Tasklist Macro

The Tasklist macro allows you to create and update a list of tasks on the wiki page. Users viewing the page can modify the tasks without putting the page into 'Edit' mode, provided they have the required permissions to modify the page.

Dynamic Tasklist 2 plugin is shipped with Confluence 2.8
The tasklist macro is supplied by the Dynamic Tasklist 2 plugin, which is bundled with Confluence version 2.8 and later. The new tasklist macro replaces the older tasklist and dynamicstasklist macros.

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Usage with the Macro Browser

To insert the tasklist macro into a page using the Macro Browser,

1. Open the Confluence page or blog post that you want to edit, then click the 'Edit' button.
2. Click the Macro Browser icon on the toolbar. The macro browser window will open.
3. Scroll through the list of macros to find the one you want. Alternatively, start typing the macro name into the search box at the top right of the macro browser. Macros with a matching name will appear in the main pane.
4. Click the desired macro.
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking 'Refresh'.
6. Click 'Insert' to add the macro onto the page.

You can also insert macros via autocomplete. For more information, see Using Autocomplete in the Rich Text Editor.

Once you've found the tasklist macro, click 'insert' to add it to your page.

Usage with the Wiki Markup Editor

To add a task list using the Wiki Markup Editor, you must first edit the page and then type the macro code:

Unknown macro: {nomarkup}
Unknown macro: {tasklist}

Here is an example:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unknown macro: {nomarkup}</td>
<td>Planning a Holiday</td>
</tr>
<tr>
<td>Unknown macro: {tasklist}</td>
<td>Add</td>
</tr>
</tbody>
</table>

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you
should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required?</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>no</td>
<td>'Task List'</td>
<td>Displayed as the title above the list of tasks. For example:</td>
</tr>
<tr>
<td>(width)</td>
<td>no</td>
<td>530px</td>
<td>The width of the task list. For example, in Wiki Markup:</td>
</tr>
<tr>
<td>(enableLocking)</td>
<td>no</td>
<td>false</td>
<td>If you set this parameter to 'true', you will be able to lock individual tasks so that they cannot be changed. See instructions below</td>
</tr>
</tbody>
</table>

**Editing the Task List while Viewing a Page**

While viewing a page, you can change the tasks in a task list as follows:

- **Adding a task**: Type the task description in the text box under the list name, and click the 'Add' button.
- **Completing/uncompleting a task**: Click the checkbox next to a task to mark the task as complete. The task name will become a lighter color and the progress bar will be updated. Click the checkbox again to mark the task as uncompleted. You can also click the 'Uncheck all' button to mark all tasks as uncompleted.
- **Editing a task**: Move your mouse to hover your cursor over the task. Click the edit icon (pencil) that appears to the right of the task. The task name will become editable and the edit icon will be replaced with a save icon. Make your change and press the 'Enter' key to save or click the save icon.
- **Deleting a task**: Move your mouse to hover your cursor over the task. Click the delete icon (trash can) that appears to the right of the task.
- **Viewing details of a task**: Click the arrow icon to the left of the task name. The task details will open in an expanded view.
- **Locking a task**: Provided that the locking parameter has been set to 'true', you can click the lock icon to prevent the task from being edited, deleted, or otherwise changed.

Once the task details are visible, you have more options:

- **Changing the priority**: Click the appropriate radio button — 'High', 'Medium' or 'Low'.
- **Assigning the task**: Change the assignee of the task by typing in or searching for a username.

**Screenshot: Task List showing Task Details**

**Planning a Holiday**

- Book tickets
- Check passport expiry
- Apply for visa
- Buy suitcases

**Sorting the Tasks**

There are two ways to sort the entries in the task list:

- The 'Sort by' dropdown list.
• Drag and drop.

Using the 'Sort by' dropdown list to sort the tasks:

• Click the 'Sort by' dropdown list and select one of the options:
  • Custom: This is the default option.
  • Priority: Sort the list in order of the priority you have allocated to each task.
  • Date Created: Sort the list in order of the dates upon which the tasks were created.
  • Completed: Move all completed tasks to the bottom or top of the list.
  • Name: Sort the list in order of the task names.
  • Assignee: Sort the list in order of the usernames assigned to the tasks.

• When you have selected a sort order, a new ascending/descending sequence icon appears to the right of the 'Sort by' box. Click the ascending/descending sequence icon to reverse the sort order.

Dragging and dropping a task into a new position:

• Click the 'drag me' handle to the right of the task name.
• Holding down the mouse button, drag the task up or down the list. Make sure the task is positioned to the left of the existing tasks. A space will open and you will be able to drop the task into its new position.

Viewing the Progress on Tasks Completed

The bar at the top of the task list displays two different colours, indicating the percentage of tasks completed.

Screenshot: Progress Bar on Task List

### Planning a Holiday

<table>
<thead>
<tr>
<th>Completed</th>
<th>Priority</th>
<th>Locked</th>
<th>Created Date</th>
<th>Completed Date</th>
<th>Assignee</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>M</td>
<td>F</td>
<td>1206677926204</td>
<td></td>
<td>smaddox</td>
<td>Book tickets</td>
</tr>
<tr>
<td>F</td>
<td>H</td>
<td>F</td>
<td>1206677938246</td>
<td></td>
<td>smaddox</td>
<td>Check passport expiry</td>
</tr>
<tr>
<td>F</td>
<td>M</td>
<td>F</td>
<td>1206677946737</td>
<td></td>
<td>smaddox</td>
<td>Apply for visa</td>
</tr>
<tr>
<td>F</td>
<td>M</td>
<td>F</td>
<td>1206677954490</td>
<td></td>
<td>smaddox</td>
<td>Buy suitcases</td>
</tr>
</tbody>
</table>

**Related Topics**

[Working with Macros]
Take me back to the Wikis Help Guide.