Chalets & Caviar

User manual for the chalets & caviar wordpress website

Signing in
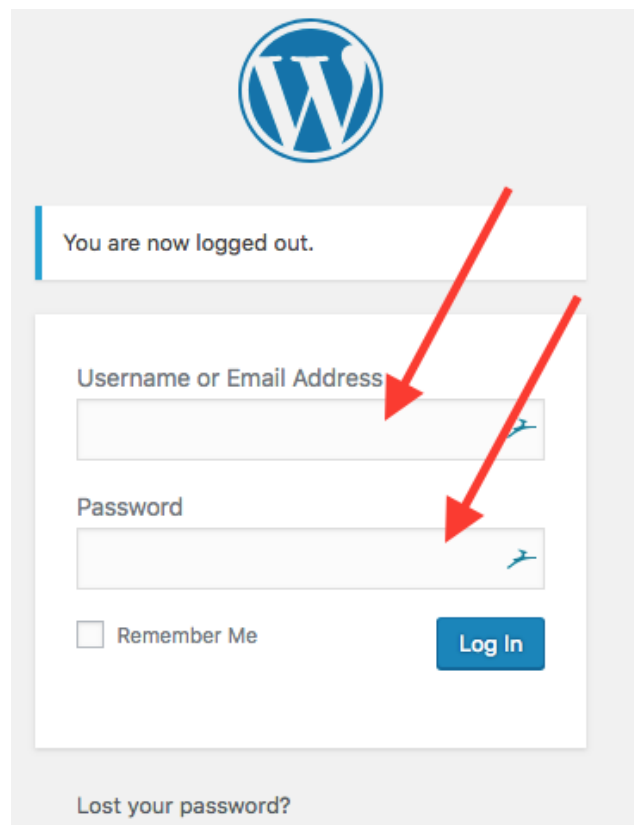
Navigate to the login page:

Click the following link, or copy and paste it into your web browser's address bar and click enter: http://kevinc.sgedu.site/wp-login/

This will bring you to a dedicated login page for the "chalets and caviar" website.

Sign in with your credentials:

Once you are brought to a log in page you will have to enter your email address and the secret password (I provided you with in our earlier email discussion) into the corresponding fields of the login form – shown in the illustration below-then click the blue log in button on the form.


Admin Dashboard

Once you've entered your credentials and clicked the log in button an administrator's dashboard page will open in your browser. See the below screenshot:
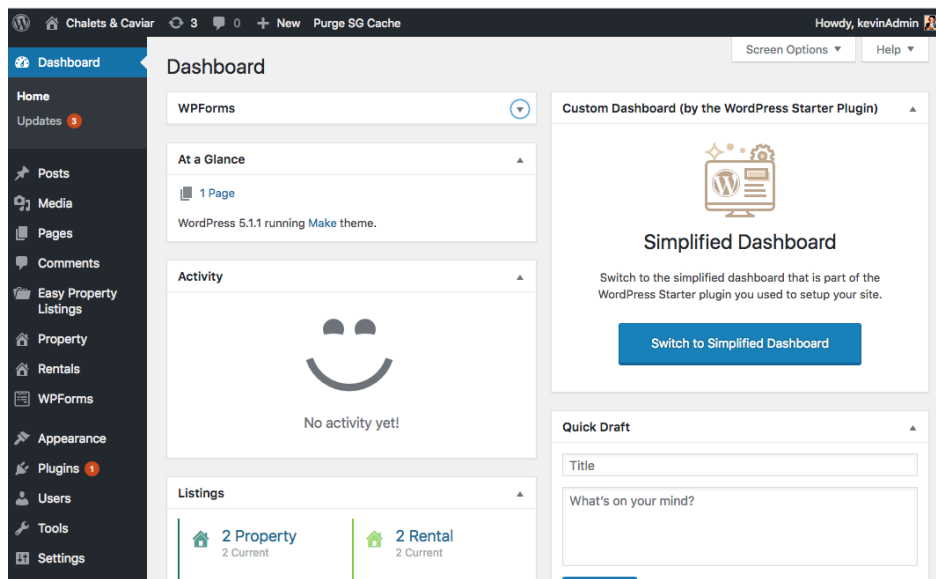
View the website

You can view any changes you've made to the website, such as new properties or rentals added, at any point by clicking on the name of the website in the top left corner of the dashboard screen:
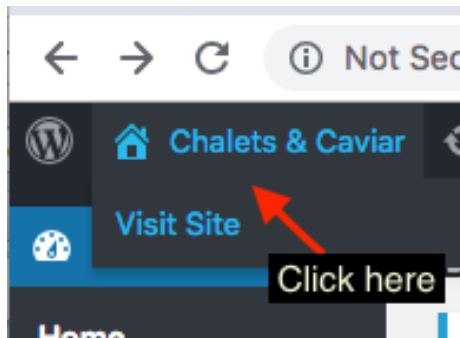
Navigate back to the dashboard

When you want to navigate back to the dashboard page you can do so by hovering your cursor over the chalets and caviar name in the top left corner of your browser window. This will cause a dropdown list of option to appear on the screen. From this list click dashboard.
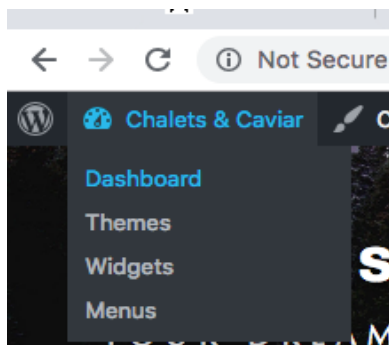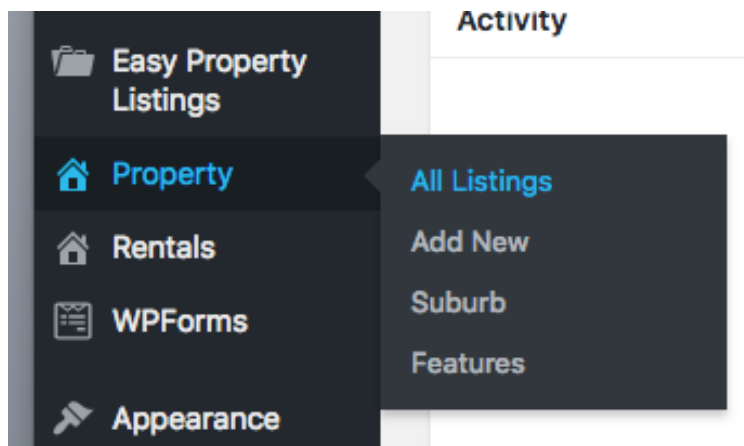
Add a listing

The process for adding a property to the properties section and to the rentals section is identical. The only thing done differently is whether you click on the properties utility or the rentals utility in the dashboard menu.

To add a listing to the properties section:

Move your cursor over the property link on the left side of the dashboard page. In the slide out menu that appears, click Add New.


**If you want to add a listing to the rentals section, simply move your cursor over the rentals link – below the property link- and click Add New on the slide out menu.

Clicking on the Add new button will bring you to a page where you can add a property title, details, and images:
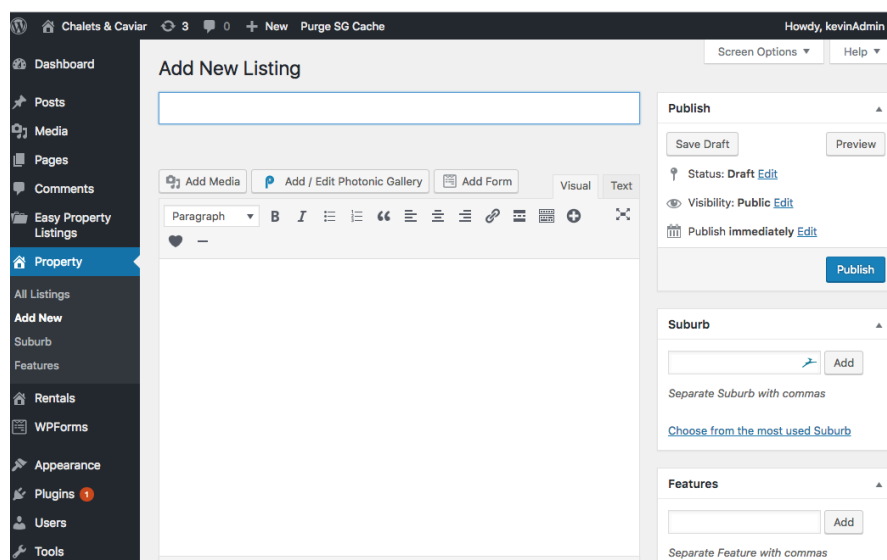
It is recommended that you use the property address as the title of the listing. Once you've filled the property information into the various fields, you should upload a feature image for the property. You can do this by clicking on the "set feature image" link, which is the last setting –bottom of the list- on right side of the page.
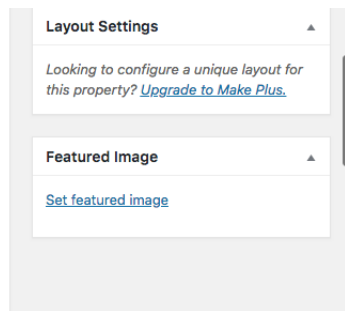

Once you've added all the information and the feature image, you can continue to add images for that particular listing while you are on the editing page. Once you're done, click on the publish button at the top right hand side of the page:


Follow the same procedure for adding rental listings in the rentals page.

Edit an existing listing

Move your cursor over the property link at the left of the dashboard page. From the slide out menu click "all listings." This will bring up a list of all the properties you have added so far:
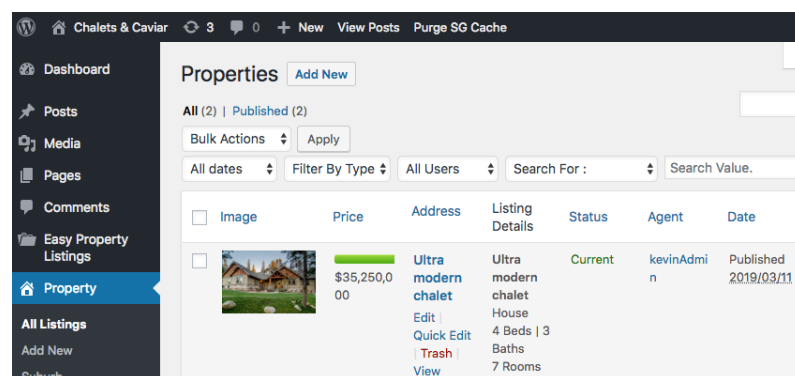
On this page, move your cursor over the property you wish to edit. Then click on the edit link that appears for that listing:

Chalet
Edit |
Quick Edit
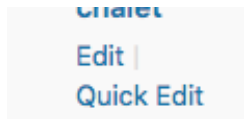
**Note: you can also delete a listing from this page by clicking on the trash link.

This will bring you to an editing page –identical to the page for adding a listing, however, in this case all of the information will be set for the listing you want to edit. On this page you can make any changes you need to make to the listing. When you're done, you can just click update as you did when you add properties.