

Website Pre Handover Checklist

Follow on from Set up Clients Website and DIY WordPress website

NOTE: Were we say to log into and use the Google Account as info@findnetsolutions.com. You CAN log in and use another account related to Find Net Solutions IF you can also make info@ an equivalent Editor or Manager for the process eg Google Analytics.

Enfold Theme Licence API Getting and installing

- Helpsheet - <https://kriesi.at/documentation/enfold/theme-registration>

Log In - https://account.envato.com/sign_in?to=envato-api

Details on Notepad - Envato WP Account

Create a New Token - <https://build.envato.com/create-token>

Token Name > Add Website Name (NOT URL) > Tick All Boxes > Create Token > 1st/ Copy API Key > Paste in Excel Spreadsheet called 'Enfold Theme Licence Reg'

2nd/ Copy into Websites > Enfold > Theme Update

3rd/ Go back to create-token page > Tick I confirm.... etc

4th/ Click Woohoo! Got it. button

5th/ Go back to website > Enfold > Theme Update > Click Check the Private Token... that it!

Now Refresh Browser > Go back to Theme Update > click Check Manually > Run update if required

Check other Enfold Configurations

- Layout Builder > LayerSlider Plugin setting is 'Deactivate plugin leave files in theme folder'
- Performance > check relevant settings
- SEO Support > Meta tag "robots" 'Let SEO plugin set this tag'
 - Scheme Markup 'Activated'
 - Processing Shortcodes 'allow to preprocess shortcodes'
- Google Services > enable reCAPTCHA v3 and v2
NOTE this is mainly for Enfold Forms
 - log into Google account info@findnetsolutions.com
 - <https://www.google.com/recaptcha/admin/site/450389805>
 - click + Name it Domain v2 and add v2 invisible recaptcha badge and add Site Key and Secret Keys into Enfold
 - Go back to reCaptcha Setting and repeat for v3

Activate All Relevant Plugins

- Delete non required Plugins, Set All Plugins to Auto Update
- Configure Plugins like Really Simple SSL etc.

Activate Wordfence

- Use mail@findnetsolutions.com
- Select Free version click 'No Thanks' on Activate Premium
- Go to All Options > click Import/Export Options > use this to code Import Setting Find Net Solutions.com default settings -
[2800bb56120e65c9bdb19b53af81274091cdde98451c2b4d3316b06b2992174fd9c6e30fb865b9d40ef3d32e22d9301ee2c4d245d890af7928ba2a4412cbc8b6f43025fadc70f9943fe7fa1c3edff31c](#)
- Click Import Setting

Activate Jetpack

- Use Wordpress Login 'findnets' mail@findnetsolutions.com, or Google account info@findnetsolutions.com
- Select Jetpack Free version
- Jetpack Settings > Activate in Security, Downtime Monitoring, Protect brute force,
- Activate in Performance, Performance & speed enable site accelerator, Speed up image load times and static file load times.

Set Up Google Analytics and link Monsterinsights

- Log into Google account info@findnetsolutions.com
- Go to <https://analytics.google.com/>
- Monsterinsights help video - <https://youtu.be/Vexl4XARiwA>
- Go to Website Admin > Insights > Setup Wizard, free version > choose [info@findnetsolutions](mailto:info@findnetsolutions.com) Google Account >

Adding and Verifying the Site in Google Search Console

- Log in to Google as info@findnetsolutions.com > go to Google Search Console <https://search.google.com/search-console>
- Click the domain or website address in left column below the page title 'Google Search Console'
- click + Add Property > add the domain name > click Continue >
- copy TXT Record log into the website CPanel > Domains > Zone Editor > click Manage > Add Record > make sure it is a TXT Record
- Go back to Google Search Console and Verify :)
- Go to Website Admin > SEO > General > Features > click XML Sitemap ? > See the XML sitemap > copy Sitemap URL
- Go back to Google Search Console and click Sitemaps > Add Sitemap > Submit
- URL Inspection > add website URL with https:// > Request Indexing

- as info@fias If it's not set up, import the file 'wlcms-settings-DIY.json' for DIY websites OR 'wlcms-settings-FNS.js

White Label CMS

- If it's not set up, import the file 'wlcms-settings-DIY.json' for DIY websites OR 'wlcms-settings-FNS.json' for other Clients. Files in Google folder 'Plugins & Settings to import'.

Cpanel

Go to WHM > Upgrade/Downgrade an Account > select clients CPanel > Modify > change to make sure it is Standard Client.

Final Check, do it as if you are the Client

- Add client Admin access to be Manager
<!Th1\$1\$Y0urP@\$w0rd!>
using their main email address
- Log into Admin area as the Client and check
 - Dashboard view, Menu,
 - Page and Post hide not required items in Screen Options
- Check to make sure all updates and SEO creatures are enabled

SMTP for Emails A MUST Have with any sites with Forms or eCommerce

Easy SMTP may work.... UNLESS with MicroSoft Exchange or Google Work Space

For Microsoft Exchange email users NEEDS **WP SMTP Pro \$119USD pa**
We have WP SMTP Developer Licence for 20 sites

Auto changed to Credit Card (to set Up in Stripe)

Set UP WP SMTP is normally - \$249

NOTE if they change email address then it's at LEAST \$297 to change.

Change Updraft Plugin

- Upload and replace the Updraftplus-with-migrator Plugin with Updraftplus Plugin files in Google folder 'Plugins & Settings to import'.
- Check Setting > Schedule 2 backups on a daily basis > Select Dropbox > select all files to backup > Show expert settings > Split archives every 250MB > Save Changes
- Create a free Dropbox account for the customer with an email address you have access to if possible
- **Use this referral link - <https://db.tt/AumuJ4Y6>**

- make the password <Dr0pB0x>
- Add to clients Notepad
- Go back to the website Admin > Dropbox > Authenticate Dropbox > Complete set up
- Do a backup and check the Dropbox > Apps > UpdraftPlus folder

Update Agile CRM for Client

- Add relevant Tags, make sure tags like 'Proposal Accepted' are added.
- Update their fields like 'Website Username', 'Website Password' etc

EXTRAS

Options to increased Hosting Speed by

- DNS Delegation of Domain to a CDN like Cloudflare (free version recommended)
NOTE: Make sure Zone Records are replicated onto CloudFlare eg MX Records are the same on the clients Cpanel and on CloudFlare.
- Optimise the Hosting Database -
<https://www.hostgator.com/help/article/how-to-optimize-a-mysql-database-using-phpmyadmin>
Note: optimizing the database in PHPMyadmin. It can take 1 to 2 hours to fully effect the speed of it.
- Adding and AMP Site... last resort will be extra cost