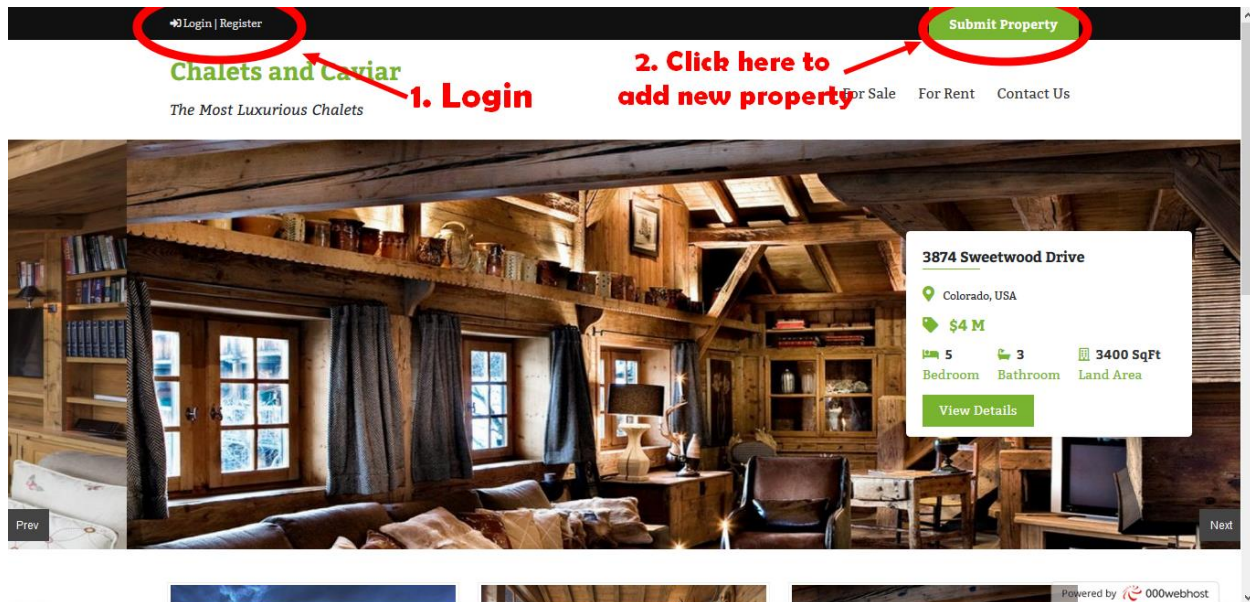


## How To Manage Properties From The Website

### 1. Submit a New Property

1. Go to [luxechaletscaviar.000webhostapp.com](http://luxechaletscaviar.000webhostapp.com)
2. Login
3. Click "Submit Property"



4. Follow the steps, by adding all the information about the property.

The screenshot shows the 'New Property' form with a navigation bar at the top containing six steps: 'Title & Description', 'Type', 'Price', 'Details', 'Media', and 'Contact'. The first step, 'Title & Description', is highlighted in green and circled in red, with a red arrow pointing to it from the text '1. Fill Up information'. Below the navigation bar, the form fields for 'Property Title\*' and 'Property Description\*' are visible. The 'Property Description\*' field is a rich text editor with a toolbar and a text area. A red circle is drawn around the text area, with a red arrow pointing to it from the text '2. Click to get to the next step'. At the bottom right of the form, there is a 'Next >' button, which is also circled in red.

5. Submit Property and it will be published.

### New Property

[Title & Description](#) > [Type](#) > [Price](#) > [Details](#) > [Media](#) > [Contact](#)

#### Contact Information

What to display in contact information box?

☒ My profile information  
☐ Other contact

[< Previous](#)[Show All](#)[Submit Property](#)

**1. Click to submit the property**

## 2. Edit Properties

1. Login
2. Click on "My Account"

[My Account](#) [Log Out](#) [Submit Property](#)

**Chalets and Caviar**  
The Most Luxurious Chalets

Home For Sale For Rent Contact Us

**289 Snider Street**

Colorado, USA

**\$6 M**

6 Bedroom 3 Bathroom 3000 SqFt Land Area

[View Details](#)

**Click on My Account  
to edit and see your properties**

3. You will see all the properties that you added from your account
4. Select the one you want to edit simply by click the button “Edit”

**My Properties**

All Status Property ID Title Search

All (9) Approved (9) Pending (0) Expired (0) Hidden (0)

**Published** **23 Station Rise**  
1 view  
13th April 2020  
**Edit** Delete Hide

**Published** **3898 Pick Street**  
1 view  
13th April 2020  
**Edit** Delete Hide

**1. Click here to edit properties**

5. Follow the steps, and edit the part you want.

### My Properties

**Property Title\*** —

23 Station Rise

**1. Edit the part you want**

**Property Description** —

Paragraph B I [List Icons] [Link Icon] [Table Icon]

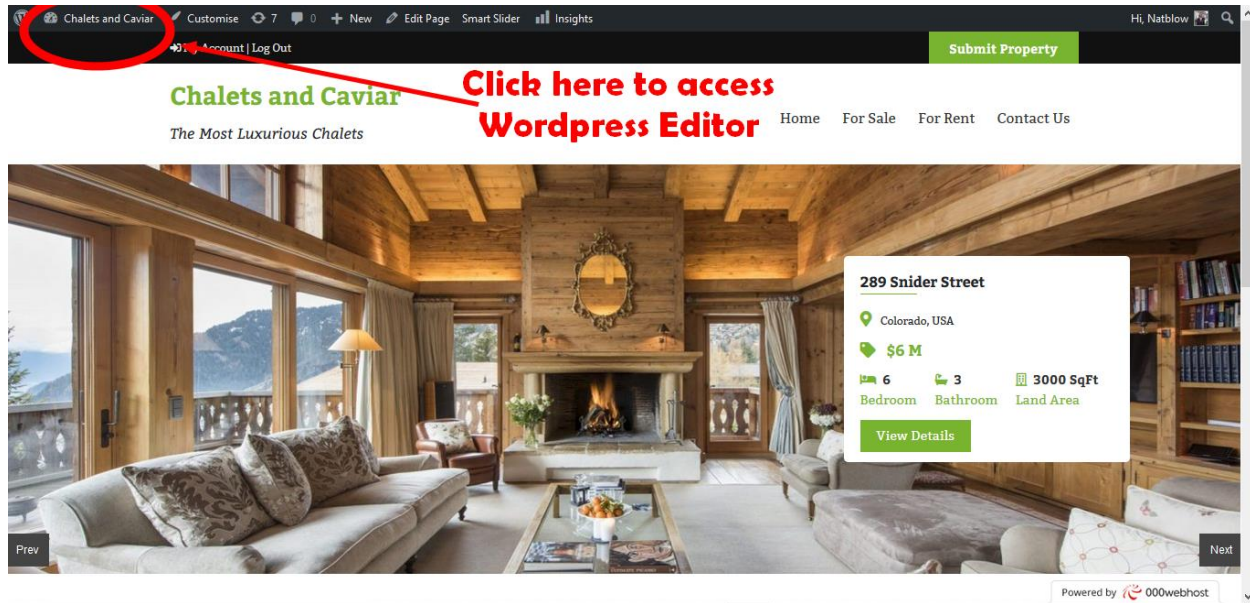
The Chalet Aricot is a paradise place with a spacious area of 3600 sqft, with 4 bedrooms and 5 bathrooms, ideally situated in a secure area with direct access to the ski resort, private access for vehicles, indoor hot tub, a very large terrace with a tennis table, and a stunning fireplace.

**2. Click to get to the next step**

Show All Next >

If you want to edit properties that was not added by you, you have to edit from the WordPress editor. Here are the steps:

1. Login, if you are not logged.
2. Click on “Chalets and Caviar” on the top left.



3. Click on “Properties” on the left
4. Select the property you want to Edit
5. Click “Edit” and then edit the part you want

**Click on "Properties" to access to all chalets added**

**Click "Edit" to edit the property**

Image	Property Title	Type	Status	Price	Author	View Count	Date
	127 Vintners Place	Chalet	For Sale	7000000	John Kennedy	9	Published 2020/04/13
	289 Snider Street	Chalet	For Sale	6000000	John Kennedy	11	Published 2020/04/13
	3874 Sweetwood Drive	Chalet	For Sale	4000000	John Kennedy	3	Published 2020/04/13
	23 Station Rise	Chalet	For Sale	8000000	Natblow	1	Published 2020/04/13
	3898 Pick Street	Chalet	For Sale	-	Natblow	1	Published 2020/04/13
	4836 Stark Hollow Road	Chalet	For Sale	5000000	Natblow	3	Published 2020/04/13

6. Click "Update" on the right side to publish.

**Click "Update" to publish the property, after editing the property information**

289 Snider Street

Permalink: <https://luxechaletsandcaviar.000webhostapp.com/property/289-snider-street> Edit

**Update**

The Chalet Cantaloup is a chalet with an area of 2,200 sqft, 6 bedrooms, and 3 bathrooms, 1 floor, a mountain view on the balcony, a deck chair for sunbath, parking. It's a wonderful place for family or friends.

Word count: 36 Last edited by Natblow on 28 April 2020 at 2:54 am

Discussion

☒ Allow comments  
☐ Allow [trackbacks and pings](#) on this page

**Property type**

All Property Type Most Used

☒ Chalet

[+ Add New Property Type](#)

**Property Status**

All Property Status Most Used

☒ For Sale  
☐ For Rent

[+ Add New Property Status](#)

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