mPowerGroups Website Documentation Guide & FAQ

## BlueHost Domain Settings & File locations: <https://my.bluehost.com/web-hosting/cplogin>

1. Login into Bluehost using credentials.
2. Navigate to Websites in your Bluehost

Dashboard and click settings

A screenshot of a computer

Description automatically generated

1. Once your in Settings of the website, you see

that the document root is public\_html. All files

linked with website should stay in this directory

and the root should not be changed.

A screenshot of a computer

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1. Navigate to “File Manager”, within you will see

All files associated with the website. This includes:

* Index.html
* Contact.html
* About.html
* Services.html
* Style.css
* Images folder (contains all images)
* Error\_log, wp-cli.ymi, staging, & cgi-bin should not be

Touched

1. If you would like to add any pages in the future,

Add them directly inside this directory.

1. All files within can be downloaded, edited, renamed, and uploaded as well.
2. A copy of the current version of the website: <https://github.com/brianduong4/mPowerGroups>

## Code Sections Overview

General Rules:

1. All Codebase will have general comments outlining different sections/purpose of code.
2. All pages of website share a common consistent <head> section, <nav> section, & <footer> section. Anything **in between** the <nav> section & <footer> section is the pages main content.

All images and content below are associated with **index.html** for reference.

Head: A screenshot of a computer

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1. All imports and stylesheets are linked within the head element. Libraries, Calendly, JQuery, Javascript, bootstrap5, and website styling imports/links are located here.

Body: NavigationA screen shot of a computer program

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1. This section controls the navigation bar.
2. Any links to pages that should be added or removed later can be found here.
3. JavaScript for navigation bar animation is found at the bottom of the navigation section.

Body: Header SectionA computer screen with text on it

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1. All content for header including the hero section is provided here.

Body: Page Content (Lines 113- 314)

A screenshot of a computer program

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Body: Chatbot A computer screen with text

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Body: FooterA screenshot of a computer

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1. All content provided in the footer can be found in this section.

Style.css: Where all the website styling takes place

A screen shot of a computer

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Calendly: <https://calendly.com/login>

1. Login to credentials
2. Navigate to scheduled Events tab to see all upcoming meetings

A screenshot of a computer

Description automatically generated

1. To change availability, navigate to top right under account, click and select availability

A screenshot of a computer

Description automatically generated

1. You will be directed towards the “availability” dashboard where you can change all availabilities.

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Chatbot Settings: <https://www.chatbase.co/>

1. Sign into chatbot.co using your credentials
2. Navigate to domain

A screenshot of a chatbot

Description automatically generated

1. Navigate to settings to change settings of chatbot

A screenshot of a chat interface

Description automatically generated

A screenshot of a website

Description automatically generated

1. Currently the chatbot plan is free with limited usages, upgrade plan to upgrade the msg limitations.

Jotform Settings: <https://www.jotform.com/login/>

1. Sign into jotform using credentials
2. A screenshot of a computer

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Click the inbox the name of the contact form inbox, here its called “Lime Theme Contact Us Form”

A screenshot of a computer

Description automatically generated

1. You will then be redirected to the inbox where you can see all users msgs linked from the website with users information.

FAQ

1. **Why aren’t my webpages permission denied? Check the permissions of the files. Set them to either 644 or 755.**
2. Why can’t I upload an entire folder into directory inside Bluehost? Bluehost doesn’t allow the upload of an entire folder, however they allow multiple individual files to be uploaded at once. We recommend creating a folder inside BlueHost directory and then mass uploading files into destination.
3. **Why isn’t my calendly, jotform, or chatbot not linking? Make sure that the links inside the codebase <head> is changed to your specific link tied to your email account. This current version of the website utilizes test emails. Make sure that each <head> section is consistent throughout all pages of the website as well, including home page, about page, etc.**
4. What happens if I accidently deleted a file in BlueHost File Manager? All files deleted will be in the trash, unless permanently deleted.
5. A screenshot of a computer

   Description automatically generated**Which software should I open the files in? We recommend**

**VScode software because its free, but other ones work as well.**