**LeanGreen Help Document**

**Dev Site Login Link:** leangreen.wyattmeade.com/wp-admin

**Live Site Login Link:** leangreen.com/wp-admin

**Login:** admin

**Password:** L3anGre3n!WP

Once logged in, all edits to the website will be done in the following areas:

* Testimonials
* Clients
* Vending Solutions
* Business Types
* Pages
* Site Options

**Testimonials**

* Click ‘Add New’ to add a new testimonial. This will add a testimonial block in the top section of the **Testimonials** page.
* The *Title* will control the speaker of the testimonials.
* The *Content* box will control the Testimonial itself.

**Clients**

* Click ‘Add New’ to add a new client. This will add a client to the **Testimonials** page. Or you may edit any of the current clients.
* The *Title* will control the name of the client.
* The *Content* box will remain empty.
* The client logo/image is controlled via the *Featured Image* block.
  + In the ‘Featured Image’ block at the bottom of the right-hand column, click ‘Set Featured Image.’
  + Click the ‘Upload Files’ tab at the top.
  + Click ‘Select Files’ to navigate to and select the logo/image you wish to upload. Alternatively, you can drag & drop an image onto this page.
  + Click ‘Set Featured Image’ to save.
  + Click ‘Publish’ or ‘Update’ in the *Publish* block to add the new client to the page.

**Vending Solutions**

* Click ‘Add New’ to add a new vending solution block to the **Vending Solutions** page.
* The *Title* will control the heading of the block.
* The *Content* box will control the paragraph text under the heading.

**Business Types**

* Business Types are the blocks located on the **Who We Serve** page. Currently the page is only formatted for the current list. Any additional blocks will require an updated background image for the page.
* Select the Business Type you wish to update.
* The *Title* will control the dropdown text.
* The *Content* box will control the paragraph text displayed when the dropdown text is clicked.
* The image displayed above the dropdown text is controlled via the *Featured Image* block. Refer to the Clients section above to see how to set a featured image.

**Pages**

**Note:** Each page has its own template. In the ‘Page Attributed’ block, you will see a dropdown for *Template*. It’s important that these correspond to the page you’re editing. For example: **Home** will be set to the *Homepage* template. All sub-pages will use the *Default Template*.

**Home**

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