

Manual:Extension/BlueSpiceChecklist

A [quality version](#) of this page, [approved](#) on *28 July 2020*, was based off this revision.

BlueSpiceChecklist allows inserting checklists and checkboxes for to-do lists with responsibilities and status settings.

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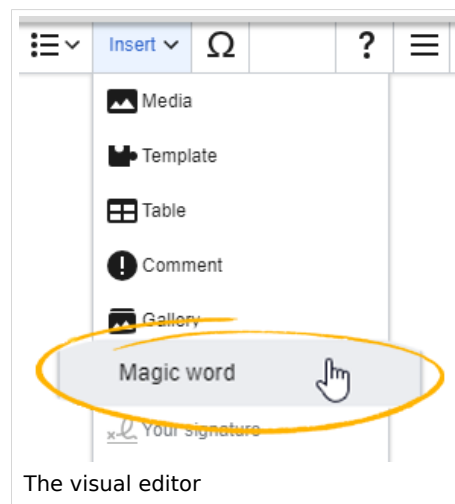
Magic word "checklist"

It is easy to insert simple checklists into any wiki page. When a wiki page has a checklist, any user with *checklistmodify* rights can update the checklist values without switching into edit mode. These are by default users in the role *editor*, *author*, *maintenanceadmin* and *bot*.

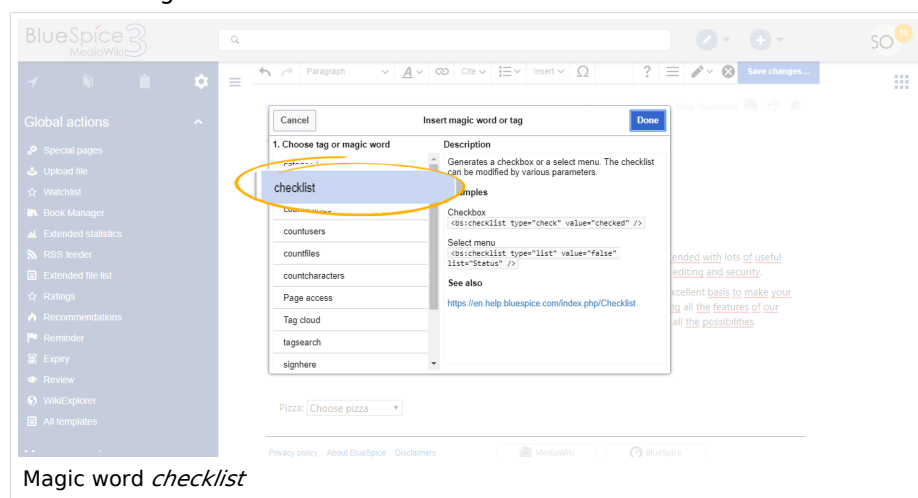
Note: If a user with read permissions changes the value of a checkbox or drop-down list, the value will not be saved. Refreshing the page will show the last value that has been saved before.

To create a checklist item:

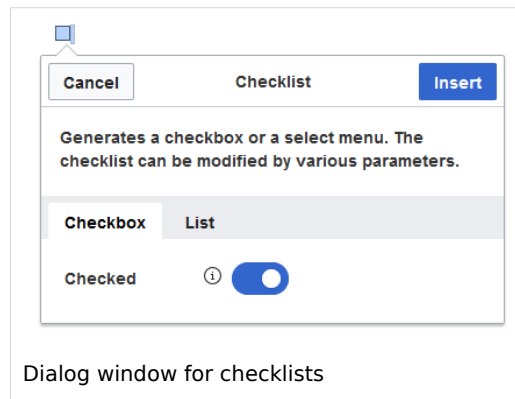
- Click *Insert* > *More* > *Magic word* in the visual editor.



- Click *checklist* in the dialog window.



- Click *Done*. Another dialog window appears.



Now select the tab to select your checklist type:

- *Checkbox*: creates an individual checkbox.
- *List*: creates a drop-down menu.

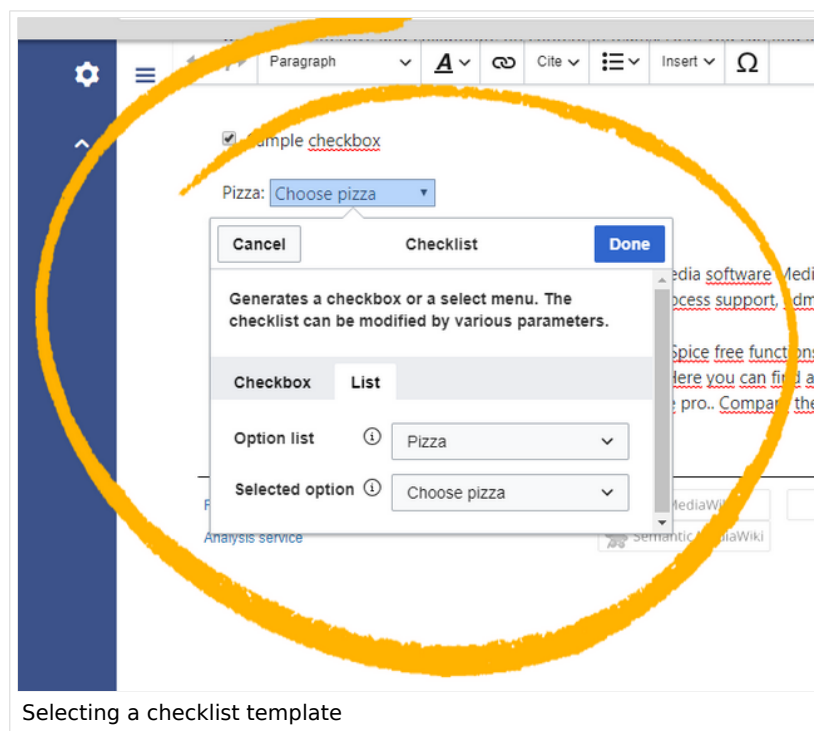
A page can contain multiple checkboxes and lists.

Creating a checkbox

1. **Toggle** the switch in the dialog window on the checkbox tab to create an unselected checkbox. When this toggle is blue, the checkbox is pre-selected.
2. **Select insert**. The checkbox is now visible on the page. Write the text for a label or for an instruction next to the checkbox

After the page has been saved, all users can activate and deactivate the checkbox.

Creating a drop-down list



1. **Select** an [existing option list](#) in the *List* tab.
2. Under Selected option, choose the default value.
3. **Click** Done.

After saving the page, all users can change the selected list value in read mode.

Defining an option list

Before a combobox can be created, a template for the list items needs to be available. For example, to create a list of pizzas, you need to create a page *Template:Pizza* with the following content:

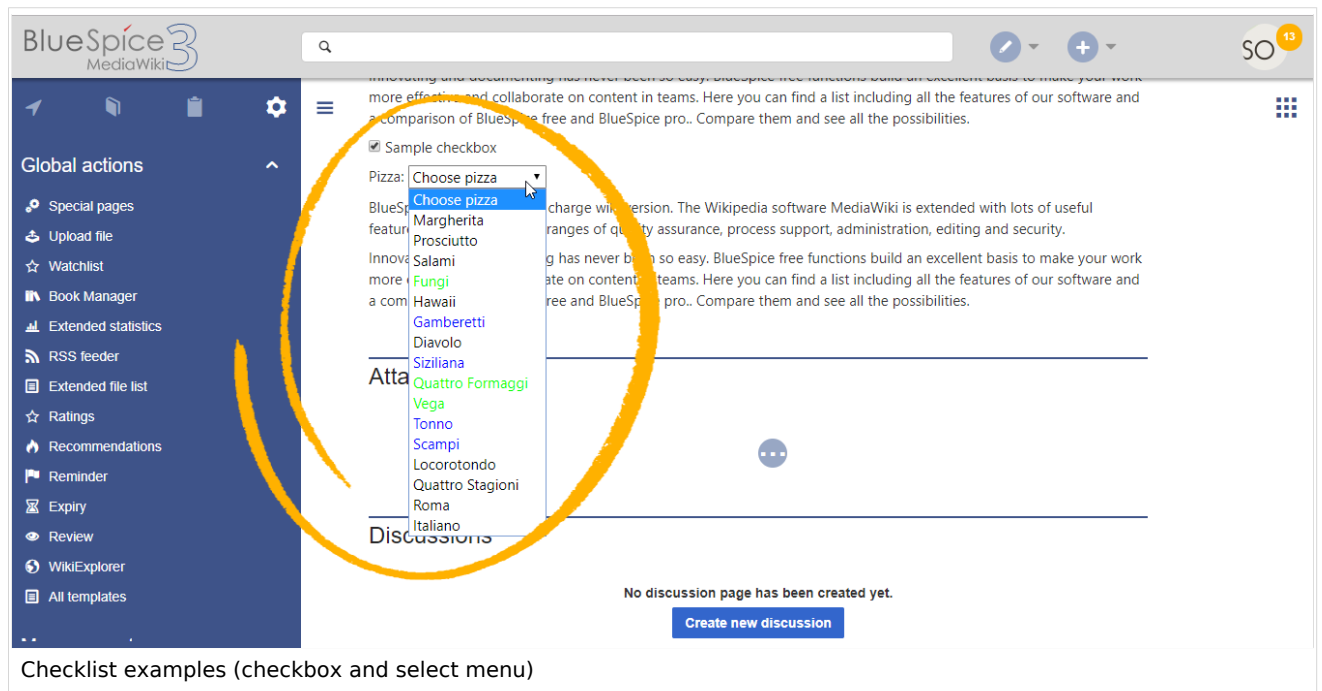
```
* Choose pizza
* Margherita
* Prosciutto
* Salami
* Fungi|#00FF00
* Hawaii
* Gamberetti|#0000FF
* Diavolo
* Siziliana|#0000FF
* Quattro Formaggi|#00FF00
```

After saving this page, the list "Pizza" appears in the select menu *Option list*.

Colors can be assigned to each option using the color's [HEX code](#). The color value #00FF00 shows green text.

```
* Quattro Formaggi|#00FF00
```

Without specifying the color, text inherits the text color of the wiki page.



Adding checklists in source editing mode

Checklists can also be added to a page using wikitext. The syntax for adding the tag is:

Checkbox:

```
<bs:checklist type="check" checked="true" />
```

The value of the parameter *checked* can be *true* or *false*, depending on whether the checkbox should initially be selected (true) or deselected (false). List:

```
<bs:checklist type="list" list="Template:Pizza" value="Choose pizza" />
```

The parameter *list* defines the template page that contains the list, *value* defines the initial selection.

Once a checklist tag has been saved on a page, users can change its value in read mode.

Configuration

The following configuration can be changed in the [Config manager](#):

- **Mark checklist changes as minor edit:** If this setting is active, changes to a checklist (for example, checking a checkbox) in view mode are logged as minor edits. If this setting is inactive, a change to the checklist is recorded as a regular version in the page history.

• (cur | prev) ● 12:01, 2019 December 5  Mlink-rodrigue (talk | contribs | block) 
(2,820 bytes) (+9) ... (Unchecked checkbox #1) (rollback 6 edits | undo) (Tag: Checklist change)

minor edit

Related info

- [Reference:BlueSpiceChecklist](#)