Contents

Templates download/Minutes for teams

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

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

Importing the template

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

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

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

The template is now available in your wiki.

Pages included in the import

The xml import creates the following files in your wiki:

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

- Template:Meeting minutes standard

Using the template

Create a namespace

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

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

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

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

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

Add a navigation link

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

Customizing the template

Creating individual teams

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

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

Example of a team:

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

Result:

Inputbox for creating meeting minutes

Manual:Extension/BlueSpiceDiscovery/Main navigation

Contents

Overview

By default, some links are provided as entry points to the wiki. Wiki administrators can deactivate these links in the configuration manager if needed. In addition, you can also add new links below the entrypoints (admin permissions required). Please note that no hierarchical links can be created. Therefore, it makes sense to mainly set up links to the most important topics and to portal pages that contain additional links or page lists.
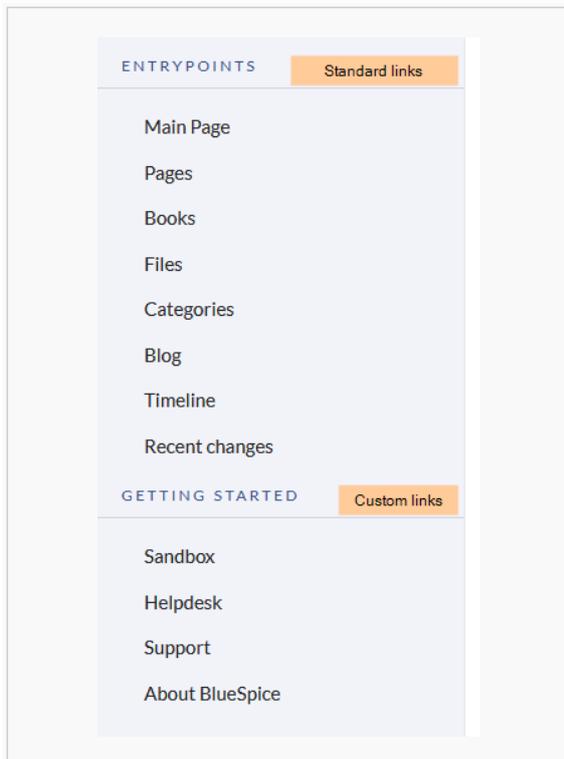
Main navigation BlueSpice 4.4+
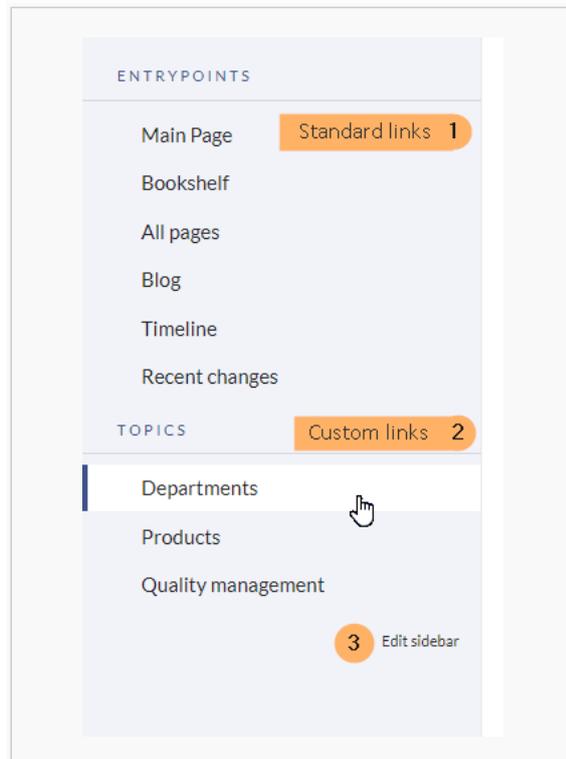
Main navigation BlueSpice -4.3

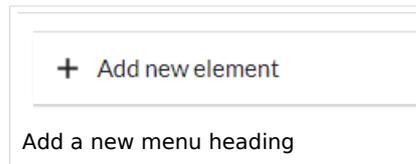## Editing the main navigation

To open the menu editor:

1. **Click** E*dit sidebar* at the bottom of the navigation menu. If the page does not exist yet, you will see a notice on the page.
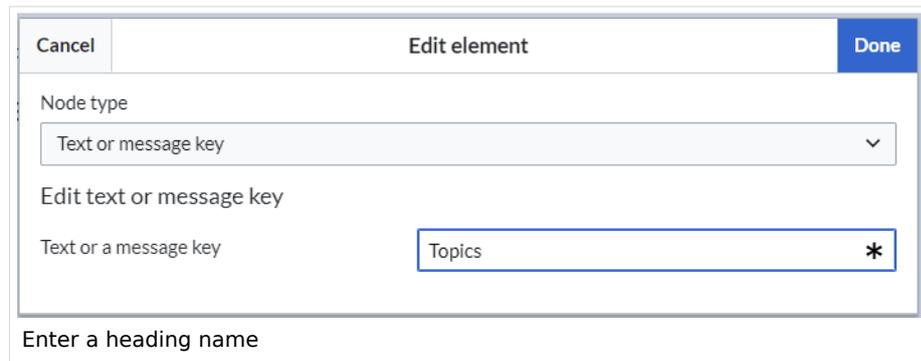
Menu editor

> ✳ Visual menu editor is available from BlueSpice 4.2.

To add a new menu header using the menu editor:

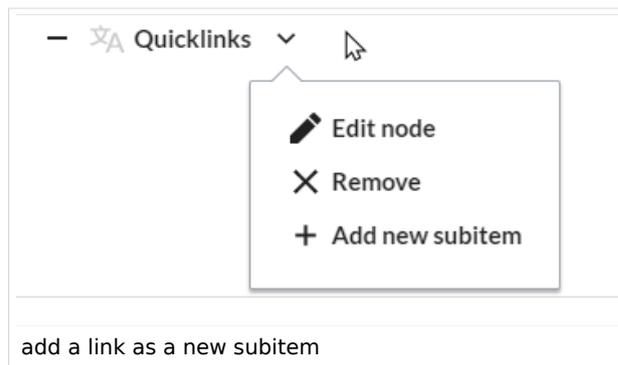1. **Click** *Add new element* to create a new menu header.

Add a new menu heading

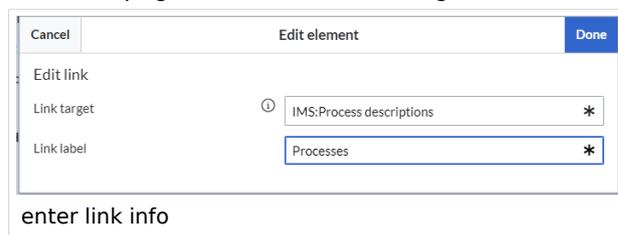2. **Enter** the text for your menu header. In a multilingual wiki, you can also enter a [message key](#).

Enter a heading name

3. **Click** Done.

To add links:

1. **Select** *Add new subitem* from the dropdown menu of the menu header.

add a link as a new subitem

2. Enter the page name as the link target and the label that you want to show:

enter link info

3. **Click** *Done.*
4. **Repeat** steps 1-3.
5. **Click** *Save changes*.

> **Note:** If you use the parser function `{{#ifingroup:...` to display navigation elements in the source code, you must always edit the main navigation in the source code. In visual editing mode, saving removes any parser function or semantic queries.

Source edit mode

To add new links:

1. **Change** to source editing mode.
2. **Create** one or more navigation links (with or without section heading). The following example shows a link to the page "Company" with the label "Our company" and an external link to the BlueSpice website with the label "Website". The links are grouped together under the section heading "Quicklinks":

```
*Quicklinks
**Company|Our company
**https//www.bluespice.com/de|Website
```

3. **Save** the page. The links are now shown in the main navigation.

Link labels may collide with system messages. If this is the case, simply append the HTML-code for an empty space to the description:

```
**Portal|Portal 
```

Deactivating standard links

The standard links can be deactivated in the configuration manager. The following settings are available under *Feature > Skinning*:

BlueSpiceBookshelf:
- Show entrypoint "Bookshelf"

BlueSpiceDiscovery:
- Show entrypoint "Mainpage"
- Show entrypoint "All pages"
- Show entrypoint "Recent changes"

BlueSpiceSocial:
- Show entrypoint "Timeline"

BlueSpiceSocialBlog:
- Show entrypoint "Blog"

Group-specific navigation

It is possible to show navigation elements for specific user groups only. Please note that the pipe symbol (|) between the page name and its label has to be escaped as `{{!}}` within this function.

This syntax is defined in the extension UserFunctions.

```
{{#ifingroup:sysop,widgeteditor |
*Test2
**somepage{{!}}Some page
|}}
```

Note: Anytime the page is saved using the visual menu editor, the parser function will be overwritten and no longer works!

Additional customizations

- Alignment for navigation with long link labels
- Display icons with navigation links
- Multi-language navigation

Related info

- Custom menu
- User menu