

BlueSpice 4.3

Startpage templates



Current situation

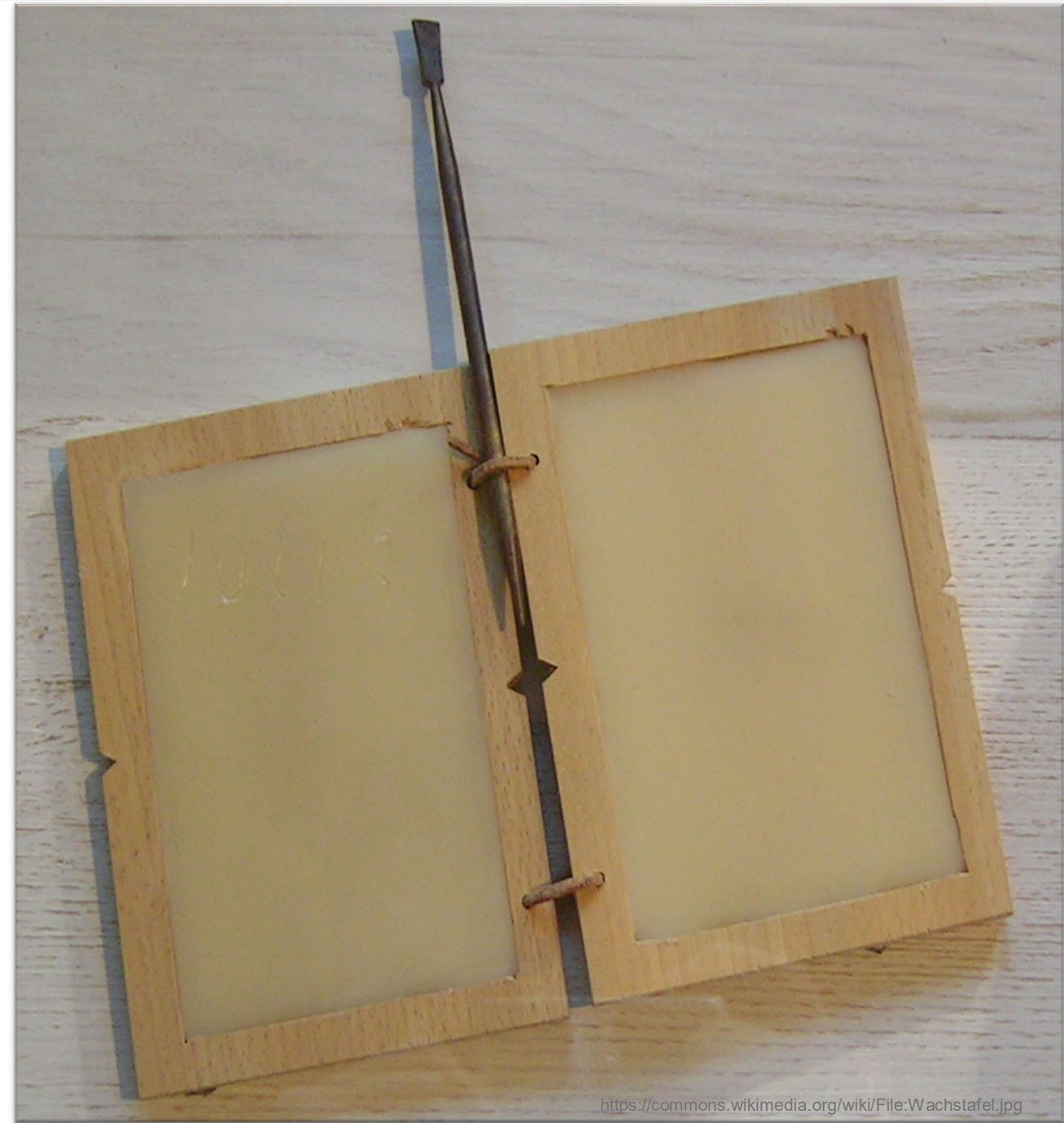
„Clean slate“

+ Content organization wide open

+ No unnecessary clutter

- No help to get started

- Organizing content takes time



What to do next?



Users: Page templates

PT Meeting minutes Standard

Attendance

- Time and location:
- Attendees:
- Absentees:
- Minute-taker:

Meeting agenda

Topic	
..	
..	

Summary minutes and action items

Summary minutes and action points	
..	
..	

Decisions

PT To-do List

Owner: username1
Time period / milestone: what time period/project milestone

To-do list

Area / topic	Task
(e.g., GUI)	Name of this task: description of

Backlog (not scheduled)

List possible tasks that should be considered ne

- Name of this task: description of this task
- Name of this task: description of this task

Notes

Provide some details about the backlog if

PT Project plan

Provide a brief overview of the project goals. All stakeholders should understand what you try to accomplish with this project.

Stakeholders

Who is affected by the project and its results? Who influences the project?

Stakeholder name or role	Description of the interests of this stakeholder
...	
...	

Contributors / Project members

Project role	Description	Members
...		
...		

Resources / costs

- Expected costs and time requirements.
- Who releases the budget?

Scope

In scope

Organizers: Startpage templates (v4.3)

function as portals into related content

support different audiences/view points

present changes „at a glance“

provide access to namespaces

can easily be customized

create wiki pages and templates in the wiki

Welcome to our BlueSpice Wiki!
Where we create and share knowledge.

Management announcements

Events

Sales

Production

HR

Meeting minutes

Latest minutes

Contact

Process (17) containing 17 pages in 12 Checklists (2) in 10 Customer (10)

WELCOME LEAD:!

Support schedule

Mon	Tue	Wed	Thu	Fri	
Michael	Clara	Janis	Andi	Christina	
MC	Lee	Olivia	Charlotte	Willie	Robert

Phone directory

Customer	Team	Location
18	Finance	San Francisco
199	Conference event 1	San Francisco

Team meetings

Latest minutes

Recent changes

Contact info

Quick links

Important files

Welcome to our BlueSpice Wiki!
The central info platform for our company.

News

Meeting minutes

Recent changes

New employees

Software Development

Warning!

Latest changes

Announcements

Roadmap for our new app

Contacts

Welcome to our Management System
Our central platform for processes and work instructions

How we document our processes

Events

Process map

Recent changes

Welcome to the IT Helpdesk
You are our first priority!

Announcements

Quadrants

IT Blog

Application A

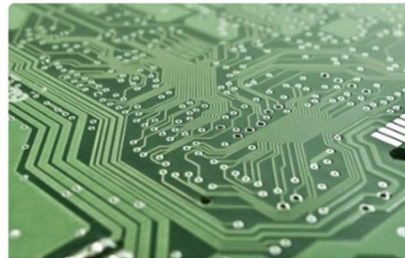
Application B

Timeline

Startpage Intranet

Welcome to our BlueSpice Wiki!

Where we create and share knowledge.



Products



Projects



Locations

Management announcements

- New product launch in August 5 minutes and 11 seconds ago
 - Welcome, John Doe (Marketing) 6 minutes and 40 seconds ago
- [↻ all announcements](#)

Events

- 11/30 Management retreat
- 12/15 Deadline for departments to update their documentation
- 12/31 New Year's Party (formal event)
- 04/30 New office opening

Sales

- New prices effective 01/01
- Sales brochures
- Weekly meetings

Production

- Machine maintenance
- Procedures
- Installation manuals

HR

- Employee handbook
- Onboarding process
- Vacation request

Meeting minutes

2023-04-28

Create minutes

Latest minutes

- 2022-10-31
- 2022-10-21

[↻ view minutes](#)

Contact

If you don't have the correct permissions for this wiki, please contact the wiki administrator.

For questions about contributing to this wiki, ask your department manager.



Process (17) Marketing (1) RFC (1) Checklist (2) IT (1) Customer (10)

Startpage Team

Welcome team!

Support schedule

	Mon	Tue	Wed	Thu	Fri
	Michael	Claire	Justin	Atri	Christophe
	Joe	Elisa	Claudette	Mike	Robert

What to do during [weekly support](#)

Phone directory

Extension	Room	Location
0	Reception	1st floor
193	Conference room 1	2nd floor

[all extensions](#)

Team meetings

[Create minutes](#)

Latest minutes

- 2022-10-31
- 2022-10-21

[view minutes](#)

Contact info

Contact Liz for any questions about our wiki.

You can also schedule a one-hour wiki training with her or send her an e-mail whenever you have questions about our new wiki.





Recent changes

- Help:Startpage Team
- Help:Startpage...ranet/Image cards
- Template:CreateInput
- Template:ButtonLink
- Template:Messagebox
- Help:Startpage SME/Contact

Quick links

- Employee schedules
- Substitute arrangements

Important files






File	Latest version	Editor		
ProjectOutline.docx	14. April 2023	Monique Williams		

[1 entry](#)

Startpage SME

Welcome to our BlueSpice Wiki!

The central info platform for our company.

 Employee portal  Knowledge base  Processes  Startpage/Minutes  Wiki help

News


11/04/2022 [Another news item](#)

10/19/2022 [Deep learning with light](#)

08/18/2022 [Hallo Welt! moves cloud instances to Hetzner data centers](#)

07/17/2022 [Another news item](#)

Contacts

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Meeting minutes

[Create minutes](#)

Latest minutes


- [2022-10-31](#)
- [2022-10-21](#)

[view minutes](#)


Recent changes

- [CreateInput](#)
- [ButtonLink](#)
- [Messagebox](#)
- [Startpage SME/Contact](#)
- [Startpage SME/New employees-copy](#)
- [Startpage SME](#)


New employees




John Doe
Sales
Sales Manager




Jane Doe
Marketing
Marketing Director




Sandra Blue
Marketing
Social Media Consultant



Arun Candramurti
IT Services
Network Admin



John Doe
Marketing
Social Media Consultant



John Doe
Marketing
Marketing Director

Startpage Software Dev

Software Development



Systems



Use cases



Releases



Checklists



Policies & guidelines



Warning!

Test systems will be down for maintenance Jan 01, 00:00 a.m.

Latest changes

- Startpage Software Dev/Contacts
- Startpage Software Dev
- Startpage Soft...Dev/Announcements
- Startpage Software Dev/Message
- Startpage Soft.../Roadmap/Timeline
- Startpage Software Dev/Roadmap

Announcements

- Say hi to our newest team member: Josh Alliosky (product dev)
- Volunteers for documentation of server updates needed. Please check with Allison for more info! We have nice rewards waiting for you.
- Our process documentation will be locked for editing until end of audit period 12/31.

Roadmap for our new app

July 2023	Start brainstorming / Come up with use cases
Aug	Research / competitor analysis
Sep - Oct	Prototyping / acceptance testing
Nov	Locking in and prioritizing features
Dec - Feb 2024	Agile implementation of features
March	Release v. 1.0 - all prio 1 features are finished

↪ More info

Contacts



Contact name 1

Emergency customer issues, testsystems, test automation



Contact name 2

Cloud development, product dev, feature requests



Contact name 3

Documentation, 3rd party extensions, accessibility testing

↪ Software Dev organization



Startpage Management System

Welcome to our Management System

Our central platform for processes and work instructions



Roles



Processes



Work instructions



Wiki help

How we document our processes

Each department is submitting their role definitions, process descriptions, and work instructions by using the specific page templates provided during page creation. Once your document is ready for approval, start a workflow and assign it to an approver. Our complete documentation process can be found in the help section.

Events

11/30/2022 Selection of internal auditors
12/15/2022 Deadline for departments to update their documentation
12/31/2022 Processes will be locked until end of audit period
01/12- Internal audits
01/31/2023 Auditors - please carefully review your instructions!

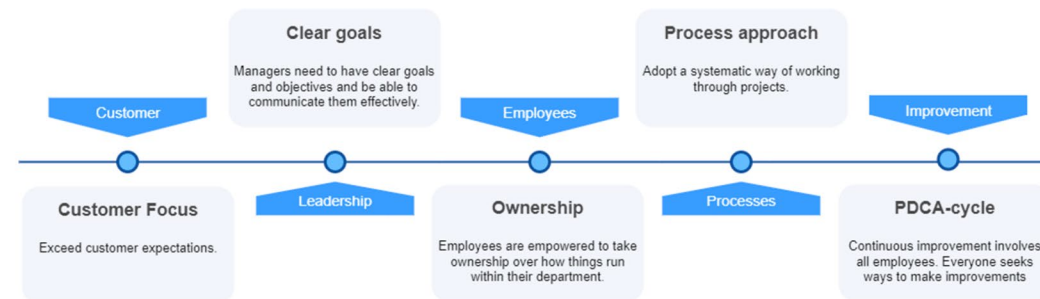
Contact info

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Process map




New pages

- Process Map Example
- Decision
- Startseite
- Blog/de
- Banner/de

Recent changes

- Startpage Mana...nt System/Contact
- Startpage Mana...ystem/Process map
- Process Map Example
- Startpage Mana...nt System/Iconnav
- Start page templates
- Startpage Management System

Startpage Internal Helpdesk



Welcome to the IT helpdesk

You are our first priority.

Announcements

Say hi to our newest team member: Josh Alliosky (product dev)

Volunteers for documentation of server updates needed. Please check with Allison for more info! We have nice rewards waiting for you.

Our process documentation will be locked for editing until end of audit period 12/31.

Quicklinks

- How to order materials
- Setting up a new employee

Emergency info

- Reporting an event
- Emergency phone list
- Emergency operations manual

IT Blog

Introducing our new CRM system

We will have a lunch and learn session on Tuesday to show off our brand-new CRM system. Come to the large conference room - lunch will be provided (vegan options, too).

Comments (0) 17 minutes and 14 seconds ago • MLR

New hardware request process

We made it easier and faster to get your hardware requests approved. Please check out the new hardware request form.

Comments (0) 23 minutes and 13 seconds ago • MLR [More](#)

Mandatory 2FA authentication starting Oct 1

The platform-wide enforcement will begin on Oct 1st, a process that will roll out incrementally to different groups of users and project administrators throughout the rest of the year.

Comments (0) 33 minutes and 32 seconds ago • MLR

How-to

- Server patches
- Working on tickets
- Using the chat

Application A

- Creating a task
- Adding a project
- Linking tasks and projects

Application B

- Reset password
- Add customer record
- Adjust configuration

Timeline: Rollout

when?	done?	what?
11/30	<div style="width: 100%;"></div>	Kickoff meeting
12/15	<div style="width: 100%;"></div>	Use-cases defined
12/31	<div style="width: 100%;"></div>	Architecture planned
01/31	<div style="width: 90%;"></div>	DoDs 90% done
02/31	<div style="width: 100%;"></div>	UAT done

Live demo

How to find the templates

How to „activate“ them

How to use/edit them

How to customize them



Contact

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