

DirectoryAdmin

After the Tiki admin has set the basic directory configuration (see [DirectorySettings](#)), go to the **Application Menu** and select **Admin directory** from the **Directory** menu item. This will open the **Directory Administration** page.



Buttons at the top and a menu at the bottom allow you to:

- *Browse* the directory
- *Admin* the entire directory
- *Admin categories*
- *Admin related* categories
- *Admin sites* (add, delete or edit them)
- *Validate* links users have suggested
- Go to the Tiki admin's settings page (if permitted)

As is evident from this screen shot, Tiki compiles several directory-oriented statistics:

- Invalid/valid sites
 - Sites that have been validated (or not) by admins.
- Number of categories
 - These are the sub-categories specific to the directory and are not the same as Tiki *categories* (see [Category](#)).
 - This stat contains a link to the **Admin directory categories** page.
- Number of times users clicked through from your site to one of the links.
- Number of times users have searched the directory

Let's look at these admin functions one at a time.

Managing categories

Clicking on **categories** will take you to the **categories administration** screen, which displays a *Parent category* (a drop-down list), a form to add new categories, and a list of sub-categories under the current parent category.



Note that categories are arranged as *parents* and *children*--much like a family tree. Over all the child categories is the *Top* category, which is displayed in the drop-down menu of this screen shot. You can create subcategories for the *Top* category or any other category by first selecting the category as the *Parent category* in this drop-down menu. Then, use the *Add a directory category* form to build new *child* categories beneath this *parent*.



The options are:

Name	Category name
Description	Category description
Children Type	When browsing the category tree a line of text will be displayed below the category name. You can choose what goes in this line: the most-visited sub-categories, the category description, or random sub-categories.
Maximum number of children to show	Once you decided what will be displayed below the category you can set up how many items will be displayed. You can choose <i>none</i> to eliminate the line below the category name. Note that if you decide to show the category description this option has no effect.
Allow sites in this category	Whether sites can be added to this category or not. You might prohibit sites in a category if you only want to use it to contain other sub-categories.
Show number of sites in this category	If enabled the number of sites in the category will be displayed next to the category name.
Editor group	You can indicate a Tiki group that will have admin permission for this category. These <i>editors</i> will be able to validate sites.
categorize	In addition to the categories of the directory, Tiki also uses global categories that apply to <i>all</i> objects within it. This option allows you to put your directory category within a Tiki category. To do so, first click <i>show categories</i> to see which Tiki categories are available (as has already been done in this screen shot). Select the appropriate categories and check <i>categorize this object</i> . See Category for more information on Tiki categories.

At the bottom of the *Admin directory categories* page is a list of directory sub-categories for the parent category indicated by the drop-down menu at the top of the page.



Its columns indicate how a sub-category was configured with the *Add a directory category* form:

name	In this example, four names are shown.
cType	Children type (d = <i>description</i> in this example).
view	Maximum number of children to show.
allow	Allow sites in this category.
count	Show number of sites in this category (number of sites in parenthesis).
editor	Editor group. In this example, a group named <i>editor</i> has been used.
action	Buttons to relate, edit, and delete categories, respectively.

Related categories

In addition to being connected much like parent to child, categories can also be directly *related* to one another--like cousins in a new generation.

Clicking on **related** will take you to the **Admin related categories** screen, which displays a *Parent category* (a drop-down list), a form to add related categories, and a list of related categories that connect to the current parent category.



In order to establish a relationship between two categories:

1. Select a first, parent category from the *Parent category* drop-down list.
 - E.g., *Research*>>>*Scholarly Associations and Societies*
2. Select the to-be-related category from the *Add a related category* drop-down list.
3. Check *mutual* if the relationship goes both ways (A=>B, B=>A). If mutual, then whenever either category is displayed, the connection to the other category will also be displayed.
4. The *save* button will add the relationship.


Under *Related categories*, you will see a drop-down list of the categories that are related to the selected parent category. You can update and remove relationships from here.

Admin sites

Clicking on **sites** will take you to the **Admin sites** screen.




The *Parent category* drop-down menu allows you to view sites in any single category or to view *all* sites in all categories. This choice determines what will appear in the *Sites* section of the screen, which indicates how sites will display in the directory.

 Click the **edit** icon to load that site into the *Add or edit a site* form, or enter data for a new site. The options are self-explanatory, but note that when adding a site to a category you can also put the site in many other categories. Just control-click all the categories you wish to use and you won't have to enter the same information over and over.

Site Validation

Clicking on **validate** will take you to the **Validate sites** screen, where you may approve or reject user-suggested sites.



To validate one or several sites, check the appropriate box(es) and click the **validate** button. A similar technique will do mass removals. Click the **edit** icon  to edit a site or the **delete** icon to remove one.

For more information

DirectoryDoc

DirectorySettings

DirectoryDev