

Templates download/PortalFlex

The template *Portal flex* allows you to create pages based on a 2 or 3 column layout. In addition, each page can contain an intro section.

Individual pages that were created using this *Portal flex* template can be combined into one portal page using transclusion. (as shown in the **example image** on this page).

The layout is responsive and shown optimized for different devices.

The screenshot shows a portal page with the following structure:

- Header:** "Download" in blue text.
- Portal: Munich** section with three columns:
 - Products:** Image of white containers on a production line.
 - Projects:** Image of two people in a factory setting.
 - Locations:** Image of a modern building.
- Environmental management** section:
 - Tip: "Take a look at our new pages for Environmental technology!"
 - ISO 14001 announcement: "Our ISO 14001 certification initiative starts July 1, 2021..."
 - Environmental goals: "Together with the external consulting firm UmweltConsult, we are continuously working on the further development of our ambitious environmental goals..."
 - New team member: Profile of Maria Pruefling, "Responsible for controlling our ISO 14001 process starting June 1 is Maria Pruefling."
- Wiki news** section:
 - Latest QM pages: List of quality management pages.
 - Categories: List of categories with sub-items like "Fahrzeug", "Bremsen", "Elektromotorteil", etc.
 - Aktuelles: "Reminder: Official employee photo shoot on Tuesday July 27, 2021. Please check the dress code." with a photo of a woman.
- Category cloud:** A cloud of category names and counts, such as "Arbeitsicherheit (4)", "Protokoll (2)", "Organisation (2)", "Screenshot (17)", etc.

Importing the template

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

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

1. **Select file** and choose *HW-PortalFlex-en.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.

Creating portal pages

To create a portal page, **open** the page `Form:Portal flex`.

Note: You can add the form field `{{#forminput:form=Portal flex}}` on any wiki page and create new portal pages from there.

1. **Enter** a new page name in the form field and click *Create or edit*. The form for the new portal page will open.
2. **Select** the desired layout settings. Each setting needs to be selected.
3. **Create** the first box by clicking *New box* and add your content. You can move the boxes up or down in order once you have multiple boxes. You can also override the default background color for an individual box. For example, if you selected white or grey for the default color of your boxes, you can emphasize an individual box by giving it a blue or red background color. You can also hide the heading of an individual box.

The screenshot shows the PortalFlex form editor. At the top, there is a list of templates: `Form:Portal flex`, `Template:Portal flex/Start`, `Flexible portal page`, `Message box`, and `Template:Messagebox`. Below this is a content box with a heading field containing the text "Categories" and a rich text editor with various formatting options like bold, italic, link, and list. On the right side of the content box, there are three icons: a move icon (1), a delete icon (2), and an add icon (3).

Move box up or down (1), delete box (2), add new Box above the current box (3)

4. **Choose**, if necessary, the number of placeholders (1). If, for example, you have chosen a 2-column layout, but you have 3 boxes on the page, then the 3rd box, by default, is shown in full page width. If you select 1 empty placeholder box, then the 3rd box will use only 1/2 of the page width.

The screenshot shows the bottom part of the PortalFlex form editor. There is a "New box" button. Below it, there is a section for "Add empty boxes at the end:" with radio buttons for "no", "1", and "2". The "no" option is selected. There are also "Save page" and "Show preview" buttons, with a "Cancel" link. A placeholder text reads: "Placeholder for unused columns to distribute available width."

5. **Click** *Show preview* (2). Here you can check your previous settings. Then scroll to the bottom of the page to get back to the form.
6. **Click** *Save page* when you have finished your edits.

Combining portal pages

Each page created with *Portal flex* can only have one layout (e.g., 2 columns). If you want to combine several layouts (that is a 2-column with a 3-column layout), simply create an empty page and transclude individual portal pages into this page.

The main page created in this way can also conveniently contain other elements (additional templates or page sections).

Important! If a portal page is a combination of multiple transcluded pages that were created using *Portal flex*, you cannot use the menu link *Edit with form* although it is available on the page. You can only edit the page in regular edit mode to add additional content if needed.. The transcluded *Portal flex*" *have to be edited directly, as is true with every transcluded page in a wiki.*

Pages included in the import

The xml import creates the following files in your wiki:

- Template:Portal flex/Start
- Template:Portal flex/Box
- Template:Portal flex/End
- Template:Portal flex/styles.css
- Form:Portal flex