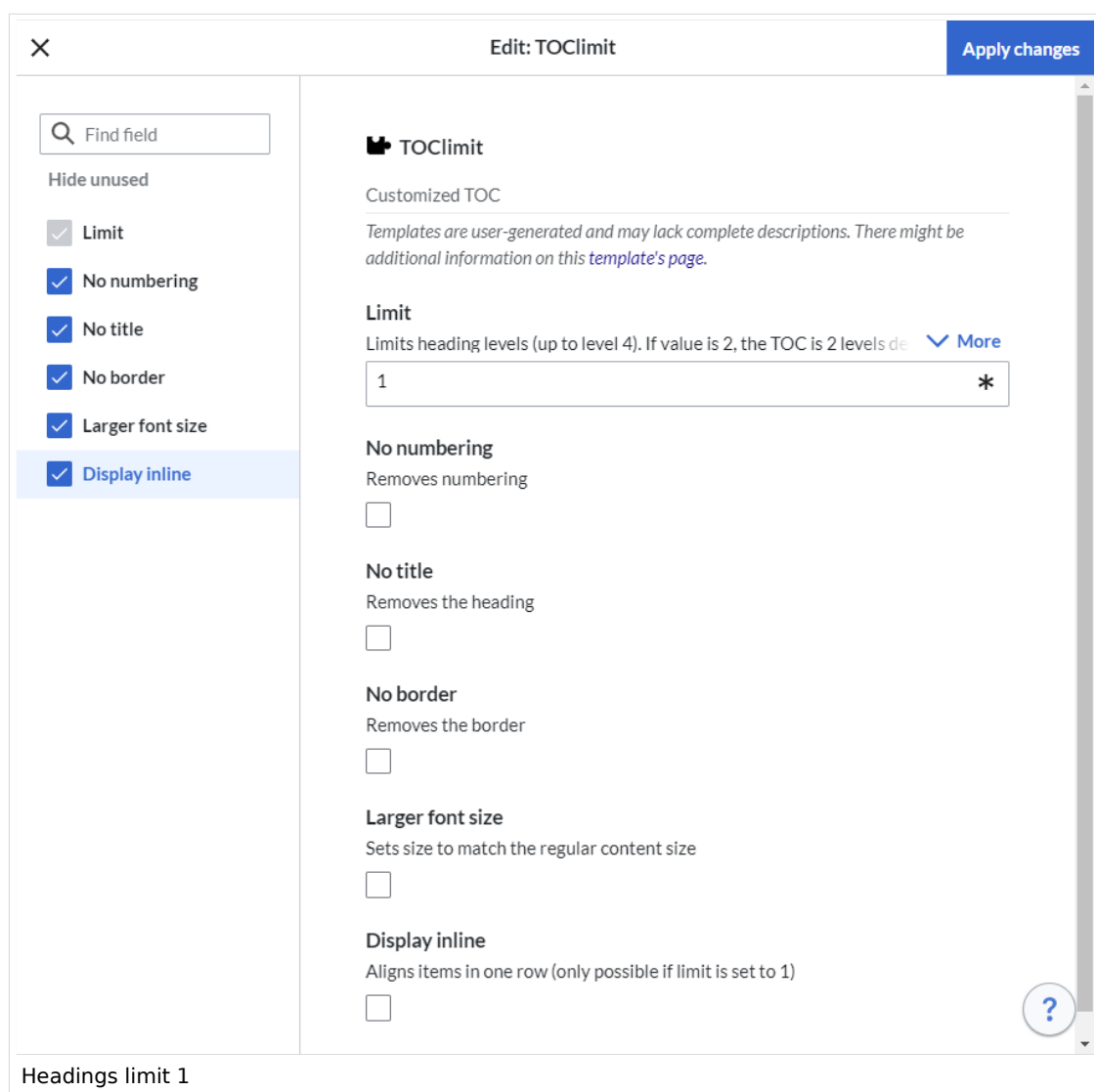
Usage

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





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



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 editing 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

Contents [hide]

- 1 Header level 1
 - 1.1 Header level 2
 - 1.2 Header level 2
- 2 Header level 1
 - 2.1 Header level 2
 - 2.2 Header level 2
- 3 Header level 1
 - 3.1 Header level 2
 - 3.2 Header level 2

After

- 1 Header level 1
- 2 Header level 1
- 3 Header level 1

Main levels of the TOC displayed in one row:

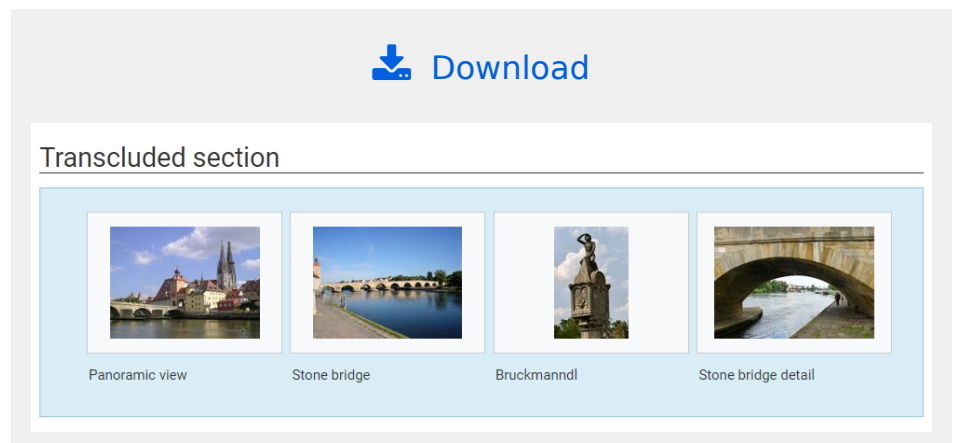
```
{{TOClimit|limit=1|nonum=1|notitle=1|noborder=0|fontlarge=0|inline=1}}
```

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.