

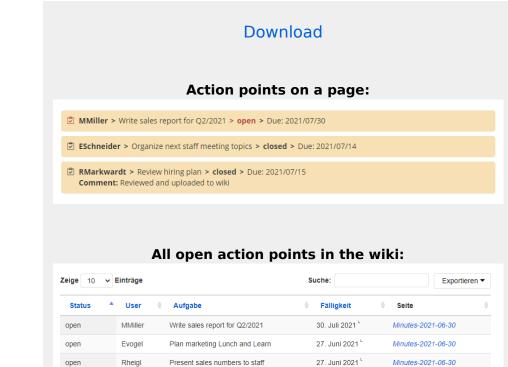
# Contents

# **Templates download/Action points**

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.

BlueSpice

It requires SemanticMediaWiki ( included in BlueSpice pro).



### Importing the template

The import file is included in the archive file HW-Action points.zip. Unpack the zip file first.

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

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

Vorherige 1 Nächste



### 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.

ancel	Action points	Appl	y changes	
Who? *		[[]]	)	
MMiller		*	:	
What? *				
Write sales report	for Q2/2021	*	:	
Status *				
open		*	•	
Due date				
2021/07/30				
Comment				
how options				
t 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.



Input fieldDescriptionDue dateDate, should be entered as YYYY/MM/DDCommentUse 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).

Status 🔺	User 🗍	Aufgabe	÷	Fälligkeit	\$ Seite		4
pen	MMiller	Write sales report for Q2/2021	3	30. Juli 2021 <sup>L</sup>	Minutes-2021-0	06-30	
pen	Evogel	Plan marketing Lunch and Learn	2	27. Juni 2021 <sup>L</sup>	Minutes-2021-0	06-30	
pen	Rheigl	Present sales numbers to staff	2	27. Juni 2021 <sup>L</sup>	Minutes-2021-0	06-30	
werden die Er	gebnisse 1 bis	3 von insgesamt 3 Ergebnissen angezeigt.			Vorherige	1	Nächste