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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? * [[]] ⓘ

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

Input field	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 ^L	Minutes-2021-06-30
open	Evogel	Plan marketing Lunch and Learn	27. Juni 2021 ^L	Minutes-2021-06-30
open	Rheigl	Present sales numbers to staff	27. Juni 2021 ^L	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

Creating tasks

 SimpleTasks is available from BlueSpice 4.4.

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What are tasks?

Tasks are checklist items that can be checked on or off to indicate if the task is open or completed.

Each task description needs to be unique, since the task ID is created from the description.

Simple tasks

Simple tasks show a checkbox with a task description.

☐ Find charts and new product version presentation

Task item




To add a simple task:

1. **Type** `[]` at the beginning of the line and then add text directly after the checkbox.
2. **Press** Enter. The line is automatically converted into a checklist item.

To add a simple task as Content Droplet:

1. **Click** the Content Droplet icon in the editor toolbar.
2. **Select** the Tasklist droplet. This inserts a checkbox.
3. **Add** the task description next to the checkbox.
4. **Repeat** steps 2 and 3 to add more tasks. Alternatively, copy the first task line and paste it onto new lines. Then change the individual task descriptions.

You can now check the items of your list. Everytime a checkbox is checked or unchecked, the version history of the page creates an entry.

					Compare versions
	Revision	Changed by	Difference	Summary	
<input type="checkbox"/>	2023-11-14T09:44:39	 Monique Williams	1 byte	Checklist item status changed	
<input type="checkbox"/>	2023-11-14T09:44:36	 Monique Williams	0 bytes	Checklist item status changed	
<input type="checkbox"/>	2023-11-14T09:44:15	 Monique Williams	82 bytes		
Checkbox changes in the page history					

Combined tasks

Tasks can have three elements: (1) A task checkbox with label, (2) an assignee, and (3) an optional date. When these elements are added to the page consecutively (the order of these elements is flexible), a single task item is created.



Finished task list

To add a combined task item:

1. **Add** your task list item as described above.
2. **Add** a [mention](#) immediately after the task description to assign the task to a user.
3. **Add** a *Date* Content Droplet immediately after the user mention (optional).
4. **Copy** the entire task line and paste it on a new line to create the next task item.

My Tasks

Users can see all their open tasks on their [task list](#). Every time a task is created, the assigned user is notified in e-mail and in the wiki about the new task.

Users can modify their [notification preferences](#) as needed.

Querying tasks

If you are familiar with [Semantic MediaWiki](#), you can query the task items. They are added as [semantic subobjects](#) with the following properties:

- Property:Task/Desc
- Property:Task/Due date
- Property:Task/User
- Property:Task/Status



[Technical Reference: SimpleTasks](#)

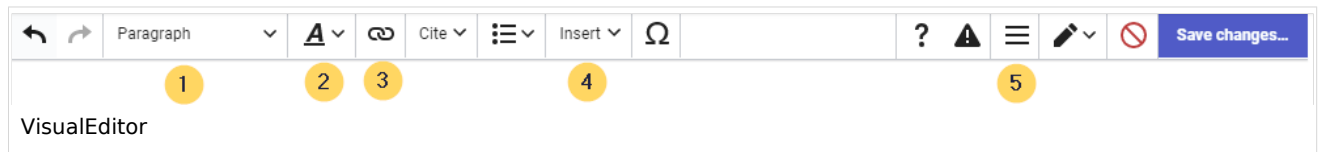
Edit

BlueSpice uses a slightly customized version of the MediaWiki extension [VisualEditor](#) as editing tool. This editor supports all common edit tasks that are useful in a wiki environment. You can refer to the official documentation for basic help. Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.

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What is the visual editor?



The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

1. **Page structuring** with headings.
2. Consistent **text formatting**.
3. **Linking** of contents.
4. **Inserting special content** (files/media, tables, templates, magic words)
5. Adjusting **page options**.

Text editing

Typical text formatting options such as **bold**, *italics*, or **text color** are available as a context menu. When you highlight text, a menu with common formatting elements appears. For example, you can apply a different text color.



Pasting content from your clipboard

If you paste content from your clipboard (e.g., copied from MS Word or MS Excel), you usually also paste many unnecessary formatting tags from the original application. To avoid, this you should paste the content as plaintext.

If you already pasted text which resulted in undesirable formatting, you can use the undo function in VisualEditor to remove the content again if you have not yet saved the page or switched between visual and source editing mode.

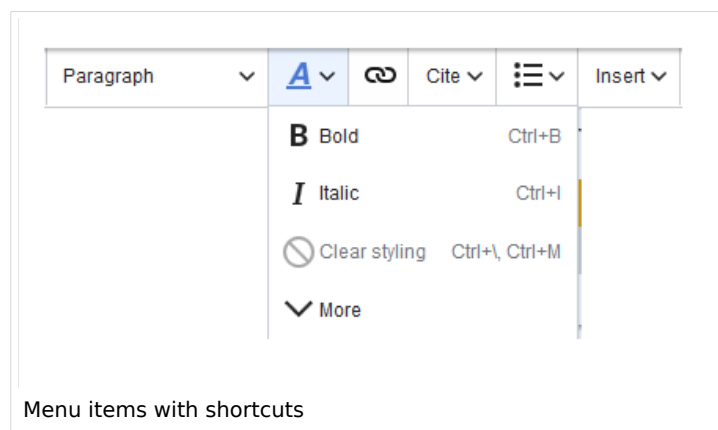
To paste content as plain text instead, use the shortcut **Ctrl+Shift+v**.



Shortcuts

If you want to apply multiple formatting options at the same time, shortcuts are often the quickest way. For example, to show text in bold and italic, highlight the text and press **Ctrl+b** (for "**bold**") and **Ctrl+i** (for "*italics*"). Even a link can be quickly inserted by pressing **Ctrl+k**. Pressing **Ctrl+b** again will cancel the bold. Multiple formats can be removed after text selection with **Ctrl+m**.

All available keyboard shortcuts are marked accordingly in VisualEditor next to each menu item.



Note: For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).

Inserting other content

Many typical page elements such as images, files and tables can be integrated into your page from the *Insert* menu.

- File formats with a preview option: jpg/jpeg, png, gif, pdf
- File formats without preview option are always inserted as links (e.g., Microsoft Office formats)

If you want to learn more about inserting these elements, go to the following help pages:

- [Images](#)
- [Files \(PDF, xls, doc, ...\)](#)
- [Tables](#)

- [Templates](#)

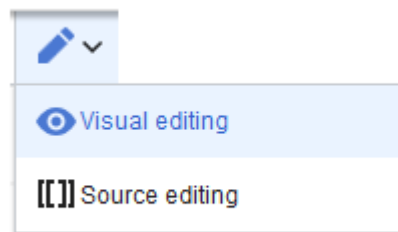
Wiki-specific content

Some functions in the *Insert* menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at mediawiki.org:

- **Comment:** Add comments to the page. These are only visible in the source code.
- **Gallery:** A simple picture gallery can support many process flows.
- **Magic word:** Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word".
- **Your signature:** Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included.
- **Codeblock:** Programming code is displayed here in clean code blocks, optionally with line numbers.
- **References list:** Creates footnote references.
- **Chemical formula:** The formula rendering uses an external service via Wikimedia's REST API.
- **Math formula:** An editor opens for entering a mathematical formula.

Switching between edit modes

When creating or editing a page, the page usually loads in visual editing mode. If you are familiar with the formatting language of MediaWiki ("[Wikitext](#)"), you can easily switch to source editing mode using the "Switch editor" menu item and edit your page content there:



Hints and tips

VisualEditor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content supports the readability of your wiki content.

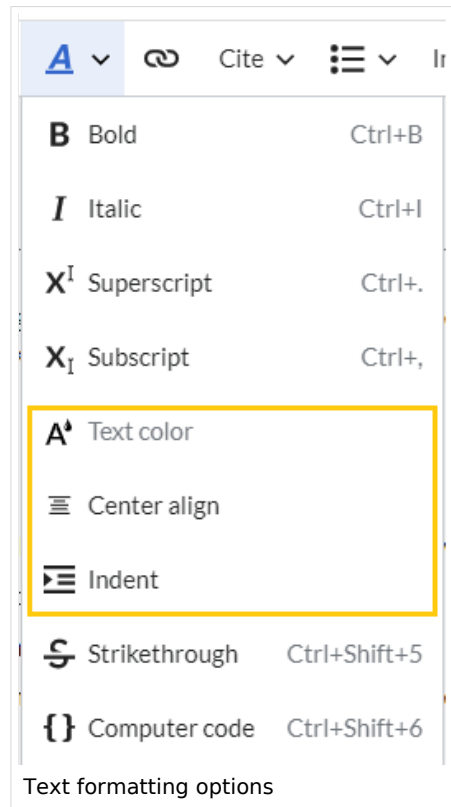
Text formatting


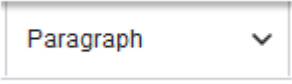
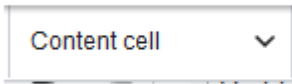
In the text formatting menu, the following additional options are available when a text passage has been selected:





Text color: different text colors can be selected via an inspector menu.

Center align: Text can be selected and centered paragraph by paragraph.



Indent: Text can be indented once (note: multiple indentation is only possible via the source text).














Text formatting	
<p>Undo function</p> 	<p>Left arrow: Undo last action (greyed out: there is no last action yet)</p> <p>Right arrow: Restore last action (greyed out: there's nothing to restore yet)</p>
<p>Format Paragraph</p> 	<p>Here text can be defined as heading or specific paragraph type. <i>Note:</i> If you work in a table, the options will change accordingly (content cell and header cell):</p> 
<p>Style text</p>	<p>If no text has been selected before clicking on the "A" button and on a button, the text will be formatted from the current position of the cursor.</p>

Text formatting	
	<p>(More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar)</p>
<p>Insert hyperlink</p> 	<p>If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:</p> <p>[1] To subsequently change the hyperlink description, just click on the link to open the edit menu. In a table, you may need to double-click the cell first and then click the hyperlink again.</p>
<p>Cite</p> 	<p>The citation menu is used to insert footnote references within the text.</p>
<p>Structure</p> 	<p>Formats ordered and unordered lists. If paragraph breaks or images need to be inserted within a bullet point, use Shift+Enter to avoid creating a new list item.</p> <p>If you want to style numbered lists like 1, 1.1, 1.1.1, etc., you need to add some additional CSS instructions to the page <i>MediaWiki:Common.css</i>.</p>





Insert special content


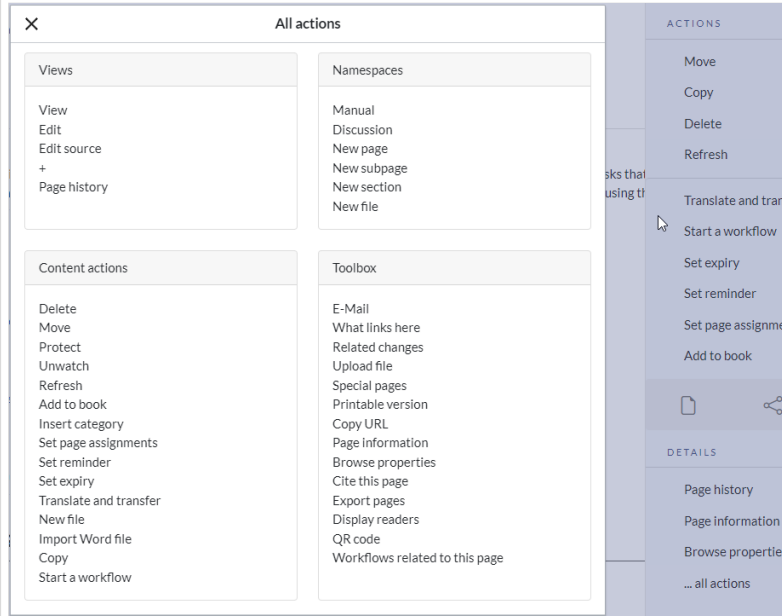

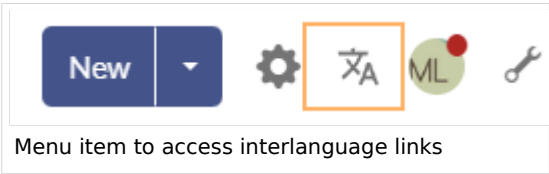


Insert special content	
<p>Insert menu</p> 	<p>Use the "insert" menu to insert various media (images, videos) and text formats:</p>
<p>Media</p>  Images and media	<p>Inserting pictures and videos</p> <p>(Details on MediaWiki)</p>
<p>Templates</p>	


Insert special content	
 Template	Include a template in the page.
<p>Tables</p>  Table	Tables are an important tool for formatting tabular page content.
<p>Comment</p>  Comment	Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. It is text-based and cannot be formatted.
<p>Magic word -v4.2.x</p>  Magic word	With a "magic word" you can insert certain wiki tags in your page. More about Magic words
<p>Gallery</p>  Gallery	Allows to display a set of images as a gallery. Formatting examples for the different settings can be found at mediawiki.org/wiki/Help:Images#Gallery_syntax
<p>Your signature</p>  Your signature	This option allows to add your wiki signature (User name and timestamp) at any location in the page.
<p>Code block</p>  Code block	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted: <div style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"><code>red text</code></div>
<p>References list</p>  References list	This menu item creates a <code><references /></code> tag at the location where it is inserted. The footnote references up to this point are then displayed at that location instead of the end of the page. Remaining footnotes in the page are still shown at the end of the page.
<p>Chemical formula</p>  Chemical formula	The formula rendering uses an external service via Wikimedia's REST API.
<p>Math formula</p>	It opens an editor for entering a mathematical formula.

Insert special content	
 Math formula	[[on MediaWiki]]
Special Characters 	Opens a panel to select special characters that are not available on your keyboard. To close the panel, click the menu item again.

Page options

Page options	
 Options menu	The options menu allows editing of all page settings. It is not
Options  Options	This button allows the page settings and page information to be updated simultaneously within a dialog box. To change any page options on the page, you need to be in visual editing mode .
Categories  Categories	Here, you assign the page to one or more categories while in edit mode.
Page Settings  Page settings	<p><i>Page redirection:</i> When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.</p> <p><i>Show Table of Contents:</i> By default, a table of contents is shown if a page has more than three headings. You can use this setting to always force or suppress the table of contents.</p>
	<ul style="list-style-type: none"> <i>Let this page be indexed by search engines:</i> Only applies to public search engines. The wiki's internal search is not affected. <i>Show a tab on this page to add a new section:</i> Not supported in BlueSpice 4 Discovery skin. <i>Display title:</i> Sets a title that is shown as page heading. It can be found by the search and is used in page lists created by Semantic MediaWiki inline queries.

Page options	
<div>Advanced Settings</div> <div> Advanced settings</div>	<ul style="list-style-type: none"><i>Title visibility:</i> This setting hides the entire title section of a page and is often applied on the main page or other portal pages of the wiki. If the title is not visible, the edit button is also not available. In this case, you can click on <code>all actions... > Edit</code> in the page tools. <div></div> <div>"all actions" Menu</div>
<div>Languages</div> <div> Languages</div>	<p>Shows wiki pages on different wikis that are connected via Interlanguage links. Depending on the wiki's skin, the links are shown in a specific location. In the BlueSpice 4 Discovery skin the interlanguage links are shown in the top menu.</p> <div></div> <div>Menu item to access interlanguage links</div> <p>mediawiki.org/wiki/Help:Links#Interwiki_links</p>
<div>Templates used</div> <div> Templates used</div>	<p>List the templates that are embedded on the page.</p>
<div>View as right-to-left</div> <div> View as right-to-left <code>Ctrl+Shift+X</code></div>	<p>Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text flush left.</p>

Page options	
Find and replace	Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.
 Find and replace Ctrl+F	

Troubleshooting: Visual editing is disabled

If you only have the source editing option in your editor toolbar, please contact an administrator of your wiki. The following settings must be checked in this case:

- Global settings via the [configuration manager](#)
- [Namespace manager](#) settings

➞ [Technical Reference: VisualEditor](#)

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+

Overview

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

SMW queries

Here you can see some examples for simple queries using the properties of a wiki page. This functionality is provided by the bundled extension Semantic MediaWiki. You can add these queries to any wiki page.

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Creating page lists

If you need more flexible, customizable queries, you can add the queries directly in source edit mode. Below are a few examples to get you started.

Show pages in a particular namespace

```
{{#ask:
[[[:+]] <!-- find all pages in the main namespace -->
[[Modification date::+]]<!-- necessary to filter deleted pages -->
|format=ul
|limit=4
}}
```

Output example in list style format:

- [Accessibility](#)
 - [Accessibility/Extensions](#)
 - [Accessibility/Extensions/legacy list](#)
 - [Accessibility/Extensions/notchecked](#)
- ... further results

Notes:

`[[[:+]]` shows pages from the *Main* namespace.

`[[Myspace::+]]` shows pages from the namespace *Myspace*.

`[[[:+|Help::+]]` shows pages from both the *Main* namespace and the namespace *Help* (=OR argument)

Output in category style

```
{{#ask:
[[[:+]] [[Modification date::+]]
|format=category
|limit=12
}}
```

Output example:

A

- [Accessibility](#)
- [Accessibility/Extensions](#)
- [Accessibility/Extensions/legacy list](#)
- [Accessibility/Extensions/notchecked](#)

- [Accessibility/VPAT BS4](#)

A cont.

- [AccessibilityReport.form](#)
- [Form submitted](#)
- [Announcement/Log4Shell](#)
- [Announcement/XSS attack](#)
- [Apache license 2.0](#)

A cont.

- [Attachments](#)

B

- [BSD 3-Clause](#)
- [... further results](#)

Show pages from a category

```
{{#ask:
[[Category:Administration]]
| limit=4
| searchlabel=
| format=ol
}}
```

1. [Config manager](#)
2. [Footer](#)
3. [Main navigation](#)
4. [Extended statistics](#)

Pages that start with the same page name string

```
{{#ask:
[[~Visu*]][[:+|Manual:+]]
[[Modification date::+]]<!-- necessary to filter deleted pages -->
| limit=5
| searchlabel=
| format=ol
}}
```

List of pages in the *Main* namespace and in the namespace *Manual* that begin with "Visu".

Results format: Table

Format "broadtable"

```
{{#ask:
[[~Visu*]][[:+||Manual:+]]
[[Modification date::+]]<!-- necessary to filter deleted pages -->
| limit=5
| searchlabel=
| format=broadtable
}}
```

Format "table" with filter (datatable)

```
{{#ask:
[[~Visu*]][[:+||Handbuch:+]]
[[Modification date::+]]<!-- necessary to filter deleted pages -->
| limit=5
| searchlabel=
| format=table
| class=datatable
}}
```

Date queries

Today

To ask for all pages that have been approved today:

```
{{#ask:
[[QM/Approval date::>>{{#time:Y-m-d|now -1day}}]]
}}
```

Search operators

If you want to look for results in a particular range, you can use search operators. See:
https://semantic-mediawiki.org/wiki/Help:Search_operators#comparators

Templates

Customized output formats can be created using templates. The documentation for this can be found at semantic-mediawiki.org.

Here we show you some useful tips when working with templates.

Suppressing the namespace prefix

By default, the namespace prefix of a page is suppressed in the output formats "ul", "ol" (and other formats). However, if you are working with a template and therefore use the *link=none* parameter in the ask query, because you generate the link in the template yourself, then the page name is displayed with the namespace prefix. Sample query of all pages in the QM namespace:

```
{{#ask: QM:++Property "Modification date" has a restricted application area and cannot  
be used as annotation property by a user.  
|format=plaintext  
|template=mytemplate  
|link=none  
}}
```

The output here is in the format ***QM:My Page***. To remove the namespace prefix, use the following syntax in the template, e.g. to generate an unordered list:

```
*[[{{{FULLPAGENAME:{{{1}}}}} | {{{PAGENAME:{{{1}}}}}}}]]
```

In this example, the full page name is linked via the "magic word" `{{{FULLPAGENAME}}}` and the page name without namespace prefix `{{{PAGENAME}}}` is used as the link label. The resulting output is ***My Page***.

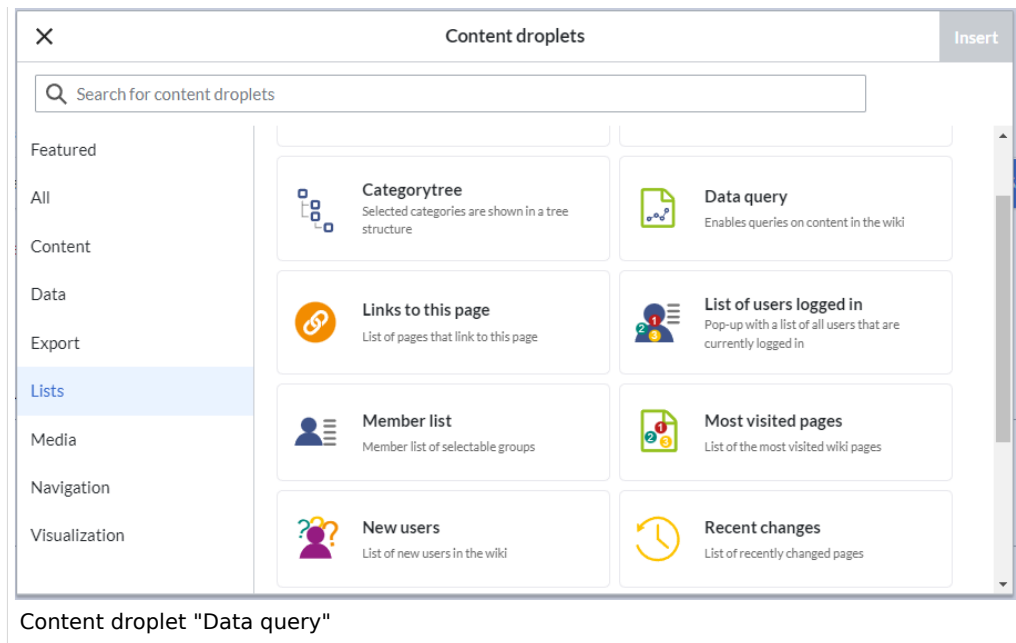
Related info

- [SMW "ask" queries](#)
- [SMW result formats](#)
- [Using templates to create output formats](#)

Content droplet "Data query" v4.3+

Starting with BlueSpice 4.3, basic SMW data queries can be added directly with the *Content droplet* "Data query":

1. **Click** on the *Content droplets* menu item in the visual editor.
2. **Select** *Data query* under *Lists*.



3. **Click** *Insert*. This opens the droplet inspector.
4. **Fill in** the query options (parameter). Each setting has a tooltip that explains exactly what values you can enter.

5. **Click** *Save*.