

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



The image shows the WordPress login interface. At the top center is the WordPress logo. Below it is a white login box with the following elements:

- A text input field labeled "Username or Email Address" with a red arrow pointing to it labeled "1. Username".
- A password input field labeled "Password" with a red arrow pointing to it labeled "2. Password".
- A checkbox labeled "Remember Me" and a blue "Log In" button with a red arrow pointing to it labeled "3. Click login".

Below the login box, there is a link "Lost your password?" and a link "← Go to Ziplus". At the bottom, there is a language selector showing "English (United States)" with a dropdown arrow and a "Change" button, with a red arrow pointing to it labeled "Option: Choose language of admin".

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: Uplaud 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

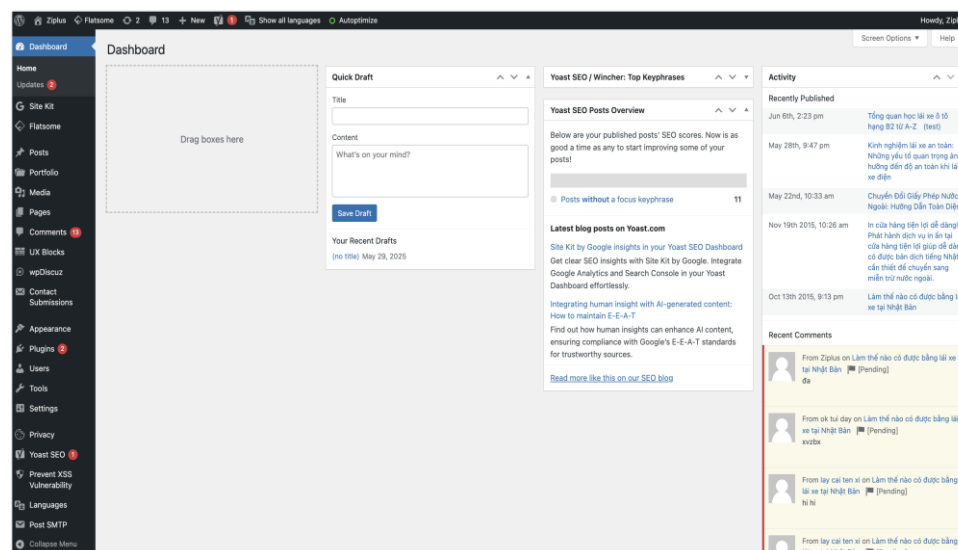
Private: Cookie Notice & Compliance plugin

Yoast SEO: SEO Plugin

Prevent XSS Vulnerability: Plugin Security

Languages: Multi language plugin

Post SMTP: Send mail plguin



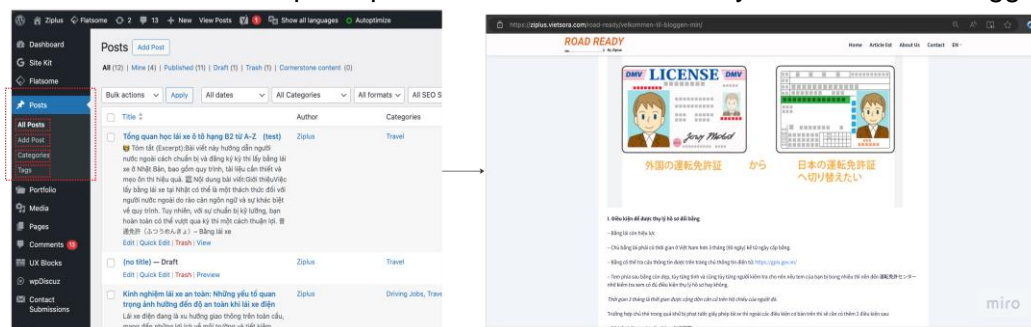
2. Content Management and Publishing

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-blogger-min/>

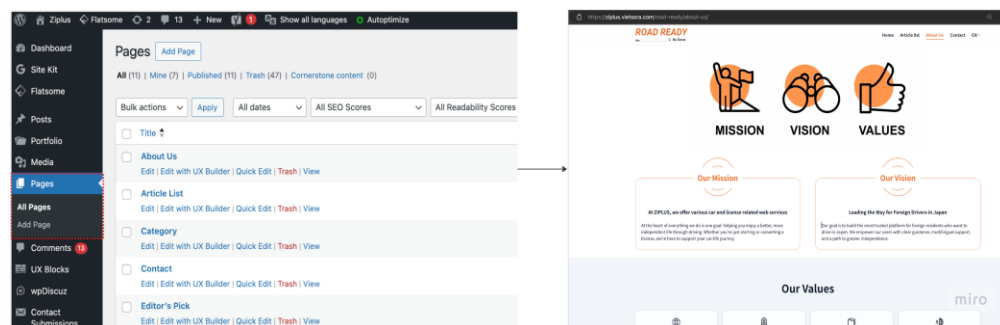


Pages: Static content like "About" or "Contact" pages that don't change often and aren't time-based.

For example:

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

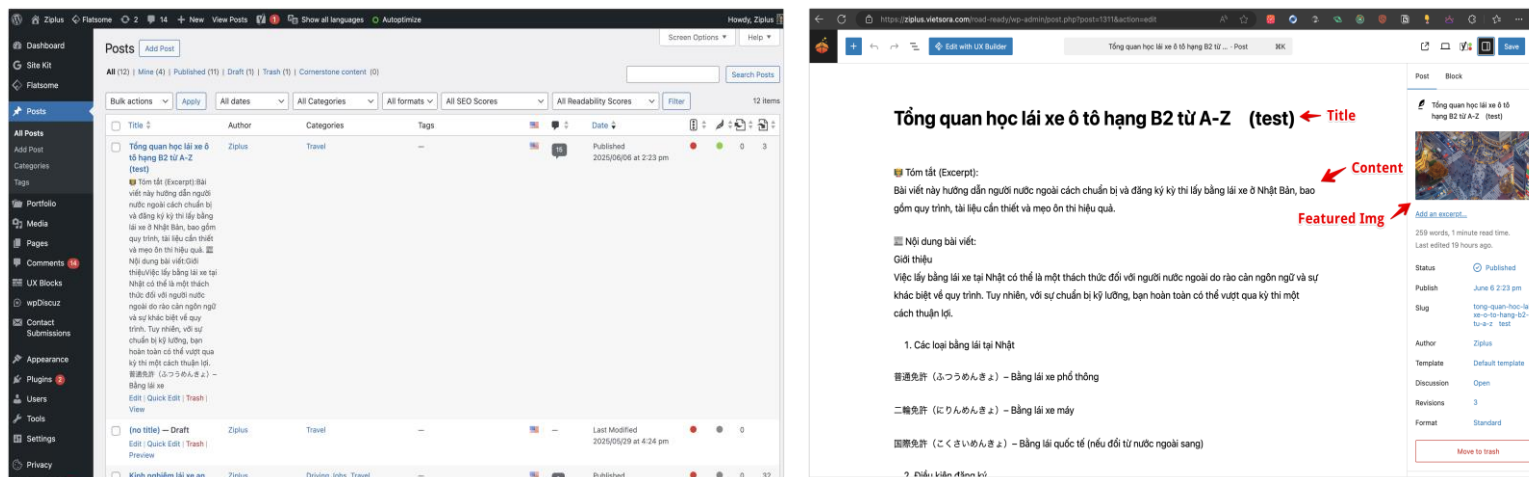
About use: <https://ziplus.vietsora.com/road-ready/about-us/>



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>

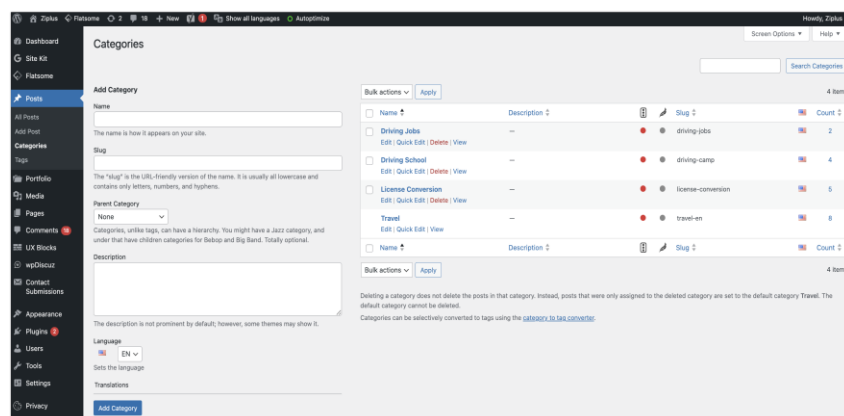
2. Content Management and Publishing

2.3 Managing Categories and Tags

Categories

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

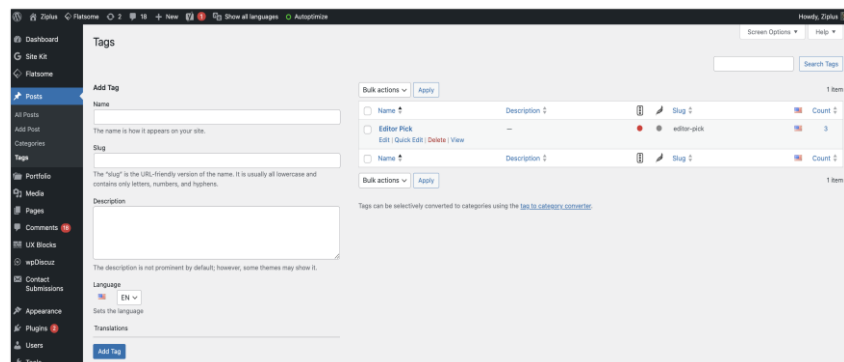
Detail in <https://www.fastcomet.com/tutorials/wordpress/managing-categories>



Tags

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

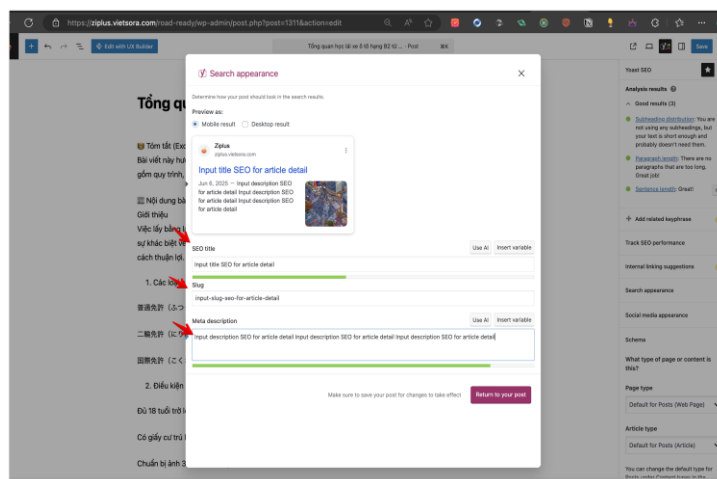
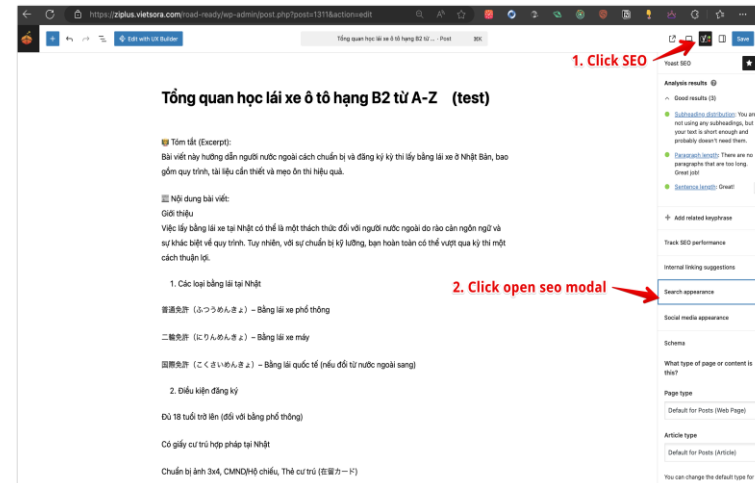
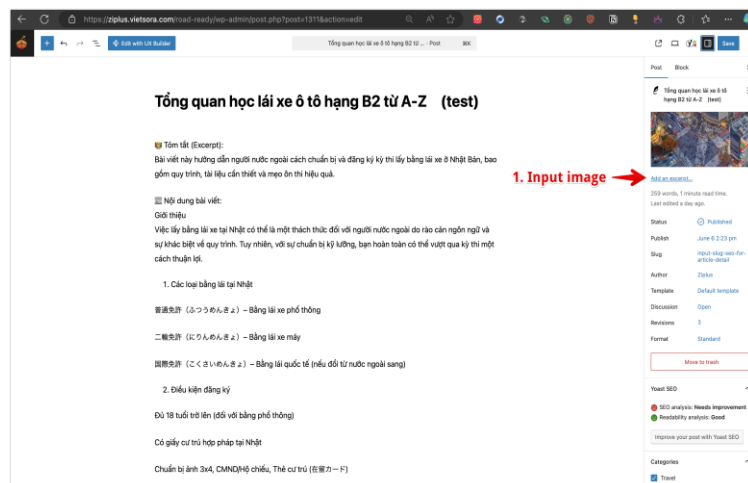
Detail in <https://www.fastcomet.com/tutorials/wordpress/managing-tags>



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

The screenshot shows the 'Post SMTP' configuration page in the Ziplus admin interface. The left sidebar has 'Settings' highlighted. The main content area is divided into two sections: 'Transport Settings' and 'Authentication'. Both sections are enclosed in red boxes. The 'Transport Settings' section includes fields for 'Outgoing Mail Server Hostname' (smtp.gmail.com), 'Outgoing Mail Server Port' (587), 'Envelope-From Email Address' (tcs4dev@gmail.com), 'Security' (STARTTLS), and 'Authentication' (Login). The 'Authentication' section includes fields for 'Username' (tcs4dev@gmail.com) and 'Password'.

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


The screenshot shows the 'General' settings page in the Ziplus admin interface. The left sidebar has 'General' highlighted. The main content area includes fields for 'WordPress Address (URL)', 'Site Address (URL)', and 'Administration Email Address'. The 'Administration Email Address' field is highlighted with a red box and contains the value 'blog@ziplus.jp'. Below this field, there is a note: 'This address is used for admin purposes. If you change this, an email will be sent to your new address to confirm it. The new address will not become active until confirmed.'

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

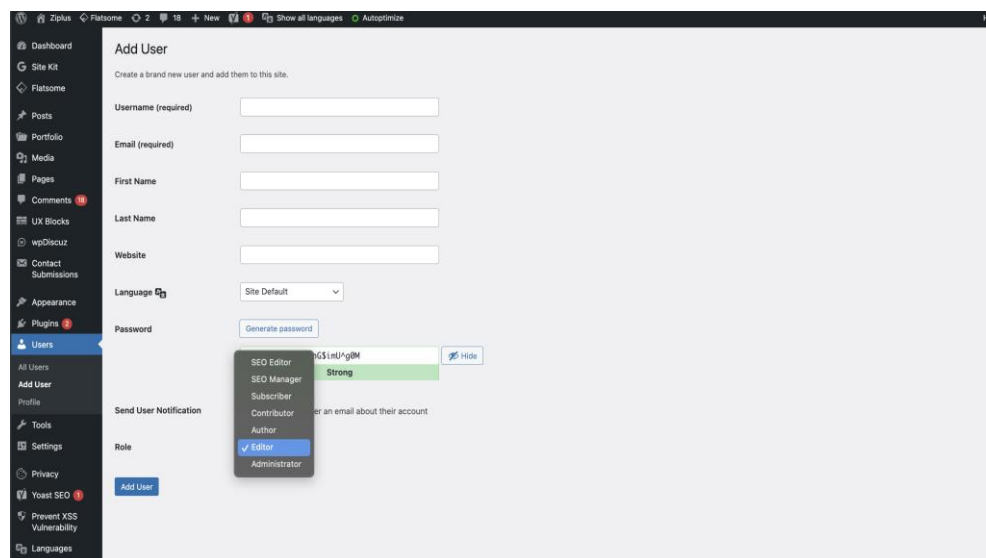
Can write, publish, and manage their own posts.

 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

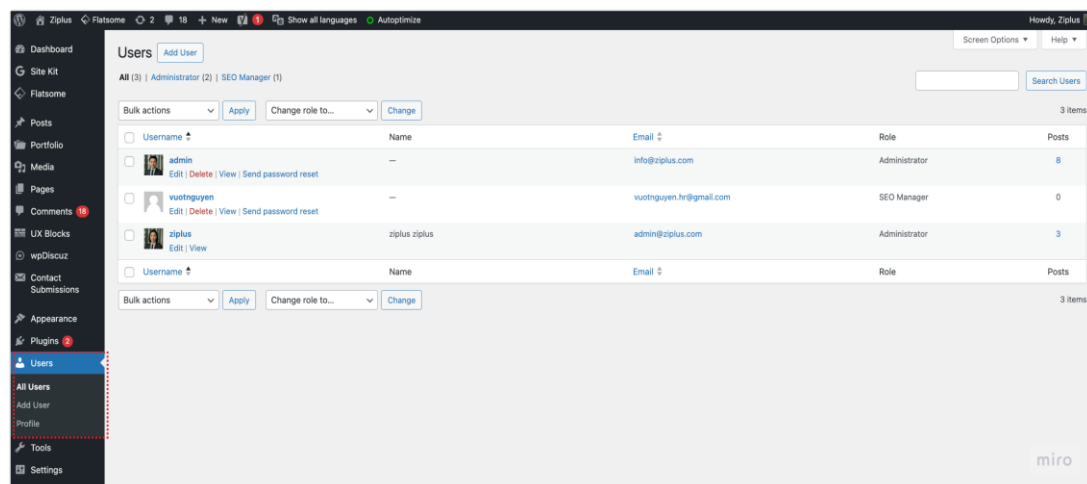
Go to Users > All Users, hover over a user → click Delete, choose whether to assign or delete their content.

📌 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.

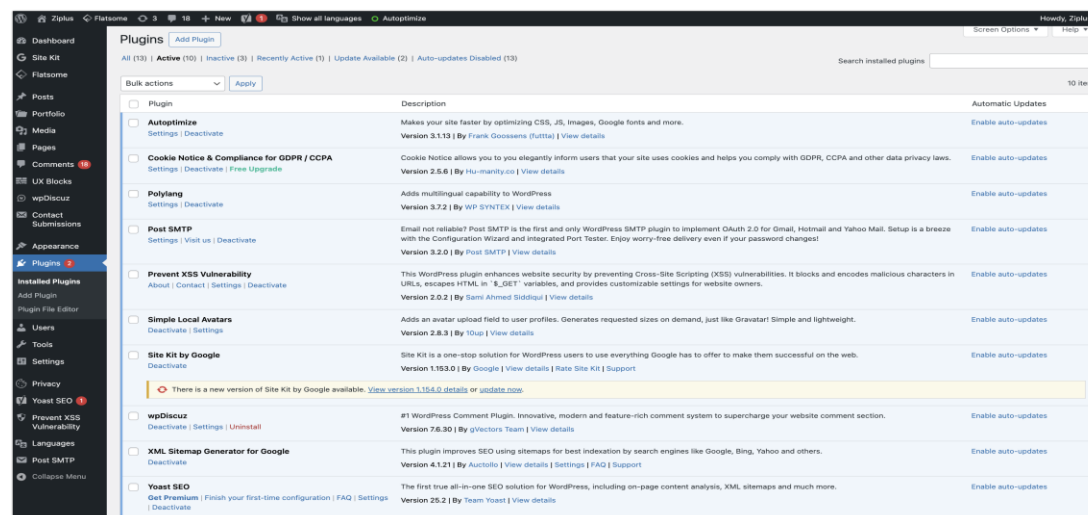
⚙️ Manage Installed Plugins

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

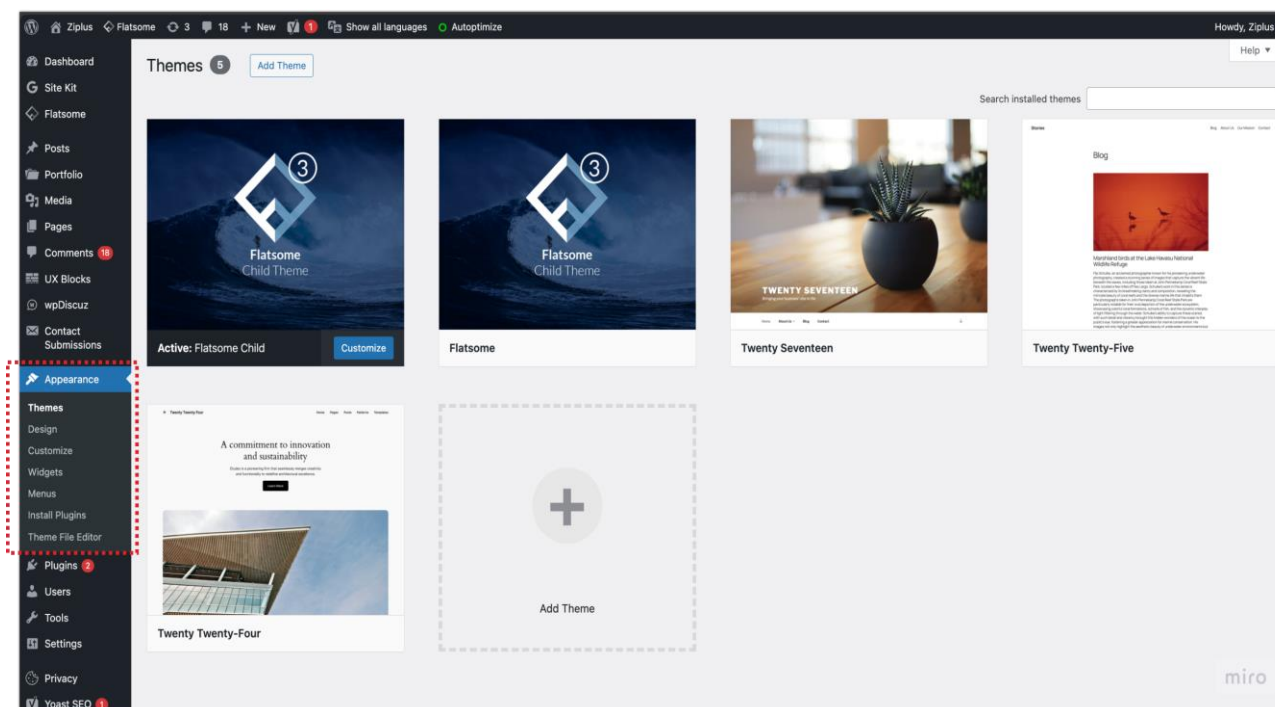
Go to Appearance > Themes, click Add New, browse or upload → click Activate.

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

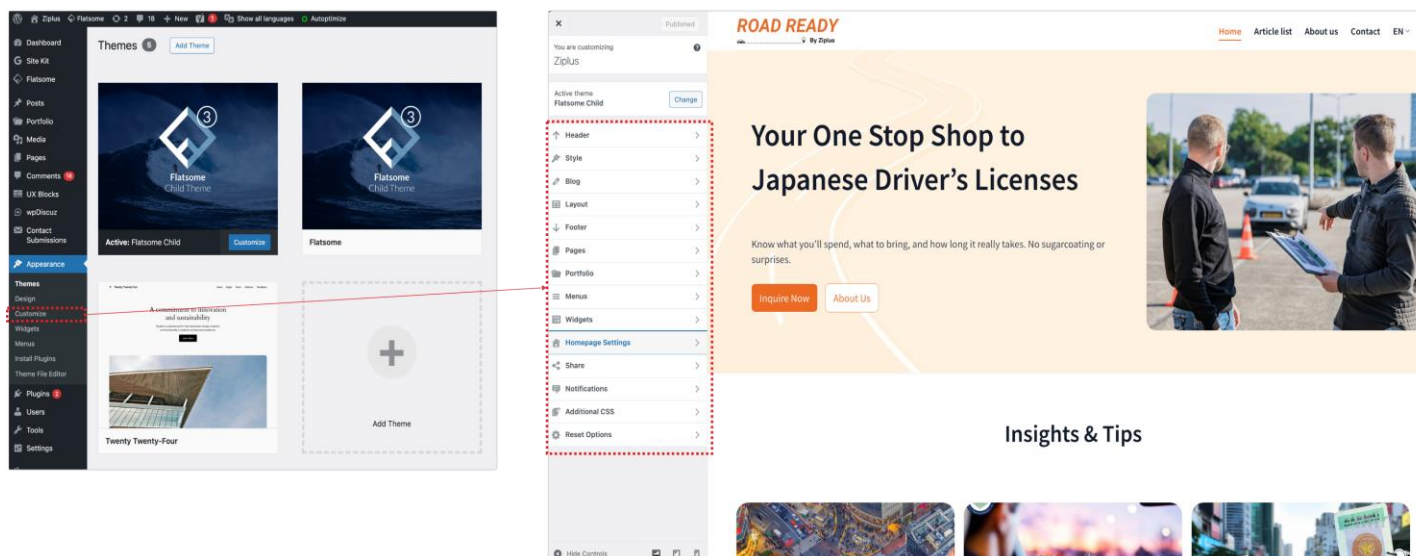
Additional CSS: Add custom styles if needed

Tips

Always preview changes before publishing

Keep design clean and mobile-friendly

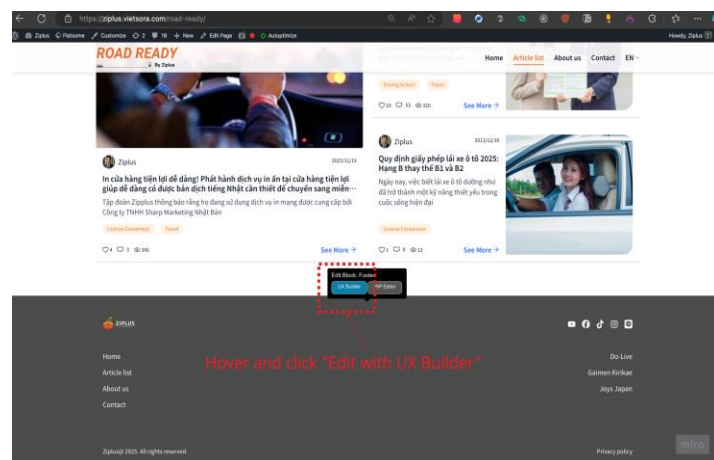
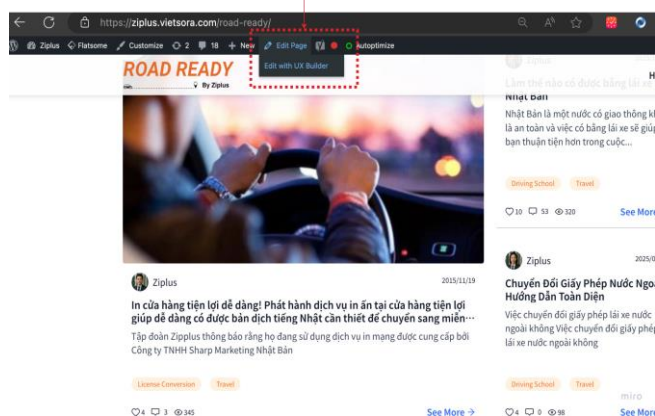
Backup the source code first and consult the developer to avoid layout and UI display issues.



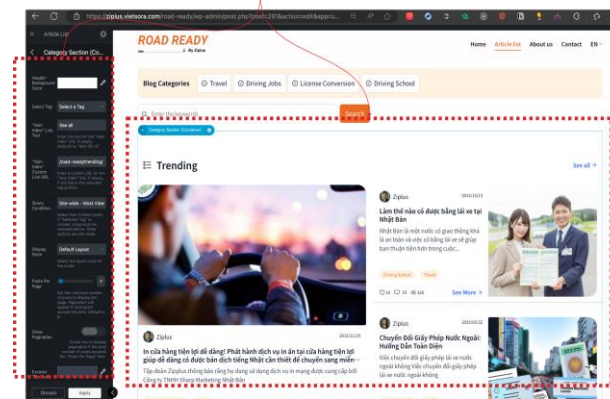
5. Theme Management and UI Customization

5.3 Customizing Your Site's Appearance with UX Builder

Hover and click "Edit with UX Builder"

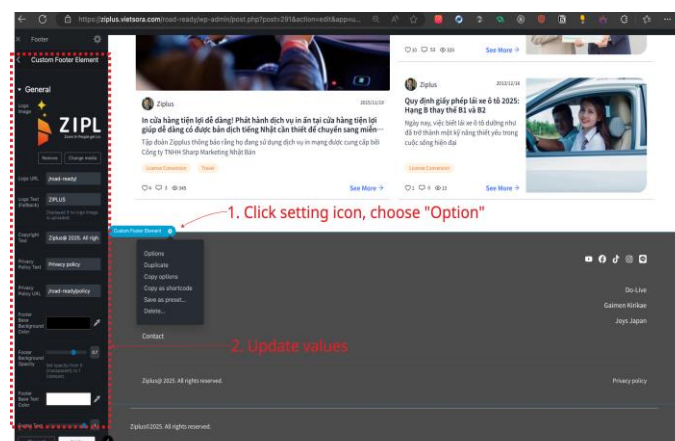


1. Select item to edit



2. Click "Apply" to review

3. Click "Update" to save



1. Click setting icon, choose "Option"

2. Update values

3. Click "Apply" to review

4. Click "Update" to save

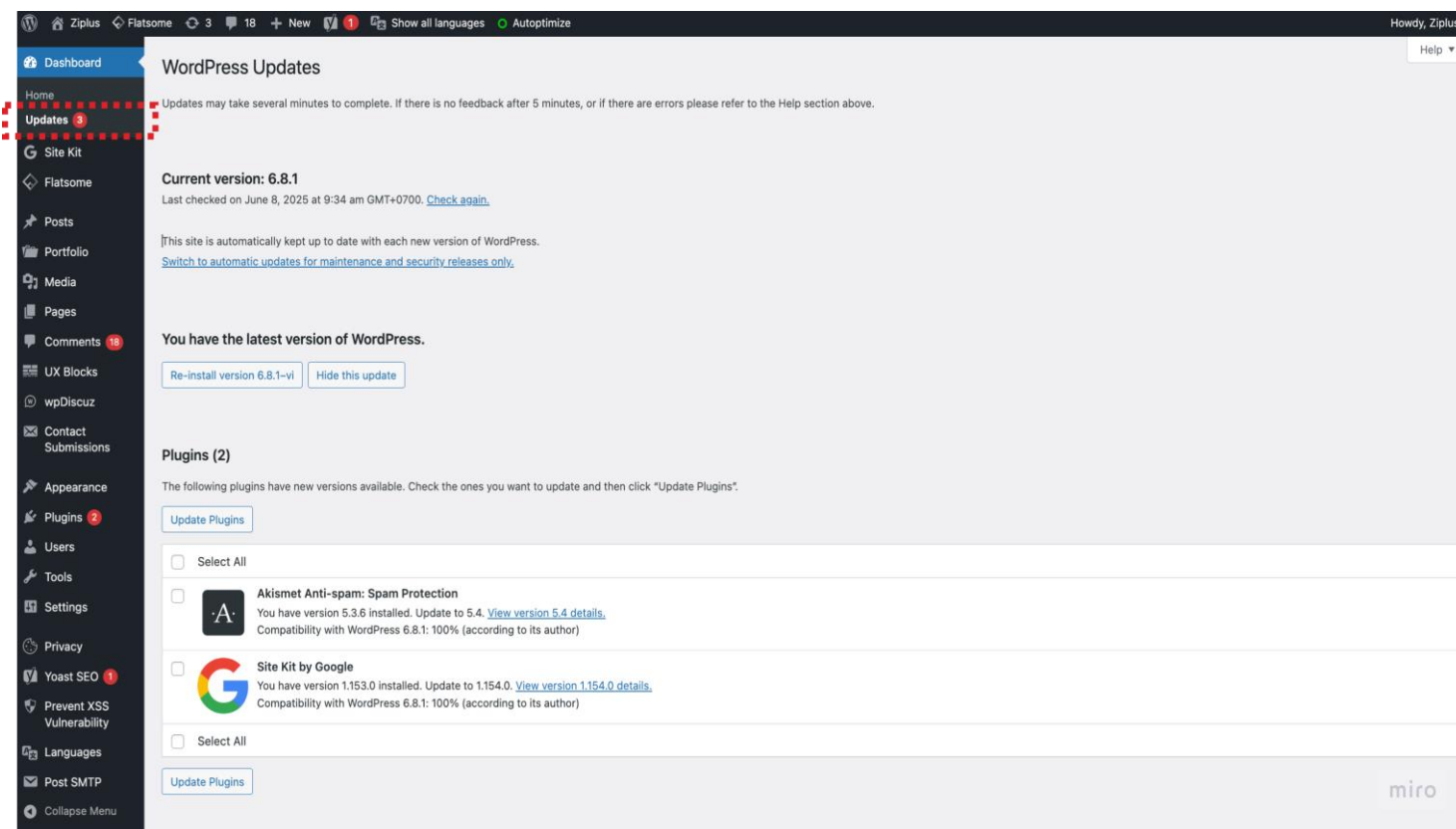
6. Updates and Maintenance

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

Site Health

Should be improved

Status Info

Site Health Status

The site health check shows information about your WordPress configuration and items that may need your attention.

1 critical issue

Critical issues are items that may have a high impact on your sites performance or security, and resolving these issues should be prioritized.

Flatsome was unable to receive the latest update Security

5 recommended improvements

Recommended items are considered beneficial to your site, although not as important to prioritize as a critical issue, they may include improvements to things such as; Performance, user experience, and more.

- You should remove inactive themes Security
- One or more recommended modules are missing Performance
- You should use a persistent object cache Performance
- Your site does not have Cookie Compliance Cookie Notice
- Page cache is not detected but the server response time is OK Performance

Passed tests

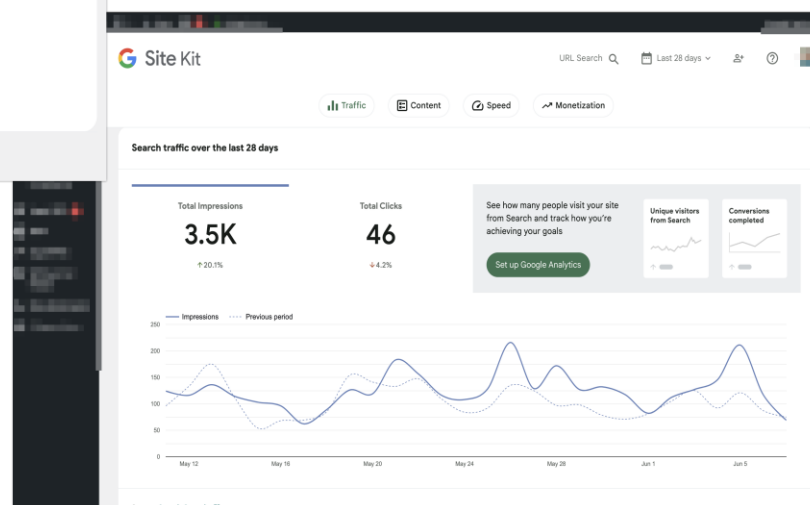
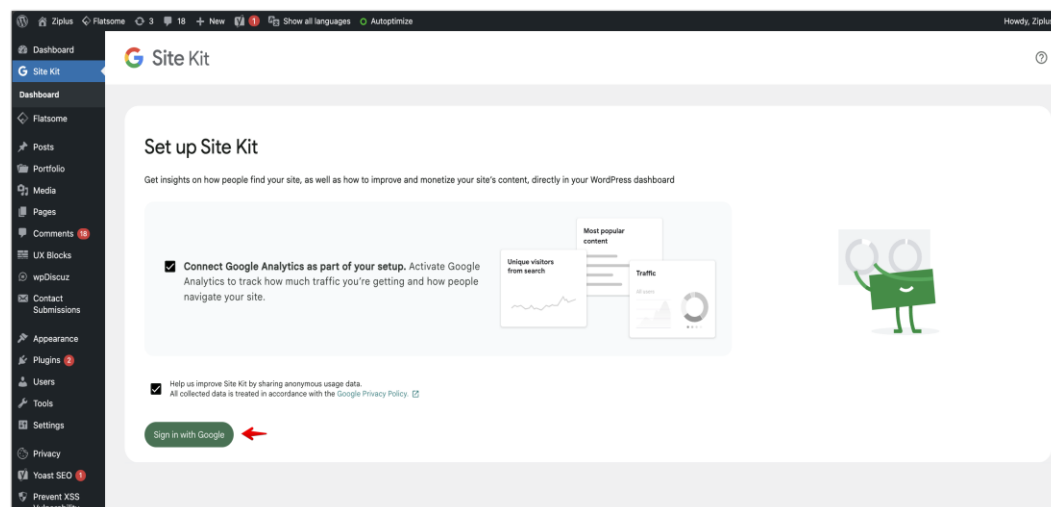
Please ignore it

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

ROAD READY

Home Article list About us **Contact** EN

Connect

Address
東京都渋谷区神楽坂9番5号フジタインゼックスビル5F

Contact Number
050-1752-7445 (Press 2 for Vietnamese-speaking consultant)

Working Hours
Mon-Fri: 10:00-19:00
Sat, Sun & Holidays: 9:00-18:00

Ziplus 合宿免許センター Ziplus Facebook
Consultation Center for Residential Driving School Programs in Japan

LINE QR
Account Name: 免許 | ジップラス

Contact form

Inquiry Content Required
-- Select an option --

Company name
Ex: Ziplus company

Name Required
Ex: Ziplus company

Email address Required
Ex: email@example.com

Telephone number
Ex: 0901234567

Facebook Url
Ex: https://www.facebook.com/yourpage

Message
Your message

☐ I'm not a robot

Send Message

Contact Submissions [Add New Submission](#)

5 posts moved to the Trash. [Undo](#)

All (2) | Published (2) | Trash (26)

Bulk actions [Apply](#) All dates [Filter](#)

Sender Name	Topic	Email	Phone	Company Name
<input type="checkbox"/> Phuogn	Yêu cầu chung	moocpro@gmail.com	12345677	dttdtd
<input type="checkbox"/> Nguyễn Văn A	Yêu cầu chung	email@example.com	0909158753	Ziplus

All Submissions

[Add New Submission](#)

Bulk actions [Apply](#)

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>