

## MANUAL BOOK WIKIPEDIA



### A. LOGIN DASHBOARD Cara masuk ke dashboard admin WikiPedia website:

- 1 Buka browser (Mozilla Firefox/Google Chrome/Microsoft Edge)
- 2 Ketik url: https://wiki.jogjaprov.go.id/Login
- 3 Akan muncul tampilan seperti berikut:



### Masukkan username dan password yang telah diberikan, dan terakhir klik Sign In

4 Jika username dan password benar maka anda telah berhasil masuk ke halaman dashboard Admin Wiki



#### **B. CRUD KONTEN**

Admin dapat menambahkan, Mengupdate atau menghapus konten website sesuai dengan Keperluan masing - masing OPD.

### 1.USER

### a. Tambah User

# Klik Menu User maka akan muncul tampilan seperti berikut

٩	Wiki Pemda DIY				ADMINISTRATION AREA			∃ EXIT	0
	General		0	lleere					
	Locale			Manage users				(C) + NEW U	ISER
-	Navigation								
F	Pages	213	<b>2</b> α Searc	h Users			All Providers		•
۲	Tags	19	ID	Name	Email	Provider	Created	Last Login	
$\odot$	Theme		2	Guest	guest@example.com	Local	a year ago	Never	•
User	s		16	Akuntansi	akuntansi@jogjaprov.go.id	Local	5 months ago	5 months ago	•
¢.	Groups	41	13	Hendika Andra Saputra	hendika.saputra@jogjaprov.go.id	Local	8 months ago	3 months ago	•
	Users	63	31	balai-labling	lablingk.diy@jogjaprov.go.id	Local	a month ago	Never	•
Mod	ules		12	Yohan	yohannes@prioritasweb.com	Local	a year ago	Never	•
$\sim$	Analytics		17	bpttg	bpttg@jogjaprov.go.id	Local	a month ago Activate	Never e Windows	•
€	Authentication		18	bpki	balaiki@jogjaprov.go.id	Local	a month ago to Set	tings to activate Windo	ows.

## Kemudian Klik tombol new User yang terletak di pojok kanan atas



#### Maka akan muncul tampilan seperti berikut

٢	Wiki Pemda DIY		+	New User			∃ EXIT	8
	General	e		Provider				
	Locale			Local	•		C + NEW U	JSER
-	Navigation					-		_
Ð	Pages	213	0	Email Address		All Providers		*
۲	Tags	19 ID				Created	Last Login	
$\odot$	Theme	2	ŀ	Password		a year ago	Never	9•
Use	2	16			0 / 255	5 months ago	5 months ago	•
	Groups	41 13	Do	Name		8 months ago	3 months ago	•
R	Users	63 31		Can be changed by the user.		a month ago	Never	•
-		12	603 (M)	Assign to Group(s)	-	a year ago	Never	•
Mod	lules	17		Note that you cannot assign users to the Administrators or Guests groups from this d	lialog.	a month aga	Mayor	
$\sim$	Analytics	17		Require password change on first login		Activat	e Windows	•
Ð	Authentication	18			-	a month ago	Never	

#### Masukan data user seperti Email, Password, dan Nama

#### Pilih Group dengan mengeklik icon sepertipada gambar





## b. Update USER

Klik salah satu user yang ingin di update

#### Maka Akan muncul tampilan seperti berikut

	Wiki Pemda DIY			ADMINISTRATION AREA			€ EXIT	θ
*	General	6	Fdit User					
	Locale		Akuntansi	ID 16 💿 Active 🕒 Verified		← ACTIONS ~	✓ UPDATE USE	
•	Navigation		Basic Info		Ext	ended Metadata		
Ð	Pages 21	-			LAU			
۲	Tags		Email akuntansi@jogjaprov.go.id	1	•	Location		1
$\odot$	Theme		Display Name Akuntansi	1		Job Title		1
User	s				TT4	Timezone		~
60a	Groups 4		Authentication		40	America/New_York		
8	Users 6		Provider Local (local)		Activ	vity		
Mod	ules	¢	Password	/	Joine Wedr	d on nesday, December 7, 2022 3:04 AM		
ð	Analytics Authentication	2FR	Two Factor Authentication (2FA) Inactive	Ģ	Profile Wedr	e last updated on Activate N nesday, December 7, 2022 3:0 (AM) Setting ogin on	Windows gs to activate Windo	WS.

- Update data User yang ingin di Update
- Klik Update User

UPDATE USER

#### c. Delete User

Klik pada salah satu user maka akan muncul tampilan seperti berikut

٩	Wiki Pemda DIY			DMINISTRATION AREA		EXIT 🔒
	General Locale		Edit User Akuntansi	ID 16 💿 Active 🌑 Verified	< ACTIONS V V	PDATE USER
<b>∢</b>	Navigation Pages	213	<i>i</i> Basic Info		Extended Metadata	
۲	Tags	19	Email akuntansi@jogjaprov.go.id	/	Cocation	/
User	Theme		Akuntansi	/	Job Title	/
*	Groups	41	Authentication		Timezone America/New_York	/
8	Users	63	Provider Local (local)	Α	Activity	
Mod	ules		Password	Jo W	loined on Nednesday, December 7, 2022 3:04 AM	
ð	Anarytics Authentication		2FR Two Factor Authentication (2FA) Inactive	් Pr U W	Profile last updated on Activate Windows Nednesday, December 7, 2022 3:0 AM Settings to activa	s ate Windows.

Klik Act	tions
ACTIO	NS V
Pilih De	elete
ACTIO	NS V
20	Deactivate
2.	Set as Verified
Ū	Delete

#### 2. GROUPS

### a. Tambah Groups

# klik menu Groups Maka akan Muncul tampilan seperti berikut

۲	Wiki Pemda DIY				ADMINISTRATION AREA	<b>∋</b> EXIT	8		
	General			Groups					
	Locale		<b>Ker</b>	Manage groups and the	eir permissions		(2) C + NEW GROUP		
•	Navigation		ID	Name	Users	Created	Last Updated		
Ð	Pages	213	1	Administrators	4	04/14/2022	04/14/2022	ð	
۲	Tags	19	2	Guests	1	04/14/2022	04/14/2022	ð	
$\odot$	Theme		3	Diskominfo	12	04/15/2022	12/07/2022		
User	s		4	ВРКА	1	12/07/2022	04/02/2023		
**	Groups	41	20	disperindag	2	03/30/2023	03/30/2023		
	Users	63	16	setwan	0	03/30/2023	03/30/2023		
Mod	ules		18	dispar	0	03/30/2023	03/30/2023		
$\sim$	Analytics			-			Activate Windows		

# Kemudian Klik tombol New Groups yang terletak di pojok Kanan atas

+ NEW GROUP

#### maka akan Muncul Tampilan seperti berikut

💮 Wiki Pemda DIY				ADMINISTRATION	IAREA		EXIT 😫
General			Groups				
Locale		K K	Manage g	roups and their permissions			
Navigation		ID	Na New	Group		Last Updated	
Pages	213	1	Ad			04/14/2022	ð
🏷 Tags	19	2	Gu	Group Name		04/14/2022	<u>ڪ</u>
Theme		3	Dis	·	0 / 255	12/07/2022	
Users		4	BP		CANCEL CREATE	04/02/2023	
Groups	41						
Users	63	20	disperindag	2	03/30/2023	03/30/2023	
		16	setwan	0	03/30/2023	03/30/2023	
Modules		18	dispar	0	03/30/2023	03/30/2023	
Malytics						Activate Windo	DWS

- Masukan nama Group
- Kemudian Klik CREATE



### b. Update Groups

- Klik salah satu Group yang ingin di update
- Maka akan muncul tampilan seperti dibawah

🍈 Wiki Pemda DIY	ADMINISTRATION AREA	EXIT B
General	Co Edit Croup	
Docale	disperindag	← □ ✓ UPDATE GROUP
Navigation		
Pages 2	B SETTINGS PERMISSIONS PAGE RULES	USERS
🏷 Tags	Group Name	
💬 Theme	disperindag	
Users	Redirect on Login	
Groups	The path / LIPL where the user will be redirected upon successful login	1/255
L Users	The path / one where the user will be redirected upon successful login.	17 200
Modules		Group ID 20
Analytics	© 2023 Pemda DIY. All rights reserved.   Powered by Wiki.js	Activate Windows

#### • Update nama group Jika ingin di Update



Can view pages source, as specified in the Page Rules



Can view pages, as specified in the Page Rules

#### 🗸 write:pages

Can create / edit pages, as specified in the Page Rules

#### 🗸 manage:pages

Can move existing pages as specified in the Page Rules

#### 🗸 delete:pages

Can delete existing pages, as specified in the Page Rules

#### write:styles

Can insert CSS styles in pages, as specified in the Page Rules

#### write:scripts

Can insert JavaScript in pages, as specified in the Page Rules

#### read:history

Can view pages history, as specified in the Page Rules

#### < read:assets

Can view / use assets (such as images and files), as specified in the Page Rules



#### write:assets

Can upload new assets (such as images and files), as specified in the Page Rules



#### manage:assets

Can edit and delete existing assets (such as images and files), as specified in the Page Rules



Can view comments, as specified in the Page Rules

18 11 11 B

#### write:comments



#### Maka akan Muncul tampilan seperti berikut

😥 Wiki Pemda DIY			ADMINISTRATION AREA		∋ EXIT
Dashboard		Edit Group			
Site		disperindag			
General		•	** **		6 <sup>0</sup> 2
Docale		SETTINGS	PERMISSIONS	PAGE RULES	USERS
<ul> <li>Navigation</li> </ul>		i You must enable global content	permissions (under Permissions tab) for page	rules to have any effect.	
- Pages	213	-			T ADD ROLE
Tags	19				_
💬 Theme		+ 12 more	Path Sta	arts With   Any Lo	ca 👻 / Path
Users		RULES ORDER			
Groups	41	Rules are applied in order of path sp	ecificity. A more precise path will always	override a less defined path.	
Users	63	For example, /geography/countries When 2 rules have the same specifi	s will override /geography. city, the priority is given from lowest to hi	ghest as follows:	Activate Windows
Modulas		Path Starts With (lowest)     Path Ends With			Go to Settings to activate Wind

#### Klik add rule untuk menambahkan rule

You must enable global content permissions (under Permissions tab) for page rules to have any effect.

+ ADD RULE

<b>Ø</b>	read:page + 12 more	es read:assets	×	•	Path Star	ts With 👻	Any Loca	a 🔻	/ disperin	dag	×	
0	read:page	es read:source	+ 4 more X	•	Path Star	ts With 👻	Any Loca	a 🔻	/ Path		×	
0	write:page + 12 more	es read:pages	×	•	Path Star	ts With 👻	Any Loca	a • A	/ pemdad	<b>iy</b> ndows	×	
Bua	itlah	3 rul	e der	nga	an k	Keten	tuar	าร	eba	gai b	oeri	kut
★	Na	ma Ol	PD									
	<b>Ø</b>	read:pages rea + 12 more	d:assets		× •	Path Starts Wit	:h 👻	Any	Loca 👻	/ disperinda	ig	×
★	Kos	song										
	0	read:pages re	ad:source + 4	more	× •	Path Starts W	/ith 👻	An	y Loca 🔻	/ Path		×
★	Pem	da DI	Y									
	0	write:pages read + 12 more	i:pages		× •	Path Starts Wit	h 🗸	Any	Loca 🗸	<b>/ pemdadiy</b> tivate Win	dows	×

## • Klik Update

Edit dispe	t Group erindag				K	UPDATI	E GROUP
SETTI	NGS	PERMISSIONS	F	PAGE RU	LES	USERS	
i You must	enable global content permissio	ns (under Permissions ta	b) for page rules to have a	any effect.		+ ADD RULE	•••
	read:pages read:assets + 12 more	× •	Path Starts With	•	Any Loca 👻	/ disperindag	×
	read:pages read:source	+ 4 more 🗙 👻	Path Starts With	•	Any Loca 👻	/ Path	×
	write:pages read:pages + 12 more	× •	Path Starts With	•	Any Loca 🔻	/ pemdadiy	×

### c. Delete Group

 Klik pada salah satu Group maka akan muncul tampilan seperti berikut

٢	Wiki Pemda DIY	ADMINISTRATION AREA	⇒ exit 😫
	General	Co Edit Croup	
	Locale	disperindag	← □ ✓ UPDATE GROUP
-	Navigation		

¥		0	28		682	
Pages	213	SETTINGS	PERMISSIONS	PAGE RULES	USER	S
🏷 Tags	19	Group Name				
💬 Theme		disperindag				
Users		Redirect on Login			6	
Groups	41	The path / LIPL where the user will be	radiracted upon successful login		1/255	
Users	63	The pair / one where the user will be	realiected apon adocessita login.		17 200	
						Group ID 20
Modules						
Analytics			© 2023 Pemda DIY. All rights rese	erved.   Powered by Wiki.js	Activate Windows	

#### Klik icon tempat sampah

۲	Wiki Pemda DIY		ADMINISTRATION AREA		∋ EXIT	0
	General		Con Edit Croup			
	Locale		disperindag		✓ UPDATE GRO	DUP
-	Navigation					
Ð	Pages	213	SETTINGS PERMISSIONS PAGE RULES		USERS	
۲	Tags	19	Group Name			
$\odot$	Theme		disperindag			
User	s		Redirect on Login			
<u>.</u>	Groups	41	The path (UDL where the upper will be redirected upper successful legin	Q		
8	Users	63	The path 7 ORL where the user will be redirected upon successful login.	1/200		
Mod	2411				Group I	ID 20
~	Analytics		© 2023 Pemda DIY. All rights reserved.   Powered by Wiki.js	ctivate Win	dows	

### Maka akan muncul tampilan seperti berikut dan pilih delete



### 3. PAGE

### a. Tambah Page



🍥 Wiki Pemda DIY	(		ADMII	NISTRATION AREA		EXIT	θ
Dashboard		Dash	board				
Site		Wiki.js					
General		PAGES		USERS	GROUPS		
Docale		213		63	41		Q
Navigation							<b>N</b>
Pages	213	WIKI.JS 2.5.291 A new version is ava	ilable: 2.5.298				
🌒 Tags	19						
💬 Theme				RECENT	PAGES		
Users			en / diskominfo/P	PEDOMANTEKNISPEMBANGUNA	NTEKNOLOGIINFORMASIDANKOMUNIKAS	ISISTEMPEMERINTAHANBERBAS	SISELE
Groups	41	Standar Dokumentasi	en / diskominfo/P	PEDOMANTEKNISPEMBANGUNA	NTEKNOLOGIINFORMASIDANKOMUNIKAS	ISISTEMPEMERINTAHANBERBAS	SISELE
Users	63	Standar Tools Pengembangan Aplikasi	en / diskominfo/PED	OMANTEKNISPEMBANGUNANT	EKNOLOGIINFORMASIDANKOMUNIKASIS	<b>ESTEMPENCE INTAHAMBERBASIS</b> to Settings to activate Window	SELEKT
Modules		Dinas Komunikasi dan	en / diskominfo				

#### Maka akan muncul tampilan seperti berikut

💮 Wiki Pemda DIY	Q Search		Ð	E 🌣	θ			
PAGE CONTENTS > Selamat datang di Wiki Pemda DIY	Wiki Pemda DIY Knowledge Management System Pemda DIY untuk berbag	ji pengetahuan						
> OPD	Selamat datang di Wiki	i Pemda DIY						
> Jenis dokumen	Hello Selamat datang di wiki Pemda DIY. Disini anda akan menemukan artikel tentang informasi, panduan, prosedur dan banyak lagi. Untuk							
TAGS	melihatnya anda dapat memulai dengan memi menggunakan search bar di atas atau memba	ilih OPD, bidang kerja maupun jenis dokumen. Untuk   ca <u>manual</u> wiki.	pencarian bebas an	da dapat				
home special page	OPD							
LAST EDITED BY Yustinus Nugroho 04/19/2022	<ul> <li><u>Dinas Komunikasi dan Informatika</u></li> </ul>							
<b>I</b> < <b>B</b>	Bidang				0			

#### Kemudian Klik Ikon new page yang ad di pojok kanan atas



### Maka akan muncul tampilan seperti berikut

Vir	tua	Folders ?	Pages	
▽	6	/ (root)		врка
	⊳	ВРКА		Dinas Komunikasi dan Informatika DIY
	⊳	Dinas Komunikasi dan Informatika DIY		Manual Wiki
				Pemda DIY
			5	Wiki Pemda DIY
er	ı	✓ / new-page		×
				CANCEL SELECT



masukan nama page dengan format (nama folder/nama page), contoh seperti pada gambar



#### Pilih visual editor

Which ed	litor do you want to use for th	is page?	
API API Docs REST / GraphQL	Blog Timeline of Posts	Code Raw HTML	
Markdown Plain Text Formatting	Tabular Excel-like	Visual Editor Rich-text WYSIWYG	
	or create a custom view?		
From Template Use an existing page	Redirection Redirect the user to	Embed Include external pages	

Jika muncul tampilan seperti gambar dibawah masukan Judul page

Page Properties						🗸 ок
	INFO	SCHEDULING	SCRIPTS	SOCIAL	STYLES	
PAGE INFO						
Untitled Page						
						13 / 255
Short Description						
Shown below the title						0 / 255
PATH						
en / 🗸	diskom/DIY					٩
	Do not include any leading	or trailing slashes.				
CATEGORIZATION						

#### • Kemudian Klik Ok

Page Properties						🗸 ОК
	INFO	SCHEDULING	SCRIPTS	SOCIAL	STYLES	

#### Maka Akan Muncul Tampilan seperti Gambar di bawah



- Kemudian Masukan conten page
- setelah memasukan konten page klik Create yang ada pada pojok kanan tampilan



### a. Edit Page

### Klik salah satu page yang sudah kita buat

٢	Wiki Pemda DIY				ADMINISTRATION AREA				∋ EXIT	8	
	Dashboard			Pages				ECYCLE BIN	<b>▲</b> VISUAL	IZE	
Site				Manage p;							
	General		🔓 Sear	ch Parts.		All Locales	•	All Publishing S	itates	•	
$\oplus$	Locale		ID	Title	Path						
1	Navigation		19	Standarisasi TIK	en / diskominfo/standarisasi-	-TIK					
Ð	Pages	213		STANDAR	en / diskominfo/PEDOMANTEKNTSPEMBANGUNANTEKNOLOGTINEORMASTDANKOMUNTKASTSTSTEMPEMERINTAHANB						
۲	Tags	19		PEMBANGUNAN							
$\odot$	Theme			INFORMASI DAN KOMUNIKASI							
Use	rs		229	SISTEM PEMERINTAHAN							
6 <b>0</b> 3	Groups	41		BERBASIS ELEKTRONIK DI							
	Users	63		PEMERINTAH DAERAH DAERAH							
Мос	lules			ISTIMEWA YOGYAKARTA							

#### Maka akan Muncul Tampilan seperti gambar dibawah

٥	Wiki Pemda DIY	administration area 🕀 EXIT 😌
111	Dashboard	Published
Site		ID 19 /en/diskominfo/standarisasi-TIK
	General	➡ Properties
$\oplus$	Locale	CREATOR CREATOR Victimus Nugroba Giogianzau da id) 06/27/2022
-	Navigation	
₽	Pages 213	- LAST EDITOR - EX Bayu Anggara (fxbayuanggara@jogjaprov Last Thursday at 11:58 PM
۲	Tags 19	LOCALE
$\odot$	Theme	
User	s	PATH diskominfo/standarisasi-TIK
	Groups 41	EDITOR ckeditor
	Users 63	CONTENT TYPE Activate Windows
Mod	ules	

#### 

#### Klik Action lalu Plih edit

Page Details ID 19 /en/diskominfo/standarisasi-TIK	Published	Global	$\langle \leftarrow \rangle$	ACTIO	ons 🗸 🗸	SAVE CHA
			_	≡	View	
Properties	<u> </u>	Users		1	Edit	
TITLE Standarisasi TIK	÷	CREATOR Yustinus N	ugroho (yu	<b>[</b> 0]	Re-Render	) 06/:
DESCRIPTION		LAST EDITO	R	$\mathbf{S}$	Unpublish	Thursday of 4
-	Ĺ	FX Bayu Ar	nggara (fxb	$\langle \rangle$	View Source	inursday at i
LOCALE en				Ð	View History	
РАТН				Ş	Duplicate	
diskominfo/standarisasi-TIK					Move / Rename	
EDITOR ckeditor				Ū	Delete	

Activate Mindows

#### maka akan muncul tampilan seperti berikut





### a. Delete Page

Klik salah satu page yang sudah kita buat

🝥 Wiki Pemda DIY			ADMINISTRATION AREA			∋ EXIT	8		
Dashboard		Pages				🔥 VISUAL	IZE		
Site		Manage pr							
General	🔓 Sea	rch Pares.		All Locales	✓ All Publishing S	States	•		
Docale	ID	Title	Path						
Navigation	19	Standarisasi TIK	en / diskominfo/standarisas	si-TIK					
Pages 213		STANDAR	on / diskominfo/DEDOMANTEKN						
Tags 19		PENYUSUNAN PEMBANGUNAN		IT OF ENDANGONANT ERNOLD		TENFENERIN			
💬 Theme		INFORMASI DAN KOMUNIKASI							
Users	229	SISTEM PEMERINTAHAN							
Groups 41		ELEKTRONIK DI LINGKUNGAN							
Users 63		PEMERINTAH DAERAH DAERAH							
Modules		ISTIMEWA YOGYAKARTA							

#### Maka akan Muncul Tampilan seperti gambar dibawah

🍥 Wiki Pemda DIY	ADMINISTRATION AREA 🔁 EXIT	8
Dashboard	Page Details	S
Site	ID 19 /en/diskominfo/standarisasi-TIK	
General	➡ Properties	
🕀 Locale	TITLE CREATOR Visiting Nugroba (instinue sugreba Giorianseu de id) 06/27/202	22
Navigation	Stanuarisasi rik - Yustinus Nugrono (yustinus.hugrono@jogjaprov.go.la)	

• Hangation			
Pages	213	DESCRIPTION -	LAST EDITOR     FX Bayu Anggara (fxbayuanggara@jogjaprov     Last Thursday at 11:58 PM
🏷 Tags	19	LOCALE	
💬 Theme		en	
Users		PATH diskominfo/standarisasi-TIK	
Groups	41	EDITOR ckeditor	
Users	63	CONTENT TYPE	Activate Windows
Modules		html	Go to settings to activate windows.

#### 

#### Klik Action lalu Plih Delete

Page Details ID 19 /en/diskominfo/standarisasi-TIK	Publish	ned 🔵	Global	АСТ	IONS ¥	′ SAVE CHA
		•	lleere	=	View	
= Properties		Ĩ	Users	1	Edit	
TITLE Standarisasi TIK		:	creator <b>Yustinus Nugroho</b> ()	, (D)	Re-Render	) 06/:
DESCRIPTION			LAST EDITOR	$\mathbf{S}$	Unpublish	
-		-	FX Bayu Anggara (f)	** <>	View Source	Thursday at 1
LOCALE en				Ð	View History	
РАТН				5	Duplicate	
diskominfo/standarisasi-TIK				B	Move / Rename	
editor ckeditor				Ū	Delete	
				_	Activate Win	dows

### • jika muncul tampilan seprti gambar dibawah klik Delete

Delete	e Page	
Are you The page	sure you want to delete page Standarisasi TIK? e can be restored from the administration area.	
EN	/diskominfo/standarisasi-TIK	
	CANC	EL DELETE