

Contents

1. Templates download/Minutes customer projects	2
2. Manual:Extension/BlueSpicePageTemplates	3
3. Templates download/Minutes for teams	6



Templates download/Minutes customer projects

Туре	Who		Task			Status
RM	all	Jour Fixe	Jour Fixe Monday			
RM	all	Check-in			Friday	
nfo	alle	Check Suppor	t-Team			
ue tas	ks & da	tes (14-d	ay overview)			
Pr	oject manager	nent	Customer	Customer Due date		Responsible
Custo	mer	Project Management	Task		Time estimate	Status
Custo	mer	Project Management	Task		Time estimate	Status
Custo	mer	Project Management	Task		Time estimate	Status
Custo LIPPORT Custo	omer	Project Management Project Management	Task Task		Time estimate Time estimate	Status Status
Custo upport Custo	mer	Project Management Project Management	Task		Time estimate Time estimate	Status
Custo upport Custo	mer	Project Management Project Management	Task		Time estimate	Status
custo upport custo Product	mer	Project Management Project Management	Task		Time estimate	Status
Custo upport Custo roduct Responsible	imer	Project Management Project Management	Task		Time estimate estimate	Status Status Status

Page

template for customer project meeting meetings.



Importing the template

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

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

- 1. **Select file** and choose *HW-Minutes-customerprojects.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:Meeting minutes customer projects

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*.

BlueSpice	٩					+ -	so ^{ee}
1 🕯 🕯 🔅	≡	Special					
ReviewWikiExplorer		Page template	es administr	ation			
All templates		+ S S			Б	kport table 🗸	
Management ^		Label	Description	Namespace	Template	Actions	
Ø About BlueSpice		Organisation profile	Create and document	(Pages)	Template:Organisatio		
🔧 Config Manager							
🧕 Group manager		Page 1	of 1 > » C		Displ	aying 1 - 1 of 1	
⁰o Interwiki links							
Namespace-CSS Manager							
Namespace manager							
Assignment management							
Page templates							
Permission manager		Privacy policy About BlueSpice	Disclaimers	🔘 MediaWiki	🕜 BlueSpice		
Juser manager		Analysis service	2	Semantic MediaWiki			1
Category manager							L
Page template manager							

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 Do	one
Template name:	Reference page	
Description:	Create a new reference page.	
Namespace:	Reference \times	\sim
Template:	Template:ReferencePage	\sim
Creating a page	e 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).

BlueSpíce

MediaWiki

BlueSpice3	٩		0. •	so ⁴⁴
1 🗎 🛊	=	Page	9 9 A	
Global actions ^		New page test		
Special pagesUpload file		This page doesn't exist yet. You can create a new page. If you don't want to do that, click the b to return to the last page visited.	ack button of your browser	
☆ Watchlist Book Manager		You can choose one of the following templates:		
		Tempty page Start with an empty page.		
Extended file list ☆ Ratings		(Pages)		
Recommendations Reminder		Organisation profile Create and document a profile of a customer's organisation		
				\searrow
Keview WikiExplorer		Privacy policy About BlueSpice Disclaimers MediaWiki OBlueSpice BlueSpice		
 All templates 				
Selecting a page template	е			

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



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		
2021-07-02	New page	
• My team/2021-05-25		
outbox for creating meeting minute	S	