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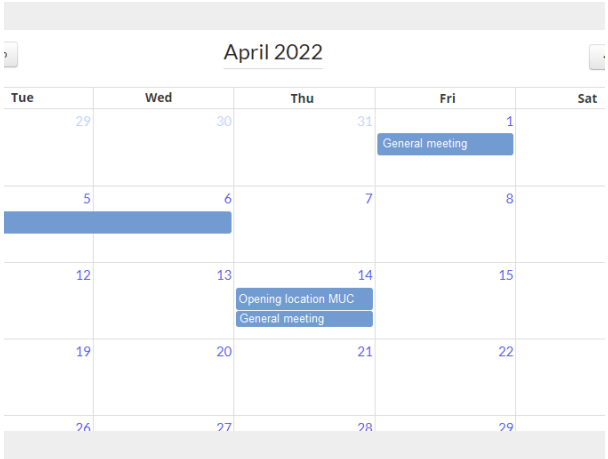
Templates download

Templates | Startpage templates

Note: These templates use extensions which are included in BlueSpice pro, but not in BlueSpice. These extensions are noted for each template:

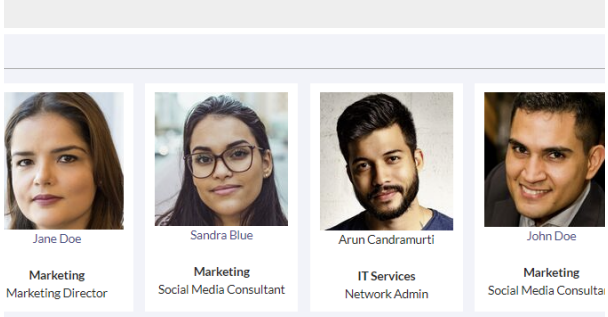
- Page Forms (PF)
- Semantic MediaWiki (SMW)
- TemplateData (TD)

Calendar



Simple event calendar (SMW, PF)

Employee



Employees gallery (TD)

IMS Documents

s descriptions

New page

Page	Business unit	Process owner	Approval state	Valid until
cess	Company, Project Management	Andrew Hayes	Approved	20. Juli 2021
er management	Project Management, Sales	Margie Castillo	Approved	13. April 2022
	Company	Carlos Olson	Approved	8. Mai 2021

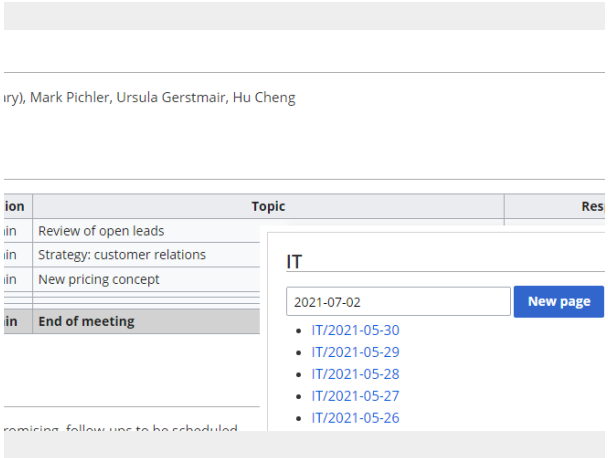
Document control templates (SMW, PF)

Incidents & Risks

ID	DP2	Affects	Data protection	Fac
Discovered on	2021/09/01	Owner	User:Mlink-rodrigue	Lev
Domain	Cloud	Measures exist?	Yes	Pro
Incidents	1	Last audit		Imp

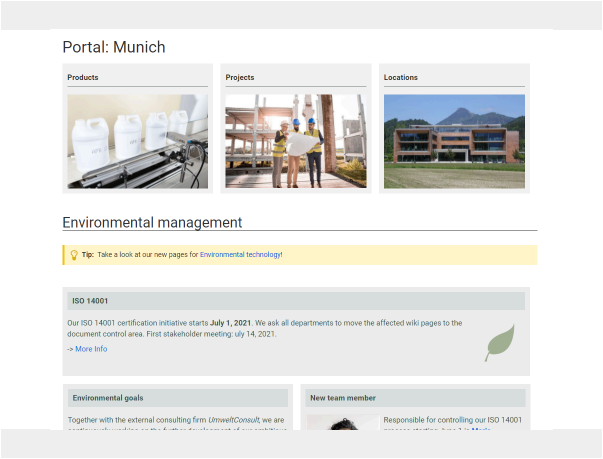
Risk registry and incident reports (SMW, PF)

Minutes



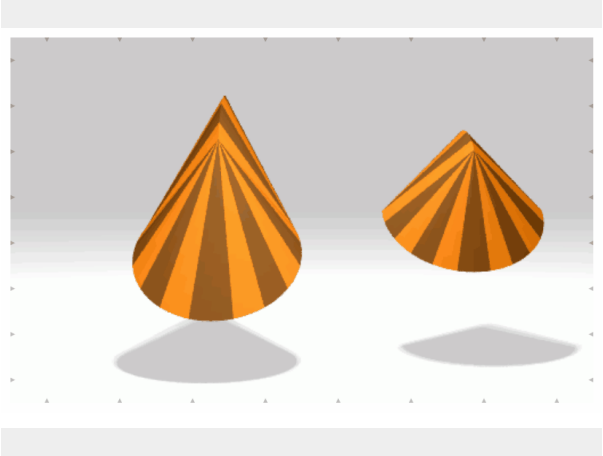
Teams-based main template (TD)

Portal



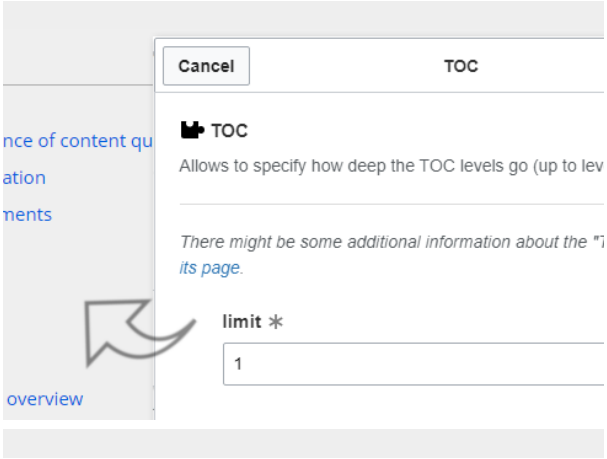
Forms-based portal page (PF)

SVG



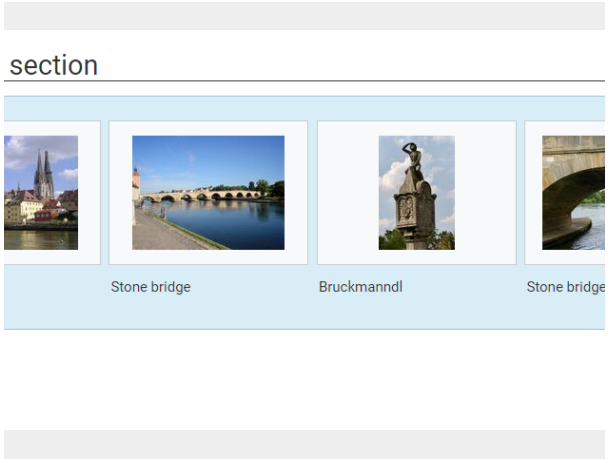
Embedded interactive SVG (TD, Widgets)

TOC limit



Limit heading levels in TOC (TD)

Section transclusion

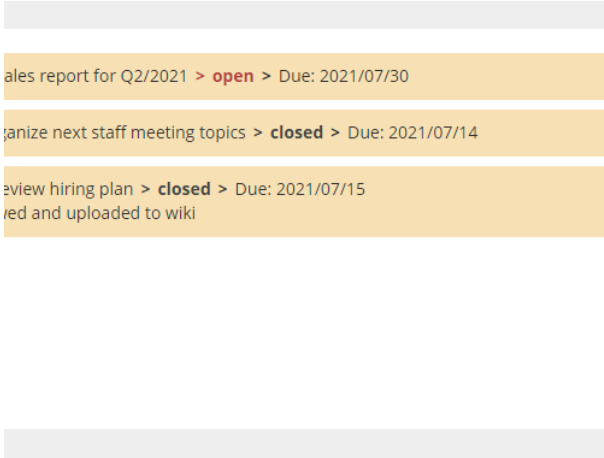


Transclude a page section (TD)

Archive

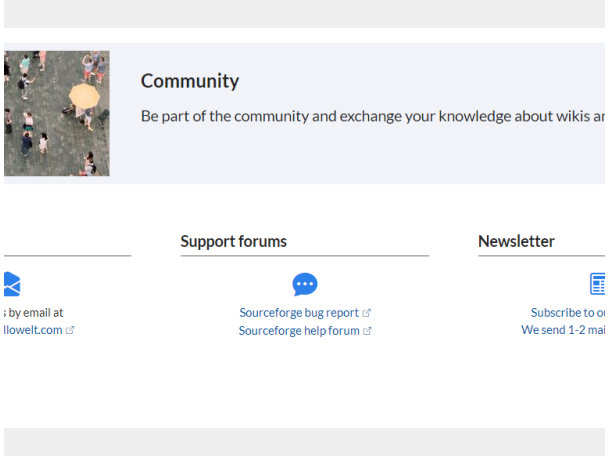
> Starting with BlueSpice 4.3, the following templates can be inserted as a Content droplet or are included in the wiki as part of the Start page templates. Therefore, importing these templates is no longer necessary.

Action points



Action points for meetings (SMW, TD)

Banner



Page banner

Book TOC

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

Embed a book table of contents (TD)

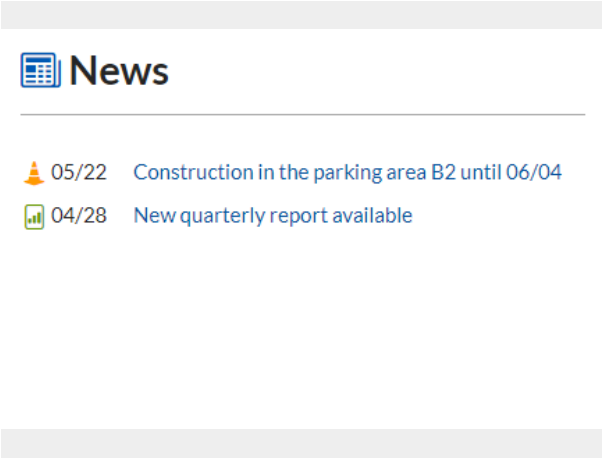
Button link

These are links - styled as a button:

Go to website | View projects | Show deleted page

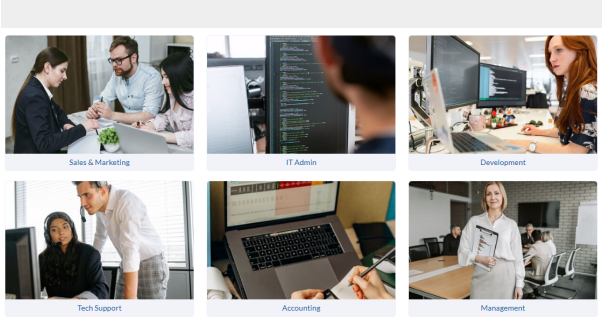
Link styled as button (TD)

Icons



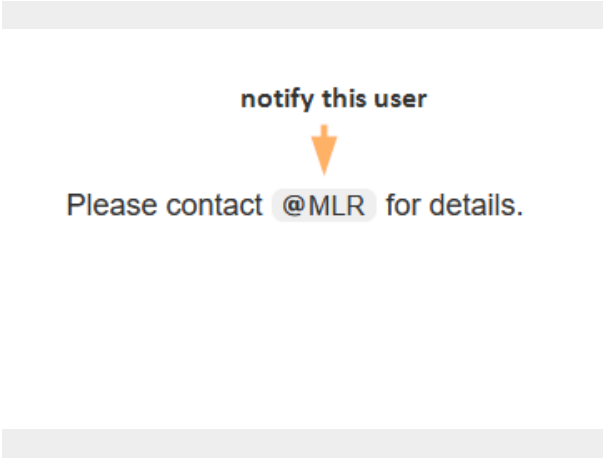
Insert Bootstrap icons (TD)

Image cards



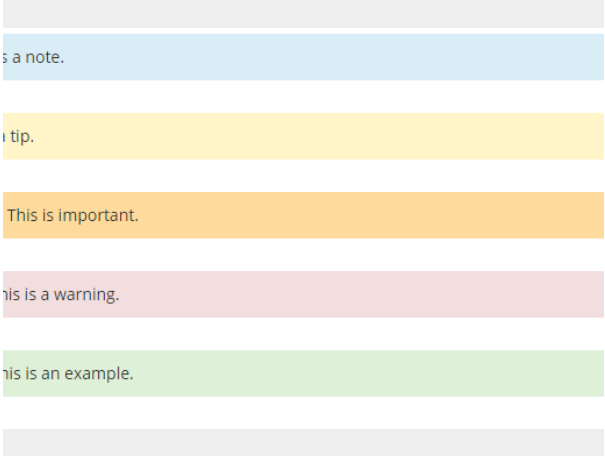
Link sets with graphics (TD)

Mention



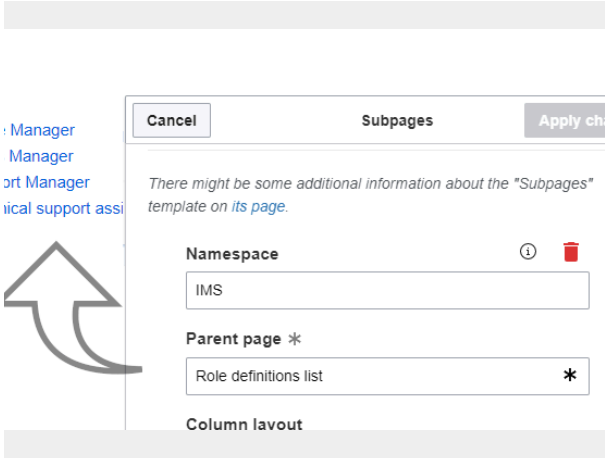
User mention with notification (TD)

Message box



Color-coded box (optional icons) (TD)

Subpages list



List of subpages for a page

Content Droplets

ContentDroplets is available from BlueSpice 4.3.2.

Contents

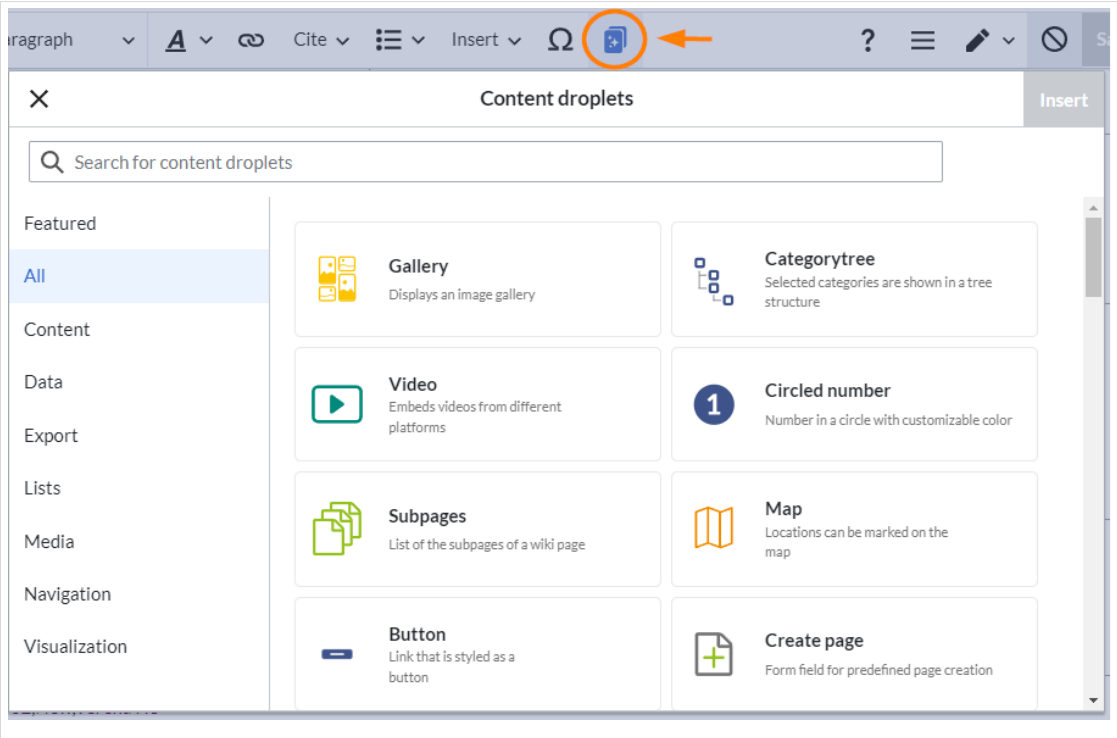
1 Adding a droplet to a page 12
2 List of droplets 12
3 More info 22

To insert additional functionality in a wiki page, you can use Content droplets. Content droplets include tags that were previously accessed from *Insert > Magic word* in the editor toolbar. They also provide access to some templates that are preconfigured in the wiki, such as message boxes.

Adding a droplet to a page

To add a droplet to a page:

1. **Click** the Content droplets icon in the editor toolbar or type `<<`.
2. **Search** for a droplet name in the search bar of the droplets menu or browse the droplets by category.



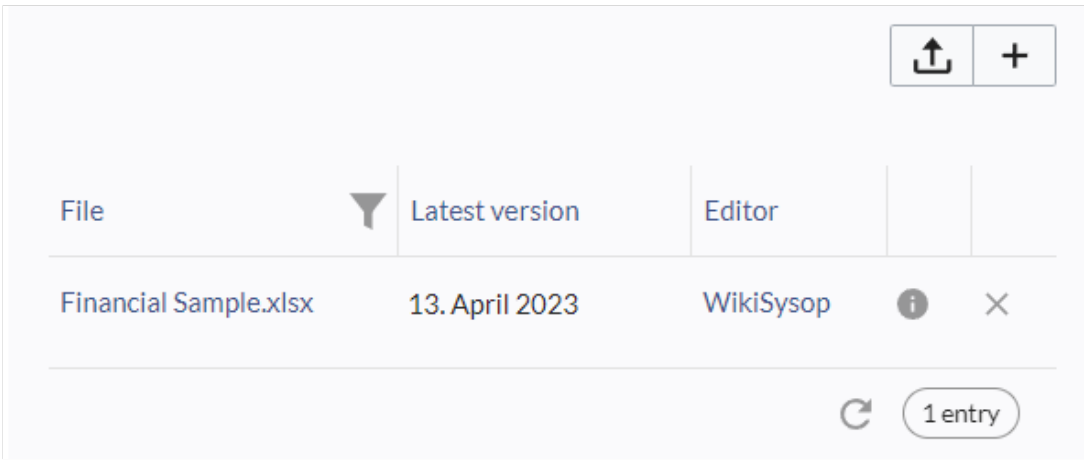
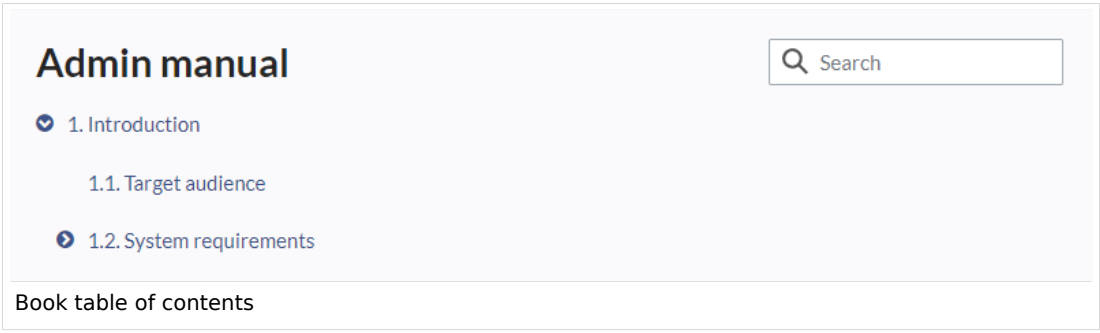
3. **Select** a droplet
4. **Click** *Insert*.

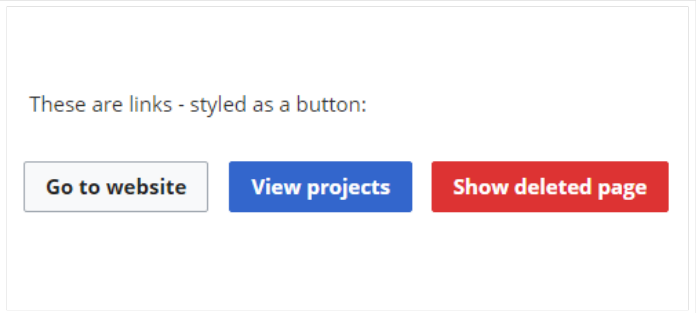
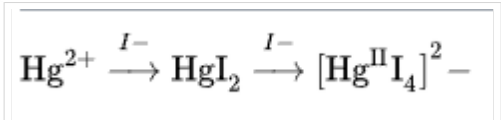
> **Note:** Some droplets open an inspector menu which contains another *Insert* button. Be sure to confirm that button as well.

Based on the type of droplet, you can continue with configuring the droplet as needed.

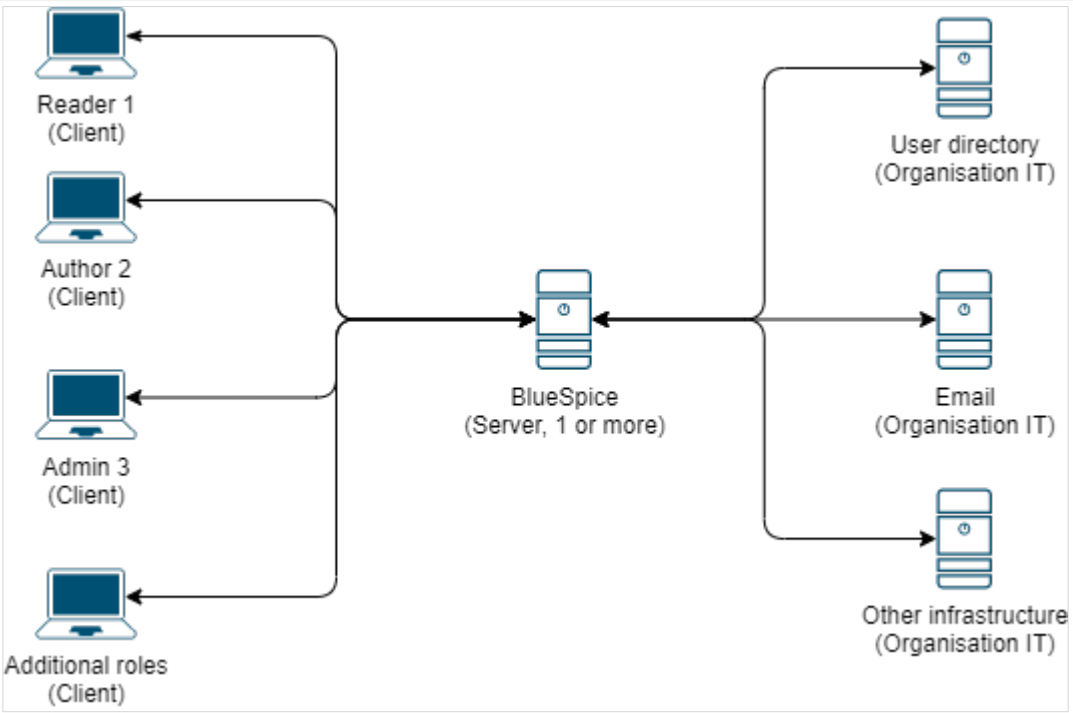
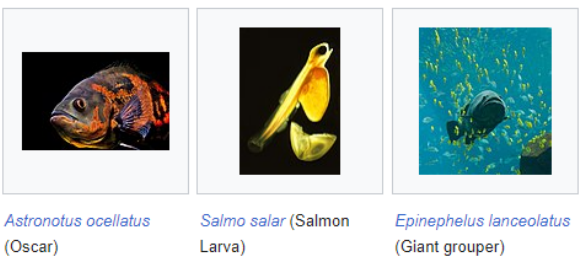
List of droplets

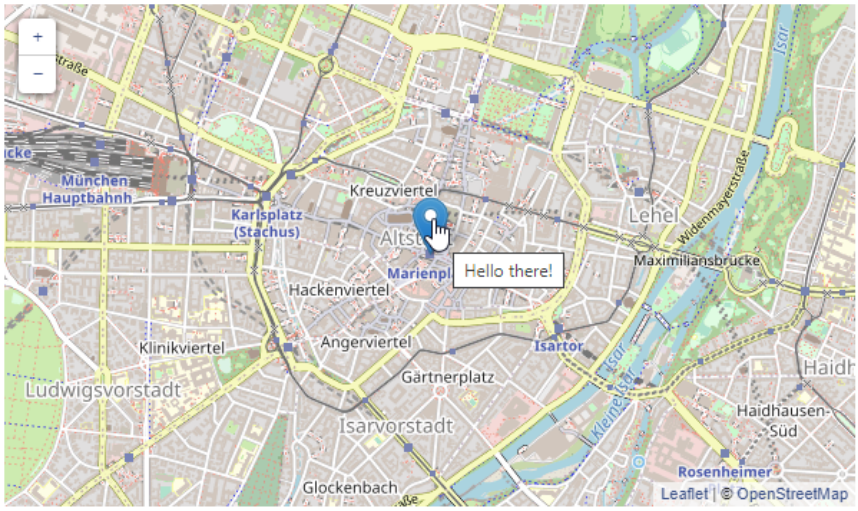
View examples of droplets outputs.

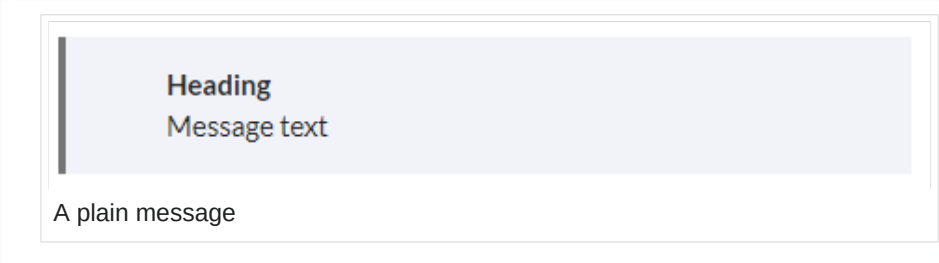
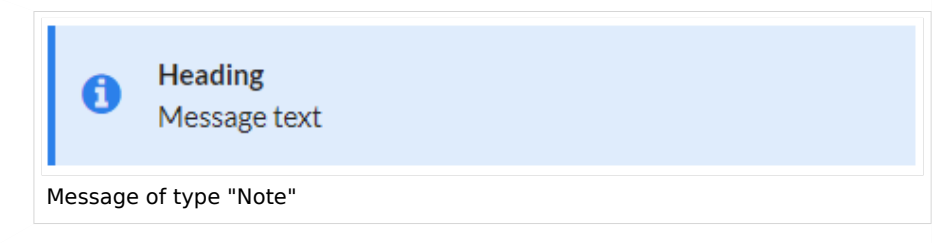
Droplet	Descript
Attachments  Attachments output	Area for organising attachme
Booklist	List of boo based on filter valu The value needs to b defined as metadata value in th book setti
Book PDF link v4.4+	PDF-downl link to a bo
Book table of contents  Book table of contents v4.4+	Inserts the of any boo a wiki pag
BPMN diagram	

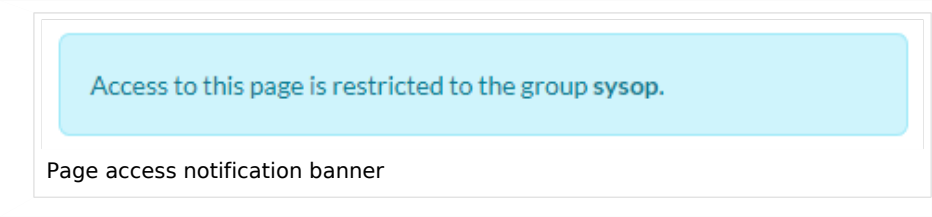
Droplet	Descript
BPMN diagram	Editable BPMN diagram
Button  Links styled as buttons	Link that i styled as button
Categorytree	Selected categorie are showr a tree structure
Checkbox -v4.3	Checkbox that can b checked i view mod
Checklist	List that allows to a value in view mod
Chemical formula  Chemical formula	Display of chemical formulas
Circled number	Number ir circle with customiza color

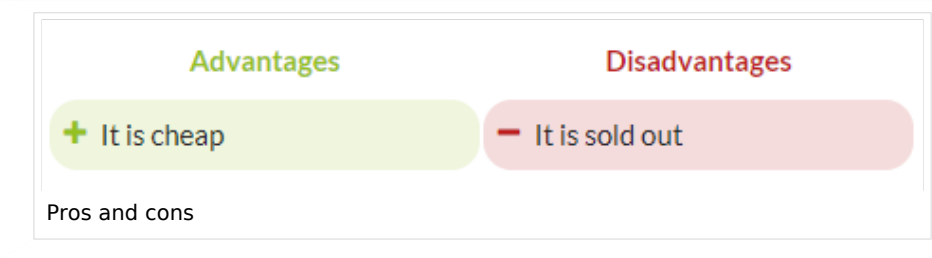
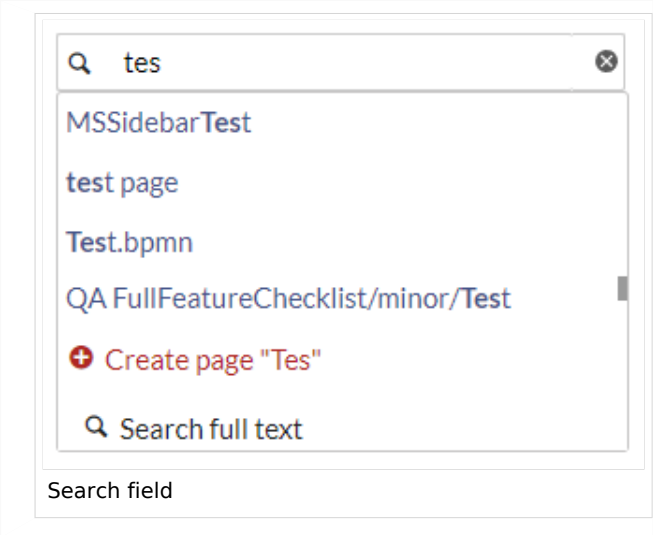
Droplet	Descript
Code `.hi {background:blue;}` Code area for a css example	Highlighte section fo code examples
Create page	Form field predefinec page creat
Data query	Enables queries or content in the wiki
Date v4.4+ 2023-11-23 Date display	Inserts a d This can b used in combinatic with the content droplet *Ta list*
Decision Eat more veggies Decision output	Highlights decision a page property
Decision overview Page | Decisions Product feature requests | Extension TabberNeue will be added to version 4.4 CollabPad QATesting | Ownership: Team Prod Minutes:IT/2023-11-20 | Release cycles are extended from 30 to 40 days Decision report output v4.4+	Table with list of decisions t were creat by the *Dec* content dr

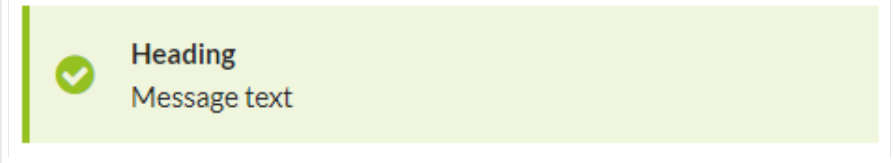
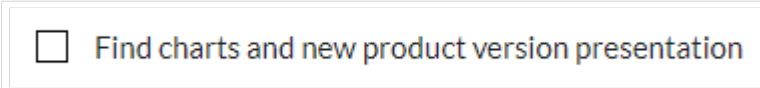
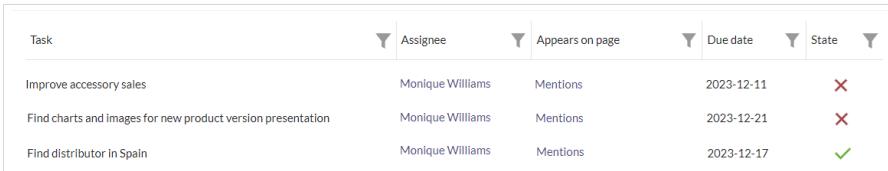
Droplet	Descript
Diagram  Drawio diagram	Editable d io diagran
Gallery  *Astronotus ocellatus* (Oscar) *Salmo salar* (Salmon Larva) *Epinephelus lanceolatus* (Giant grouper) Gallery	Displays a image gal
Icon Awards Icons template	Inserts an icon
Important Message	Adds colo

Droplet	Descript
Heading Message text Message of type "important"	panel for a important note
Links to this page	List of pag that link t this page
List of users logged in	Pop-up wi list of all users that are curren logged in
Map  Map output with text marker	Locations be marke the map
Mathematical formula $$\begin{aligned} z &= a \\ f(x,y,z) &= x+y+z \end{aligned}$$ Screenshot of a math formula	Display of mathema formulas
Member list	List of members wiki group

Droplet	Descript
Message 	Adds text panel
Modal button	Configura button wh opens a customiza modal dialogue
Most visited pages	List of the most visit wiki page
New users	List of nev users in th wiki
Note Message 	Adds colo panel for note
Number of characters	Shows the number o character words in a wiki page
Number of files	Shows the number o uploaded files
Number of pages	Shows the number o pages
	Shows the

Droplet	Descript
Number of users	number o users
Number of users logged in	Number o currently logged in users
Page access  Page access notification banner	Restricts access to page to th specified groups
PDF link	Link that download another w page as P
PDF page break	Forces a page brea the set position during PD export
PDF preview	Embed preview of PDF file
PDF no export	Content within this section is excluded from the P export
Progress	Visualizes progress against gi measuren variables
Pros and cons	

Droplet	Descript
	Table for comparing pros and cons
Recent changes	List of recently changed pages
Signature	A button t add signatures view mod
Search field 	Adds a search fie to the pag content
Subpages	List of the subpages a wiki pag
Success Message	

Droplet	Descript
 Message of type "success"	Adds colo panel for success n
Tag cloud	Tag cloud based on categories search queries
Task list v4.4+  Task list output	Adds a checklist it
Task report v4.4+  Task report	Filterable l of existing tasks
Tip Message Message of type "tip"	Adds colo panel for tip
User profile User profile of type "Short"	A user pro will be included c this page
	Embeds video fron different

Task	Assignee	Appears on page	Due date	State
Improve accessory sales	Monique Williams	Mentions	2023-12-11	✗
Find charts and images for new product version presentation	Monique Williams	Mentions	2023-12-21	✗
Find distributor in Spain	Monique Williams	Mentions	2023-12-17	✓

Droplet	Descript
Video	external platforms (YouTube)
Visited pages	List with visited pa
Warning Message Message of type "warning"	Adds a colored bo for a warn note
Watchlist	Latest changes t pages included i your watc list

More info

- Adding your own droplets
- Checklist
- Examples
- Icon
- Progress

Technical Reference: ContentDroplets

Manual:Start page templates

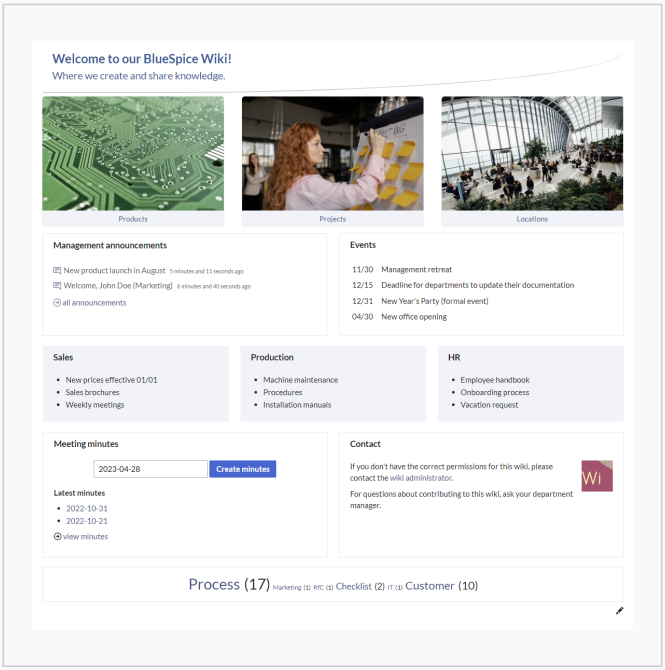
This feature is available from BlueSpice 4.3.

Contents

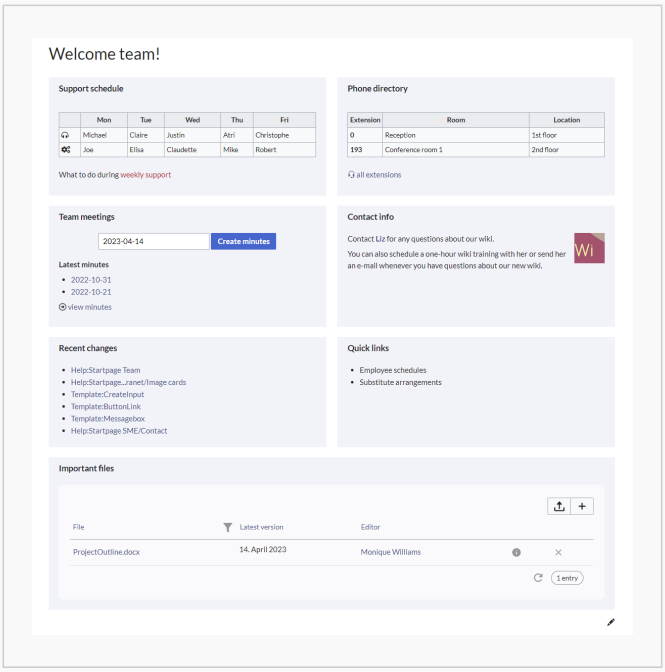
1 Available templates 24
1.1 Importing additional templates 25
2 Using the template 25
3 Editing your start page 25
3.1 Editing the subpages 25
3.2 Adding or removing sections 26

Available templates

To create portal pages in our wiki, you can use our pre-designed starter pages. Currently, the following starter pages are available:



Startpage Intranet



Startpage Team

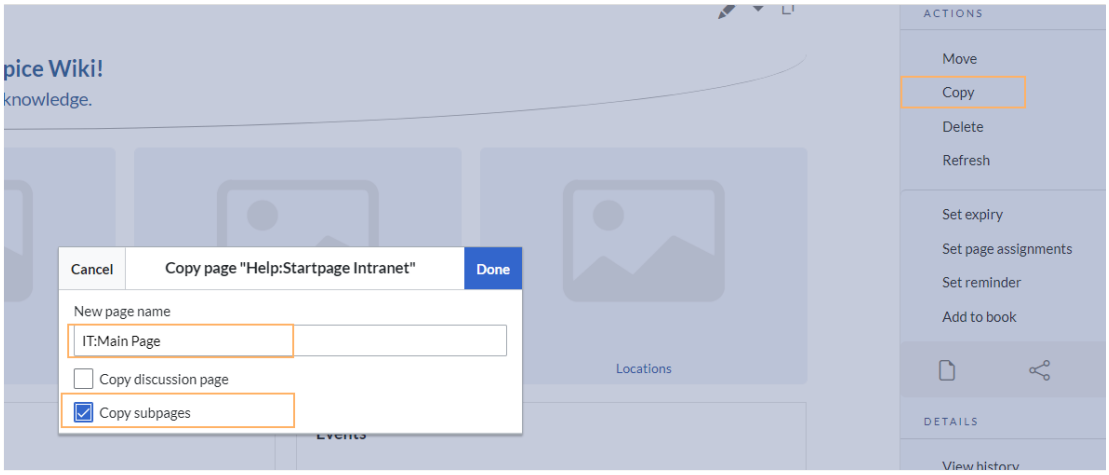
Importing additional templates

To make additional templates in your wiki available, import them from our Startpage templates download page. If you want to create your own, simply create additional pages starting with the page name "Help:Startpage ...." and its necessary subpages.

Using the template

To use any startpage templates, the following steps are necessary:

1. **Go** to the page `Template:Startpage` in your wiki.
2. **Click** on the link for one of the available templates. This brings you to the template in the `Help:` namespace.
3. **Copy** the page **including its subpages** to a location of your choice. For example, make it the main page for an existing namespace that does not have a main page yet (e.g., `IT:Main Page` would create the main page for the `IT:` namespace).

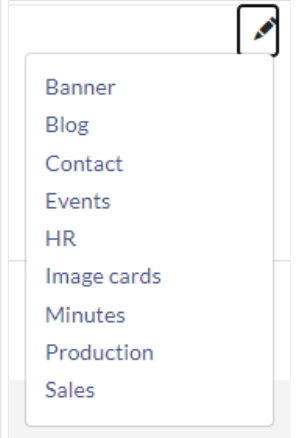


Copying a start page template

Editing your start page

Editing the subpages

After copying a start page to your wiki location, you can start to edit it. The sections of the start page are not located on the page itself, but are stored as subpages of the start page. To edit a section, click the edit icon at the end of the page and select a subpage:



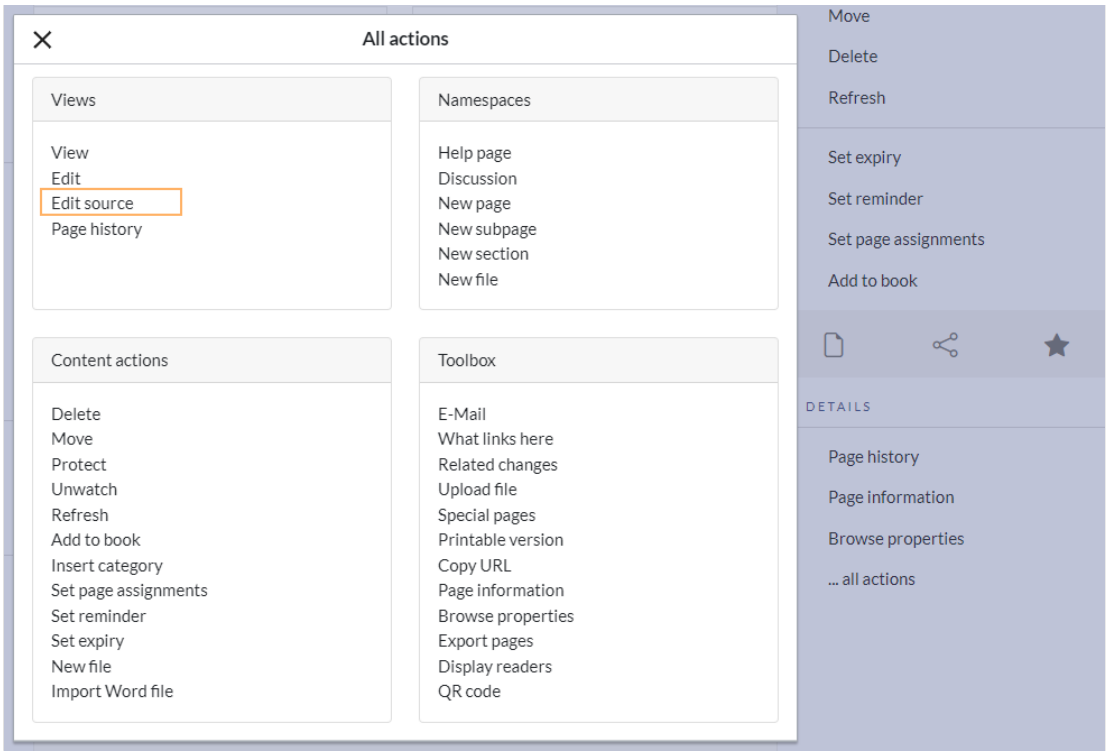
The edit button

Once you are on the subpage, you can edit it like any wiki page. If the page contains a template, edit the template. If the page contains the content directly on the page, you can replace it with any content you like.

Adding or removing sections

To add, edit, or remove sections from the Startpage, you need to work in the source view of your page. Since the title area is hidden, you need to go to your page tools in the right sidebar.

In the Details section, click *...all actions*. From the actions dialog window, select *Edit source*.



All actions menu

Reference:Page Forms

Extension: Page Forms

all extensions

Overview			
Description:	Forms for creating and editing wiki pages		
State:	stable	**Dependency:**	MediaWiki
Developer:	Yaron Koren, Stephan Gambke, and others	**License:**	GPL v2+
Type:	MediaWiki	**Category:**	Content Structuring
Edition:	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud	**Version:**	4.1+
View help page			

Features

Page Forms (known until November 2016 as **Semantic Forms**) is an extension to MediaWiki that allows users to add, edit and query data using forms.

It was originally created as an offshoot of the Semantic MediaWiki extension to be able to edit templates that store their parameters via SMW. However, it can now also work with the alternative Cargo extension, or with neither extension installed.

Very simply, Page Forms allows you to have **forms for creating and editing pages** on your wiki, as well as **for querying data**, all **without any programming**. Forms can be created and edited not just by administrators, but by users themselves.

The main components of Page Forms functionality are form definition pages, which exist in a separate namespace, 'Form:'. These are pages consisting of markup code which gets parsed when a user goes to a form. Since forms are defined strictly through these definition pages, users can themselves create and modify forms, without the need for any actual programming.

The Page Forms extension is mostly used to add and edit calls to infobox-style templates within pages. A form allows a user to populate a pre-defined set of templates, as well as page sections, for any page; if Cargo or Semantic MediaWiki are used, the data within the templates can then be stored and queried.

Forms can also be used to edit the data in an existing page, and you can enable an "formedit" tab to show up on any page.

Page Forms also supports **autocompletion of fields**, so users can easily see what the previously-entered values were for a given field. This greatly helps to avoid issues of naming ambiguity, spelling, etc.

Data in a page that doesn't fit into the form, like a free-form text description of the page's subject, isn't ignored when the page is edited with a form; rather, it is placed into a separate input box called "free text".

Page Forms also includes a wide variety of other functionality related to forms.

Accessibility

Test status:	2-testing complete
Checked for:	Web, Authoring tool
Last test date:	2022-08-05
WCAG level:	AA
WCAG support:	partially supports (workaround: no)
Comments:	some input types are not keyboard or screenreader accessible. E.g., tokens, bs-msvisualeditor. Standard input elements such as text fields, drop downs, textareas, etc. are accessible. Therefore, accessible forms can be created.
Extension type:	extended
Extension focus:	editor

Reference:Semantic MediaWiki

Extension: Semantic MediaWiki

all extensions

Overview			
Description:	allows users to add structured data to wiki pages through simple wikitext markup that turns links to other pages and data values in a page into meaningful properties. With this information, SMW helps to search, organize, browse, evaluate, and share the wiki's content.		
State:	stable	**Dependency:**	MediaWiki
Developer:	Markus Krötzsch, Jeroen De Dauw, James Hong Kong	**License:**	GPL v2+
Type:	MediaWiki	**Category:**	Data Analysis
Edition:	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud	**Version:**	4.1+
For more info, visit **Mediawiki.**			

Features

Semantic MediaWiki (SMW) is an extension for managing structured data in your wiki and for querying that data to create dynamic representations: tables, timelines, maps, lists, etc. The actual homepage of Semantic MediaWiki, including user documentation in multiple languages, is semantic-mediawiki.org. There are various other pages in the MediaWiki and Wikipedia space related to SMW, but the homepage is the most up-to-date source of information.

There are a large number of "spinoff" extensions that require the presence of Semantic MediaWiki; see the category Semantic MediaWiki extensions for the full list (some of these extensions are obsolete).

Makes the wiki more accessible to machines and humans.

Accessibility

Test status:	2-testing complete
Checked for:	Web, Authoring tool
Last test date:	2022-08-08
WCAG level:	AA
WCAG support:	supports

Comments:	simply allows to create structured data from wiki content. It is up to the wiki users who use the SMW features to ensure that they only use accessible features of this extension.
Extension type:	extended
Extension focus:	reader

Reference:TemplateData

Extension: TemplateData

all extensions

Overview			
Description:	Implement data storage for template parameters (using JSON)		
State:	stable	**Dependency:**	MediaWiki
Developer:	Timo Tijhof, Moriel Schottlender, James Forrester, Trevor Parscal	**License:**	GPL v2+
Type:	MediaWiki	**Category:**	Content Structuring
Edition:	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud	**Version:**	4.1+
For more info, visit **Mediawiki**.			

The extension **TemplateData** introduces a `<templatedata>` tag and an API which together allow editors to specify how templates should be invoked.

Not all data types that can be selected for a parameter, have any actual effect and are treated as "unknown":

Value	Description
unknown	standard setting **no visible effect**
string	intended for any string of plain text

Value	Description
	no visible effect
line	intended for content that should be forced to stay on one line **Effect:** `"line"` prevents a parameter's input box from allowing new lines
content	The `"content"` value is intended for wikitext of page content, for example, links, images or text formatting. **no visible effect**
unbalanced-wikitext	intended for wikitext that cannot stand alone, i.e. it lacks an opening or closing tag or refers to other parts of wikitext. **no visible effect**
wiki-page-name	intended for a page name on a wiki **Effect:** Shows a suggestion dropdown menu containing a list of pages on the wiki, which can be selected. Namespaces can also be defined in the search. Additionally, it forces the input box content to stay on one line. It doesn't prevent a non-page from being inputted.
wiki-file-name	intended for a locally hosted file name **no visible effect**
wiki-template-name	intended for the name of a template **Effect:** Shows a suggestion dropdown menu containing a list of templates, which can be selected. Additionally, it forces the input box content to stay on one line. It doesn't prevent a non-template from being inputted.
wiki-user-name	intended for a username on a wiki **Effect:** Shows a suggestion dropdown menu containing a list of actual users' names, which can be selected. Additionally, it forces the input box content to stay on one line. It doesn't prevent a non-username from being inputted.
number	intended for numerical values, including negative values and decimals. **no visible effect**
boolean	intended for a value that is either true, false or unknown. This is intended by the manual to be represented by a "1", "0" or blank value. **Effect:** With the `autovalue:0`, a checkbox appears in the visual editor, which can be switched on and off.
date	intended for a date in the YYYY-MM-DD format

Value	Description
	no visible effect
url	intended for a URL, with Internet protocol (e.g., "https://" or "//") included **Effect:** It makes the input box display an external link icon (a square with arrow pointing out of it) in the left hand side of the box and makes the box glow red when the user clicks away without entering a URL value that includes a valid Internet protocol (e.g., "https://", "ftp://" or "//") followed by some text.

Startpage templates download

Templates | **Startpage templates**

See also the general instructions for using the Start page templates.

Startpage Management System

For management systems

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	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

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:

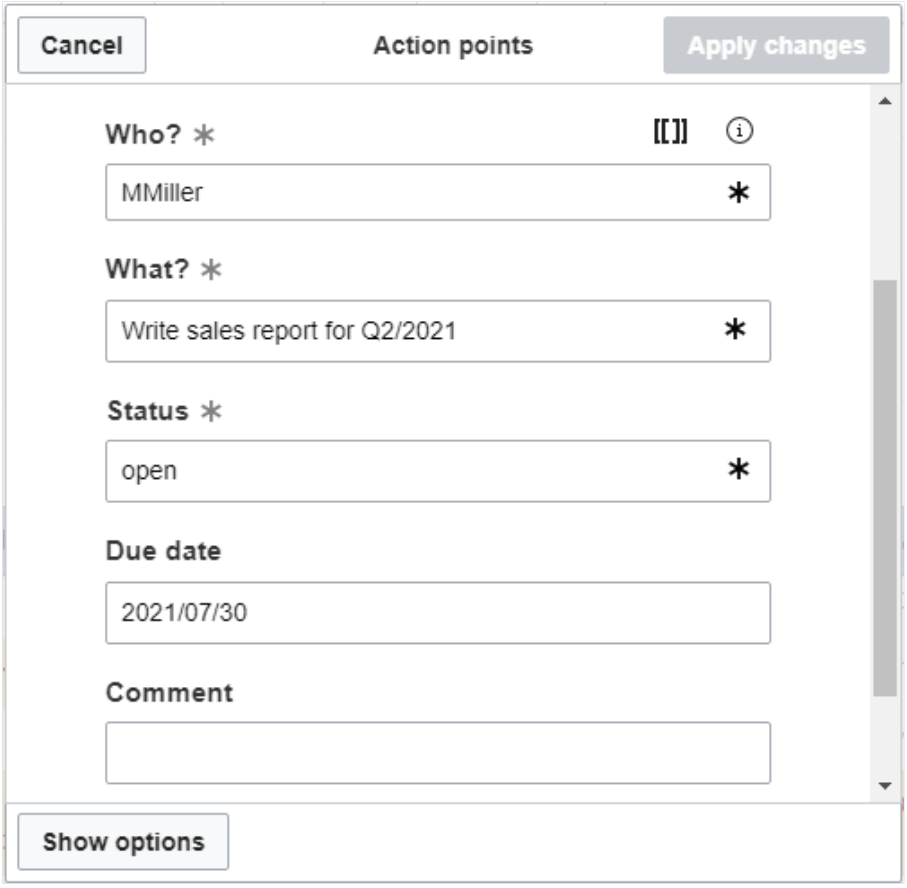
- Template:Action points
- Template:Action points/styles.css
- Action points list(Page in the main namespace)
- Property:Ap-duedate
- Property:Ap-name
- Property:Ap-status
- Property:Ap-description

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).

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

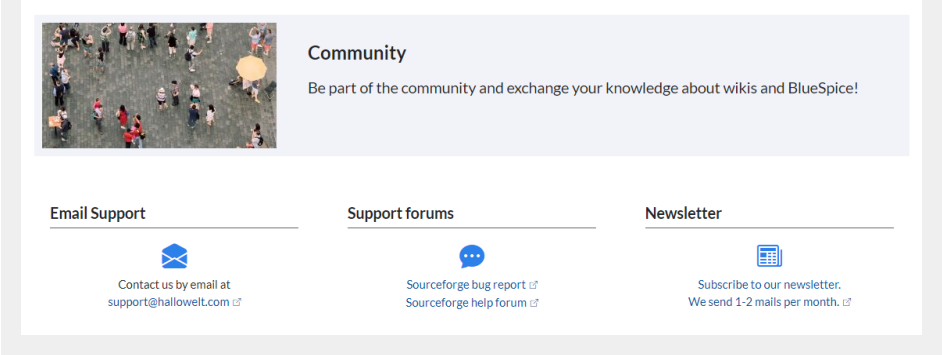
List of all open action points

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.

Download



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.

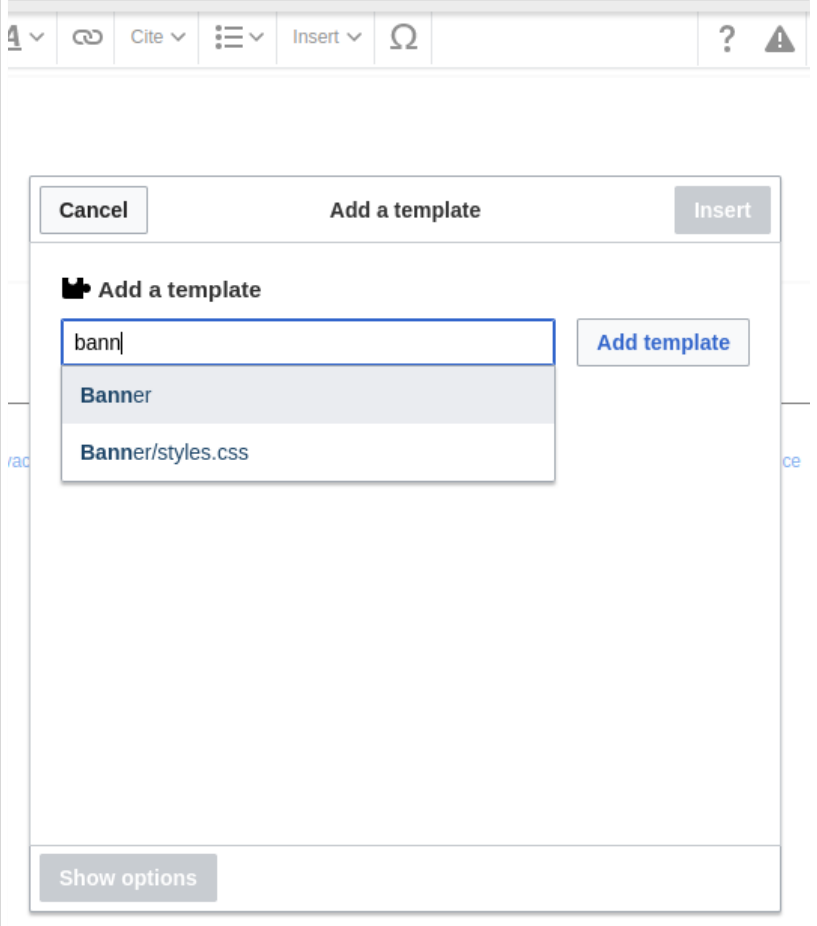
Pages included in the import

The xml import creates the following files in your wiki:

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

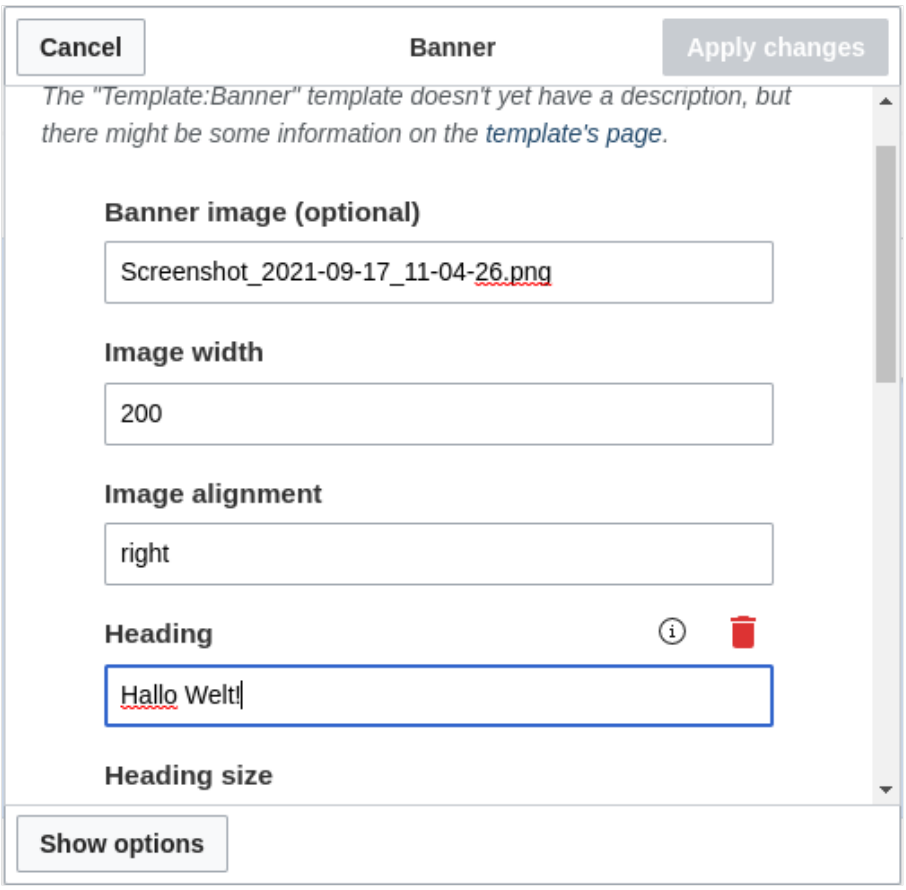
Creating a banner

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

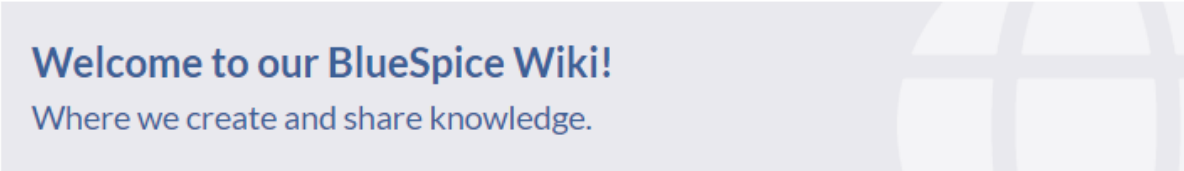
Banner settings

	Element	Value	Description
	Banner image	QM:Flower_white.jpg	Image name (with namespace prefix, if it exists, but without the *File:* prefix). The banner image is optional.

	Element	Value	Description
1	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	Welcome to our BlueSpice Wiki! Where we create and share knowledge.
bgicon3 v4. 3+	Welcome to our BlueSpice Wiki! Where we create and share knowledge.
swoosh	Welcome to our BlueSpice Wiki! Where we create and share knowledge.

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*.

Book chapters on a wiki page

The table of contents is now displayed on the page.

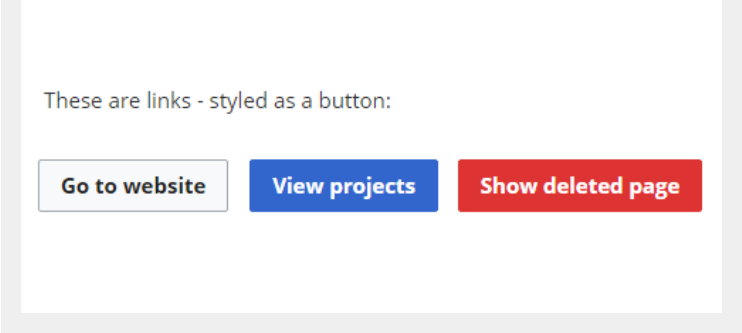
> **Note:** It is not possible to collapse the sub-chapters.

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.

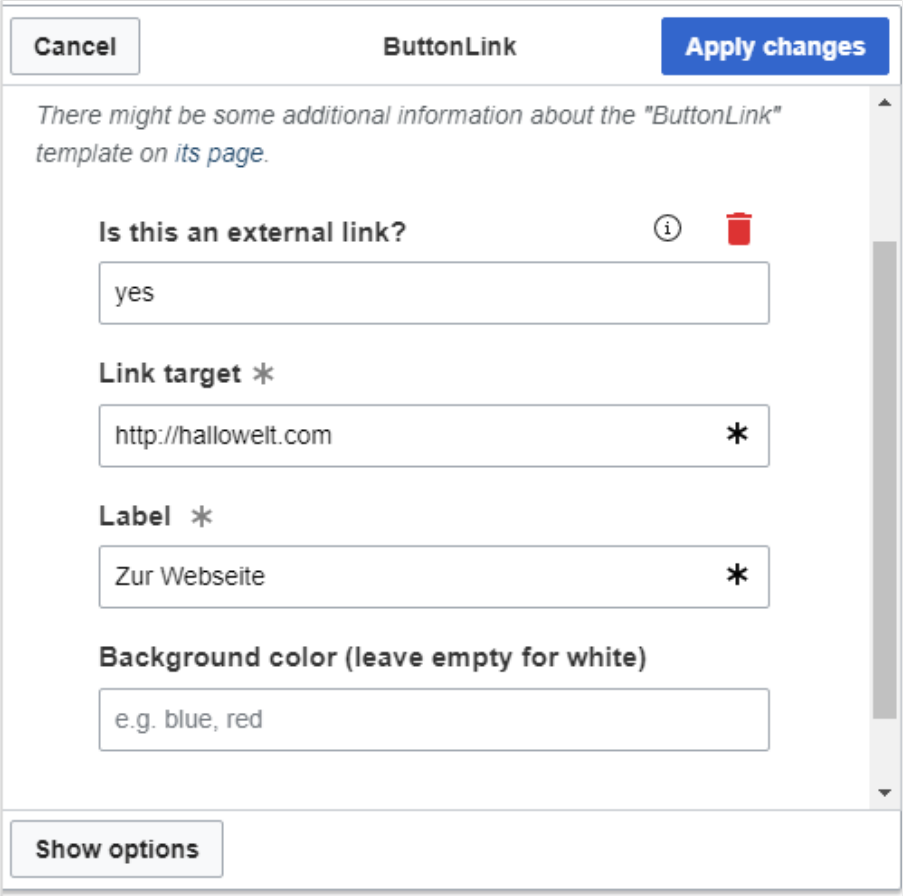
Pages included in the import

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.



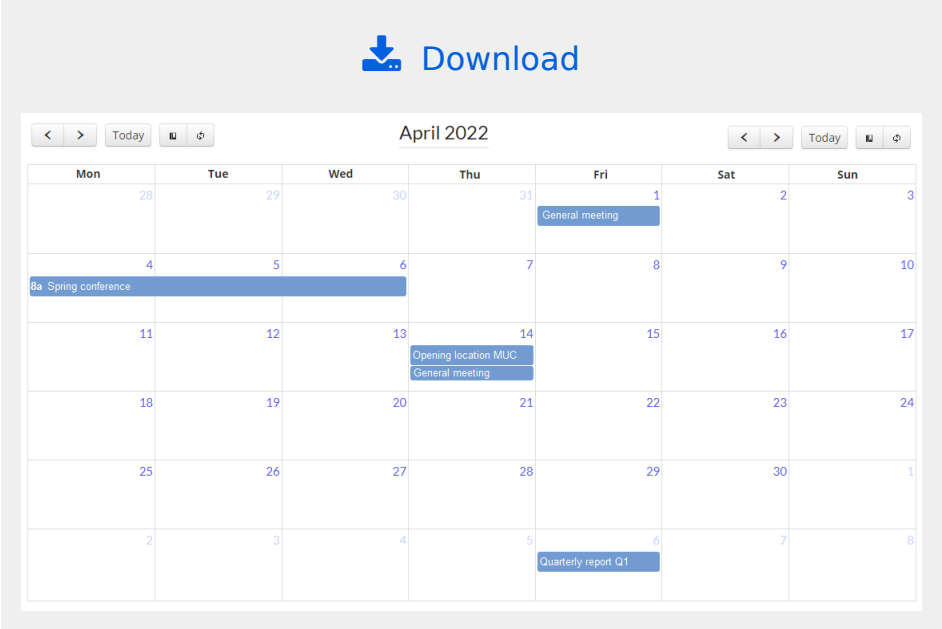
Insert-dialog for button link

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.



Contents

1 Importing the template 47
2 Preparation 47
3 Usage 48
3.1 Create event 48
4 Pages included in the import 49

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:

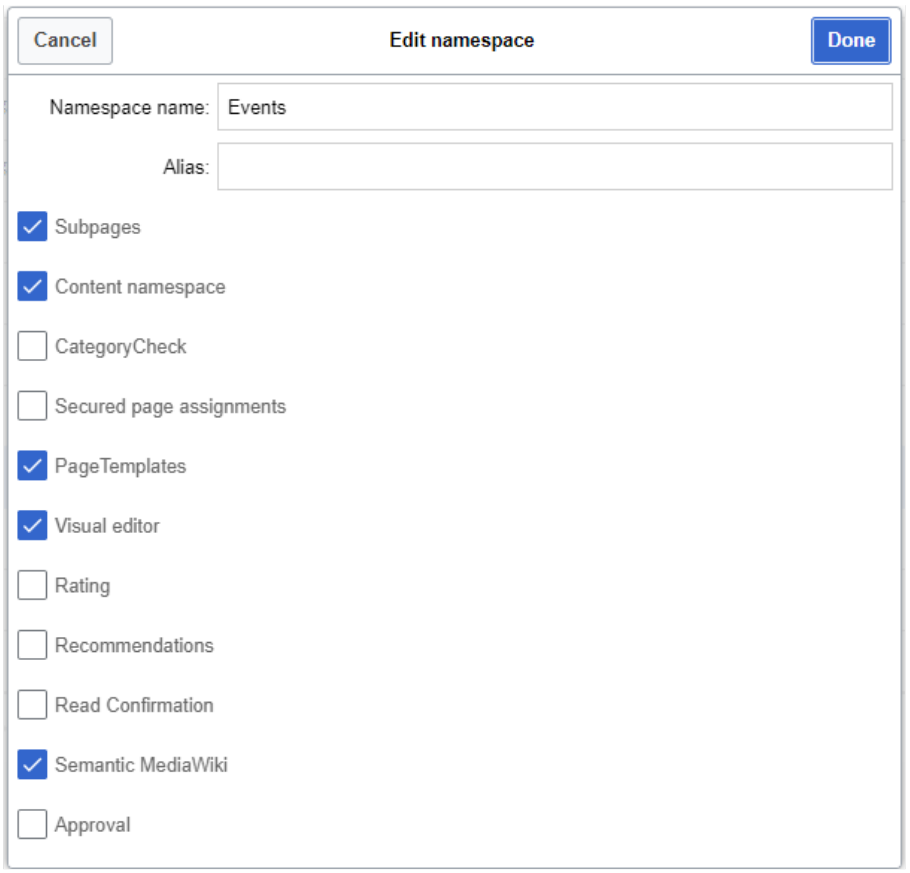
1. **Select file** and choose *HW-Calendar.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

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}}
```

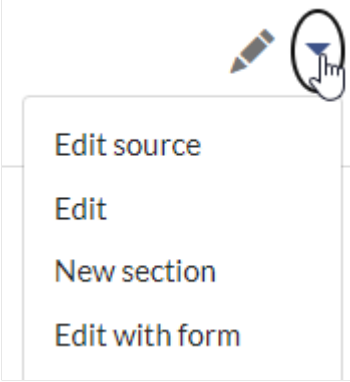
Usage

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.

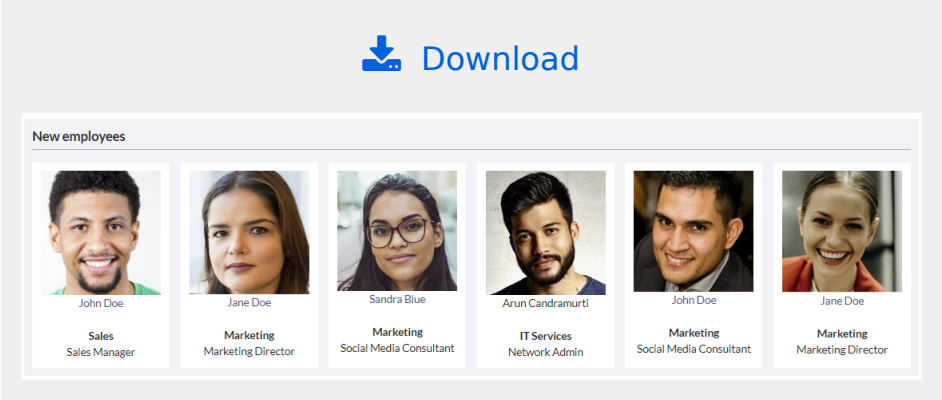
Pages included in the import

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

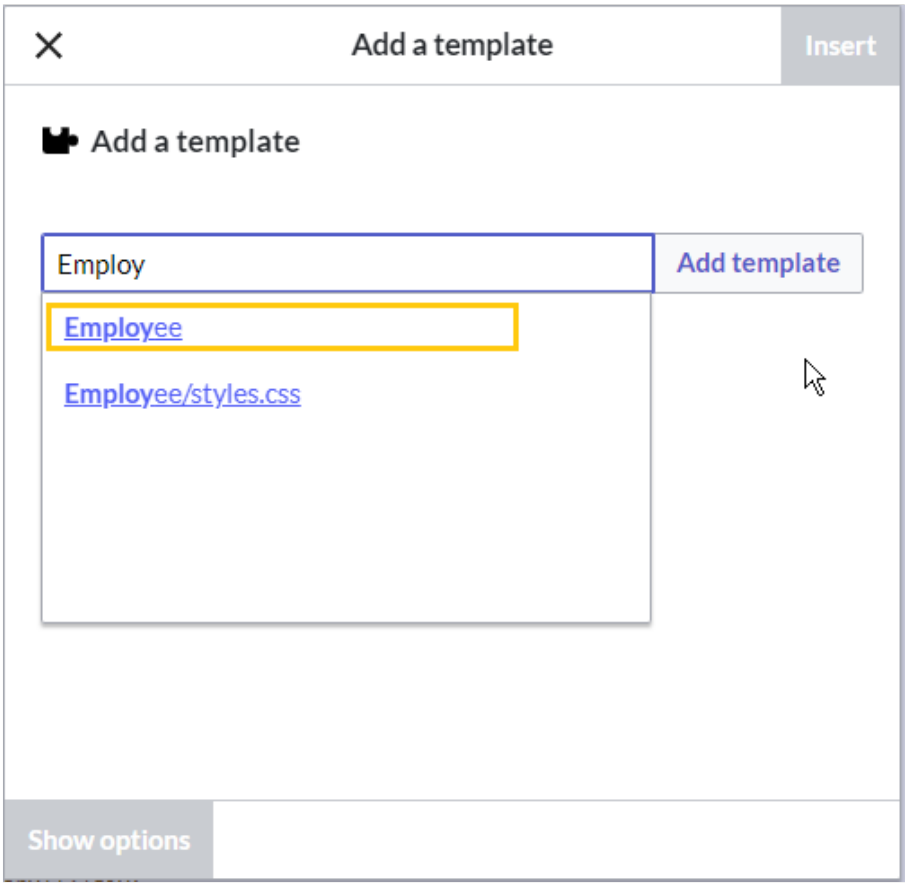
The xml import creates the following files in your wiki:

- 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>
```

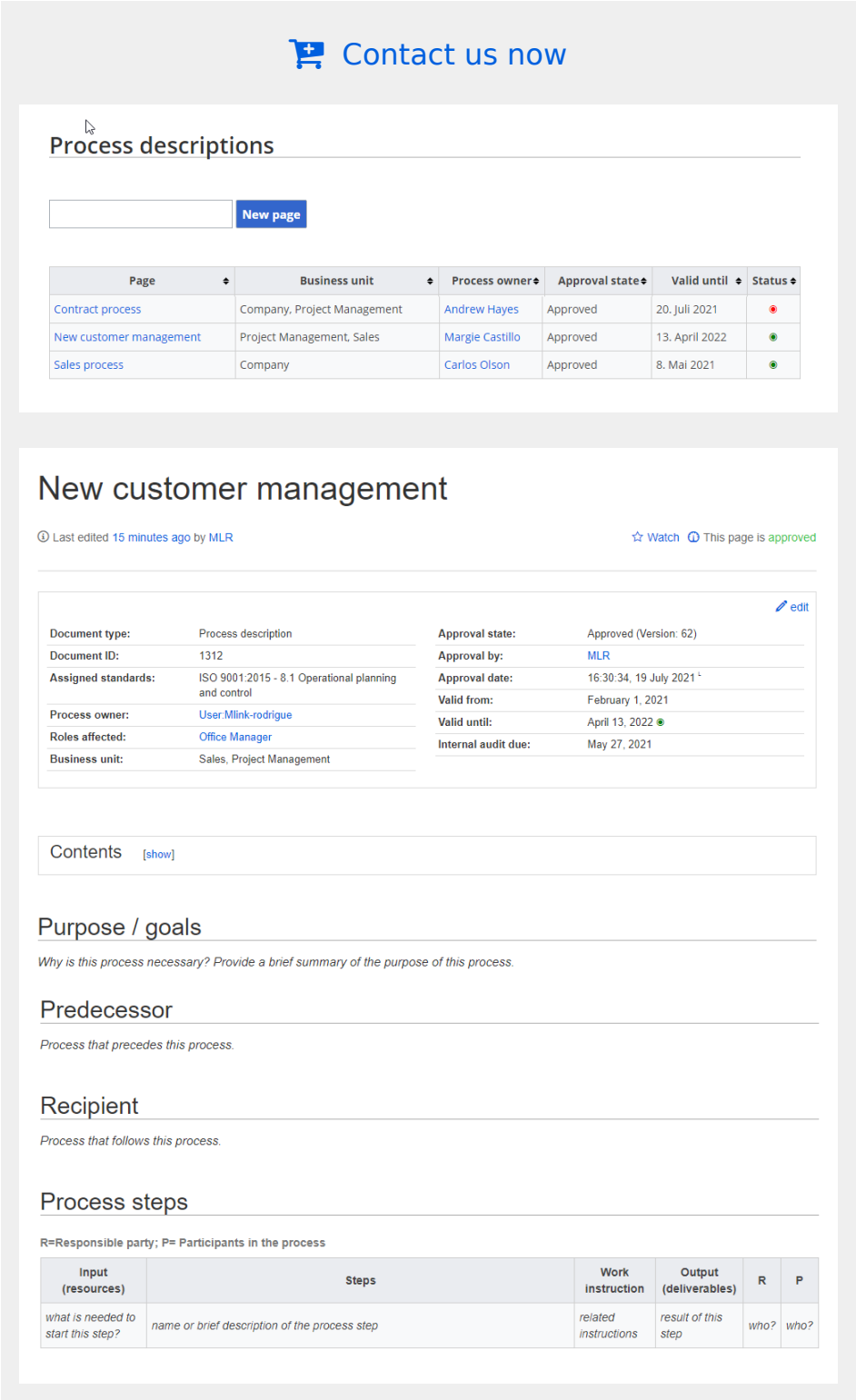
Available parameters

	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 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:

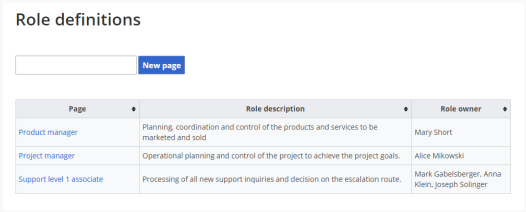
- ISO 9001:2015
- ISO 14001
- ISO/IEC 27001
- ITIL 3/4

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

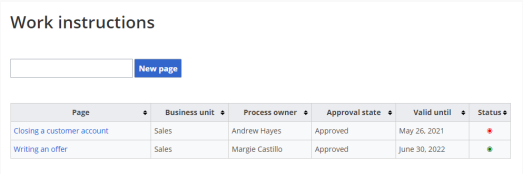
Importing the template files

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

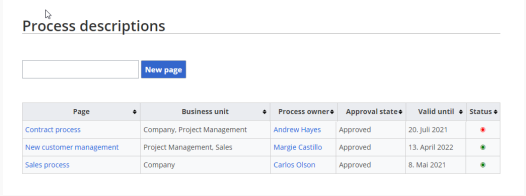
Screenshots



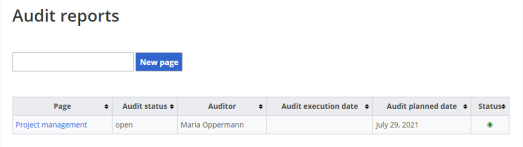
List of role definitions



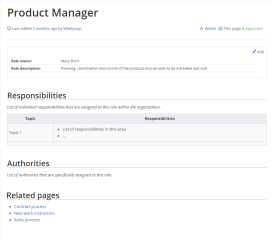
List of work instructions



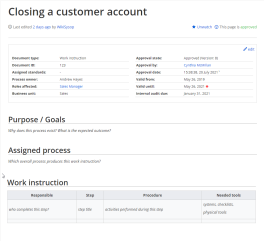
List of process descriptions



List of audit reports



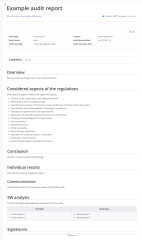
Template for a role definition



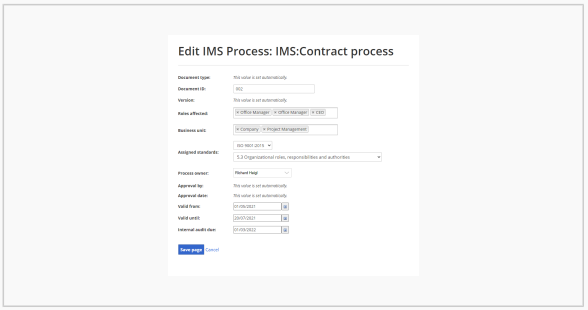
Template for a work instruction

Template IMS Process description.png

Template for a process description



Template for an audit report



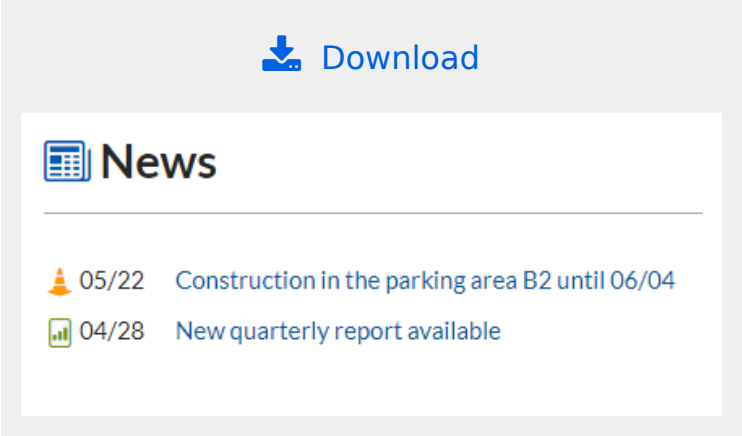
Example of an edit form

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

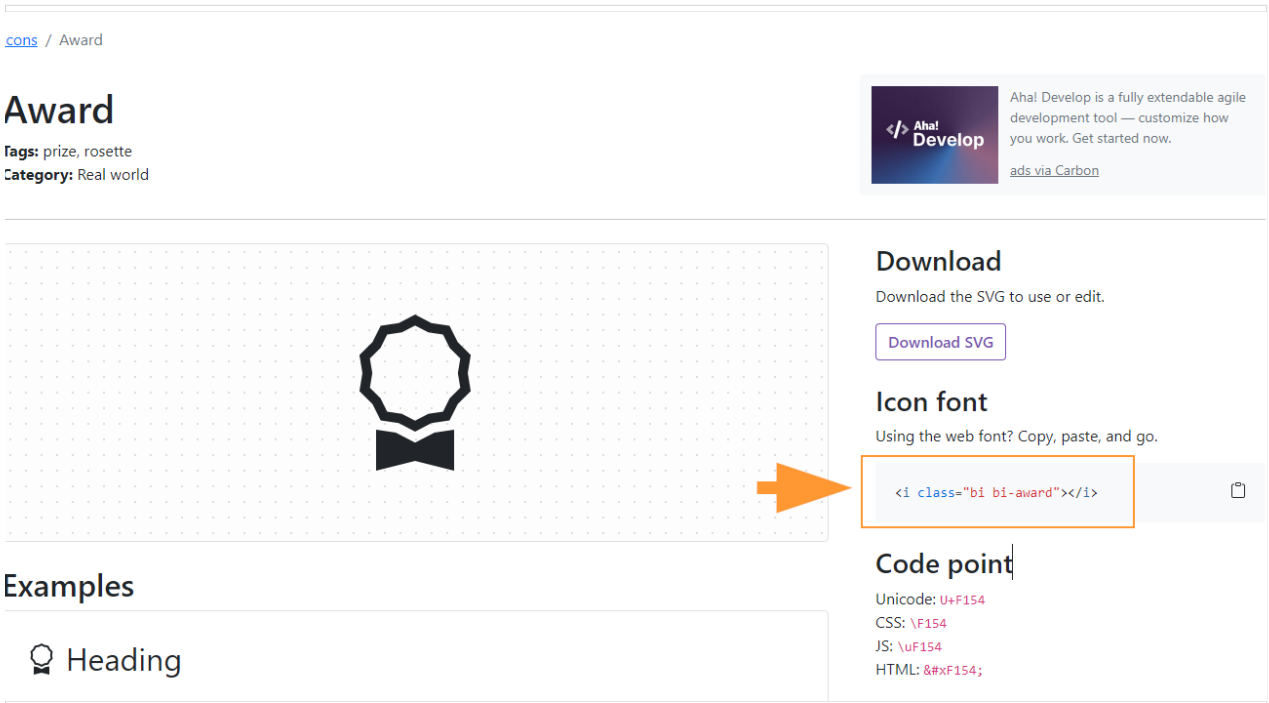
The xml import creates the following file in your wiki:

- Template:Icon

Using the template

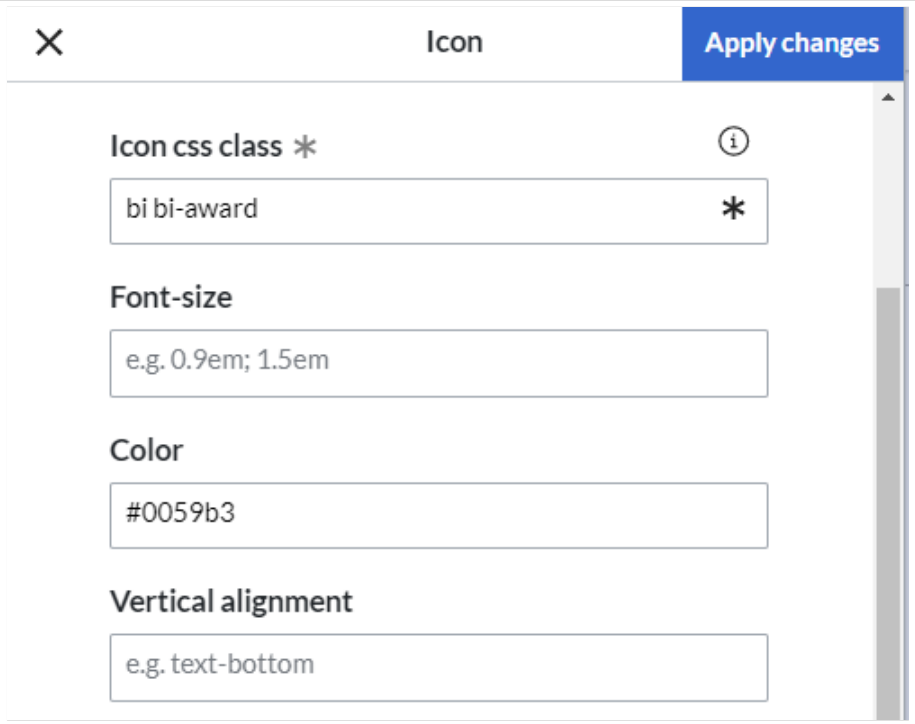
Important! BlueSpice does not always include the latest version of bootstrap icons. See the list of currently supported icons.

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:



Bootstrap icon css-class

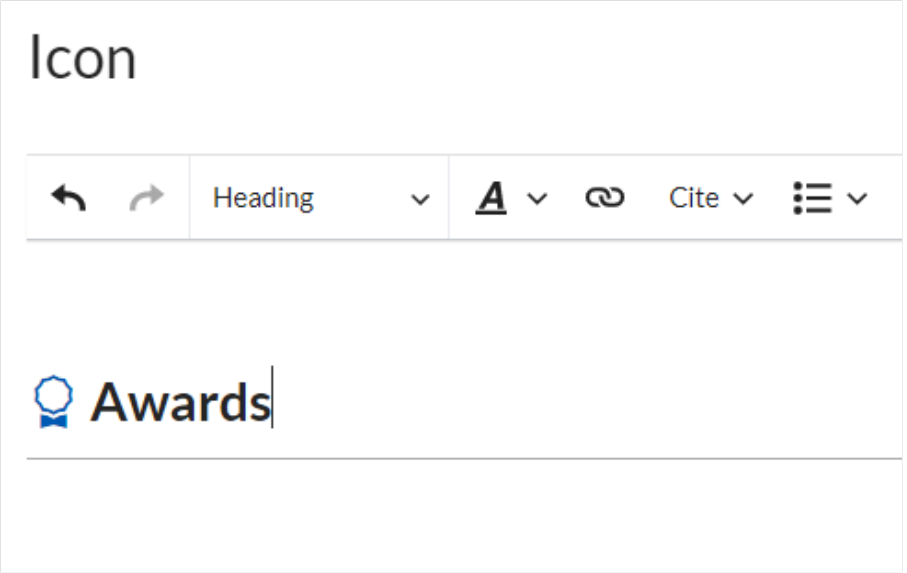
2. **Highlight** the class name (it has the format *bi bi-myicon*) and **copy** it to your clipboard (ctrl+c).
3. **Go back** to your wiki page.
4. **Enter** `{{` in visual editing mode at the cursor position where you want to insert the icon. The template editor opens.
5. **Copy** the icon class from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

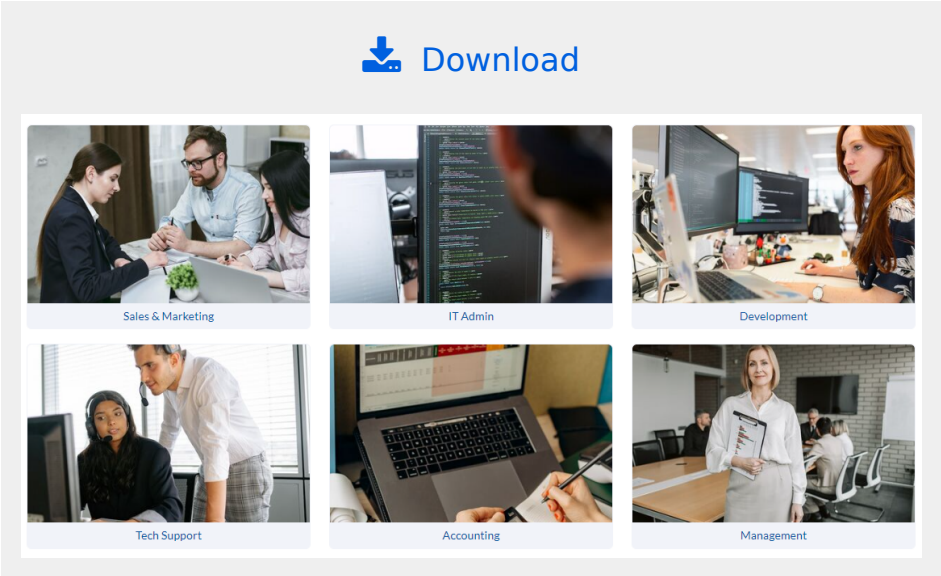
The icon is now displayed on the page.



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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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.

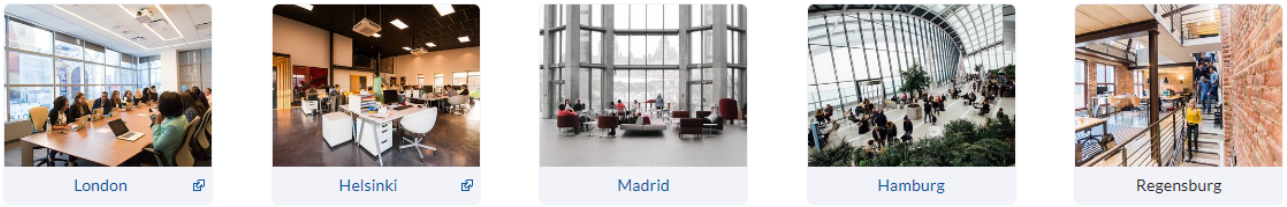
See below for a complete list of available settings (template parameters).

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



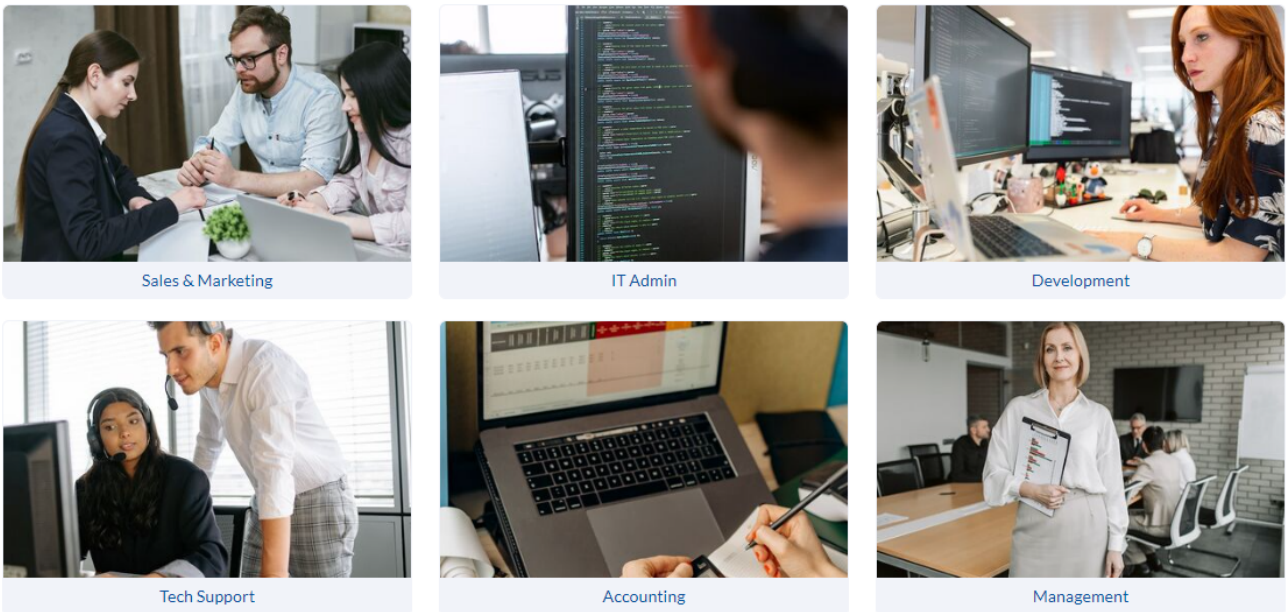
Standard-sized cards

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

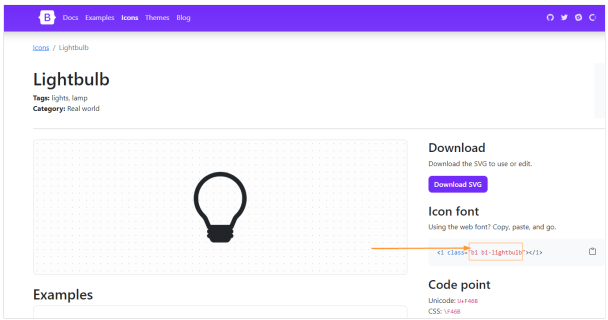


Large image cards

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}}
```



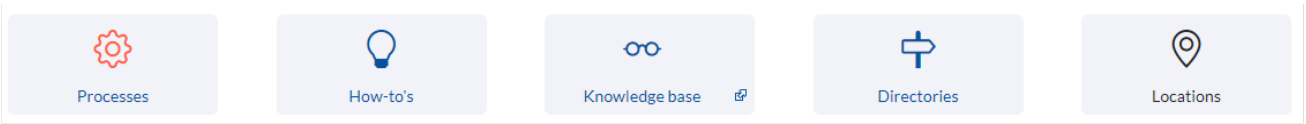
Bootstrap icon name

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/Mention

Download

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.

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.

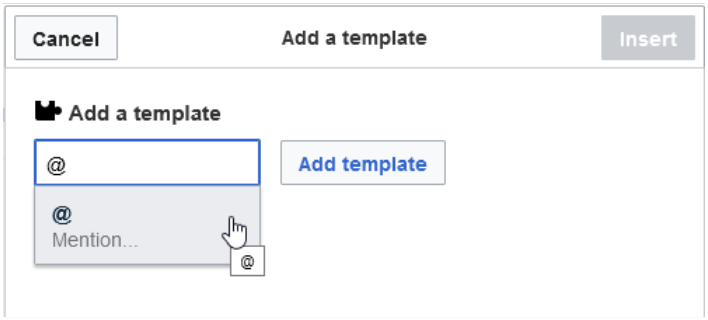
Pages included in the import

The xml import creates the following files in your wiki:

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

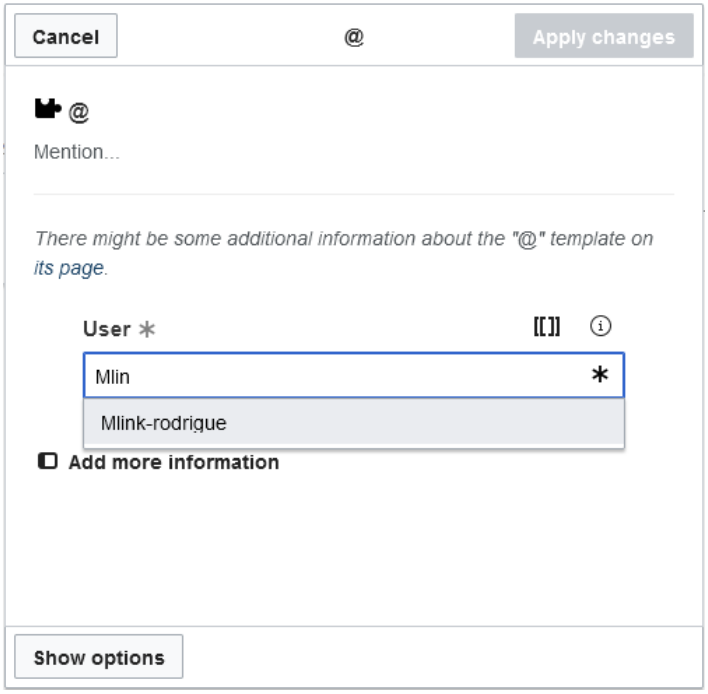
Using the template

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



User selection

3. **Select** a user name.



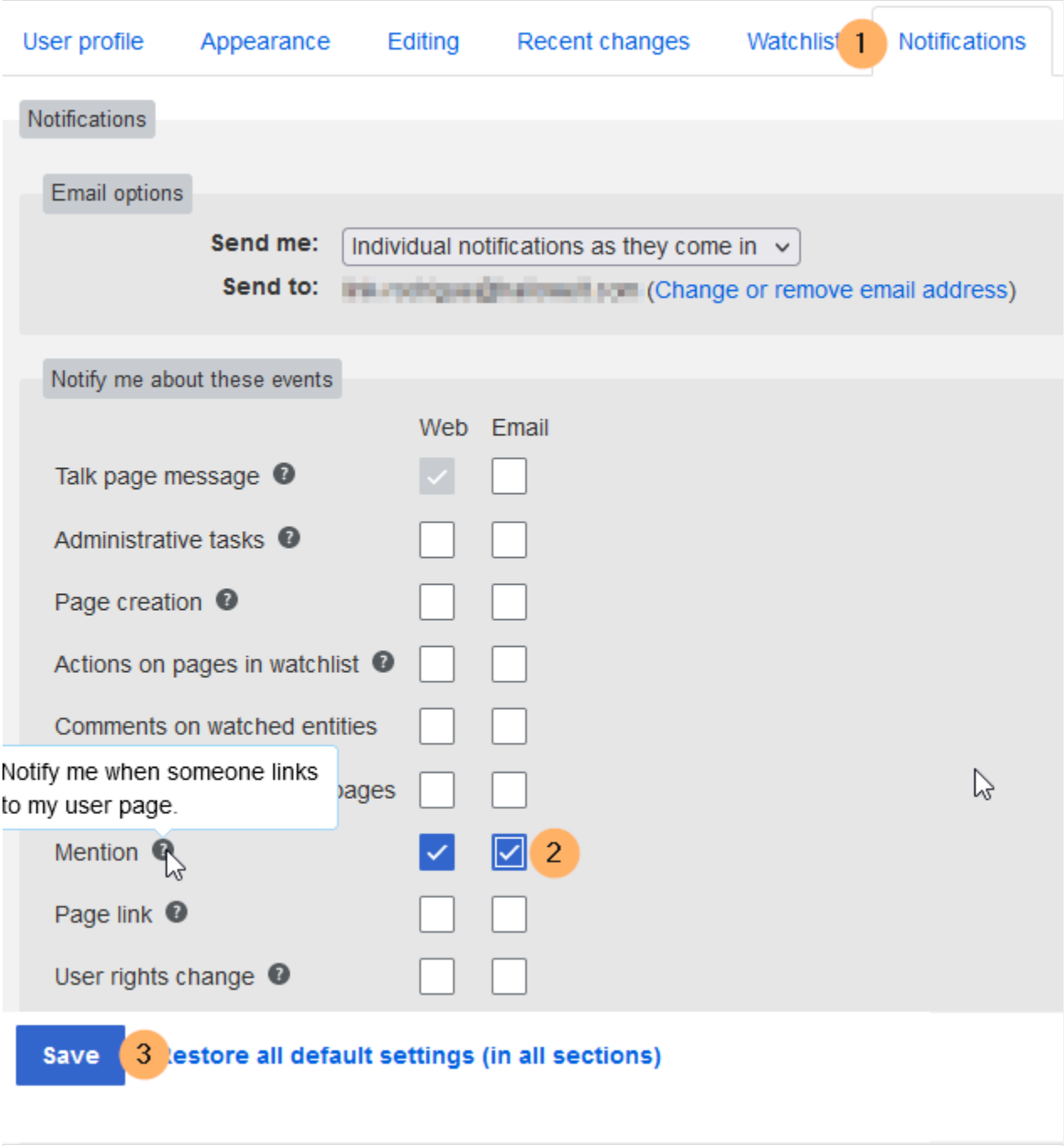
Select a user name

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.



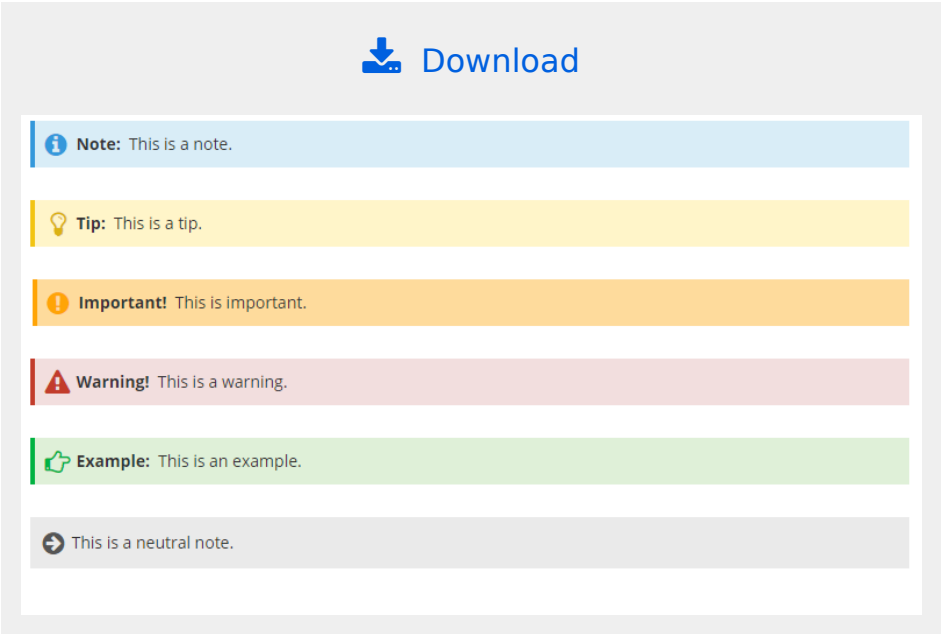
Activating notifications

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.

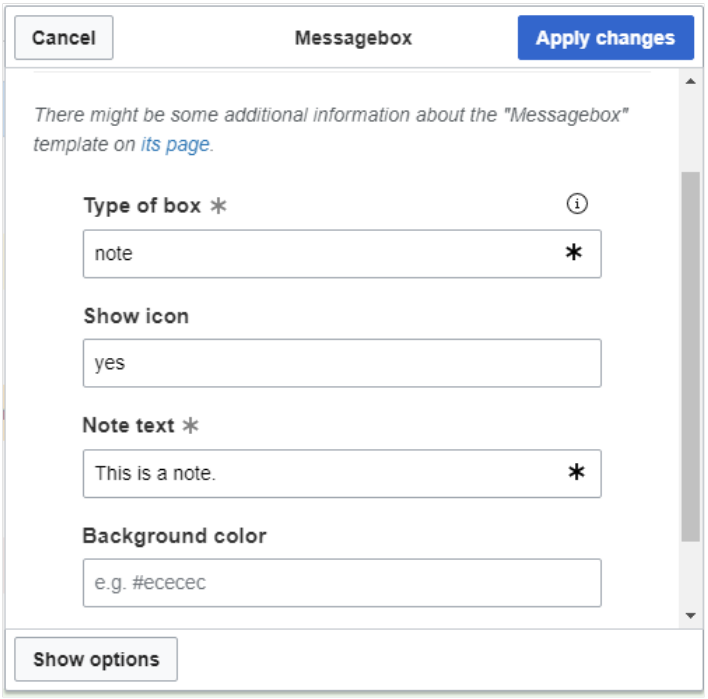
On the page *Special:Import* follow these steps:

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

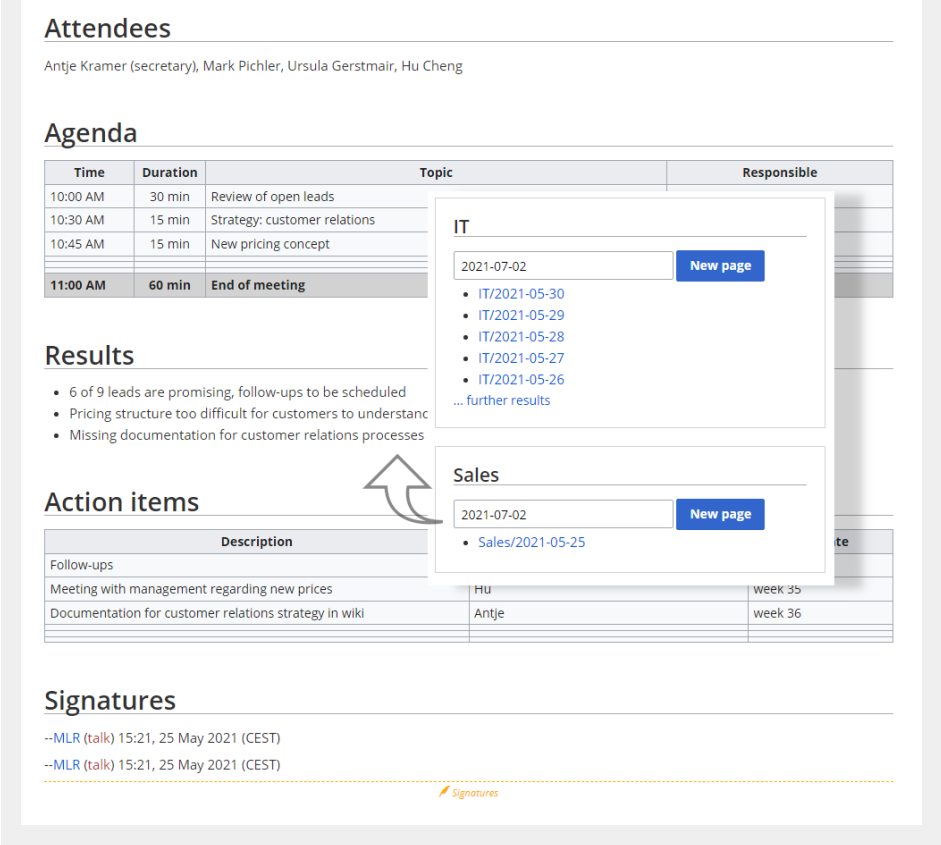
Messagebox within text-flow

Templates download/Minutes 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



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

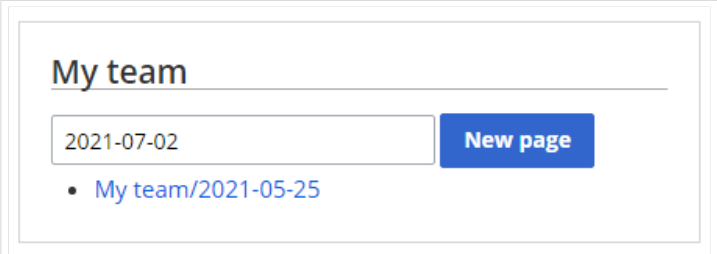
Three adjustments need to be made for each team section on the main *Meeting minutes* page:

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:



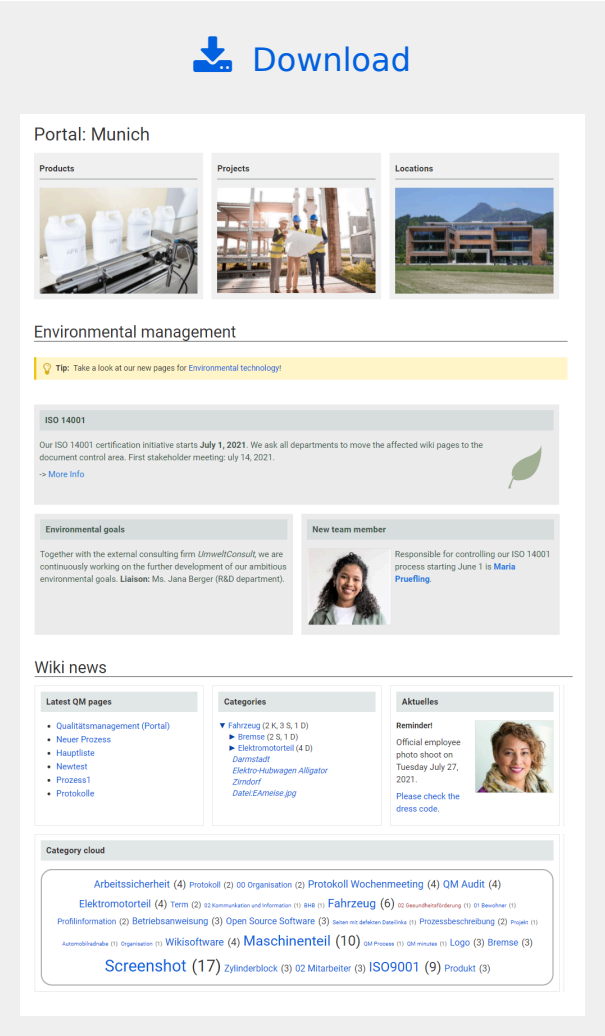
Inputbox for creating meeting minutes

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).

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:

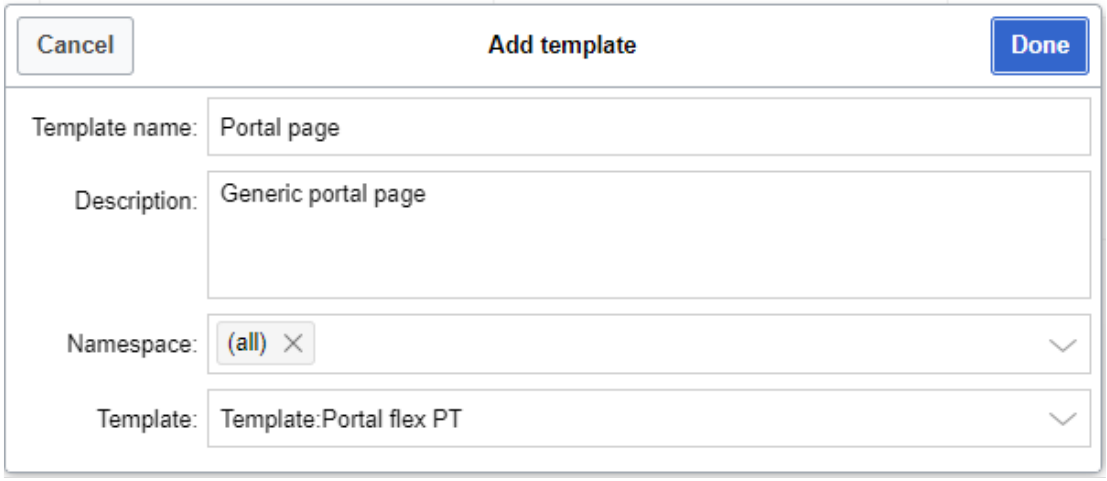
1. **Select file** and choose *HW-PortalFlex-en.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...* .

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

Creating portal pages

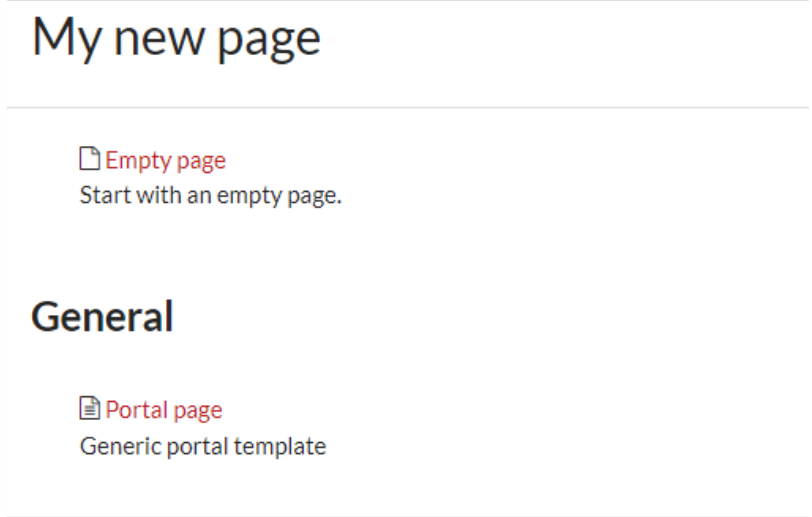
To create a portal page:

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



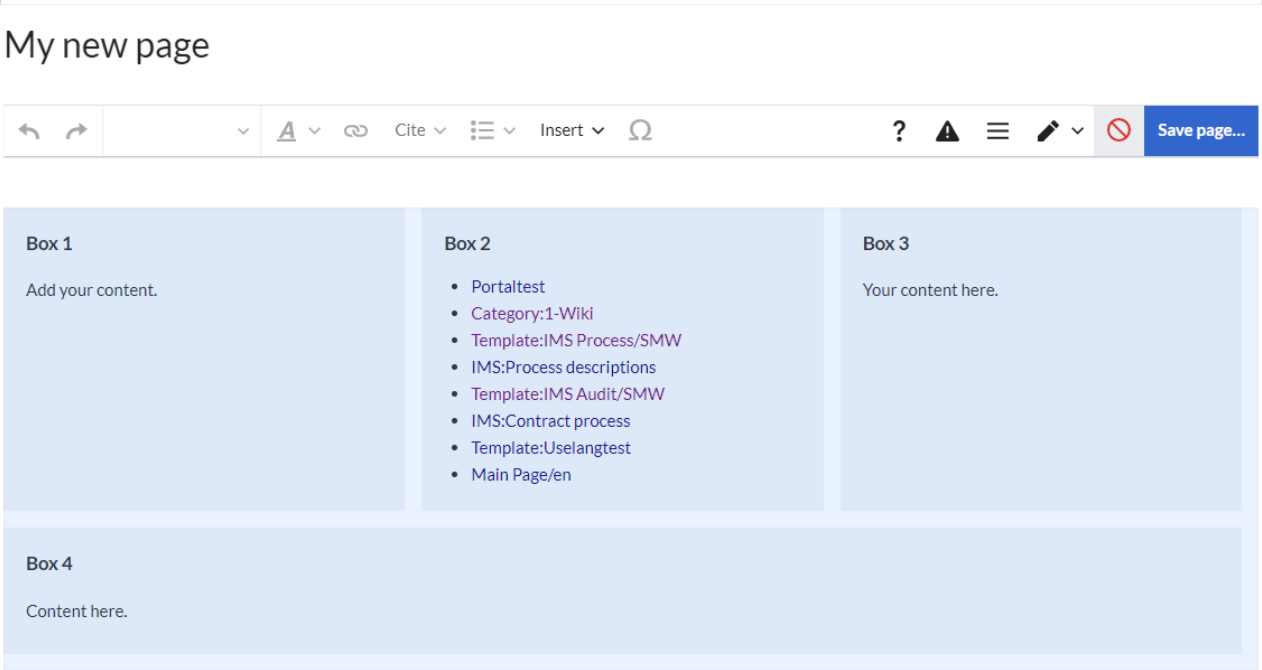
Adding the Portal template to the wiki

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



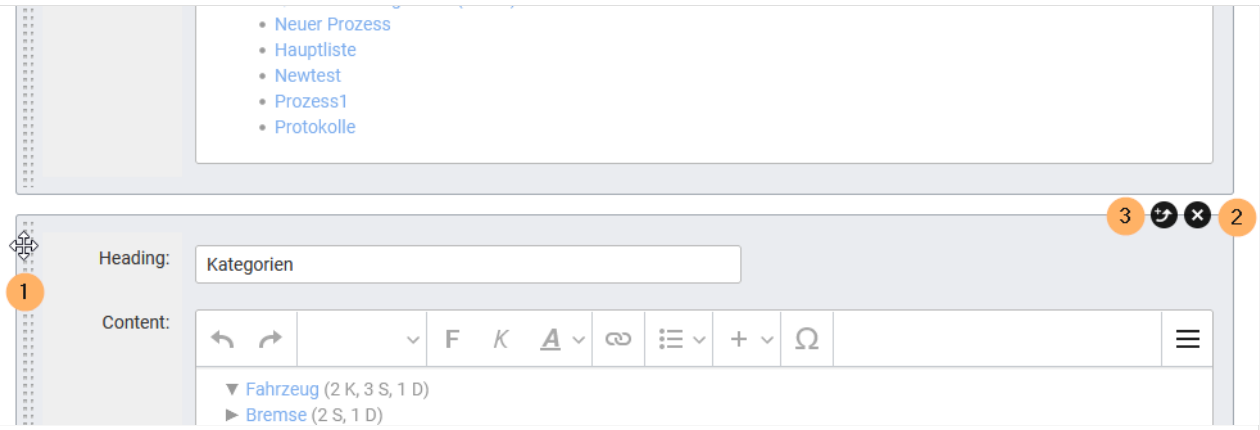
Selecting the portal page template

3. **Save** the new page.



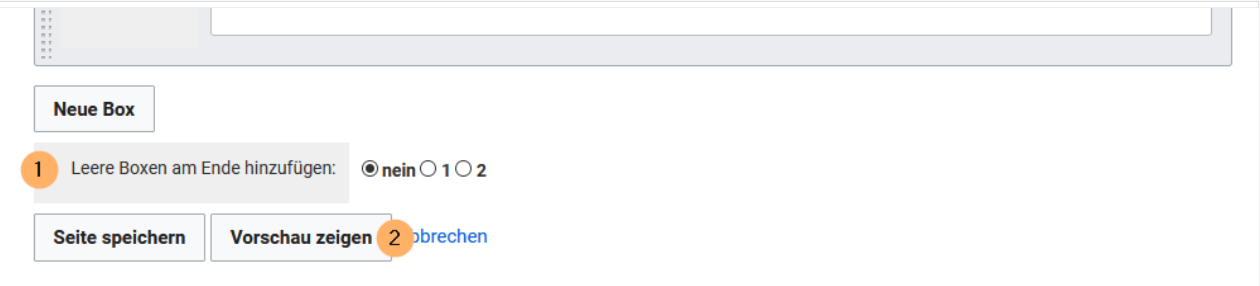
Saving the new portal page

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

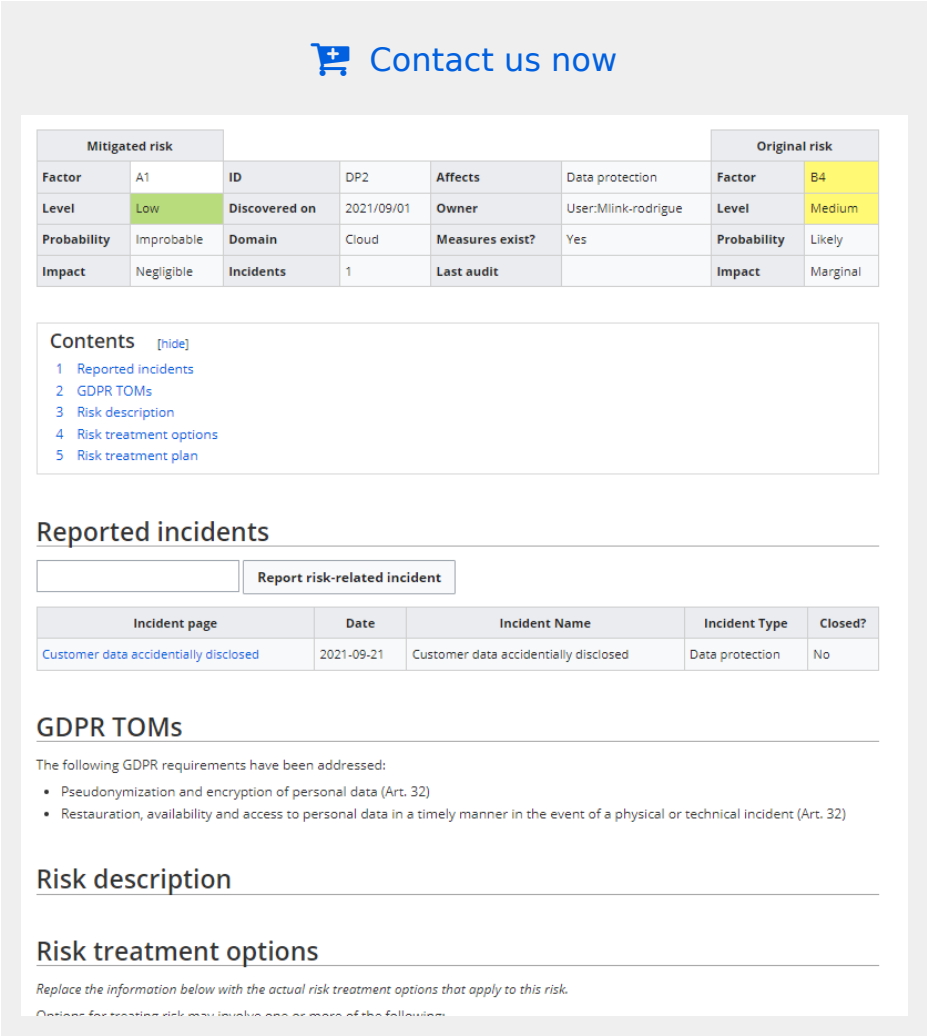
The xml import creates the following files in your wiki:

- 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.



Included templates

This set contains the following templates:

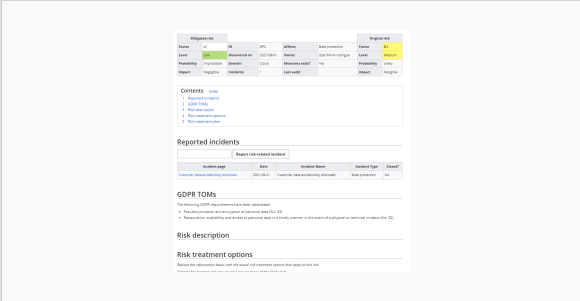
- **Risk matrix:**
  - Template that is embedded on all risk-related pages. A collapsible risk matrix helps to choose the appropriate risk factor.
- **Risk entry:**
  - Form to create a new risk entry
  - Template for risk entries
  - Risk registry that lists all documented risks
- **Incident report:**
  - 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

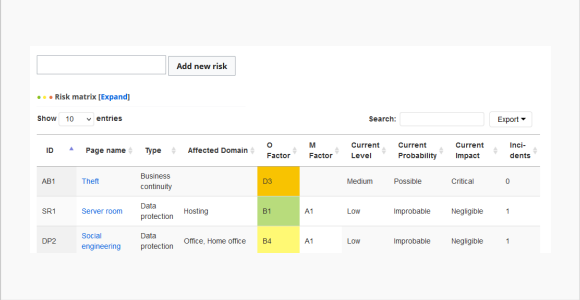
Detailed instructions for importing and using the template set are included in the archive file (. zip) as a PDF.

Screenshots

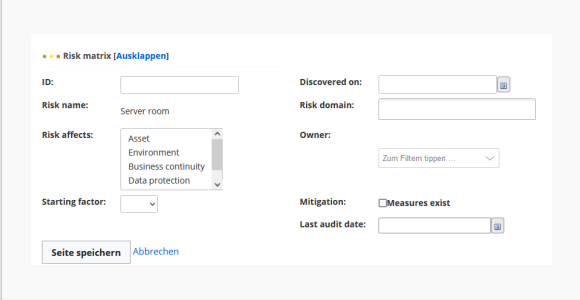
Adjustable risk matrix



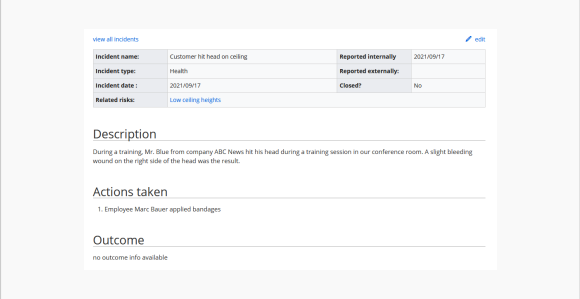
Risk entry



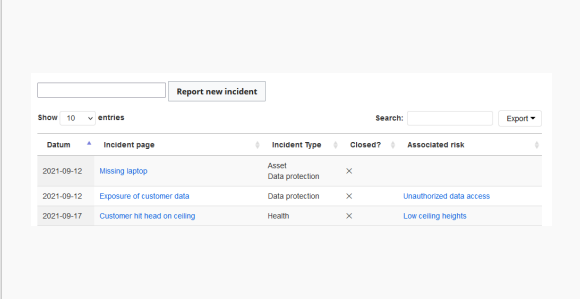
Risk registry



Form



Incident report



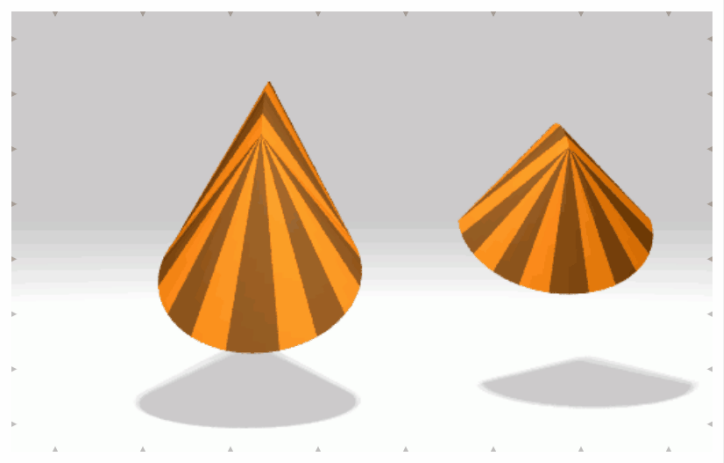
Incident register

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

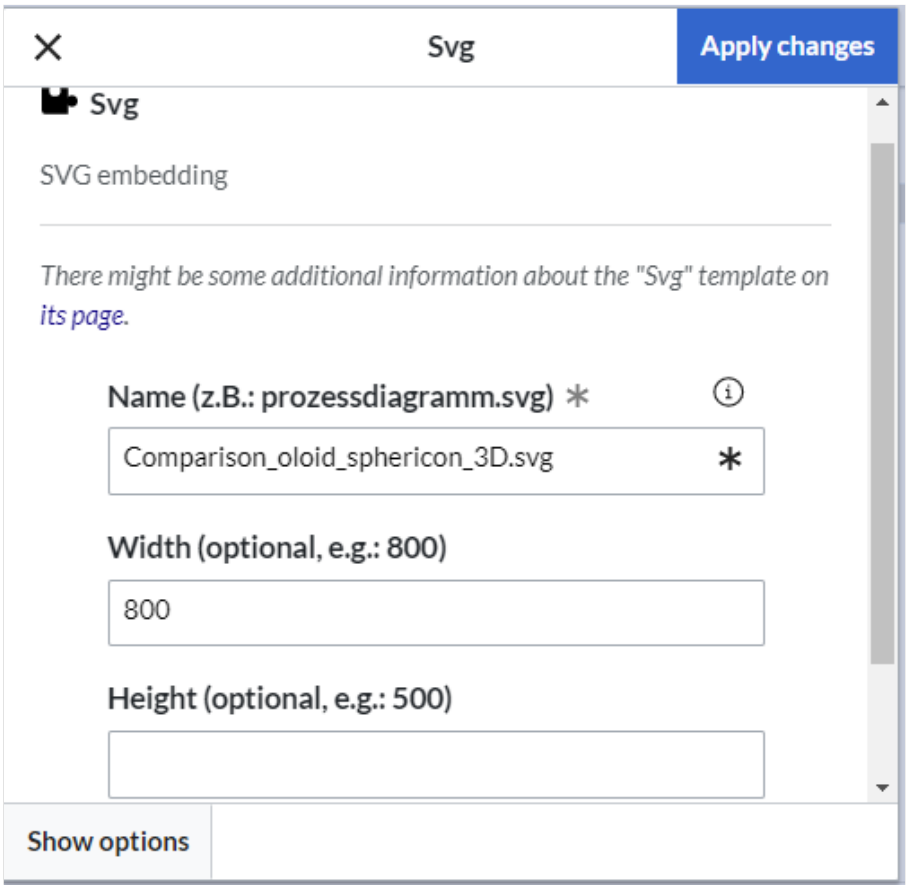
The xml import creates the following files in your wiki:

- 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".

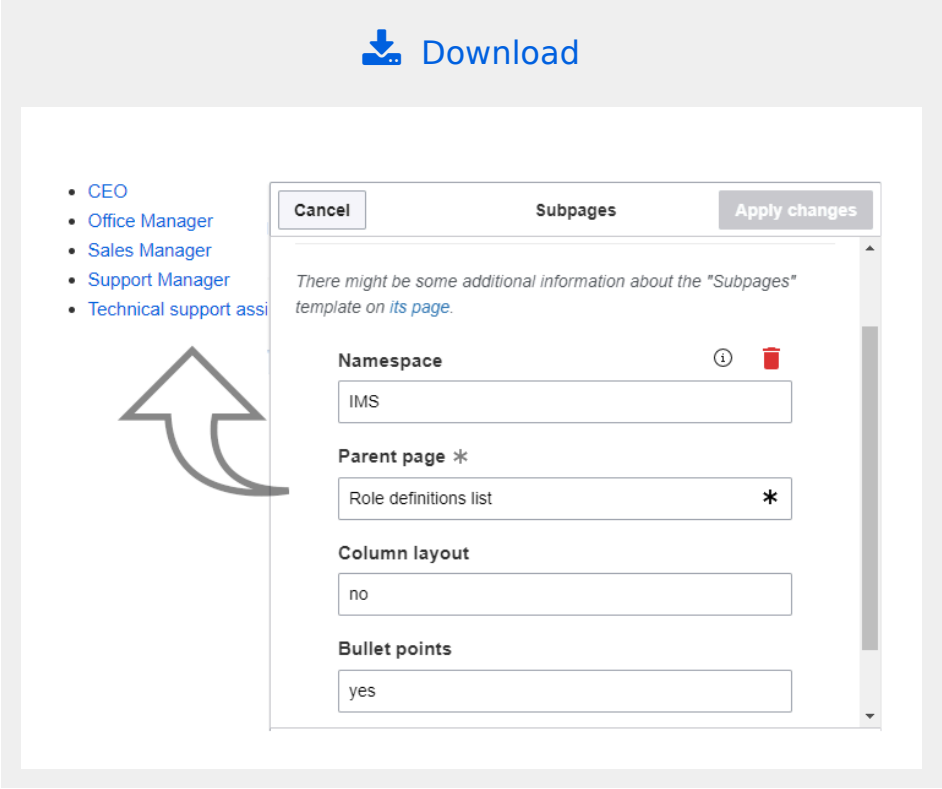


Entering the image information.

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 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

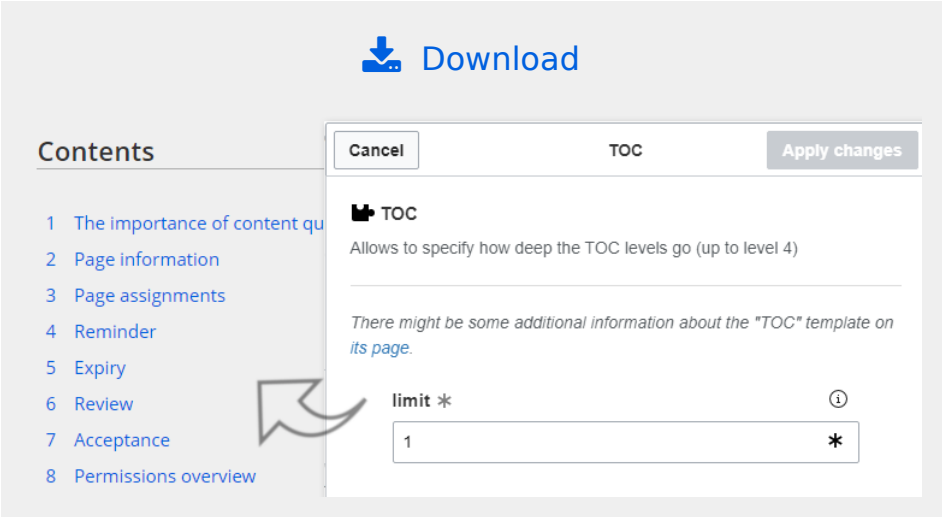
Pages included in the import

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.

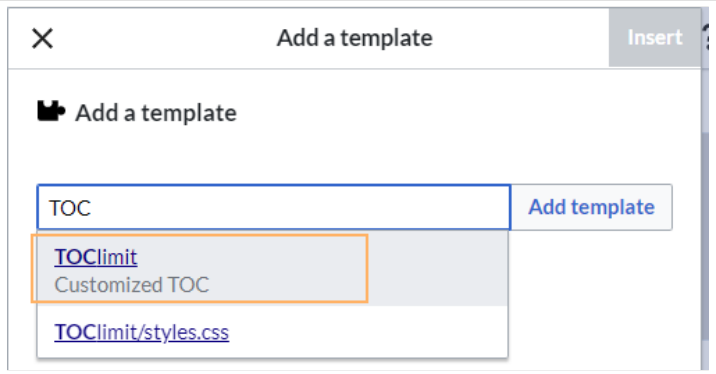
Pages included in the import

The xml import creates the following files in your wiki:

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

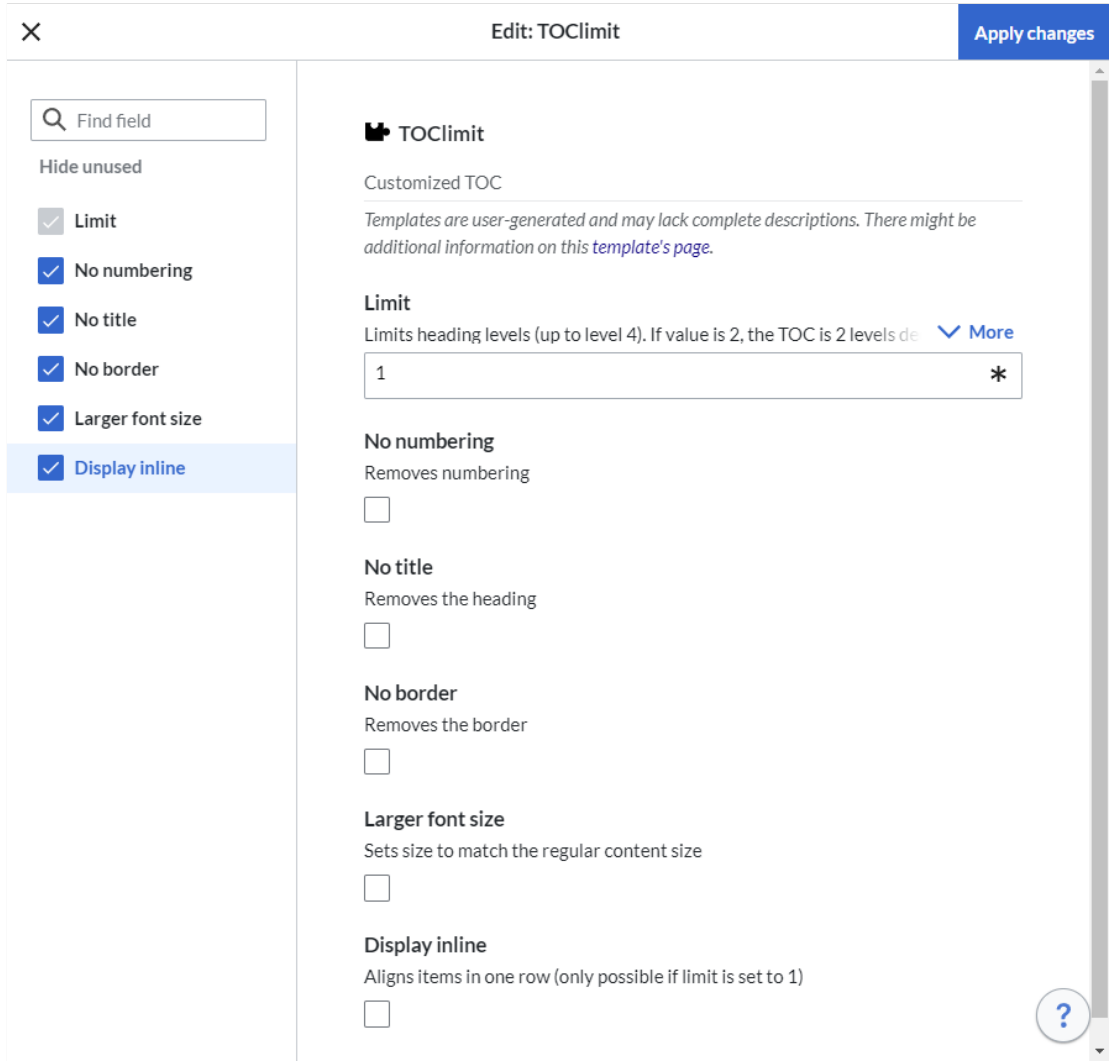
Usage

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

Parameter	Possible value	Description
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}}
```

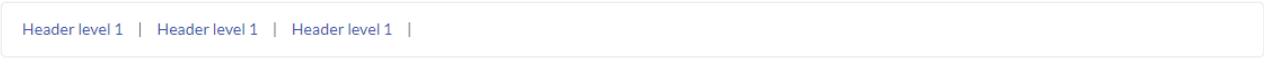
Output before and after:

Before

After

Main levels of the TOC displayed in one row:

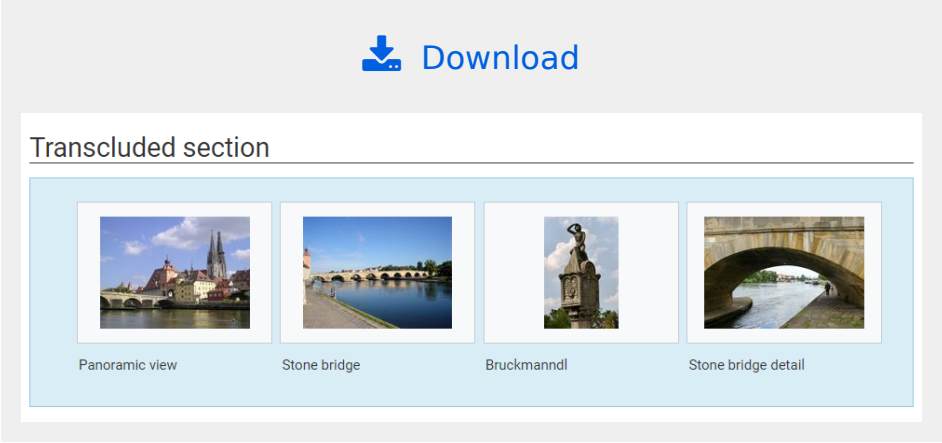
```
{{TOClimit|limit=1|nonum=1|notitle=1|noborder=0|fontlarge=0|inline=1}}
```



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.