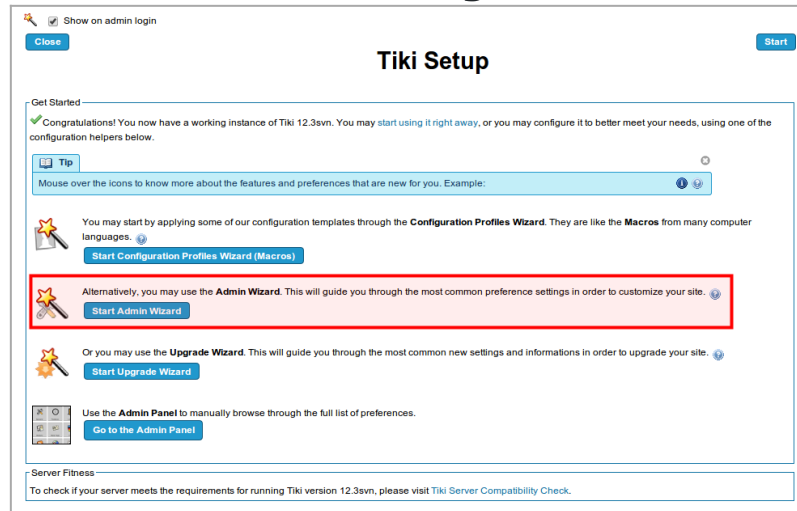


Admin Wizard / Configuration Wizard

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 configuration 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

☑ Show on admin login

Close Back Save and Continue

Set up 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 Wiki 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!

Select the site language.

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

Show on admin login

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 Wysiwyg 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 Namespaces
- 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

Show on admin 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 Wysiwyg 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
- Require validation by Admin
- Require passcode to register
- Validate new user registrations by email
- Banning system

Username

- Use email as username
- Force lowercase

Password

- Forgot password
- Users can change their password

Minimum length:

See also [Login admin panel](#)

Click to expand

1.1.4. Set up Look and Feel

Show on admin login

[Close](#) [Back](#) [Save and Continue](#)

Set up Look & Feel

Configure the Tiki theme and other look & feel preferences.

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!

Look & Feel options

Theme: ⓘ

Theme options: ⓘ

Fixed width ⓘ

Layout Width: ⓘ
ex.: 800px

See also Look & Feel admin panel

Title

Site title:

Subtitle:

Logo

Logo source (image path):

Favicon

Favicon icon file name:

Favicon MIME type: ⓘ

Click to expand

1.1.5. Set up Editor Type

Show on admin login

Close Back Save and Continue

Select Editor type

Select editor type.

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 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!

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

Show on admin login

Close Back Save and Continue

Set up Wysiwyg editor

You can choose to use by default the 'Compatible' Wiki mode (content is saved in wiki syntax), or the HTML mode.

Wiki editor setup

Select the Wysiwyg editor mode

<input checked="" type="radio"/> 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. <input checked="" type="checkbox"/> Full Wysiwyg Editor is displayed by default
<input type="radio"/> 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. <input checked="" type="checkbox"/> Full Wysiwyg Editor is optional
<input type="checkbox"/> Inline Wysiwyg editor	

See also [Wysiwyg admin panel](#)

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 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!

Click to expand

1.1.7. Set up your Text Area

Show on admin login

Close Back Save and Continue

Set up Text Area

Set up the text area environment (Editing and Plugins).

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 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!

General settings

<input type="checkbox"/> Full Screen	<input checked="" type="checkbox"/> Enable edit plugin icons <small>Requires JavaScript</small>
<input checked="" type="checkbox"/> Toggle display of section and plugin edit icons	<input checked="" type="checkbox"/> Plugin pending approval notification
<input checked="" type="checkbox"/> Syntax Highlighter (CodeMirror)	Syntax Highlighter (CodeMirror) Theme: Off (but switchable)

See also *Editing and plugins admin panel*

Click to expand

1.1.8. Set up Wiki environment

The screenshot shows the 'Set up Wiki environment' step in a wizard. On the left, a 'Wizard Steps' list includes: 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** (highlighted), 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, and Admin Wizard Completed!. The main content area is titled 'Set up the Wiki environment' and contains a 'Wiki environment' section with four checked options: 'Category' (with a link to doc.tiki.org), 'Wiki auto-toc', 'jCapture Screenshot', and 'Structures'. Below these options, there is a note: 'Look for the [icon] icon in the editor toolbar. Requires Java. Verify your Java installation.' and a link to 'See also Wiki admin panel'. The interface includes 'Close', 'Back', and 'Save and Continue' buttons.

Click to expand

1.1.8.1. Set up Auto TOC

The screenshot shows the 'Set up Auto TOC' step in a wizard. The 'Wizard Steps' list on the left is identical to the previous step, but 'Set up Auto TOC' is now highlighted. The main content area is titled 'Set up Auto TOC' and contains an 'Auto TOC options' section. It has a checked option 'Add inline auto-toc' and a dropdown menu for 'Inline toc position' set to 'right'. Below this is a link: 'See also Auto TOC @ doc.tiki.org'. The interface includes 'Close', 'Back', and 'Save and Continue' buttons.

Click to expand

1.1.9. Set up Categories

Show on admin login

Close Back Next

Define Categories

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 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!

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.

Categories

Categories are set up in the admin categories panel. Please see the Categories item in the Admin menu.

... or ... Set up categories here

See also [Categories @ doc.tiki.org](#)

Click to expand

1.1.10. Set up Structures

Show on admin login

[Close](#) [Back](#) [Save and Continue](#)

Set up Structures

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 Capture](#)
- [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!](#)

Structures options

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.

Open page as structure ⓘ

Categorize structure pages together ⓘ

Pages not in structure ⓘ

Make structure from page ⓘ

MultiPrint ⓘ

Disable inherited direct object permissions ⓘ

See also [Structures @ doc.tiki.org](#)

Click to expand

1.1.11. Set up Files Gallery & Attachments

The screenshot shows the 'Set up File Gallery & Attachments' wizard page. At the top, there are buttons for 'Close', 'Back', and 'Save and Continue'. Below the title, there is a 'Wizard Steps' list on the left, with 'Set up File Gallery & Attachments' highlighted. The main content area has a title 'Set up File Gallery & Attachments' and a sub-header 'Set up the file gallery and attachments. Choose to store them either in the database or in files on disk, among other options.' There are two main sections: 'File Gallery' and 'Wiki Attachments'. The 'File Gallery' section has a checked checkbox for 'Use eFinder UI' and a 'Storage:' dropdown menu set to 'Store in database'. The 'Wiki Attachments' section has two unchecked checkboxes: 'Attachments' and 'Use file galleries for wiki attachments'. A 'See also Wiki admin panel' link is present below the Wiki Attachments section.

Click to expand

1.1.11.1. Set up File Storage

The screenshot shows the 'Set up File storage' wizard page. At the top, there are buttons for 'Close', 'Back', and 'Save and Continue'. Below the title, there is a 'Wizard Steps' list on the left, with 'Set up File storage' highlighted. The main content area has a title 'Set up File storage' and a sub-header 'eFinder'. There is a checked checkbox for 'Set eFinder as the default file gallery viewer.' and a 'See also eFinder @ doc.tiki.org' link below it.

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 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 Helpsearch
- Admin Wizard Completed!

Main Tiki features

Blog Articles

Forums Trackers

Polls Spreadsheet

Calendar Newsletters

Banners Freetags

Tiki has many more features. See also [Global Features @ doc.tiki.org](#)

Watches

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

User Watches Group Watches

Daily Reports for User Watches

Enable daily reports for new users

Click to expand

1.1.13. Set up User & Community features

Show on admin login

[Close](#) [Back](#) [Save and Continue](#)

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 TCC
- 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

Display "MyTiki" in the application menu User Preferences Screen

User Messages User Wizard

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

Community General Settings

Allow messages from other users Allow showing user's information on mouseover

Requires user's information to be public

Pre-set show user's info on mouseover Show user's real name instead of login (when possible)

Contact Us

User information:

Character set for mail:

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

Sharing & Networking

Share Friendship Network Social networks

Social Network Type:

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

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

Show on admin login

Close Back Save and Continue

Set up some advanced options

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.

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 Capture
- 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!

Workspaces

Workspace UI

See also [Workspaces UI in doc.tiki.org](#)

Dependencies

Category Perspectives

Namespace

Enable using the same wiki page name in different contexts. E.g. ns1:_MyPage and ns2:_MyPage.

See also [Workspaces & Areas admin panel](#)

Click to expand

1.1.15. Set up Namespace

Show on admin login

Close Back Save and Continue

Set up Namespace

Admin 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 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!

The namespace separator should not

- contain any of the characters not allowed in wiki page names, typically `?#@!$%+<=>`
- conflict with wiki syntax tagging

Namespace settings

Namespace separator:

Hide namespace indicator in structure path

Settings that may be affected by the namespace separator:

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

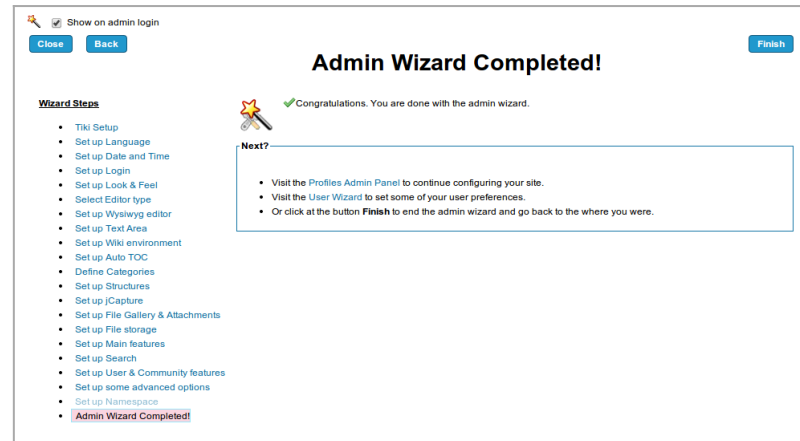
Center text using `:::` instead of `::`

Page name display stripper:

See also [Namespaces @ doc.tiki.org](#)

Click to expand

1.1.16. Admin Wizard Completed



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