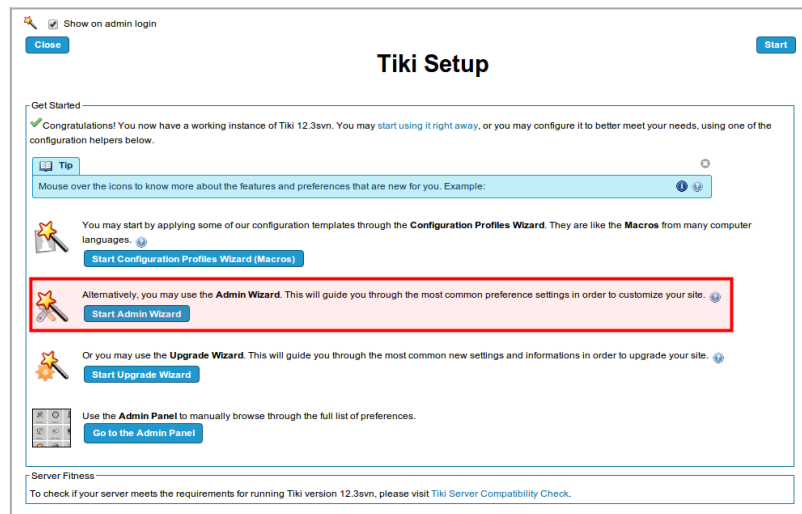


# Admin Wizard / Configuration Wizard

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

The screenshot shows the 'Set up Language' step of a wizard. On the left, a 'Wizard Steps' list includes: Tiki Setup, Set up Language (highlighted), 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, and Admin Wizard Completed!. The main area is titled 'Set up Language' and contains a 'Language' section with a 'Default language:' dropdown set to 'English (en)'. There are checkboxes for 'Multilingual' and 'Use database for translation', and a link for 'Edit or export/import Languages'. A 'Save and Continue' button is in the top right.

Click to expand

## 1.1.2. Set up date and time

The screenshot shows the 'Set up Date and Time' step of a wizard. The 'Wizard Steps' list on the left is identical to the previous step, with 'Set up Date and Time' highlighted. The main area is titled 'Set up Date and Time' and contains a 'Date and Time setup' section. It includes a 'Time zone:' dropdown set to 'UTC', a checkbox for 'Use 12-hour clock for time selectors', and radio buttons for 'Always the site default time zone.' and 'Use time zone set from user preferences, or the automatically detected time zone for anonymous (if browser allows). Site default is used as fallback.'. There is also a 'Fields display order:' dropdown set to 'Month Day Year'. A 'Save and Continue' button is in the top right.

Click to expand

## 1.1.3. Set up login

The screenshot shows the 'Set up Login' step of a wizard. The 'Wizard Steps' list on the left is identical to the previous steps, with 'Set up Login' highlighted. The main area is titled 'Set up Login' and contains a 'Registration & Log in options' section. It includes checkboxes for 'Users can register', 'Require validation by Admin', 'Require passcode to register', 'Validate new user registrations by email' (checked), and 'Banning system'. Below this are two sections: 'Username' with checkboxes for 'Use email as username' and 'Force lowercase', and 'Password' with checkboxes for 'Forgot password' and 'Users can change their password', and a 'Minimum length:' input field set to '5'. A 'Save and Continue' button is in the top right.

Click to expand

## 1.1.4. Set up Look and Feel

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 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!

**Look & Feel options**

Theme: fivealive

Theme options:

Fixed width

Layout Width: ex.: 800px

See also Look & Feel admin panel

**Title**

Site title:

Subtitle:

**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

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

The screenshot shows the 'Set up Wysiwyg editor' step of the Tiki Admin Wizard. On the left is a 'Wizard Steps' list with 'Set up Wysiwyg editor' highlighted. The main content area is titled 'Set up Wysiwyg editor' and contains the following text: 'You can choose to use by default the 'Compatible' Wiki mode (content is saved in wiki syntax), or the HTML mode.' Below this is a 'Wiki editor setup' section with three options: 'Compatible Wiki mode' (selected), 'HTML mode', and 'Inline Wysiwyg editor'. The 'Compatible Wiki mode' section includes: '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.' It has a checked checkbox for 'Full Wysiwyg Editor is displayed by default'. The 'HTML mode' section includes: '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.' It has a checked checkbox for 'Full Wysiwyg Editor is optional'. The 'Inline Wysiwyg editor' section has a checked checkbox with a warning icon. There are 'Close', 'Back', and 'Save and Continue' buttons at the top.

Click to expand

## 1.1.7. Set up your Text Area

The screenshot shows the 'Set up Text Area' step of the Tiki Admin Wizard. 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 the text: 'Set up the text area environment (Editing and Plugins)'. Below this is a 'General settings' section with several options: 'Full Screen' (unchecked), 'Toggle display of section and plugin edit icons' (checked), 'Syntax Highlighter (CodeMirror)' (checked), 'Enable edit plugin icons' (checked, with a note 'Requires JavaScript'), 'Plugin pending approval notification' (checked), and 'Syntax Highlighter (CodeMirror) Theme: Off (but switchable)'. There are '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' step of the Tiki Admin Wizard. 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 the text: 'Set up the Wiki environment'. Below this is a 'Wiki environment' section with options: 'Category' (checked), 'Wiki auto-toc' (checked), 'jCapture Screencast' (checked), and 'Structures' (checked). There is a note: 'Look for the [icon] icon in the editor toolbar. Requires Java. Verify your Java installation.' There are 'Close', 'Back', and 'Save and Continue' buttons at the top.

Click to expand

### 1.1.8.1. Set up Auto TOC

Show on admin login
 [Close](#) [Back](#) [Save and Continue](#)

## Set up Auto TOC

**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!

**Auto TOC options**

Add inline auto-toc ⓘ

Inline toc position:  ⓘ

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

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!

**Categories**

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 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 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!

**Structures options**

Open page as structure ⓘ       Make structure from page ⓘ

Categorize structure pages together ⓘ       MultiPrint ⓘ

Pages not in structure ⓘ       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. On the left is a 'Wizard Steps' list with 'Set up File Gallery & Attachments' highlighted. The main area has a title 'Set up File Gallery & Attachments' and a 'Save and Continue' button. Below the title is a section for 'File Gallery' with a checked option 'Use eFinder UI' and a 'Storage' dropdown set to 'Store in database'. To the right is a 'Wiki Attachments' section with two unchecked options: 'Attachments' and 'Use file galleries for wiki attachments'. A 'See also Wiki admin panel' link is at the bottom right.

Click to expand

### 1.1.11.1. Set up File Storage

The screenshot shows the 'Set up File storage' wizard. The 'Wizard Steps' list on the left has 'Set up File storage' highlighted. The main area has a title 'Set up File storage' and a 'Save and Continue' button. Below the title is a section for 'eFinder' with a checked option 'Set eFinder as the default file gallery viewer' and a link 'See also eFinder @ doc.tiki.org'.

Click to expand

## 1.1.12. Set up Main Features

The screenshot shows the 'Set up Main features' wizard. The 'Wizard Steps' list on the left has 'Set up Main features' highlighted. The main area has a title 'Set up Main features' and a 'Save and Continue' button. Below the title is a section for 'Main Tiki features' with a grid of checkboxes for various features: Blog, Forums, Polls, Calendar, Banners, Articles, Trackers, Spreadsheet, Newsletters, and Freetags. Below this is a 'Watches' section with a sub-header 'Enable email notifications to users when changes in the content of specific items (pages, posts, trackers, etc.) are made.' and checkboxes for 'User Watches', 'Daily Reports for User Watches', 'Group Watches', and '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 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!

**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
- Contact Us

User information: Public

Character set for mail: utf-8

- Show user's real name instead of login (when possible)

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

**Sharing & Networking**

- Share
- Friendship Network
- 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

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 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!

**Workspaces**

- Workspace UI

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

**Dependencies**

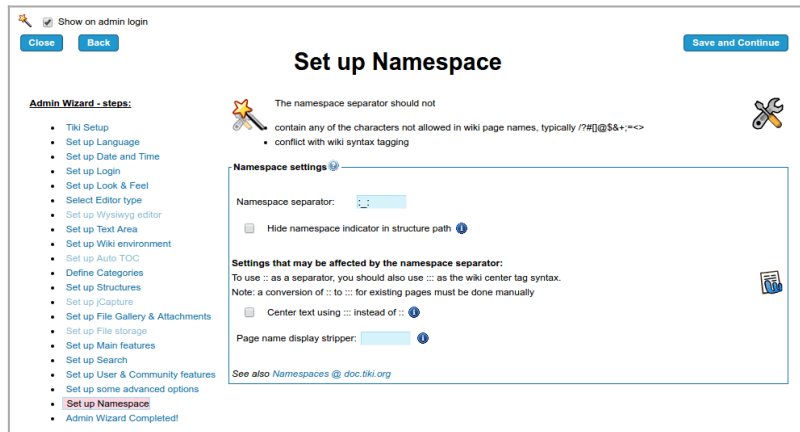
- Category
- Perspectives
- Namespace

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

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

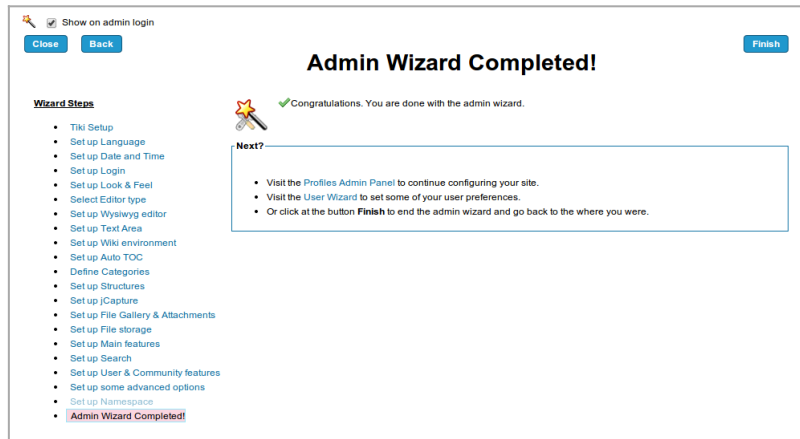
Click to expand

## 1.1.15. Set up Namespace



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](#)