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Project 2: Integrate a Wordpress theme for a client
Step 2: Configure access and documentation

I/ Log in

First and foremost, you want to log in to your website. You will find its URL address below :
<http://dev-chaletscaviar2500.pantheonsite.io/>

Here are the usernames and passwords of the agency director, and of two other editors :

Agency director :

(role : administrator)

- **Username** : Agency Director
- **Password** : AgencyDirector2500

Editor 1 :

- **Username** : Heather_editor
- **Password** : heatherEditor2500

Editor 2 :

- **Username** : Editor_2
- **Password** : frankEditor2500

I would like to point out that your user names can not be changed. Once you are logged in, you will have access to ***ChaletsCaviar2500***.

II/ The Website

On the top left side of your screen, you can see the name of your website, that is ***ChaletsCaviar2500***. On the top right side, there is a tag line : *Just another Wordpress site*. You may want to write something that fits best to your expectations, or simply remove it. If so, you need to look up at the top of your screen. You will see a black toolbar with various options. One of them is the name of your website. Hover on ***ChaletsCaviar2500*** and a dropdown menu will appear. Click on the very first item : ***Dashboard***. Once your dashboard is before your eyes, search for the ***Settings*** in the bottom part of the left sidebar. Finally, click on ***General***.

Below is a screenshot of what you should see:



Until now, only 12 chalets offers have been posted : 6 on the *for rent* page and 6 others on the *for sale* page.

On the right side, you can look at your ***recent posts, recent comments, archives, categories***. You may also notice a last title : ***Meta***. It shows you who is logged in. On the screenshot, you can clearly see that it is the administrator, but it could as well be an editor or a subscriber. You also have the possibility to log out once you are done, by clicking on the button ***Log out***, in the ***Meta*** submenu.

III/ The Dashboard

Your dashboard allows you to accomplish many things. This short tutorial will only cover the basics, that is what is essential for you to know before getting any further into wordpress.

First of all, you should know that it is from your dashboard that you manage most of your website. You can add new posts, update them or remove them at will.

In the left sidebar, you only need to hover on post and click on one the various options (***All Posts, New Posts***) to post a new offer about a chalet or delete one.

It is pretty much as simple when it comes to managing your pages.

In your ***Media***, you can upload images of your chalets as well as delete old ones.

There are a few other things you should be aware of. If you please, you may add widgets to your page (like a calendar, for instance). You may also customize the appearance of your website by hovering on ***appearance*** and choose one among the various options in the dropdown menu.

Finally, you should be able to use plugins. It is very easy, just like for pages or posts, to add a new one by clicking on ***Add new***. To give a concrete example, there are already two plugins which I installed to make your life easier :

1)*Re-add text underline and justify*

2)*WPForms Lite*

As the title indicates, the first one allows you to re-add text underline or justify your paragraphs. You could do it another way, that is modify the html, but I thought it would be more comfortable for you not to have to.

The second plugin I installed is the free version of a lucrative plugin, with which you can create forms. You may feel a bit limited if you mean to create larger forms but it should not be an issue as long as you only need few information from your clients (phone number, emails, names...)