Ziplus Blog User Manual

2025/6/9

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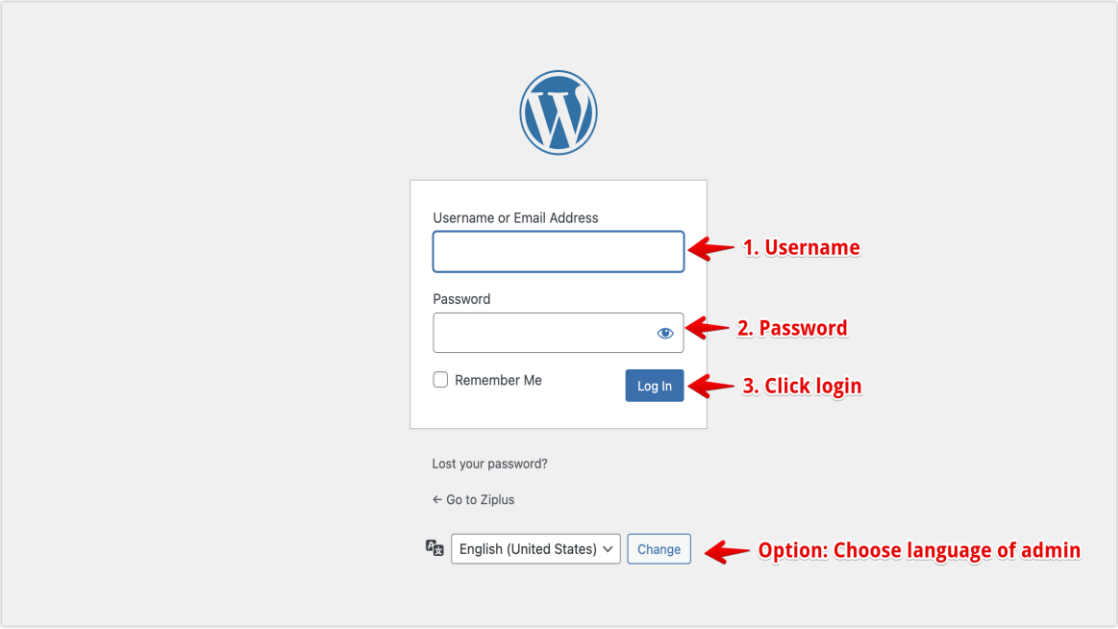
1 Getting Started with WordPress Administration

1.1 Accessing the WordPress Dashboard

URL Admin:
Nguoi ban duong: https://ziplus.vietsora.com/nguoi-ban-duong/wp-admin/
Road ready: https://ziplus.vietsora.com/road-ready/wp-admin/

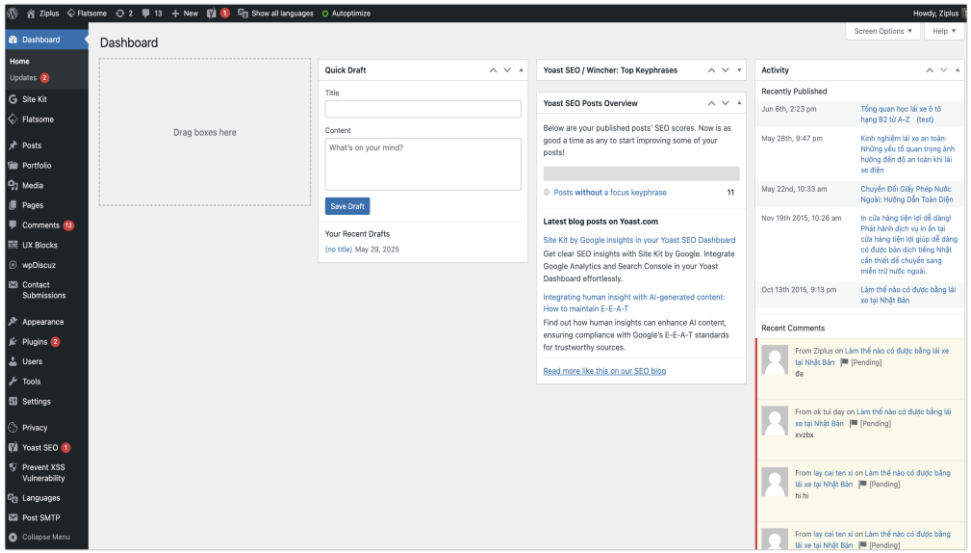
Login



1 Getting Started with WordPress Administration

1.2 Understanding the Dashboard Layout

Site kit: Config Google Analytic
Flatsome: Config Template & UI of Front End
Posts: Articles management
Portfolio: Pofolio pages management
Media: Uplaod image, file,... and files management
Portfolio: Pofolio pages management
Pages: Pages management (Home, Article list,…)
Comments: Comment management in Detail Article.
UX Block: Config Element & UI of Front End
wpDiscuz: Plugin comment in Post
Contact Submissions: Contacts in Contact page
Appearance: Theme, Design, Widgets,…
Plugins: Plugins of Wordpress
Users: Users management and permission
Tools: other tools support export, import,…
Settings: Configuration system
Private: Cookie Notice & Compliance plugin
Yoast SEO: SEO Plugin
Prevent XSS Vulnerability: Plugin Security
Languages: Multi language plugin
Post SMTP: Send mail plguin



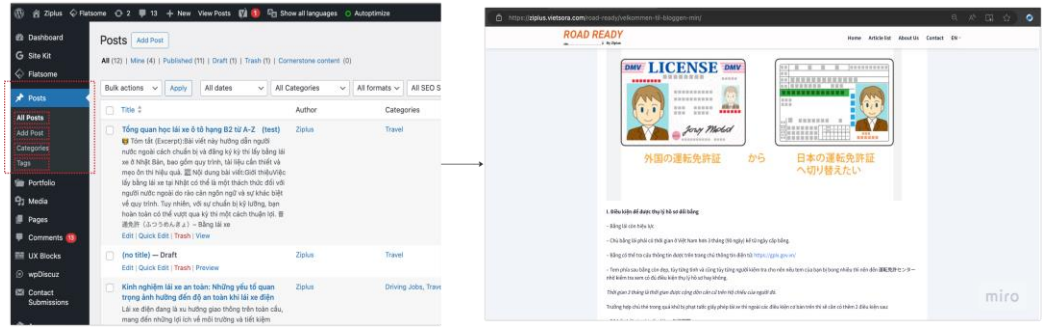
2. Content Management and Publishing

2.1 Understanding Posts versus Pages

Posts: Regularly updated Article Detail entries displayed in chronological order.

For example:

Article detail: https://ziplus.vietsora.com/road-ready/velkommen-til-bloggen-min/

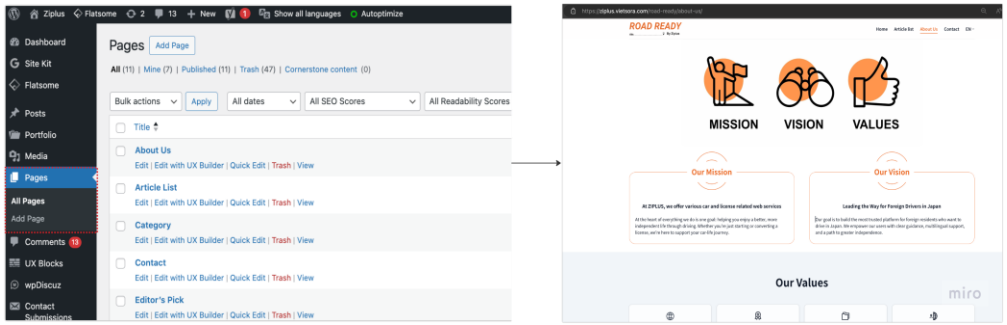


Pages: Static content like "About" or "Contact" pages that don’t change often and aren’t time-based.

For example:

Contact page: https://ziplus.vietsora.com/road-ready/contact/

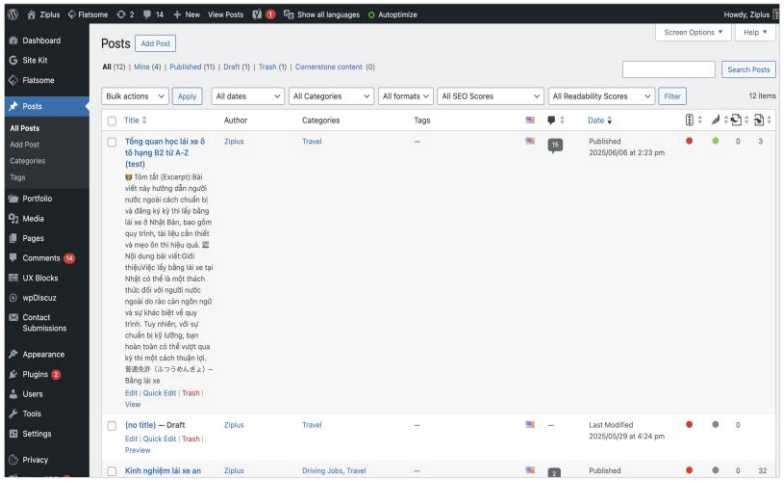
About use: https://ziplus.vietsora.com/road-ready/about-us/

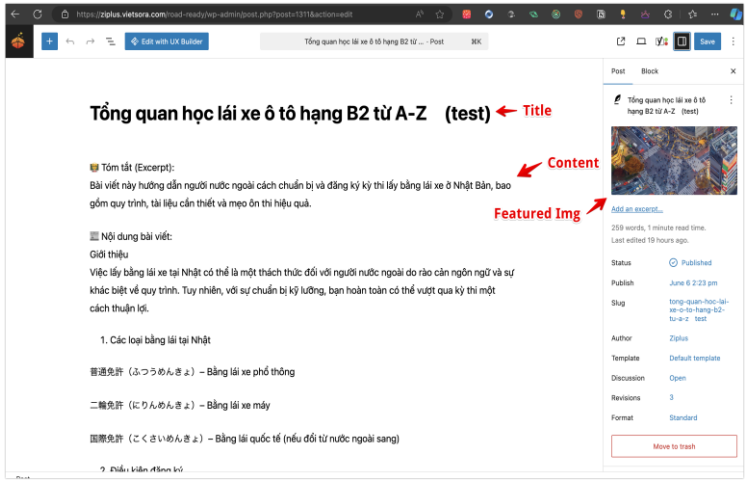


2. Content Management and Publishing

2.2 Add New Post:

Go to Posts > Add New, enter your title and content using the Block Editor. Add images, headers, etc.





Post management

Post Settings:

Assign Categories and Tags, set a Featured Image, and write an Excerpt. Schedule or publish immediately.

Edit/Delete Posts:

Navigate to Posts > All Posts, hover over a post title to Edit, Quick Edit, or Trash.

Organize Content:

Use Categories for broad topics, Tags for specific keywords.

Detail in https://www.fastcomet.com/tutorials/wordpress/managing-posts

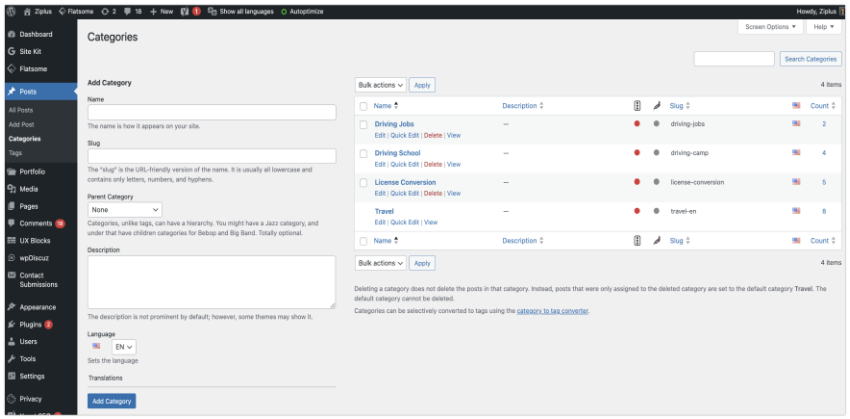
2. Content Management and Publishing

2.3 Managing Categories and Tags

Categories

Go to Posts > Categories, enter name and click Add New Category.

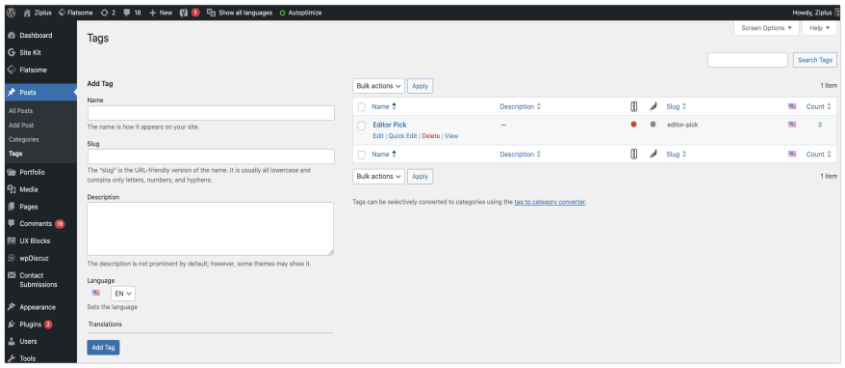
Detail in https://www.fastcomet.com/tutorials/wordpress/managing-categories



Tags

Go to Posts > Tags, enter name and click Add New Tag.

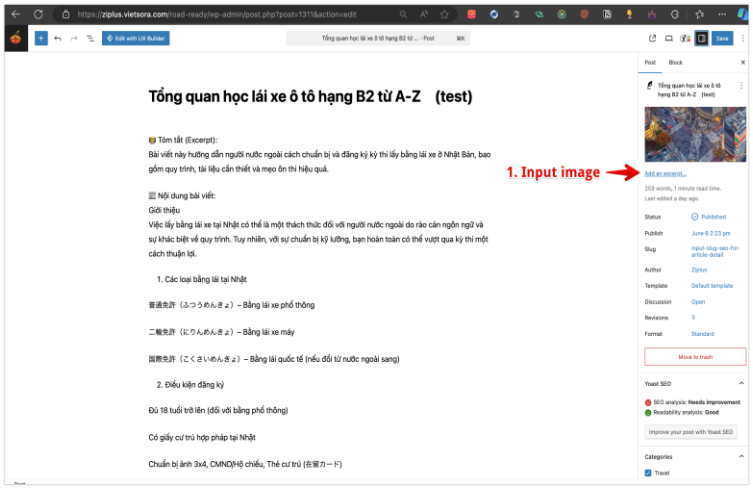
Detail in https://www.fastcomet.com/tutorials/wordpress/managing-tags

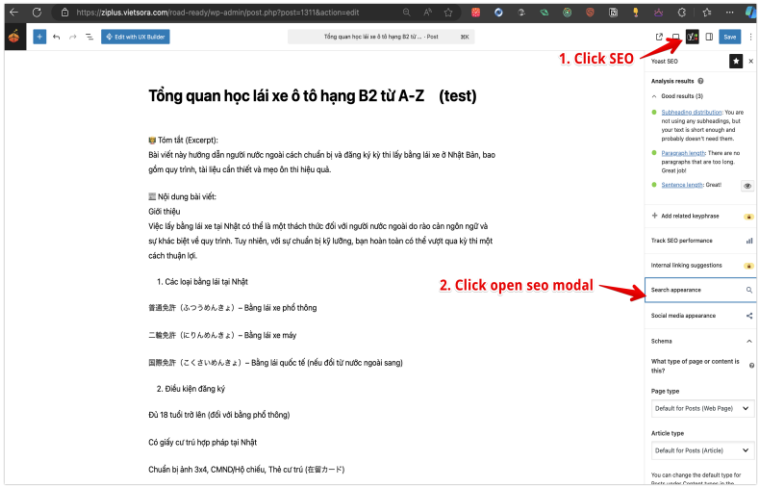


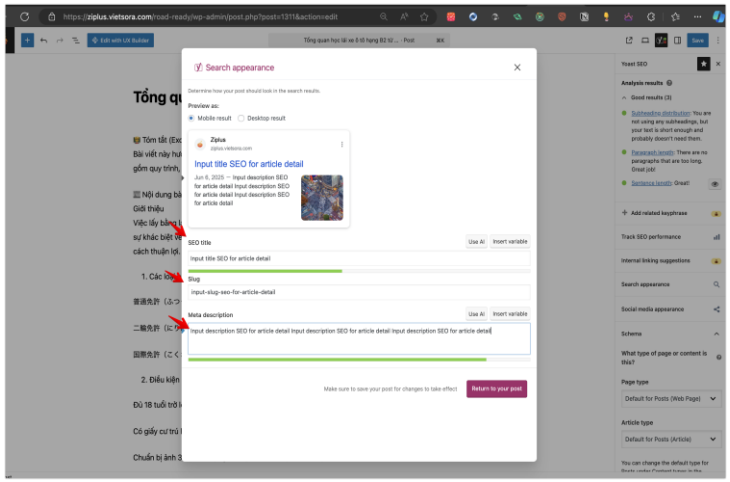
2. Content Management and Publishing

2.4 Ensure SEO optimized content

Yoast SEO: https://www.fastcomet.com/tutorials/wordpress/yoast-seo

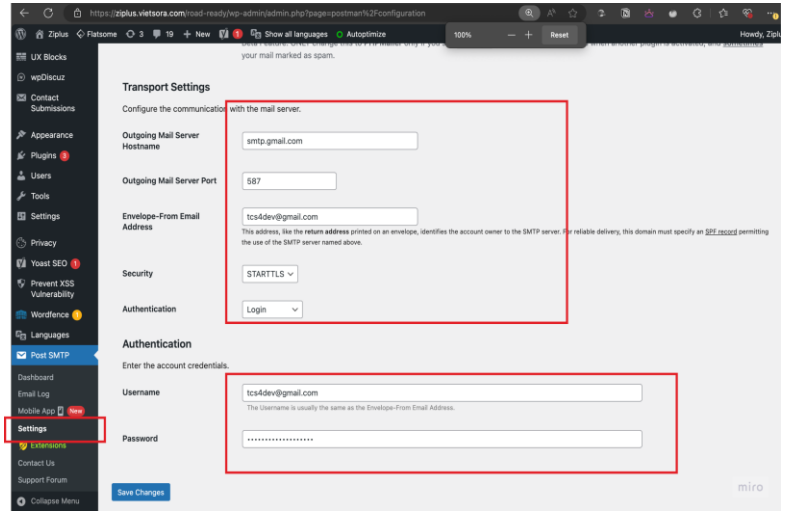




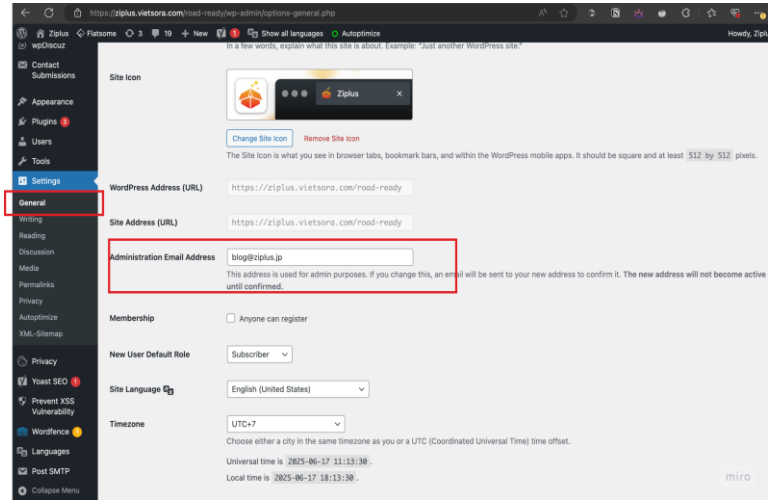


2. Content Management and Publishing

2.5 Config Mail SMTP



Admin email to receive notifications from the system, comments, contacts



3. User Management and Permissions

3.1 Understanding User Roles

🔧 Administrator

Full control – can manage settings, themes, plugins, and users.

✍ Editor

Can manage and publish all posts, including others'.

📝 Author

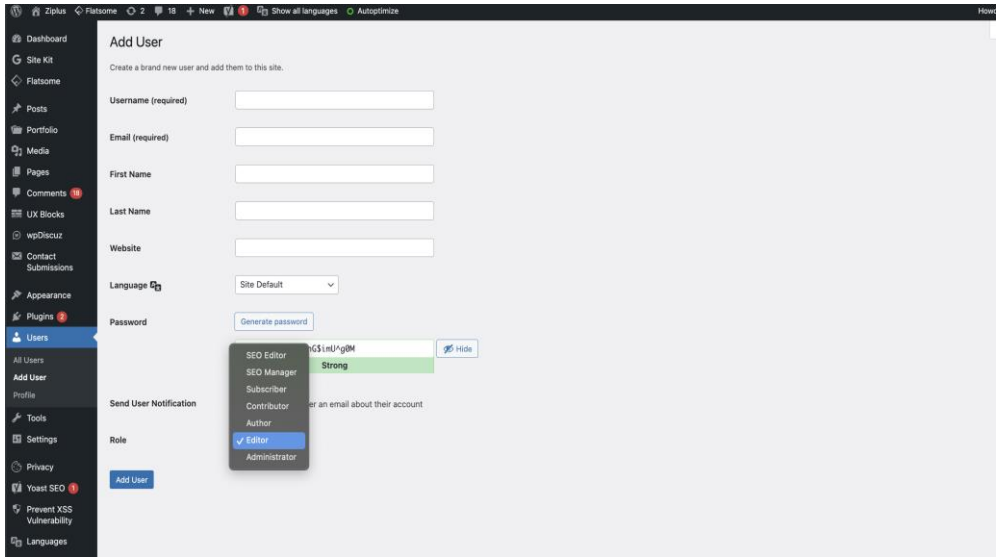
Can write, publish, and manage their own posts.

✏ Contributor

Can write posts but cannot publish them.

👁 Subscriber

Can only manage their profile and receive updates.



3. User Management and Permissions

3.2 Managing User Accounts

➕ Add a New User

Go to Users > Add New, fill in username, email, and role → click Add New User.

🔄 Edit a User

Go to Users > All Users, click on a name → update info like password, role, or profile details.

❌ Delete a User

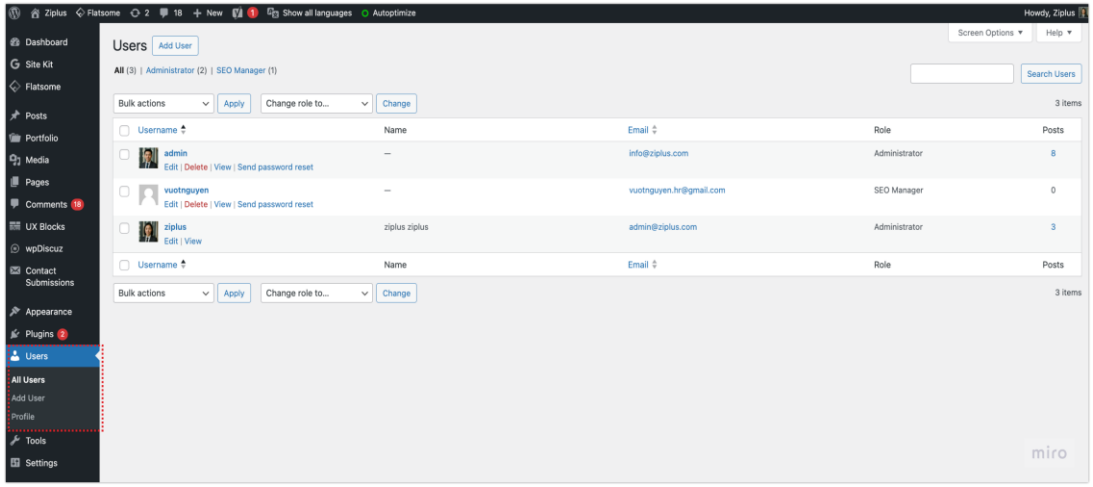
Go to Users > All Users, hover over a user → click Delete, choose whether to assign or delete their content.

📌 Tips

Use strong passwords.

Assign roles carefully: give only the permissions needed.

Limit Administrator access to trusted users only.



4. Plugin Management and Functionality

4.1 Installing and Managing Plugins

➕ Install a Plugin

Go to Plugins > Add New, search for a plugin → click Install Now → then Activate.

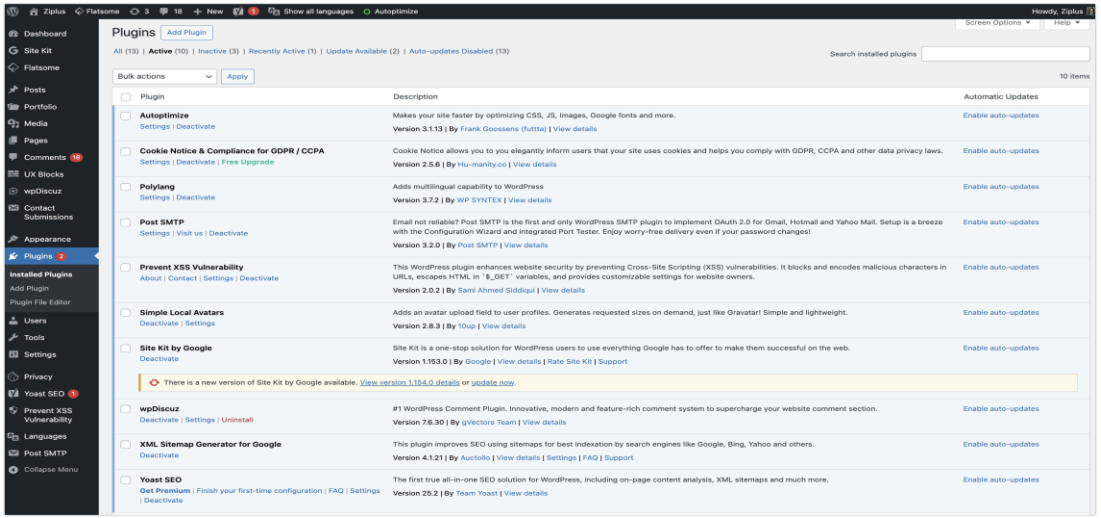
⚙️ Manage Installed Plugins

Go to Plugins > Installed Plugins

Activate/Deactivate plugins as needed

Delete unused or unnecessary plugins

Update plugins regularly for security



4.2 Plugin Security and Best Practices

✅ Use trusted plugins only (from WordPress.org or reputable developers).

🔄 Keep plugins updated to fix security vulnerabilities.

🗑️ Remove inactive plugins – don't just deactivate, delete them.

🔍 Limit the number of plugins – fewer plugins = fewer risks.

🧑‍💻 Check reviews, ratings, and last updated date before installing.

🔒 Use security plugins like Wordfence or Sucuri for added protection.

5. Theme Management and UI Customization

5.1 Understanding WordPress Themes

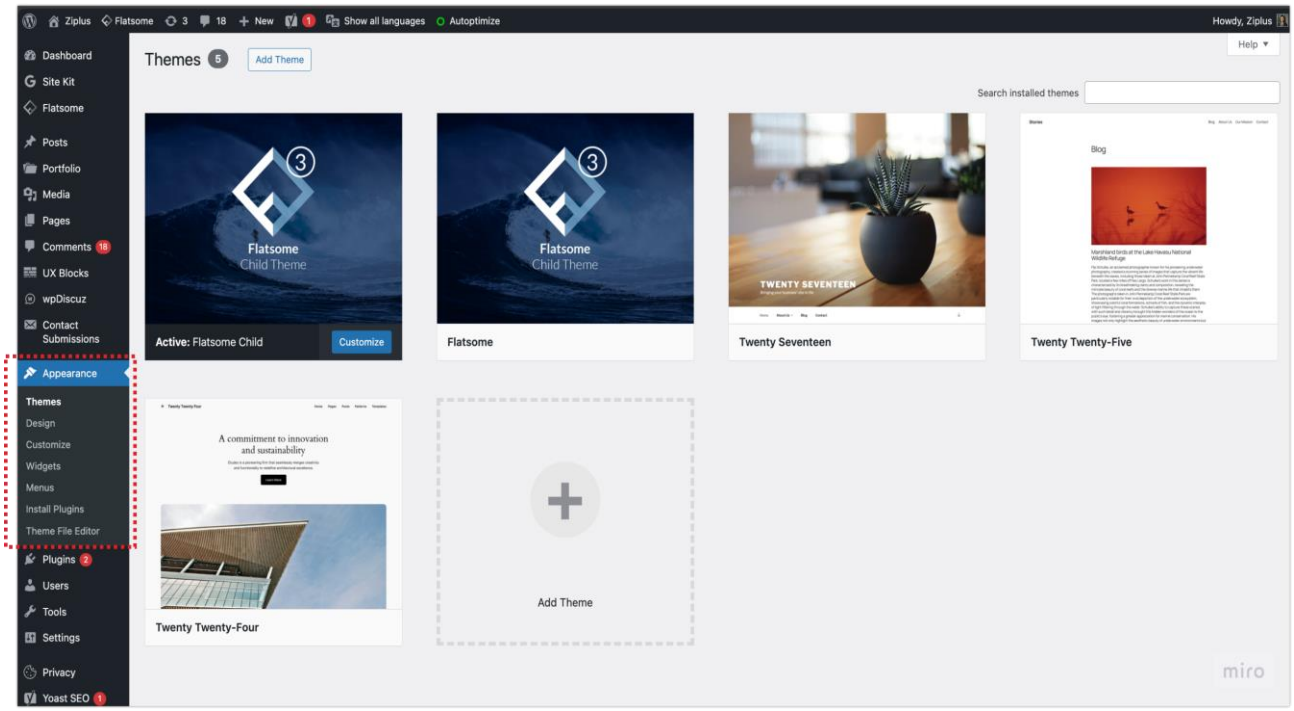
Go to Appearance > Themes, click Add New, browse or upload → click Activate.

Go to Appearance > Customize

Edit site title, logo, colors, fonts, layout

Preview changes in real-time

Save when done



5. Theme Management and UI Customization

5.2 Customizing Your Site's Appearance

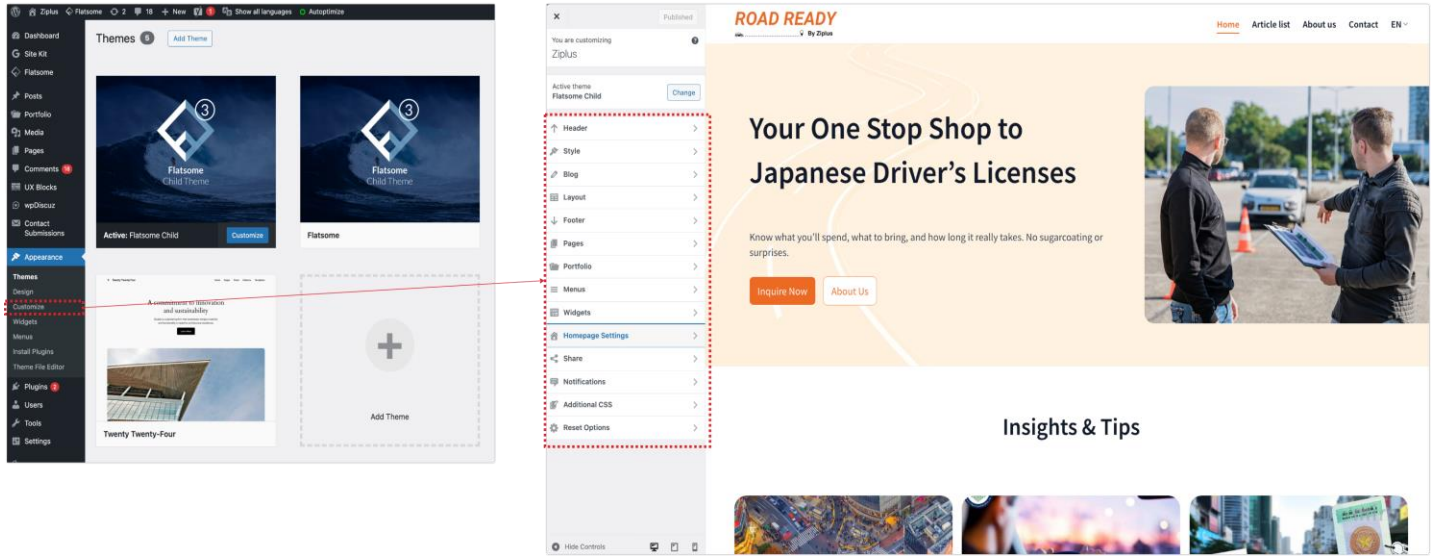
Navigate to Appearance > Customize to open the WordPress Customizer.

You Can Edit:

- Site Identity: Logo, Site Title, Tagline, Favicon
- Colors & Fonts: Adjust global styles
- Homepage Settings: Choose static page or latest posts
- Menus & Widgets: Add navigation and sidebar elements
- Additional CSS: Add custom styles if needed

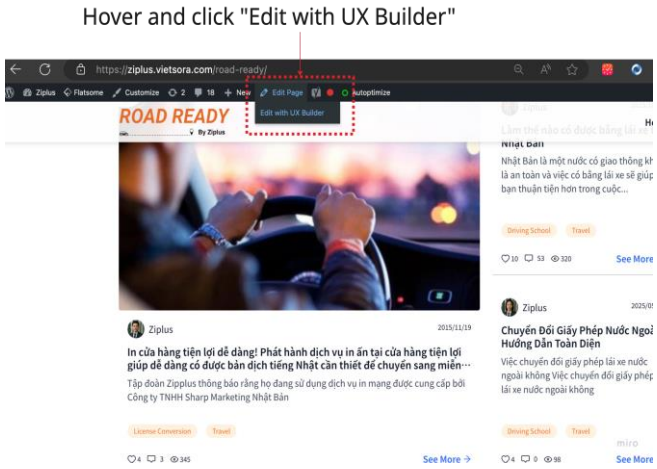
Tips

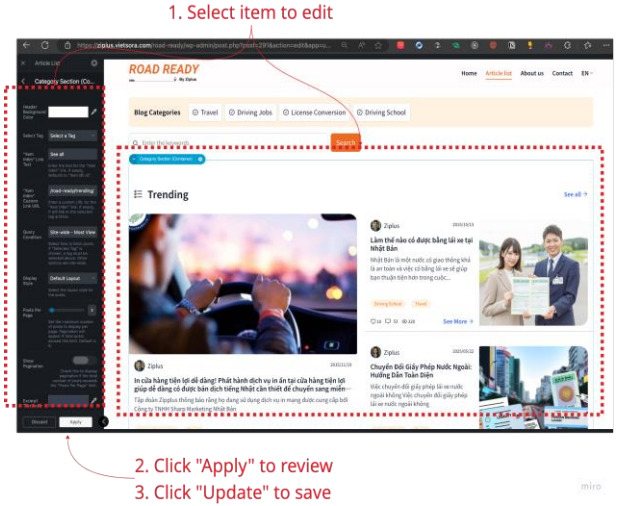
- Always preview changes before publishing
- Keep design clean and mobile-friendly
- Backup the source code first and consult the developer to avoid layout and UI display issues.

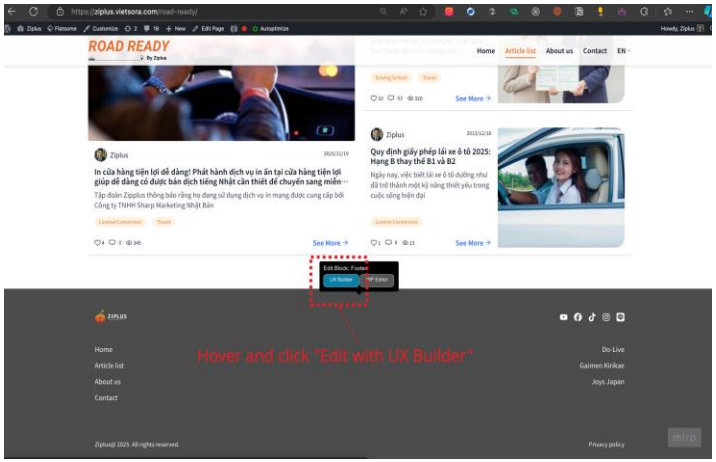


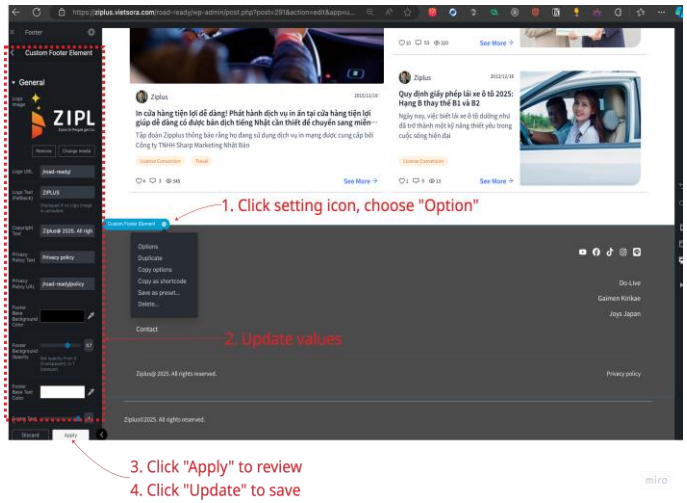
5. Theme Management and UI Customization

5.3 Customizing Your Site's Appearance with UX Builder









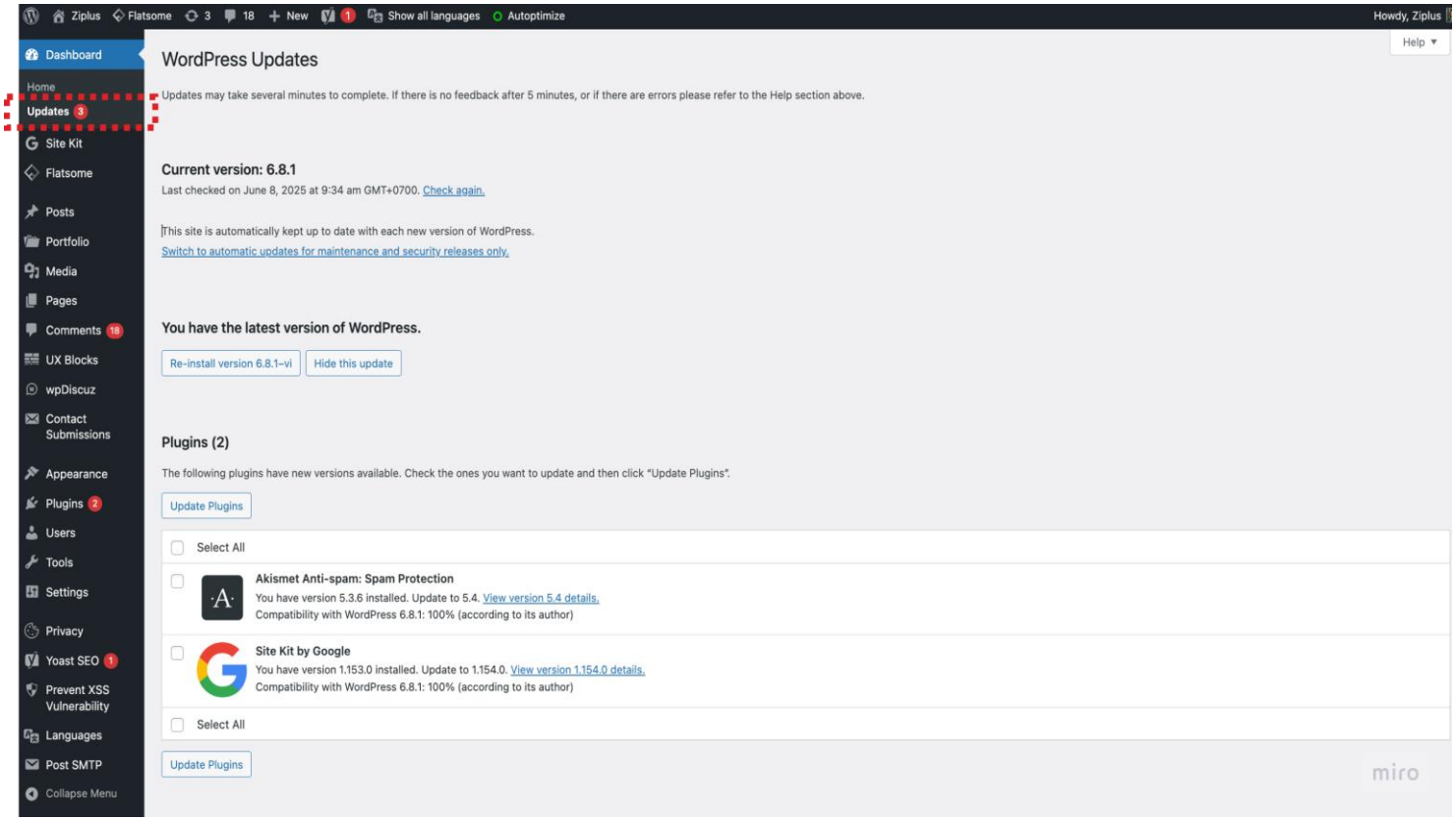
6. Updates and Maintenance

6.1 WordPress Core Updates

Create backup before update!!!

Keep WordPress core, themes, and plugins updated to ensure security and compatibility.

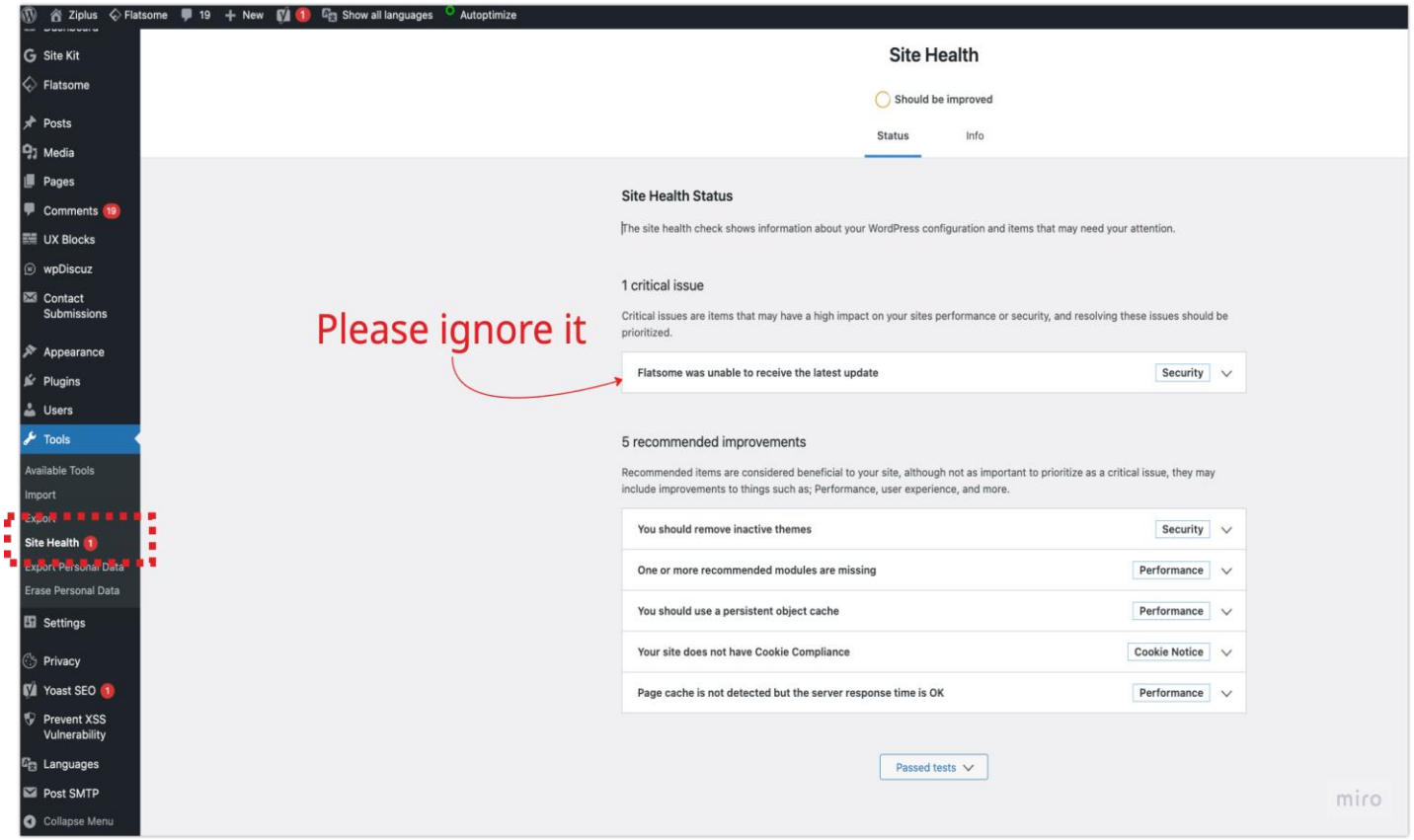
Enable auto-updates for minor versions, but test before major updates.



Detail in https://www.fastcomet.com/tutorials/wordpress/updating-wordpress

6. Updates and Maintenance

6.2 Site Health and Performance Monitoring

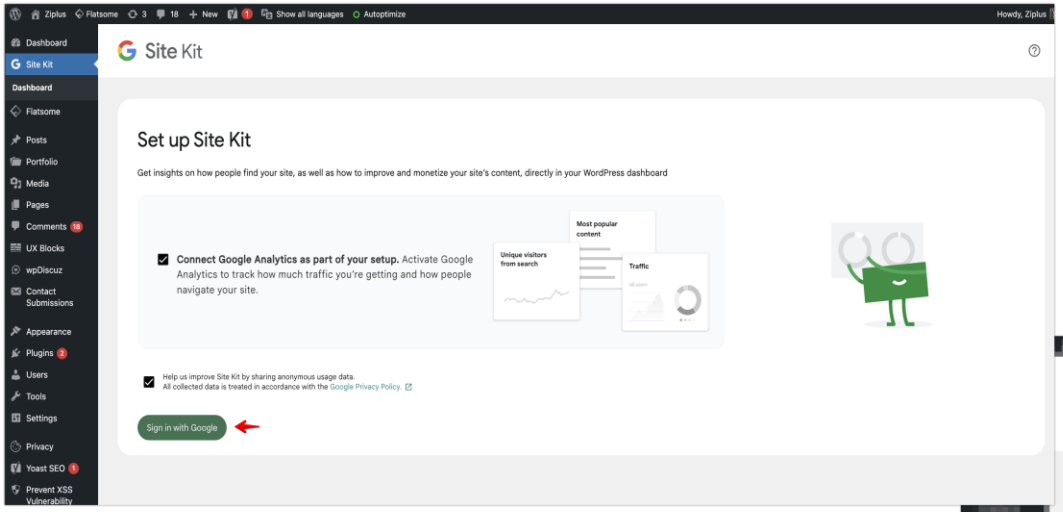


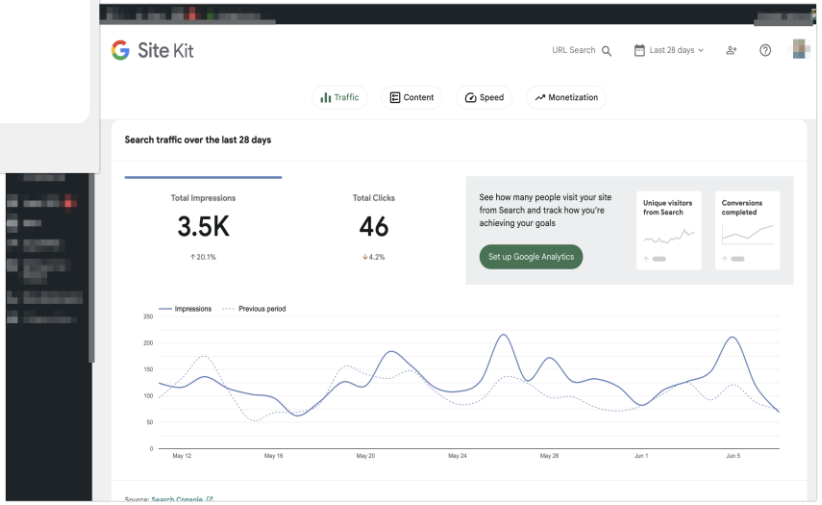
6. Updates and Maintenance

6.3 Monitor Access with Google Analytic

Connect your site with Google Analytics using plugins like Site Kit by Google.

Track user behavior, traffic sources, and engagement to improve UX and content strategy.





7. Backup and Restore Procedures

7.1 Implementing Backup Strategies

1. Backup Source Code (Files):
   Use FTP (FileZilla) or SSH:
   zip -r backup-site.zip /path/to/wordpress/
   Or use File Manager in hosting panel (e.g. cPanel → compress public_html folder).

2. Backup Database:
   Via phpMyAdmin: Export → Select database → Click “Export” → Format: SQL → Go.
   Or via terminal:
   mysqldump -u username -p database_name > backup.sql

Schedule backups with cron (optional):
Create a cron job to zip files and dump the database automatically.

Detail in https://www.fastcomet.com/tutorials/wordpress/backing-up-wordpress

7.2 Restoration Procedures

1. Restore Files:
   Upload your zipped backup and extract it to the server’s web root (/var/www/html or /public_html).
2. Restore Database:
   Create a new database in hosting → Import .sql file using phpMyAdmin or command line:
   mysql -u username -p new_database < backup.sql
3. Update wp-config.php
   Match new DB name, user, password:
   define('DB_NAME', 'new_database');
   define('DB_USER', 'db_user');
   define('DB_PASSWORD', 'db_pass');

8. Troubleshooting Common Issues

8.1 Identifying and Resolving Plugin Conflicts

Symptoms: White screen, broken layout, unexpected errors.

Steps:

1. Deactivate all plugins.
2. Reactivate one by one to find the conflicting one.
3. Replace or report issue to developer.

8.2 Database and Performance Issues

Slow Site: Optimize database via phpMyAdmin (use OPTIMIZE TABLE) or tools like WP-CLI:

wp db optimize

Check error logs in hosting or /wp-content/debug.log if WP_DEBUG is enabled.

High CPU/MySQL usage: Identify heavy queries, disable unused plugins, use caching (even at server level like Redis/Varnish).

Always perform backups before troubleshooting.

Detail in https://www.fastcomet.com/tutorials/wordpress/managing-posts

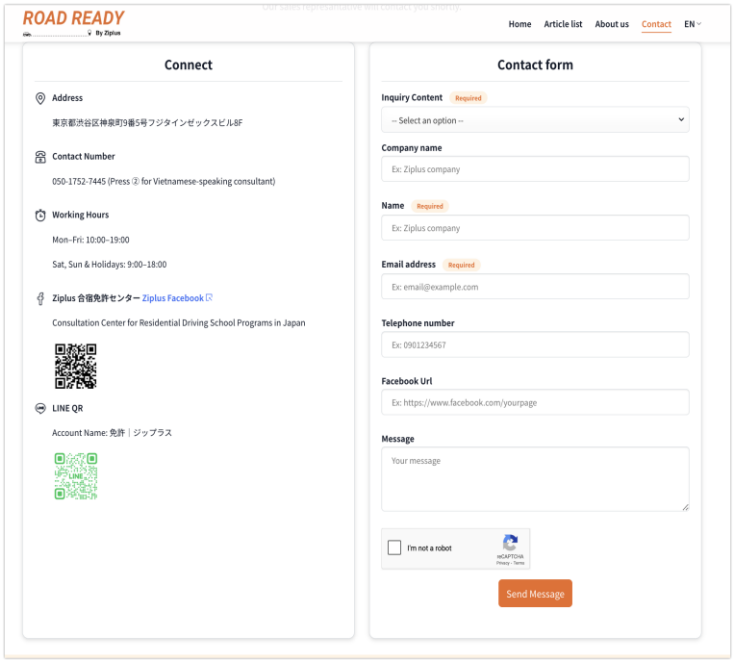
9. Contact Form Submission management

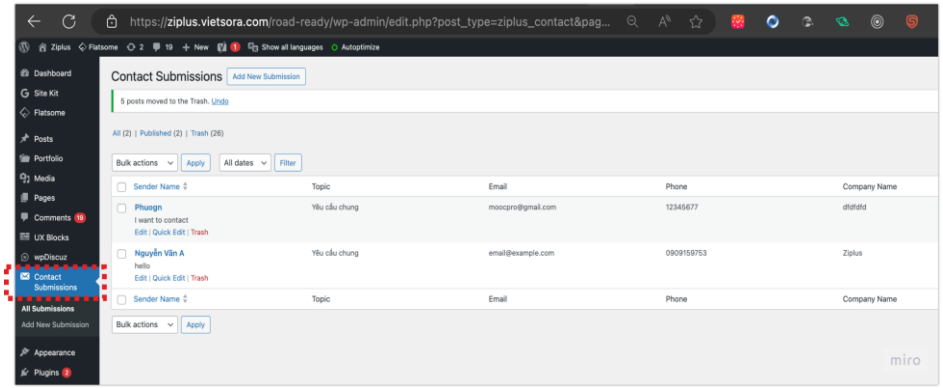
This is a custom-built WordPress plugin designed to handle contact form submissions efficiently.
It captures data submitted through the contact form, stores it securely in the database, and sends automatic email notifications.

Submission Storage: All form submissions are saved in the WordPress database for easy viewing and backup.
Email Notifications:

- Sends a confirmation email to the user after submission.
- Sends the full submission details to the admin email for immediate review.

Anti-spam: Basic validation and spam protection can be integrated.
Lightweight & Fast: No dependency on third-party form plugins, optimized for performance





10. Appendix

Site Structure and architecture

Core Folders:

/wp-admin/ – WordPress dashboard files

/wp-content/ – Themes, plugins, uploads

/wp-includes/ – Core functions and libraries

Best Practice:

Never modify wp-core files.

All customizations go inside /wp-content/ (preferably in child themes or custom plugins).

Contact Dev Team

For technical issues or customization requests, please contact the development team:

Email:vietsora55@gmail.com / phuong@vietsora.com

Emergency Contact: +818037558569 - Mr. Phương

Detail in https://www.fastcomet.com/tutorials/wordpress/managing-posts