Adding Modules

If you recall the parts of Tiki, you'll remember that modules are the small boxes of information that appear in the left and right columns of every page. These modules are a great way to have important information available to your visitors.

Tiki's base installation includes more than Module. Let's add one now:

To begin:

1. From the Admin menu in the Menu module, select Settings > Modules.
   
   **TIP**
   
   You can also access the Admin: Modules page by using the Modules button in the Quick Admin area.

2. On the Admin: Modules page, select the Assigned modules tab, then click Add Module.

3. In the Assign new module area, use the Module Name field to select the Online Users module. This module will display the names of all currently logged in users. It is a nice way to let your site's visitors see who else is online.

4. Click Module Options. Tiki loads the module information reloads the page, showing a preview of the module.

5. Enter the following information in each field on the Basic tab:
   - **Position:** Select left. You will add this module to the left column.
   - **Order:** Select 5. This will place the new module below the System Menu module.
   - **Groups:** Select Registered, so that only visitors who have logged in will be able to see the module.
6. Enter the following information in each field on the Appearance tab:
   - **Flip**: Type \textit{y}. This will include the \textit{\textasciitilde} (Toggle icon) in the module, allowing you to "rollup" the module.

   \textbf{\textit{NOTE}}
   
   This is identical to the functionality on the Menu module.

7. Click **Assign**. Tiki prompts for confirmation, saves the information, and reloads the page.

The Online Users module now appears in the left column.

Right now, only the \textit{admin} (that's you) is shown.

\textbf{\textit{NOTE}}

If the module does not appear, you may need to clear your browser's cache, or click **Clear cache** to clear Tiki's cache. Then refresh the page.

Notice that your username (\textit{admin}) is a link. Clicking it will display your User Information page. Each registered user can configure their profile to be public or private.

\textbf{\textit{TIP}}

Remember, you assigned the Online Users module for \textit{Registered} users. If you log out, you'll see that the module is no longer visible. By assigning modules to specific groups, you can restrict which groups see which information.

Tiki also has an option to override the group assignment of modules and, instead, show all modules to all groups...always.

### Removing Modules

Removing modules is easy.

1. On the Admin: Modules page, click the **Assigned modules** tab.

2. Click the tab of the area that contains the module to remove (such as \textit{Top}, \textit{Left}, or \textit{Right}).

   \textbf{\textit{TIP}}
   
   Use the **No tabs** button to show all module locations at once.

3. Click the \textbf{\textit{X}} for the module to delete.

   \textbf{\textit{TIP}}
   
   By clicking \textit{\textasciitilde} Move up or \textit{\textasciitilde} Move down for a specific module, you can re-order the visible modules.
Moving Modules

To move a module, simply click-and-drag the module to its new location.

Starting in Tiki 11, you can create custom module areas.

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