Contents

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

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

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

hiring plan **> closed >** Due: 2021/07/15
d 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.

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
...cess	Company, Project Management	Andrew Hayes	Approved	20. Juli 2021
...er management	Project Management, Sales	Margie Castillo	Approved	13. April 2022
...s	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
Domain	Cloud	Measures exist?	Yes	Pro
Incidents	1	Last audit		Imp

Risk registry and incident reports

Mention

notify this user

Please contact @MLR for details.

User mention with notification

Message box

s a note.

a tip.

This is important.

his is a warning.

his is an example.

Color-coded box (optional icons)

Minutes

ary), Mark Pichler, Ursula Gerstmair, Hu Cheng

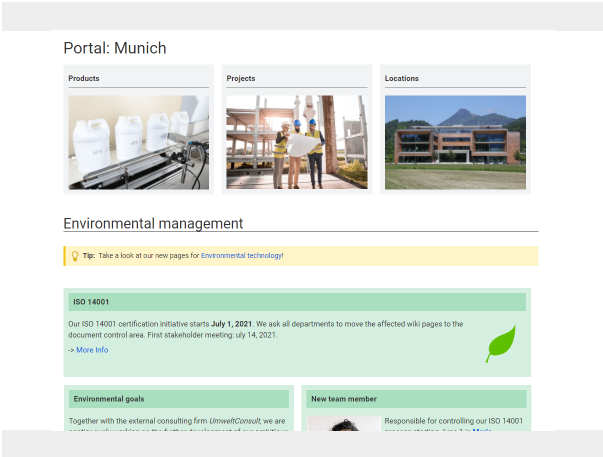| ion	Topic	Res
in	Review of open leads	
in	Strategy: customer relations	
in	New pricing concept	
in	**End of meeting**	

IT

2021-07-02   New page

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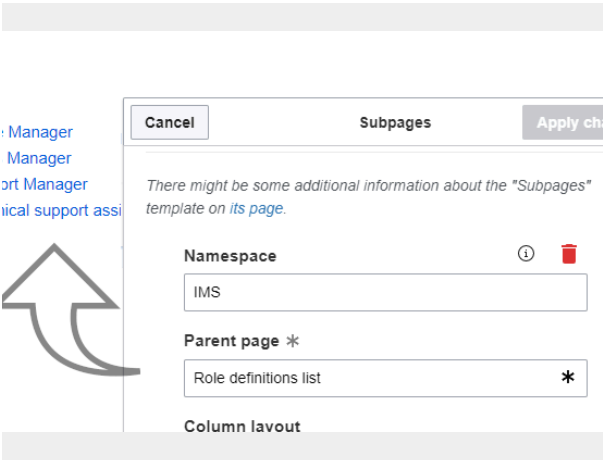- IT/2021-05-26

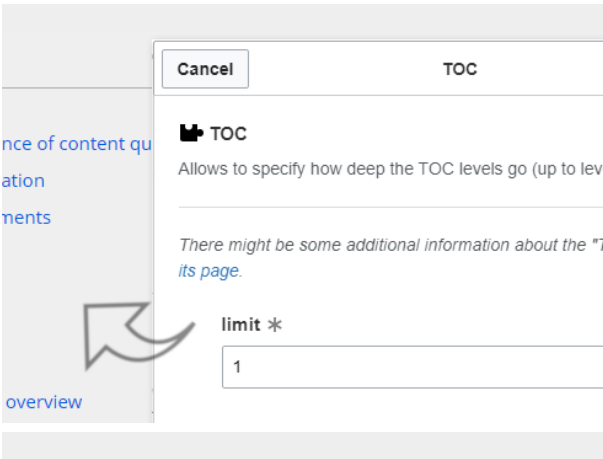romising follow-ups to be scheduled

Teams-based main template
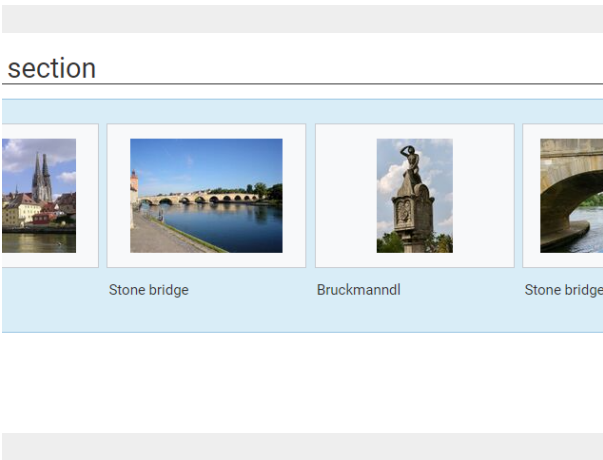
Portal

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)

nagement	Customer	Due date	Task	

Customer projects meeting minutes

Minutes\: Management

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 10 ⌄ Einträge		Suche:		Exportieren ▼

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

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).

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.
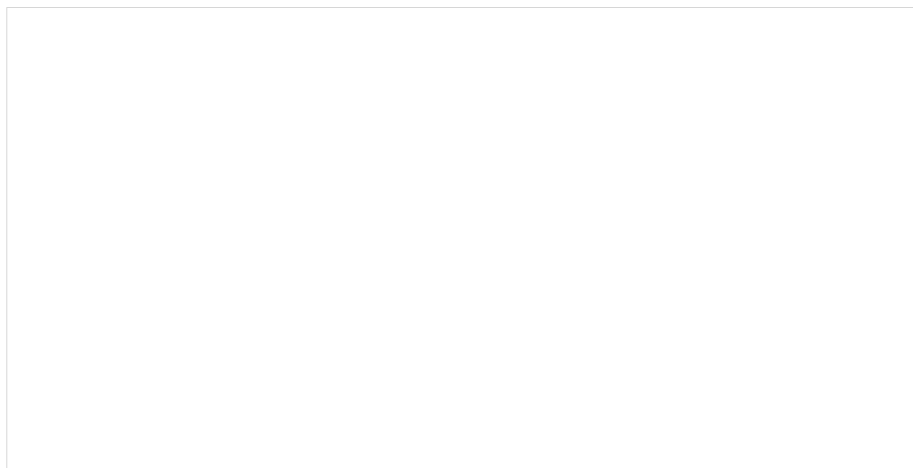
Download

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:

Finding the page Spezial:Import via search

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 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.

Making a "null"-edit to activate TemplateData
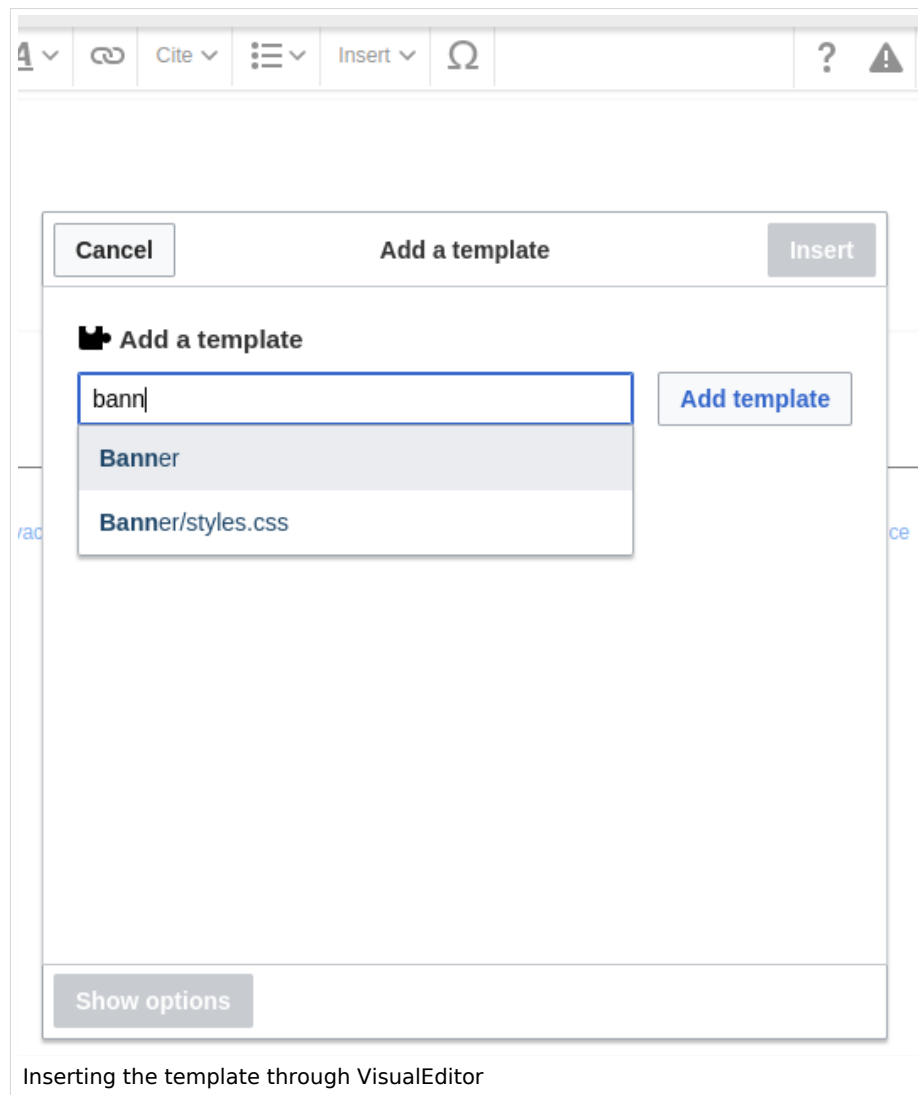
Pages included in the import

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".

Inserting the template through VisualEditor

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

Available banner settings

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

Banner settings

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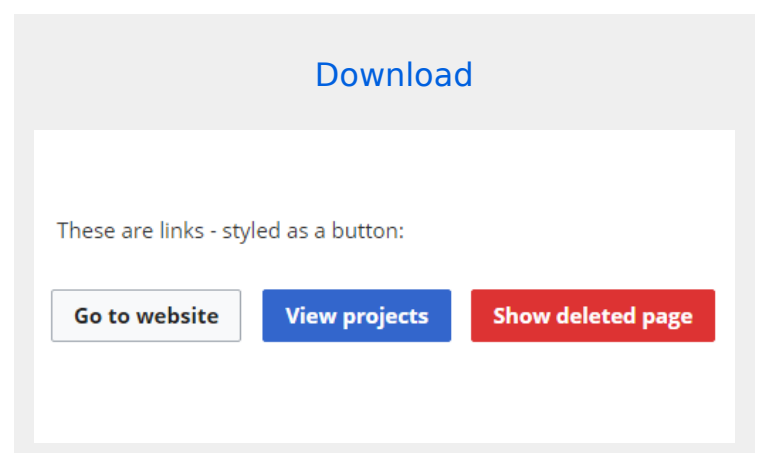
Importing the template

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.

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	Margie 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

✏ edit

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 ᴸ
		Valid from:	February 1, 2021
Process owner:	User:Mlink-rodrigue	Valid until:	April 13, 2022 ●
Roles affected:	Office Manager	Internal audit due:	May 27, 2021
Business unit:	Sales, Project Management		

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
what is needed to start this step?	name or brief description of the process step	related instructions	result of this step	who?	who?

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

List of role definitions

List of work instructions

List of process descriptions

List of audit reports

Template for a role definition

Template for a work instruction

Template for a process description
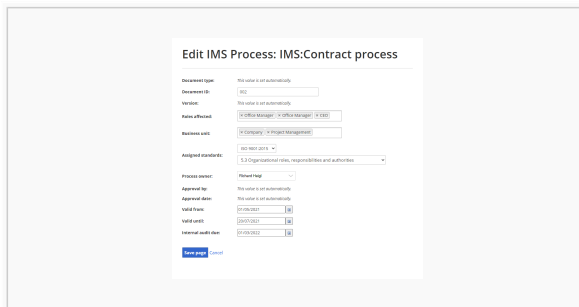
Template for an audit report

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 mentionned on the wiki.

Download

notify this user

Please contact @MLR for details.
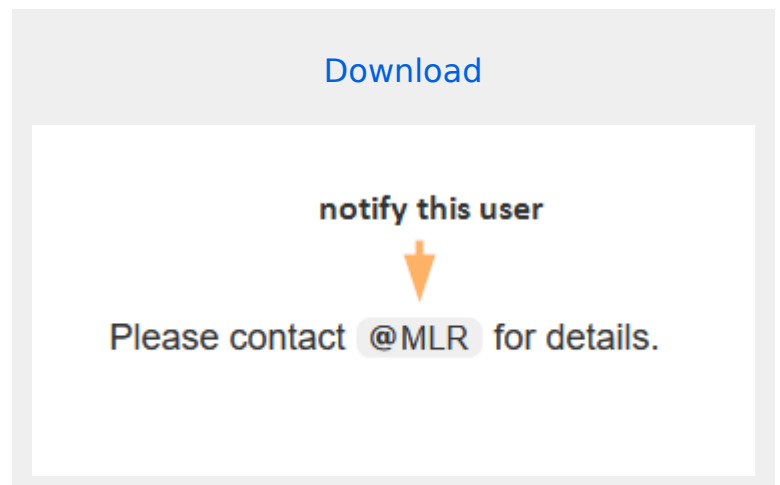
Importing the template

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.
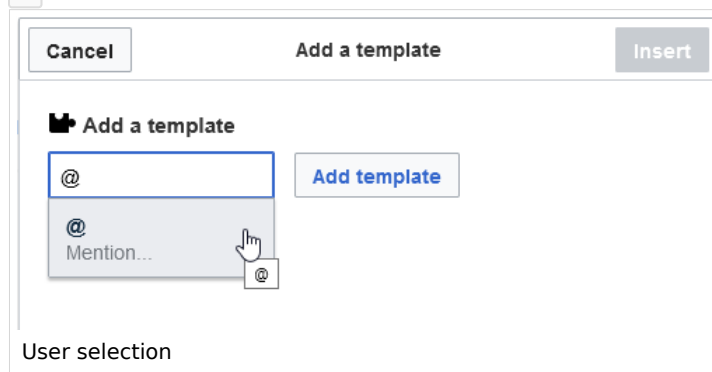
Pages included in the import

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 `@` .
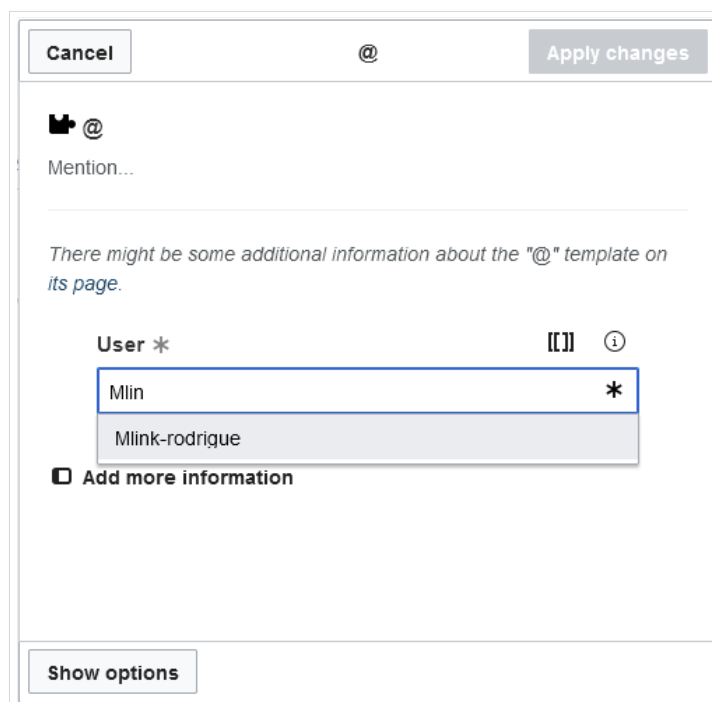
User selection

3. **Select** a user name.

Select a user name

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.

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.
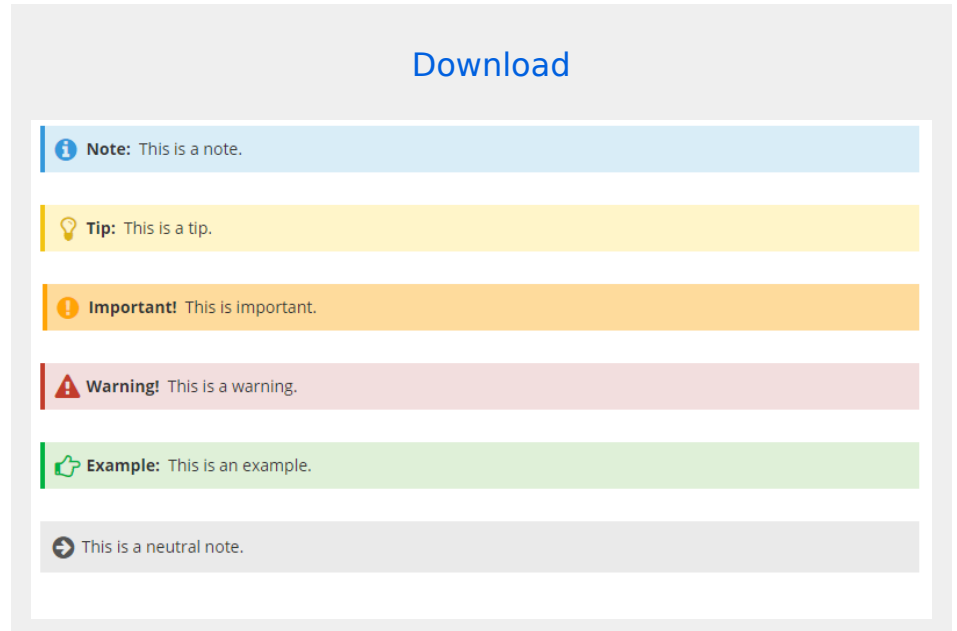
Importing the template

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.

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;
}
```


Messagebox within text-flow

Templates download/Minutes JF management

Page template for Management meetings.

[Download](#)

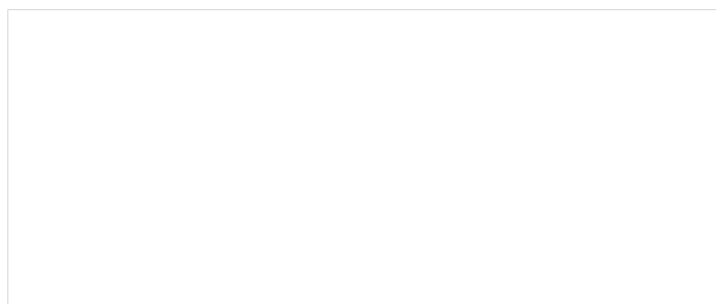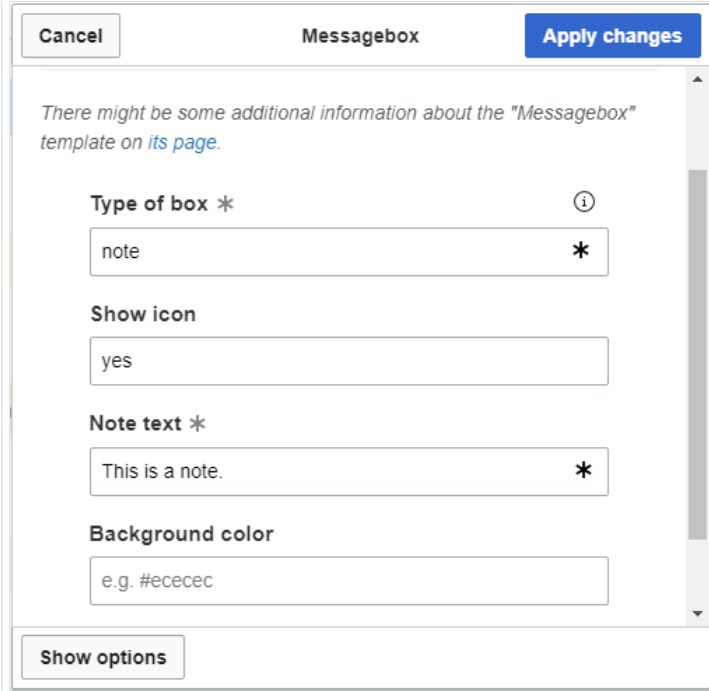## Importing the template

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	

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

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

Sales

2021-07-02 [New page]

- Sales/2021-05-25

Action items

Description		te
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

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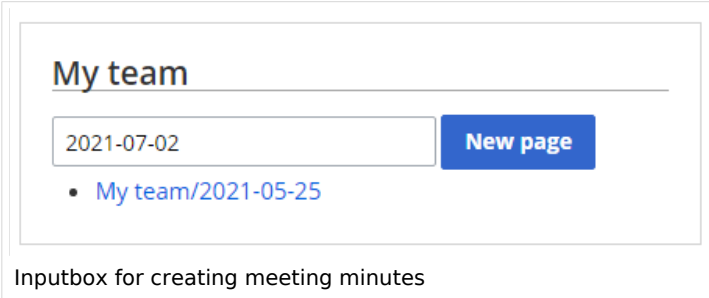
Three adjustments need to be made for each team section on the main *Meeting minutes* page:

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:

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
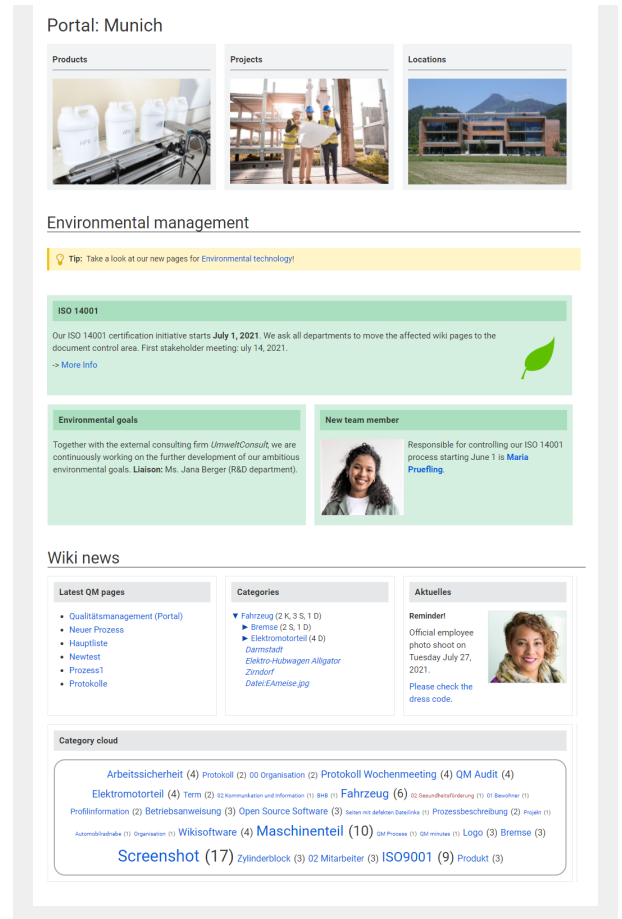
Importing the template

The import file is included in the archive file*HW-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 an 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.

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.

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

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 [hide]

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

Reported incidents

[ ] Report risk-related incident

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

GDPR TOMs

The following GDPR requirements have been addressed:

- Pseudonymization and encryption of personal data (Art. 32)
- Restauration, 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 involve 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

Adjustable risk matrix

Risk entry

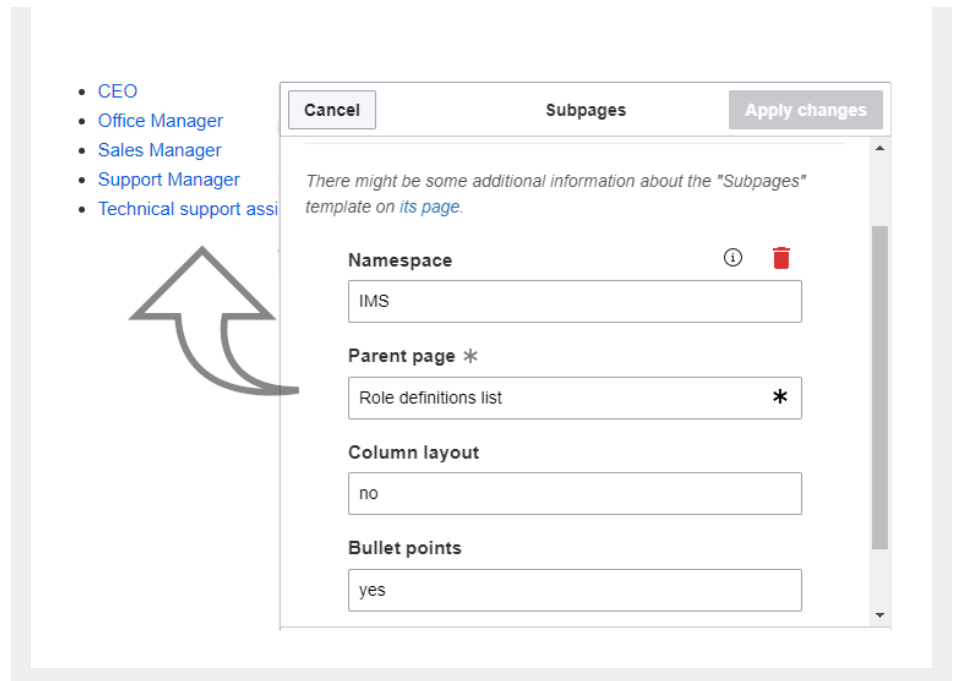
Risk registry

Form

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.
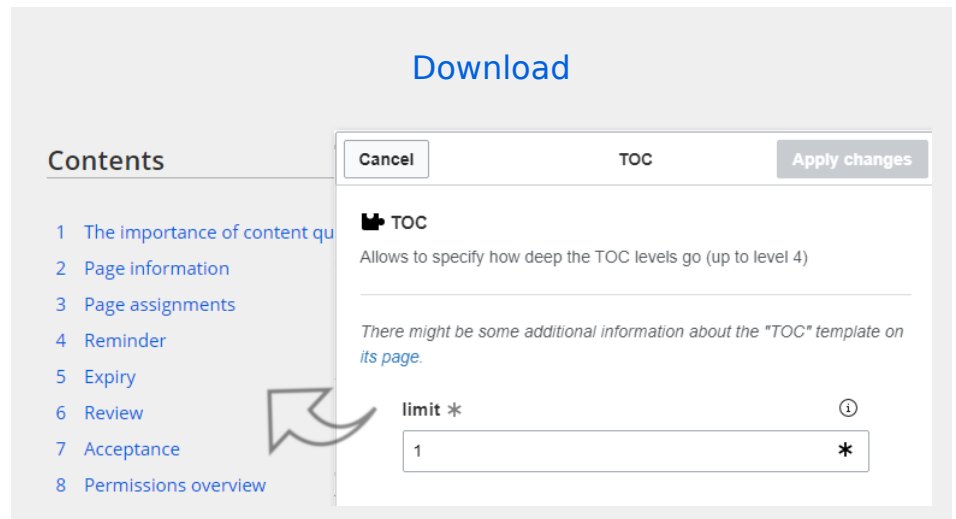
Importing the template

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
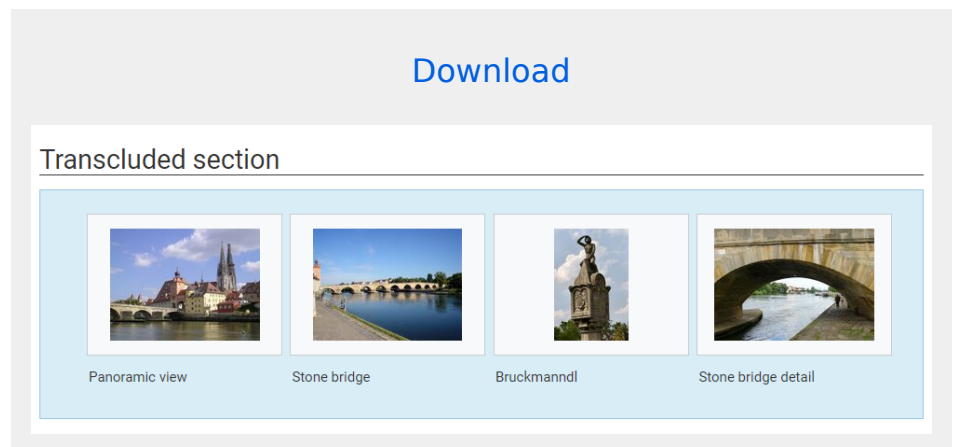
Pages included in the import

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.

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.