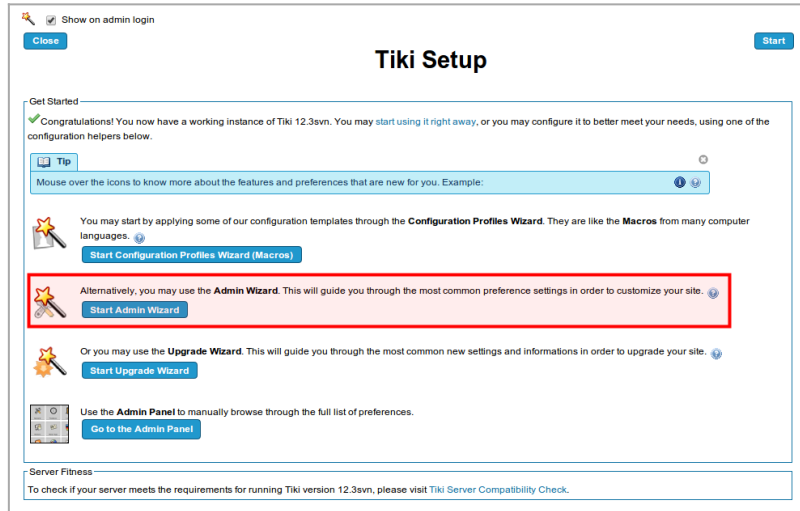


Admin Wizard / Configuration Wizard

Starting in [Tiki12](#), a wizard shows up for tiki admins when they first log in, enabling them to easily configure the main features of Tiki without the need to navigate through all admin panels. It was initially called "**Admin Wizard**", and renamed later to "**Configuration Wizard**"



Click to expand

Once you start the admin wizard, you will see some screens that will allow you to easily choose the basic initial config settings in these early stages of site set up, without the need to search them through all admin panels.

Sections

1.1.1. Set up Language

Close Back Save and Continue

Set up Language

Select the site language.

Wizard Steps

- Tiki Setup
- Set up Language**
- Set up Date and Time
- Set up Login
- Set up Look & Feel
- Select Editor type
- Set up Wysiywg editor
- Set up Text Area
- Set up Wiki environment
- Set up Auto TOC
- Define Categories
- Set up Structures
- Set up jCapture
- Set up File Gallery & Attachments
- Set up File storage
- Set up Main features
- Set up Search
- Set up User & Community features
- Set up some advanced options
- Set up Namespace
- Admin Wizard Completed!

Language

Default language: English (en)

Multilingual

Use database for translation

[Edit or export/import Languages](#)

Click to expand

1.1.2. Set up date and time

Close Back Save and Continue

Set up Date and Time

Set the site timezone and format for displaying dates and times.

Wizard Steps

- Tiki Setup
- Set up Language
- Set up Date and Time**
- Set up Login
- Set up Look & Feel
- Select Editor type
- Set up Wysiywg editor
- Set up Text Area
- Set up Wiki environment
- Set up Auto TOC
- Define Categories
- Set up Structures
- Set up jCapture
- Set up File Gallery & Attachments
- Set up File storage
- Set up Main features
- Set up Search
- Set up User & Community features
- Set up some advanced options
- Set up Namespace
- Admin Wizard Completed!

Date and Time setup

Time zone: UTC

Use 12-hour clock for time selectors

Displayed time zone: Always the site default time zone. Use time zone set from user preferences, or the automatically detected time zone for anonymous (if browser allows). Site default is used as fallback.

Fields display order: Month Day Year

[See also Date and Time admin panel](#)

Click to expand

1.1.3. Set up login

Close Back Save and Continue

Set up Login

Configure the login, registration and validation preferences for the new accounts.

Wizard Steps

- Tiki Setup
- Set up Language
- Set up Date and Time
- Set up Login**
- Set up Look & Feel
- Select Editor type
- Set up Wysiywg editor
- Set up Text Area
- Set up Wiki environment
- Set up Auto TOC
- Define Categories
- Set up Structures
- Set up jCapture
- Set up File Gallery & Attachments
- Set up File storage
- Set up Main features
- Set up Search
- Set up User & Community features
- Set up some advanced options
- Set up Namespace
- Admin Wizard Completed!

Registration & Log in options

Users can register

Validate new user registrations by email

Require validation by Admin

Banning system

Require passcode to register

Username

Use email as username

Force lowercase

Password

Forgot password

Users can change their password

Minimum length: 5

[See also Login admin panel](#)

Click to expand

1.1.4. Set up Look and Feel

The screenshot shows the 'Set up Look & Feel' wizard step. On the left is a 'Wizard Steps' list with 'Set up Look & Feel' highlighted. The main area is titled 'Set up Look & Feel' and contains the following sections:

- Look & Feel options:** Theme: fivealive; Theme options: (dropdown); Fixed width: ; Layout Width: (input field); See also [Look & Feel admin panel](#).
- Title:** Site title: (input field); Subtitle: (input field).
- Logo:** Logo source (image path): img/tiki/Tiki_WCG.png
- Favicon:** Favicon icon file name: favicon.png; Favicon MIME type: image/png

Click to expand

1.1.5. Set up Editor Type

The screenshot shows the 'Select Editor type' wizard step. On the left is a 'Wizard Steps' list with 'Select Editor type' highlighted. The main area is titled 'Select Editor type' and contains the following sections:

- Select editor type:** Only Plain Text Editor (Disable Wysiwyg): Use only the plain text editor, which is the most stable editor mode and most compatible with Tiki functionality. The Full Wysiwyg Editor will be disabled, but you will still be able to insert wysiwyg sections through the Plain Text editor with [Plugin Wysiwyg](#).
- Wysiwyg: Use a What You See is What You Get (Wysiwyg) editor, by default in all new pages or only in some when selected. Provides a visual interface preferred by many. You will be able to configure the Full Wysiwyg Editor options in a next wizard page.

Click to expand

1.1.6. Set up Wysiwyg editor

The screenshot shows the 'Set up Wysiwyg editor' wizard step. On the left is a 'Wizard Steps' list with 'Set up Wysiwyg editor' highlighted. The main area is titled 'Set up Wysiwyg editor' and contains the following sections:

- Wiki editor setup:** You can choose to use by default the 'Compatible' Wiki mode (content is saved in wiki syntax), or the HTML mode.
- Select the Wysiwyg editor mode:** Compatible Wiki mode: Use wiki syntax for saved pages. This is the most compatible with Tiki functionality and the most stable editor mode. Tools and functions in the editor toolbar will be limited. Full Wysiwyg Editor is displayed by default.
- HTML mode: Use HTML syntax for saved pages. Best compatibility with inline editing. Loses some wiki related features, such as SlideShow, and has some problems with SEFURL. Full editor toolbar. Full Wysiwyg Editor is optional.
- Inline Wysiwyg editor.
- See also [Wysiwyg admin panel](#).

Click to expand

1.1.7. Set up your Text Area

The screenshot shows the 'Set up Text Area' configuration page. On the left is a 'Wizard Steps' list with 'Set up Text Area' highlighted. The main content area is titled 'Set up Text Area' and contains 'General settings' for editing and plugins. The settings include:

- Full Screen
- Enable edit plugin icons (Requires JavaScript)
- Toggle display of section and plugin edit icons
- Plugin pending approval notification
- Syntax Highlighter (CodeMirror) Theme: Off (but switchable)

There are also 'Close', 'Back', and 'Save and Continue' buttons at the top.

Click to expand

1.1.8. Set up Wiki environment

The screenshot shows the 'Set up Wiki environment' configuration page. On the left is a 'Wizard Steps' list with 'Set up Wiki environment' highlighted. The main content area is titled 'Set up Wiki environment' and contains 'Wiki environment' settings. The settings include:

- Category (See also Category @ doc.tiki.org)
- Wiki auto-toc
- jCapture Screencast
- Structures

There are also 'Close', 'Back', and 'Save and Continue' buttons at the top.

Click to expand

1.1.8.1. Set up Auto TOC

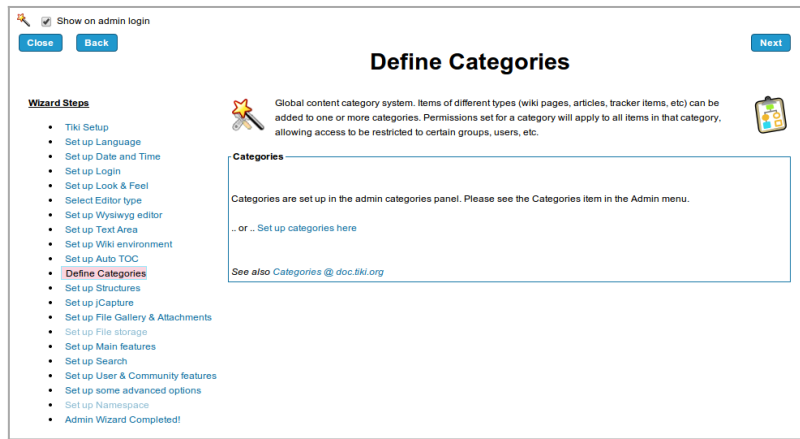
The screenshot shows the 'Set up Auto TOC' configuration page. On the left is a 'Wizard Steps' list with 'Set up Auto TOC' highlighted. The main content area is titled 'Set up Auto TOC' and contains 'Auto TOC options' settings. The settings include:

- Add inline auto-toc
- Inline toc position: right

There are also 'Close', 'Back', and 'Save and Continue' buttons at the top.

Click to expand

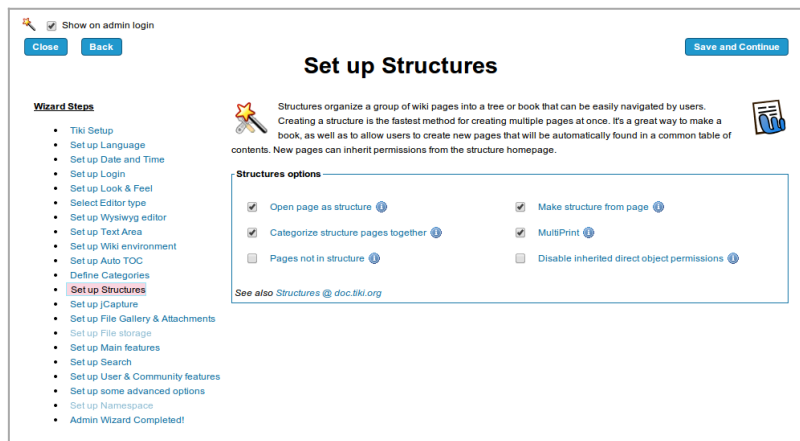
1.1.9. Set up Categories



The screenshot shows the 'Define Categories' step of the Tiki Admin Wizard. On the left, a 'Wizard Steps' list includes 'Define Categories' as the current step. The main area has a title 'Define Categories' and a 'Next' button. Below the title, there is an icon of a key and a brief description: 'Global content category system. Items of different types (wiki pages, articles, tracker items, etc) can be added to one or more categories. Permissions set for a category will apply to all items in that category, allowing access to be restricted to certain groups, users, etc.' A 'Categories' section contains the text: 'Categories are set up in the admin categories panel. Please see the Categories item in the Admin menu. ... or ... Set up categories here' and a link 'See also Categories @ doc.tiki.org'. At the top left, there are 'Close' and 'Back' buttons, and at the top right, a 'Next' button.

Click to expand

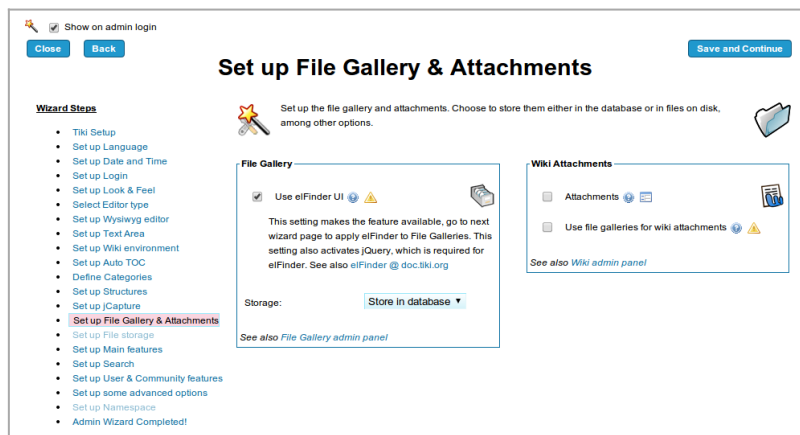
1.1.10. Set up Structures



The screenshot shows the 'Set up Structures' step of the Tiki Admin Wizard. On the left, the 'Wizard Steps' list highlights 'Set up Structures'. The main area has a title 'Set up Structures' and a 'Save and Continue' button. Below the title, there is an icon of a key and a description: 'Structures organize a group of wiki pages into a tree or book that can be easily navigated by users. Creating a structure is the fastest method for creating multiple pages at once. It's a great way to make a book, as well as to allow users to create new pages that will be automatically found in a common table of contents. New pages can inherit permissions from the structure homepage.' A 'Structures options' section contains several checkboxes: 'Open page as structure' (checked), 'Categorize structure pages together' (checked), 'Pages not in structure' (unchecked), 'Make structure from page' (checked), 'MultiPrint' (checked), and 'Disable inherited direct object permissions' (unchecked). A link 'See also Structures @ doc.tiki.org' is provided. At the top left, there are 'Close' and 'Back' buttons, and at the top right, a 'Save and Continue' button.

Click to expand

1.1.11. Set up Files Gallery & Attachments



The screenshot shows the 'Set up File Gallery & Attachments' step of the Tiki Admin Wizard. On the left, the 'Wizard Steps' list highlights 'Set up File Gallery & Attachments'. The main area has a title 'Set up File Gallery & Attachments' and a 'Save and Continue' button. Below the title, there is an icon of a folder and a description: 'Set up the file gallery and attachments. Choose to store them either in the database or in files on disk, among other options.' A 'File Gallery' section contains a checkbox 'Use eFinder UI' (checked) with a warning icon, a text block explaining that this setting activates eFinder and jQuery, and a 'Storage:' dropdown menu currently set to 'Store in database'. A link 'See also File Gallery admin panel' is provided. A 'Wiki Attachments' section contains two checkboxes: 'Attachments' (unchecked) and 'Use file galleries for wiki attachments' (unchecked) with a warning icon. A link 'See also Wiki admin panel' is provided. At the top left, there are 'Close' and 'Back' buttons, and at the top right, a 'Save and Continue' button.

Click to expand

1.1.11.1. Set up File Storage

Show on admin login

Set up File storage

Wizard Steps

- Tiki Setup
- Set up Language
- Set up Date and Time
- Set up Login
- Set up Look & Feel
- Select Editor type
- Set up Wysiwyg editor
- Set up Text Area
- Set up Wiki environment
- Set up Auto TOC
- Define Categories
- Set up Structures
- Set up iCapture
- Set up File Gallery & Attachments
- **Set up File storage**
- Set up Main features
- Set up Search
- Set up User & Community features
- Set up some advanced options
- Set up Namespace
- Admin Wizard Completed!

eFinder

Set eFinder as the default file gallery viewer.

See also [eFinder @ doc.tiki.org](http://doc.tiki.org/eFinder)

Click to expand

1.1.12. Set up Main Features

Show on admin login

Set up Main features

Set up the main Tiki features. The wiki and file gallery features are always enabled.

Wizard Steps

- Tiki Setup
- Set up Language
- Set up Date and Time
- Set up Login
- Set up Look & Feel
- Select Editor type
- Set up Wysiwyg editor
- Set up Text Area
- Set up Wiki environment
- Set up Auto TOC
- Define Categories
- Set up Structures
- Set up iCapture
- Set up File Gallery & Attachments
- Set up File storage
- **Set up Main features**
- Set up Search
- Set up User & Community features
- Set up some advanced options
- Set up Namespace
- Admin Wizard Completed!

Main Tiki features

<input checked="" type="checkbox"/> Blog	<input type="checkbox"/> Articles
<input checked="" type="checkbox"/> Forums	<input checked="" type="checkbox"/> Trackers
<input type="checkbox"/> Polls	<input checked="" type="checkbox"/> Spreadsheet
<input checked="" type="checkbox"/> Calendar	<input type="checkbox"/> Newsletters
<input type="checkbox"/> Banners	<input checked="" type="checkbox"/> Freelags

Tiki has many more features. See also [Global Features @ doc.tiki.org](http://doc.tiki.org/Global%20Features)

Watches

Enable email notifications to users when changes in the content of specific items (pages, posts, trackers, etc.) are made.

<input checked="" type="checkbox"/> User Watches	<input checked="" type="checkbox"/> Group Watches
<input checked="" type="checkbox"/> Daily Reports for User Watches	<input type="checkbox"/> Enable daily reports for new users

Click to expand

1.1.13. Set up User & Community features

Show on admin login

Set up User & Community features

Configure general user & community features and settings related to sharing and social networks.

Wizard Steps

- Tiki Setup
- Set up Language
- Set up Date and Time
- Set up Login
- Set up Look & Feel
- Select Editor type
- Set up Wysiwyg editor
- Set up Text Area
- Set up Wiki environment
- Set up Auto TOC
- Define Categories
- Set up Structures
- Set up iCapture
- Set up File Gallery & Attachments
- Set up File storage
- Set up Main features
- Set up Search
- **Set up User & Community features**
- Set up some advanced options
- Set up Namespace
- Admin Wizard Completed!

User Features

<input checked="" type="checkbox"/> Display 'MyTiki' in the application menu	<input checked="" type="checkbox"/> User Preferences Screen
<input checked="" type="checkbox"/> User Messages	<input checked="" type="checkbox"/> User Wizard

*To set up the **User Watches** and their associated settings, visit the page to [Set up Main features](#)*

Community General Settings

<input checked="" type="checkbox"/> Allow messages from other users	User information: Public
<input type="checkbox"/> Allow showing user's information on mouseover	Character set for mail: utf-8

Requires user's information to be public

<input checked="" type="checkbox"/> Pre-set show user's info on mouseover	<input type="checkbox"/> Show user's real name instead of login (when possible)
<input type="checkbox"/> Contact Us	

See also [Community admin panel](#) & in [doc.tiki.org](#)

Sharing & Networking

<input checked="" type="checkbox"/> Share	<input checked="" type="checkbox"/> Friendship Network	<input checked="" type="checkbox"/> Social networks
---	--	---

See also [Share admin panel](#) & in [doc.tiki.org](#)

Social Network Type: **Follow (as in Twitter)**

See also [Social networks admin panel](#) & in [doc.tiki.org](#)

See also [Community admin panel](#) > [Social Network](#) > [Friendship and Followers](#) & in [doc.tiki.org](#)

Click to expand

1.1.14. Set up some advanced options

The screenshot shows the 'Set up some advanced options' screen. On the left is a 'Wizard Steps' list with 24 items, where 'Set up some advanced options' is highlighted in red. The main content area has a title 'Set up some advanced options' and a 'Save and Continue' button. Below the title is a note: 'If you are an experienced Tiki site administrator, consider whether the advanced features below would be useful for your use case. They are useful for creating a similar set of Tiki objects for different groups of users with like permissions.' There are two sections: 'Workspaces' with a checkbox for 'Workspace UI' and a link to 'See also Workspaces UI in doc.tiki.org'; and 'Dependencies' with checkboxes for 'Category', 'Perspectives', and 'Namespace'. A note under 'Dependencies' says 'Enable using the same wiki page name in different contexts. E.g. ns1:_MyPage and ns2:_MyPage.' and a link to 'See also Workspaces & Areas admin panel'.

Click to expand

1.1.15. Set up Namespace

The screenshot shows the 'Set up Namespace' screen. On the left is an 'Admin Wizard - steps:' list with 24 items, where 'Set up Namespace' is highlighted in red. The main content area has a title 'Set up Namespace' and a 'Save and Continue' button. Below the title is a note: 'The namespace separator should not contain any of the characters not allowed in wiki page names, typically /?[]@\$\$+;=<-> conflict with wiki syntax tagging'. There is a 'Namespace settings' section with a text input for 'Namespace separator', a checkbox for 'Hide namespace indicator in structure path', and a 'Settings that may be affected by the namespace separator:' section. This section includes a note: 'To use :: as a separator, you should also use ::: as the wiki center tag syntax. Note: a conversion of - to ::: for existing pages must be done manually.' and a checkbox for 'Center text using ::: instead of ::'. There is also a text input for 'Page name display stripper' and a link to 'See also Namespaces @ doc.tiki.org'.

Click to expand

1.1.16. Admin Wizard Completed

The screenshot shows the 'Admin Wizard Completed!' screen. On the left is a 'Wizard Steps' list with 24 items, where 'Admin Wizard Completed!' is highlighted in red. The main content area has a title 'Admin Wizard Completed!' and a 'Finish' button. Below the title is a note: 'Congratulations. You are done with the admin wizard.' There is a 'Next?' section with three bullet points: 'Visit the Profiles Admin Panel to continue configuring your site.', 'Visit the User Wizard to set some of your user preferences.', and 'Or click at the button Finish to end the admin wizard and go back to the where you were.'

Click to expand

The list of settings shown in the admin wizard may evolve in the future to include other common initial settings in other steps of the admin wizard.

Settings

Admin wizard will be enabled and shown by default for new admins in a brand new Tiki site. Any admin can change this default setting to prevent showing the admin wizard at login time for admins.

You can additionally launch the Admin wizard at any time again through a link in the quickadmin module:



Click to expand

Alias names for this page

[Wizard](#) | [AdminWizard](#) | [AdminWizards](#) | [Admin Wizards](#) | [Wizard admin](#) | [Configuration Wizard](#)