TUTORIAL Check-List Manager

First of all, let's explain what is a checklist :
A checklist is a list of questions (here called lines) grouped in categories (for example by theme).
There are 2 type of lines : Choice and Text. The answer for a choice question may be Valid/Na/Default. You may answer a little text to reply a text question.
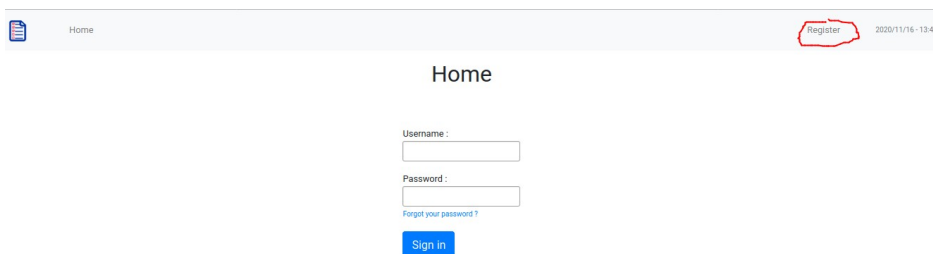You may add remarks (Why the default is notified for example).
At the end you may validate or not the checklist, add photos (5 max) to illustrate or explain your answers.
The check-list is backed up as a pdf file that you will be able to retrieve, consult or print later.
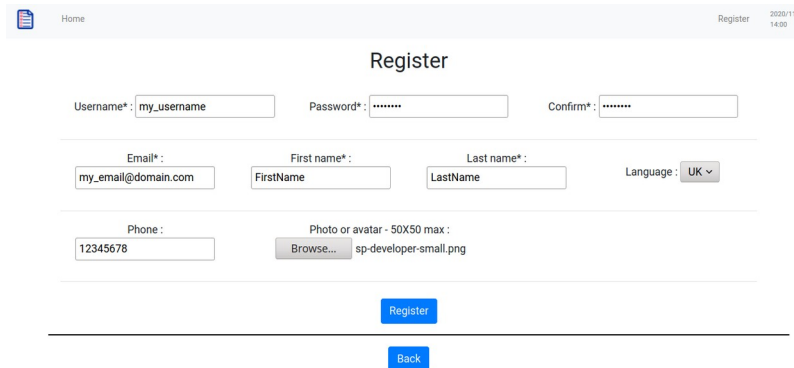
Enjoy !

To go further, you have to register yourself

Then fill all the necessary fields in the register form and click on register

You can now log-in with your username/password.

Let's describe the main page :
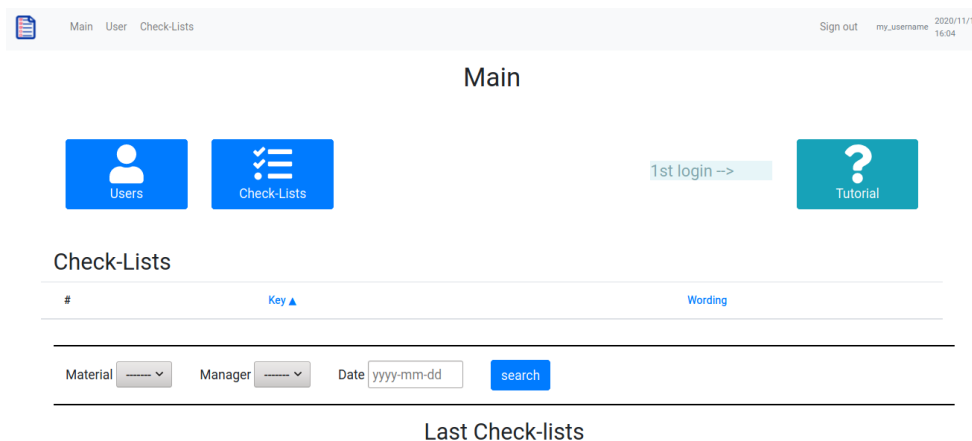
The navbar and buttons:
- The main menu bring you to the main page (this one).
- The user menu and buttons is to go to the user page where you will be able to change your account details.
- The Checklist menu and button is the most important for you. There, you will be able to create categories, lines and checklists.
The 2 arrays :
In the Check-lists array you'll find the different check-lists you 've already created (now it's still empty but we will fill it)…
The Last Check-list array contains all the checklists already input.

Let's click on the check-lists button !
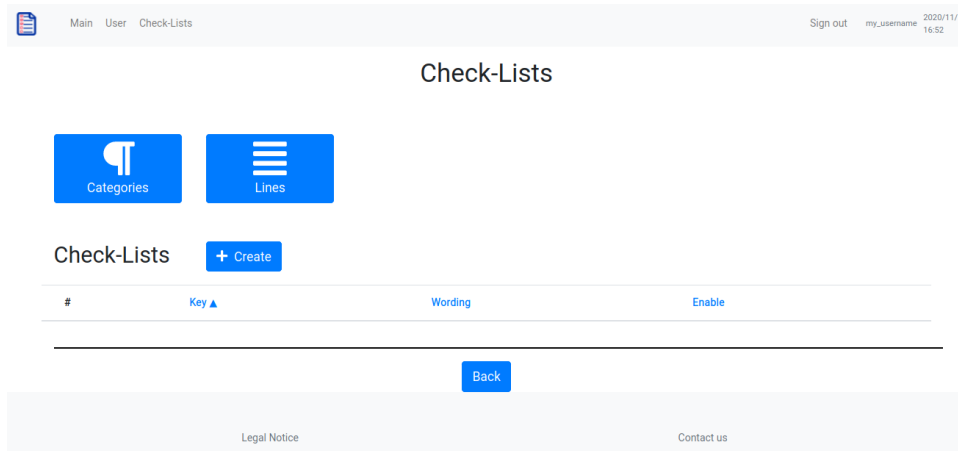
Always the same principle :
The main array will contain the created check-lists.
2 Buttons : Categories and Lines to go to the pages to create them.

Click on the Categories button.

By clicking on the Create button you will get the "Create Category" page

Fill the fields, click on Create… Now, You may get a Categories array looking like the following one.

With the 3 little icons on the right of each line you will may edit, update and delete the category previously created.
Now return to Checklist (by the Navbar) then click on the Lines button.

Lines

Line   + Create

#	Key ▲	Wording	Enable	Type

Back

It is exactly the same method than for the categories. Creation, array , little icons on the right side….

Lines

Line   + Create

#	Key ▲	Wording	Enable	Type	
1	line1	Line1 detail	✓	Checkbox	👁 ✏ 🗑
2	line2	line2 detail text response	✓	Text	👁 ✏ 🗑

Back

Create line ❓   ✕

Key* :

[line1] ❓

Wording* :

[Line1 detail] ❓

Line Type* : ❓
- ⦿ Choice
- ○ Text

Enable* : ☑

Create

Don't forget to choose the line type : Choice or Text
Now the categories and lines are created.
Let's go to create our first (and simple) check-list. To do the, return to the check-lists page end click on the Create button.
You will get this page which is a little bit different than the others.

Main   User   Check-Lists   Sign out   my_username   2020/11/16 - 17:00

Create Check-List

Key* : checklist1   Description* : Describe the Check-list here !   Enable* : ☑   Create

Categories	Lines	Check-List
cat2 - Category2	line3 - The 3rd line - C	Cat1 - Category 1
		line1 - Line1 detail - C
		line2 - line2 detail text r... - T

Enter the unique key for your check-list and describe it shortly.

In the box Categories and lines, you'll find respectively all the categories and lines you've already created and enabled.

The Check-List box is empty…

Fill the check-list by "dragging and dropping" the categories and lines from their boxes to the checklist box. You can also sort, remove categories and lines in the check-list.

Once everything is OK click on the Create button and return to the main page (Navbar).

Main   User   Check-Lists   Sign out   my_username   2020/11/16 17:02

Main

Users   Check-Lists   Tutorial

Check-Lists

#	Key ▲	Wording
1	checklist1	Describe the Check-list here !

Date yyyy-mm-dd   search

Last Check-lists

The check-list you've just created is here !!!!!!

Stay calm and click on it to fill it.

Main   User   Check-Lists   Sign out   my_username   2020/11/1 17:26

Check-List

Next

Category 1

| Line1 detail : | Valid N/A Default |
| line2 detail text response : | bla bla |

Remarks :
remarks
more
than on line

Category2

| The 3rd line : | Valid N/A Default |

Remarks :   Input your remarks here !

You may now answer the Check-list's questions. The default choice is N/A.

You can also input remarks (1500 chars max each remark : 10 times more than twitter !!!!)

Then click on Next

Validation

Unique key : 1605544108.3915

Check-List valid : ☑

Remarks :

globale remarks line1
globale remarks line 2...

Photos : 5 Max - 1Mo Max

Remove file

Previous   PDF preview   Save

This page alow you to finalize the check-list by entering a unique key (a default key is proposed), validate it and input global remarks. You may also add some pictures (png/jpg) to illustrate your choices.
The Previous button bring you back without losing your inputs.
If you click on preview, you will see the PDF file pre-visualization (new window).

Page 1 of 1

Describe the Check-list here !

date :
16/11/2020

Category 1

Line1 detail :	Valid
line2 detail text response :	bla bla

Remarks :   remarks
                              more
                              than on line

Category2

The 3rd line :	Default

Remarks :

Global remarks :   globale remarks line1
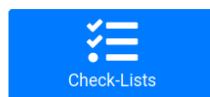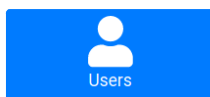   globale remarks line 2...

Check-list is :   VALID

Unique identifier : 1605544108.3915

Now you can see the the PDF file but let's save the PDF by clicking on the Save button.
You are now on the main page and can see your freshly save check-list. Its color is green because the checklist has been flagged as valid. Red color is for the non-valid check-lists.

Main

Users

Check-Lists

Tutorial

Check-Lists

#	Key ▲	Wording
1	checklist1	Describe the Check-list here !

Date [yyyy-mm-dd]   search

Last Check-lists

• 1605544108.3915 - 16/11/2020 - Describe the Check-list …

Back

That's all for this tutorial.
Hope it helps you to discover Checklist-manager.
If you have questions or need more help : You can contact me by mail at : jmlm74[at]gmail.com

Thanks