

Contents

1. Templates download	2
2. Reference:TemplateData	9
3. Templates download/Action points	10
4. Templates download/Banner	12
5. Templates download/ButtonLink	17
6. Templates download/IMS Documents	19
7. Templates download/Mention	23
8. Templates download/Messagebox	26
9. Templates download/Minutes JF management	28
10. Templates download/Minutes customer projects	30
11. Templates download/Minutes for teams	32
12. Templates download/PortalFlex	34
13. Templates download/Risk management	37
14. Templates download/Subpages	39
15. Templates download/TOClimit	41
16. Templates download/Transclusion	41

Templates download

- [Vorlagen](#)
- [Seitenvorlagen](#)

Note: Some templates use forms. This requires the extension [Page Forms](#). SMW templates require the [Semantic MediaWiki](#) extensions. If a template doesn't use a form, the extension [TemplateData](#) is used to provide a dialog screen for entering the information for a template. These extensions are not included in the free version of BlueSpice.

Action points


Report for Q2/2021 > **open** > Due: 2021/07/30


Next staff meeting topics > **closed** > Due: 2021/07/14


Hiring plan > **closed** > Due: 2021/07/15
and uploaded to wiki

Action points for meeting minutes

Banner

**Vertically centered**
The box content is centered vertically and the title has no margin.

**Box with padding**
This box container has some padding around the content.
Try out 2 or 3 lines as well.

**Box without padding**
This box container has no padding but there is padding around the text.
Try out 2 or 3 lines as well.

Box without image
A banner can be text-based as well. Just don't add an image.

Page banner

Button link

These are links - styled as a button:

[Go to website](#)

[View projects](#)

[Show deleted page](#)

Link styled as button

IMS Documents

s descriptions

New page

Page	Business unit	Process owner	Approval state	Valid until
Process	Company, Project Management	Andrew Hayes	Approved	20. Juli 2021
Project management	Project Management, Sales	Margie Castillo	Approved	13. April 2022
...	Company	Carlos Olson	Approved	8. Mai 2021

Document set for quality management

Incidents & Risks

	ID	DP2	Affects	Data protection	Fac
	Discovered on	2021/09/01	Owner	User:Mlink-rodrigue	Lev
e	Domain	Cloud	Measures exist?	Yes	Pro
	Incidents	1	Last audit		Im

ons
1

Risk registry and incident reports

Mention

notify this user



Please contact @MLR for details.

User mention with notification

Message box

is a note.

tip.

This is important.

his is a warning.

his is an example.

Color-coded box (optional icons)

Minutes

ry), Mark Pichler, Ursula Gerstmair, Hu Cheng

ion	Topic	Res
in	Review of open leads	
in	Strategy: customer relations	
in	New pricing concept	
in	End of meeting	

IT

2021-07-02

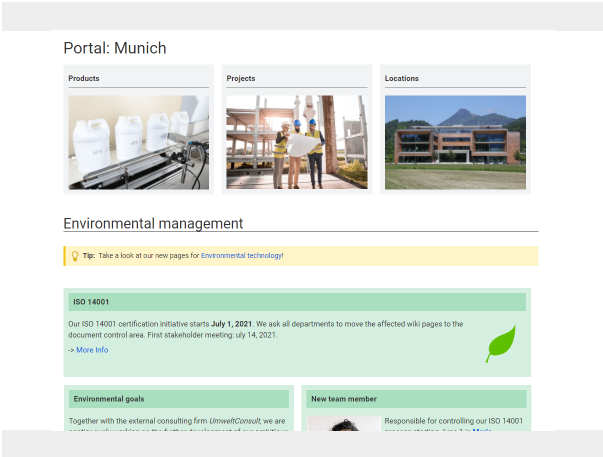
New page

- IT/2021-05-30
- IT/2021-05-29
- IT/2021-05-28
- IT/2021-05-27
- IT/2021-05-26

remicing, follow-up to be scheduled.

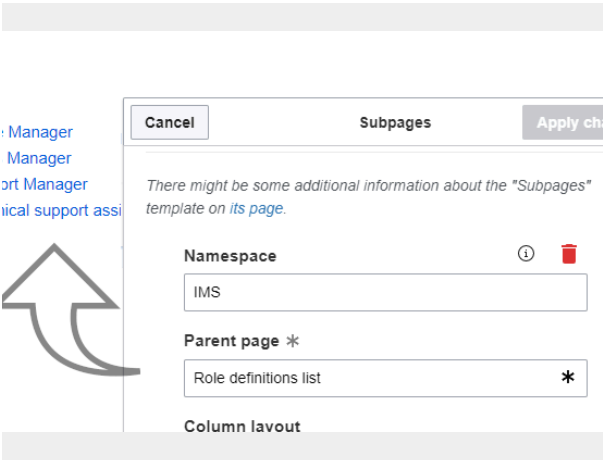
Teams-based main template

Portal



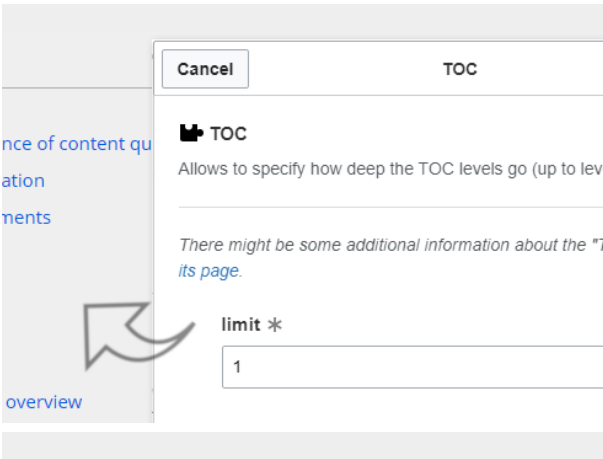
Forms-based portal page

Subpages list



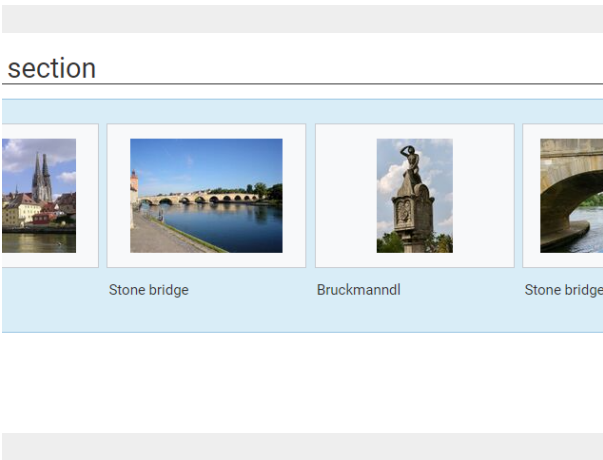
List of subpages for a page

TOC Limit



Limit heading levels in TOC

Transclusion



Transclude a page section

Minutes\: Customer projects

n

Who	Task	Due date
	Jour Fixe	Monday
	Check-in	Friday
	Check Support-Team	

dates (14-day overview)

inagement	Customer	Due date	Task	

Customer projects meeting minutes

Minutes\: Management

tendees, Absentees, Milestones

Who	What	When	Status
			In preparation
			Closed

ocus points

Who	When	Where	Status
			Realisation
			In preparation
			In preparation
			Closed
			Ticketed

Management meeting minutes

Reference:TemplateData

Extension\: TemplateData

Overview			
Description:	Implement data storage for template parameters (using JSON)		
State:	stable	Dependency:	MediaWiki
Developer:	Timo Tijhof, Moriel Schottlender, James Forrester, Trevor Parscal	License:	GPL v2+
Type:	MediaWiki	Category:	Content Structuring
Edition:	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud		
For more info, visit Mediawiki .			

Features

The extension **TemplateData** introduces a `<templatedata>` tag and an API which together allow editors to specify how templates should be invoked.

For more information please visit [MediaWiki](#).

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.

It requires [SemanticMediaWiki](#) (included in BlueSpice pro).

Download

Action points on a page:

☒ **MMiller** > Write sales report for Q2/2021 > **open** > Due: 2021/07/30

☒ **ESchneider** > Organize next staff meeting topics > **closed** > Due: 2021/07/14

☒ **RMarkwardt** > Review hiring plan > **closed** > Due: 2021/07/15
Comment: Reviewed and uploaded to wiki

All open action points in the wiki:

Zeige Einträge Suche: Exportieren ▾

Status	User	Aufgabe	Fälligkeit	Seite
open	MMiller	Write sales report for Q2/2021	30. Juli 2021 ¹	Minutes-2021-06-30
open	Evogel	Plan marketing Lunch and Learn	27. Juni 2021 ¹	Minutes-2021-06-30
open	Rheigl	Present sales numbers to staff	27. Juni 2021 ¹	Minutes-2021-06-30

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

[Vorherige](#) [1](#) [Nächste](#)

Importing the template

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

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

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.

Cancel Action points Apply changes

Who? * [[]] i

MMiller *

What? *

Write sales report for Q2/2021 *

Status *

open *

Due date

2021/07/30

Comment

Show options

Input 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

Input field	Description
Status	open or closed.
Due date	Date, should be entered as YYYY/MM/DD
Comment	Use 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).

Zeige	10	Einträge	Suche:	<input type="text"/>	Exportieren ▼
Status	User	Aufgabe	Fälligkeit	Seite	
open	MMiller	Write sales report for Q2/2021	30. Juli 2021 ^L	Minutes-2021-06-30	
open	Evogel	Plan marketing Lunch and Learn	27. Juni 2021 ^L	Minutes-2021-06-30	
open	Rheigl	Present sales numbers to staff	27. Juni 2021 ^L	Minutes-2021-06-30	
Es werden die Ergebnisse 1 bis 3 von insgesamt 3 Ergebnissen angezeigt.					Vorherige 1 Nächste
List of all open action points					


Templates download/Banner

This template creates a page banner that you can include on portal pages, for example. You can see an example here in the Helpdesk on the topic pages, e.g, [quality assurance](#).


[Download](#)



Vertically centered
The box content is centered vertically and the title has no margin.



Box with padding
This box container has some padding around the content.
Try out 2 or 3 lines as well.



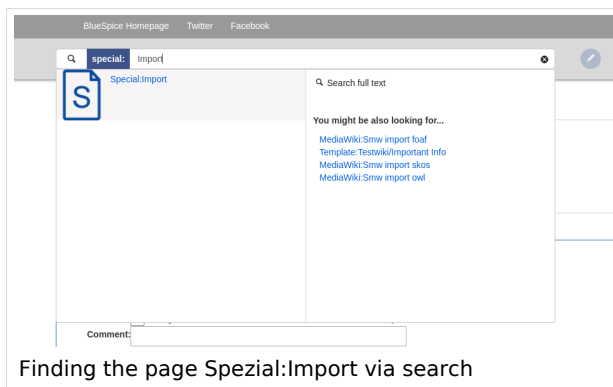
Box without padding
This box container has no padding but there is padding around the text.
Try out 2 or 3 lines as well.

Box without image
A banner can be text-based as well. Just don't add an image.

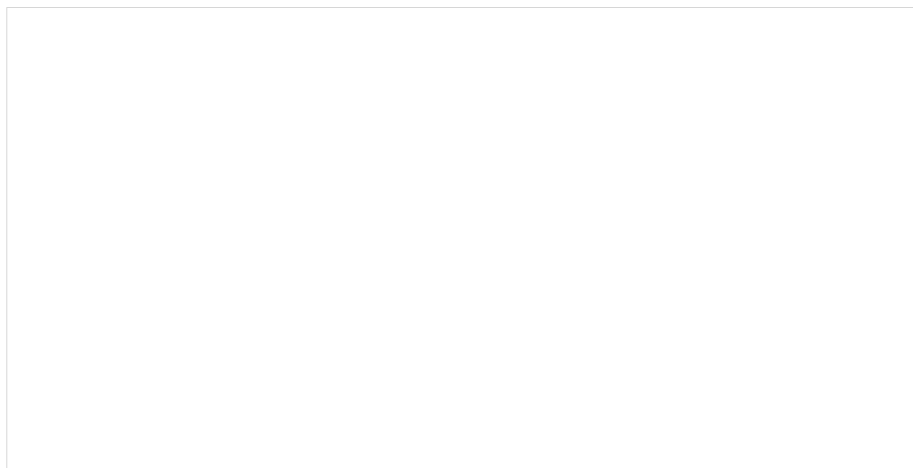
Importing the template

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

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



1. **Select file** and choose *HW-banner.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...*



Import pages

Upload XML data

Please export the file from the source wiki using the [export utility](#). Save it to your computer and upload it here.

Filename: HW-banner.xml

Interwiki prefix:

☐ Assign edits to local users where the named user exists locally

Comment:

☒ Import to default locations

☐ Import to a namespace: ▼

☐ Import as subpages of the following page:

Import settings

The form-based template is now available in your wiki.

Important! The input fields for the template parameters are usually not automatically available after importing the template to your wiki . You have to open the imported template file and make an edit (e.g., add a space and then save the page) to activate the template data functionality. The input fields should now be displayed correctly when you use the template on a page.

Template: Banner

Paragraph

Manage TemplateData Information about TemplateData

Template:Banner

```
<includeonly><templatelstyles src="Banner/styles.css" /><div class="bannerbox" style="align-items:start;{{#ifeq:{{{imagealign}}} |right|flex-direction:row-reverse;|flex-direction:row;}}{{#if:{{{boxbgcolor}}} |background:{{{boxbgcolor}}};|}}padding:{{{boxpadding}|0px}};">
{{#if:{{{banner-image}}} |<div class="banner-image">[[File:{{{banner-image}}}]]|}}{{#if:{{{image-width}}} |{{{image-width}}}x{{{image-width}}}px|200x200px}}|}}link=|</div>|}<div class="banner-content" style="padding:{{{#if:{{{contentpadding}}} |{{{contentpadding}}} |10px}}}>{{#if:{{{banner-title}}} |<div class="banner-title"><h1 style="margin-top:0; {{#if:{{{titlesize}}} |font-size:{{{titlesize}}};|font-size:1.6em;}}{{#if:{{{titlecolor}}} |color:{{{titlecolor}}};|}}>{{{banner-text}}}</h1></div>|}}{{#if:{{{banner-text}}} |<div class="banner-text" style="{{#if:{{{textcolor}}} |color:{{{textcolor}}};|}}|{{#if:{{{textsize}}} |font-size:{{{textsize}}};|}}>{{{banner-text}}}</div>|}</div></div></includeonly><noinclude>
```

This template creates an intro banner on a page. The banner should contain an image (optional), a title and 2-3 lines of text.

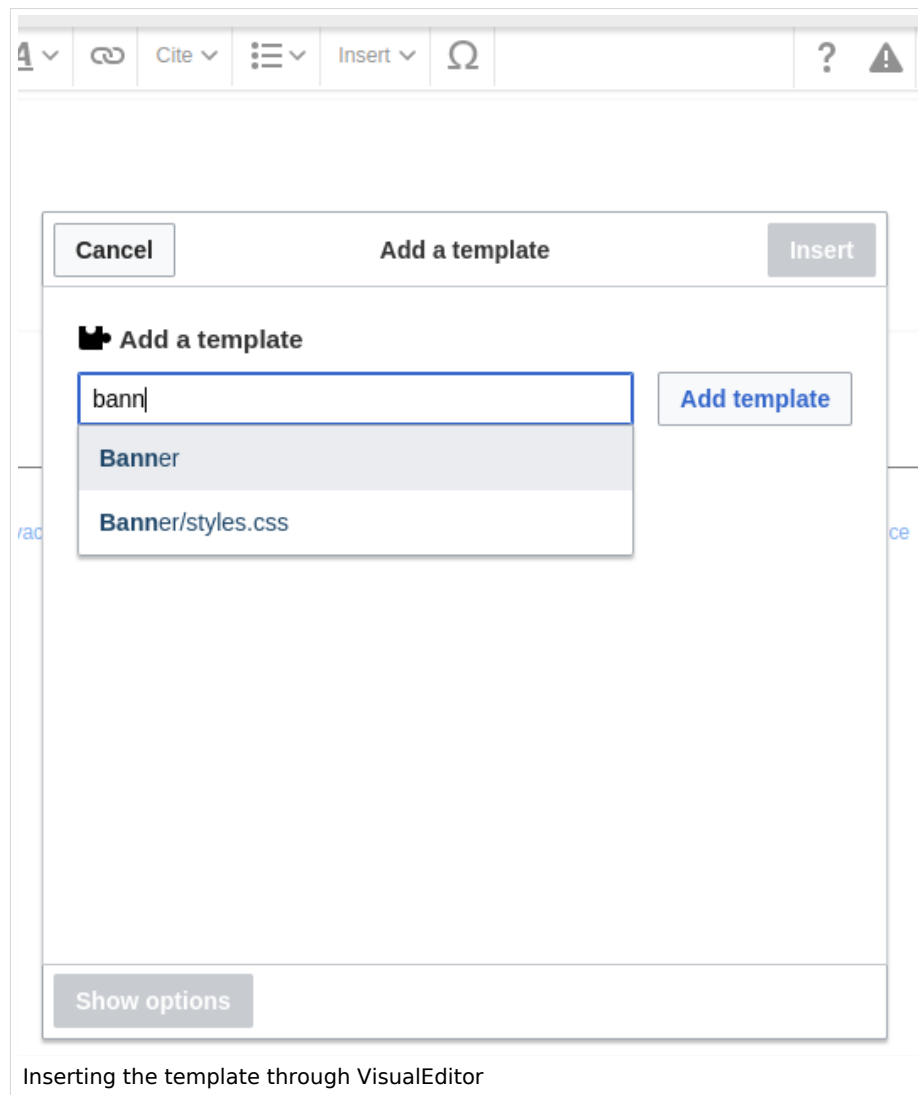
Pages included in the import

The xml import creates the following files in your wiki:

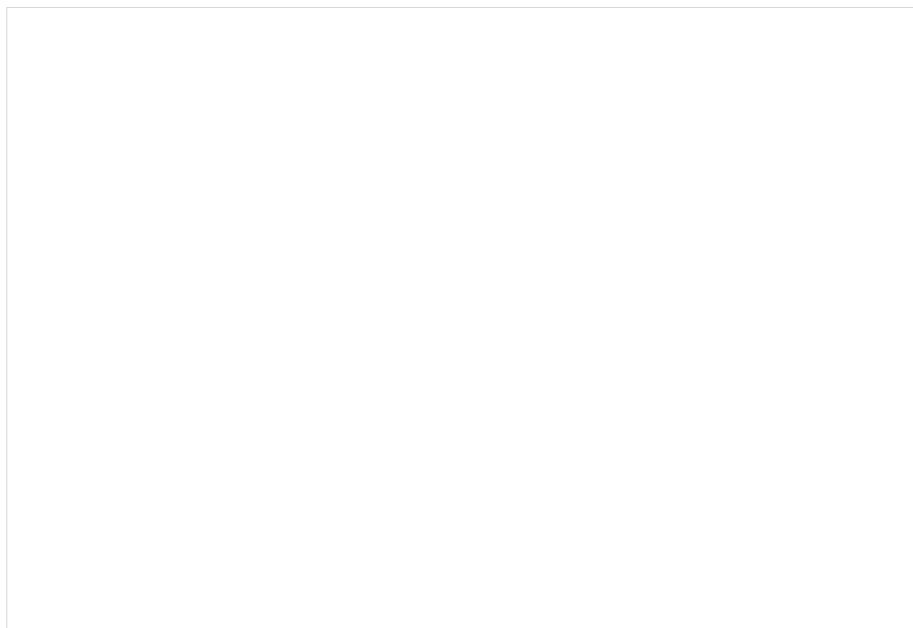
- Template:Banner
- Template:Banner/styles.css

Creating a banner

1. From the Visual Editor *Insert > Template* menu, add the template "Banner".



2. Click on the inserted template to view the available parameters for formatting the look of the banner.



Cancel

Banner

Apply changes

The "Template:Banner" template doesn't yet have a description, but there might be some information on the [template's page](#).

Banner image (optional)

Screenshot_2021-09-17_11-04-26.png

Image width

200

Image alignment

right

Heading ⓘ 🗑

Hallo Welt!

Heading size

Show options

Important! The settings only take effect after you save the page if you have just inserted the banner template on your page.

All settings for the banner are optional. This means that a box can be generated without image, heading, or text.

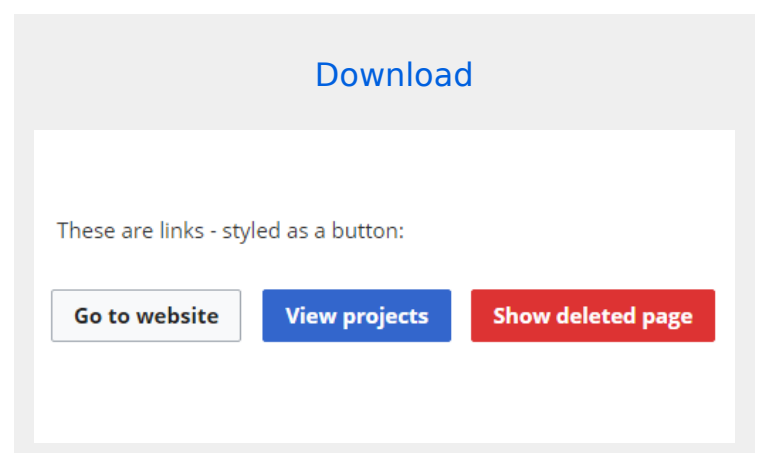
Example settings



	Element	Value	Description
1	Banner image	QM: Flower_white. jpg	Image name (with namespace prefix, if it exists, but without the <i>File:</i> prefix). The banner image is optional.
	Image width	200	Number. The width will automatically be used as pixel-value. Default value: <i>200</i>
	Image alignment	left, right	Shows the imag to the left or right. Default value: <i>/left</i> .
2	Heading	Meine Überschrift	Heading text
	Heading size	1.6em	Size can also be entered as 16px or any other css size value. Default value: <i>1.6em</i> .
	Heading color	#444444	Color as hex value .
3	Text	Das ist der Inhalt.	Text of the box.
	Text size	1.2em	<i>see Heading size</i>
	Text color	#444444	<i>see Heading color</i>
4	Content padding	20px	Distance of the title/text area to the box and the image. Default value: <i>10px</i> .
5	Padding of the container box	10px	Padding of the box itself. Default value: <i>0</i> .
6	Background color	#efefef	Color as hex value . Default value <i>#efefef</i> (a light grey)

Templates download/ButtonLink

This template creates a link that is styled as a button. It can be inserted into a wiki page via the VisualEditor *Insert > Template* menu.



Importing the template

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

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

1. **Select file** and choose *HW-ButtonLink.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.

Important! The input fields for the template parameters are usually not automatically available after importing the template to your wiki . You have to open the imported template file and make an edit (e.g., add a space and then save the page) to activate the template data functionality. The input fields should now be displayed correctly when you use the template on a page.

Pages included in the import

The xml import creates the following files in your wiki:

- Template:ButtonLink

Using the template

1. Add the template from the [VisualEditor](#) insert-dialog.
2. Fill in the form fields as needed.



Cancel

ButtonLink

Apply changes

There might be some additional information about the "ButtonLink" template on its page.

Is this an external link?

i

yes

Link target *

http://hallowelt.com

*

Label *

Zur Webseite

*

Background color (leave empty for white)

e.g. blue, red

Show options

Insert-dialog for button link

Settings

Input field	Description
Is this an external link?	yes = the link target starts with http:// or https:// Leave blank for internal wiki page
Link target	Name of the wiki page or the website
Label	Label shown on the button
Background color	Possible button colors: red, blue (leave blank for white)

Templates download/IMS Documents

This well-designed
template set is our
solution for managing

Contact us now

controlled documents with BlueSpice. It enables you to organize the documents for any process-oriented quality management approach with little effort.

You acquire the set directly via our sales department.

Process descriptions

[New page](#)

Page	Business unit	Process owner	Approval state	Valid until	Status
Contract process	Company, Project Management	Andrew Hayes	Approved	20. Juli 2021	●
New customer management	Project Management, Sales	Margarie Castillo	Approved	13. April 2022	●
Sales process	Company	Carlos Olson	Approved	8. Mai 2021	●

New customer management

🕒 Last edited 15 minutes ago by MLR

☆ Watch ⓘ This page is approved

Document type:	Process description	Approval state:	Approved (Version: 62)
Document ID:	1312	Approval by:	MLR
Assigned standards:	ISO 9001:2015 - 8.1 Operational planning and control	Approval date:	16:30:34, 19 July 2021 ¹
Process owner:	User:Mlink-rodrigue	Valid from:	February 1, 2021
Roles affected:	Office Manager	Valid until:	April 13, 2022 ●
Business unit:	Sales, Project Management	Internal audit due:	May 27, 2021

[edit](#)

Contents [\[show\]](#)

Purpose / goals

Why is this process necessary? Provide a brief summary of the purpose of this process.

Predecessor

Process that precedes this process.

Recipient

Process that follows this process.

Process steps

R=Responsible party; P= Participants in the process

Input (resources)	Steps	Work instruction	Output (deliverables)	R	P
<i>what is needed to start this step?</i>	<i>name or brief description of the process step</i>	<i>related instructions</i>	<i>result of this step</i>	<i>who?</i>	<i>who?</i>

Included templates

This set contains the forms, templates, and overview pages for the following document types:

- Process description
- Work instruction
- Role definition
- Audit report

Supported norms

Out-of-box, the following standards are supported:

- ISO 9001:2015
- ISO 14001
- ISO/IEC 27001
- ITIL 3/4

These standards can easily be expanded or replaced by other standards.

Importing the template files

Detailed instructions for importing and using the template set are included in the archive file (.zip) as a PDF.

Screenshots

Role definitions

[New page](#)

Page	Role description	Role owner
Product manager	Planning, coordination and control of the products and services to be marketed and sold	Mary Short
Project manager	Operational planning and control of the project to achieve the project goals.	Alice Mikowski
Support level 1 associate	Processing of all new support inquiries and decision on the escalation route.	Mark Gabelberger, Anna Klein, Joseph Solinger

List of role definitions

Work instructions

[New page](#)

Page	Business unit	Process owner	Approval state	Valid until	Status
Closing a customer account	Sales	Andrew Hayes	Approved	May 26, 2021	✖
Writing an offer	Sales	Margie Castillo	Approved	June 30, 2022	✔

List of work instructions

Process descriptions

[New page](#)

Page	Business unit	Process owner	Approval state	Valid until	Status
Contract process	Company, Project Management	Andrew Hayes	Approved	20. Juli 2021	✖
New customer management	Project Management, Sales	Margie Castillo	Approved	13. April 2022	✔
Sales process	Company	Carlos Olson	Approved	8. Mai 2021	✔

List of process descriptions

Audit reports

[New page](#)

Page	Audit status	Auditor	Audit execution date	Audit planned date	Status
Project management	open	Maria Oppermann		July 29, 2021	✔

List of audit reports

Product Manager

[New page](#)

Role owner: Mary Short

Role description: Planning, coordination and control of the products and services to be marketed and sold

Responsibilities

List of individual responsibilities that are assigned to this role within the organization.

Topic	Responsibilities
Topic 1	List of responsibilities in this area

Authorities

List of authorities that are specifically assigned to this role.

Related pages

- [Contract process](#)
- [New work order notes](#)
- [Sales process](#)

Template for a role definition

Closing a customer account

[New page](#)

Assignment type: Work instruction

Assigned to: Mary Short

Assigned date: 13. April 2022

Assigned state: Approved

Valid until: May 26, 2021

Assigned process: Closing a customer account

Purpose / Goals

Why does this process exist? What is the expected outcome?

Assigned process

Which process produces the work instruction?

Work instruction

Responsibility	Step	Procedure	Related tasks
Who completes this step?	Step 100	Initiation and creation during the day	person: Mary Short physical: desk

Template for a work instruction

New customer management

[New page](#)

Page name: New customer management

Page description: Planning, coordination and control of the products and services to be marketed and sold

Responsibilities

List of individual responsibilities that are assigned to this role within the organization.

Topic	Responsibilities
Topic 1	List of responsibilities in this area

Authorities

List of authorities that are specifically assigned to this role.

Related pages

- [Contract process](#)
- [New work order notes](#)
- [Sales process](#)

Template for a process description

Example audit report

[New page](#)

Audit status: open

Auditor: Maria Oppermann

Audit execution date: July 29, 2021

Audit planned date: July 29, 2021

Status: ✔

Assigned process: Closing a customer account

Purpose / Goals

Why does this process exist? What is the expected outcome?

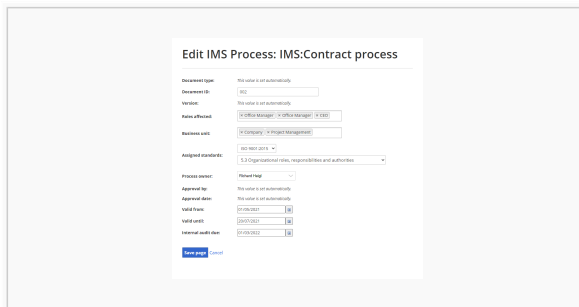
Assigned process

Which process produces the work instruction?

Work instruction

Responsibility	Step	Procedure	Related tasks
Who completes this step?	Step 100	Initiation and creation during the day	person: Mary Short physical: desk

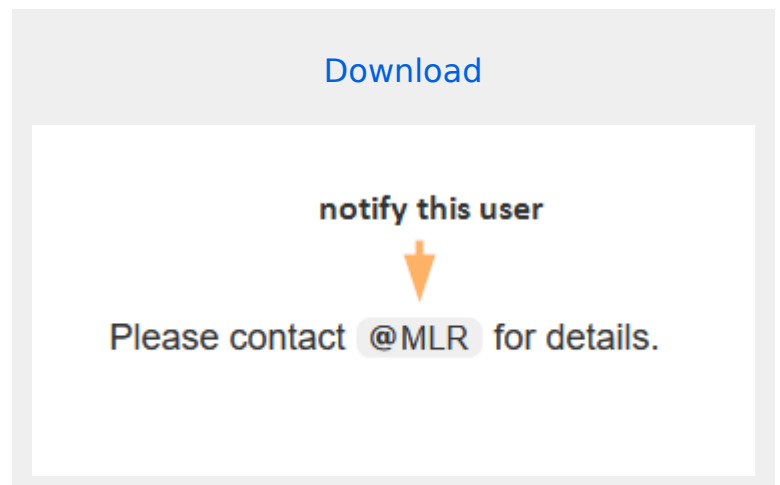
Template for an audit report



Example of an edit form

Templates download/Mention

This template gives users a quick way of creating a user mention by simply typing `{{` (opening the template dialog) and then selecting the template `@`. Optionally, users can activate (email or wiki) notifications if they are mentioned on the wiki.



Importing the template

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

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

1. **Select file** and choose HW-mention.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.

Important! If, after importing the template to your wiki, the input field is not displayed when you first integrate the template into a wiki page, you need to open the template in the *Template* namespace, make a "null-edit" change (e.g., insert spaces) and save the template. The input field should now be displayed correctly when using the template.

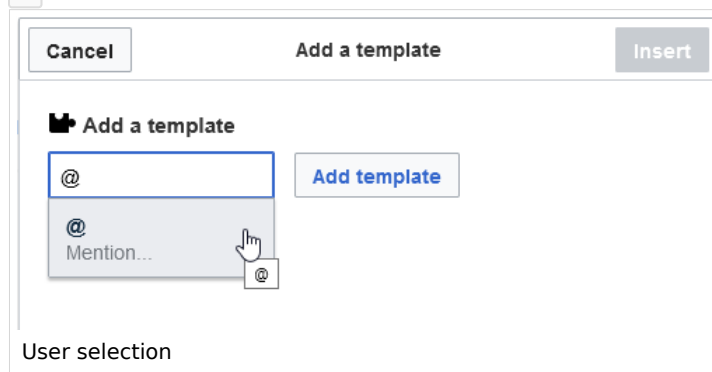
Pages included in the import

The xml import creates the following files in your wiki:

- Template:@
- Template:@/styles.css

Using the template

1. **Enter** `{{` in visual editing mode.
2. **Choose** the template `@`.



Cancel Add a template Insert

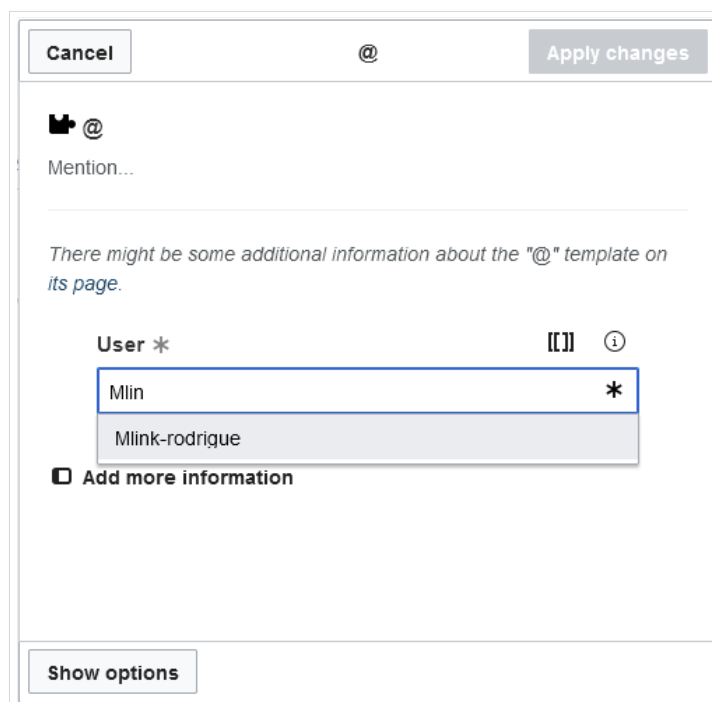
✚ Add a template

@ Add template

@ Mention...

User selection

3. **Select** a user name.



Cancel @ Apply changes

✚ @ Mention...

There might be some additional information about the "@" template on its page.

User * [[]] ⓘ

Mlin *

Mlink-rodrique

☐ Add more information

Show options

4. **Click** "Save changes".

Activate notifications

Users can activate notifications for mentions in their [personal preferences](#) :

1. **Select** the tab *Notifications*.
2. **Activate** the notifications options for mentions.
3. **Save** your changes.

User profile Appearance Editing Recent changes Watchlist 1 Notifications

Notifications

Email options

Send me: Individual notifications as they come in ▾

Send to: [redacted] (Change or remove email address)

Notify me about these events

	Web	Email
Talk page message ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative tasks ?	<input type="checkbox"/>	<input type="checkbox"/>
Page creation ?	<input type="checkbox"/>	<input type="checkbox"/>
Actions on pages in watchlist ?	<input type="checkbox"/>	<input type="checkbox"/>
Comments on watched entities	<input type="checkbox"/>	<input type="checkbox"/>
Notify me when someone links to my user page.	<input type="checkbox"/>	<input type="checkbox"/>
Mention ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 2
Page link ?	<input type="checkbox"/>	<input type="checkbox"/>
User rights change ?	<input type="checkbox"/>	<input type="checkbox"/>

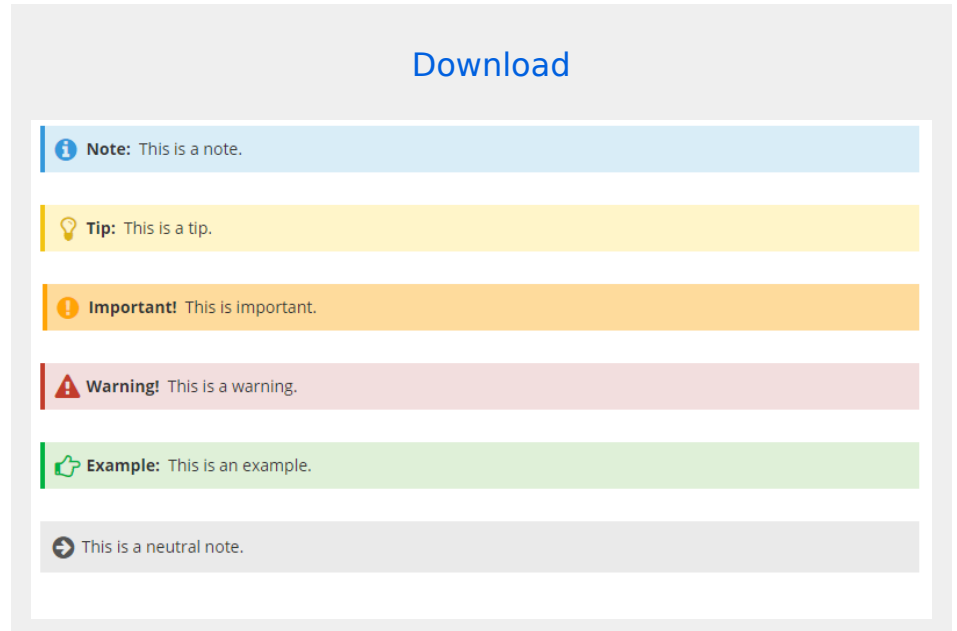
3 Save Restore all default settings (in all sections)

Activating notifications

Templates download/Messagebox

This template can be integrated into every wiki page from the editor toolbar (VisualEditor). The type of box (hint, tip, warning, etc.) can be specified as a parameter. This parameter sets the background color as well as the optional icon.

The symbol can be activated and deactivated.



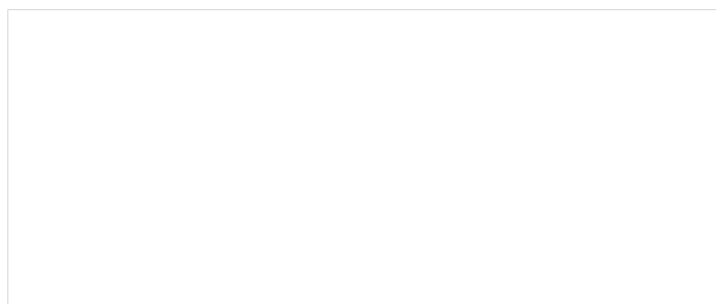
Importing the template

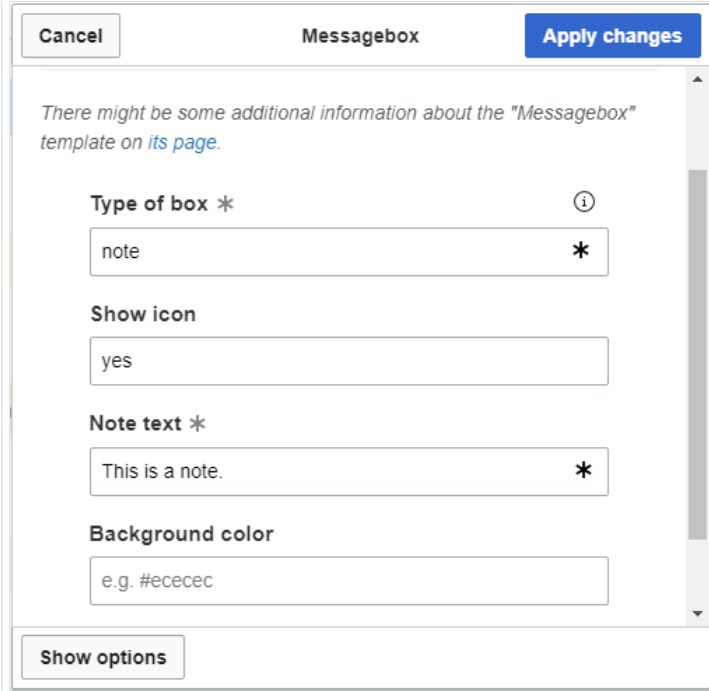
The import file is included in the archive file *HW-messagebox.zip*. Unpack the zip file first.

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

1. **Select file** and choose *HW-messagebox.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 and can be added to a page from the VisualEditor *Insert>Template* link. The standard background color of a box can be overwritten manually. For example, you can change the gray background of the neutral box to any color you want. A color table with hex values can be found here, for example: https://www.w3schools.com/colors/colors_picker.asp. Since the text color is dark, you should choose a very light background color.





The image shows a 'Messagebox' dialog box with a title bar containing 'Cancel', 'Messagebox', and 'Apply changes' buttons. The main content area has a message: 'There might be some additional information about the "Messagebox" template on [its page](#).' Below this are four form fields: 'Type of box *' with a dropdown menu showing 'note' and an asterisk, 'Show icon' with a dropdown menu showing 'yes', 'Note text *' with a text input field containing 'This is a note.' and an asterisk, and 'Background color' with a text input field containing 'e.g. #ececec'. At the bottom is a 'Show options' button. Below the dialog box, the text 'Visual editor dialog for the message box' is displayed.

Visual editor dialog for the message box

Pages included in the import

The xml import creates the following files in your wiki:

- Template:Messagebox
- Template:Messagebox/styles.css

Alignment adjustments

By default, the box is displayed in full-width. This means that it is displayed below any image that is used directly before the box.

To change this behavior to keep the box within the text-flow you can make the following change in Template:Messagebox/styles.css:

For the css-selector `.hw-messagebox`, **replace** the declaration "clear:both" with "overflow: hidden".

Before:


```
.hw-messagebox {  
    ...  
    clear:both;  
}
```

Afterwards:

```
.hw-messagebox {  
    ...  
    overflow hidden;  
}
```

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet,

 **Note:** This is a note.
It contains line breaks, too.



Messagebox within text-flow

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: xohActive 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.

Templates download/Minutes customer projects

[Download](#)

Organisation

Type	Who	Task	Due date	Status
ERM	all	Jour Fixe	Monday	
ERM	all	Check-in	Friday	
Info	alle	Check Support-Team		

Due tasks & dates (14-day overview)

Project management	Customer	Due date	Task	Responsible

Customers

Projects / Services

Customer	Project Management	Task	Time estimate	Status

Support

Customer	Project Management	Task	Time estimate	Status

Product

Responsible	Task	Time Estimation	Status

Infrastructure

Verantwortlich	Task	Time estimate	Status

Other

Signatures

 Signatures

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.

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.

Download

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		
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

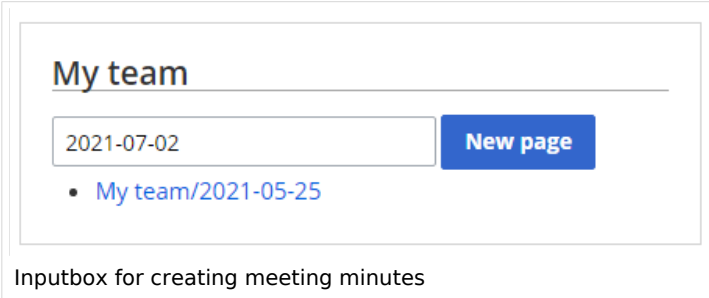
Three adjustments need to be made for each team section on the main *Meeting minutes* page:

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

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

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

Inputbox for creating meeting minutes

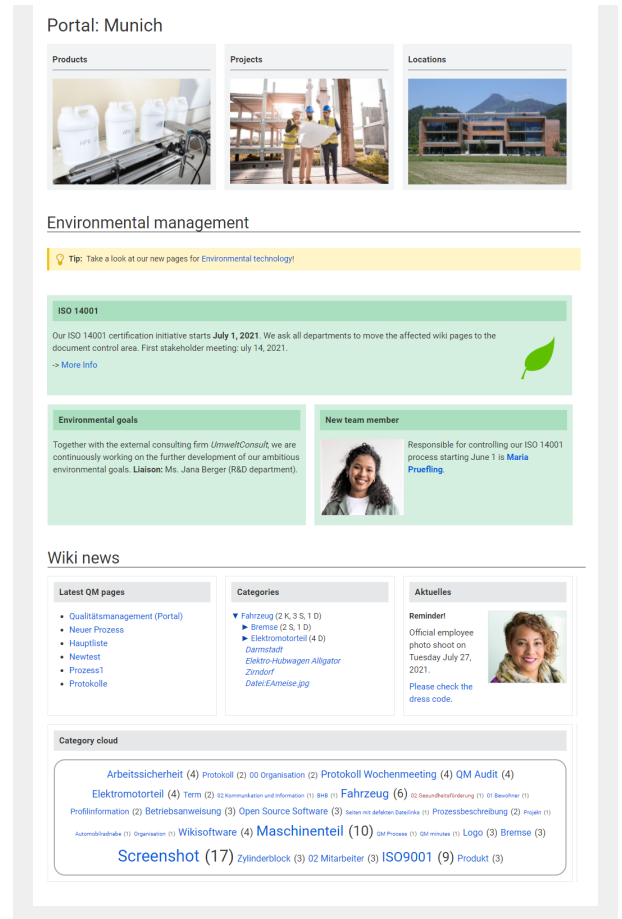
Templates download/PortalFlex

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.

[Download](#)



Importing the template

The import file is included in the archive file *HW-Portal/Flex.zip*. Unpack the zip file first.

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

1. **Select file** and choose *HW-Portal/Flex-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.

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.

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

Templates download/Risk management

This template set supports users who want to build and maintain a risk registry in the wiki. In addition to creating pages for risk planning, incidents can also be reported and (optionally) associated with existing risk entries.

You acquire the set directly via our sales department.

Contact us now

Mitigated risk						Original risk	
Factor	A1	ID	DP2	Affects	Data protection	Factor	B4
Level	Low	Discovered on	2021/09/01	Owner	User:Mlink-rodrigue	Level	Medium
Probability	Improbable	Domain	Cloud	Measures exist?	Yes	Probability	Likely
Impact	Negligible	Incidents	1	Last audit		Impact	Marginal

Contents

- 1 Reported incidents
- 2 GDPR TOMs
- 3 Risk description
- 4 Risk treatment options
- 5 Risk treatment plan

Reported incidents

Incident page	Date	Incident Name	Incident Type	Closed?
Customer data accidentally disclosed	2021-09-21	Customer data accidentally disclosed	Data protection	No

GDPR TOMs

The following GDPR requirements have been addressed:

- Pseudonymization and encryption of personal data (Art. 32)
- Restoration, availability and access to personal data in a timely manner in the event of a physical or technical incident (Art. 32)

Risk description

Risk treatment options

Replace the information below with the actual risk treatment options that apply to this risk.
Options for treating risk may include one or more of the following:

Included templates

This set contains the following templates:

- **Risk matrix:**
 - Template that is embedded on all risk-related pages. A collapsible risk matrix helps to choose the appropriate risk factor.
- **Risk entry:**
 - Form to create a new risk entry
 - Template for risk entries
 - Risk registry that lists all documented risks
- **Incident report:**
 - Form to create a new incident report. Optionally, an incident can be associated with known risks.
 - Incident report template
 - Incident registry that lists all documented incidents

Import der Vorlage

Detailed instructions for importing and using the template set are included in the archive file (.zip) as a PDF.

Screenshots

... • Risk matrix (Colapso)						
	Impact →	Negligible (A)	Marginal (B)	Considerable (C)	Critical (D)	Catastrophic (E)
Consequence	Environment (E)	Slight effect	Minor effect	Localized effect	Major effect	Massive effect
	Asset (A)	Slight damage	Minor damage	Medium damage	Major damage	Extensive damage
	Health (H)	Slight physical or mental harm	Minor physical or mental harm	Major physical or mental harm	Single fatality	Multiple fatalities
	Business continuity (B)	Minor delays or barely noticeable disruption of service	Recognizable temporary disruption of service	Major functional (performance) disruption of service	Major functional (performance) disruption of service	Complete cessation of service
	Data protection (D)	No data loss or no data disclosure	Loss of non-critical data, disclosure of public data	Loss of less sensitive data, disclosure of internal data	Loss of sensitive data, disclosure of critical data	Irrecoverable data loss, full disclosure of protected data
	Costs (C)	Less than 100k	100k	1.5	10k	15
Probability (action basis)	Likely (L) 61-80%	A4	B4	C4	D4	E4
	Possible (P) 41-60%	A3	B3	C3	D3	E3
	Unlikely (U) 21-40%	A2	B2	C2	D2	E2
	Intolerable (I) 0-20%	A1	B1	C1	D1	E1

[illegible]

Adjustable risk matrix

Risk entry

● ● ● Risk matrix [\[Expand\]](#)

Show 10 entries
 Search:

ID	Page name	Type	Affected Domain	O Factor	M Factor	Current Level	Current Probability	Current Impact	Incidents
AB1	Theft	Business continuity		O3		Medium	Possible	Critical	0
SR1	Server room	Data protection	Hosting	B1	A1	Low	Improbable	Negligible	1
DP2	Social engineering	Data protection	Office, Home office	B4	A1	Low	Improbable	Negligible	1

• • • Risk matrix [\[Ausklappen\]](#)

ID:

Risk name: Server room

Risk affects:

☐ Asset
☐ Environment
☐ Business continuity
☐ Data protection

Starting factor:

Discovered on:

Risk domain:

Owner:

Zum Filtern tippen ...

Mitigation: ☐ Measures exist

Last audit date:

[Seite speichern](#) [Abbrechen](#)

Risk registry

Form

[view all incidents](#)

[edit](#)

Incident name:	Customer hit head on ceiling	Reported internally:	2021/09/17
Incident type:	Health	Reported externally:	
Incident date:	2021/09/17	Closed?	No
Related risks:	Low ceiling heights		

Description

During a training, Mr. Blue from company ABC News hit his head during a training session in our conference room. A slight bleeding wound on the right side of the head was the result.

Actions taken

- Employees Marc Bauer applied bandages

Outcome

no outcome info available

Report new incident

show 10 entries

Search:

Export ▾

Datum	Incident page	Incident Type	Closed?	Associated risk
2021-09-12	Missing laptop	Asset Data protection	×	
2021-09-12	Exposure of customer data	Data protection	×	Unauthorized data access
2021-09-17	Customer hit head on ceiling	Health	×	Low ceiling heights

Incident report

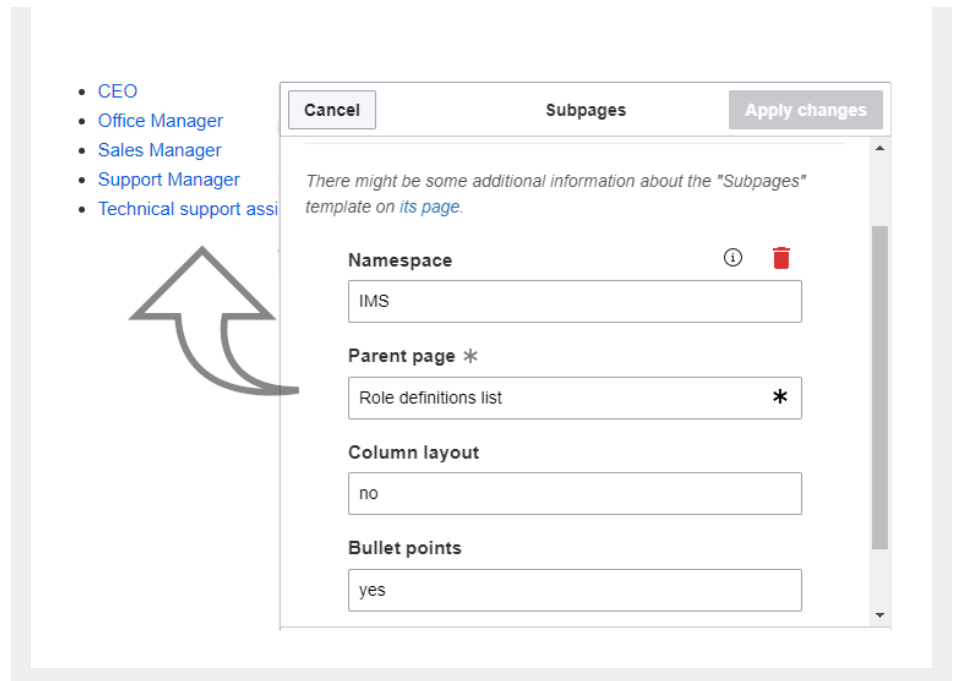
Incident register

Templates download/Subpages

This template can be integrated into every wiki page using the editor toolbar. It

Download

generates a list of subpages of a wiki page. You can create a single or multi-column layout, with or without bullets.



Importing the template

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

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

1. **Select file** and choose *HW-subpages.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.

Usage

Insert the template *Subpages* with VisualEditor. Provide the settings for the list:

Field	Description
Namespace	Namespace in which the parent page is located. Leave blank for the main namespace.
Parent page	The wiki page that has the subpages.
Column layout	no = flat list; yes = 3-column layout
Bullet points	yes = bulleted list; no = list without bullet points

Pages included in the import

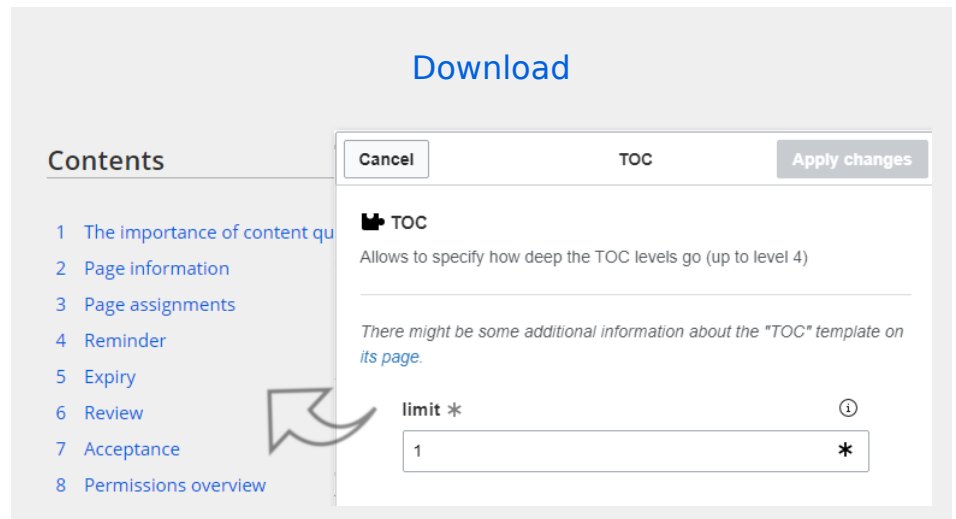
The xml import creates the following file in your wiki:

- Template:Subpages
- Template:Subpages/styles.css

Templates download/TOClimit

This template can be integrated into a page using the Visual Editor

Insert>Template link. It makes it possible to limit the heading levels that are shown in the Table of Contents of a wiki page.



Importing the template

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

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

1. **Select file** and choose *HW-TOClimit.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.

Usage

1. Insert the template *TOClimit* with VisualEditor.
2. Enter the number of heading levels you want to show on the page (1-4): 1=only main headings, , 4= main headings and 3 levels of subheadings

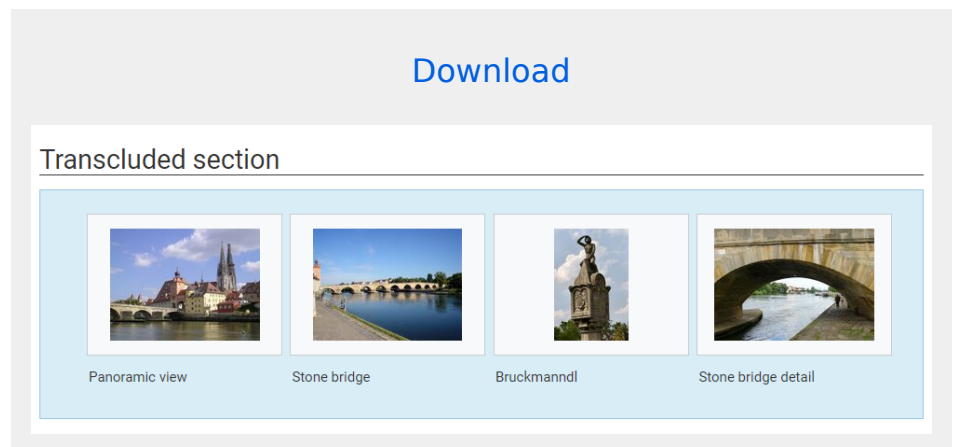
Pages included in the import

The xml import creates the following files in your wiki:

- Template:TOClimit
- Template:TOClimit/styles.css

Templates download/Transclusion

This template creates a page banner that you can include on portal pages, for example. You can see an example here in the Helpdesk on the topic pages, e.g, [quality assurance](#).



Importing the template

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

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

1. **Select file** and choose *HW-transclusion-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 template is now available in your wiki.

Pages included in the import

The xml import creates the following files in your wiki:

- Template:Transclusion
- Template:Transclusion/styles.css

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.

Cancel

Transklusion

Apply changes

template on its page.

Page to transclude into this document *

Regensburg

*

Page section

Galerie

Color style

blau

Background (use instead of color style)

Border (use instead of color style)

Input fields for transclusion

Input field	Description
Page to transclude into this document	Page name of the page containing the section (including the namespace prefix if the page is not in the main namespace).
Page section	Heading of the section you want to transclude. If a section contains sub-headings, these are included up to the next heading at the same level of the section.
Color style	If you want to apply a background color, you can select one here. Choices are: blue, green, grey, red, yellow
Background	If you don't like any of the color styles, you can enter your own color in hex format (e.g. # cce6ff).
Border	Creates a border color. Apply only when you use a custom background color instead of the color style (which already uses its own border color).
Padding	Distance from box to box content. Default value: 20px. You can set this to any other pixel-value or simple enter 0 for now padding.