Training

Here we have collected some information for you on our training courses for BlueSpice and MediaWiki.

We place practical application at the centre of all our training. You acquire the knowledge and skills you need to work with BlueSpice or MediaWiki by actively taking part in a variety of exercises. Your trainer provides exercises, instructions and assistance in using a variety of functions. The aim is to enable you to work according to your demands on the system, implementing your requirements in the wiki.

We provide a standard framework for our training courses, but we are happy to discuss with you and customise it to your needs and areas of interest. We prepare our training courses and consultations individually for each customer, whether it is with the standard framework or a tailored one.

You decide if we should come to you, you will visit us or if the seminars will take place in an online meeting. Please note that additional proportional costs for project management and travel and overnight expenses are incurred.

We offer the following training courses:

User Training

Maintainer Training

Admin Training

Semantic Training

User Training

A wiki is a collaborative platform which thrives and grows as the knowledge of the users is put down. Therefore, to successfully introduce a company wiki means getting the users to accept and adopt the system.

Our User Training course will put you in the position to work properly with BlueSpice. We use practical examples to give you the necessary understanding of the wiki procedures and its basic functions.

Our User Training course provides the perfect introduction for every user, whether they have lots or no experience in wikis. We introduce new users to the wiki basics, and give more advanced users tips and tricks on using BlueSpice even more efficiently and on what functions are available to realise special use-cases. This overcomes any obstacles to working in BlueSpice and creates the optimal conditions for a successful wiki.

Contents

We deal with the following subjects:

- Introduction and orientation in the wiki - a tour of the wiki
- Profiles and personal settings
- Accessing information: searching and finding
- Working with content: creating, editing and formatting
- Creating and maintaining structure and order
- Keeping track of your own activities
- Using special functions, e.g. for quality assurance

Organisation

The User Training course is a one-day seminar which takes place either in an online meeting or in-house, as you wish. It consists of 6 hour-long units for a maximum of 12 participants.

The **User Training** course provides you the perfect introduction. Learn the right way to use the basic functions in your work.

All you need to do is ask us.

SEND AN ENQUIRY

Maintainer Training

The Maintainer Training course is aimed at wiki editors or the editorial team which actively organise the wiki in their everyday work and fill it with content. Its content lies thematically between that of the User Training and Admin Training courses. It goes further than the User Training course and is focused on the organisation of content, and the structuring and maintenance of the wiki.

This training course provides you with all the important knowledge to handle documents and areas in the wiki efficiently. Your skills in creating structural concepts for the wiki and in administrative tasks will develop and deepen.

The aim is to give you confidence in working in BlueSpice so that you get to know its functionality, can use it to its full extent, and can help your colleagues when required. After this training course, you will use the wiki as a productive tool and be a competent point of contact too.

Contents

- We deal with the following subjects:
- Templates and PageTemplates
- Rich editing of texts
- Concepts for creating structure
- Quality management
- Wiki maintenance
- Rights concepts in connection with users, groups and namespaces
- Road-map for creating a rights concept

Organisation

The Maintainer Training course is a seminar lasting a day and a half which takes place either in an online meeting or in-house, as you wish. It consists of 10 hours for a maximum of 6 participants.

The **Maintainer Training** course gives you all the skills you need to use your BlueSpice wiki professionally and efficiently, and turns you into a competent point of contact for others.

All you need to do is ask us

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Admin Training

Wiki administrators are responsible for the care and maintenance of the system, and need a wide technical understanding of BlueSpice. Our Admin Training course gives you the tools to administer and support your wiki properly. We convey the necessary knowledge for maintaining and backing-up the system. Even individually customising the layout and design is included in the course.

With many practical tips you learn, on one hand, the fundamentals of how BlueSpice is built up, and, on the other, how you can properly configure your wiki.

Contents

- We deal with the following subjects:
- Terms, concepts and the wiki architecture relevant for admins
- Introduction to the admin interface
- Individual adaptation (customising, navigation, layout, templates and skinning)
- Monitoring, configuration and settings
- Concepts for creating structure
- Administration of users, groups and namespaces
- Rights concepts in connection with users, groups and namespaces
- Road-map for creating a rights concept

Organisation

The Admin Training course is a seminar lasting a day and a half and can take place either in an online meeting or in-house, as you wish. It consists of 10 hour-long units for a maximum of 6 participants.

The **Admin Training** course will strengthen your technical skills for managing and configuring your BlueSpice wiki successfully.

All you need to do is ask us.

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Semantic Training

Semantic MediaWiki (SMW) is a free expansion which not only makes it possible to place files in the wiki but also to retrieve them dynamically. Furthermore, BlueSpice pro contains a package "Semantic Data" which bundles SMW with further useful semantic extensions, offering additional helpful functionality. This basic system turns your wiki into an efficient and flexible database.

Our Semantic Training course will show you where using Semantic can be helpful and practical in your specific use-case. We explain how templates and semantic forms can be created professionally. You learn the foundations necessary, so that you can then work independently with Semantic and develop your own individual concept.

Contents

We deal with the following subjects:

- The concept behind Semantic
- Creating templates and semantic forms
- Semantic queries

Organisation

The Semantic Training course consists of a half-day online meeting. It consists of 3 hours for a maximum of 6 participants.

The **Semantic Training** provides you with the necessary foundations so that you can then work productively with Semantic on your own.

All you need to do is ask us.

SEND AN ENQUIRY

Thanks for your interest.

Just contact us if you have any further questions about our range of training courses.

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