

Beta TWiki
Application Administrator Guide
Center for New Media and Citizen Engagement (CNMCE)

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TWiki Overview

TWiki is a flexible, powerful, easy-to-use wiki for enterprise collaboration and web application platforms. It is a structured wiki, typically used to run project development spaces, document management systems, knowledge bases, and other groupware tools on an intranet, extranet, or the internet.

TWiki is appealing to users because no special programming skills are required to create web applications. Anyone can add content, change what is written, or change the way the content is organized.

Basic TWiki can be used as:

- A whiteboard;
- A document repository;
- A collaborative authoring environment;
- A notebook/scrapbook; or
- A chat room.

Features

The major organizational elements of a TWiki site are page groupings called webs. Each web can contain an unlimited number of topics, which in turn can contain practically anything: dialogs, images, tabular material, or forms. Any user can create a new topic, but only an authorized administrator can add a new web.

TWiki offers such features as:

- **Revision control:** All changes to pages and attachments are tracked, and previous versions can be recalled.
- **Access control:** Permission settings for groups and users, including read, write, and editing access controls.
- **Page management:** Individual pages can be renamed, moved and deleted through the browser.
- **User management:** Web-based user registration and change of password.
- **Four levels of preferences:** TWiki site-level preferences; preferences for each web; user-level preferences; and, page level preferences.
- Automatic content merging if more than one user edits a page at the same time.
- Full search capability.
- Automatic email notification if the content changes.

Thorough, easily-accessed reference manuals for both administrators and users are included in the tool, as well as embedded tutorials. Because the on-screen how-to information is so comprehensive, this document is focused on building familiarity with the site's structure and options.

***TIP:** This document is designed as a quick guide. Please contact the GSA – Citizen Engagement Platform (CEP) Team with any questions.*

URLs, Themes, Plugins, and Upgrades Caution

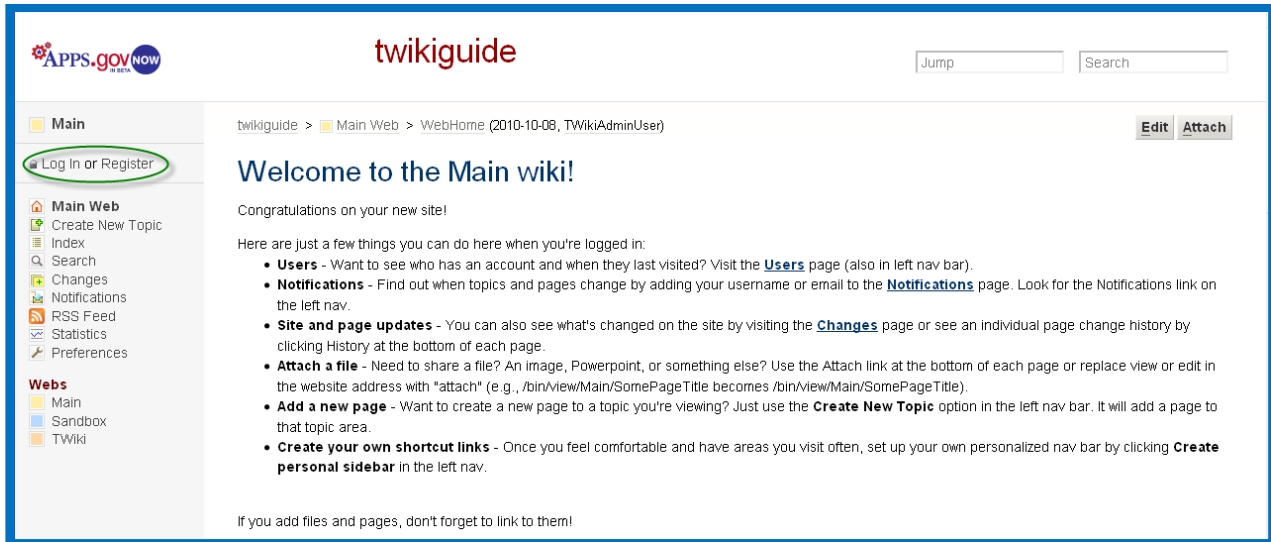
Certain features of your APPS NOW provisioned TWiki are either pre-set or require that modifications be made by the GSA CNMCE Technical Team. Therefore:

- Your URL will look like this: <http://wiki.citizen.apps.gov/yourtwikiname/>
At this time, the URL is fixed once the product is provisioned. Future releases may offer more flexibility with Vanity URLs.
- You may not install TWiki upgrades or plugins. This must be done at the host level.

***TIP:** Please suggest new, interesting Plugins at our [Release Blog](#).*

- If you have a technical or functional question regarding the TWiki product or have a suggestion to make, go to Wiki Help in our [Online Help Forum](#).

TWiki Basics



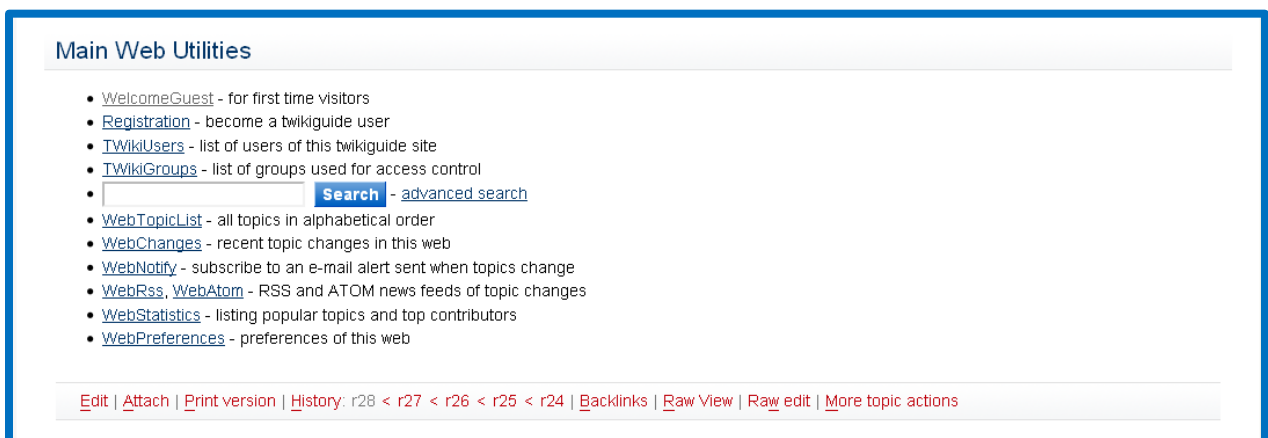
Welcome to the Main wiki is the first screen to appear when the site is visited. **Log in** using the administrator name and password assigned during the provisioning process.

***TIP:** You cannot change your admin user name, but you can change your password by clicking the **TWiki** link under **Webs** in the left menu. Type "ChangePassword" in the search box at the top right corner of the page. Press enter. Choose the **ChangePassword** link from the list that appears and change your password.*

Following a successful log in, the Welcome screen will appear again. Available webs are listed under **Webs** at the bottom of the navigation menu on the left side of every screen in the site. *Main* is the basic user web; *Sandbox* is a web for experimentation; *TWiki* is a web containing administration tools and extremely detailed technical support material; and *Trash* (which doesn't show until you have logged in) is a repository for any deleted pages or topics. Any new web created by an administrator will also appear in this list.

Scrolling down through this first screen displays a variety of sample formatting ideas.

***TIP:** For specific details on how to duplicate and modify these to suit your needs, click **TWiki** under **Webs** in the left menu, then select **Reference Manual**.*



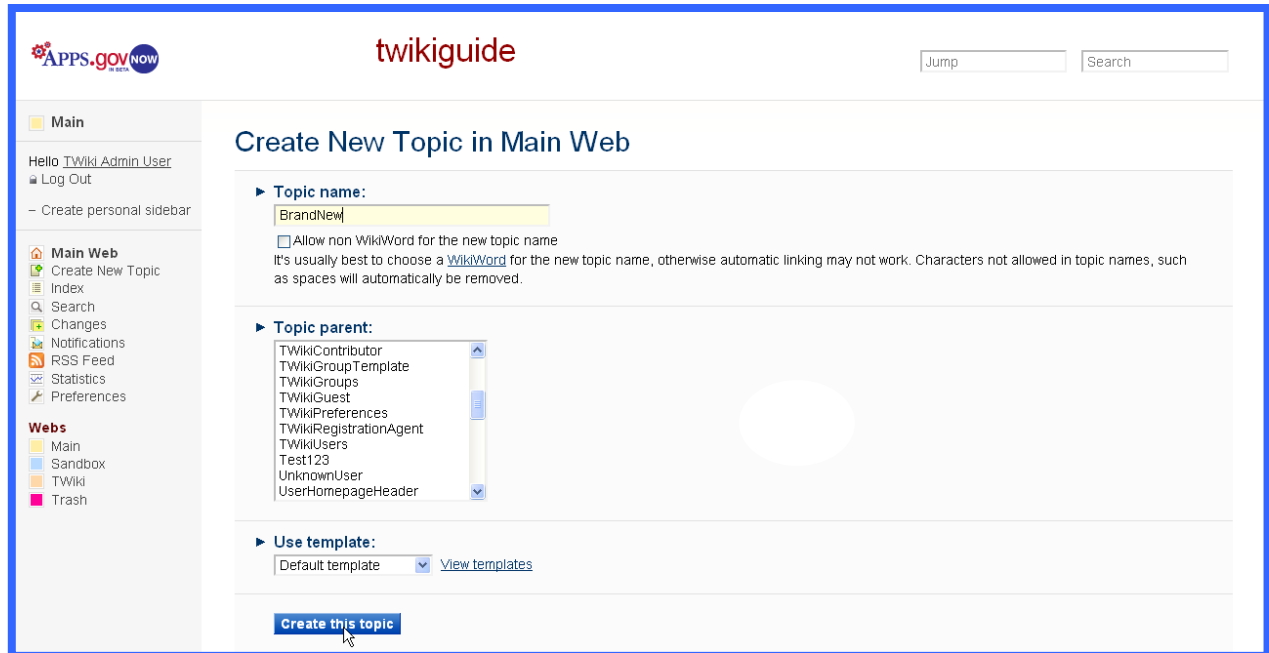
At the end of the first screen, the **Main Web Utilities** menu has links to commonly used pages, and at the bottom is a toolbar (in red) with clickable links for all basic functions. This toolbar appears on every page, and hovering your mouse over a link will display a pop-up explanation. The *WelcomeGuest* link brings up a page that introduces TWiki and offers detailed information on how to perform basic user activities (see next page).

WelcomeGuest

On this page, among other things, there are basic instructions on how to edit, create pages, and attach files. After exploring and familiarizing yourself with some of the functions, click **Main** to get back to the Main Web.

The screenshot displays the TWiki application interface. At the top, there's a header with the 'twikiguide' logo and a search bar. Below the header, a breadcrumb trail reads 'twikiguide > TWiki Web > WelcomeGuest (2008-06-03, TWikiContributor)'. The left sidebar contains a navigation menu with sections: TWiki (Hello TWiki Admin User, Log Out, Create personal sidebar), TWiki Web (Users, Groups, Index, Search, Changes, Notifications, RSS Feed, Statistics, Preferences), User Reference (ATasteOfTWiki, TextFormattingRules, TWikiVariables, FormattedSearch, QuerySearch, TWikiDocGraphics, TWikiSkinBrowser, InstalledPlugins), Admin Maintenance (Reference Manual, AdminToolsCategory, InterWikis, ManagingWebs, TWikiSiteTools, TWikiPreferences, WebPreferences), Categories (Admin Documentation, Admin Tools, Developer Doc, User Documentation, User Tools), and Webs (Main, Sandbox, TWiki, Trash). The main content area features a 'Welcome, TWikiAdminUser!' message, followed by a description of TWiki as a collaborative workspace. It includes a list of links under 'On this page' such as 'What's in a TWiki?', 'Some things to do', and 'Some basics'. Below this are sections for 'What's in a TWiki?' (explaining webs and topics), 'Some things to do' (listing actions like Browse, Write, Experiment, Organize, and Learn more), 'Editing a page' (steps for editing and previewing), 'Creating a page' (instructions on using question marks), and 'Viewing the history of a topic' (clicking History).

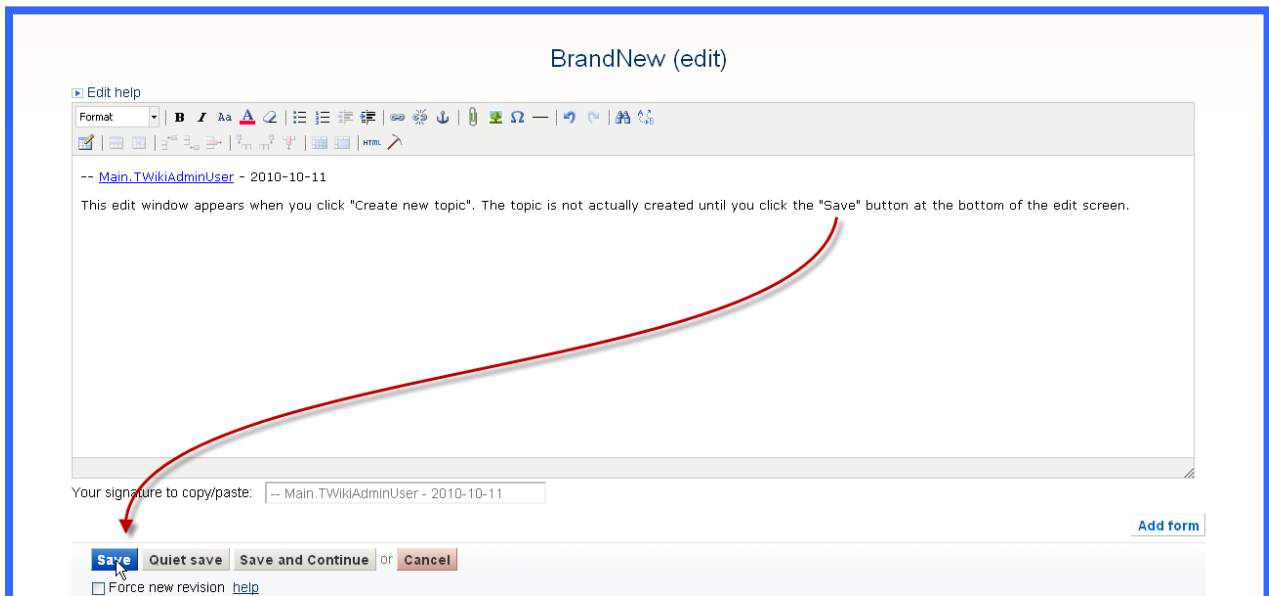
Functions in the Main Web



Create New Topic

Click on **Create New Topic** in the left menu on the Main Web. The name of the web in which the topic is being created will show in the header.

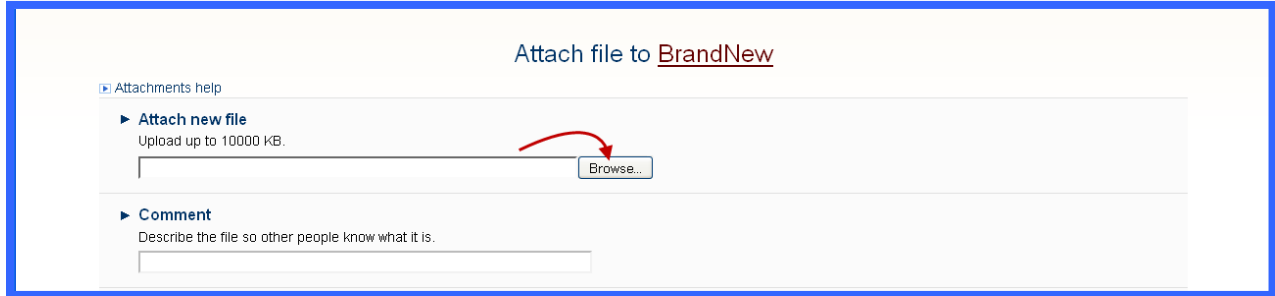
Enter a topic name, and choose a topic parent and/or template from the drop-down lists. Clicking **Create this topic** will bring up the edit screen.



In this (or any) edit screen you can add text, forms, or attachments. A variety of formatting tools are available in a toolbar at the top. Click **Save** to create the topic.

***TIP:** Clicking **Edit** on the toolbar at the bottom of any page brings up this same screen.*

Attach a File



Clicking **Attach** on the bottom toolbar of any open topic brings up a window that allows you to browse for a file to upload, add a descriptive comment, and choose show/not show for the attachment.

The following pages give an overview of the other screens in the **Main** web menu.



Index Screen

Displays a list of all topics on the TWiki site.



Search Screen

Allows keyword searches across the entire site or in the Main Web.

twikiguide > Main Web > WebChanges (2006-11-15, TWikiContributor) Edit Attach

50 Recent Changes in Main Web

retrieved at 14:22 (GMT)

BrandNew	NEW - 2010-10-11 - 14:07	TWikiAdminUser
TWikiAdminUser 2010 10 11 This edit window appears when you click "Create new topic". The topic is not actually created until you click the "Save" button at the bottom ...		
NewTopic1	NEW - 2010-10-11 - 06:17	TWikiAdminUser
New test topic 1.		
WebHome	r28 - 2010-10-09 - 16:55	TWikiAdminUser
Welcome to the nop wiki! Congratulations on your new site! Here are just a few things you can do here when you're logged in: Users Want to see who has an ...		
SampleTable	NEW - 2010-10-09 - 12:28	TWikiAdminUser
Name Type Size Values Tooltip message TopicClassification select 1 NoDisclosure, PublicSupported, PublicFAQ blah blah... OperatingSystem ...		
Test123	NEW - 2010-10-04 - 21:06	SidSri
SidSri 2010 10 04 This is a test this is yet another test.		
TWikiUsers	NEW - 2010-09-30 - 22:50	TWikiAdminUser
List of nop twikiguide users Below is a list of users with accounts. If you want to edit topics or see protected areas of the site then you can get added to the list ...		

Changes Screen

Shows any changes that have occurred on the site over specified intervals.

twikiguide > Main Web > WebNotify (2005-03-27, TWikiContributor) Edit Attach

This is a subscription service to be automatically notified by e-mail when topics change in this **Main** web. This is a convenient service, so you do not have to come back and check all the time if something has changed. To subscribe, please add a bullet with your [WikiName](#) in alphabetical order to this list:

- [TWikiGuest](#) - example@your_company

Web Changes Notification Service

Each TWiki web has an automatic e-mail notification service that sends you an e-mail with links to all of the topics modified since the last alert.

Users subscribe to email notifications using their [WikiName](#) or an alternative email address, and can specify the webs/topics they wish to track, Whole groups of users can also be subscribed for notification.

The general format of a subscription is:

*three spaces * subscriber [: topics]*

Where *subscriber* can be a [WikiName](#), an E-mail address, or a group name. If *subscriber* contains any characters that are not legal in an email address, then it must be enclosed in 'single' or "double" quotes.

topics is an optional space-separated list of topics:

- ... **without** a *Web* prefix
- ...that exist in this web.

Notification Screen

Provides instruction and a link that allows a user to subscribe to the email notification function.

Subscribe to this feed using [Live Bookmarks](#)

Always use Live Bookmarks to subscribe to feeds.

[Subscribe Now](#)

twikiguide's Main web

The web for users, groups and offices. TWiki is an Enterprise Collaboration Platform.

BrandNew
Monday, October 11, 2010 10:07 AM
TWikiAdminUser 2010 10 11 This edit window appears when you click "Create new topic". The topic is not actually created until you click the "Save" button at the bottom ... (last changed by TWikiAdminUser)

NewTopic1
Monday, October 11, 2010 2:17 AM
New test topic 1. (last changed by TWikiAdminUser)

RSS Feed Screen

Provides users a list of RSS feed-enabled topics.

twikiguide > Main Web > WebStatistics (2009-12-21, TWikiGuest) Edit Attach

Statistics for Main Web

Month:	Topic Views:	Topic saves:	File uploads:	Most popular topic views:	Top contributors for topic save and uploads:
Dec 2009	1040	3	0	417 WebHome 95 WebCreateNewTopic 45 WebChanges 43 WebStatistics 41 WebPreferences 34 WebTopicList 33 WebSearch 30 TWikiGroups 27 WebNotify 27 TWikiAdminGroup 26 TWikiContributor	3 TWikiAdminUser

Notes:

- Do not edit this topic, it is updated automatically. (You can also [force](#) an update)
- [TWikiSiteTools](#) tells you how to enable the automatic updates of the statistics.
- Suggestion: You could archive this topic once a year and delete the previous year's statistics from the table.

[Edit](#) | [Attach](#) | [Print version](#) | [History](#): r18 < r17 < r16 < r15 < r14 | [Backlinks](#) | [Raw View](#) | [Raw edit](#) | [More topic actions](#)

Statistics Screen

Presents a variety of basic usage statistics, sorted by web name.

twikiguide > Main Web > WebPreferences (2008-12-01, TWikiAdminUser) Edit Attach

Main Web Preferences

The following settings are **web preferences** of the [Main web](#). These preferences overwrite the **site-level preferences** in [TWikiTWikiPreferences](#) and [MainTWikiPreferences](#), and can be overwritten by **user preferences** (your personal topic, eg: [TWikiAdminUser](#) in the [Main web](#)).

- [Web Preferences Settings](#)
- [Help on Preferences](#)
- [Related Topics](#)
- [Tools](#)

Web Preferences Settings

These settings override the defaults for this web only. See [full list of defaults with explanation](#).

- Web settings:
 - Set WEBTOPICLIST = [Users](#) | [Groups](#) | [Changes](#) | [Index](#) | [Search](#) | Go
 - Set WEBBGCOLOR = #FFFEFA6
 - Set SITEMAPWHAT = Welcome to twikiguide... [Users](#), [Groups](#)
 - Set SITEMAPUSETO = ...see who is registered on this TWiki
 - Set SITEMAPLIST = on

Preferences Screen

Clicking this link in any left menu will open the **Web Preferences** screen for the active web. Web-specific preferences will override site-level preferences set elsewhere, and can be overridden by individually-set user preferences.

Functions in the TWiki Web (Administration)

To access the administrative functions, and links to the reference manuals, click **TWiki** under **Webs** on the left navigation menu.

This brings up the TWiki web home page, which has links to a short tutorial, FAQs, a user's guide, how-to documentation, and an administration tools page. Discussions of the tools and screens exclusive to this web follow.

User Screen

The TWiki user page displays an alphabetical list of the registered users.

Group	Members
TWikiBaseGroup	TWikiAdminUser TWikiGuest UnknownUser TWikiContributor TWikiRegistrationAgent
NobodyGroup	
TWikiAdminGroup	TWikiAdminUser

Groups Screen

This page shows a list of all defined groups and presents a box for adding a new group. Clicking the **TWikiAccessControl** link brings up a multi-page window with instructions for managing group and user access permissions. Scroll to find detailed information.

The screenshot shows the TWiki Reference Manual page. The breadcrumb trail is 'twikiguide > TWiki Web > TWikiReferenceManual (2007-01-06, TWikiContributor)'. The page title is 'TWiki Reference Manual'. Below the title is a description: 'Documentation for webmasters, system administrators, project managers, team leaders, and all other users of the TWiki Enterprise Collaboration Platform.' It lists manual sections in one big page and manual sections in separate pages (1-22). There are also appendices (A-C) and an 'ADMINS' section with tips for customization.

Reference Manual Screen

The reference manual page presents a list of topics, set up as links, giving detailed information on all aspects of managing and using a TWiki site.

The screenshot shows the TWiki Admin tools page. The breadcrumb trail is 'twikiguide > TWiki Web > AdminToolsCategory (2006-11-15, TWikiContributor)'. The page title is 'Admin tools'. Below the title is the description: 'Manage whole TWiki site from one screen.' It lists various administrative tools and categories. A table summarizes the tools for different web categories.

Web	Tools	Use to...
Main	[Home] [Search] [Changes] [Notify] [Prefs] [Index]	...see who is registered on this TWiki
Sandbox	[Home] [Search] [Changes] [Notify] [Prefs] [Index]	...experiment in an unrestricted hands-on web.
TWiki	[Home] [Search] [Changes] [Notify] [Prefs] [Index]	...discover TWiki details, and how to start your own site.
Trash	[Home] [Search] [Changes] [Notify] [Prefs] [Index]	...get rid of unused stuff.

This table is updated automatically based on WebPreferences settings of the individual webs.

Legend: [Home] WebHome [Search] WebSearch [Changes] WebChanges [Notify] WebNotify [Prefs] WebPreferences [Stats] WebStatistics [TopicList] WebTopicList [Index] WebIndex

Admin Tool Screen

This screen offers a table with most administrative tools in a central location. Scrolling reveals lists of tool categories and available plugins.

Managing Webs

On this screen you can set permissions, rename, delete, or add a new web.

TWiki

Hello [TWiki Admin User](#)
[Log Out](#)

– Create personal sidebar

TWiki Web

- Users
- Groups
- Index
- Search
- Changes
- Notifications
- RSS Feed
- Statistics
- Preferences

User Reference

- [ATasteOfTWiki](#)
- [TextFormattingRules](#)
- [TWikiVariables](#)
- [FormattedSearch](#)
- [QuerySearch](#)
- [TWikiDocGraphics](#)
- [TWikiSkinBrowser](#)
- [InstalledPlugins](#)

Admin Maintenance

- [Reference Manual](#)
- [AdminToolsCategory](#)
- [InterWikis](#)
- [ManagingWebs](#)
- [TWikiSiteTools](#)
- [TWikiPreferences](#)
- [WebPreferences](#)

Categories

- [Admin Documentation](#)
- [Admin Tools](#)
- [Developer Doc](#)
- [User Documentation](#)
- [User Tools](#)

Webs

- Main
- Sandbox
- TWiki
- Trash

twikiguide > TWiki Web > ManagingWebs (2009-05-02, TWikiContributor) [Edit](#) [Attach](#)

Managing Webs

Adding, renaming and deleting webs are all web-based operations.

On this page:

- + [Overview](#)
- + [Choose Web Template](#)
- + [Adding a New Web](#)
- + [Hierarchical Webs](#)
 - + [Subweb Preferences are Inherited](#)
 - + [Navigation](#)
- + [Renaming or Deleting a Web](#)
 - + [Permissions](#)
 - + [Edit Conflicts](#)
 - + [Renaming the TWiki or Main webs](#)

Overview

A [TWikiSite](#) is divided into webs; each one represents one subject, one area of collaboration. Administrators can add/rename/delete webs.

Choose Web Template

There are two methods used to create a new web. First you can use a specially designed [TemplateWeb](#). This is an invisible web that begins with an underscore "_" character (for example `_default`). All topics in the template web will be copied into your new web.

The second method is to use an existing web as a template web. This may be useful if you already have a web that you would like to use as a starting point. Only topics that have names beginning with **Web...** (like "WebHome", "WebNotify", etc.) are copied.

In either case you will want to be sure to verify that your new web has all the custom modifications that you desire. Any [TWikiVariables](#) defined in the form below will automatically be set in the WebPreferences of the new web.

Adding a New Web

Create a new web by filling out this form.

Note: Keep the number of webs to a minimum! Don't create a new web for each little project. Cross-linking topics is easier, and searches are faster, if there are only a few larger webs. You can organize content within a web using categories, [TWikiForms](#) and [FormattedSearch](#).

Name of new web:	<input type="text"/>	The name must start with an upper case letter, followed by upper or lower case letters or numbers. Specify a short name to avoid long URLs.
Based on web:	<input type="text" value="_default"/>	Select a TemplateWeb
Web color:	<input type="text" value="#D0D0D0"/>	Enter a StandardColors code for the web
Site Map:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Include this web in the site map
Description:	<input type="text"/>	
	Enter a short description of the web. Write <code>Web.TopicName</code> instead of just <code>TopicName</code> if you include links. This description will be used in the SiteMap	
Use to...	<input type="text" value="...collaborate on"/>	
	Continue the sentence describing the intended use. This is also for the SiteMap	
Hidden:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Specify if you want to exclude the web from a "search all webs" search. This will not prevent users accessing the web. It will simply hide it from searches.
<input type="button" value="Create new web"/>		

Notes:

- You must have `ROOTCHANGE` access to create a top-level web (one with no parent)
- Only the person who created it has permission to change the WebPreferences in the new web

Hierarchical Webs

You can only create hierarchical webs (webs within webs) if the `(EnableHierarchicalWebs)` setting in [configure](#) is enabled. Hierarchical webs are currently enabled.

Note: You might not need hierarchical webs. TWiki topics already have a parent/child relationship within a web, which is shown in the breadcrumb. Try to keep the number of webs to a minimum in order to keep search and cross-referencing simple.

You can create hierarchical webs via the *Adding a New Web* form above, by using a slash- or dot-separated path name which is based on an existing web name in the *Name of new web* field.

Example:

To create a subweb named `Bar` inside a web named `Foo`, use `Foo/Bar` or `Foo.Bar` as the new web name in the form above.

My Dashboard

The *My Dashboard* tab will only appear on the Storefront after a product has been provisioned through APPS.gov Now at <https://citizen.apps.gov/index.php>.

This Storefront tab allows a system administrator access to a summary of provisioned products. From here you can view a variety of statistics and application metric graphs by clicking the “Go To My Metrics” link at the right of each listed product (see below).

NOTE: *These graphs may change in upcoming 2010 releases.*

Order Date	Order Number	Product Name	Product Type	Tool Name	Site URL	Analytics
2010-09-30	ca1000583	phpbb	forum	phpbbguide	http://forum.citizen.apps.gov/phpbbguide/	Go To My Metrics
2010-09-30	ca1000581	twiki	wiki	twikiguide	http://wiki.citizen.apps.gov/twikiguide/	Go To My Metrics

Appendix A: Useful Links

<http://TWiki.org/cgi-bin/view/TWiki/TWikiTutorial>

Step-by-step, hands-on tutorial