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]project-open[v3.0

Wiki Guide

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1 About this Document

1.1 Version

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1.2 Scope

This manual describes how to install, administrate and use the **]project-open[** Wiki module.

1.3 Audience

This manual is written for administrators and users of **]project-open[**.

2 About Wiki

A **Wiki** [...] is a [website](#) that allows users to add content, as on an [Internet forum](#), but also allows anyone to edit the content. "Wiki" also refers to the [collaborative software](#) used to create such a website (*see* [Wiki software](#)).

From: <http://en.wikipedia.org/>

Wikis are used in **]project-open[** as a kind of Knowledge Management technique that allows the members of an organization to create and maintain documentation for projects, customers, internal structures etc.

Wikis really are a kind of Content Management System: However, there are several differences to a "classical" CMS:

- Access control is replaced by trust and by the option to review and discard changes. Every team member can modify any Wiki page.
- Wikis only use a subset of HTML markup options, greatly simplifying content authoring.

These differences lead to several positive effects that can provide great value to an organization:

- The simplified authoring procedure further lowers the barrier to contribute new or improved contents.
- Content maintenance becomes much easier
- Team members feel more empowered, resulting in more content contributions and improved motivation.

3 Installing Wiki at]project-open[

This chapter is written for System Administrators. It will lead you through the installation process.

3.1 Wiki Package Overview

The]project-open[packages are completely free and are distributed with a GPL open-source license. You can use, modify and redistribute them freely, according to the GPL.

You will need the following packages:

- “cms”: The OpenACS “Content Management System” package
- “wiki”: The OpenACS Wiki package and
- “intranet-wiki”: The]project-open[Wiki Interface package

“Wiki” is the main package. “Cms” provides several administration screens to “wiki”, and “intranet-wiki” provides several plug-in components for]project-open[that provide an integration between wiki pages and]po[business objects such as projects, companies, users etc.

3.2 Obtaining the Software

All of the above packages are included in the **Project/Open** Windows Installer, starting at version V3.0.Beta9 and later. Apart from that:

- “cms”: Is part of OpenACS. Please check www.openacs.org.
- “wiki”: Is part of OpenACS. Please check www.openacs.org
- “intranet-wiki”: Is distributed as part of]po[. Please check the]po[configuration guide.

3.3 Installing the Software

Please make sure the three packages are available in the /packages/ directory of your]po[installation. Then go to /acs-admin/apm/ URL and select “Install New Packages” and select the three packages for installation. Then go back again to /acs-admin/apm/ and check that the packages are available.

4 Wiki Administration

4.1 Creating a new Wiki

The first configuration step is to actually setup a specific Wiki (you can have several separate Wikis at the same server):

- Go to the /admin/site-map/ URL. You should see an entry for “intranet-wiki”, but no entry for “wiki” itself.
- Mount a new Wiki instance at the /wiki/ URL: Check if there is already an entry for /wiki and create one if not: At the end of the /admin/site-map/ page add a new entry by filling in “wiki” in the URL fields, selecting the Wiki package from the drop-down box and press the “Mount Package” button.
- Now you can check the wiki by entering the URL “/wiki/”. You should see a wiki page creation form.

You can “mount” more than one Wiki in your system. You can assign different permissions to them.

4.2 Wiki Permissions

Please login as a System Administrator and select “Admin Permissions” from the Wiki menu. This page allows you to set read/write/create/admin permissions for each user group:

- Read: Read Wiki contents
- Create: Create new Wiki pages
- Write: Modify the content of existing pages
- Admin: Includes read, create and write and allows to modify permissions

You can set these permissions per user group. For example, you can setup two Wikis for your system, one for Project Managers only and one for all users.

4.3 Wiki Maintenance

System administrators and users with “admin” rights on a Wiki will see two administration links in the Wiki menu:

Admin Wiki Changes

This option allows you to view all recently changed Wiki pages and to confirm changes (“Confirm” link) or to revert to the last confirmed version (“Revert” link).

Admin All Changes

Also, the leftmost column of this page contains a link to the OpenACS “Content Management System”. Please see the OpenACS documentation for details (<http://openacs.org/doc/openacs-5-1/>).

5 Wiki Content Structure

For a good example of Wiki structure please see www.c2.com/cgi/wiki?WelcomeVisitors. This Wiki (the first Wiki ever) includes a rich structure of help pages, policies, and categories etc. that have contributed to the success of the system. Most of the techniques used there can be used with **project-open** as well.

Keep in mind that contributed content is valuable, and try to encourage everybody to contribute as much as possible.

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