

Manual:Extension/BlueSpiceChecklist

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What is Checklist?

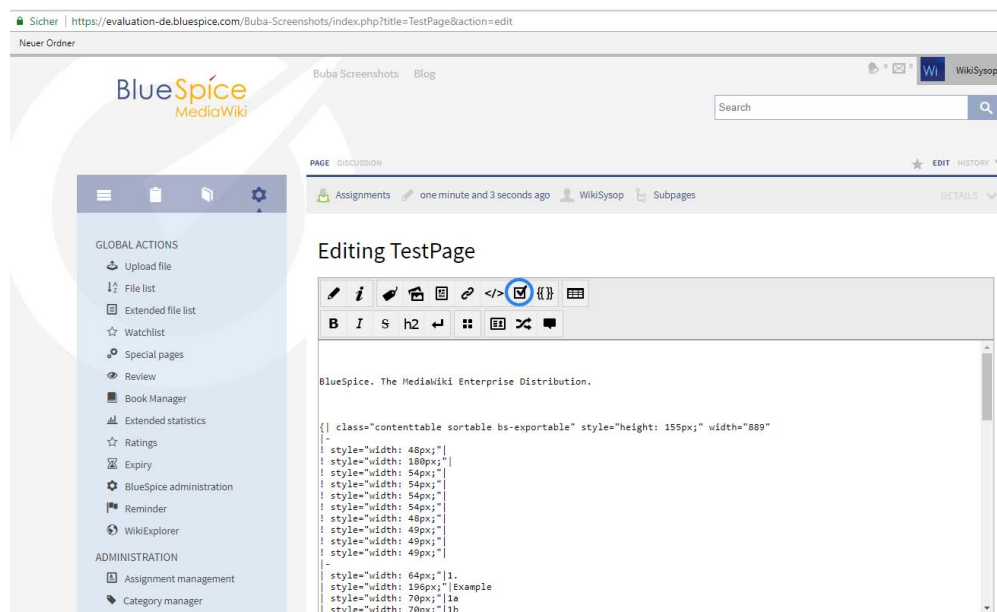
Checklist gives you the ability to create checklists and checkboxes for to-do lists or task lists with responsibilities and status queries.

Background

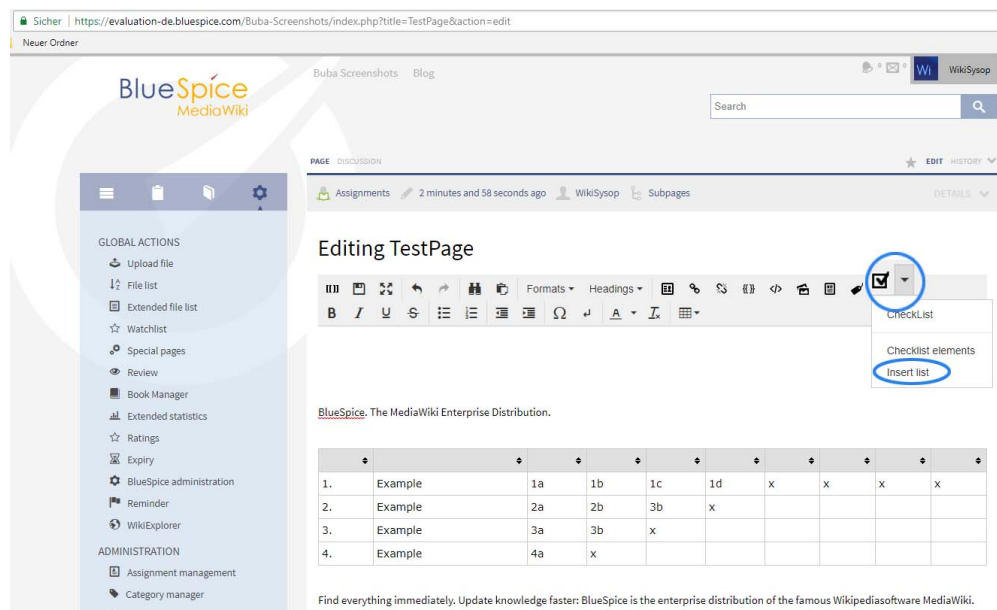
Checklist inserts wiki code elements which, depending on the mode chosen, appear as check or combo boxes.

Where to find Checklist?

Checklist is a page editor menu item.



In the WYSIWYG Editor:



CheckList Functions

The checklist dropdown inserts:

- Recently used lists.
- Single checkbox elements.
- Newly created lists.

Multiple checkboxes and/or checklists can be inserted into an article.

Create Checkboxes

Insert

Checkbox : A checkbox is a single checkbox element. You insert a checkbox by clicking the

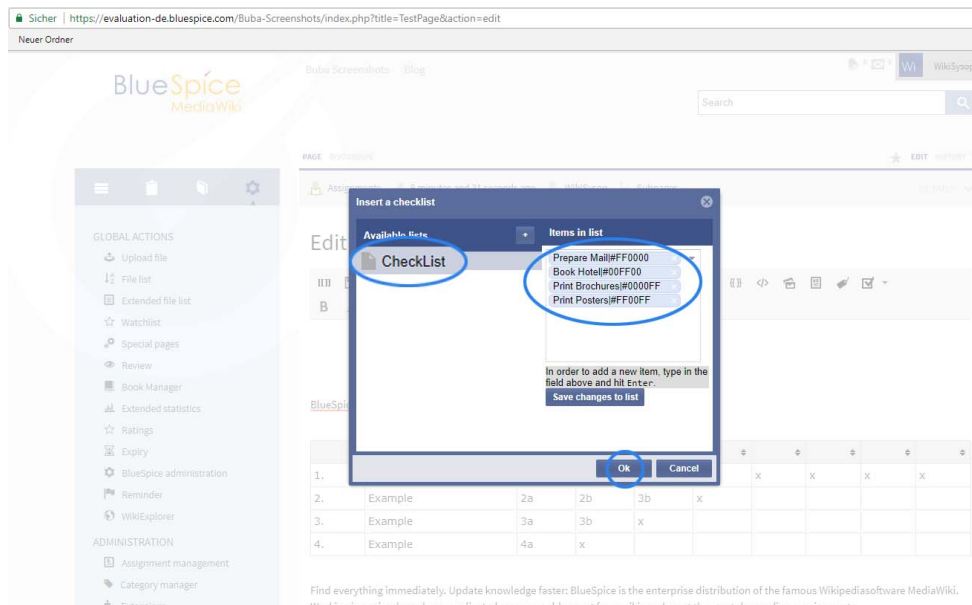
Menu Icon



or the 'Checklist elements' dropdown item. Ticking the checkbox in view mode alternates the checkbox hook between false and checked and updates the article's version history, edit mode doesn't update the history.

Wikicode:

The Code Editor (i.e. not the WYSIWYG Editor) edits checklist tags. i.e. the `value=""` unchecked



states table below or the color hex codes further below.

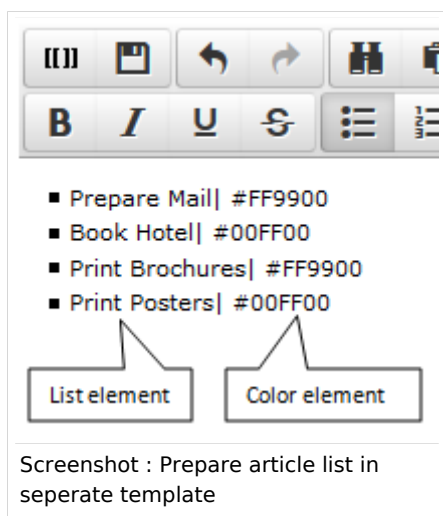
Clicking the



inserts only. You need to add the Prepare Mail identifier.

```
<bs:checklist value="checked" /> Prepare Mail
<bs:checklist value="false" /> Book Hotel
```

Creating Lists



Prepare Checklist : In order to insert a checklist in an article, you must first create a checklist template that contains the necessary check list elements. This is done by creating a new article in the Template namespace. For example create a new article named 'Template:Status'. Then in the Code Editor (i.e. not the WYSIWYG Editor) add the check list items as exemplified above, *as a list*. Save the Template and remember the Template's name as you need to add this name to Insert list dialogue below.








Assign colors : To facilitate visibility, you can assign list element colors. This is done by entering the pipe symbol (straight line) after the item identifier followed by a HEX color code.

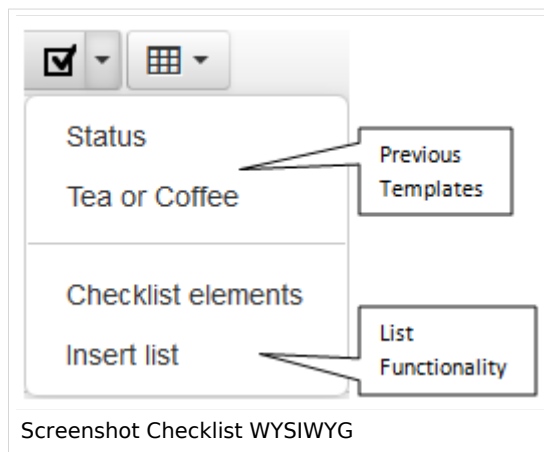
```
* Prepare Mail| #FF9900
* Book Hotel| #00FF00
```

Assign colors

To support element status visibility color codes can be linked to the list elements. This is done by adding the pipe symbol (straight line) after the list element name followed by the HEX color Code.

Typical colors;

Colour	Name	HEX-Code
	black	#000000
	grey	#888888
	red	#FF0000
	orange	#FF8800
	green	#00FF00
	blue	#0000FF
	magenta	#FF00FF



Insert checklist : The WYSIWYG Editor checklist dropdown arrow



enables you to insert checklists into your articles. You simply click a previously used template or as in this case add a new checklist.

To insert a new checklist, select the Insert list item in the dropdown. Then in the popup click on the + sign to add a new template. You must now enter the exact template title created above. Clicking " Ok " inserts the template's checklist items into your current article.

Event		
What	Who	Status
Mailing List preparation	TW	Unallocated
Book Hotel Accommodation	TW	Allocated
Order Brochures	NK	Busy
Print Posterd	NK	Completed

Example of Checklist being used for employee and status allocations.

As and example, you can add in multiple table row lists to show a tasks status of tasks , this might look like this.

Authorisation

- Anyone who has write permissions can use the Checklist tag.
- Anyone who has the checklistmodify permission can modify a checklist.

Designation	Description	Standard group
<i>checklistmodify</i>	Allows you to change a checklist item	user

CheckList-Tag Paramaters

You can off course also use Wikicode to insert check boxes and checklists. A Checklist-Tag creates a single form field, which depending on the mode is a checkbox or select box. It has the following parameters:

Name	Description	Type / Value range	Default value
<i>type</i>	Modus: If the checklist item as a list or as	check, list	check
<i>value</i>	Current value	str	-
<i>list</i>	Contains the name of the page in the MediaWiki namespace of the list entries. Mandatory when type is 'list'	str	-
<i>id</i>	Optional indication of ID that can be used to identify the items	str	-

Classic MediaWiki

Classic MediaWiki does not provide checklist functionality.

See also

Our [reference page](#).