

RIX Wiki 3.0 portal admin guide



1	Getting started	2
2	Homepage	2
2.1	Homepage menu	2
2.2	Add a new Wiki	3
2.3	Your account settings	3
3	Portal Admin dashboard	4
3.1	Portal Admin menu	4
3.2	Search and filter	5
4	Selecting users	5
5	User actions	6
5.1	Adding a user	6
5.2	Deleting a user	7
6	Wiki templates	7

1

Getting started

Go to rixwiki.org

Enter your username and password (text or picture)

2

Homepage

You will see lists of Wikis under separate tabs

MY WIKIS – Wikis for which you are the Owner

WIKIS I MANAGE – Wikis for which you are the Keeper

WIKIS SHARED WITH ME – Wikis you have been invited to view

ALL PORTAL WIKIS – All the Wikis in your portal

2.1

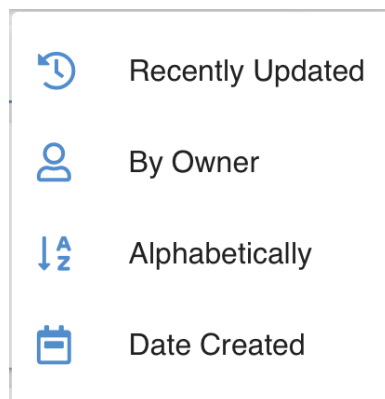
Homepage menu

The top menu has the following features when you are in the MY WIKIS view

There is a Search bar above the Wiki tabs – this is a quick and easy way to find a specific Wiki as long as you know all or part of the name of the Wiki.



click on the arrows to reorder the Wikis in the current tab – these different views also work in reverse



click on the plus sign to add a new Wiki



go to your account settings

2.2

Add a new Wiki

When you click on the plus sign to add a new Wiki, a window pops up prompting you to give the Wiki a name and description.

The name of the new Wiki must have at least four characters.

You do not have to give the Wiki a description.

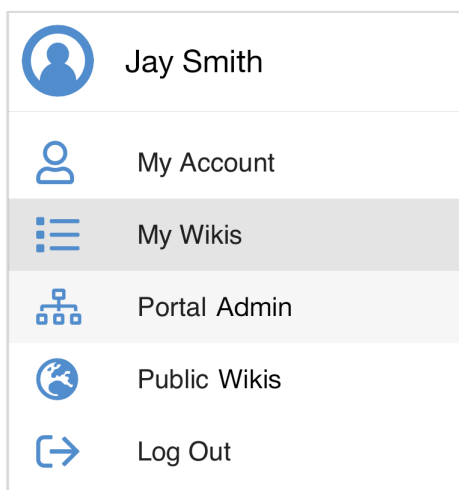
If you want to use a template, click on the dropdown arrow next to Wiki template. You will see a list of available templates in your portal.

See also [Section 6 Wiki templates](#)

2.3

Your account settings

When you go to your account settings, you will see a list like the one below



Select **Portal Admin** to go to your admin dashboard – this is where all the users on your portal are listed.

3

Portal Admin dashboard

This is where you manage the accounts in your portal.

You will see a list of users with the following headings

User

the person's username

Name

the person's actual name

Portal Admin

are they a portal admin

Owner

are they a Wiki owner

Keeper

are they a Wiki keeper

Assigned Owners

if they are a keeper, the number of Wikis they oversee – click for details

Assigned Keepers

if they are an owner, the number of keepers assigned to them – click for details

Wikis

x is the number of Wikis this user owns

y is the number of other Wikis they have access to, either as keeper or via an invite
click on the numbers for details

Edit

click on the pencil to edit the user's login details, name and email

3.1

Portal Admin menu

The top menu has the following buttons on the right-hand side



your Wiki templates



add a new user



your account

To return to your Wiki list you can

- click on your account and select My Wikis
- click on the RIX Wiki logo on the top left-hand side of the page

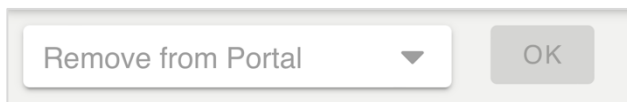
3.2

Search and filter

There is a search bar to the top right of your dashboard.

If your portal has a large number of Wikis, using the Search feature will save you having to scroll down your list of users to find someone.

To the top left of the dashboard there is a dropdown menu and an OK button.

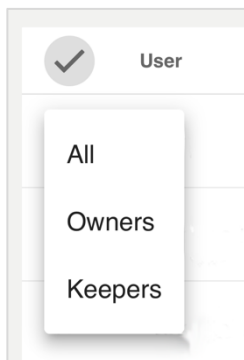


These remain greyed out until you select one or more users from your list.

4

Selecting users

Users can be filtered into groups or selected individually.



When you click on the top tick, the one to the left of the User column header, a window pops out giving you the option to select **All**, select **Owners** or select **Keepers**. This action will filter your list of users accordingly.

To remove whichever filter you have applied, just click on the tick again.

To select individual users, click on the tick next to their username.

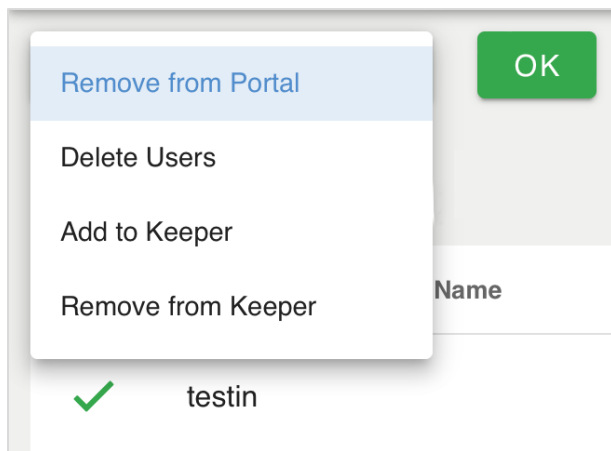
To deselect individual users, click on the tick a second time.

Once you have made a selection, you will notice that the dropdown menu to the top left of the dashboard is now activated.

5

User actions

These changes can be made to one user at a time or to multiple users.



Remove from Portal

This option removes the user from this portal but does not delete their account. This could be useful when a person moves between service providers, both of whom use the Wiki platform.

Delete Users

This option permanently deletes a user's Wiki account.

Add to Keeper

Use this when you want to assign a keeper to the selected user's Wiki. You'll need to add the keeper to your portal as a new user before you can assign them.

Remove from Keeper

Use this when you want to remove a keeper from the selected user's Wiki.

5.1

Adding a new user

To add a new user, click on the plus sign button in the top menu.

A **Create User** window pops up where you can add the new user's username, password, name and email.

Click on the yellow key to set a picture password.

5.2

Deleting a user

Start by selecting the user(s) you wish to delete.

In the dropdown menu to the top left of your dashboard, select **Delete Users**. A data protection notice pops up for you to read before you proceed with the permanent deletion of the user's Wiki and all of its content.

6

Wiki templates

You can view your available templates by clicking on the Wiki button in the top menu.

When you create a new Wiki from the My Wikis homepage, the **New Wiki** window that pops up includes a **Wiki template** dropdown that lists your available templates.

To create a template from an existing Wiki, go to that Wiki's homepage, make sure you are in **edit mode** and then go to the Wiki's settings – these are the cogs at the top of the homepage.

Turn on the Wiki template button and give the template a name and, if needed, a description. Click Save and a template copy of the Wiki will be added to your list of available templates.