

Creating a Tracker

This page explains the options available to create [Trackers](#).

Create the Tracker

Trackers

Adding fields to a tracker

Adding items to a tracker

Viewing Tracker Results

Assigning Trackers to groups

Once you have enabled the **Trackers** feature in your Tiki installation, you can set up a tracker. To create a new Tracker, click "Trackers" > "List Trackers" in the main menu to bring up a list of trackers available. By default there is no Tracker created yet. To create a new tracker click the "Create" button.



Prior to version 16.x there was a legacy interface as shown below in the 2.x tab. Since version 16.x by default Tiki is using new modal dialog interface to create and edit Tracker properties. In version 18.x you can still opt-out from using this new dialog method and use the legacy interface by setting it up in Trackers control panel.

Lets create your first Tracker by entering some basic information about it into the form shown below.

General

Name

Description

Description is wiki-parsed

Field Prefix

Features

Display

Section Format

Status

Notifications

Permissions

...

Create/Edit Trackers

Name:	<input type="text"/>
Description:	Description text is tiki-parsed: <input type="checkbox"/> <input type="text"/>
Categorize	Show Categories
Auto create corresponding categories	<input type="checkbox"/>
Show status	<input type="checkbox"/>
Default status displayed in list mode	<input checked="" type="checkbox"/> open <input type="checkbox"/> pending <input type="checkbox"/> closed
Show status to tracker admin only	<input type="checkbox"/>
Send copies of all activity in this tracker to this e-mail address: <small>You can add several email addresses by separating them with commas.</small>	<input type="text"/>
Use simplified e-mail format: <small>The tracker will use the text field named Subject if any as subject and will use the user email or for anonymous the email field if any as sender.</small>	<input type="checkbox"/>
New items are created with status	open <input type="button" value="v"/>
Authoritative status for modified items	No change <input type="button" value="v"/>
Item creator can modify his items? <small>The tracker needs a user field with the option 1</small>	<input type="checkbox"/>
Only one item per user or IP? <small>The tracker needs a user or IP field with the option 1</small>	<input type="checkbox"/>
Member of the default group of creator can modify items? <small>The tracker needs a group field with the option 1</small>	<input type="checkbox"/>
Show creation date when listing tracker items?	<input type="checkbox"/>
Show creation date when viewing tracker item?	<input type="checkbox"/>
Show lastModif date when listing tracker items?	<input type="checkbox"/>
Show lastModif date when viewing tracker item?	<input type="checkbox"/>
What field is used for default sort?	LastModif <input type="button" value="v"/>
What is default sort order in list?	ascending <input type="button" value="v"/>
Tracker items allow ratings?	<input type="checkbox"/>
Tracker items allow comments?	<input type="checkbox"/>
Tracker items allow attachments?	<input type="checkbox"/>
Items can be created only during a certain time	After: <input type="checkbox"/> August <input type="button" value="v"/> <input type="button" value="v"/> 26 <input type="button" value="v"/> 2008 <input type="button" value="v"/> 10 <input type="button" value="v"/> <input type="button" value="v"/> 24 <input type="button" value="v"/> Before: <input type="checkbox"/> August <input type="button" value="v"/> <input type="button" value="v"/> 26 <input type="button" value="v"/> 2008 <input type="button" value="v"/> 10 <input type="button" value="v"/> <input type="button" value="v"/> 24 <input type="button" value="v"/>
Do not show empty fields in item view?	<input type="checkbox"/>
Show these fields (ID comma separated) in a popup on item link when listing tracker items?	<input type="text"/>
	<input type="button" value="Save"/>

Admin trackers

List trackers | Edit fields for tracker Staff | View this tracker items

Trackers | Edit tracker Staff (#2) | Import/export

Create/edit trackers

Name: Staff

Description: Members of the Department

Categorize [show categories | hide categories]

Show status

Default status displayed in list mode open pending closed

Show status to tracker admin only

Send copies of all activity in this tracker to this e-mail address: []

Use simplified e-mail format
The tracker will use the text field named Subject if any as subject and will use the user email or for anonymous the email field if any as sender

New items are created with status open

Authoritative status for modified items No change

Item creator can modify his items?
The tracker needs a user field with the option 1

Member of the default group of creator can modify items?
The tracker needs a group field with the option 1

Show creation date when listing tracker items?

Show lastModif date when listing tracker items?

What field is used for default sort? User

What is default sort order in list? ascending

Tracker items allow ratings?

Tracker items allow comments?

Tracker items allow attachments?

Do not show empty fields in item view?

Save

In Tiki, you can imagine Trackers as a data table, where the columns are named **fields** and rows are the **items** with some data values entered. Trackers can have any set of fields and any number of items. The columns, or fields, will contain the data about each row, or item, in the table. You can add, remove and list items that you want to track. You can add comments or attach files to each item tracked. You can assign users and groups to each item and, when the item is opened, it will appear in the user-preferences screen. You can monitor Trackers by email. Simple workflows can be modeled using one or more Trackers.

The Tracker fields are explained in the following table:

Option
Name
Description
Categorize:
Selected

Choices

Any alpha-numeric text

Any text

Click **Show categories** to display/select from all available categories.

all selected categories

Explanation

Name of the tracker

Longer description of the tracker or its purpose.

Select the **Description is wiki parsed** option to allow formatting in the tracker's description

Use to categorize this tracker for searching and permission purposes. This field appears only if you have enabled the **Multiple categories** option.

allows multiple categories to be selected

Version

Tiki \geq 2.0.

Option

Auto create corresponding categories

Show status

Default status displayed in list mode

Show status to tracker admin only

Send copies of all activity in this tracker to this e-mail address

Choices

Yes/No

Yes/No

Available status options:
open, pending, closed

Yes/No

Any email address

Explanation

Displays the status of an item to anyone viewing it.

toggles the display status when an item is viewed

toggles visibility of status by permission

Separate multiple email addresses with a comma.

For example:

address1@tikiwiki.org,address2@tikiwiki.org,address3@tikiwiki.org

Option

Use simplified e-mail format

New items are created with status

Authoritative status for modified items

Item creator can modify his items?

Choices

Yes/No

Available options:
open, pending, closed

No change, open, pending, closed

Yes/No

Explanation

The sent email will have for subject the content of the `subject` field if it exists (otherwise the default one). The from header will be the user email of for an anonymous the content of the first `from` field if it exists (tw > 1.9.7). The message will not be sent if the `subject` field is empty.

Select the status for newly created items.

The tracker must include a field of type **user** with options

Option

User can take ownership of item created by anonymous

Only one item per user or IP

Member of the default group of creator can modify items?

Show creation date when listing tracker items?

Show creation date when viewing tracker items?

Choices

Yes or No

Yes/No

Yes/No

Yes/No

Yes/No

Explanation

For tracker that allows anonymous to create and that a creator to modify his items and that does not allow other to edit other items. As soon as a user edits an item created by anonymous, the item is associated to him, and no other user than him can edit the item

The tracker must include a field of type **user** with option

The tracker must include a field of type **user** with option

Version

tw >=4.0

Tiki >= 2.0

Tiki >=2.0

Option

Show lastModif date when listing tracker items?

Show lastModif date when viewing tracker items?

What field is used for default sort?

What is default sort order in list?

Trackers items allow ratings?

...with values

...and display rating results in listing?

Trackers items allow comments?

Choices

Yes/No

Yes/No

Any tracker field, including:
Item ID, Last Modified, Created

ascending, descending

Yes/No

Yes/No

Yes/No

Version

Tiki >= 2.0

Tiki >= 2.0

Option

...and display comments in listing?

Trackers items allow attachments?

...and display attachments in listing?

Attachment display options

Items can be created only during a certain time

Choices

Yes/No

Yes/No

Yes/No

rank all options

Select the date and time between which users can create tracker items.

Explanation

adds the attachments column to the List view

selects the data columns to include when displaying at
in which order.

Version

Tiki >= 2.0

Option

Show these fields in a popup

Wiki page to display an item

Choices

Trackers field ID

wiki:pageName for a wiki page or tpl:tplName for a template

Explanation

Enter the field ID of the tracker's fields to include in a p window, when listing tracker items. Separate multiple l For example: *1,2,5,6,9*

From [Tiki14](#), with [Unified Index](#) turned on there will be fields to choose from. The index will need to be up-to-c list to appear properly - try rebuilding the index if Unifi turned on but the field choices aren't showing.

Replaces the standard tracker item view with a custom formatting; using a wiki page or a tpl file as a template. [Tracker](#) for instructions how to create the template.

Version

Tiki \geq 2.0

Tiki \geq 5.0
