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Checklists

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

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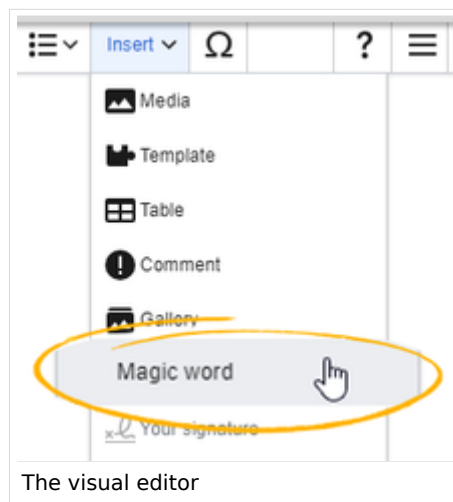
Magic word "checklist"

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*.

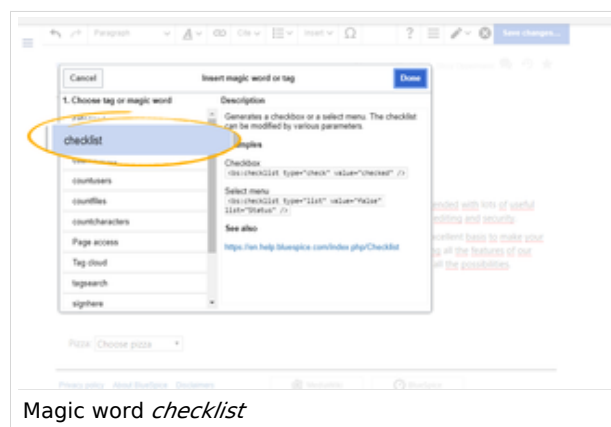
Note: If a user with read permissions changes the value of a checkbox or drop-down list, the value will not be saved. Refreshing the page will show the last value that has been saved before.

To create a checklist item:

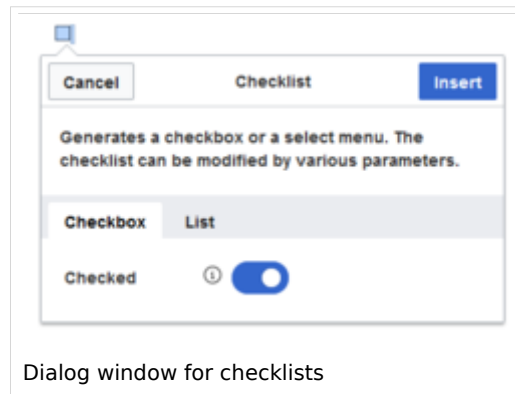
- **Click** *Insert* > *More* > *Magic word* in the visual editor.



- **Click** *checklist* in the dialog window.



- **Click** *Done*. Another dialog window appears.



Dialog window for checklists

Now select the tab to select your checklist type:

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

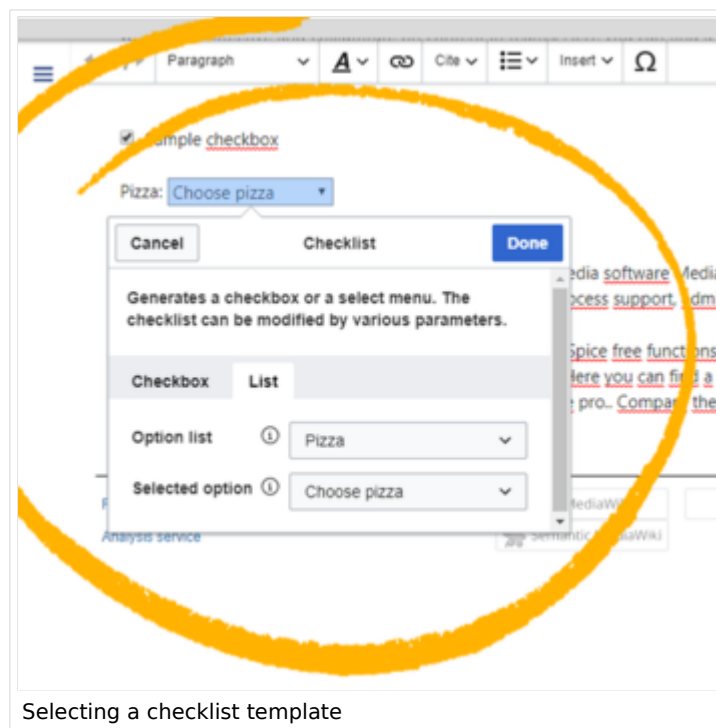
A page can contain multiple checkboxes and lists.

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



Selecting a checklist template

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:

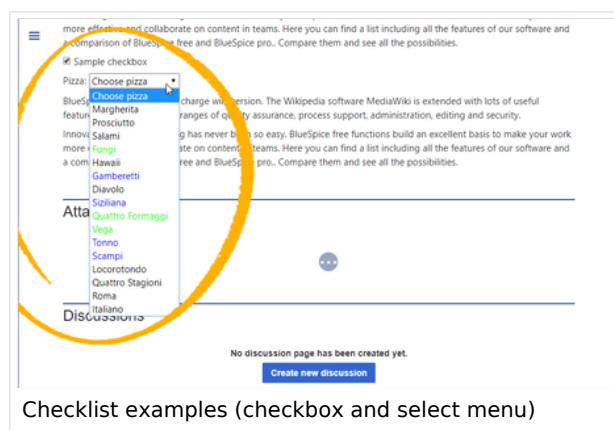
```
* Choose pizza
* Margherita
* Prosciutto
* Salami
* Fungi|#00FF00
* Hawaii
* Gamberetti|#0000FF
* Diavolo
* Siziliana|#0000FF
* Quattro Formaggi|#00FF00
```

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 paramter *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" />
```

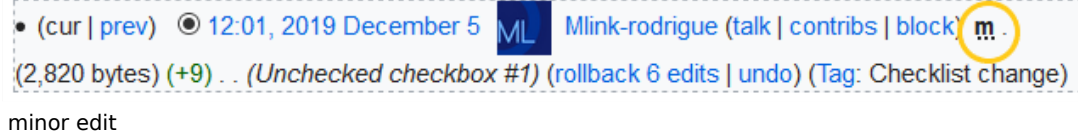
The parameter *list* defines the template page that contains the list, *value* defines the initial selection.

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.



The screenshot shows a page history entry for a page with 2,820 bytes. The entry is by user Mlink-rodrique on 12:01, 2019 December 5. The edit is marked as a minor edit (indicated by a yellow circle around the 'm' icon). The edit summary is "(Unchecked checkbox #1) (rollback 6 edits | undo) (Tag: Checklist change)".

minor edit

Related info

- [Reference:BlueSpiceChecklist](#)



[Technical Reference: BlueSpiceChecklist](#)

Config manager

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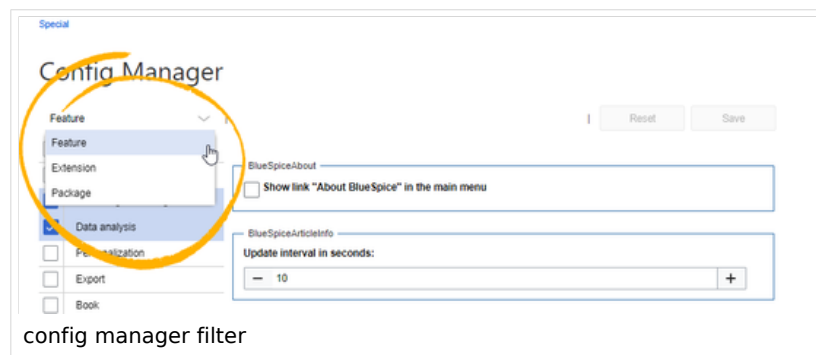
With the Config manager, a wiki user with *sysop* rights can manage wiki-wide settings in one place. In the [navigation](#), it is located at *Global navigation > Management > Configuration*. This link loads the page *Special:BluespiceConfigManager*.

Layout

Filter options

All settings can be accessed through the following filter options:

- **Feature:** group by type of functionality the setting belongs to (search, administration...)
- **Extension:** group by extension name
- **Package:** group by BlueSpice edition and services (BlueSpice free, BlueSpice pro, Matomo)



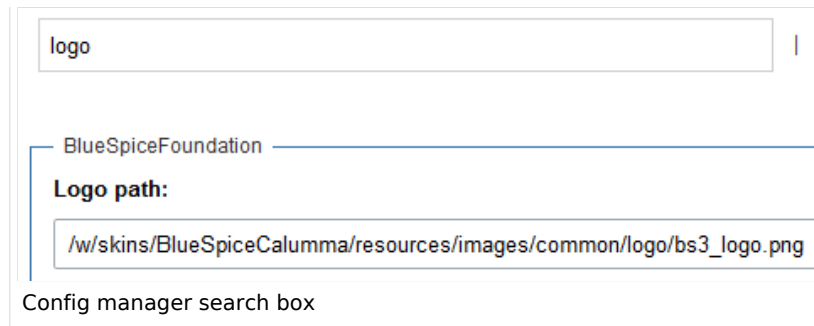
All settings are available in any type of grouping. Changing the grouping type does not add or remove setting options. It just groups them differently. After settings are adjusted, they can be saved by clicking *Save*, or cancelled by clicking *Reset*.

Note: If a server administrator has configured a setting to no longer be writable, it will be shown as greyed-out in the config manager. You will have to talk to your server administrator about changing such a setting.

Searching for settings

A search bar is located above the list of settings. Type in a keyword such as "logo" to find the corresponding setting. The search returns settings regardless of the currently selected group.

Note: The search field has to be empty if you want to see the filter menu instead of the search.



logo

BlueSpiceFoundation

Logo path:

/w/skins/BlueSpiceCalumma/resources/images/common/logo/bs3_logo.png

Config manager search box

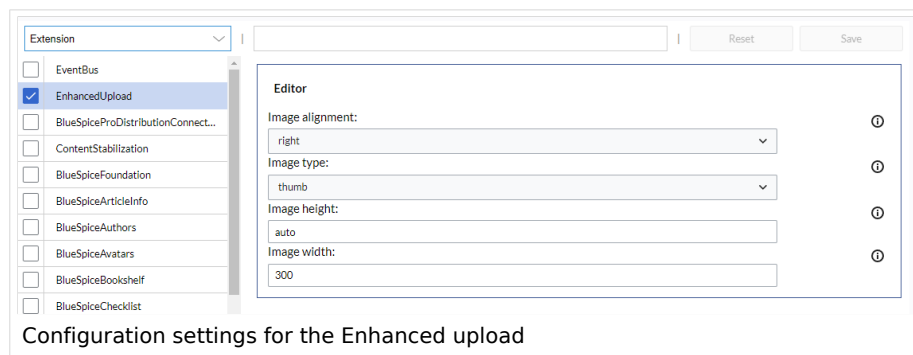
Settings by extension

EventBus

Eventbus sends notifications to external urls in case something happens in the wiki. For example, if a page is created, an external service could then be started and create a pdf of that page. See the extension's page on mediawiki.org.

EnhancedUpload v4.3+

Sets the defaults for the [advanced image settings](#) when uploading and embedding an image into the wiki via drag-and-drop functionality. The default settings determine the orientation, type, and size of the image. These can be adjusted after embedding via the "Advanced settings" of the image on the page.



Extension

☐ EventBus

☒ EnhancedUpload

☐ BlueSpiceProDistributionConnect...

☐ ContentStabilization

☐ BlueSpiceFoundation

☐ BlueSpiceArticleInfo

☐ BlueSpiceAuthors

☐ BlueSpiceAvatars

☐ BlueSpiceBookshelf

☐ BlueSpiceChecklist

Editor

Image alignment: right

Image type: thumb

Image height: auto

Image width: 300

Configuration settings for the Enhanced upload

BlueSpiceFoundation

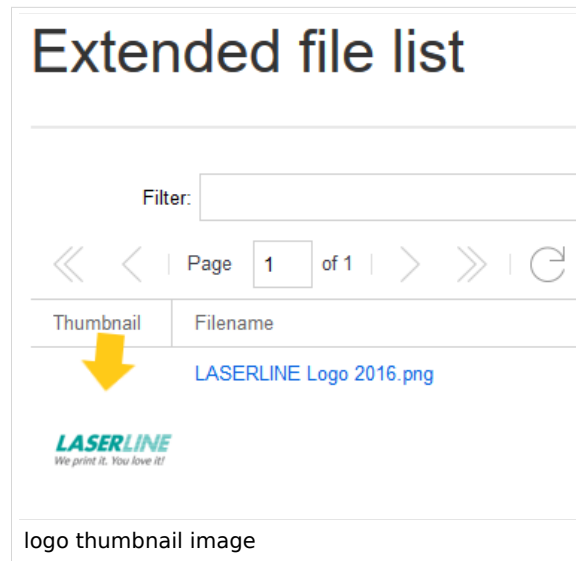
Updating logo and favicon

Note: Since BlueSpice 4.2, the logo and favicon can also be managed via the page [Special:Flexiskin](#) together with further skin customizations.

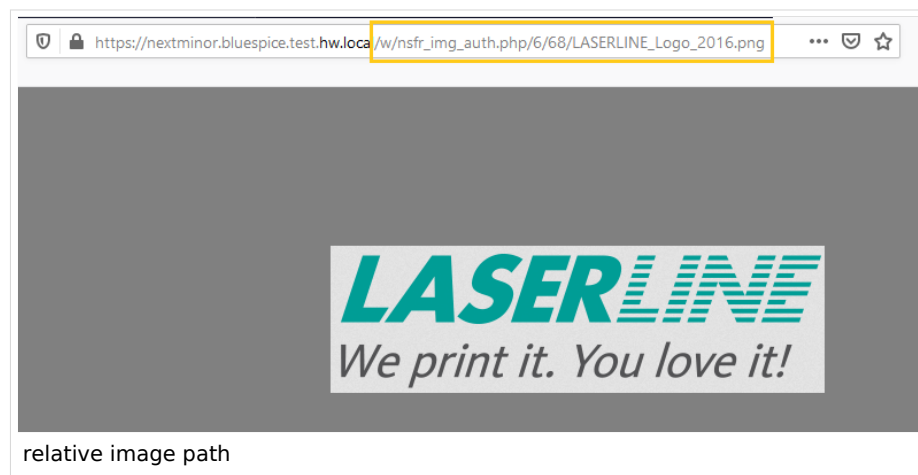
- **Logo path:** The logo image should be stored in the /images folder of your installation. If you store it in the /skins folder of your BlueSpice installation, it could be overwritten with an upgrade.

To upload the logo directly in the wiki:

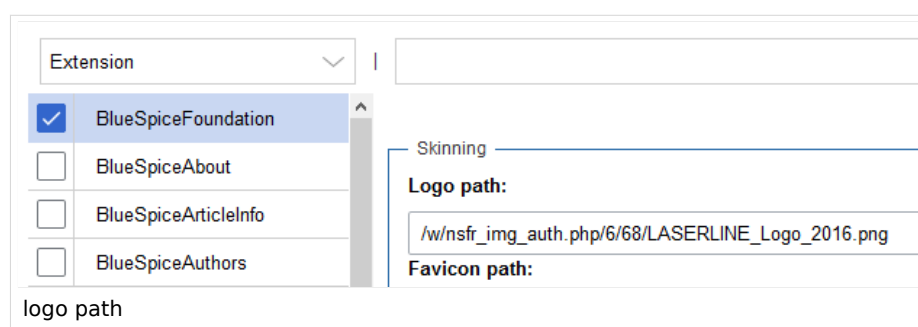
1. **Upload** the logo on the page from the menu *Global actions > File list (Special:ExtendedFilelist)*.
2. **Click** on the thumbnail image of the logo. This opens the logo on a separate page.



3. **Copy** the relative logo path from the address bar. In a typical Wiki configuration, this path starts with */w/....*.



4. **Paste** the logo path into the text field for the logo.



5. **Click Save.**

6. **Refresh** the page (Strg+F5).

If the uploaded logo is too large, you can add the following code snippet to the page *MediaWiki:Common.css*. This automatically adjusts the image to the height of the main toolbar:

```
.bs-logo a {background-size: contain;}
```

- **Favicon path:** The favicon image should be stored in the */images* folder of your installation. If you store it in the */skins* folder of your BlueSpice installation, it could be overwritten with an upgrade. [Favicon images](#) have the file extension *.ico*.

System

- **Allowed file extensions:** For security reasons, the types of files that users can upload are restricted. Here, you can allow additional file formats. If a file format is blacklisted in the server configuration, adding this file extension here will not allow this file type to be uploaded. See [mediawiki.org/wiki/Manual:\\$wgFileExtensions](https://mediawiki.org/wiki/Manual:$wgFileExtensions) for more info.

XML file type: v4.x++

The *xml* file type is blacklisted since MW 1.39 and has to be allowed in *LocalSettings.php*:

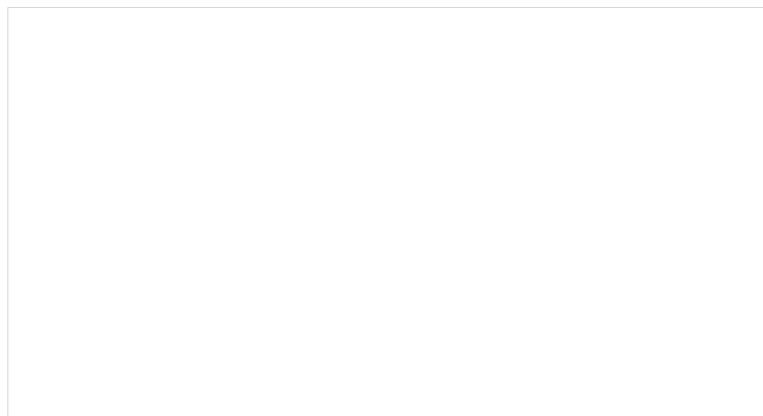
```
$GLOBALS['wgProhibitedFileExtensions'] = array_diff( $GLOBALS['wgProhibitedFileExtensions'] ?? [], [ 'xml' ] );  
$GLOBALS['wgMimeTypeExclusions'] = array_diff( $GLOBALS['wgMimeTypeExclusions'] ?? [], [ 'application/xml', 'text/xml' ] );
```

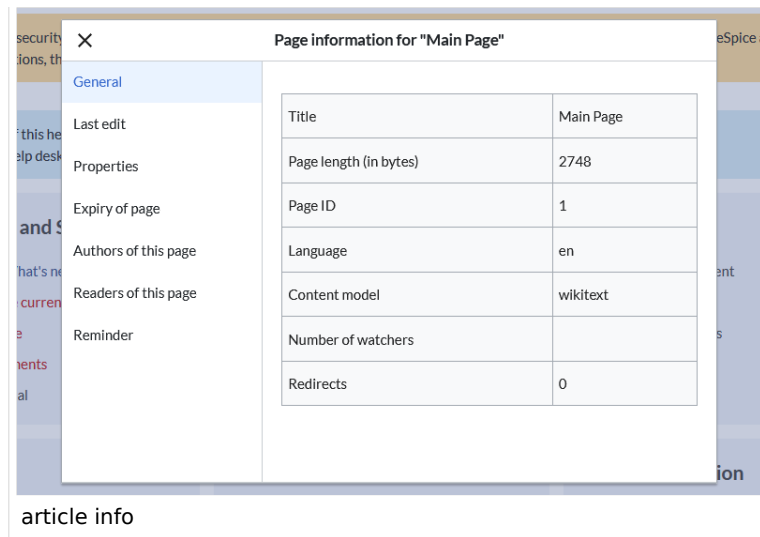
- **Allowed image extensions:** The standard web image types are listed here. In general, you want to restrict image uploads to web images. See developer.mozilla.org/en-US/docs/Web/Media/Formats/Image_types for more on browser-supported image types.

BlueSpiceArticleInfo

BlueSpiceArticleInfo, together with *BlueSpiceAuthors*, *BlueSpiceReaders*, and *BlueSpiceExtendedSearch* is part of the *Page information* in the quality management tools.

- **Update interval in seconds:** Sets the refresh rate for the "Last edit" value. By default, this date is updated every 10 seconds via JavaScript.

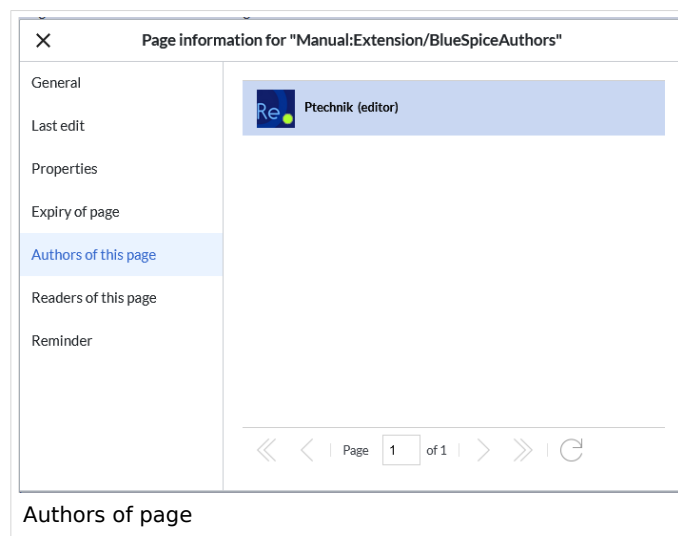




BlueSpiceAuthors

BlueSpiceAuthors, together with *BlueSpiceArticleInfo* and *BlueSpiceReaders*, is part of the *Page information* in the quality management tools.

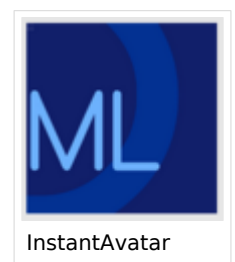
- **Display authors:** Show or hide authors on the page information page.

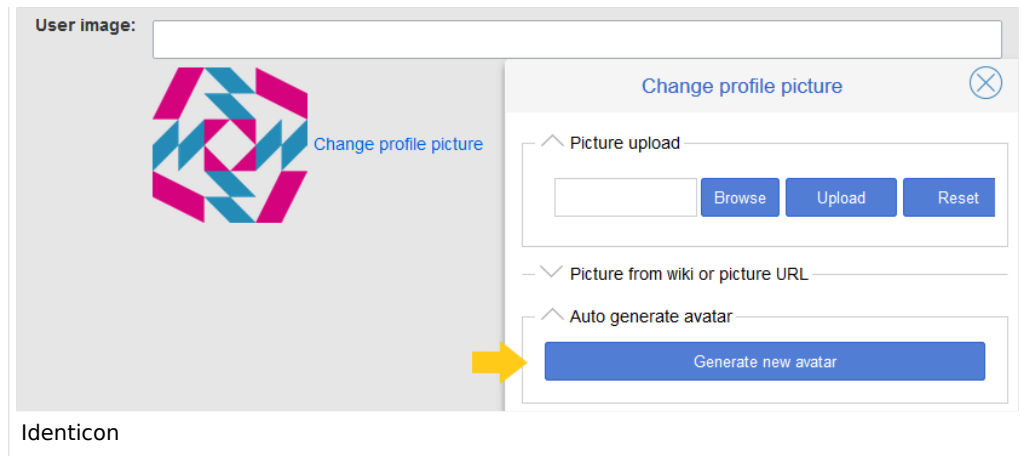


BlueSpiceAvatars

An avatar image is automatically generated if the user does not upload a profile picture or if the user decides to create an avatar image in the preferences.

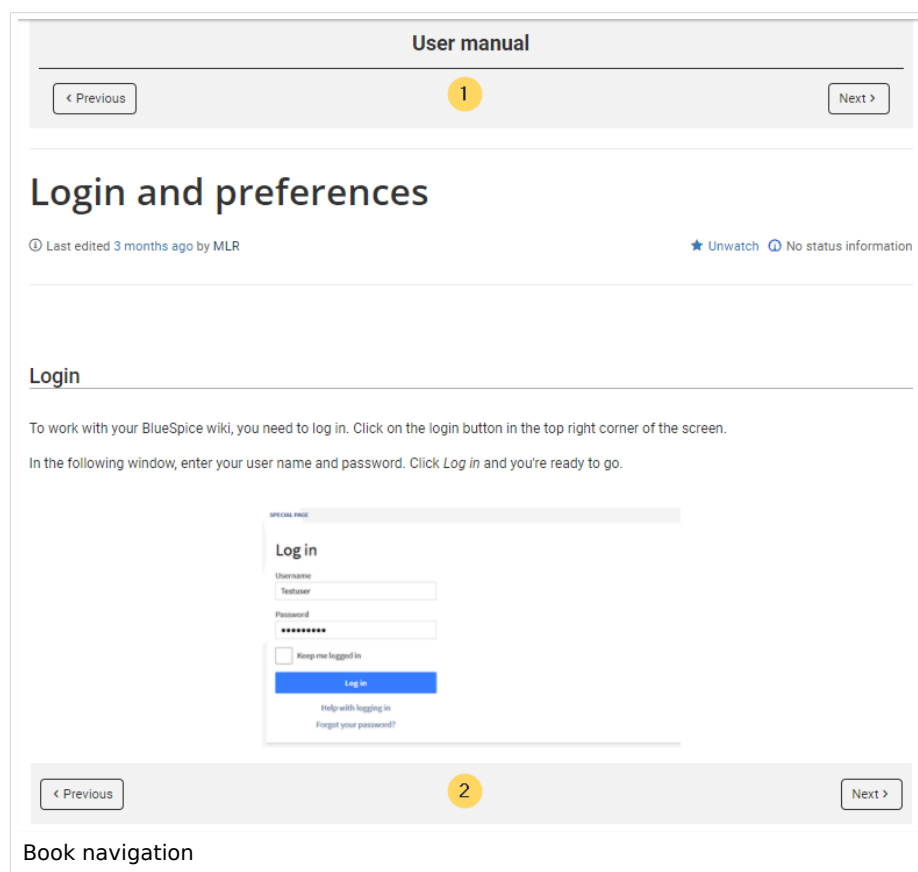
- **Generator**
 - **InstantAvatar:** Generates an avatar image based on using the initials of the Real name or the Username
 - **Identicon:** Generates an avatar image based on parts of the user's IP address.



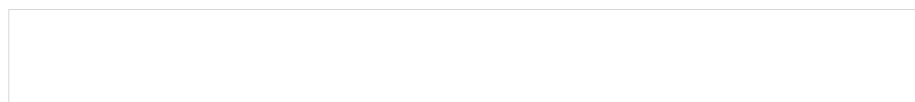


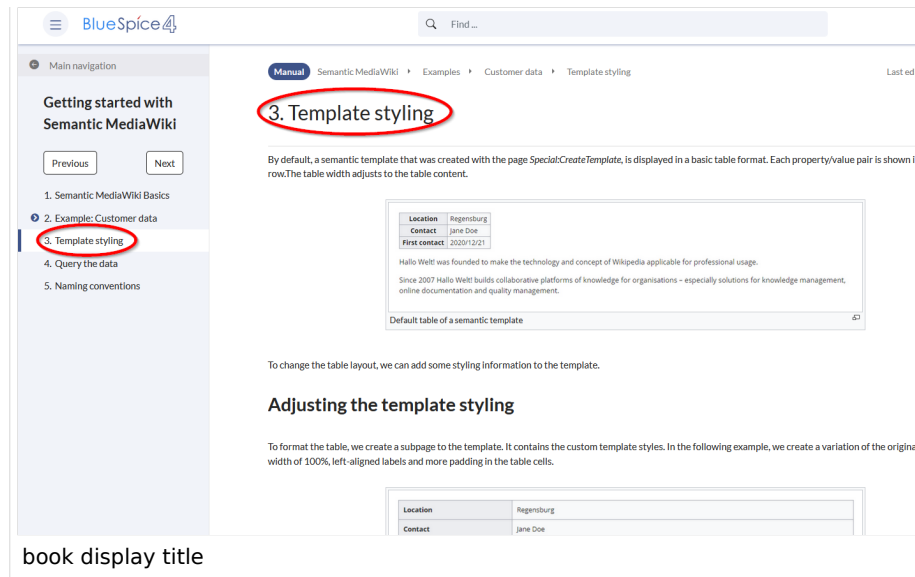
BlueSpiceBookshelf

- **Show book chapter pager after content:** Displays previous/next book page navigation at the end of each book page. (1)
- **Show book chapter pager before content:** Displays previous/next book page navigation at the beginning of each book page. (2)



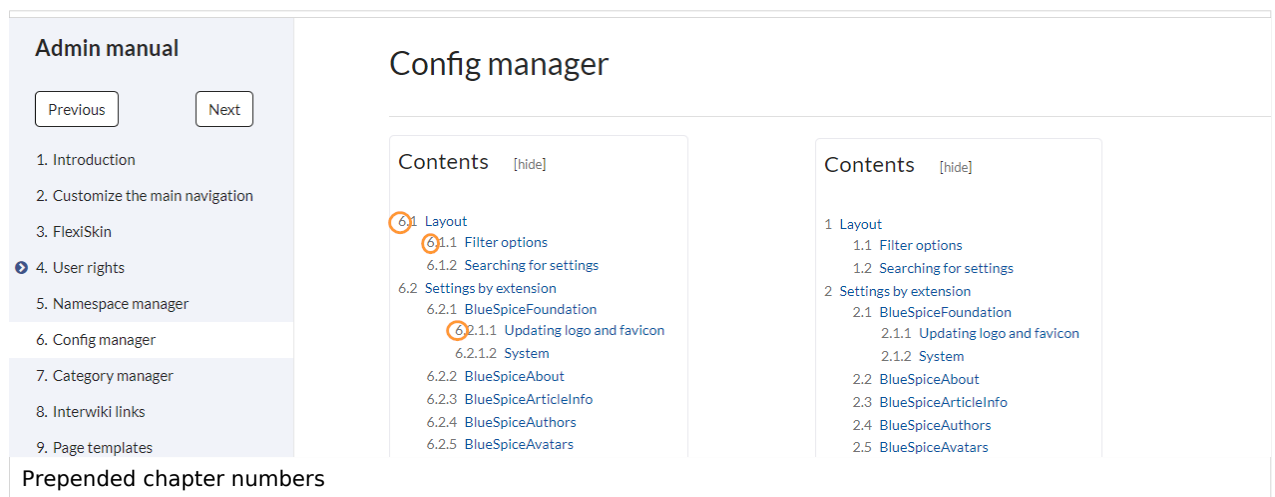
- **Use the display title from book source on article:** Shows the title from the book navigation as page title instead of the page name.





Note: If the page additionally contains a `{{DISPLAYTITLE}}` tag, the display title of the page is shown instead of the book title.

- **Prepend article table of contents and headlines with book numeration:** The page TOC does not start with the main heading 1, but with the actual number from the book chapter (see screenshot). If users have activated in their [user preferences](#) to "auto-number headings", the numbering system is matched accordingly.



- **Supress namespace prefix of book articles in output:** The namespace prefix of an article is not shown in PDFs.

BlueSpiceChecklist

- **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.

minor edit

Add an external file path: (1) confirm the checkmark and (2) save the settings.

- **Use simple autocomplete:** forces a more compact autocomplete (1-column Sales thumbnail preview).

compact autocomplete

Salesautocompletey

- **Automatically set language filter:** The search only returns pages whose language (PageLanguage) is identical to the user language (Language). Users can set their language in their [preferences](#). By default, the language of content pages is the same as the installation language (ContentLanguage) of the wiki. Some extensions can set the language of individual pages independently of the content language of the wiki.. (See: https://www.mediawiki.org/wiki/Manual:Language#Page_content_language). In many wikis, activating this filter has little effect.
- **Exclude patterns:** Files at external file locations can be excluded from search based on regular expression patterns.

BlueSpiceExtendedStatistics

- **Exclude these users:** Some user groups, like WikiSysop can skew the statistics, for example the statistics for search queries or because they complete automated maintenance tasks. These types of user groups can be excluded from the statistical results.
- **Maximum number of interval steps:** Sets the size of the x-axis for the results. For a few days, select the interval *Day* or *Calendar Week*, for periods over one year, select *Year* or *Month*. If you do not get any results for your query, try to adjust the interval accordingly.

BlueSpiceInsertCategory

- Insert category with its parent categories
- Preset categories of a page in the upload dialog

BlueSpiceInsertLink

- **Allow unmapped links:** if there is no prefix in the map, the link will still be inserted. Example: S:\HR. If this setting is unchecked, the link will not be inserted.
- **Allowed locations for external files:**

Example file	Filesystem prefix	Web accessible Prefix	Link output
S:\Sales\Info\glossaryy.pdf	S:\	file:///S:/	file:///S:/Sales/Info/glossary.pdf
		https://sharepoint/Sales/documents/	https://sharepoint/Sales/documents/Sales/Info/glossary.pdf
		https://intranet/showdocs inline.aspx?path=	https://intranet/showdocsinline.aspx? path=/Sales/Info/glossary.pdf
/var/www/bluespice/w /mounted_			

Example file	Filesystem prefix	Web accessible Prefix	Link output
share/Sales/Info/glossary.pdf	/var/www /bluespice/w/ mounted_share/		https://wiki.company.local/w/mounted_ share/Sales/Info/glossary.pdf

When a new entry is added, it has to be confirmed by clicking the checkmark next to it before saving the page.

InsertLink configuration options

BlueSpicePageTemplates

- Force target namespace:** The page is always created in the target namespace that is associated with the template, even if the user provided a different namespace prefix. In the screenshot below, the user wants to create the page "NewPage" and then selects a template for the QM namespace. The page is, therefore, created as "QM:NewPage" if this setting is activated.

force the namespace of the template

- Hide default templates:** Hides the default *Empty page* template.

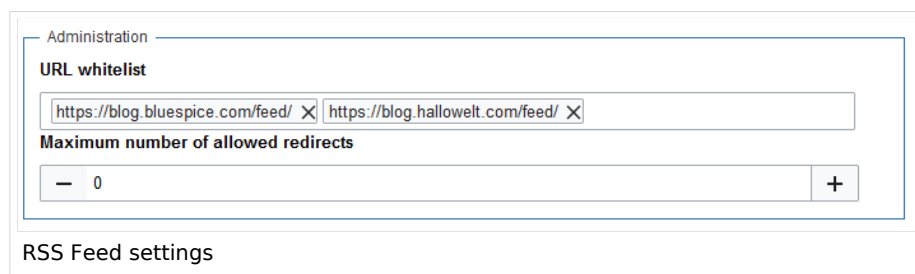
- **Hide template if the page is not to be created in the target namespace:** Depending on the namespace prefix of the page to be created, templates that are associated with other namespaces will not be shown to the user for selection.

BlueSpicePermissionManager

- **Backup limit:** Sets the number of backups for the permissions manager. Each time the page *Special:PermissionManager* is saved, a backup is created. If the backup limit is set to 5, the last five versions of the permissions configuration are saved as backups.

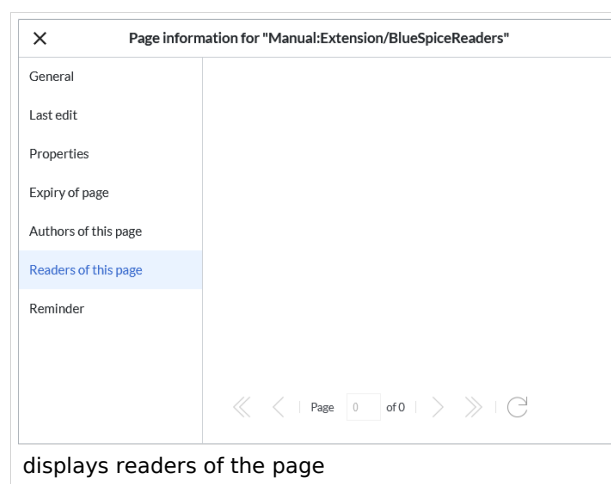
BlueSpiceRSSFeeder

- **URL whitelist:** RSS feeds need to be whitelisted here by an administrator before they can be displayed in a wiki page.
- **Maximum number of allowed redirects:** If there are URL redirects for any of the whitelisted URLs, the number of redirects needs to be adjusted (usually to 1 or 2).



BlueSpiceReaders

- **Number of readers to display:** Sets the number of readers that are displayed on the Page information in the Quality management tools.



displays readers of the page

BlueSpiceSaferEdit

- **Interval for lookup for concurrent editings:** Sets the time in seconds for checking if another person is editing the page.
- **Show name of current editor:** Shows or hides the name of the user who is currently editing the page.

BlueSpiceUEModuleBookPDF

- Table of Contents
 - *Only article titles (indent by grade):* Only shows the article titles in the main contents table of the PDF.

Table of contents	
1 Introduction	3
2 Wiki pages model	4
3 User rights	7
3.1 Group manager	15
3.2 Permission manager	18
3.3 User manager	24
4 Namespace manager	28

PDF table of contents without article TOCs

- *Embed article TOCs (No indent of article titles):* Shows the table of contents for each article in the main contents table of the PDF.

Table of contents	
1 Introduction	5
2 Wiki pages model	6
1 The pages modell	6
2 Page types	6
2.1 Special page	6
2.2 Content page	7
2.3 Wiki page	7
2.4 Category page	8
2.5 File / image (description) page	8
3 User rights	9
3.1 Group manager	17
1 Accessing the group manager	17
2 Functionality	18
3 Assigning roles and users to groups	18

Embed article TOCs

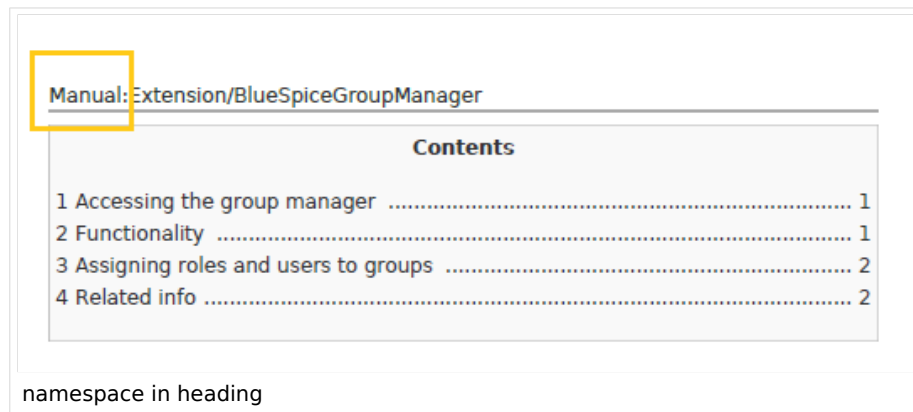
BlueSpiceUEModuleHTML

- **Hide namespace prefix in HTML:** If activated, the namespace is shown in the HTML main heading.

Note: If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

BlueSpiceUEModulePDF

- **Hide namespace prefix in PDF:** If activated, the namespace is shown in the PDF main heading for a page.



Note: If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

BlueSpiceUniversalExport

- **Metadata (standard, JSON):** Additional data to be passed to the rendering template in JSON format. This data can be used in the export template. The template itself is maintained server-side.
- **Metadata (override, JSON):** Allows overriding standard data sent to the rendering template in JSON format. Values that are set by default can be overridden with this option.

BlueSpiceVisualEditorConnector

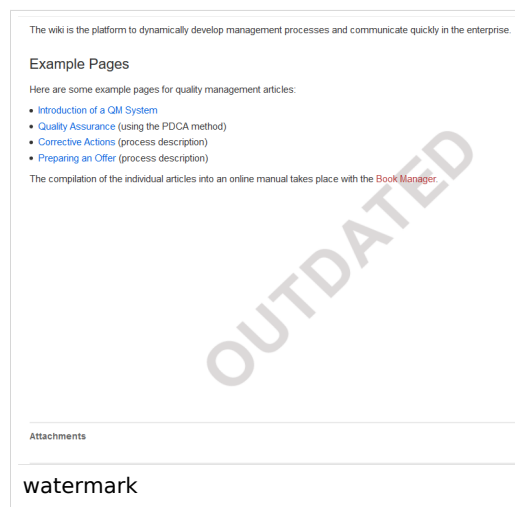
- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
 - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description of the file **MUST** be given).
 - Simple (No confirmation of required rights is obtained here, the name and namespace of the file can be changed, a description and a category can be assigned, but does not have to be specified)
 - One click (No confirmation about required rights is obtained here, the image cannot be renamed and no category can be assigned. Only the namespace can, but does not have to be adjusted before uploading)

BlueSpiceWholsOnline

- **Time in seconds until a user is marked as offline:** The system checks every x seconds if a user logged out and no longer displayed as online. This can be less frequent than the update interval for newly logged-in users.
- **Update interval in seconds:** The system checks every x seconds for users.

BlueSpiceExpiry

- **Show watermark for expired pages in PDF:** Shows the watermark for expired pages in PDFs.
- **Show watermark for expired pages in print version:** Shows the watermark for expired pages when a page is printed.
- **Show watermark for expired pages:** Shows a watermark on the page itself.



BlueSpiceFlaggedRevsConnector

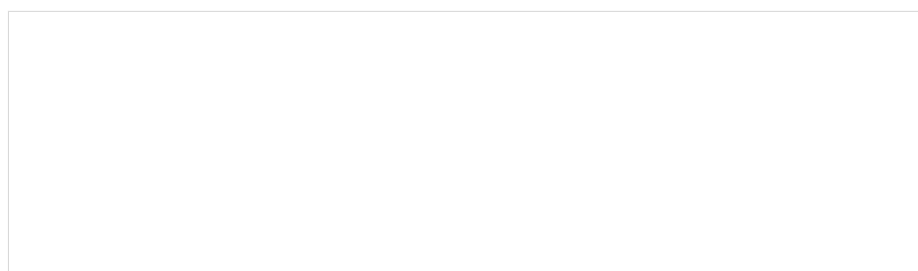


BlueSpiceFlaggedRevsConnector is available up to BlueSpice 4.2.

Export

The export settings affect how the pages of a book are generated in the PDF export.

- **Bookshelf: List approved revisions log:** Shows a log of stable page versions of pages in the PDF and when these pages were put into accepted status. If editors did not provide a comment when accepting the page, the *Stable comment* field for a revision is empty.



Stable date	Page	Stable comment
18.11.2019	Permission matrix	
18.11.2019	Permission matrix	
15.11.2019	Wiki pages model	
14.11.2019	Permission manager	
14.11.2019	Group manager	

accepted revisions log

- **Bookshelf: List pages without stable revision:** Displays a list of PDF pages at the beginning of the PDF that only exist as a first draft and have no released version.

Not stable pages QM:Checklists Pages without acceptance feature
--

- **Bookshelf: List pages without FlaggedRevs:** Displays a list of PDF pages that do not have a release mechanism at the beginning of the PDF.

Not FlaggedRevs namespace Introduction Wiki pages model User rights Group manager Pages with no FlaggedRevs feature.

- **UEModulePDF: Show FlaggedRevs info below main heading:** Prints the latest revision dates (last acceptance and last edit date) below the heading.

Introduction <i>Stable: 06.12.2019 - 12:00 / Revision: 06.12.2019 - 11:43</i> FlaggedRevs info below heading
--

Quality assurance

- **Include handling:** If resources are embedded in a page and those resources are located in namespaces with approval mechanism, then the following settings can be selected. For example: If an approved page contains a template or a file that has been changed after the page itself has been approved, the page will not get another draft version, but instead one of two configurations applies:
 - Current versions: Always show the latest version of the embedded resource.
 - Stable versions: Always show the stable (=approved) version of a resource.
- **Show unstable pages for following groups:** If the group *user* is removed from the *BlueSpiceFlaggedRevs* configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process. When the group *user* is removed, only *sysop* and *reviewer* users can access drafts. If you want other groups, for example *editor*, to see draft versions, you need to add them to the configuration. If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history for the page instead.

Searching and Navigation

- **Indexing only stable versions:** Draft versions are excluded from the search results. If a page does not have a stable version, it is not shown as a search result.

BlueSpiceSocial

- **Show endpoint "Timeline":** Shows a link to the page *Special:Timeline* in the main navigation.

BlueSpiceSocialBlog

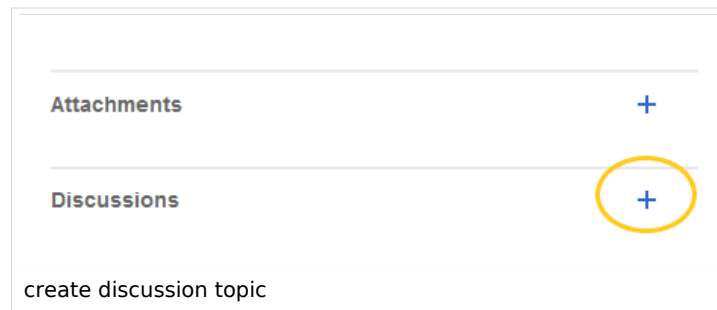
- **Use teaser text for blog entries in the timeline:** When you create a blog entry, you can create a teaser text for it by clicking the cogwheel symbol in the blog entry form. If this setting is active, the teaser text will be shown on the page *Special:Timeline* instead of the first part of the content.

The screenshot shows a web form for creating a blog entry. The form has a yellow background. At the top, there is a 'Title' field with the text 'ISO 7010 Symbole'. Below it is a 'Content' field with a rich text editor toolbar. The content area contains a blue circular icon with a person and text: 'Please makes sure to adhere to the ISO 2010 graphics standards# when using symbols in your manuals. We still see a lot of outdated images throughout the company and will flag documents as expired if they contain the wrong images. For questions, please contact your documentation team. Thank you!'. Below the content field is a 'Teaser' field, which is highlighted with a red circle. The text in the teaser field is 'Pages in violation of ISO 2010 graphics standards will be expired!'. At the bottom of the form, there is a 'Main Page' button and a 'Cancel' button, both highlighted with red circles. The text 'blog teaser text' is written below the form.

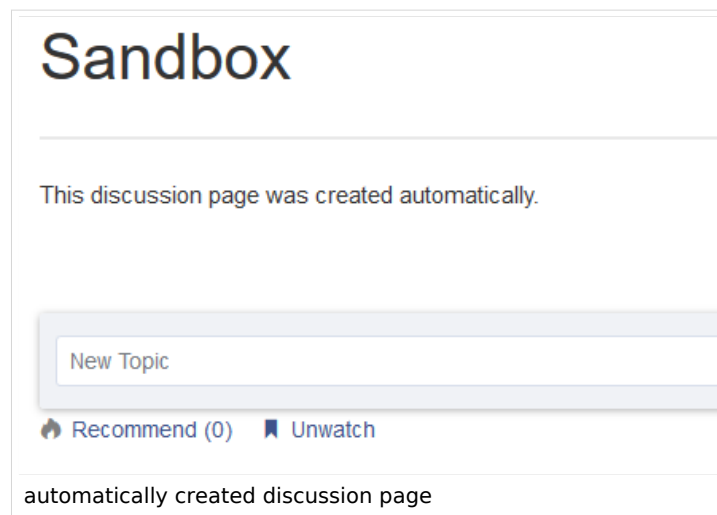
- **Show endpoint "Blog":** Shows a link to the page *Special:Blog* in the main navigation.

BlueSpiceSocialTopics

- **Automatically create all discussion pages.** If a user creates the first discussion topic for a page using the link in the page footer of a wiki page, the needed discussion page is automatically created first.



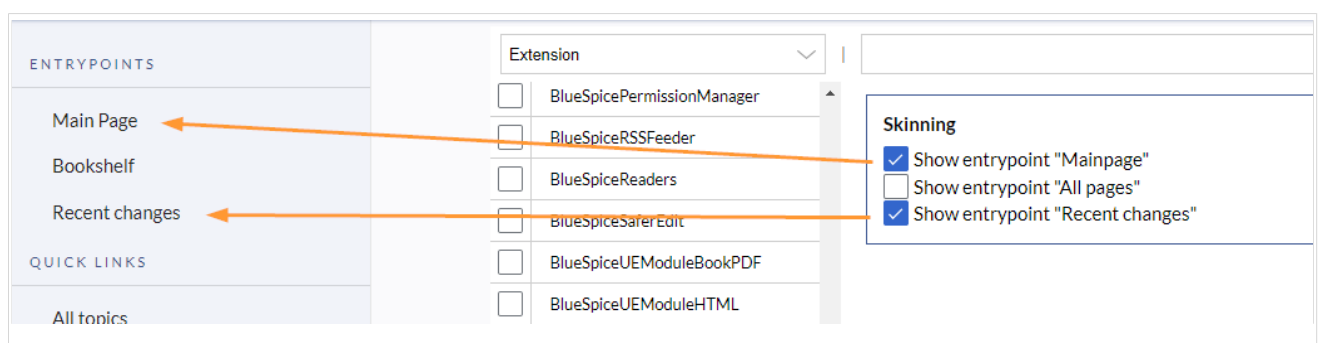
A message "This discussion page was created automatically" is inserted on the discussion page.



If this setting is deactivated, the user is directed to the "Create page" default page first.

BlueSpiceDiscovery

Deactivating the Entrypoint links



Positioning of skin elements



Elements below the page title

page-sentence X

Elements below the page content

categories X rating X recommendations X

positioning skin elements

- page-sentence: display of page status ([Approval status](#), [Expiry](#))
- categories: display of [page categories](#)
- rating: display of [page ratings](#)
- recommendations: display of [page recommendations](#)

Content Stabilization v4.3+

The following configuration options are available for page approvals:

- **Include handling (1):** Wenn Ressourcen in eine Seite eingebettet sind **und sich diese Ressourcen in Namensräumen mit Freigabe befinden**, können die folgenden Einstellungen ausgewählt werden. Es gibt zwei mögliche Einstellungen:

	Verhalten
Stable versions of included pages	Shows the approved (stable) version of a resource, even if it was approved after the page that includes the resource was approved. (This works only if the resource is located in a namespace with active approval feature).
Versions that were current at the time of approval	Shows the version of the resource which was embedded at the time of the last approval of the wiki page where it is embedded. (This works only if the resource is located in a namespace with active approval feature).

For example, if an approved page contains a template that was modified after the page itself was approved, the page will not show a draft version. Approvals work directly via the embedded resource.

- **Allow viewing of first draft version (2):** If this setting is activated, then all users with read rights can view the first draft. When disabled, only groups from the "Show unstable pages for following groups" setting can see first drafts.
- **Update semantic properties from stable pages only (3):** The property value of the page is read from the stable version of the page and not from the draft version.
- **Entwurfseiten für folgende Gruppen anzeigen (4):** If the group `user` has been removed from the configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process. In this case, only users with the roles `sysop` and `reviewer` can access drafts unless other groups are specified. These system groups can only access drafts through the site's version history.

[➔ Technical Reference: BlueSpiceConfigManager](#)

Reference:BlueSpiceChecklist

Extension: BlueSpiceChecklist

[➔ all extensions](#)

Overview			
Description:	Provides checklist functionality		
State:	stable	Dependency:	BlueSpice
Developer:	HalloWelt	License:	GPL-3.0-only
Type:	BlueSpice	Category:	Rich Articles
Edition:	BlueSpice pro, BlueSpice free, BlueSpice Farm, BlueSpice Cloud	Version:	4.1+
? View user help page			

Features

The extension **Checklist** allows inserting checklists and checkboxes for to-do lists with responsibilities and status settings.

The checklist extension inserts:

- single checkbox elements
- checklists based on templates with an unordered list

It is possible to add multiple checkboxes and/or checklists to a page.

Checklist changes are automatically marked as minor changes. This setting can be changed in the [Config manager](#).

Technical Information

This information applies to BlueSpice 4. Technical details for BlueSpice Cloud can differ in some cases.

Requirements

MediaWiki: 1.38.0
BlueSpiceFoundation: 4.1

Integrates into

- BlueSpiceSMWConnector
- BlueSpiceVisualEditorConnector
- ContentDroplets

Special pages

Permissions

Name	Description	Role
checklistmodify	Modify the values of checklist items without editing the wiki page	author, bot, editor, maintenanceadmin

Configuration

Name	Value
ChecklistMarkAsMinorEdit	true

API Modules

- bs-checklist-available-options-store
- bs-checklist-tasks
- bs-checklist-template-store

Hooks

- [BSUsageTrackerRegisterCollectors](#)
- [ChangeTagsListActive](#)
- [ListDefinedTags](#)
- [ParserFirstCallInit](#)

Accessibility

Test status:	2-testing complete
Checked for:	Web, Authoring tool
Last test date:	2022-08-04
WCAG level:	AA
WCAG support:	supports
Comments:	• VE dialog works; source editing possible • output: standard html list or dropdown menu
Extension type:	core
Extension focus:	reader