ADMIN MANUAL

LOGGING IN & WORDPRESS DASHBOARD
1. Go to http://dev-chalets-and-caviar-oc.pantheonsite.io/wp-login.php
2. Fill in username and password
3. You are redirected to your dashboard, which contains some general information about WordPress and Elementor (a page builder that makes designing and building each page easier) and shows recent activity for blog posts (ignore). More importantly, I have added a plugin (WP Dashboard Notes) that lets you write notes to yourself and colleagues.

ESTATIK DASHBOARD
Estatik is a WordPress real estate plugin that can be used to add property listings on your website. It lets you create and manage properties from an admin panel with ease, which can then be displayed dynamically on any page. For this demo I have chosen to go with the limited free version (Estatik Simple).

The Estatik dashboard shows the tabs: 'My Listings', 'Add New', 'Data Manager', 'Fields Builder' and 'Settings'. It also shows some options for support, a list of shortcodes that can be used to display listings, a changelog (ignore), a list of paid real estate themes by the same developer (ignore) and upgrade options.

MY LISTINGS
My Listings shows an overview of all the properties (chalets) that have already been created. These can be searched and filtered by category, type, status, ID, address and date added.

ADD NEW PROPERTY
1. Click 'Estatik' in the sidebar on the left-hand side (between 'Pages' and 'Comments') to go to the Estatik Dashboard.
2. Click 'Add 'New' on the dashboard or 'Add new property' in the sidebar.
3. Add title: add the name of the chalet. This field is **required**.
4. Permalink: 'Add title' adds a permalink that can be edited to your liking. It defaults to the name of the chalet with a dash between words.
5. Big text area below: add a description.
6. Excerpt: leave blank.
7. Author: use your own name.

8. Basic information > Price / Call for price: fill in the price of the chalet if it's for sale. Just use a (decimal) number without commas or currency symbols. Estatik will take care of that. If the price is not known yet or you do not want to make it public, switch 'call for price' to 'yes'.
9. Basic information > Open House / Hot / Foreclosure / Featured: these are labels that show up as a banner on the property on the homepage and properties listing pages if the switch is switched to 'yes'. For the demo, I have only used 'Featured' on a few properties. Labels can be managed (e.g. added/deleted) by going to Estatik > Data Manager > Labels. The 'Featured' label is **required** if you want to show the property on the homepage under 'Featured Chalets'.

10. Basic information > Price note: if necessary, you can add a price note here, for example 'room for negotiation'.
11. Basic information > Bedrooms / Bathrooms / Floors: for each of these, add a number if known.
12. Basic information > Area: add the surface area of the property in square meters or feet.
13. Basic information > Lot size: add total area of the lot size in square meters, feet, acres or hectares.
14. Basic information > Year built: if the year the property was built is known, you can add it here.
15. Basic information > Rent p/mo from: if the property can be rented, the minimum price per month can be added here. Just use a (decimal) number.

16. Address > Address / Latitude / Longitude: here you can fill in address information.

17. Media > Embed the code: If you want to use a video, you can do so by entering a video code in iframe format as explained in the example.
18. Media > Add image(s): To add images of the property, click 'Add image(s)'. Then you have 2 options:
    a. If you have already added the images to the Media Library (in WordPress sidebar called 'Media'), you can click 'Media Library' and select images from there. To select multiple images hold 'Shift' while clicking the images. Then click 'Add image(s). If later you decide to delete the property, these images will not be deleted and you will have to do this manually from the Media Library.
    b. If you haven't added them to the Media Library yet, you can upload files directly from your computer, either by clicking 'Select Files' or by dragging and dropping them. They will then be added to your Media Library and you can select them and click 'Add image(s). If later you decide to delete the property, these images will also be deleted.

    The image(s) should now appear under the 'Add image(s)' button in the Media section of the Estatik Add new property page.

19. To add more fields, go to Estatik > Fields Builder > Create Field. Fill in the information and click 'Create'. Custom fields can be edited (pencil icon) and deleted ('X' icon), default fields cannot.

20. In the Sidebar on the right you can see 7 sections called 'Publish', 'Category', 'Status', 'Type', 'Features', 'Rent period', 'Amenities', and 'Astra Settings'.
21. Sidebar > Category: Fill in 'For rent' and/or 'For sale'. If both, separate tags with commas. This information is **required** to display the property on the right page.
22. Sidebar > Status: For example: 'Open', 'Let agreed', 'Sold', 'Under offer'. You can also add your own tags here.
23. Sidebar > Type: The type of property, for example: 'Chalet', 'Villa', 'Apartment', 'Bungalow'.
24. Sidebar > Features: List the various features of the property separated by commas, for example: 'dining room', 'breakfast bar', 'garage', 'billiards table'.
25. Sidebar > Rent period: If the property can be rented, you can list what rental periods are possible, for example: 'Per month' or 'Per week'.
26. Sidebar > Amenities: List the various amenities the property has to offer separated by commas, for example: 'air conditioning', 'dishwasher', 'security system'.
27. Sidebar > Astra Settings: Leave as it is.

28. Sidebar > Publish > Publish: When you are happy with the information you have provided about the property and want to make it public, you can click 'Publish'.
29. Sidebar > Publish > Save Draft: When you are not ready yet but want to save your work, you can click 'Save Draft'. It will add it to 'My Listings' as a draft, but won't be visible to the public yet.
30. Sidebar > Publish > Preview: If you want to know what it looks like on the page before you publish it, you can click 'Preview'.

UPDATE A PROPERTY
Updating a property is really easy. In order to do so

1. Navigate to Estatik > My listings.
2. Find the property by using the search functionality where you can filter by category, type or status and search by ID, address or date added.
3. Click the title of the property that you want to change. This will bring you to the 'Edit' page, which is similar to the 'Add new property' page but with all the (old) information already filled in.
4. Make as many changes to any of the fields as you like, according to instructions above.
5. Sidebar > Publish > Preview Changes: If you want to know what it looks like on the page before you publish it, you can click 'Preview Changes'.
6. Sidebar > Publish > Update: Click 'Update' to make your changes public.

DELETE A PROPERTY
Deleting a property is also very easy. In order to do so

1. Navigate to Estatik > My listings.
2. Find the property by using the search functionality where you can filter by category, type or status and search by ID, address or date added.
3. Click the square in front of the listing to select it. The square now shows a check mark symbol.
4. In the 'Manage' field right under the search bar, you can click 'Delete' and then click 'Yes' to confirm that you want to delete it.
5. Deleting a property will also delete its images if these were added to WordPress while creating the property by using 'Upload Files'.
6. Deleting a property will not delete its images from the Media Library if you added them there before creating the property. In order to delete these images, navigate to Media, click 'Bulk Select', click the images you want to delete and then click 'Delete Permanently'. Then click 'ok' to delete.

SHOW CHALETS ON SALES AND RENTAL PAGES
The way I have set up Estatik with a shortcode on the sales/rental pages, nothing needs to be done to display new or updated properties.

1. The shortcode for the sales page is: [es_my_listing layout="list" category="for sale"].
2. The shortcode for the rental page is: [es_my_listing layout="list" category="for rent"].

As you can see, the shortcodes take care of the layout and the category. Since Estatik relies on category information, **it is important to give each new property a category of either 'For sale' or 'For rent'**. If a property does not show up on the right page, it is likely that the property does not have a category, or that the category name is wrong.

It is best to leave the shortcodes as they are, as changing them might lead to unexpected results.

SHOW FEATURED CHALETS ON HOMEPAGE

Likewise, a shortcode is used to display chalets on the homepage and again nothing needs to be done to display new or updated properties.

The 'Featured' label makes sure that properties with this label will be featured on the homepage under 'Featured chalets for sale' and 'Featured chalets for rent'.

1. The shortcode for 'Featured chalets for sale' is: [es_featured_props layout="3_col" category="for sale" limit="6" sort="recent"].
2. The shortcode for 'Featured chalets for rent' is: [es_featured_props layout="3_col" category="for rent" limit="6" sort="recent"].

Here the shortcodes also take care of layout and category, but also limits the displayed amount to 6 and show the most recent properties first. The first part, 'es_featured_props' refers to all properties with the label 'Featured'. **So, if you want to feature a property on the homepage, it is important to switch the switch of the 'Featured' label on the property's 'new' or 'edit' page to 'yes'.** If a property does not show up, it is likely that the 'Featured' label is switched to 'no' or that there are more than 6 properties in its category with the Featured label.

SHOW LATEST CHALETS ON HOMEPAGE

A shortcode is also used to display the 5 latest chalets in a slideshow on the homepage and again nothing needs to be done to display new properties.

1. [es_property_slideshow slides_to_show="3" sort="recent" limit="5" show_arrows=1]

READ MESSAGES SENT THROUGH CONTACT FORM

I have used the plugin Contact Form 7 to make the form on the Contact page. Since Contact Form 7 does not save the submitted messages, I had to install the plugin Flamingo to manage messages from the admin site. In order to see messages sent through the contact form, go to:

1. Flamingo (in WP sidebar) > Inbound Messages. Click on the Subject title to see the message.

MORE INFORMATION

1. For more information on how to use Estatik, see: https://estatik.net/estatik-plugin-documentation/ and https://estatik.net/video-tutorials/.
2. For more information on Elementor: https://elementor.com/getting-started/ .
3. For more information on the Astra theme: https://wpastra.com.