

# User Manual

## Main Page



The main page features a large, modern glass skyscraper with a curved facade. In the foreground, there's a swimming pool area with a playground and a soccer field. To the right, a city skyline with several skyscrapers is visible across a body of water. A navigation bar at the top includes links for "Rooms & Availabilities", "Booking Form", "About US", and "Login". Below the main image is a search form with fields for "Checkin" (2020-05-23), "Checkout" (2020-05-31), "Persons" (3), and a "Check availabilities" button.

All Rooms



From \$ 1,200

Deluxe Room



From \$ 600

Standard Room



From \$ 2,000

Studio

[View All Rooms](#)

## Hotel News

17 Mar 2020

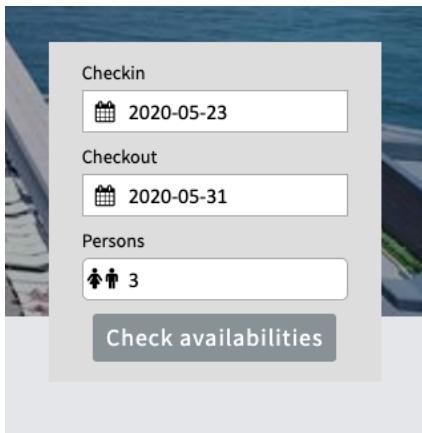
#1 It is very easy to use.  
#2 #399

Hotel News

Welcome to WordPress.  
This is your first post. Edit  
or delete it, then start  
writing!#9

Hello world!

Copyright © All rights reserved.



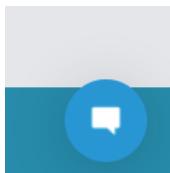
On Main page, User can quick check and booking the rooms.

A section titled 'All Rooms' showing three room types: Deluxe Room, Standard Room, and Studio. Each has a thumbnail image, price from '\$', and a 'View All Rooms' button.

Hotel Room Name and Price.

A section titled 'Hotel News' with three news items. The first item is dated 17 Mar 2020. The second item is from Hotel News. The third item is a general WordPress welcome message.

Hotel News and event.



Live Chat on Page bottom.

## Quick Booking

The image shows two separate calendar interfaces side-by-side. Both have 'Checkin' and 'Checkout' sections with date pickers set to '2020-05-20' and '2020-05-23' respectively. Below each date picker is a month calendar for May 2020. In the first calendar, May 20 is highlighted in yellow. In the second calendar, May 23 is highlighted in yellow. The days of the week are labeled Mo, Tu, We, Th, Fr, Sa, Su.

Select Check-in date and Check-out date

This screenshot shows a booking interface. It includes 'Checkin' and 'Checkout' fields both set to '2020-05-23'. Below these is a 'Persons' field showing '3' with icons for a man and a woman. At the bottom is a large blue button labeled 'Check availabilities'.

Check availabilities.

## Login

Username or E-mail

Password

I'm not a robot



Keep me signed in

**Login**

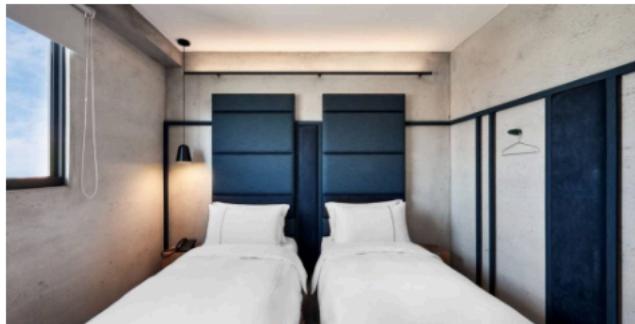
Register

[Forgot your password?](#)

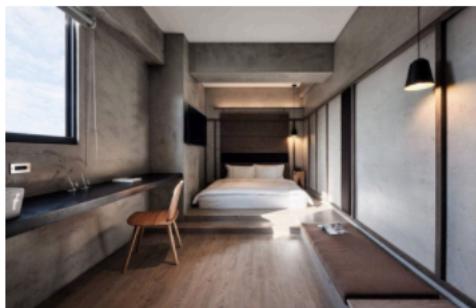
If not login will request login or Register.

## Rooms information Page

### Studio



#### Deluxe Room



#### Availability

Click on dates to select your check-in and check-out date.

May 2020						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
25	26	27	28	29	30	31
\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200

#### Room information :

- 40 sq. M
- Bed type – King / Twin
- Additional facilities – Circular bathtub and Designer chair

#### More Photos :



#### Room information :

- 55 sq. M
- Bed type – King or Twin
- Additional Facilities – Circular bathtub and Designer chair

#### More Photos :



#### Cancellation :

- More than 3 days from check-in date – 0%
- Within 3 days from check-in date – 50%
- In check-in date – 100%

- More than 3 days from check-in date – 0%
- Within 3 days from check-in date – 50%
- In check-in date – 100%

Anyone could see the rooms information and seen booking available information

## Availability

Click on dates to select your check-in and check-out date.

May 2020						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 \$ 2,000	21	22 \$ 2,000	23 \$ 2,000	24 \$ 2,000
25	26 \$ 2,000	27 \$ 2,000	28 \$ 2,000	29 \$ 2,000	30 \$ 2,000	31 \$ 2,000

Available   
  Partly booked   
  Fully booked

## Room information :

- 55 sq. M
- Bed type – King or Twin
- Additional Facilities – Circular bathtub and Designer chair

May 2020						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 \$ 2,000	21 \$ 2,000	22 \$ 2,000	23 \$ 2,000	24 \$ 2,000
25	26 \$ 2,000	27 \$ 2,000	28 \$ 2,000	29 \$ 2,000	30 \$ 2,000	31 \$ 2,000

Available   
  Partly booked   
  Fully booked

**Checkin:** 2020-05-26  
**Checout:** 2020-05-30  
**Price for the room:** \$ 8,000

[Book now](#)

## 3 Status:

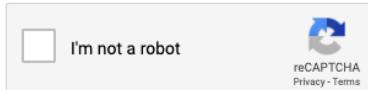
- Available
- Partly booked
- Fully booked

Select check-in and check-out date system will auto calculate price and show Book now

# Login

Username or E-mail

Password



Keep me signed in

**Login**

Register

[Forgot your password?](#)

If not login, System will request login or Register.

## Booking Form

Feel free to create bookings. This is a demo page. No actual bookings are being created and emails are being send.

Checkin

Persons

Checkout

**Check availabilities**

**Selected room:**

**Studio,**

Total price: \$ 8,000, average: \$ 2,000

**> Select room**

When member login booking form show available rooms information.

## Booking Form

Feel free to create bookings. This is a demo page. No actual bookings are being created and emails are being send.

Checkin	Persons
<input type="text" value="2020-05-26"/>	<input type="text" value="3"/>
Checkout	
<input type="text" value="2020-05-30"/>	

[Edit](#)

First Name	Street Address, House no.
<input type="text"/>	<input type="text"/>
Last Name	City
<input type="text"/>	<input type="text"/>
Email Address	Country
<input type="text"/>	<input type="text"/>
Phone Number	Credit Card Number
<input type="text"/>	<input type="text"/>

Please store my data to contact me.

### Payment Selection

- Pay Cash onsite
- Pay On Invoice

### Your stay:

Checkin: 2020-05-26

Checkout: 2020-05-30

Room type: Studio

**Total Price: \$ 8,000**

[Book now](#)

Input personal information

## Booking Form

Feel free to create bookings. This is a demo page. No actual bookings are being created and emails are being send.

**Thank you for your booking request!**

We have sent you an email including a summary of your booking!

**EMAIL COPY: Your booking at PRCO204 Hotel - 2020-05-26 - 2020-05-30**



From PRCO204 Hotel

To support@prco204hk.me

Date Today 11:48

Hi test!

Thank you for booking at PRCO204 Hotel. Your booking has not yet been confirmed. Please wait for an additional confirmation email.

Your details:

Room type: Studio

Room price: \$ 8,000

Selected extras: No optional extras.

Additional costs: No mandatory extras.

Discount: No discount.

Total price: \$ 8,000

Checkin - Checkout: 2020-05-26 - 2020-05-30

Number of guests: 3

Full Name: test - test

Email: [test@test.com](mailto:test@test.com)

Phone: 0000000

Address: hong kong, hong kong, , hong kong

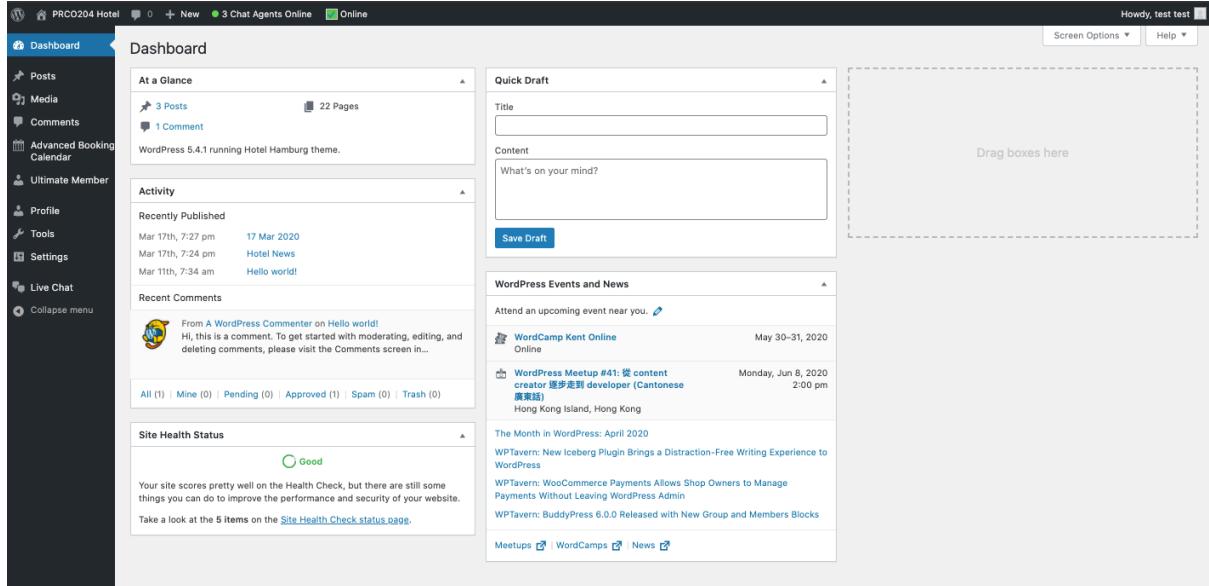
Credit Card Number : 00999909877789

Your PRCO204 Hotel-Team

Completed and system will send summary to email.

## Staff Management

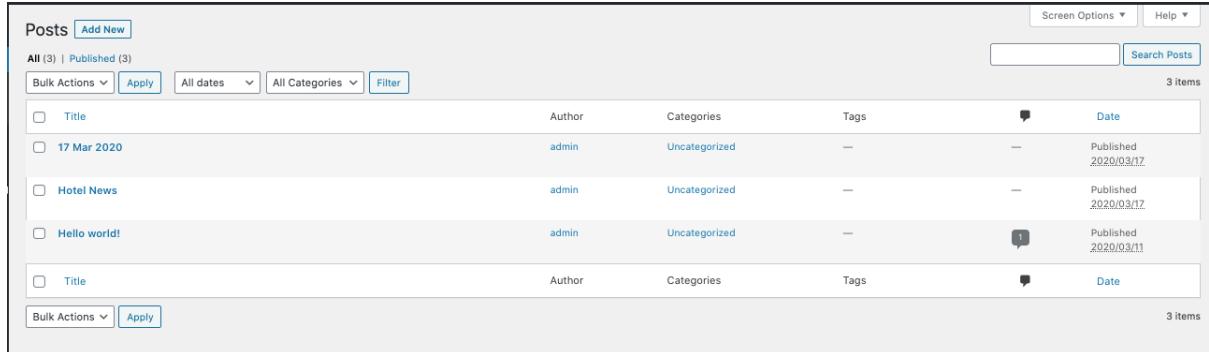
When you used Staff account login to Management Page  
<https://prco204hk.me/wp-admin/>



The screenshot shows the WordPress dashboard for the 'PRCO204 Hotel' site. The left sidebar includes links for Posts, Media, Comments, Advanced Booking Calendar, Ultimate Member, Profile, Tools, Settings, and Live Chat. The main dashboard area has several widgets:

- At a Glance:** Shows 3 Posts, 22 Pages, and 1 Comment.
- Quick Draft:** A form for creating a new post with fields for Title and Content, and a 'Save Draft' button.
- Activity:** Lists recent posts and comments. One comment from 'WordPress Commenter' is shown: "Hello world!".
- Recent Comments:** Shows a single comment from 'WordPress Commenter'.
- Site Health Status:** Shows a green 'Good' status with a note about site performance.
- WordPress Events and News:** Lists upcoming events like 'WordCamp Kent Online' and 'WordPress Meetup #41: 慢 content creator 走到 developer (Cantonese 廣東話)'.

Staff Management Main Page ( by User right display)

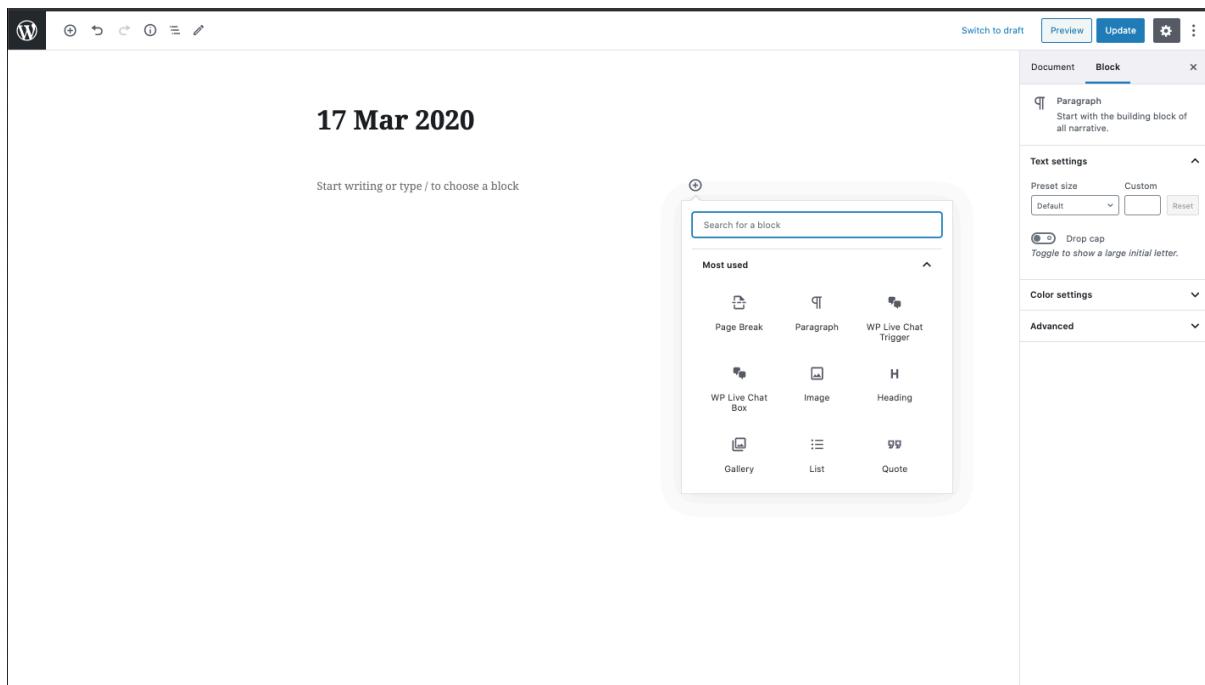


The screenshot shows the 'Posts' page in the WordPress admin. The top navigation bar includes 'Screen Options' and 'Help'. The main area shows a list of 3 items:

Title	Author	Categories	Tags	Date
17 Mar 2020	admin	Uncategorized	—	Published 2020/03/17
Hotel News	admin	Uncategorized	—	Published 2020/03/17
Hello world!	admin	Uncategorized	—	Published 2020/03/11

Below the list are 'Bulk Actions' and 'Apply' buttons.

Staff could post Hotel News and event.



Staff can easily edit anything and upload images.

Booking System page

When user apply for booking, staff email will receive email

**Booking Request PRCO204 Hotel**

From: PRCO204 Hotel [+1](#)  
To: support@prco204hk.me [+1](#)  
Date: Today 14:19

Email: takumi\_or@hotmail.com  
Phone: 63324496  
Address: testteststst  
ZIP Code:  
City: hk  
State / County:  
Country: Hong Kong  
Payment Selection: cash  
Total price: \$ 720  
Credit Card Number: 90909090909000

Calendar grid for May 17-31:

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
17 May	18 May	19 May	20 May	21 May	22 May	23 May	24 May	25 May	26 May	27 May	28 May	29 May	30 May	31 May	1 Jun	2 Jun

Standard Room-1  
Standard Room-2  
Standard Room-3

test, 3 persons...

**Click here to confirm**

**Click here to reject**

**Answer with custom message**

By email can confirm or reject booking.

**Bookings**

May 2020

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	
May	May	May	May	May	May	May	May	May	May	May	May	May	May	May	Jun								
H1 person, ...																							
H1 pe... H2 perso...																							

Open Bookings Confirmed Bookings Rejected & canceled Bookings Create a Booking Search

Checkout ▾

ID	Checkin - Checkout	Calendar, Room	Name, Email, Phone	Address	Price, Extras	Payment	Message
#12	2020-05-21 - 2020-05-29	Standard Room, Standard Room-1	test test, takumi_or@hotmail.com 63324496	testststst hk, Hong Kong	\$ 720	Pay Cash onsite	90909090909000
<input type="button" value="Confirm"/> <input type="button" value="Reject"/> <input type="button" value="Edit"/> <input type="button" value="Custom message"/>							

**Bookings**

May 2020

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	
May	May	May	May	May	May	May	May	May	May	May	May	May	May	May	Jun								
H1, D 1 person \$ 350 HK 12345678 dhks11@msn.com																							
H1 person, ...																							
H1 pe... H2 perso...																							

Schedule show all rooms booking information.

## Open Bookings

Open Bookings Confirmed Bookings Rejected & canceled Bookings Create a Booking Search

Checkout ▾

ID	Checkin - Checkout	Calendar, Room	Name, Email, Phone	Address	Price, Extras	Payment	Message
#12	2020-05-21 - 2020-05-29	Standard Room, Standard Room-1	test test, takumi_or@hotmail.com 63324496	testststst hk, Hong Kong	\$ 720	Pay Cash onsite	90909090909000
<input type="button" value="Confirm"/> <input type="button" value="Reject"/> <input type="button" value="Edit"/> <input type="button" value="Custom message"/>							

Show all Open booking, can “Confirm” “Reject” “Edit” “Custom message”

## Confirmed Bookings

Open Bookings Confirmed Bookings Rejected & canceled Bookings Create a Booking Search

Checkout ▾

ID	Checkin - Checkout	Calendar, Room	Name, Email, Phone	Address	Price, Extras	Payment	Message
#8	2020-05-21 - 2020-05-24	Studio, Studio-2	D H, dhks11@gmail.com 21456546	11, HK	\$ 6,000	Pay Cash onsite	2441435331242432
#6	2020-05-17 - 2020-05-22	Deluxe Room, Deluxe Room-2	D H, dhks11@msn.com 12345678	23 N/A HK, HK	\$ 350	Pay Cash onsite	
#7	2020-05-20 - 2020-05-22	Studio, Studio-1	D H, dhks11@gmail.com 21452365	11, HK	\$ 4,000	Pay Cash onsite	12333321321
#1	2020-03-14 - 2020-03-22	Deluxe Room, Deluxe Room-1	John Dee, your@email.com		\$ 400	n/a	
<input type="button" value="Change room"/> <input type="button" value="Cancel"/> <input type="button" value="Edit"/> <input type="button" value="Custom message"/>							

Booking

**D H, 2 persons.**  
2020-05-21 - 2020-05-24

**dhks11@gmail.com, 21456546**  
1, 1, , HK  
state: "confirmed"  
message: 2441435331242432

Available rooms  Room changes will not affect any price changes!

## Quick Change help user rooms

**Edit booking**

Calendar Standard Room, Standard Room-1

Persons 3

Checkin Date 2020-05-21

Checkout Date 2020-05-29

Extras

Additional costs

Total price	\$ 720
First Name	test
Last Name	test
Email Address	takumi_or@hotmail.co
Phone Number	63324496
Street Address, House no.	teststststst
ZIP Code	
City	hk
State / County	
Country	Hong Kong
Message, special note for stay	90909090909000
State	<input type="button" value="Open"/>

*Note: Changing the booking state here will not send an email to the guest.*

Edit user booking information.

Seasons & Calendars

## Seasons & Calendars

Calendars **Seasons** Season - Calendar - Assignments

### Existing Calendars

Name	Number of rooms	Max. Persons	Price Preset	Min. Stay Preset	Info Page	Info Text	Shortcode	Edit	Delete	Room Names
Deluxe Room	5	3	\$ 1,200	1	Deluxe Room	[abc-single calendar=1]		<b>Edit</b>	<b>Delete</b>	<b>Room Names</b>
Standard Room	5	3	\$ 600	1	Standard Room	[abc-single calendar=2]		<b>Edit</b>	<b>Delete</b>	<b>Room Names</b>
Studio	2	3	\$ 2,000	1	Studio	[abc-single calendar=3]		<b>Edit</b>	<b>Delete</b>	<b>Room Names</b>

### Add new Calendar

Name  Please choose a meaningful title.

Number of rooms  eg. max. 10 Rooms available

Max. Persons  eg. max. 5 persons in one room

Price Preset  If no season is active, the price preset will be used for price calculations

Minimum Stay Preset  Select the minimum number of nights a guest has to stay. You can also set different values for different seasons.

Threshold for "partly booked"  The number of rooms after which days in the calendars will be marked as "partly booked". Example: 3 rooms, partly booked is set to 2. Partly booked will be shown when two rooms are booked.

Information Page   You can link to an existing Page for further information.

Short information text *(optional)*  Maximum 200 chars

**Add Calendar**

## Add new Booking Calendar for rooms

## Extras

**Extras**  
Please fill in this field.

Existing Extras

Order	Name	Explanation	Type of calculation	Mandatory	Price	Persons
-------	------	-------------	---------------------	-----------	-------	---------

### Add new Extra

Name  The name will be shown in the booking form.

Explanation *(optional)*  Explain what the extra is for.

Type of calculation  Define how the price of the extra is getting charged.

Mandatory extra  Yes  No  
You can make an extra mandatory, so every guest has to pay for it (eg. final cleaning).

Price  Enter the price you want to charge for the extra.

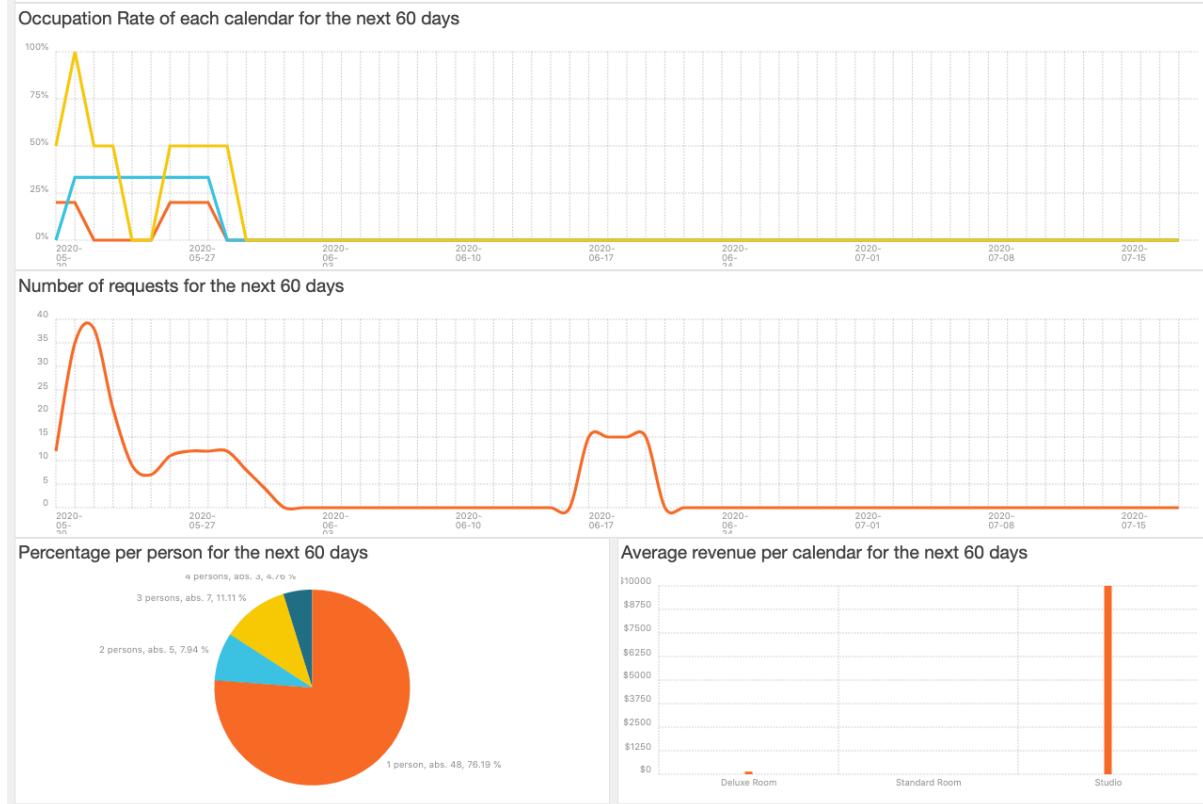
Persons  Enter the number of persons in a booking request to activate this extra. For example, if you enter "4", the extra will be shown for 4 or more persons.

Order  Enter the position of the extra it should appear in. For example 1 for the first position.

**Add Extra**

## Add new Extras information

## Analytics



Show 60days report and Analytics.

## Live Chat Management

Dashboard

Hi test test! Current activity: ... Active Visitor(s) and 3 Active Agent(s).

Chats

Missed

History

Reports

...

Offline Messages

Quick Responses

Tools

Settings

	Chats	Missed	Engaged	Total
Today	0	0	0	0
Last 30 days	2	1	3	3
Last 60 days	3	6	9	9
Last 90 days	3	6	9	9

Latest News

**Improved WP-Live Chat 8.1: Best in Performance, Geo-Detection, and Customization**  
Mon, 04 Nov 2019

The fastest and most efficient live chat solution just got better! Following the acquisition of WP-Live Chat in October 2019, comes the release of version 8.1, which includes a relaunch of... [Read More](#)

**3CX Acquires WP-Live Chat – Enters Multi-Channel Contact Center Market**  
Tue, 15 Oct 2019

3CX's latest acquisition is a testimony to the future of live chat and a game changer for the PBX and contact center market. LONDON, UK, 15 OCTOBER 2019 - 3CX, developer of unified... [Read More](#)

**WP-Live Chat Support Releases Biggest Update yet and Now Runs on Google App Engine**  
Fri, 05 Jul 2019

The WP-Live Chat Plugin just got even better. We've just released our biggest update yet, update 8.0.36, with a whopping 191 changes! These changes include a move away from EvenNode and onto the... [Read More](#)

**No more API Keys. Simple Installation with Latest Plugin Update**  
Tue, 28 May 2019

The latest update for the WP-Live Chat plugin removes the need to register and get an API key in order to unlock all features (previous PRO features). All you need to do is download the plugin or... [Read More](#)

**No More PRO. All WP-Live Chat features included for free in latest update**  
Fri, 17 May 2019

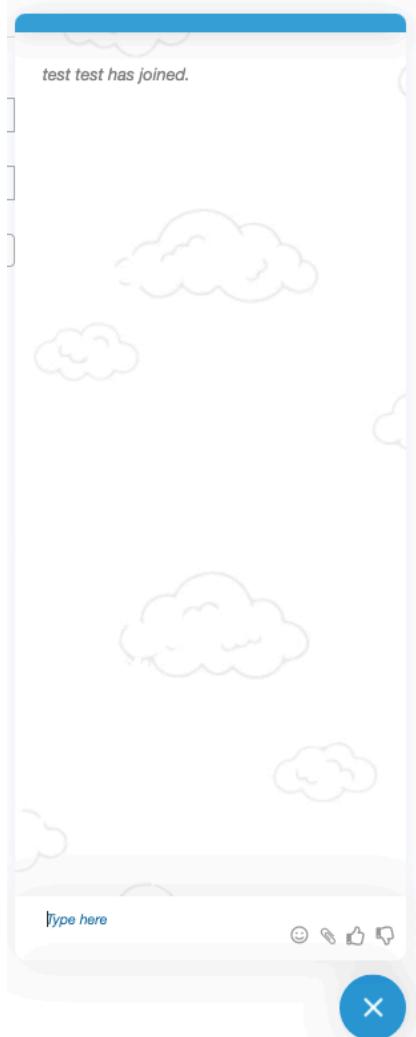
The latest update to the WP-Live Chat plugin is an important milestone release: the basic free and PRO plugins are now merged, unifying their feature set and functionality. This simplifies your... [Read More](#)

**Faster & better website communication with our latest update**  
Mon, 16 Apr 2019

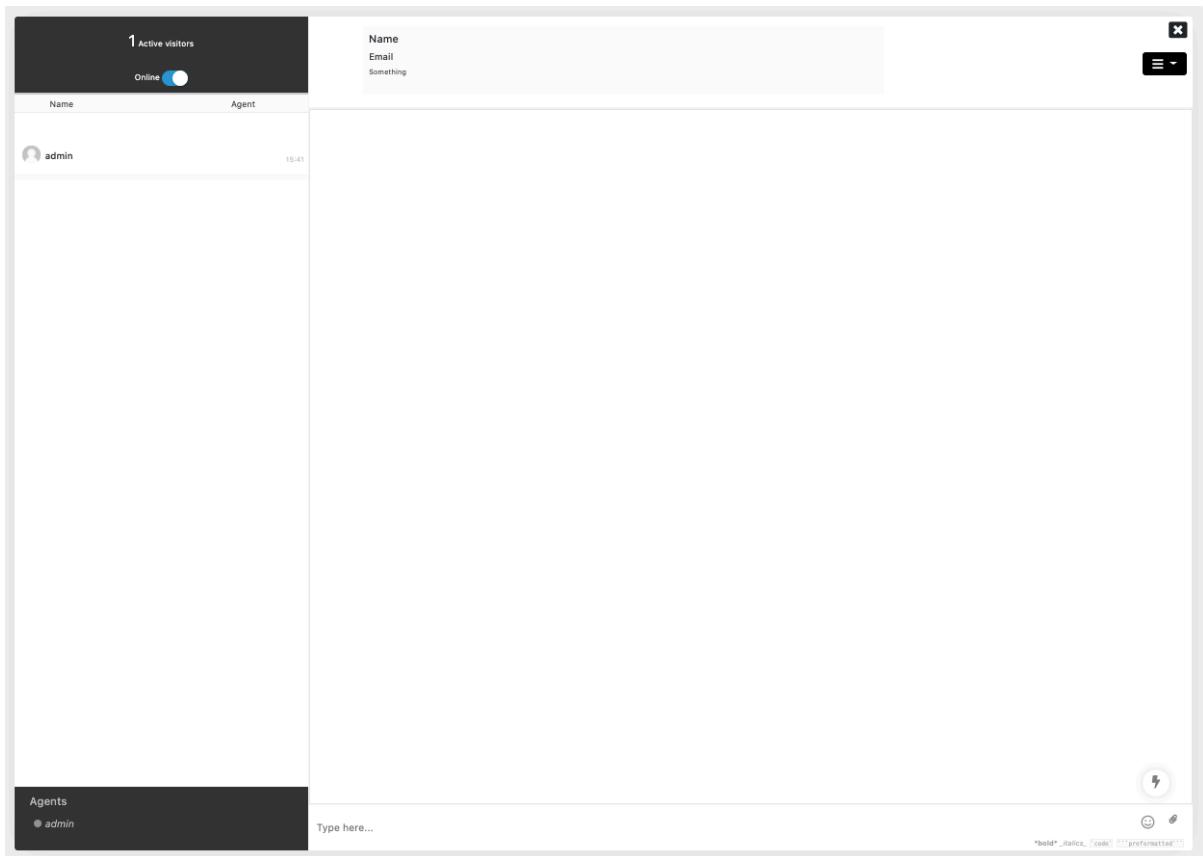
Not only have we made all the features offered by WP-live chat completely free, we've also made the plugin faster and more reliable. How? We've added 16 servers to our infrastructure! That's... [Read More](#)

Follow Quick menu to “Chats” “Missed” “History” “Reports” “Offline Messages” “Quick Responses” “Tools” “Settings”

## Online Chats Room



When user open Live Chat room.



Live Chat management will show name list and chats window.

## History

**History**

[Delete History](#)

Date	Name	Email	URL	Status	Action
2020-05-04 22:47:21	test1	test1@test.com	https://prco204hk.me/	complete	<a href="#"></a> <a href="#"></a> <a href="#"></a>
2020-04-07 19:42:04	DD	D@gmail.com	https://prco204hk.me/	complete	<a href="#"></a> <a href="#"></a> <a href="#"></a>
2020-04-07 19:41:07	Will	abc@gmail.com	https://prco204hk.me/	complete	<a href="#"></a> <a href="#"></a> <a href="#"></a>
2020-04-07 19:28:58	Ivy	abc@gmail.com	https://prco204hk.me/login? redirect_to=https%3A%2F%2Fprco204hk.me%2Faccount	complete	<a href="#"></a> <a href="#"></a> <a href="#"></a>
2020-04-07 19:25:27	Ivy	abc@gmail.com	https://prco204hk.me/	complete	<a href="#"></a> <a href="#"></a> <a href="#"></a>
2020-03-31 21:12:13	a	a@gg.com	https://prco204hk.me/	complete	<a href="#"></a> <a href="#"></a> <a href="#"></a>

**Previous Chat with a**

Starting Time: 2020-03-31 21:12:13  
Ending Time: 2020-03-31 21:13:20

a, (a@gg.com)  
Chat initiated on: https://prco204hk.me/  
Browser: Google Chrome

No Rating

```

admin: hi
a: hi
admin: bro
a: i want to book a room
admin: sorry
admin: we no provide to chinese

```

History show user and chat record and download record backup.

## Missed chat

**Missed Chats**

Date	Name	Email	URL	Action
2020-05-20 15:40:49	admin	christo.or@gmail.com	https://prco204hk.me/rooms-availabilities/standard-room	
2020-05-05 00:31:32	test2	test2@test.com	https://prco204hk.me/	
2020-05-05 00:25:20	alert(1)	test1@test.com	https://prco204hk.me/	
2020-03-31 19:08:39	admin	test@test.com	https://prco204hk.me/	

**Active Chat with admin**

Starting Time: 2020-05-20 15:40:49  
Ending Time: 2020-05-20 15:45:52

admin, (christo.or@gmail.com)  
Chat initiated on: https://prco204hk.me/rooms-availabilities/standard-room  
Browser: Google Chrome 🌐

Satisfied

admin: Hi  
 admin: Hi

Show missed chats records and download record backup.

## Offline messages

**Offline Messages**

Date	Name	Email	Message	Actions
2020-04-07 16:22:31	DD	a@gmail.com	is breakfast included?	

Can see non-business hours chats record

## Reports

**Reports**

**Overview**

Popular Pages	Total Agents	Total Chats	Total URLs
User Experience Ratings	1	3	2

Total number of agents that used the live chat

Total number of chats received

Total number of URLs a chat was initiated on

**Chats per day**

Date	Chats
2020-05-04	1
2020-04-07	4
2020-03-31	1

## Administrator management

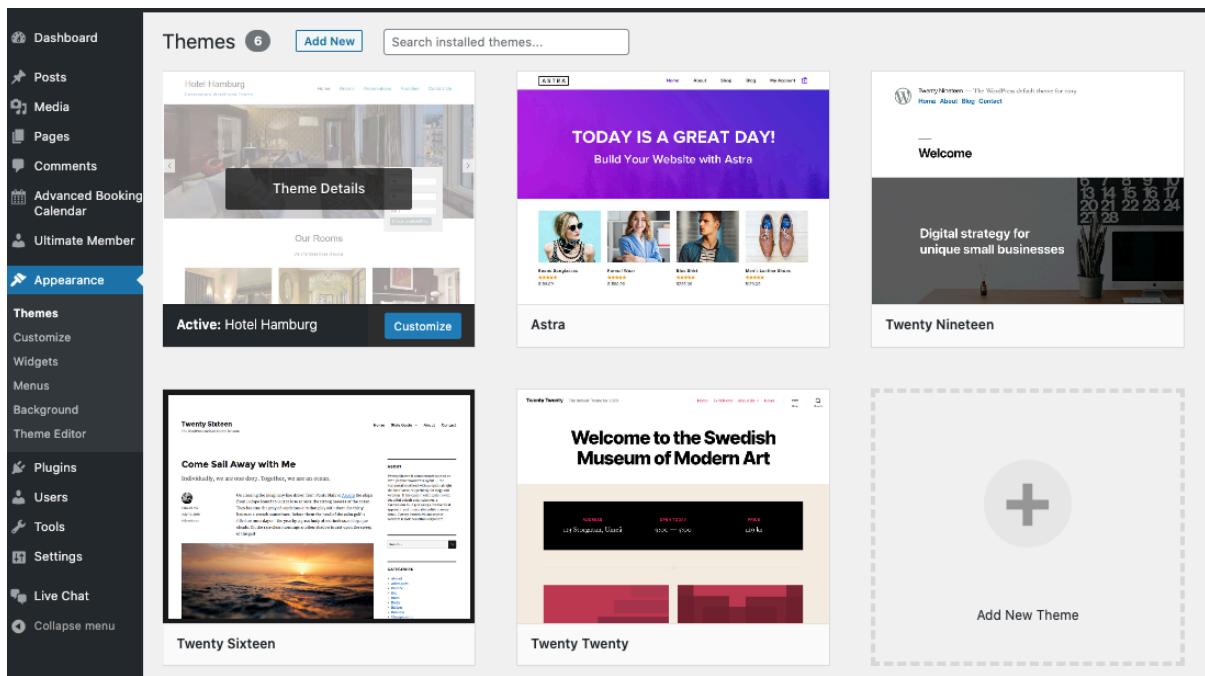
When use admin account login to management has full control, include all staff management function.

## Page

Pages <a href="#">Add New</a>			
<a href="#">All (25)   Published (22)   Drafts (3)   Trash (2)</a>			
<a href="#">Bulk Actions</a> <a href="#">Apply</a> <a href="#">All dates</a> <a href="#">Filter</a>			
	Title	Author	Date
<input type="checkbox"/>	<a href="#">About Us</a>	admin	— Published 2020/05/11
<input type="checkbox"/>	<a href="#">Account — UM Account</a>	admin	— Published 2020/03/17
<input type="checkbox"/>	<a href="#">Booking Form</a>	admin	— Published 2020/03/12
<input type="checkbox"/>	<a href="#">Cart</a>	admin	— Published 2019/01/23
<input type="checkbox"/>	<a href="#">Checkout</a> <a href="#">Edit</a> <a href="#">Quick Edit</a> <a href="#">Trash</a> <a href="#">View</a>	admin	— Published 2019/01/23
<input type="checkbox"/>	<a href="#">Contact Us</a>	admin	— Published 2019/01/23
<input type="checkbox"/>	<a href="#">Elementor #123 — Draft</a>	admin	— Last Modified 2020/03/24
<input type="checkbox"/>	<a href="#">Elementor #141 — Draft</a>	admin	— Last Modified 2020/03/31
<input type="checkbox"/>	<a href="#">Home Page — Front Page</a>	admin	— Published 2020/03/11
<input type="checkbox"/>	<a href="#">Login — UM Login</a>	admin	— Published 2020/03/12
<input type="checkbox"/>	<a href="#">Logout — UM Logout</a>	admin	— Published 2020/03/12
<input type="checkbox"/>	<a href="#">Members — UM Members</a>	admin	— Published 2020/03/12
<input type="checkbox"/>	<a href="#">My account</a>	admin	— Published 2019/01/23
<input type="checkbox"/>	<a href="#">Password Reset — UM Password Reset</a>	admin	— Published 2020/03/12
<input type="checkbox"/>	<a href="#">Privacy Policy — Draft, Privacy Policy Page</a>	admin	— Last Modified 2020/03/11
<input type="checkbox"/>	<a href="#">Register — UM Register</a>	admin	— Published 2020/03/12
<input type="checkbox"/>	<a href="#">Rooms &amp; Availabilities</a>	admin	— Published 2020/03/12

Modify all page, same for post function.

## Appearance



Change Themes for website or online edit.

## Menus

The screenshot shows the WordPress Menus dashboard. At the top, there are tabs for 'Edit Menus' and 'Manage Locations'. Below, a message says 'Select a menu to edit: Menu 1 (Primary)'. The main area is divided into two sections: 'Add menu items' on the left and 'Menu structure' on the right. In 'Add menu items', there are dropdown menus for 'Pages', 'Posts', 'Quick Responses', 'Custom Links', and 'Categories'. In 'Menu structure', a menu named 'Menu 1' is shown with items: 'Rooms & Availabilities' (with sub-items 'Standard Room', 'Deluxe Room', 'Studio'), 'Booking Form', 'About US', and 'Login'. There are also 'Menu Settings' for 'Auto add pages' (unchecked) and 'Display location' (set to 'Primary'). Buttons for 'Save Menu' and 'Delete Menu' are at the bottom.

drop and drag change menus items.

## Plugins

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Plugins extend and expand the functionality of WordPress. You may automatically install plugins from the [WordPress Plugin Directory](#) or upload a plugin in .zip format by clicking the button at the top of this page.

 <b>Akismet Anti-Spam</b> Akismet checks your comments and contact form submissions against our global database of spam to protect you and your site from malicious content. <i>By Automatic</i>  <b>★★★★★ (878)</b> 5+ Million Active Installations  <b>Last Updated:</b> 3 weeks ago <b>Compatible with your version of WordPress</b>	 <b>Classic Editor</b> Enables the previous "classic" editor and the old-style Edit Post screen with TinyMCE, Meta Boxes, etc. Supports all plugins that extend thi ... <i>By WordPress Contributors</i>  <b>★★★★★ (829)</b> 5+ Million Active Installations  <b>Last Updated:</b> 1 month ago <b>Compatible with your version of WordPress</b>	 <b>Jetpack by WordPress.com</b> The ideal plugin for stats, related posts, search engine optimization, social sharing, protection, backups, security, and more. <i>By Automatic</i>  <b>★★★★★ (1,486)</b> 5+ Million Active Installations  <b>Last Updated:</b> 2 weeks ago <b>Compatible with your version of WordPress</b>
 <b>bbPress</b> bbPress is forum software for WordPress. <i>By The bbPress Contributors</i>  <b>★★★★★ (306)</b> 300,000+ Active Installations  <b>Last Updated:</b> 4 months ago <b>Compatible with your version of WordPress</b>	 <b>Gutenberg</b> The Gutenberg plugin provides editing, customization, and site building features to WordPress. This beta plugin allows you to test bleeding-edge featu ... <i>By Gutenberg Team</i>  <b>★★☆☆☆ (3,107)</b> 200,000+ Active Installations  <b>Last Updated:</b> 7 days ago <b>Compatible with your version of WordPress</b>	 <b>BuddyPress</b> BuddyPress helps site builders & developers add community features to their websites, with user profiles, activity streams, and more! <i>By The BuddyPress Community</i>  <b>★★★★★ (333)</b> 200,000+ Active Installations  <b>Last Updated:</b> 5 days ago <b>Compatible with your version of WordPress</b>
 <b>Health Check &amp; Troubleshooting</b> Health Check identifies common problems, and helps you troubleshoot plugin and theme conflicts. <i>By The WordPress.org community</i>  <b>★★★★★ (110)</b> 200,000+ Active Installations  <b>Last Updated:</b> 1 month ago <b>Compatible with your version of WordPress</b>		

Can control and install new plugins for example Health Check etc.