

Contents

1. Templates download/Minutes JF management	2
2. Manual:Extension/BlueSpicePageTemplates	3
3. Templates download/Minutes for teams	6

Templates download/Minutes JF management

Page template for Management meetings.

Download

Attendees, Absentees, Milestones

Who	What	When	Status
			In preparation
			Closed

In preparation
Ticketed
Realisation
In Review
Delivery
Closed

Focus points

Who	When	Where	Status
			Realisation
			In preparation
			In preparation
			Closed
			Ticketed

Cockpit

Company situation / KPIs /Reports

Area	What	Evaluation / Action
Product development	<ul style="list-style-type: none">Tickets (Evaluation, Planning, Realisation/all)<ul style="list-style-type: none">Legacy Patch: XX/XXCurrent Patch: XX/XXNext Minor: XX/XXNext Major: XX/XXReview queue (gerrit/gitlab): high/moderate/low/high/moderate/low	
Project management	<ul style="list-style-type: none">Billable time this week: xxhActive customers this week:	
Sales	<ul style="list-style-type: none">Orders: XXOffers: XXLeads: XX	
Billing	<ul style="list-style-type: none">planned billing amount (Mon): EURinvoiced billing amount (Fri): EURInvoice amount from new orders: EUR	

Department

Finance and billing

Who	What	When	Status
			In preparation
			In preparation

Marketing and Sales

Who	What	When	Status
			In preparation
			In preparation

Projects, Service and Support

Who	What	When	Status
			In preparation
			In preparation

Product development

Who	What	When	Status
			In preparation
			In preparation

Technology and Infrastructure

Who	What	When	Status
			In preparation
			In preparation

Internal organization

Who	What	When	Status
			In preparation
			In preparation

Importing the template

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

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

1. **Select file** and choose *HW-minutes-management.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.

Pages included in the import<

- Template:JF Status/en
- Template:Meeting minutes/styles.css
- Template:Meeting minutes Management

Using the template

You can define this template as a [page template](#) in your wiki if you have administrator rights. If you have also downloaded the [general template for team meeting minutes](#), you can also define this template to be preloaded as such a team template.

Page templates

A [quality version](#) of this page, [approved](#) on *31 August 2021*, was based off this revision.

A page template applies a predefined content structure and layout to new pages. That way, certain page types can be applied during page creation to produce consistent sets of related pages.

Contents

1 When to use page templates	4
1.1 Characteristics of a page template	4
2 Creating a page template	4
2.1 Template fields	5
3 Using page templates	5
4 Configuration	6
5 Related info	6

When to use page templates

Page templates are useful for frequently used content formats such as meeting minutes, reference pages, product descriptions, or short manuals.

When a page is created with a page template, the page becomes "detached" from the original page template. This means that subsequent changes to the template will not affect pages that have originally been created with that page template. This distinguishes page templates from regular [templates](#).

Characteristics of a page template

- can be created by administrators
- can only be used for new pages
- based on templates in the *Template* namespaces
- can be limited to certain namespaces
- substitution of variables is possible
- can integrate with the extension *Page Forms*

Creating a page template

Administrators can create new page templates, as well as edit and remove existing ones in the *Page templates* manager, located under *Global actions*.

The screenshot displays the BlueSpice MediaWiki interface. On the left, a sidebar menu under 'Management' lists various tools, with 'Page templates' circled in orange. The main content area is titled 'Page templates administration' and features a table with the following data:

Label	Description	Namespace	Template	Actions
<input type="checkbox"/>	Organisation profile	Create and document ... (Pages)	Template:Organisatio...	

Below the table, there are navigation controls showing 'Page 1 of 1' and 'Displaying 1 - 1 of 1'. At the bottom of the page, there are links for 'Privacy policy', 'About BlueSpice', 'Disclaimers', and 'Analysis service', along with logos for 'MediaWiki' and 'BlueSpice'.

Note: Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

A new page template can be created by clicking the "Plus" button above the template list.

Template fields

When creating or editing a page template, the following information needs to be provided before the page template can be saved:

- **Name** - the name of the page template
- **Description** - a short description of the page template
- **Namespace** - a list of the namespace where the template is active. If the template should be available on all pages, select *(all)* from the list.
- **Template** - page in the *Template* namespace from which to pull the content.

Cancel Add template Done

Template name: Reference page

Description: Create a new reference page.

Namespace: Reference X

Template: Template:ReferencePage

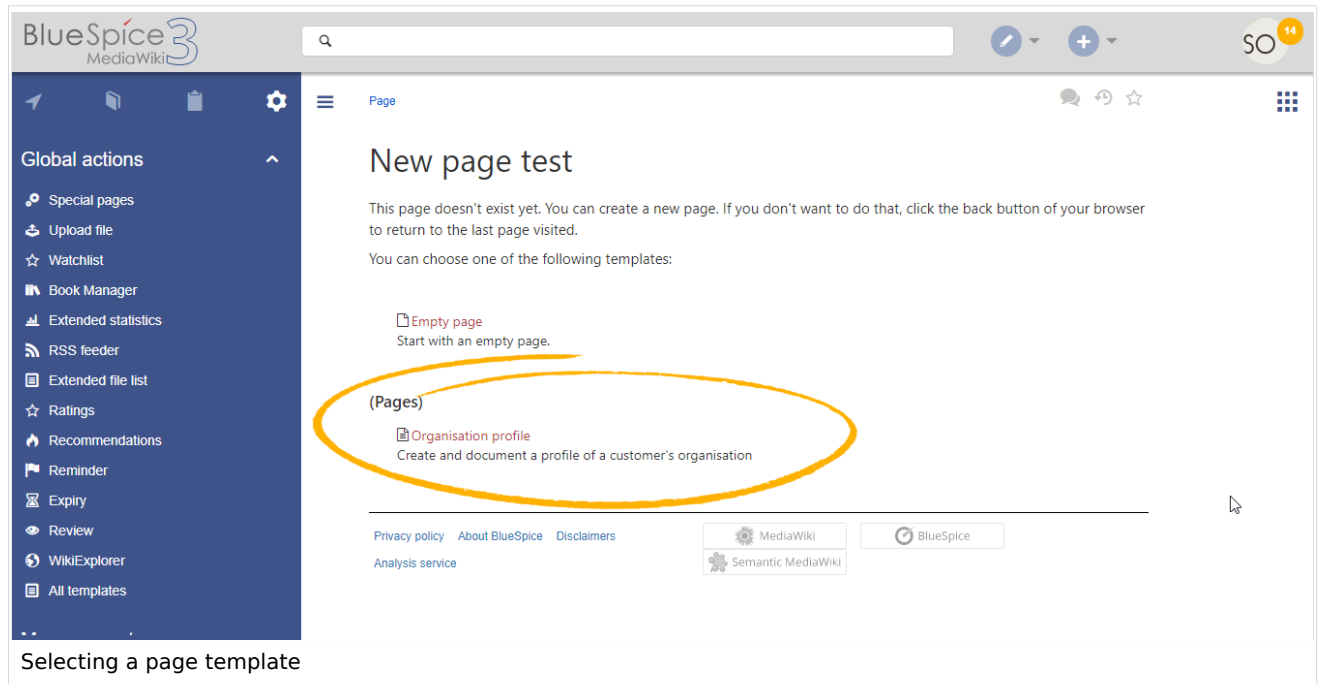
Creating a page template

Using page templates

A list of available templates appears when a user creates a new page. It is usually shown below the "Empty page" default template. Selecting one of these page templates will create the new page that is pre-filled with the content from the actual template page.

There are two important settings:

- **Assigning namespaces (in the page templates administration):** Page templates can be linked to specific namespaces. If a namespace is not added here, the template will not be displayed in that namespace.
- **Namespace manager:** The PageTemplates option for a namespace must be activated in the Namespace manager so that the associated templates are automatically displayed when a new page is created in that namespace (e.g., if the "+" button is used to create the page).



A list of available templates to choose from is displayed below the default "Blank Page" template when a user creates a new page.

Configuration

In the [Config manager](#), you can change the following settings:

- **Force target namespace:**
- **Hide default templates:** Hides the default *Empty page* template.

Related info

- [Reference:BlueSpicePageTemplates](#)

Templates download/Minutes for teams

This template contains a combined roll-up page for creating meeting

[Download](#)

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.

Attendees

Antje Kramer (secretary), Mark Pichler, Ursula Gerstmair, Hu Cheng

Agenda

Time	Duration	Topic	Responsible
10:00 AM	30 min	Review of open leads	
10:30 AM	15 min	Strategy: customer relations	
10:45 AM	15 min	New pricing concept	
11:00 AM	60 min	End of meeting	

Results

- 6 of 9 leads are promising, follow-ups to be scheduled
- Pricing structure too difficult for customers to understand
- Missing documentation for customer relations processes

Action items

Description	Responsible	Due date
Follow-ups		
Meeting with management regarding new prices	Hu	week 35
Documentation for customer relations strategy in wiki	Antje	week 36

Signatures

--MLR (talk) 15:21, 25 May 2021 (CEST)
--MLR (talk) 15:21, 25 May 2021 (CEST)

✍ Signatures

IT

2021-07-02 [New page](#)

- [IT/2021-05-30](#)
- [IT/2021-05-29](#)
- [IT/2021-05-28](#)
- [IT/2021-05-27](#)
- [IT/2021-05-26](#)
- [... further results](#)

Sales

2021-07-02 [New page](#)

- [Sales/2021-05-25](#)

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:

My team

- [My team/2021-05-25](#)

Inputbox for creating meeting minutes