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Introduction

KWizCom SharePoint Wiki Plus is an advanced, comprehensive and complete Wiki solution for SharePoint. Its unique additional features make it the ideal tool for true cross-organization knowledge sharing.

Wiki Plus is compatible with SharePoint 2013-2019 Server.

This Administration Guide includes the following sections:
- Product overview
- Installation guide
- Product activation
- Managing Wiki Plus
- FAQ

Remark

It is recommended that you read the Wiki Plus user guide before reading this guide, in order to get familiar with all the terms used in this guide.
Product Overview
True, SharePoint-based Enterprise Wiki solution.

KWizCom Wiki Plus is an advanced, comprehensive Wiki solution based on Microsoft SharePoint platform. Its unique additional features make it the ideal tool for true cross-organization knowledge sharing.

Wiki Plus is built on-top of SharePoint infrastructure, allowing you to use all standard SharePoint features together with comprehensive Wiki capabilities.

The advanced wiki features and the natural integration with SharePoint platform provide the most productive and cost effective tool for real collaboration and knowledge sharing across the enterprise.

Wiki Plus key features include:

- Support for standard Wiki markup language
- Improved content editing capabilities
- Complete taxonomy solution (Web 2.0 tagging / Hierarchical categories)
- Content rating
- Support for RSS feeds / Alerting / Subscriptions on wiki pages and categories
- Content lifecycle management
- Support for discussions on Wiki pages
- Support for Printing a Wiki page
- Support for Previewing a Wiki page before saving it
- Advanced reporting
- Wiki content template
- Enable adding images, flash, movie clips, emoticons and file attachments to wiki pages – the easy way!
- Support for mapping images and setting absolute position
- Support for adding a source code
• **True SharePoint integration** – it’s all standard SharePoint behind the scenes – **No separate maintenance costs!**

From administration point of view, KWizCom Wiki Plus is eventually a SharePoint add-on, composed of standard SharePoint modules: Features, Site and List definitions, Lists, Web parts and Content types.

The next sections provide details about the installation and on-going administration and configuration tasks.
Installation

Software prerequisites

Server Requirements

Client PC Requirements
1. Microsoft Windows 10
2. Google Chrome (latest version)/Safari (latest version)/ Mozilla Firefox (latest version), MS Edge (latest version)
Installation Procedure

1. Log in as SharePoint administrator account to your SharePoint front-end server.

2. Browse the product’s page on KWizCom’s website and click the “Go” link under the “Install using our Web Installer” section.
   This will start the KWizCom web installer.

   **Note:** The KWizCom Web Installer will automatically offer you to upgrade other existing KWizCom products on your farm, in case you have old versions installed. You can check which products you wish to update at this time.

3. In case you prefer just to download the relevant .wsp packages and manually deploy them, download the product WSP packages by clicking their links under the “Download Installable Packages” section.
   After you manually download and unzip the product’s WSP packages, install the KWizCom product by simply running the “SP-WSPInstaller” powershell script.
Post Installation

1. In central admin, activate the WikiPlus Life cycle alerts feature in the web applications where you plan to create Wiki Plus sites:

2. Activate the following features in the site collections where you wish Wiki Plus to be available.
# Wiki Plus Management

## Introduction

The following sections describe all the administration and configuration capabilities of Wiki Plus after you have completed the installation (as described in the "Installation" chapter).

The following administration topics are covered in this chapter:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation &amp; post installation</td>
<td>Covered in the &quot;Installation&quot; chapter</td>
</tr>
<tr>
<td>Configure general Wiki Plus settings</td>
<td>Configuration of Wiki Plus settings at the Site Collection level. These settings affect all Wiki Plus sites below that site collection.</td>
</tr>
<tr>
<td>Wiki Plus localization</td>
<td>Translate the user interface to your language.</td>
</tr>
<tr>
<td>Creating Wiki sites/libraries</td>
<td>Guidelines for various Wiki deployment scenarios and how to create new Wiki Plus sites vs. libraries.</td>
</tr>
<tr>
<td>Configure Taxonomy scope</td>
<td>Define the scope of shared tags/categories.</td>
</tr>
<tr>
<td>Configure permission settings</td>
<td>Configuring user permissions according to your required deployment structure.</td>
</tr>
<tr>
<td>Wiki Plus administrative reports</td>
<td>Wiki Plus reports are available both for site managers and for site collection managers – providing usage data at the appropriate scope.</td>
</tr>
<tr>
<td>Migrate SharePoint wiki to Wiki Plus</td>
<td>By using Wiki Plus Export &amp; Import utilities you can migrate your existing SharePoint wiki libraries to Wiki Plus libraries.</td>
</tr>
<tr>
<td>Install KWizCom Client Agent on user’s Windows desktops</td>
<td>To allow end-users to paste rich content from MS Office and images from the local clipboard you need to install the KWizCom Client Agent executable on every user's desktop. Users will get prompted about this the 1st time they try to paste content to a WikiPlus page.</td>
</tr>
</tbody>
</table>
Configuring General Wiki Plus settings

After Wiki Plus is installed, it provides various administration/configuration settings available at the Site Collection level. These settings affect all Wiki Plus sites in that site collection.

The Wiki Plus administrator interface is accessed via the SharePoint Site Collection administration page:

<table>
<thead>
<tr>
<th>SharePoint</th>
<th>Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="SharePoint Site Collection Administration" /></td>
<td></td>
</tr>
</tbody>
</table>

**KWizCom feature administration section**, includes links to WikiPlus and Tagging feature administration pages.

**KWizCom administration reports section**, includes top level WikiPlus reports.

KWizCom Features Administration:
- KWizCom Clipboard Manager Settings
- KWizCom IMUSH Scan Feature Management
- KWizCom IMUSH Print Feature Management
- KWizCom WikiPlus Management
- KWizCom Tagging Feature Management

KWizCom Administration Reports:
- WikiPlus Page-Views Report
- WikiPlus Contributors Report

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WikiPlus Management page

The KWizCom Management page includes the following sections:

Wiki Page Permission Settings

This section is used to configure the following settings:

- **Select knowledge trustee group**
  Choose a SharePoint group that will have the **knowledge trustee** privileges.
  The Knowledge Trustee group is created by Wiki Plus installation. Users that belong to that group can perform the following actions:
  - Redefine a page’s expiration date
  - Delete a page
  - Change the owner of a wiki page
  - Create Wiki Plus page content template

  This property allows you to configure which groups will belong to the Knowledge Trustee group (instead of assigning specific users which you can also do by using SharePoint’s permission management interface).

**Edit a page rights**

Configure the default editing rights for the Wiki Plus library. By default all users who have contributor rights in the site will have also edit rights in the Wiki Plus library.
Besides these 2 permission settings, there are some additional permission settings that need to be configured – please review the “Permission Settings” section.

**Updating Notification Settings**

Wiki Plus sends email notifications to page owners when their pages are updated by other users. This way a page owner can monitor his pages and approve/reject the changes made.

You can configure the following Notification Settings properties:

- **Enable update notification** – Once this property is checked, page owners will be notified by email every time someone updates their Wiki pages.

- **Updating notification email subject**
  define the notification email subject format and content.

- **Updating notification email body**
  Define the notification email body format and content. You can use the following dynamic tokens:
  - `[wiki page name]` – displays the page name
  - `[wiki page review link]` – displays a link to the page in view mode
  - `[wiki page edit link]` – displays a link to the page in edit mode
  - `[wiki page updated]` – displays the date and time when the page was last updated
[wiki page updated by] – displays the name of the user who updated the page

Usage Logging settings

Use this section to turn usage logging on/off (by default there’s no usage logging). When usage logging is turned on, all page creations and updates are logged. Wiki Plus uses SharePoint lists as the log storage. In order to support a large amount of log items, a usage log list is automatically created for each year, by the name “Usage [year]”. The list is structured with a hierarchical folder structure as follows:

Usage 2013 list

<table>
<thead>
<tr>
<th>Folder per-month</th>
<th>Sub-folder per-day</th>
<th>Sub-folder per-hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>..</td>
<td>24</td>
</tr>
<tr>
<td>3</td>
<td>30</td>
<td></td>
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<tr>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>..</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When usage logging is on, administrators can view this information by using the Wiki Plus administration reports (available from the Site Settings page).

**Expiration Notification settings**

Wiki Plus provides the ability to configure an expiration period for every page (“Life cycle period”). When a page is about to expire Wiki Plus sends a notification email to the page owner/s.

This administration page enables to configure the following notification email settings:

- **Enable life cycle** – by checking this property you allow Life cycle email alerts in the Wiki Plus sites. If you uncheck the checkbox Life cycle alerts will be disabled.

- **Send notification before a wiki page is expired** – choose when the notification message should be sent to the page owner (you select how many days/weeks prior to the page expiration date, the notification should be sent out).

- **Email subject** - define the notification email subject format and content.

- **Email body** - Update the notification email contents. You can use the same dynamic tokens described in the previous page.
Wiki Plus Content Template List

Wiki Plus users can create new Wiki pages, based on existing content templates.

By default, Wiki content templates are stored in the “WikiPlus Content Templates” list, located at the top-level site.

In case you do not wish to grant users permissions in the top-level site (See “Permission Settings section”), you can create another list to store the Wiki content templates, located in a different site.

To create a new Wiki Plus content template list in a different site:

1. Go to that site’s “Site Settings” page.
2. Click the “Site Features” link and activate the “WikiPlus Library Feature”.
3. Now create a new list by using the “WikiPlus Content Templates” list template.
4. Select that new created list in the Wiki Plus management page, in the drop-down shown in the above screenshot.
Wiki Plus Page Name Settings

Use this property if you wish to auto-generate wiki page names (instead of having users name their wiki pages manually).

Wiki Plus Welcome Page Settings

This property allows you to configure a different home page for your current Wiki Plus site (instead of “Default.aspx”).
Wiki Plus Localization

If you need to implement a Wiki Plus solution in other language than English, you should read this section BEFORE you create a Wiki Plus site.

All KWizCom components use .NET localization mechanism. This means that a KWizCom component will automatically use a language resource files (.resx files) according to the displayed application's language (this is true for all types of components).

KWizCom Wiki Plus includes the following resource files, located in “C:\Program Files\Common Files\Microsoft Shared\web server extensions\[12/14/15]\Resources” folder:

- WikiPlus.resx
  This resource file includes all the Wiki Plus captions and tooltips of Quick launch links, Wiki page menus / ribbon menus.

- RAD resource files
  These resource files contain the translation strings for various RAD popups used by WikiPlus.

If you wish to deploy a Wiki Plus site in any language that is supported by SharePoint, you need to follow the steps below before you create the Wiki Plus web site:

1. Make sure you have the required SharePoint language pack installed.
2. Open the “C:\Program Files\Common Files\Microsoft Shared\web server extensions\[12/14/15]\Resources” folder.
3. Copy the resource file/s that you wish to translate and rename it according to the required language, for example: copy wikiplus.resx to wikiplus.fr-fr.resx (which is the Wiki Plus resource file required for a French Wiki Plus site).
4. Open the file in any editor and translate all <value> nodes.
Example:

```
<data name="editpage_toolbar_clonepage" xml:space="preserve">
  <value>Duplicate Page</value>
</data>
```

5. Save the file.

6. Copy the file to “C:\Program Files\Common Files\Microsoft Shared\web server extensions\[12/14/15]\CONFIG\Resources” folder.

7. Open the command prompt, and type the following STSADM command:

   `stsadm -o copyappbincontent`

8. Now you can create the new Wiki Plus site in the required language. You should see all Wiki Plus interface translated to the site’s language.
Creating a new Wiki Plus site / library

Introduction
After you set the general Wiki Plus settings in a site collection level, you can start deploying your Wiki Plus solution.

You can deploy Wiki Plus in 2 ways:

- Create a Wiki Plus site/s (using the Wiki Plus site templates).
- Create Wiki Plus libraries in your existing SharePoint sites (using the Wiki Plus library template).

This enables you to deploy an enterprise wiki solution in various configurations:

- **Team wiki** – Create a Wiki Plus library in already existing team sites.
- **Department wiki** – Create a Wiki Plus site and use the ready-to-use site template that includes Tagging capabilities, rating, wiki page discussions etc. (see detailed feature description in the user guide).
- **Enterprise wiki** – Create a site collection that includes Wiki Plus sites – one per subject. This way you can support a very large number of wiki pages. The top level site should act as an entry point, including custom web parts such as: Tag Cloud (included in Wiki plus), and “Subjects” (links to the various topics – can be simply implemented with content editor web part).
Create a Wiki Plus site

Creating a Wiki Plus site is as simple as creating any other SharePoint site.

Simply select the "WikiPlus Site" or "KB Site" site template in the SharePoint's "Create site" wizard:

Site Contents · New SharePoint Site

Title and Description

Title: 

Description: 

Web Site Address

URL name: 

Template Selection

Select a language: 

English

Select a template:

Collaboration Enterprise KWizCom Custom

WikiPlus Site
KB Site

A site for advanced knowledge-sharing and collaboration, including wiki-style editor, cross-site tagging/categories, rating and content life-cycle management.

Permissions

User Permissions:

- Use same permissions as parent site
- Use unique permissions

You can give permission to access your new site to the same users who have access to this parent.
Making the WikiPlus site template available in different languages

When you try to create a Wiki Plus site in another language, you will notice that it is missing (the following screenshot in French):

![Screenshot of missing Wiki Plus site template](image)

To make the Wiki Plus site template available in some language, follow these steps:

1. On your SharePoint 2010/2013/2016 server, go to: 
   `[SharePoint hive]\TEMPLATE\1033\XML`

   ![Folder directory](image)

2. Copy file `WEBTEMPwikiplus.xml`
3. Go to the required language's folder below [SharePoint hive]\ TEMPLATE for example: go to 1036\XML folder for French, and paste the file there.

4. Edit the file and translate the site Description and the DisplayCategory property values:
Create a Wiki Plus library

You can add Wiki Plus functionality to existing SharePoint sites by simply creating a Wiki Plus library.

In order for this Wiki Plus library template to be visible, you should activate the "WikiPlus Library Feature" site feature in the site where you want to create the Wiki Plus library:

After you activate the "WikiPlus Library Feature" feature, you will be able to create Wiki Plus libraries in that site:
Manage Taxonomy scope

Introduction
A part of the Wiki Plus solution is the **KWizCom Tagging feature** that enables the management of shared tags/categories by which wiki articles may later be easily found.

Tagging a page is done by editing the page properties:

All tags that wiki authors use are collected and managed in shared tags list/s, exposed in standard Tag Cloud/Tag Index web part which can be deployed according to customer needs.

As the application administrator, you can configure the scope of these shared tags according to the business requirements:
- **Site scope** – tags that are shared only among team members in a specific team site.
- **Site collection scope** – tags that are shared across several sites in a site collection.

When the Tagging Feature is activated in the site collection (this is one of the post installation tasks), it creates a tags list in site collection level – shared by all Wiki Plus sites in that site collection. You can create additional tags lists in various scopes for the usage of various wiki sites.

For additional details about the Tagging feature management please refer to the [Tagging feature user guide](#).
Configure permission settings

Before employees can start using your Wiki Plus site, you need to configure their permissions.

By default, many Wiki Plus resources are installed at the top level site. This requires some permission settings that allow users to use these resources.

Please follow the guidelines hereunder:

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
</tr>
</thead>
</table>
| Configure the “Knowledge Trustees” SharePoint group | 1. This group should have permissions to save wiki templates. Grant this group contributor rights on the “WikiPlus Content Templates” list, at the site collection level.  
2. Join the relevant users to this group. |

**IMPORTANT:**
Wiki Plus caches the Knowledge Trustee’s group membership information for 1 min. This helps to improve performance because a user’s membership in the Knowledge Trustee group is checked several times in Edit mode.

| Configure users’ permissions for your Wiki Plus site | 1. Make sure all relevant users belong to the site members group of your SharePoint Wiki Plus site (or inherit this permission from the parent site).  
2. If you have users that have a direct permission to the Wiki Plus site, and not through a SharePoint group (NOT recommended!), you will need to grant them a contributor permission on the “WikiPlus Discussions” discussions list in the Wiki Plus site. |

| Grant permissions on the top-level site WikiPlus resources lists | If you wish users to use resources that are located in the site collection level such as images, attachments, movie clips etc., you need to grant at least reader permissions to all users on these lists (You have a list for |
each type of resource in the site collection level).

These lists include:

<table>
<thead>
<tr>
<th>List Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>WikiPlus Emoticons</td>
</tr>
<tr>
<td>WikiPlus Site Collection Documents</td>
</tr>
<tr>
<td>WikiPlus Site Collection Flash Files</td>
</tr>
<tr>
<td>WikiPlus Site Collection Media Files</td>
</tr>
<tr>
<td>WikiPlus Site Collection Silverlight Files</td>
</tr>
<tr>
<td>WikiPlus Site Collection Visio Files</td>
</tr>
<tr>
<td><strong>Picture Libraries</strong></td>
</tr>
<tr>
<td>WikiPlus Site Collection Images</td>
</tr>
</tbody>
</table>
WikiPlus Administrative reports

Wiki Plus includes 2 administrative reports which are available in various scopes: Wiki Plus library, Wiki Plus site, entire site collection:

- **Pages report** – provides data on created/updated/viewed pages in a defined period of time.

![WikiPlus Pages Report](image1)

- **Contributors report** – provides data on contributors (amount of created/updated pages for each one).

![WikiPlus Contributors Report](image2)
You can access these reports as a site administrator from the site settings page, or from the Site Collection settings page:

In this case these reports will display results in the whole site scope (if for example it contains several Wiki Plus libraries), or in the site collection scope (in case you have several Wiki Plus sites).
Migration of existing Wiki pages to Wiki Plus

Wiki Plus includes a content migration tool that enables you to export existing SharePoint wiki pages and import them into Wiki Plus libraries.

If you already have a SharePoint wiki library/site deployed, you can export its content to the Wiki Plus library using the Wiki Plus content migration utility.

The migration process includes 2 stages:
1. Export SharePoint wiki library pages from existing SharePoint wiki library.
2. Import these pages into the Wiki Plus library.

IMPORTANT REMARKS:

- When you export SharePoint wiki pages into a Wiki Plus library, ALL pages from the SharePoint wiki library are copied into the target Wiki Plus library.
- If the target Wiki Plus library contains some pages with the same names as the imported pages they will be overridden by the imported pages.
- You can choose to skip default pages like home.aspx and how to use this wiki site.aspx in the import process
- Wiki page links ("[[page name]] wiki markup) will be fixed during the import process, so linked pages will stay linked as expected.
- When you have images in a SharePoint wiki page then when this page is imported into WikiPlus library, the image link will stay as is (linking to the image/s at their original location).
Import/Export process in SP 2013-2019

Wiki Export:

1. Run WikiPlus Migration Tool on the SharePoint Server (the tool is found in the WikiPlus solution folder)
2. Browse to choose a location for the exported file and select the following parameters:

   a. Web application
   b. Site Collection
   c. Site URL
   d. Wiki Library
   e. Home page Name

You need to fill in all the parameters to continue with the export
3. Click 'Next' on the export confirmation screen
4. When the export process is completed you will see a report like this:

Click 'Next' to finish the export process
Wiki Import:

1. Run WikiPlus Migration Tool on the SharePoint Server (the tool is found in the WikiPlus solution folder)
2. Select the 'Import' radio button
3. Browse to choose a relevant export data file and select the following parameters:
   a. Web application
   b. Site Collection
   c. Site URL
   d. Wiki Library
   e. Check to skip import of default pages like home.aspx and how to use this wiki site/library.aspx

You need to fill in all the parameters to continue with the import
4. Click 'Next' on the export confirmation screen
5. When the import process is completed you will see a report like this:

Click 'Next' to finish the import process
FAQ

What is Wiki Plus?

KWizCom Wiki Plus is a complete, SharePoint-based enterprise wiki solution.

Wiki Plus is fully integrated with SharePoint server, thus provides you with enhanced wiki features together with all other SharePoint features – security, search, web part pages etc.

What do we do with our existing wiki content?

No problem!

You can export all existing SharePoint wiki pages and then import them into Wiki Plus libraries using a wiki to wiki plus migration utility.

Can we change Wiki Plus graphics and deploy our company brand?

Sure you can!

Wiki Plus exposes its style sheet and graphic files, so you can fully customize the graphic appearance.

Do I have to install anything on my company's client-PCs?

Yes. one of WikiPlus components is the Clipboard Manager add-on, which enables copying rich-content from users’ Windows desktops to WikiPlus pages. The Clipboard Manager add-on includes a client executable called “KWizCom Client Agent” which is installed on the user’s client desktop on the 1st time the user tried to paste content/images to a WikiPlus page.