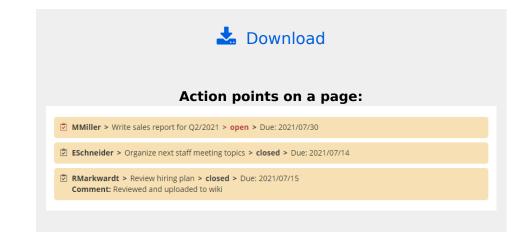# Contents

Templates download/Action points

> ℹ️ 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 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

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

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).

List of all open action points