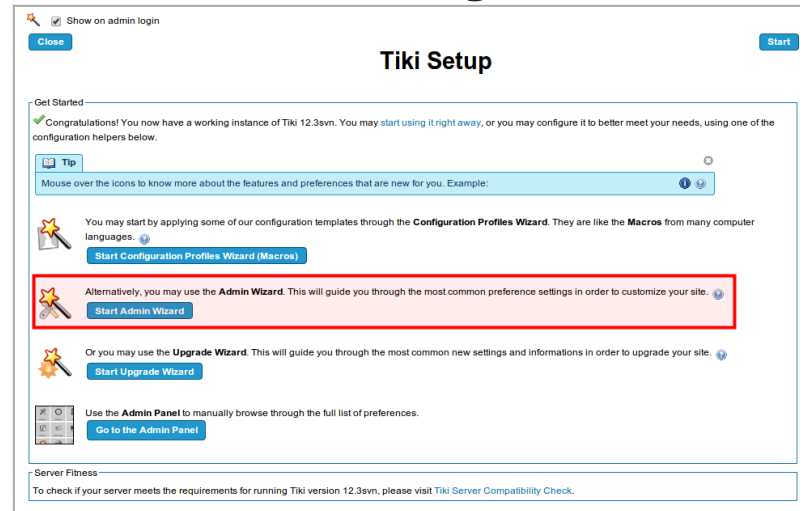


# Admin Wizard / Configuration Wizard

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

CloseBack

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 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!

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

CloseBack


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 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

Show on admin login

CloseBackSave 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 JCaption
- 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: 5

See also Login admin panel

Click to expand

# 1.1.4. Set up Look and Feel

Show on admin login

CloseBack

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: fivealive

Theme options:

☒ Fixed width

Layout Width: ex.: 800px



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

See also Look & Feel admin panel

Click to expand

# 1.1.5. Set up Editor Type


 Show on admin login


CloseBackSave and Continue

## 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 Namespaces
- Admin Wizard Completed!

 Select editor type.



**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

CloseBackSave and Continue

## Set up Wysiwyg editor

**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!

 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

☒ 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

Show on admin login

CloseBack


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!

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

General settings

☐ Full Screen ⓘ

☒ Toggle display of section and plugin edit icons

☒ Syntax Highlighter (CodeMirror) ⓘ

☒ Enable edit plugin icons ⓘ  
*Requires JavaScript*

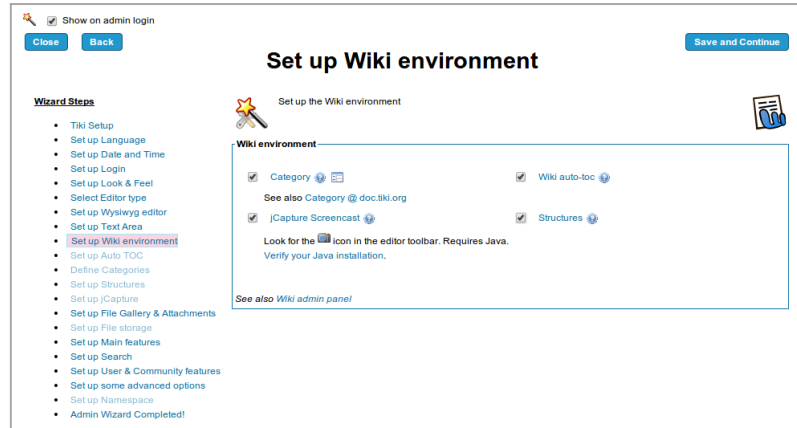
☒ Plugin pending approval notification ⓘ

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 items like 'Tiki Setup', 'Set up Language', and 'Set up Wiki environment', which is highlighted. The main area is titled 'Set up the Wiki environment' and contains a 'Wiki environment' section with checkboxes for 'Category', 'Wiki auto-toc', 'jCapture Screenshot', and 'Structures'. It also includes links to documentation and a note about the Java installation.

Close Back Save and Continue

### Set up Wiki environment


Show on admin login

Set up the Wiki environment

**Wiki environment**

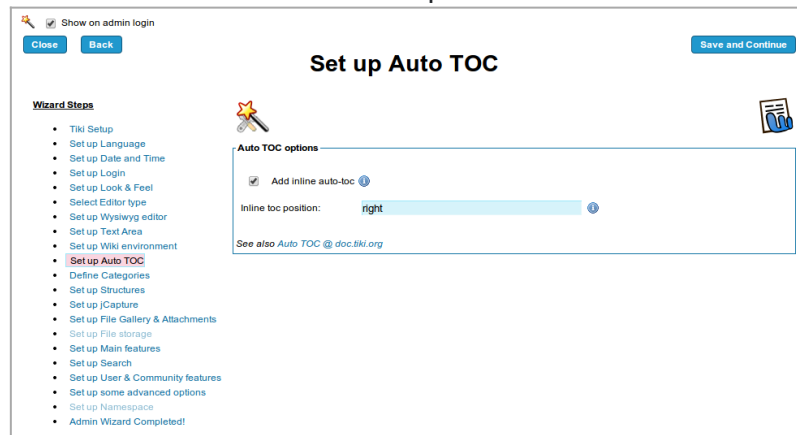
- ☒ Category [?](#)
- ☒ Wiki auto-toc [?](#)
- ☒ jCapture Screenshot [?](#)
- ☒ Structures [?](#)

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

Look for the  icon in the editor toolbar. Requires Java. Verify your Java installation.

See also [Wiki admin panel](#)

Click to expand  
1.1.8.1. Set up Auto TOC



The screenshot shows the 'Set up Auto TOC' step in a wizard. On the left, the 'Wizard Steps' list is the same as in the previous step, with 'Set up Auto TOC' highlighted. The main area is titled 'Set up Auto TOC' and contains an 'Auto TOC options' section with a checkbox for 'Add inline auto-toc' and a dropdown menu for 'Inline toc position' set to 'right'. It also includes a link to documentation.

Close Back Save and Continue

### Set up Auto TOC

Show on admin login

**Auto TOC options**


- ☒ Add inline auto-toc [?](#)

Inline toc position: right [?](#)

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!](#)



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 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 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.


Structures options


☒ 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

Show on admin login

CloseBack

Save and Continue

## Set up File Gallery & Attachments

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!

Set up the file gallery and attachments. Choose to store them either in the database or in files on disk, among other options.

File Gallery

☒ Use eFinder UI

This setting makes the feature available, go to next wizard page to apply eFinder to File Galleries. This setting also activates jQuery, which is required for eFinder. See also [eFinder @ doc.tiki.org](#)

Storage: 

Store in database

See also [File Gallery admin panel](#)

Wiki Attachments

☐ Attachments

☐ Use file galleries for wiki attachments

See also [Wiki admin panel](#)

Click to expand

## 1.1.11.1. Set up File Storage

Show on admin login

CloseBack

Save and Continue

## 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 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!


Set eFinder

☒ Set eFinder as the default file gallery viewer.

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

Click to expand


# 1.1.12. Set up Main Features

 ☐ Show on admin login

Set up Main features

**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!

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

**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"/> 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.

<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

[Close](#) [Back](#)

**Set up User & Community features**

[Save and Continue](#)

**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!](#)

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

**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

User information:

☐ Allow showing user's information on mouseover

Character set for mail:

☒ Pre-set show user's info on mouseover

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

☐ Contact Us

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:

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



CloseBack

Save and Continue


## Set up some advanced options

### 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!



 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. 


### 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

CloseBack

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

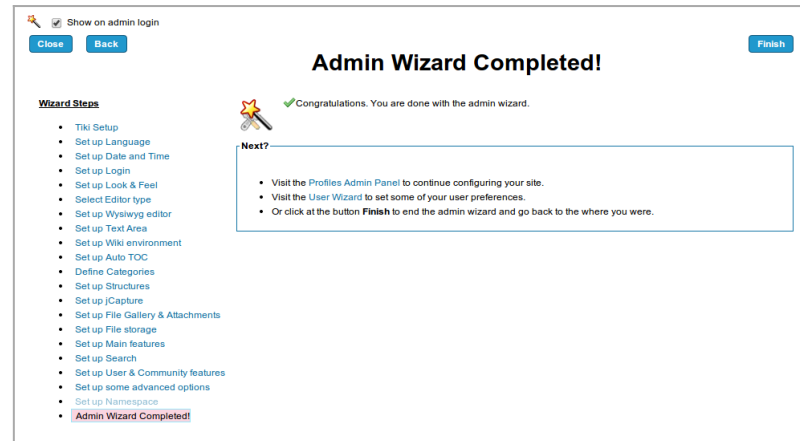
☐ Center text using `:::` instead of `::`

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