

## User Wizard

This wizard will help users to fill in the main settings for their accounts in that website. Depending on the features enabled by the site admin, users will have more or less options available.

### Enable the feature


The User Wizard feature can be enabled at:

- **"Admin home > Community > User Features > User Wizard"** (tiki-admin.php?page=community) or at the Admin Wizard:
- **"Configuration Wizards > Admin Wizard > Set up User & Community features > User Wizard"** (tiki-wizard\_admin.php?&stepNr=17&url=index.php)

## Screens

Some of the screens shown to the user (when all the corresponding features are enabled beforehand by an admin):


### User Wizard



Close

Start

## Welcome to the User Wizard

 This wizard will help you fill in data and main settings for your account in this website. Depending on the features enabled by the site admin, you will be offered more or less options. If you can't set up your user preferences (Real name, keep your information public or private, time settings, ...), you can request the site admin to enable the user preferences feature.


User Wizard

**Welcome to the Tiki User Wizard.**

The user wizard will help you set up your personal Tiki preferences. Click at the "Start" button above to launch it

If you don't want to run the wizard, you can close it using the button below, or use the "Close" button on top (available on all wizard pages).


Close the wizard



**Tiki version 12.0svn.** To learn more about this Tiki release, go to [Tiki 12](#).

Click to expand

### User Wizard




Close

Back

Save and Continue


## User Preferences: Personal Information

 Set up your basic information as a user on this site.

Personal Information

User: admin

Real Name: System Administrator

Avatar:  [Pick user Avatar](#)


Country: Cuba

Homepage URL:

User information: Public

Click to expand

## User Preferences: Settings

 Set up your general settings for your account.

### General settings

Is email public? (uses scrambling to prevent spam) no ▾

Does your mail reader need a special charset utf-8 ▾

Preferred language: English (en) ▾

Number of visited pages to remember: 4 ▾

Displayed time zone: Site default ▾

Use 12-hour clock in time selectors: ☐

Display info tooltip on mouseover for every user who allows his/her information to be public ☒

Use double-click to edit pages: ☒

### User Messages

Allow messages from other users ☒

Send me an email for messages with priority equal or greater than: 3 -Normal- ▾

### My Tiki


My pages: ☒

My messages ☒



Reset remark boxes visibility Reset

Click to expand

## User Wizard

 Close Back Save and Continue

### User Watches: Report Preferences

 Use "watches" to monitor wiki pages or other objects. Watch new items by clicking the  button on specific pages.  
Use reports to summarise notifications about objects you are watching.

#### Report Preferences

☒ Use reports


Interval in which you want to get the reports Daily ▾

☐ Short report
 ☐ HTML-Email
 ☒ Send me an email also if nothing happened



☒ Detailed report
 ☐ Plain text

Click to expand

## User Wizard

 Close Back Finish

### User Watches: Notification Preferences

 Use "watches" to monitor wiki pages or other objects. Watch new items by clicking the  button on specific pages.  
Set up here your preferences related to receiving notifications by email about changes in the site.

#### Notification Preferences

Send notification when I am the editor:


☐ Wiki  
☐ Article  
☐ Blog  
☐ Tracker  
☐ Calendar  
☐ Comment

Click to expand

Since [Tiki12.2](#), a new screen is shown to let the user read some custom information provided by the site admins and let the user add some extra details.

Save and Continue

## User Details


 Use this form to fill in some extra information about you.


### Extra information about you


Note

Read this first

Feedback

No Tabs

 Take into consideration the latest changes in our site / organization.

 [Read more](#)

**Name \***

**Long Description**

**Country**

**Website**

*Fields marked with an \* are mandatory.*

Save and Continue

Click to expand

If you are a tiki site admin, you can learn how to set up this "User Details" extra screen:

- [User Wizard - Set up the User Details screen](#)

#### Related

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- [Admin Wizard](#)
- [Profiles Wizard](#)
- [Upgrade Wizard](#)
- [User Wizard - Set up the User Details screen](#)