AIS Site Maintenance Bundle

Setup & User Guide

Overview

This bundle contains two maintenance plugins that work independently. **AIS Media Reattach & Repair** links inline images to their Media Library records and finds media nothing uses. **AIS Post Cleanup & Archive** archives or deletes posts older than a cutoff, with optional image cleanup and restore.

> **Before you start:** take a full database backup. Both plugins can undo their own changes, but a backup protects you from anything else.

Requirements

- WordPress 6.0 or later, PHP 7.4 or later
- An administrator account

Install

1. Unzip `ais-site-maintenance-bundle.zip` on your computer.
2. In WordPress go to **Plugins > Add New > Upload Plugin**, upload `ais-media-repair.zip` and activate it.
3. Repeat for `ais-post-cleanup.zip`.

> **Upload the inner ZIPs,** not the bundle ZIP itself.

Media Repair: relink inline images

Go to **Tools > AIS Media Repair**.

1. On the **Repair inline images** tab choose the content types to scan (posts, pages and any custom types).
2. Click **Preview**. The report lists each image it can link, and any *unmatched* images that have no Media Library record (these are left alone).
3. Optionally tick **remove inline style attributes**.
4. Click **Apply** and note the batch ID.
5. Spot check a few posts on the front end.

For each matched image the plugin sets the attachment's parent to the post, adds the `wp-image-ID` class, and fills in missing alt text from the image tag.

Media Repair: unused media and undo

1. On the **Unused media** tab click **Scan**. The plugin builds an index of every place media can be referenced, including Elementor data, then lists files nothing points to.
2. Matches are tagged with a **Media status** term. In the Media Library, filter by that term to review them.
3. Delete files yourself from the Media Library once you are satisfied. The plugin never deletes media.

Undo: on the **Undo** tab pick a batch ID to restore post content, attachment parents and alt text exactly as they were.

> Revisions are not scanned, so an image used only in an old revision will show as unused.

Post Cleanup: settings

Go to **Tools > AIS Post Cleanup > Settings**.

Setting	Notes
Cutoff	Posts older than N days, or older than a fixed date.
Default action	**Archive** (restorable) or **Delete** (permanent).
Post types	Which content types to include.
Related images	Removes the featured image and inline images, but keeps any image another post uses.
Automatic daily cleanup	Runs once a day with the defaults above.
n8n Webhook URL and Secret	Optional. Sends a JSON report of each run. Leave blank to turn off.

Post Cleanup: running a cleanup

1. Open the **Cleanup** tab. It lists posts that match your cutoff.
2. Untick any you want to keep, choose archive or delete, and decide on images.
3. Click process. Archived posts leave the public site, feeds and search but stay in the database.
4. To bring one back, open the **Archived Posts** tab and click **Restore**. The post returns to its previous status.

> **Start with Archive.** Run archive-only for a few weeks before switching the default to delete.

Troubleshooting

- **Many unmatched images:** those files are not in your Media Library (for example hotlinked from another site). Import them first, then run Repair again.
- **Daily cleanup not running:** WP-Cron needs site traffic; on quiet sites set up a real cron job with your host.
- **n8n report not received:** use the connection test in Settings and confirm the secret matches your workflow.

Support

For setup help or questions, contact our US-based support team:

- Email: support@ais.email
- Phone: 404-293-0331
- Web: automatedintelligentsolutions.com