



USER GUIDE FOR REAL ESTATE AGENTS TO MANAGE LISTINGS

1. How to login into WordPress dashboard?

- First step, go to the dashboard page by using the link:
<https://dev-dream-your-chalet.pantheonsite.io/wp-admin/> .
- Second step: Login using your credentials which will be sent through email

dev-dream-your-chalet.pantheonsite.io/wp-login.php?redirect_to=https%3A%2F%2Fdev-dream-your-chalet.pantheonsite.io%2Fwp-admin%2F&reauth=1

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WordPress logo

Login to your WordPress Site [Return to Pantheon](#)

Username or Email Address

Password

☐ Remember Me [Log In](#)

[Register](#) | [Lost your password?](#)

[← Back to](#)

2. How to add a new listing?

A- Only The Real Estate Manager with its level access “administrator” can add new property:

- On the control panel (left), go to the “Properties” and click on “Add New” to add a new Property

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dev-dream-your-chalet.pantheonsite.io 0 + New Hi, Sarah Real

Screen Options Help

Dashboard

You have activated Orbit Fox plugin! Go to the [Dashboard Page](#) to get started with the extra features.

Elementor Overview

Elementor v2.9.8 [+ Create New Page](#)

Recently Edited

Properties

[Add New](#)

Types

Tags

Features

Settings

Kit #10: The Barbershop Website Template Kit

This kit's template kit is an authentic and hip barbershop website template that makes it simple and easy for businesses to create their own website with Elementor. Adjust the template to your business needs and to set up your website in a quick and simple way.

We Just Reached the Peak of WordPress: 5 Million Active Installs!

Elementor just passed the highest milestone possible for a WordPress plugin: 5 million active installs.

Quick Draft

Title

Content

What's on your mind?

[Save Draft](#)

WordPress Events and News

Attend an upcoming event near you.

WordCamp Kent Online May 30–31, 2020

Manchester WordPress User Group May 2020 – Online



- Add a title and a description for the new property;

- Set the “State of progress” to “active”, Add the “Price”, select the “Property status” (rent or sale) and add “Bedrooms”, “Bathrooms”, “Area”, “Parking places”



- Click on **“CHOOSE MEDIA”** to Upload images for the gallery and also Click on **“Set featured image”** to add the featured image of the new property (all the images can come from the **“Media Library”** or from **“Upload Files”**); in the case of **“Upload files”** or **“Media Library”** always Click on **“Choose Media”** to finish your settings.

Bathrooms: 0

Area: 0

Parking places: 0

Gallery: **CHOOSE MEDIA**

Location: Google
Impossible de charger Google Maps correctement sur cette page.
Ce site Web vous appartient ? OK

Agent: Sarah Real (Sarah Real Estate Manag...)

Featured image: **Set featured image**

Click on CHOOSE MEDIA to upload images for Gallery

Click Here for the featured image

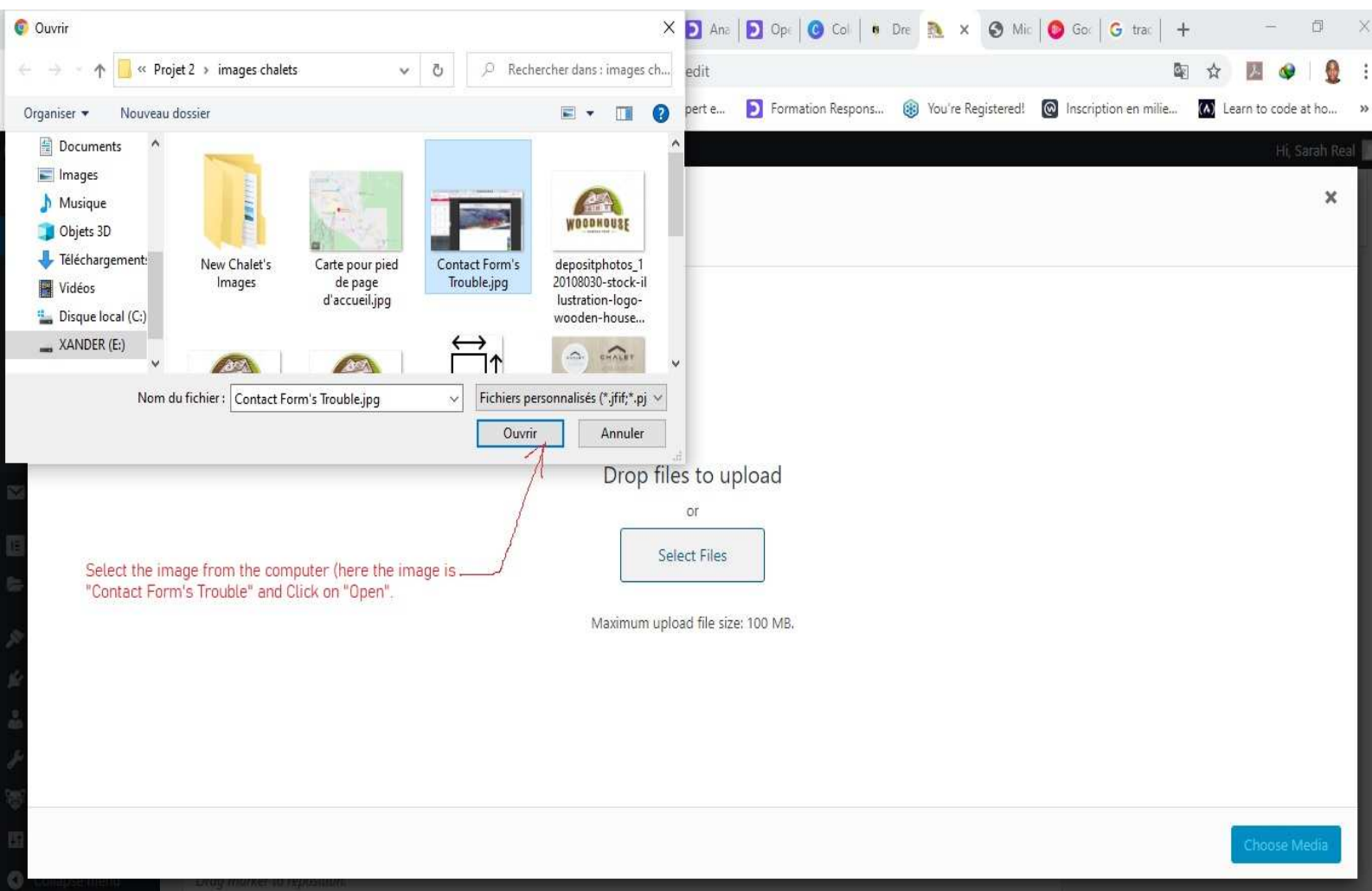
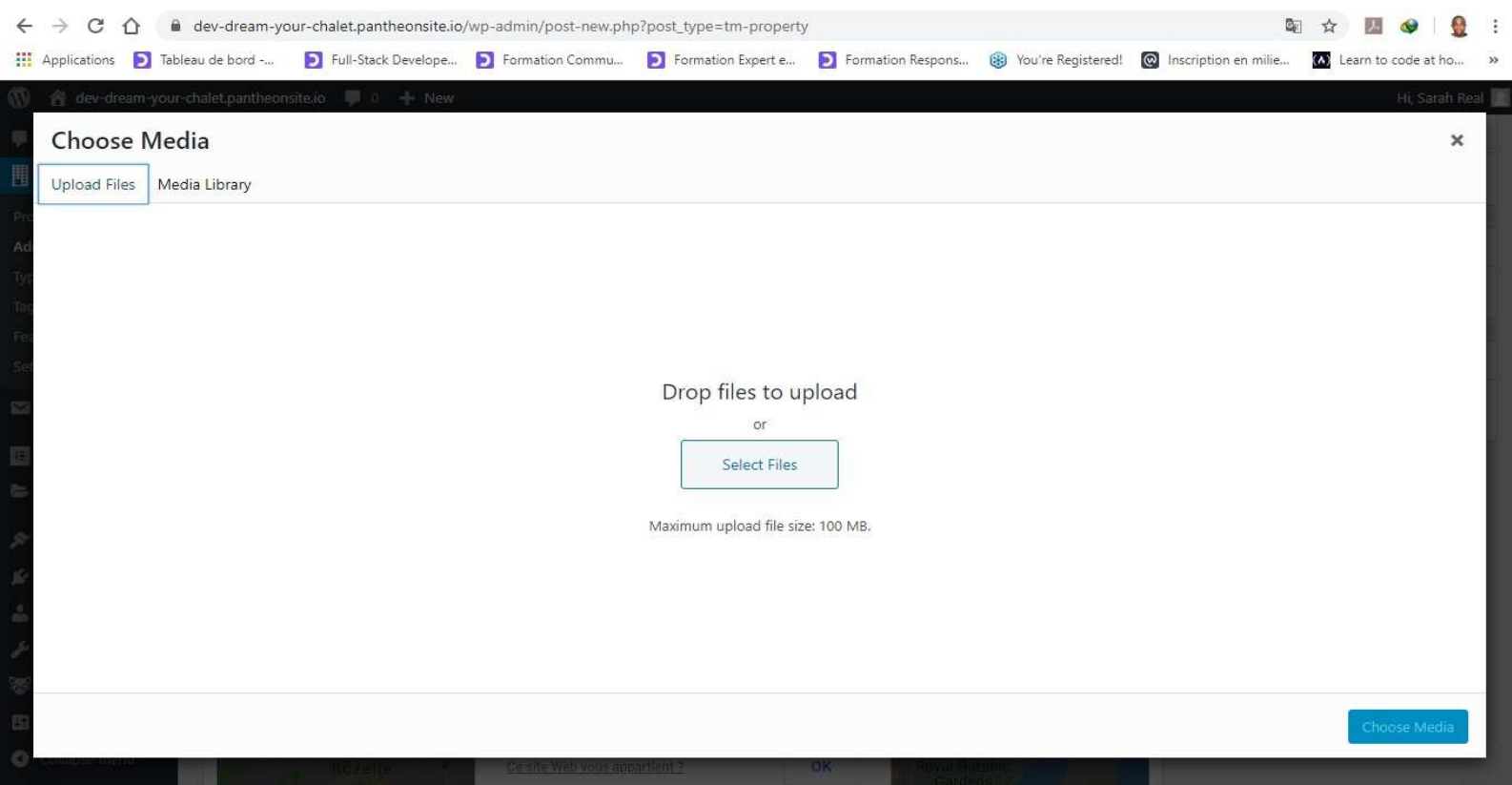
Choose Media

Upload Files Media Library

Filter Media: All dates

Search:

Choose Media



dev-dream-your-chalet.pantheonsite.io/wp-admin/post.php?post=5057&action=edit

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Dream's Chalet 0 + New View Property Hi, Sarah Real

Choose Media

Upload Files Media Library

Filter Media All dates

The selected image is loaded

Search

ATTACHMENT DETAILS

Contact-Forms-Trouble-1.jpg
27 May 2020
225 KB
1363 by 765 pixels
[Edit Image](#)
[Delete Permanently](#)

Alt Text

[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title Contact Form's Trouble

Caption

Click on "Choose Media" to finish.

Choose Media

dev-dream-your-chalet.pantheonsite.io/wp-admin/post.php?post=5057&action=edit

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Dream's Chalet 0 + New View Property Hi, Sarah Real

Pages

Comments

Properties

Properties

Add New

Types

Tags

Features

Settings

Contact

Elementor

Templates

Appearance

Plugins

Users

Tools

Orbit Fox

Settings

Collapse menu

Gallery

CHOOSE MEDIA

The new image is added here

Author xander (xander)

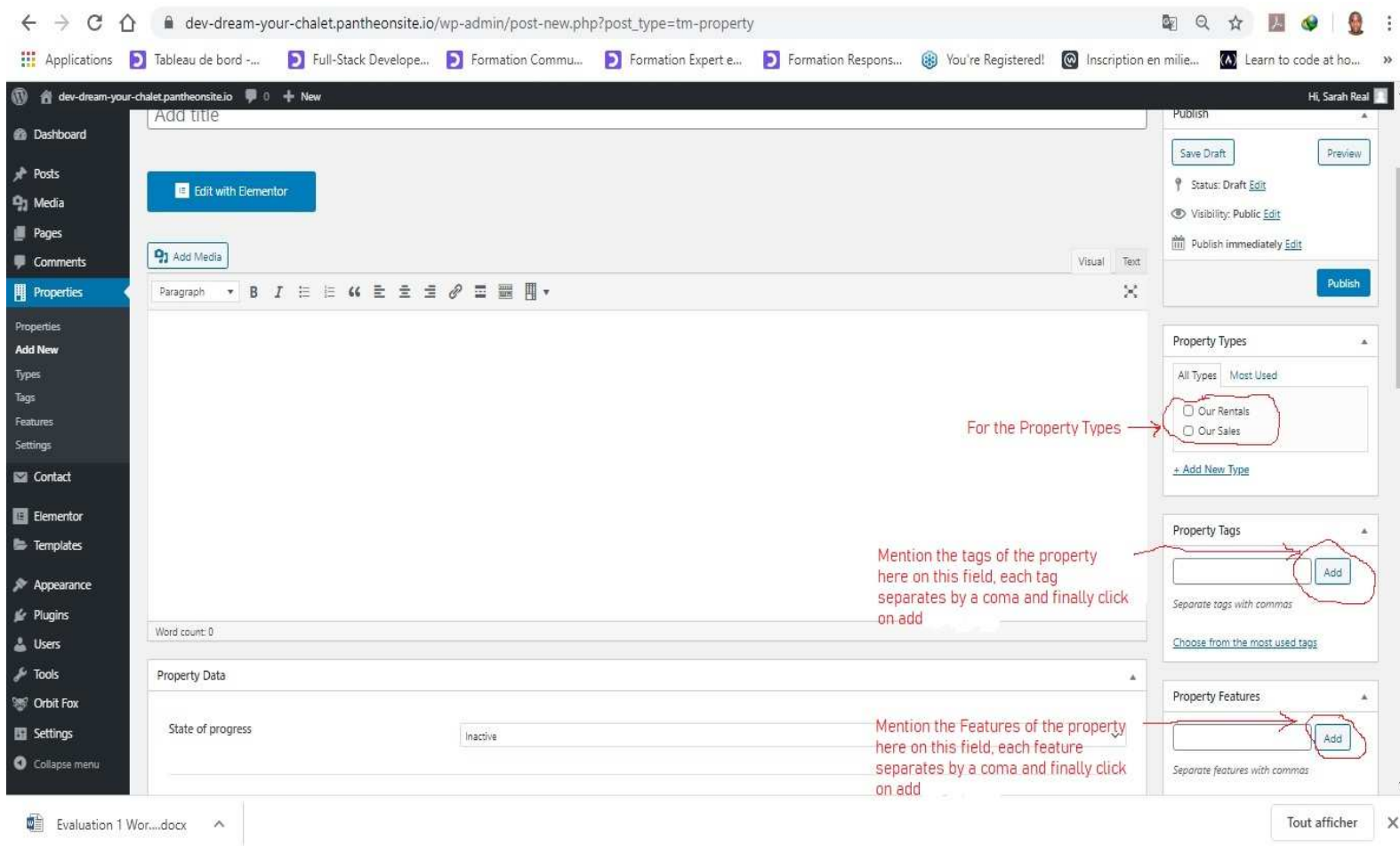
Agent xander (xander)

Featured image

Click the image to edit or update

[Remove featured image](#)

- Check “**sale or rent**” for the property type, complete the property tag (like “**In The Mountains**”, “**Panoramic View**” ...), the features (like “**Heater**”, “**Swimming Pool**”, “**Guarden**”, “**Jaccuzzi**” ...); make sure to separate every mention by a coma and Click on add for each fields



dev-dream-your-chalet.pantheonsite.io/wp-admin/post-new.php?post_type=tm-property

Hi, Sarah Real

Add title

[Edit with Elementor](#)

[Add Media](#)

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

Word count: 0

Property Data

State of progress: Inactive

Publish

[Save Draft](#) [Preview](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish immediately](#) [Edit](#)

[Publish](#)

Property Types

All Types | Most Used

☐ Our Rentals

☐ Our Sales

[+ Add New Type](#)

Property Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Property Features

[Add](#)

Separate features with commas

For the Property Types →

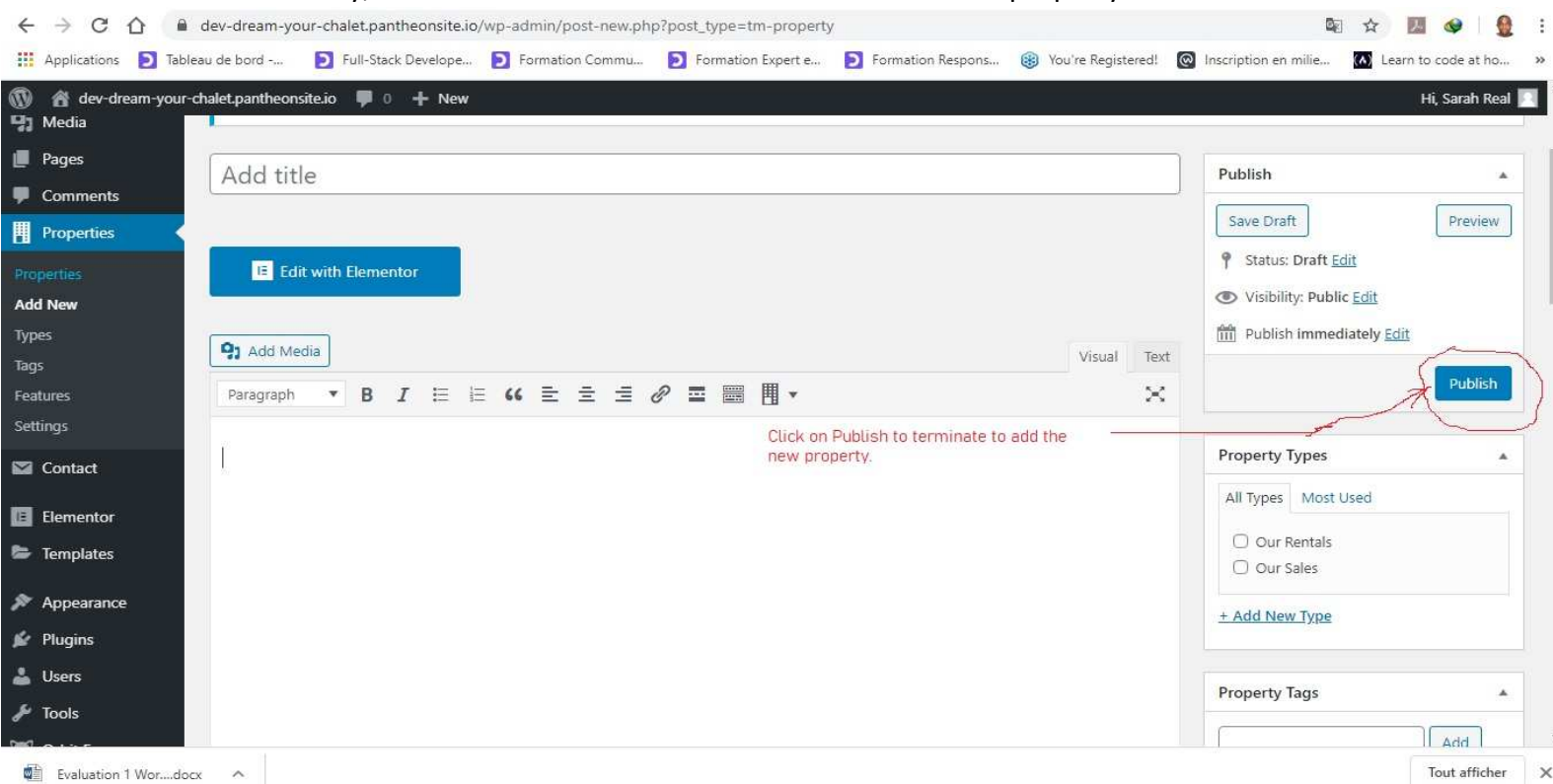
Mention the tags of the property here on this field, each tag separates by a coma and finally click on add →

Mention the Features of the property here on this field, each feature separates by a coma and finally click on add →

Evaluation 1 Wor....docx

Tout afficher

- Finally, “Click” on “Publish” to terminate to add the new property.



dev-dream-your-chalet.pantheonsite.io/wp-admin/post-new.php?post_type=tm-property

Hi, Sarah Real

Add title

[Edit with Elementor](#)

[Add Media](#)

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

Publish

[Save Draft](#) [Preview](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish immediately](#) [Edit](#)

[Publish](#)

Property Types

All Types | Most Used

☐ Our Rentals

☐ Our Sales

[+ Add New Type](#)

Property Tags

[Add](#)

Click on Publish to terminate to add the new property. →

Evaluation 1 Wor....docx

Tout afficher



B- The Real Estate Manager and The Real Estate Agents, can add new posts:

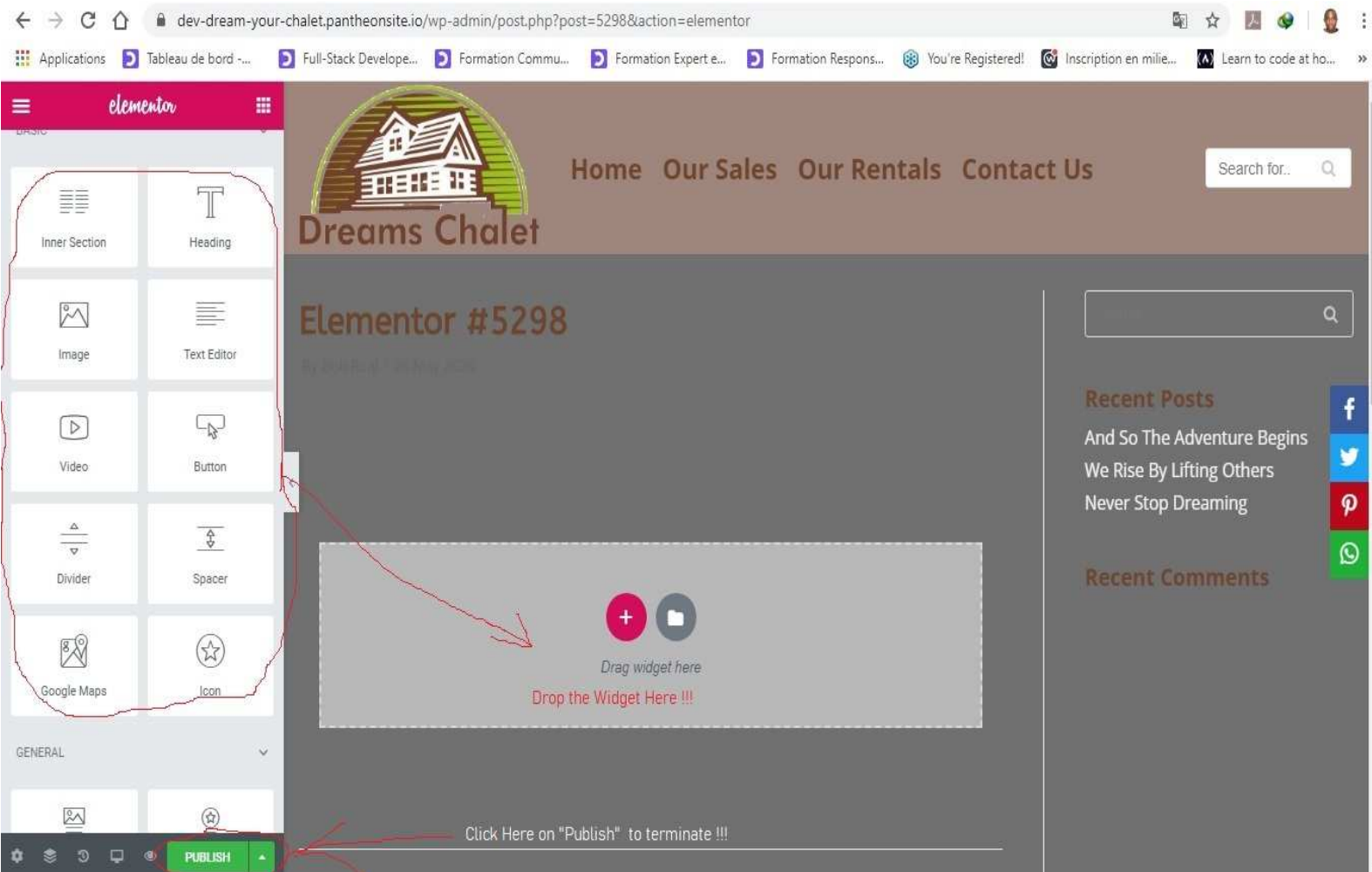
- Go to **“Posts”** on the Control Panel and Click on **“Add New”** to add a new Post

The screenshot shows the WordPress dashboard for the user 'Bob Real'. The left sidebar contains the 'Posts' menu item, which is circled in red. A dropdown menu is open for 'Posts', and the 'Add New' option is also circled in red. The main content area shows a list of recent posts, including 'Chalets', 'Our Chalets For Sale', and 'Home'. There is also a 'Quick Draft' section on the right with fields for 'Title' and 'Content', and a 'Save Draft' button.

- Click on the Button **“Edit whit Elementor”**

The screenshot shows the WordPress post editor for the post titled 'Elementor #5298'. The post content area is mostly empty, with a large blue button labeled 'Edit with Elementor' at the bottom. The right sidebar shows the 'Document' tab with various settings like 'Status & visibility', 'Permalink', 'Categories', 'Tags', 'Featured image', and 'Excerpt'. The 'Status & visibility' section shows the post is set to 'Public' and 'Immediately'.

- Make a **“drag-click”** and drop the necessary elements of the Elementor panel (on the left) on the designated field to compose the post (the elements are widgets: **“Sections”**, **“Icons”**, **“Image”**, **“Heading”**, **“Button”** ... Fill the widget with correct data and finally Click on **“Publish”** (green Button) to terminate.



dev-dream-your-chalet.pantheonsite.io/wp-admin/post.php?post=5298&action=elementor

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elementor

Home Our Sales Our Rentals Contact Us

Search for..

Elementor #5298

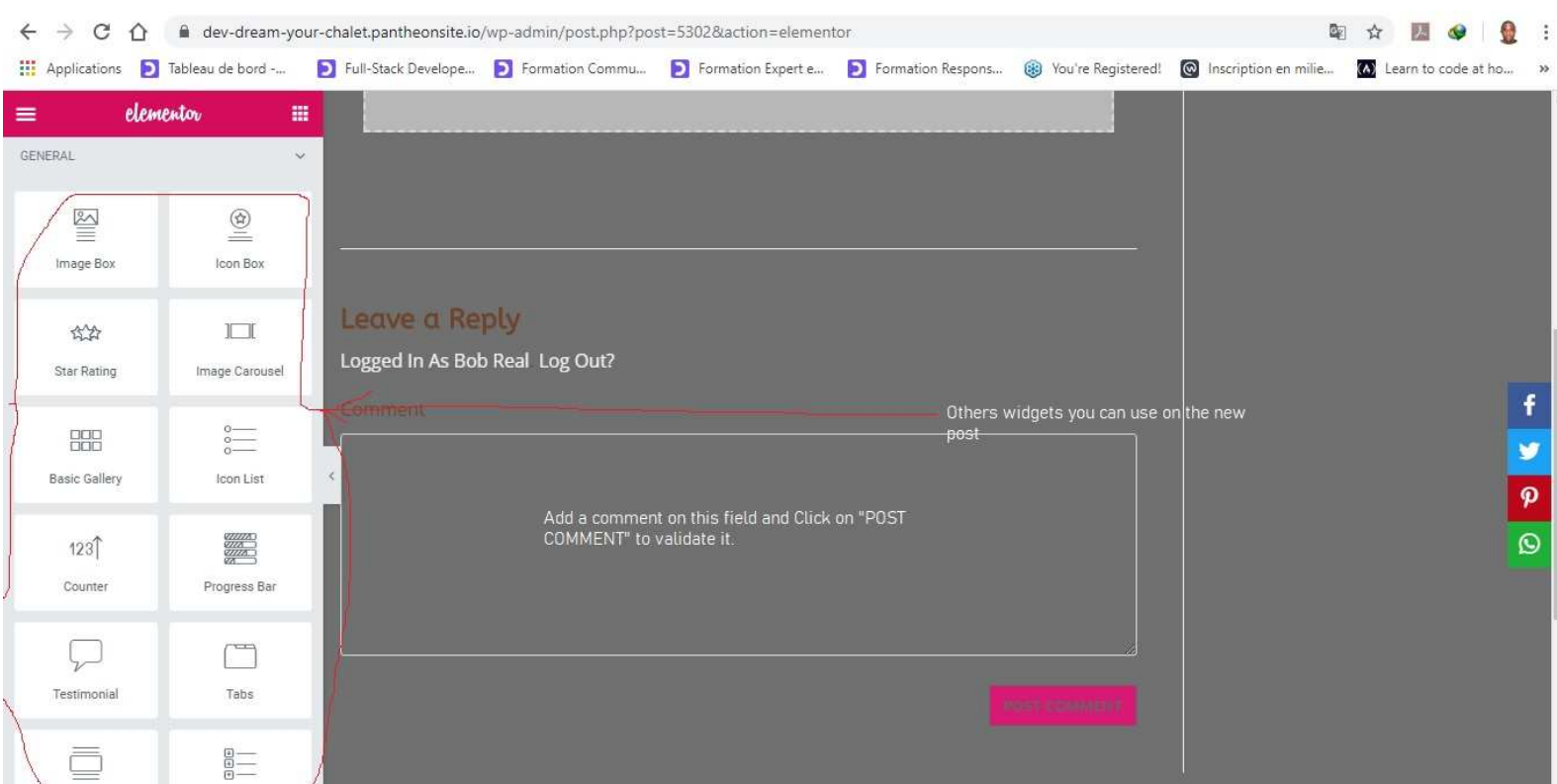
By Bob Real 20 May 2026

Recent Posts

And So The Adventure Begins
We Rise By Lifting Others
Never Stop Dreaming

Recent Comments

Click Here on "Publish" to terminate !!!



dev-dream-your-chalet.pantheonsite.io/wp-admin/post.php?post=5302&action=elementor

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elementor

GENERAL

Image Box Icon Box

Star Rating Image Carousel

Basic Gallery Icon List

Counter Progress Bar

Testimonial Tabs

Leave a Reply

Logged In As Bob Real Log Out?

Comment

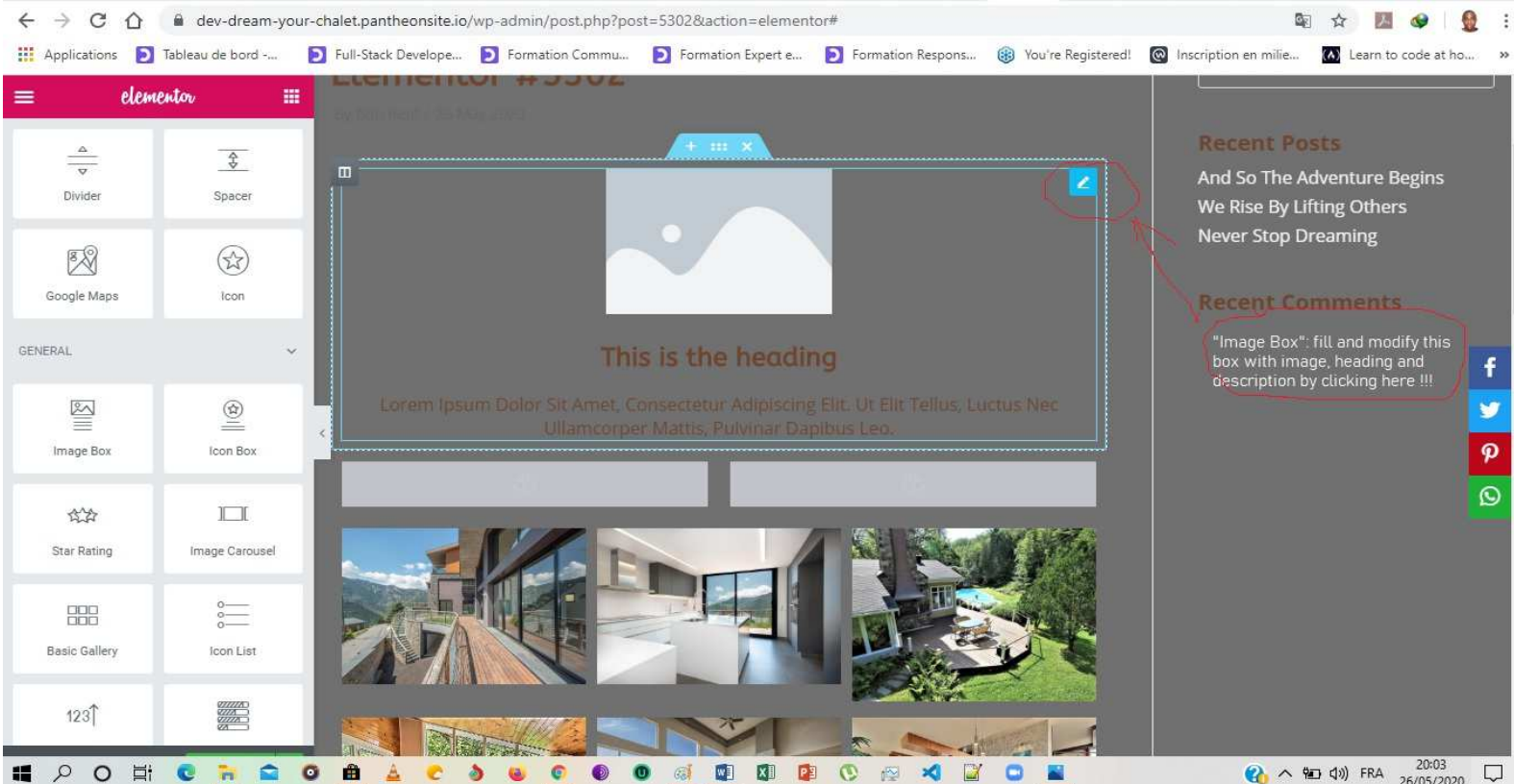
Others widgets you can use on the new post

Add a comment on this field and Click on "POST COMMENT" to validate it.

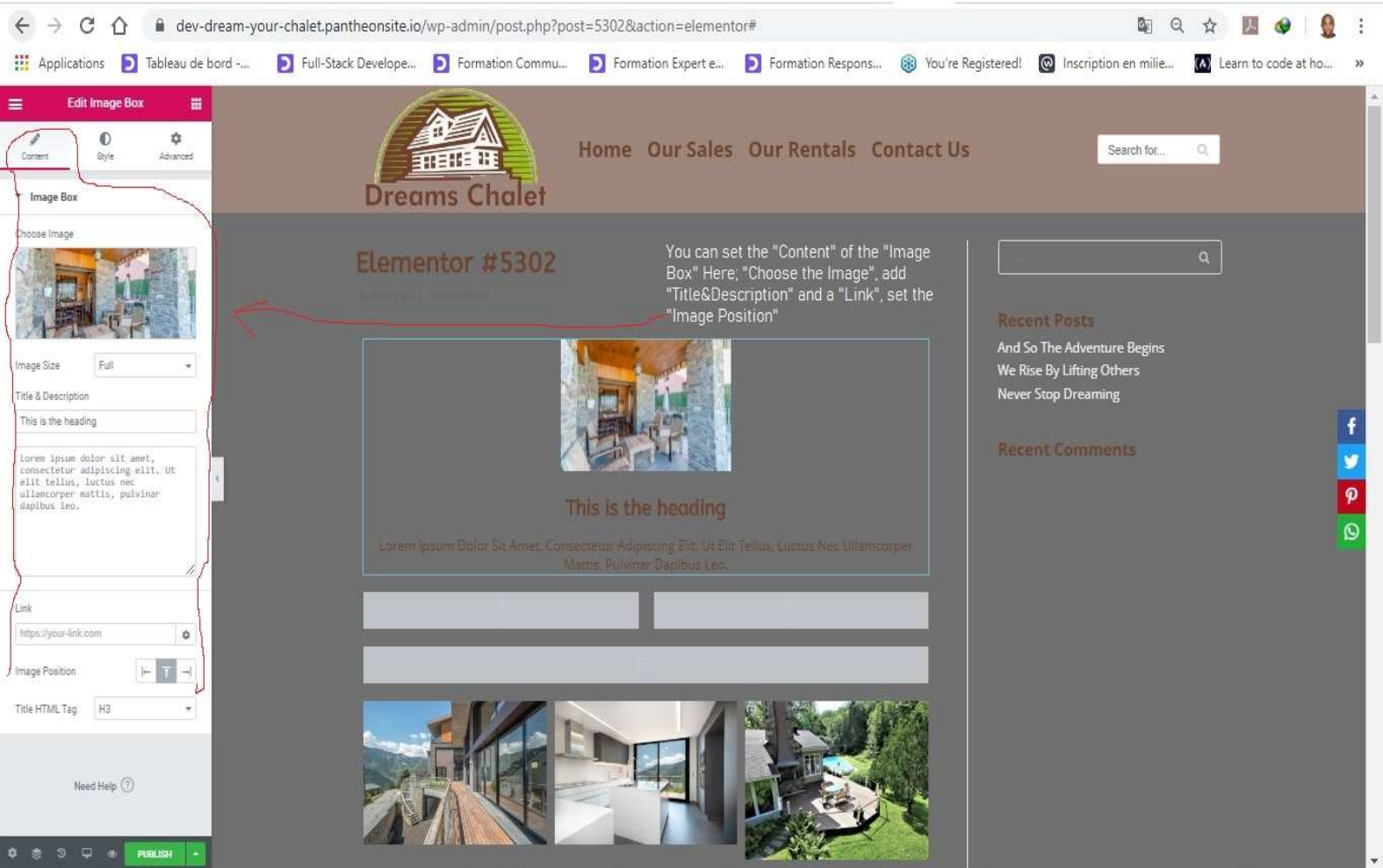
POST COMMENT



For example, insert an **"Image Box"**: fill and modify the **"Image Box"** with **"Image"**, **"Heading"**, **"Description"** and other data.



- Click on **"Content"** and **"Choose the Image"**, add **"Title&Description"** and a **"Link"**, set the **"Image Position"**





- You can Set the **"Style"** of the **"Image"** and the **"Content"** on the **"Image Box"**.

dev-dream-your-chalet.pantheonsite.io/wp-admin/post.php?post=5302&action=elementor#

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Home Our Sales Our Rentals Contact Us

Search for..

Dreams Chalet

Elementor #5302

Here you can change the "Style" of the "Image" and the "Content" on the "Image Box".

Recent Posts

And So The Adventure Begins
We Rise By Lifting Others
Never Stop Dreaming

Recent Comments

Content Style Advanced

Image

Spacing 15

Width (%) 30

Hover Animation None

NORMAL HOVER

CSS Filters

Opacity

Transition Duration 0,3

Content

PUBLISH

- Complete the **"Advanced"** settings of the **"Image Box"** and click on **"PUBLISH"** to finish.

dev-dream-your-chalet.pantheonsite.io/wp-admin/post.php?post=5302&action=elementor#

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Home Our Sales Our Rentals Contact Us

Search for..

Dreams Chalet

Elementor #5302

Here you have the "Advanced" settings for the "Image Box"

Recent Posts

And So The Adventure Begins
We Rise By Lifting Others
Never Stop Dreaming

Recent Comments

Content Style Advanced

Advanced

Motion Effects

Background

Border

Positioning

Responsive

Attributes

Custom CSS

Need Help ?

PUBLISH

Click on "Publish" to finish adding the "image Box" with the correct Data.



3. How to modify an existing listing?

The Real Estate Manager with her administrator's account can modify an existing listing like here:

On the WordPress dashboard (on the left), first Click on **"Properties"** and then on the properties List go hover the selected property and Click on **"Edit"** to modify the property; add the new data and to finish Click on **"Update"** for publishing.

The screenshot shows the WordPress dashboard for 'dev-dream-your-chalet.pantheonsite.io'. The left sidebar has the 'Properties' menu item highlighted. The main content area shows a list of properties. The first property, 'Edéa's Chalet', is selected, and its 'Edit' link is circled in red. Below the list, there are buttons for 'Quick Edit', 'Bin', 'View', and 'Edit with Elementor'.

Title	State	Price, \$	Status	Author	Property Types	Property Tags	Property Features	Date	Featured Image
Edéa's Chalet — Elementor	Active	15,000	Rent	xander	Our Rentals	Chalet, In The Mountains, Luxurious, Vegetable Fence	Games Room, Garage, Guarden, Heater, Laundry Room, Parking, Spa, Sports Complex	Published 2020/05/12	
Ebolowa's Chalet	Active	2,000	Rent	xander	Our Rentals	Chalet, In The Mountains, Luxurious	Guarden, Office, Terrace	Published 2020/05/12	
Bertoua's Chalet	Active	2,000	Rent	xander	Our Rentals	Chalet, In The Mountains, Luxurious, Panoramic View	Balcony, Elevator, Parking, Terrace	Published 2020/05/12	

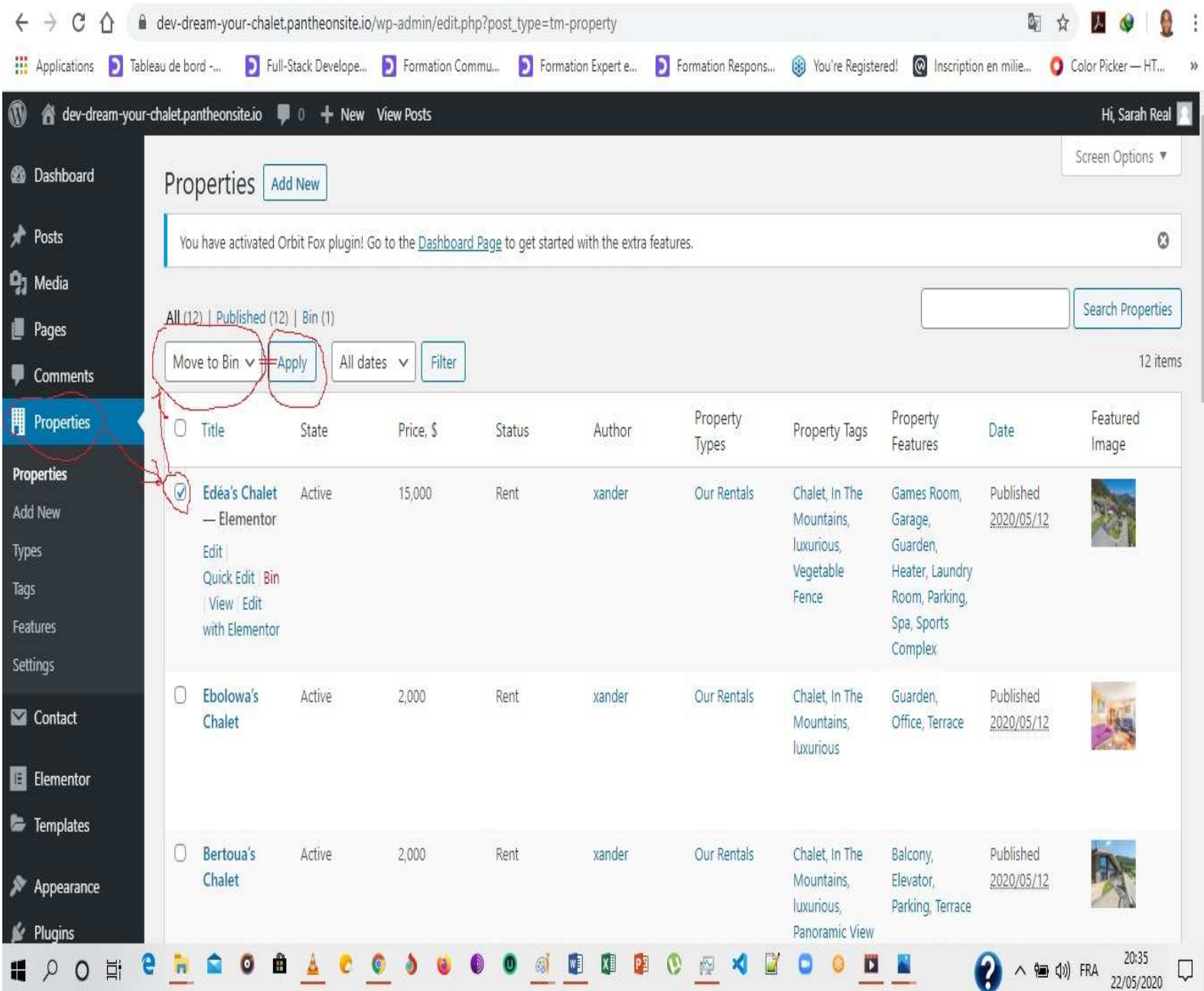
The screenshot shows the 'Edit Property' page for 'Edéa's Chalet'. The page has a top section with the title 'Edéa's Chalet' and a 'Publish' button. Below this is a 'Property Data' section with fields for 'State of progress' (set to 'Active') and 'Price' (set to '15000'). On the right side, there are sections for 'Property Types' (with 'Our Rentals' selected) and 'Property Tags' (with 'Chalet', 'In The Mountains', 'Luxurious', and 'Vegetable Fence' selected). The 'Update' button is circled in red, and a red arrow points to it with the text 'Click Here on "Update" for publishing'.

Click Here on "Update" for publishing

4. How to remove a listing?

The Real Estate Manager with her administrator's account can modify an existing listing like here:

On the WordPress dashboard (the panel on the left), first Click on **"Properties"** and then go hover the properties list and check the property you want to delete, on the scroll menu under the title **"All"** set it to **"Move to Bin"** and finish with a **"Click"** on **"Apply"**.



dev-dream-your-chalet.pantheonsite.io/wp-admin/edit.php?post_type=tm-property

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dev-dream-your-chalet.pantheonsite.io | 0 | + New | View Posts | Hi, Sarah Real

Dashboard | Posts | Media | Pages | Comments | **Properties** | Properties | Add New | Types | Tags | Features | Settings | Contact | Elementor | Templates | Appearance | Plugins




Properties [Add New](#)

You have activated Orbit Fox plugin! Go to the [Dashboard Page](#) to get started with the extra features.

All (12) | Published (12) | Bin (1)

[Move to Bin](#) [Apply](#) [All dates](#) [Filter](#)

12 items

<input type="checkbox"/>	Title	State	Price, \$	Status	Author	Property Types	Property Tags	Property Features	Date	Featured Image
<input checked="" type="checkbox"/>	Edéa's Chalet — Elementor Edit Quick Edit Bin View Edit with Elementor	Active	15,000	Rent	xander	Our Rentals	Chalet, In The Mountains, Luxurious, Vegetable Fence	Games Room, Garage, Guarden, Heater, Laundry Room, Parking, Spa, Sports Complex	Published 2020/05/12	
<input type="checkbox"/>	Ebolowa's Chalet	Active	2,000	Rent	xander	Our Rentals	Chalet, In The Mountains, Luxurious	Guarden, Office, Terrace	Published 2020/05/12	
<input type="checkbox"/>	Bertoua's Chalet	Active	2,000	Rent	xander	Our Rentals	Chalet, In The Mountains, Luxurious, Panoramic View	Balcony, Elevator, Parking, Terrace	Published 2020/05/12	

20:35 22/05/2020 FRA