WordPress Documentation Template

*Version 1.2a*

# Overview

Every single business needs to document their business

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Where is my Domain Registered? |  |
| Who hosts DNS? |  |
| Who hosts my Email? |  |
| Who hosts my Website? |  |
| Who backs up my Website? |  |
| Who updates plugins, themes, core files? |  |
| Where are my backups stored? |  |
| What SSL Technology am I using? |  |

# Key Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Contact Details | Responsible for |
|  | Business Owner/CEO |  | Domain |
|  | IT |  | Email, Domain, DNS |
|  | Web Development |  |  |
|  | Web Hosting |  |  |
|  |  |  |  |

# WordPress Install

## System Requirements

|  |  |  |
| --- | --- | --- |
|  | **Recommended** | **Current System** |
| PHP Version | PHP 7 or greater |  |
| MySQL Version | MySQL 5.6 or greater |  |
| mod\_rewrite Apache module | YES |  |
| SSL | YES |  |

<https://wordpress.org/about/requirements/>

# DNS Records

*Copy and Paste Records for backup purposes.*

## Nameservers

|  |  |
| --- | --- |
| NS1 |  |
| NS2 |  |
| NS3 |  |

## Records

# Passwords

### Domain Names

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Domain** | **Email** | **Username** | **Password** | **URL** |
|  |  |  |  |  |
|  |  |  |  |  |

### WordPress Users

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **User Full Name** | **Email** | **Role** | **Username** | **Password** |
|  |  |  |  |  |
|  |  |  |  |  |

### FTP

|  |  |
| --- | --- |
| **Hostname** |  |
| **IP** |  |
| **Port** |  |
| **Website directory path** |  |
| **Username** |  |
| **Password** |  |

### Database

|  |  |
| --- | --- |
| **Hostname** |  |
| **IP** |  |
| **Port** |  |
| **Website directory path** |  |
| **Database User** |  |
| **Database Password** |  |

### cPanel

|  |  |
| --- | --- |
| **Username** |  |
| **Password** |  |

**How to Encrypt this document**

<https://support.office.com/en-us/article/Add-or-remove-protection-in-your-document-workbook-or-presentation-05084cc3-300d-4c1a-8416-38d3e37d6826>