

Expressions - Site Management Tool



[Expressions.syr.edu](https://expressions.syr.edu) is no longer available to students and alumni effective August 1st, 2021.

Faculty and staff websites will be optimized on this platform in 2022.

Table of Contents

- [How do I create a website?](#)
- [How do I archive my website?](#)
- [How do I run a site repair?](#)
- [How to disable/enable plugins?](#)
- [How to disable/enable themes?](#)
- [How to allow another user to use the Site Management Tool?](#)
- [How do I access the files from the site I archived?](#)
- [How do I know if my site is healthy?](#)
- [How do I administer someone else's site?](#)
- [How do I archive a site you have access to?](#)

How do I create a website?

1. Log in to <https://expressions.syr.edu/>
2. You will be able to create a website with a title and description.
3. Your new website will have a URL and an admin URL

To view your website details, click "Site Details"



Site Details

1. This will display:
 - a. Site info
 - b. Plugins used
 - c. Themes used
 - d. Users
 - e. Utilities

How do I archive my website?

1. Click "Site Details" on the website that you want to archive
2. Scroll down to Utilities and click "Archive"



Archive

Site no longer needed? Archive your site. Archived sites will no longer be published online. You may restore from your most recent archive. Archives are available for one year.

3. Once the Archive Process completes you will be able to download the archive

How do I run a site repair?

In the event that your site is receiving a white screen or 500 error you may want to run a site repair.

1. Click "Site Details" on the website that you want to repair
2. Scroll down to Utilities and hit "Repair"

Repair

Repairing your site will automatically attempt to fix any errors by disabling problematic plugins or themes.

How to disable/enable plugins?

1. Click "Site Details" on the website
2. In the plugin sections you will be able to deactivate or active plugins

Plugins

Name	Status	Update	Version	
classic-editor	active	none	1.6	Deactivate
dmcd-mu	must-use	none	2.3.0	

How to disable/enable themes?

1. Click "Site Details" on the website
2. In the themes section you will be able to deactivate or active them

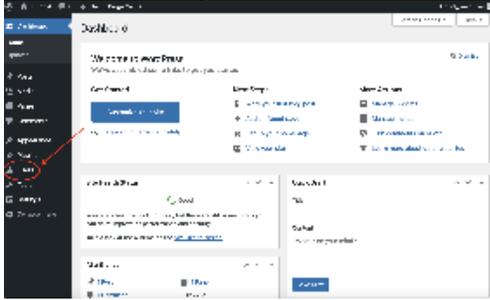
Themes

Name	Status	Update	Version	
twentytwentyone	active	none	1.3	
twentytwenty	inactive	none	1.7	Activate

How to allow another user to use the Site Management Tool?

A current site admin will need to perform the following

1. From your dashboard, click the Admin URL
2. You will then be directed to the Dashboard
3. On the left side menu, you will see users



4. From there click "Add New" or "Add New SU User"
5. Add the new user with the Administrator Role
6. Once the user has been added to the WordPress site return back to the Site Management tool and click the Refresh Site Information button.



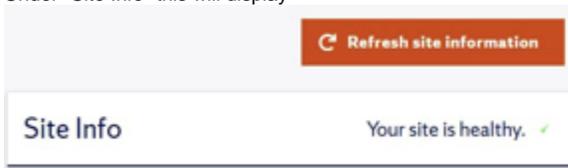
7. Once completed the target user should appear in the User list and should now be able to choose that site in the Site Management Tool.

How do I access the files from the site I archived?

1. Download the archive
2. All of the files from the site will be downloaded

How do I know if my site is healthy?

1. Under "Site Info" this will display



2. If your site is unhealthy, this will display



3. Here are example PHP errors

```
PHP Errors x
PHP Warning: "continue" targeting switch is equivalent to "break". Did you mean to use "continue 2"? in /u01/var/www-vhosts/nccnews/public/wp-content/plugins/types/vendor/toolset/types/embedded/includes/wpml.php on line 646
Warning: "continue" targeting switch is equivalent to "break". Did you mean to use "continue 2"? in /u01/var/www-vhosts/nccnews/public/wp-content/plugins/types/vendor/toolset/types/embedded/includes/wpml.php on line 646
PHP Warning: "continue" targeting switch is equivalent to "break". Did you mean to use "continue 2"? in /u01/var/www-vhosts/nccnews/public/wp-content/plugins/types/vendor/toolset/types/embedded/includes/wpml.php on line 663
Warning: "continue" targeting switch is equivalent to "break". Did you mean to use "continue 2"? in /u01/var/www-vhosts/nccnews/public/wp-content/plugins/types/vendor/toolset/types/embedded/includes/wpml.php on line 663
```

How do I administer someone else's site?



Any administrator of a WordPress site will have basic functionality in the Site Management Tool.

A current site admin will have to perform the following

1. Go to the WordPress Dashboard with the admin URL.
2. On the left hand menu, click "Select Users".
3. Then click "Add New SU User"
4. Perform a site refresh.
5. The new admin will now have access to manage the site.

How do I archive a site you have access to?



Only the person who has access to the primary email has the ability to archive the website. Changing the email will require a user to accept the new privilege's via email verification

A current site admin will need to perform the following

1. Login to the WordPress site using the Admin URL
2. Click General Settings from the left navigation
3. You need the site administrator to change the primary email to your email
4. If the primary email no longer exists
 - a. Contact ITS Support

[Top](#)