



Chalets & Caviar
LUXURY CHALETS

INSTRUCTIONS

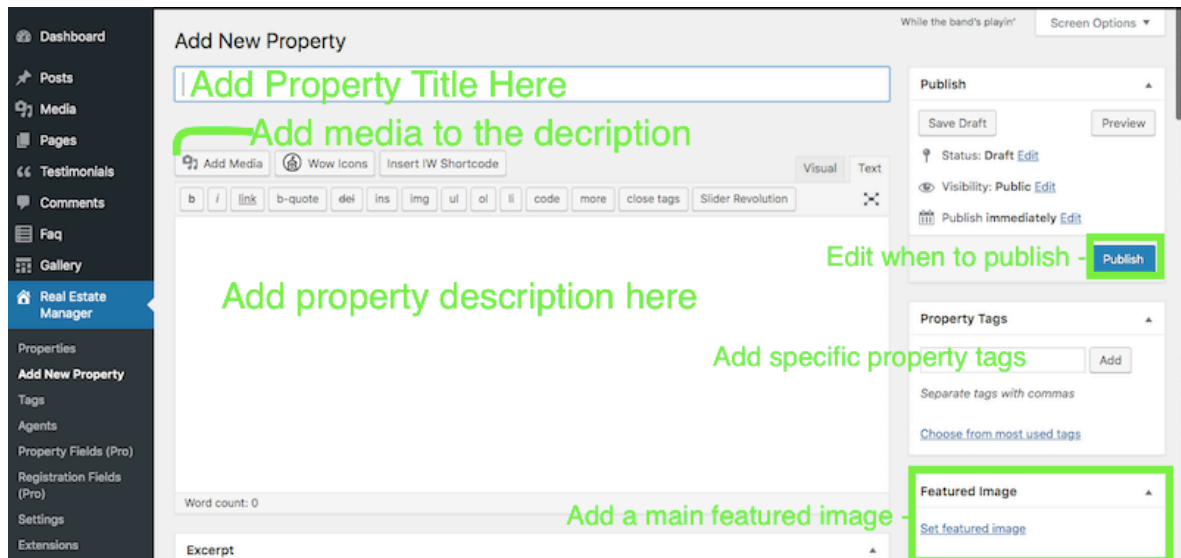
Adding new properties

1. Click Add New Property from the Real Estate Manager tab

The screenshot shows the 'Real Estate Manager' interface. On the left sidebar, the 'Real Estate Manager' tab is selected, and the 'Add New Property' option is highlighted. The main content area displays a list of properties with columns for Title, Author, Property Tags, Date, Type, Purpose, Status, Property ID, and Featured Image. The list includes three properties: 'Luxury Villa in Rego Park', 'Villa Jane Grande', and 'Luxury Chalet Tara'. The 'Add New Property' button is visible at the top of the main content area.

<input type="checkbox"/>	Title	Author	Property Tags	Date	Type	Purpose	Status	Property ID	Featured Image
<input type="checkbox"/>	Luxury Villa in Rego Park	padkins84	—	Published 2019/03/25	Villa	Rent	Available	3508	
<input type="checkbox"/>	Villa Jane Grande	padkins84	—	Published 2019/03/25	Chalet	Rent	Available	3507	
<input type="checkbox"/>	Luxury Chalet Tara	padkins84	—	Published 2019/03/25	Chalet	Sell	Available	3506	

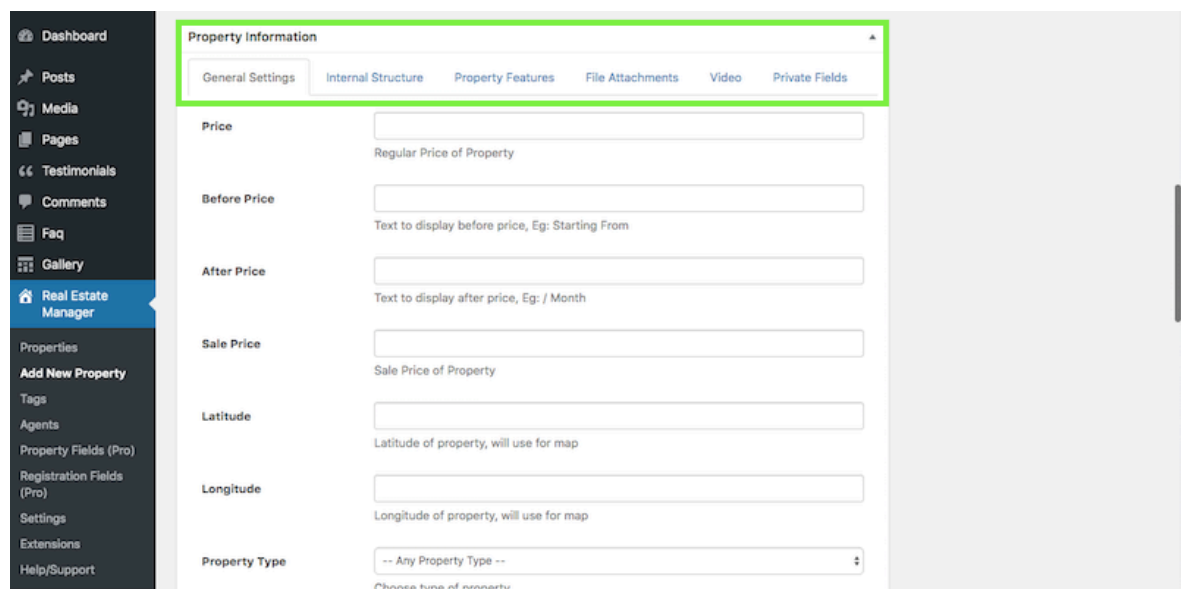
2. Add details about the new property



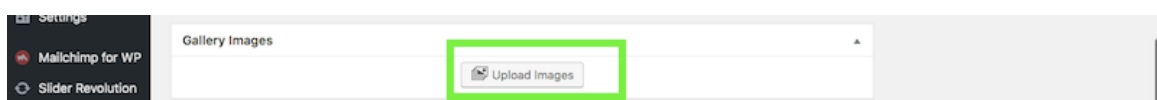
3 - Use dropdown menu to select an author



4. Edit property details within the different tabs (Type = Rent or Sale etc)



5. Click upload images to add images to the gallery



6. Click Publish to make the property live on the website.

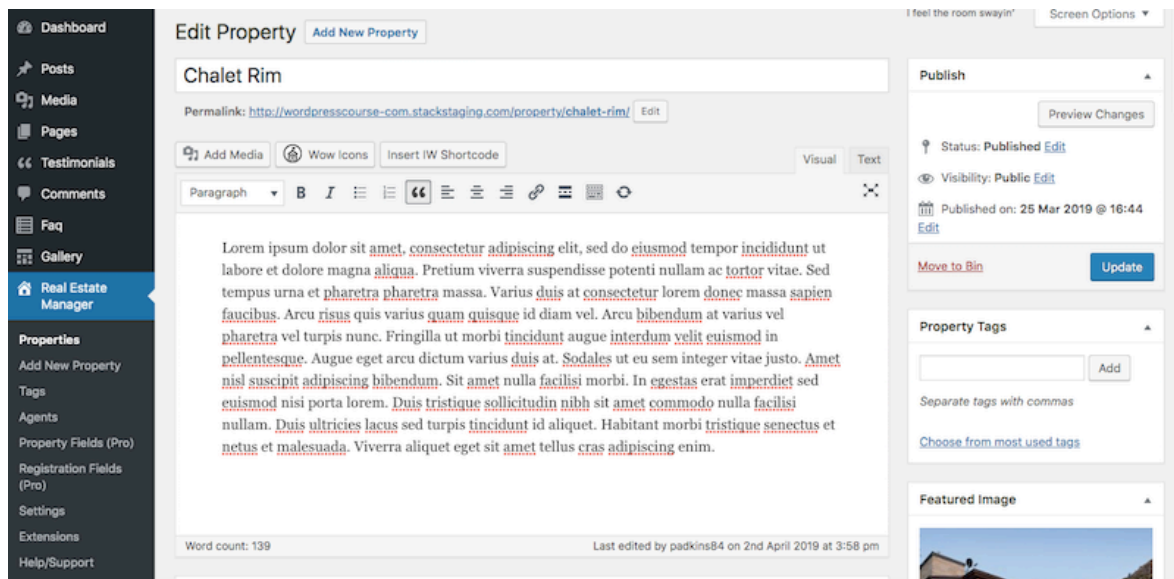
Edit existing properties

1. Click the Properties tab under Real Estate Manager followed by clicking on any of the existing properties

The screenshot shows the 'Properties' management interface. On the left, a sidebar contains navigation links: Dashboard, Posts, Media, Pages, Testimonials, Comments, Faq, Gallery, Real Estate Manager, Properties (highlighted), Add New Property, Tags, Agents, Property Fields (Pro), Registration Fields (Pro), Settings, Extensions, Help/Support, and Contact. The main content area is titled 'Properties' and includes an 'Add New Property' button. Below this, there are filters for 'All (12)' and 'Published (12)', and a search bar. A table displays the following data:

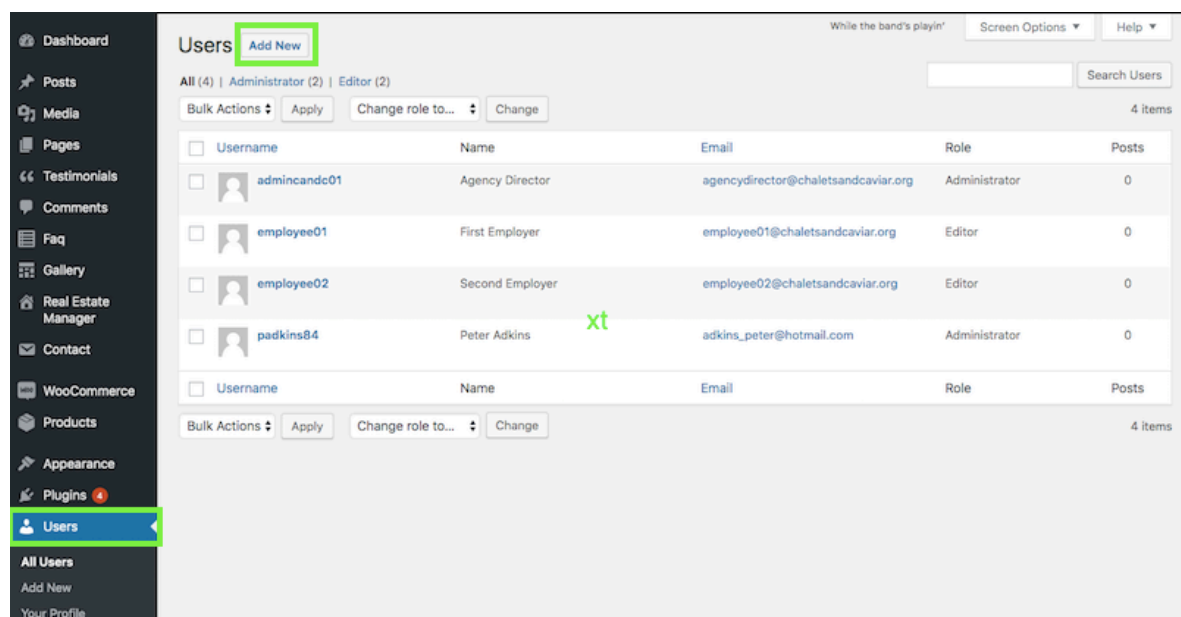
<input type="checkbox"/>	Title	Author	Property Tags	Date	Type	Purpose	Status	Property ID	Featured Image
<input type="checkbox"/>	Luxury Villa in Rego Park	padkins84	—	Published 2019/03/25	Villa	Rent	Available	3508	
<input type="checkbox"/>	Villa Jane Grande	padkins84	—	Published 2019/03/25	Chalet	Rent	Available	3507	
<input type="checkbox"/>	Luxury Chalet Tara	padkins84	—	Published 2019/03/25	Chalet	Sell	Available	3506	
<input type="checkbox"/>	Chalet Mountain View	padkins84	—	Published 2019/03/25	Chalet	Sell	Available	3504	
<input type="checkbox"/>	Chalet Rim	padkins84	—	Published 2019/03/25	Chalet	Rent	Available	3503	

2. Edit/update any information needed on your existing properties.



Add users/employers to become an editor

1. Click users on the left menu then Add New at the top of the page.



2. Fill the required fields, choose a role from the

dropdown menu and when finished click Add New User at the bottom.

Add New User

Create a brand new user and add them to this site.

Username *(required)*

Email *(required)*

First Name

Last Name

Website

Password [Show password](#)

Send User Notification ☒ Send the new user an e-mail about their account.

Role

[Add New User](#)

Text