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Overview

Website overview

Website consists of:

1. **Landing page** (home page) with company name and address on the top of it (header), then below are navigation menu, pictorial slider with links to property categories, brief description of the company, property listings and footer with copyright notice on the bottom. Header, navigation menu and footer are visible whole way through the website.
2. **Two pages for listings**, separating properties for sale and for rent. Both are accessible from navigation menu.
3. **Contact page** with team photo, contact details and functional contact form. Page is accessible from navigation menu.
4. **Pages for individual properties**.

Main website is available under the address:
http://dev-chaletsandcaviarestate.pantheonsite.io/

Documentation overview

This documentation explains basics of editing this website for administrators and editors. **This includes:**

- Logging on and navigating through site management panel (dashboard).
- Managing property listings: adding new property, editing existing properties and deleting properties.
- Accessing contact form entries.

Log in

In order to log in to WordPress management panel each user must access following website address:

http://dev-chaletsandcaviarestate.pantheonsite.io/wp-login.php?

- First field must be completed either with **user's email address** or **username** which was set up by administrator upon establishing new user's account (usernames cannot be changed).
- Second field to complete is the **password**: initially set up by administrator (or generated automatically), can be changed by user (recommended).

Dashboard

Initial screen users are taken to once logged in is called **Dashboard**. It gives access to site management features. Screenshot below presents the overview of Editor's dashboard:
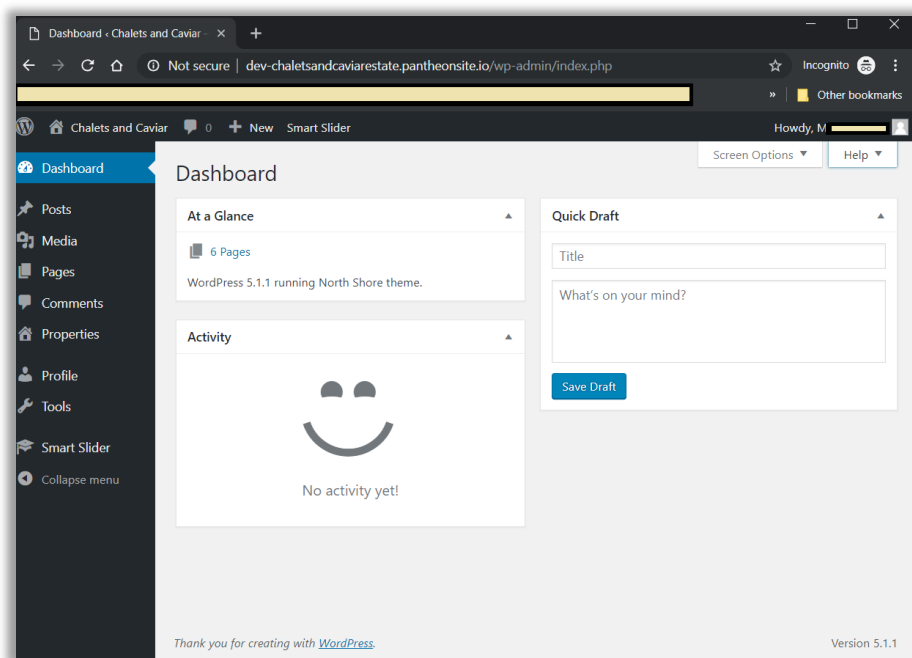
Managing chalets

In the menu on the left-hand side there is a "Properties" field, along with house icon. Hovering cursor over it or clicking it will display list with possible actions which will be explained below. Clicking will also take user to site displaying list of all added properties.

Editor's view:
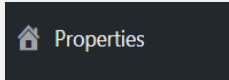
Administrator's view:

Adding chalets

Hover over or click on the Properties option (or Real Estate Manager) to display list of actions. From the list of actions click on "Add new property". This will take you to Property posting page which gives following options:

1. Add Property title
2. Add property description (
3. Property information tabs:

> ➤ **GENERAL SETTINGS**
>
> Red captions mark fields that have to be populated in order to property be displayed correctly on the website.
>
> - **PRICE:** Numerical value can be entered (default currency: $) or text i.e. *Price on Ask / POA*. Regular price of the property (either for sale or rent)
> - **BEFORE PRICE:** Text to be displayed before regular price (i.e.: *Starting from*)
> - **AFTER PRICE:** Text to be displayed after regular price. <u>Recommended to populate when adding property for rent.</u> Example text to be displayed after price: */ Per Month*
> - **SALE PRICE:** Adding value in this field will cause Regular price to be displayed as crossed and the sale price to be displayed next to it.
> - **LATITUDE / LONGTITUDE:** Optional, can be inserted instead of address details for the property location to be displayed on the map. For example, **Aspen coordinates** are:
>   Latitude: 39.191097
>   Longitude: -106.817535
> - **PROPERTY TYPE:** Optional, on the right-hand side of this field there is an arrow pointing down. Clicking on it will show a dropdown menu, from which property types can be selected, such as: house; retail; etc.
> - **PURPOSE:** On the right-hand side of this field there is an arrow pointing down. Clicking on it will show a dropdown menu, from which purpose can be selected: **SELL** or **RENT**
> - **STATUS:** Optional, on the right-hand side of this field there is an arrow pointing down. Clicking on it will show a dropdown menu, from which status can be selected: **Normal, available, not available, sold, open house.** Selecting one of these options will effect in property status to be displayed in *Details section* on the single property page.
> - **AREA:** Enter numerical value. Default unit: Square foot.
> - **ADDRESS:** can be used instead of longitude/ latitude to display property's location on the map. This field will accept entries such as:
>   City (i.e. Aspen) or specific address: (i.e. 614 E Cooper Ave)
> - **STATE / ZIP CODE/ CITY/COUNTRY:** Optional details about property's location.

- **FEATURED PROPERTY:** Optional, when listings with featured properties are placed on a specific page. Currently not in use.
- **LOCATION ON MAP:** location can be searched with search tool in top right-hand side corner of the map, or map can be disabled from being visible for this property: tick the box below the map in order to do so.
➢ **INTERNAL STRUCTURE:**
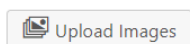 - **BEDROOMS/ BATHROOMS/ ROOMS:** Insert numerical value to specify and showcase number of rooms.
➢ **PROPERTY FEATURES:**
  - Specify which features are available in the property by clicking on button slider:
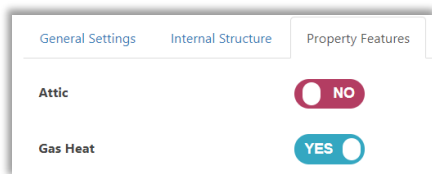
➢ **GALERRY IMAGES:**
  - Click on upload images on the bottom of the page to add property pictures:


  - This will open new window, from which you can choose between uploading pictures from your computer or selecting images from Media Library, if you uploaded pictures previously
  - To upload photos from your computer, click on **Select Files** from the middle of the screen.
  - Find picture (or more pictures) on your computer, click **"Open",** this will add them to the Media Library.
  - Select pictures from media library (blue tick symbol will appear on the top right-hand side corner of each picture) and once they are selected, click Insert, on the bottom right-hand side corner of the screen.

Editing and deleting chalets

EDITING:

Click on the Properties option (or Real Estate Manager) to display list of all properties added. Below **Properties** caption you can choose between post categories you would like to access: All / Mine *(added by yourself)* / Published / Trash.
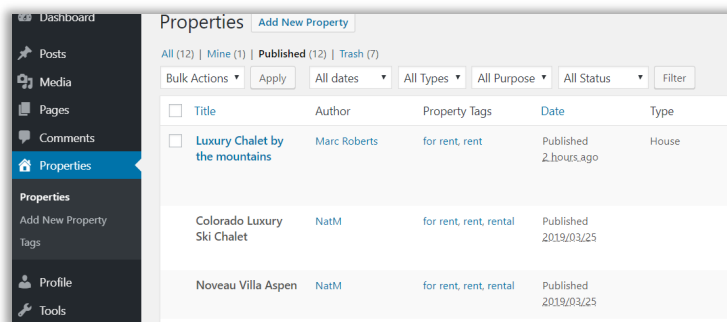
Click on the property you wish to edit. This will take you to the property posting page. After changes have been made, click on **"Update"** button on the left-hand side to confirm.

DELETING:

- After accessing property posting page, instead of update, click on **"Move to trash"** caption, highlighted in red and underlined. This will take the property down from the website.
- Editors can only edit or delete properties added by themselves. Administrators can edit or delete any property.
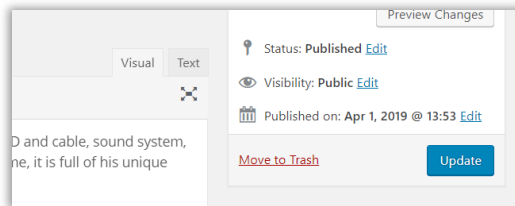
Contact form

- When website user submits message through contact form available on the website, their message is sent for the company email address: **chaletsandcaviar11@gmail.com**
- Contact form entries show in mail box with title: New Entry: Contact Form.
- Replying for each email will automatically set as recipient email address provided by user in the contact form. Example message and reply draft: