

# Installing the Papa John's Global Site Template

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## Contents of the package

### Documentation

Contains all the documentation required for setting up and maintaining the site template.

### Wordpress

Contains all the files that need to be hosted on the server for wordpress to work.

### Database

Contains the wordpress database that needs to be hosted online for the site to work.

### Search Replace tool

Contains files for a wordpress search and replace tool.

## Server requirements

To install a WordPress multisite on a server it needs to have MySQL version 5.0.15 or greater, PHP 5.2.4 or greater and the apache mod\_rewrite plugin. FTP access is also required for adding and editing the files on the server.

## Installation

These instructions are written for a Linux server running Apache. If you are unclear on any of the terms used, please reference the [appendix](#).

This document will guide you through setting up a multisite wordpress install on your server. Each of the sites within the network is used for a different language version of the site. The site is setup this way to make it easier to copy information between each of the sites. By default the package contains an english and an arabic site on the network, with the english site being the main site and the arabic being installed to **[site address]/iq/**. (see: [appendix](#))

### 1. Upload the wordpress files to the server using FTP

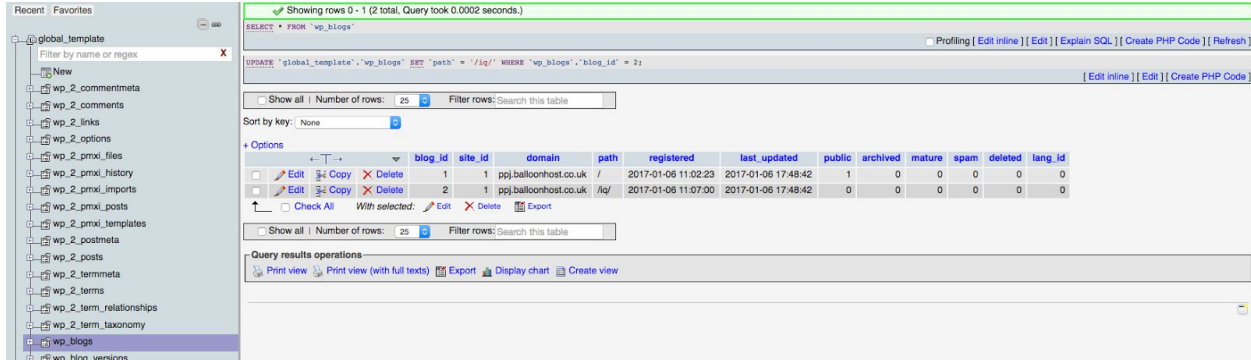
The contents of the wordpress folder are the files that contain the website and admin section for the site. Normally this is added to the public\_html directory on the server but can be a subdirectory. The location of these files will be referred to as the **wordpress install directory**.

### 2. Set up the database

The content for the website is stored in a MySQL database. This needs to be set up with a username and password before continuing. This will need to be setup with in utf-8. Import the ppj\_global.sql file from the database folder onto the server. phpMyAdmin is recommended for this.

#### Update the blog domain and path

The package contains two sites. Go to the wp\_blogs table and alter the **domain** and **path** to match the correct location for each of the sites. (see: [appendix](#))



## 4. Add the .htaccess file

Apache servers require a htaccess file to configure settings for directories. Create a new, blank, file with the name .htaccess in the wordpress install directory. Paste this content into it:

```
# BEGIN WordPress
RewriteEngine On
RewriteBase /[site path]/
RewriteRule ^index\.php$ - [L]

# add a trailing slash to /wp-admin
RewriteRule ^([_0-9a-zA-Z-]+)/wp-admin$ $1wp-admin/ [R=301,L]

RewriteCond %{REQUEST_FILENAME} -f [OR]
RewriteCond %{REQUEST_FILENAME} -d
RewriteRule ^ - [L]
RewriteRule ^([_0-9a-zA-Z-]+)/?(wp-(content|admin|includes).*) $2 [L]
RewriteRule ^([_0-9a-zA-Z-]+)/?(.*\.php)$ $2 [L]
RewriteRule . index.php [L]

# END WordPress
```

Update the file path on the third line to reflect the location of the **wordpress install directory**. If wordpress is installed in the public\_html directory this is just “/”.

This is a hidden file, so this file may be hidden. FTP clients should display these.

## 5. Edit wp-config.php file

The wp-config.php file is the wordpress configuration file. The database options and site information is stored in this file.

## 5.1 Update the database information

For wordpress to connect to the server you need to provide the database information.

Add the database name (DB\_NAME), username (DB\_USER), password (DB\_PASSWORD) and host location (DB\_HOST) to wp-config.php.

```
21 // ** MySQL settings - You can get this info from your web host ** //
22 /** The name of the database for WordPress */
23 define('DB_NAME', 'database_name_here');
24
25 /** MySQL database username */
26 define('DB_USER', 'username_here');
27
28 /** MySQL database password */
29 define('DB_PASSWORD', 'password_here');
30
31 /** MySQL hostname */
32 define('DB_HOST', 'localhost');
33
34 /** Database Charset to use in creating database tables. */
35 define('DB_CHARSET', 'utf8');
36
37 /** The Database Collate type. Don't change this if in doubt. */
38 define('DB_COLLATE', '');
```

## 5.2 Update the Auth keys (Important!)

The Auth keys make sure that users passwords are saved securely and prevents malicious access to the sites backend. These are very important for security reasons.

To generate these go to <https://api.wordpress.org/secret-key/1.1/salt/> and copy the output into wp-config.php.

```
40 /**#@+
41  * Authentication Unique Keys and Salts.
42  *
43  * Change these to different unique phrases!
44  * You can generate these using the {@link https://
45  * api.wordpress.org/secret-key/1.1/salt/ WordPress.org secret-key
46  * service}
47  * You can change these at any point in time to invalidate all
48  * existing cookies. This will force all users to have to log in
49  * again.
50  *
51  * @since 2.6.0
52  */
53 define('AUTH_KEY', 'put your unique phrase here');
54 define('SECURE_AUTH_KEY', 'put your unique phrase here');
55 define('LOGGED_IN_KEY', 'put your unique phrase here');
56 define('NONCE_KEY', 'put your unique phrase here');
57 define('AUTH_SALT', 'put your unique phrase here');
58 define('SECURE_AUTH_SALT', 'put your unique phrase here');
59 define('LOGGED_IN_SALT', 'put your unique phrase here');
60 define('NONCE_SALT', 'put your unique phrase here');
```

## 5.3 Update the multisite settings

Update the DOMAIN\_CURRENT\_SITE and PATH\_CURRENT\_SITE variables to reflect the domain and path of the site.

```

82  /* Multisite */
83  define( 'WP_ALLOW_MULTISITE', true );
84
85  define('MULTISITE', true);
86  define('SUBDOMAIN_INSTALL', false);
87  define('DOMAIN_CURRENT_SITE', '[site domain]');
88  define('PATH_CURRENT_SITE', '[site path]');
89  define('SITE_ID_CURRENT_SITE', 1);
90  define('BLOG_ID_CURRENT_SITE', 1);
91
92  /* That's all, stop editing! Happy blogging. */

```

## 6. Run search replace tool on the database

Copy the sr folder within from within the “Search and Replace Tool” folder onto the website into the wordpress install directory.

Go to [**site address**]/sr/ to use the tool. It looks like this:

Enter what you want to search for into the first field and its replacement into the second. The **dry run** button is used to check that the replacements to be made are correct.

Run a dry run before you make any changes using the live run.

This is an example of using a dry run:

Clicking on the first “view changes” link. A modal will pop up showing the changes that will be made in that table of the database.



Make sure that the “http://” hasn’t been duplicated and that there isn’t a second slash at the end of the replacement. Also make sure that the new address is correct.

If the changes are correct then click the **live run** button to begin the search and replace operation .

Using this tool replace “ppj.balloonhost.co.uk” with the **site address**. Don’t include http:// at the beginning of either or a trailing slash ( “/” ) after both.

After this has run, go to the **site address** and check that the site is loading. If it is showing the correct homepage and the links are working correctly the site is now set up correctly.

### **This is an incredibly important security measure make sure you don’t skip it!**

If the site is working correctly click the **delete me** button to delete the search replace tool from the server. Double check that the sr folder has been deleted before moving on by using your ftp tool. Some servers won’t allow the Delete me button to work (a warning telling you that this is the case will appear) so you will need to manually delete it.

## 7. Check admin and refresh media save location

Login to wordpress by going to [**site address**]/wp-admin/index.php.

Username: ppjadmin  
Password: g\_Fn8PRB

From the menu on the left go to the Settings > Media settings page then click the save button. After this if there have been no issues then the site is correctly installed and ready to have the content updated.

## Troubleshooting

If there is an issue after the search replace tool and the site is still not up make sure that the domain and path for the site is correct in wp-config and .htaccess files. Also make sure that the paths and domains are setup correctly in the database (see: [2. Set up the database](#)). If these

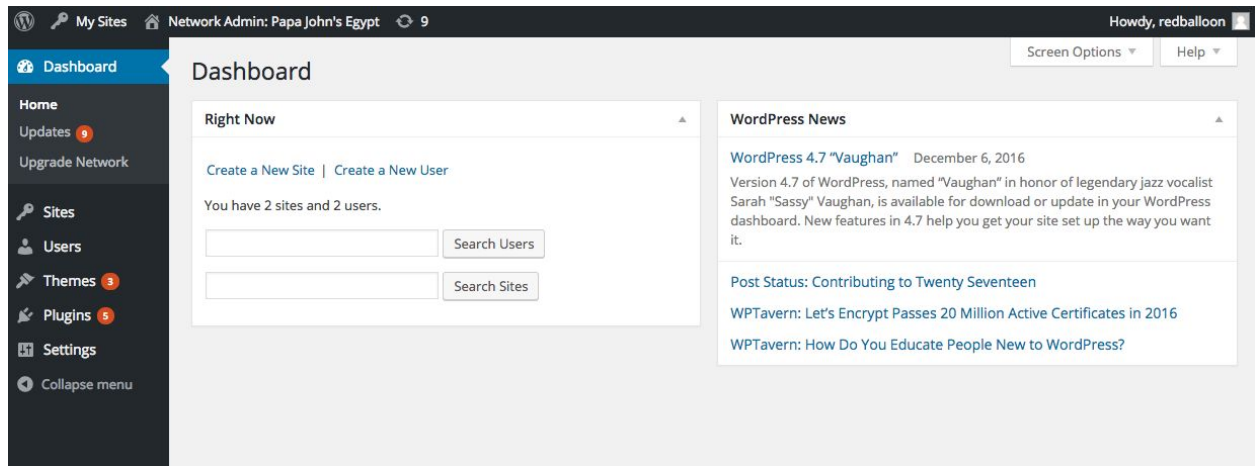


are correct, make sure that the database settings are entered correctly. Also check that the database server is setup correctly.

If there are still issues try re-adding the database and running the search replace tool again **(and deleting it after you are done!)**.

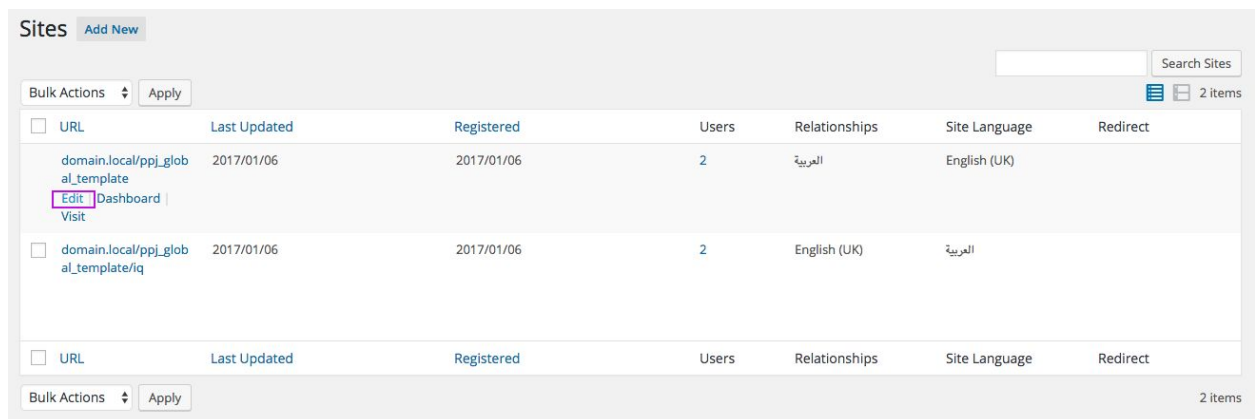
## Network admin

To access the network admin section of wordpress, hover over the My sites link in the wordpress admin menu and select **network admin**. From the network admin page you can edit the plugins and themes for the sites on the network. You can also edit the site options and setup users.



## Editing a site on the network

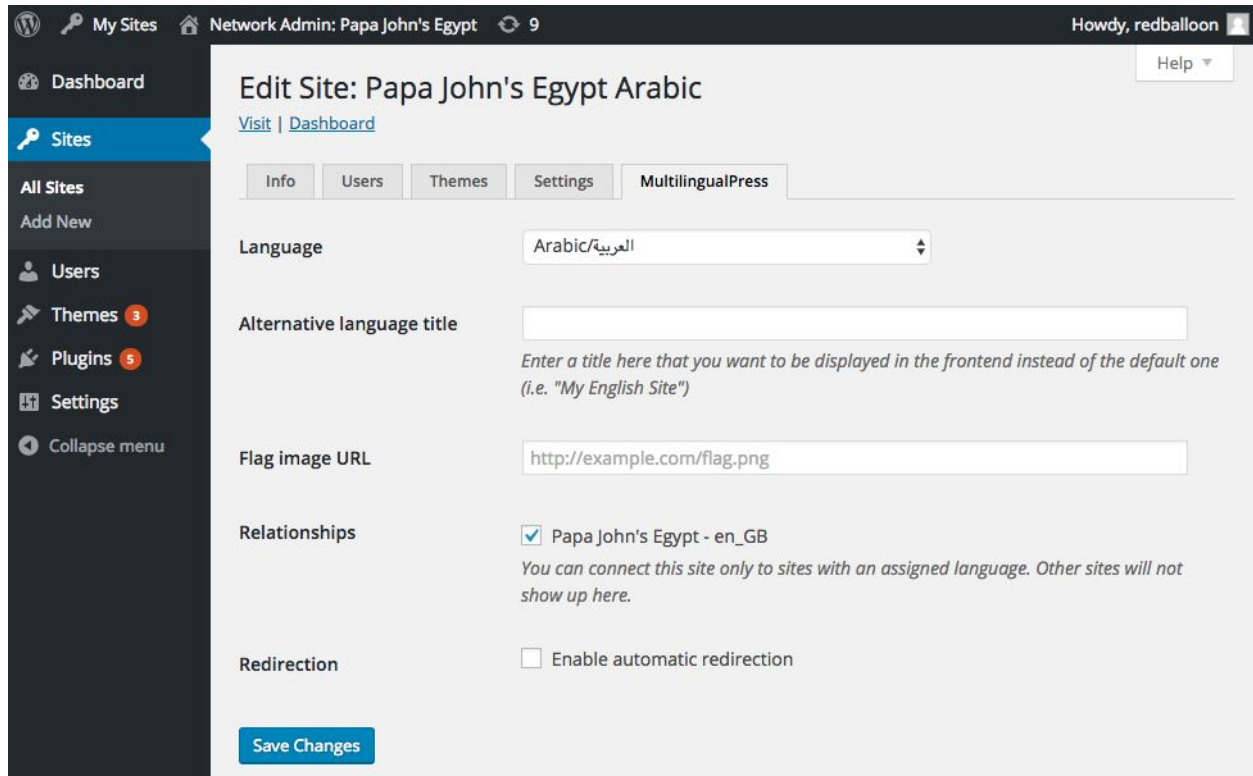
On the network admin page select **Sites**. Hover over the site you wish to edit and select edit.



From this next page there are multiple tabs for editing the site options, name etc.

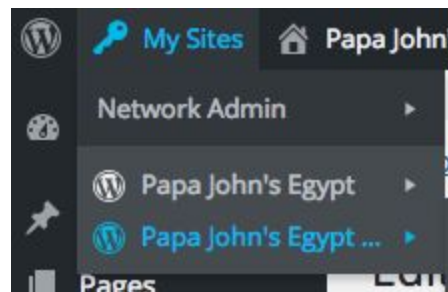
## Changing Site Language

To change a site language open the sites setting page in the network admin section.  
Go to the multilingualpress tab.

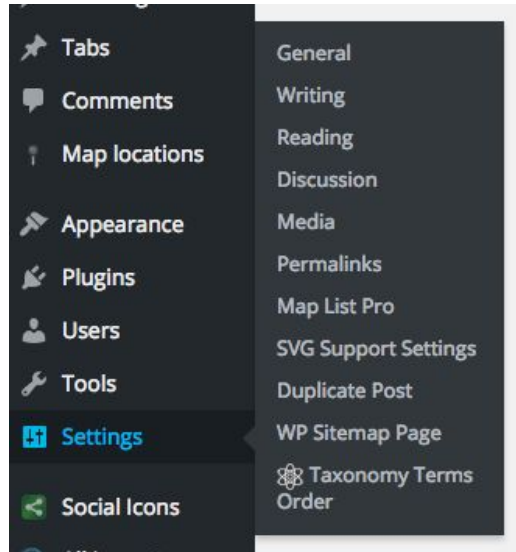


Select the new language from the dropdown and click save changes. This changes the language for visitors to the site. To change the default wordpress language you need to alter the settings for the site.

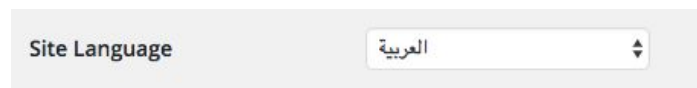
Hover over My Sites and select the site from the dropdown.



Go to the general settings page. Settings > General



Alter the Site language using the dropdown.



Save the changes. The sites wordpress language has now been updated.

## Update site extension

To update the extension of a site on the network open the sites settings page in the network admin section.

In the info tab and alter the site url.

Edit Site: Papa John's Egypt Arabic

[Visit](#) | [Dashboard](#)

Info Users Themes Settings MultilingualPress

Site URL

Registered

Last Updated

Attributes

- ☐ Public
- ☐ Archived
- ☐ Spam
- ☐ Deleted
- ☐ Mature

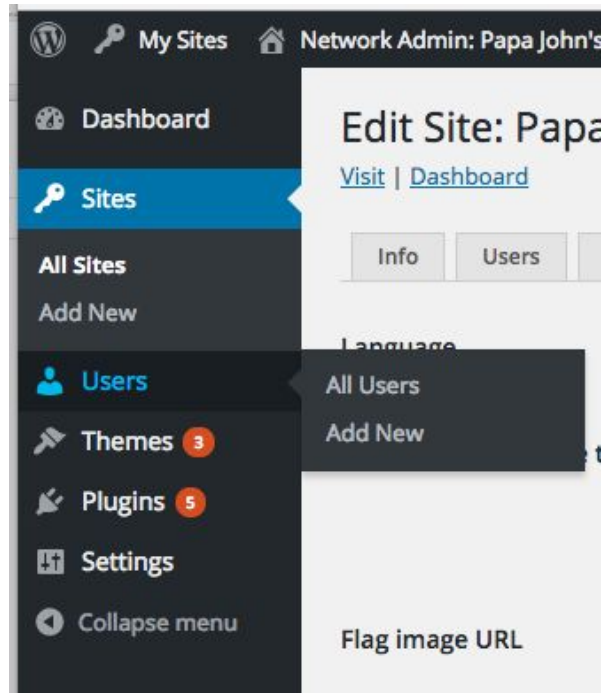
[Save Changes](#)

Save the changes.

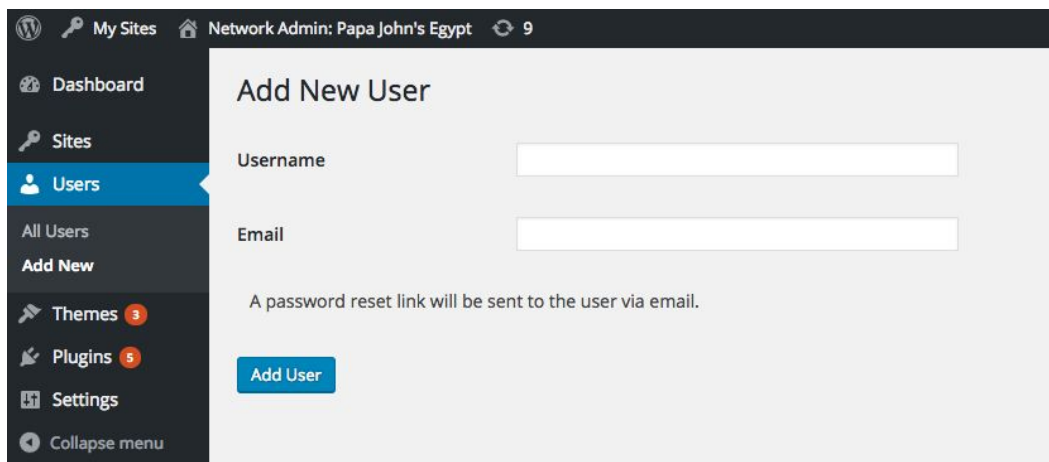
**Warning:** You cannot edit the primary sites address like this. Anywhere that someone has linked to the previous address the links will be broken and take the user to a 404 page.

## Adding a User

To add a user to a site you first need to add a new user in the admin section. From the menu select Users>Add new user

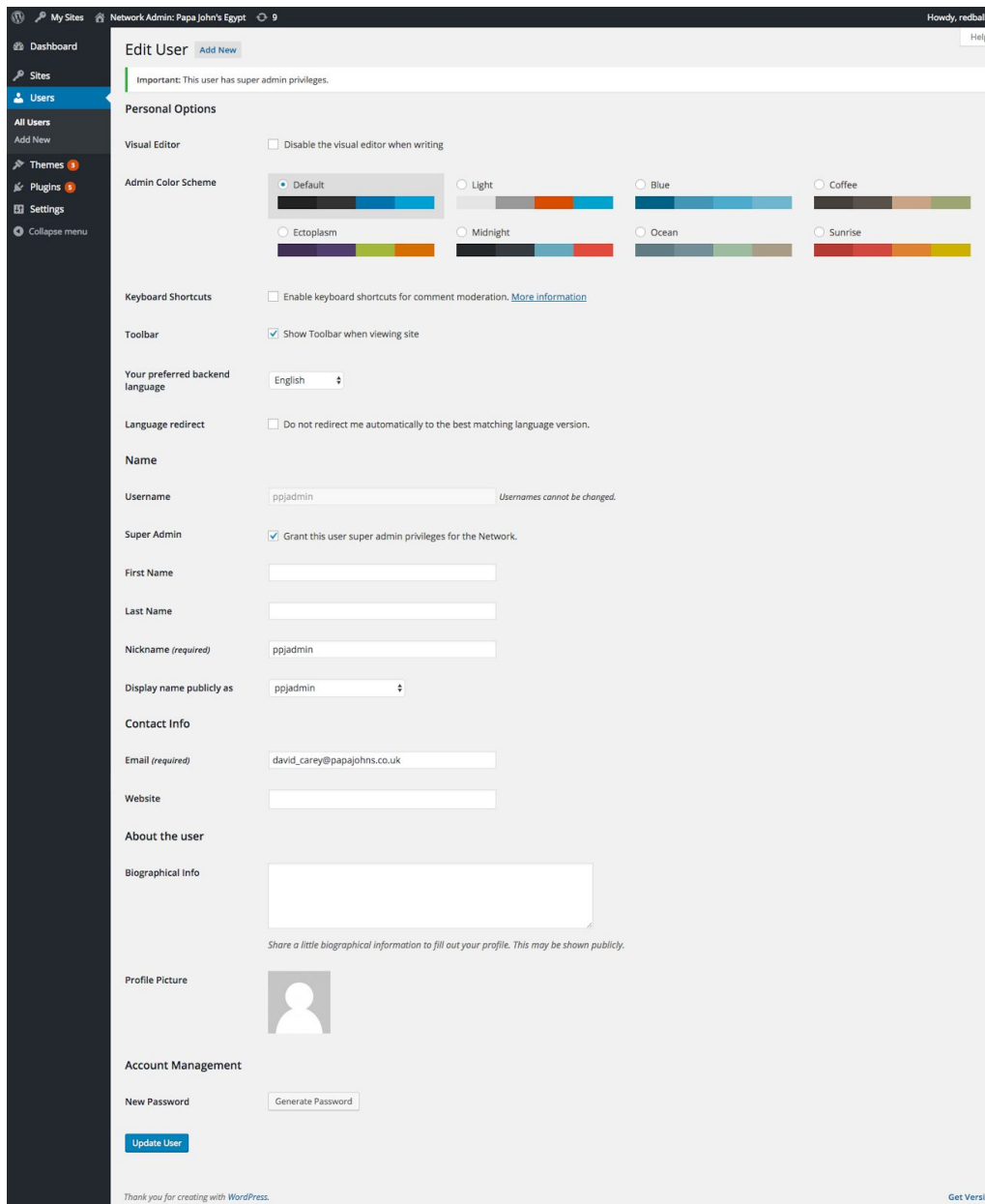
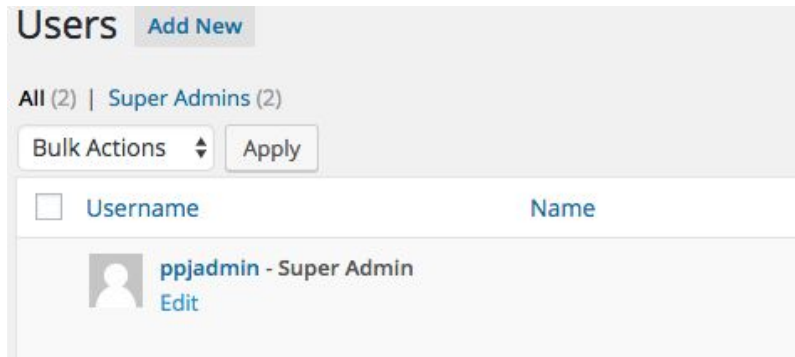


Add a username and password then click add user



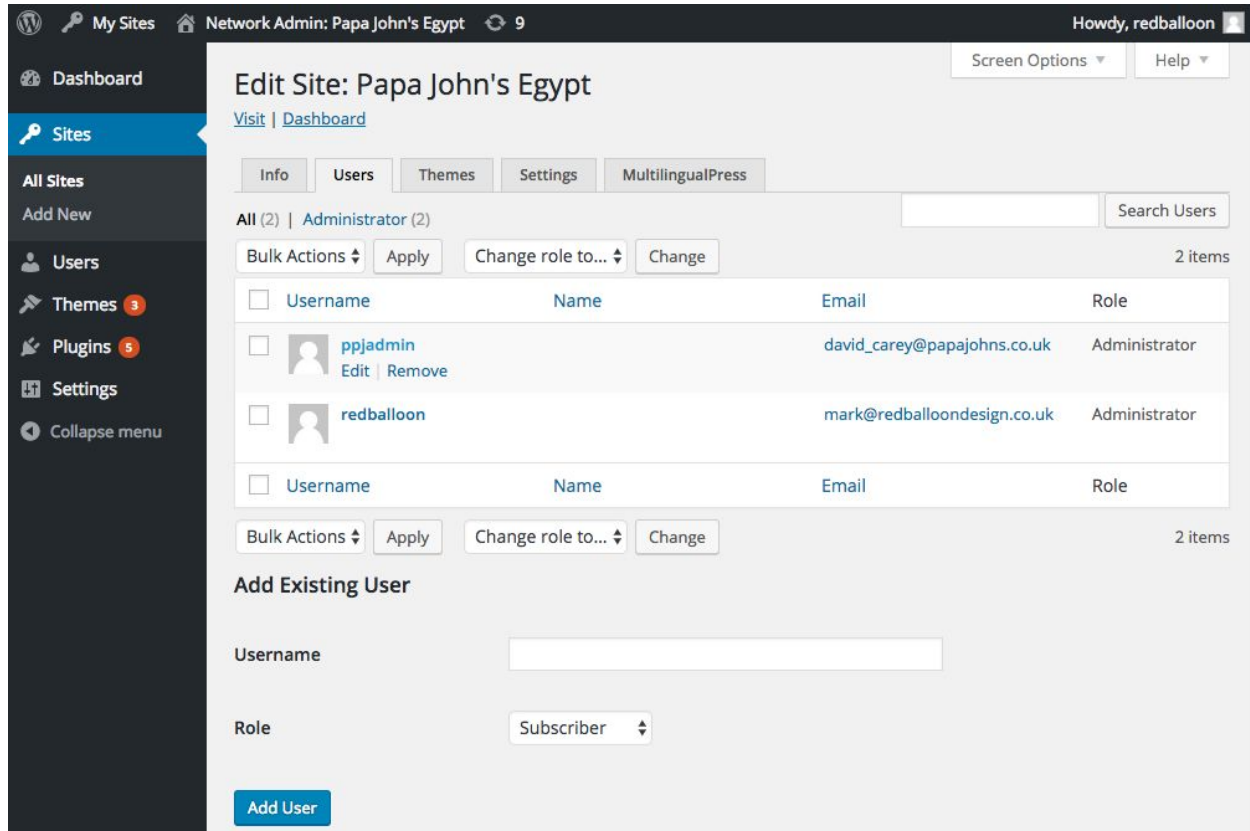
An email will be sent out for the user to create their password.

Next go the **All users** page. Hover over the new user and select edit.



On this page you can select the user's default language and grant them super user privileges.

Next edit the site you want to add the user to and go to the users tab ( Network admin > Sites > edit site). From here you can add current users to sites on the network. If they are an administrator make sure that the option is selected from the dropdown.

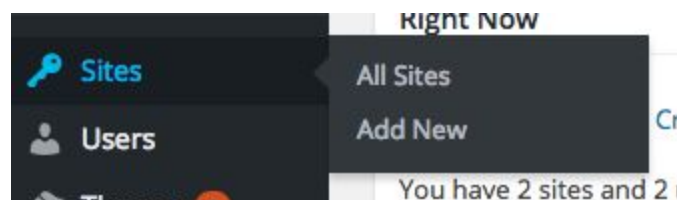


The screenshot shows the 'Edit Site: Papa John's Egypt' page in the WordPress Network Admin. The 'Users' tab is selected, showing a list of administrators. The table has columns for Username, Name, Email, and Role. Two users are listed: 'ppjadmin' and 'redballoon', both with the role of Administrator. Below the table is the 'Add Existing User' section with fields for Username and Role (set to Subscriber), and an 'Add User' button.

Username	Name	Email	Role
ppjadmin		david_carey@papajohns.co.uk	Administrator
redballoon		mark@redballoondesign.co.uk	Administrator

## Adding a new site to the network

To add a new site to the network go to the network admin section and click Sites > Add new





**Add New Site**

Site Address: domain.local/ppj\_global\_template/  
Only lowercase letters (a-z) and numbers are allowed.

Site Title: [Text Input]

Site Language: English (United States)

Admin Email: [Text Input]

A new user will be created if the above email address is not in the database. The username and password will be mailed to this email address.

**MultilingualPress**

Language: English/English

Alternative language title: [Text Input]  
*Enter a title here that you want to be displayed in the frontend instead of the default one (i.e. "My English Site")*

Relationships:
 

- ☐ Papa John's Egypt - en\_GB
- ☐ Papa John's Egypt Arabic - ar\_AR

*You can connect this site only to sites with an assigned language. Other sites will not show up here.*

Based on site: Choose site

Search Engine Visibility:
 

- ☒ Discourage search engines from indexing this site

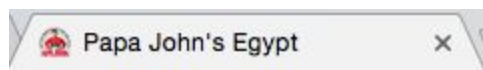
*It is up to search engines to honor this request.*

[Add Site](#)

*Thank you for creating with WordPress.* [Get Version 4.7](#)

Add the site address. It is recommended that you use a two letter language code for the new sites on the network, such as “en” (english), “ar” (arabic) or “fr” (french).

Add a site title. This is the title of the site and will be displayed on google and as the title of the site on browser tabs.



Set the site language and MultilingualPress language on the dropdown menus. The site language and MultilingualPress language should be the same as each other.

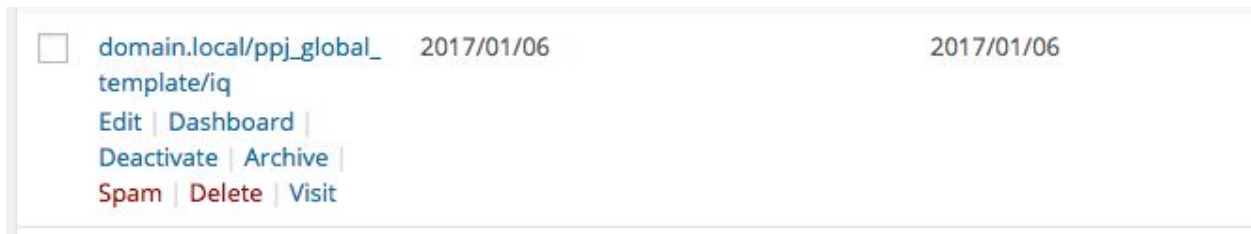
Tick all of the tickboxes for relationships.

Select the new site to be based of of the default site (by default english).

After the new site is setup you will need to add the users to the site. The content will then need to be added in for the whole site.

## Removing a site from the network

It is highly recommended that you take a backup before this incase there is a mistake. To delete a site from the network go to the Sites page in the network admin section and hover over the site you wish to remove and select delete.



On the next page click confirm.

You cannot easily delete or change the default site. For more info checkout the [useful links](#).

## Checks before going live

When the site is ready to go live double check these:

- There is no robots.txt file within the sites root directory.
  - *This is important and may prevent the site from appearing on google.*
- That the search replace tool is not still on the server.
  - *This is a massive security risk if left on the server*
- That the wordpress auth keys have been updated.
  - *Update the auth keys.*
- For each site on the network make sure that the search engine visibility is set to show.
- You may also want to turn on caching and gzip compression. This will improve the speed and search engine ranking of the site. More info [here](#) and [here](#).
- Add google analytics to the site. Open the footer file in the template - **[wordpress install directory]/wp-content/themes/redballoon/footer.php** - and replace "INSERT\_GTM\_ID\_HERE" with your google analytics information.

```

91 <?php // Add analytics here ?>
92 <!-- Google Tag Manager -->
93 <noscript><iframe src="//www.googletagmanager.com/ns.html?id=INSERT_GTM_ID_HERE"
94     height="0" width="0" style="display:none;visibility:hidden"></iframe></noscript>
95 <script>
96     (function(w, d, s, l, i) {
97         w[l] = w[l] || [];
98         w[l].push({
99             'gtm.start': new Date().getTime(),
100             event: 'gtm.js'
101         });
102         var f = d.getElementsByTagName(s)[0],
103             j = d.createElement(s),
104             dl = l != 'dataLayer' ? '&l=' + l : '';
105         j.async = true;
106         j.src =
107             '//www.googletagmanager.com/gtm.js?id=' + i + dl;
108         f.parentNode.insertBefore(j, f);
109     })(window, document, 'script', 'dataLayer', 'INSERT_GTM_ID_HERE');
110 </script>
111 <!-- End Google Tag Manager -->

```

## Appendix

### Site address

The **site address** is the url of the homepage when the site is setup.

e.g. *"http://www.google.com/"*

### Site domain

The **site domain** is the domain of the site.

e.g. *"www.google.com"*

### Site path

The **site path** is the path from the public\_html directory to the location where the sites files are located. "/" Means that the root directory. For an apache server this will be the public\_html folder.

e.g. *"/"*

### Wordpress install directory

The location of the wordpress install on the server. If the wordpress files are installed in the public\_html folder on the server then this is "/".

## Useful links

- [Wordpress Installation Guidance](#)
- [Creating a Multisite Network](#)
- [Altering the primary domain](#)