Dreams Chalet
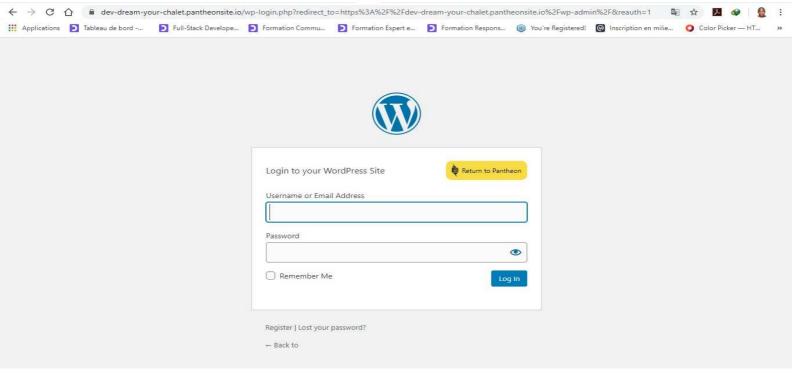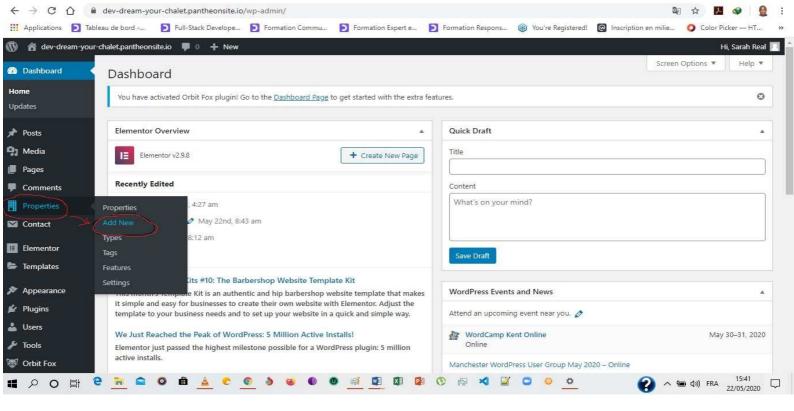
USER GUIDE FOR REAL ESTATE AGENTS TO MANAGE LISTINGS

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
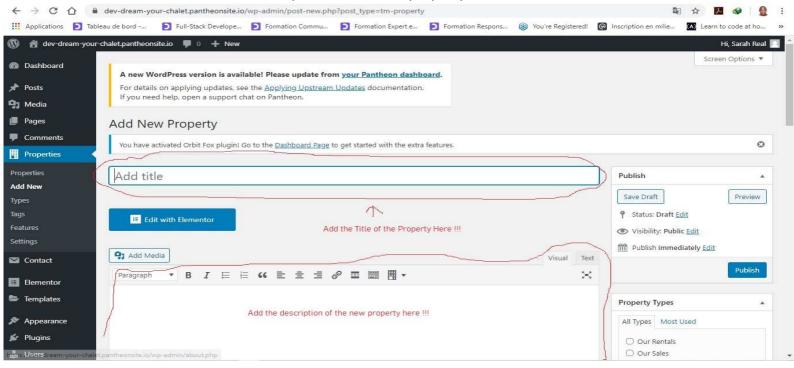

2. **How to add a new listing?**
A- **Only The Real Estate Manager with its level access "administrator" can add new property:**
- On the control panel (left), go to the **"Properties"** and click on **"Add New"** to add a new Property
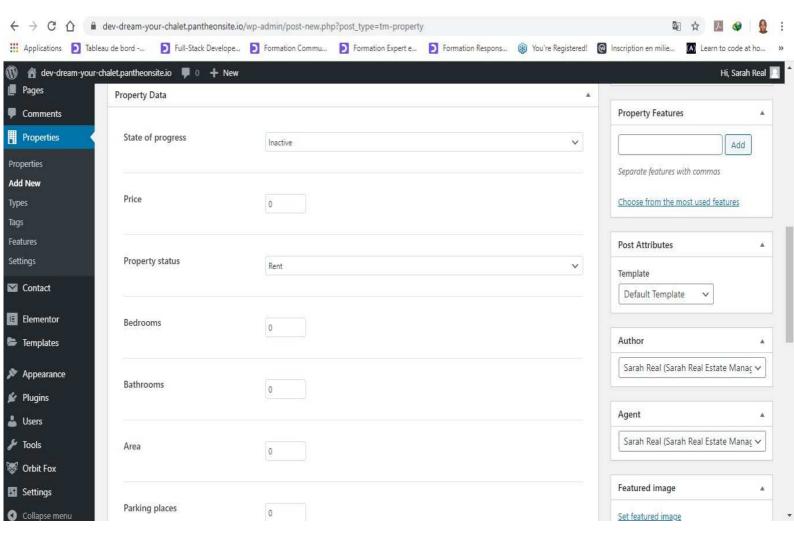
Dreams Chalet

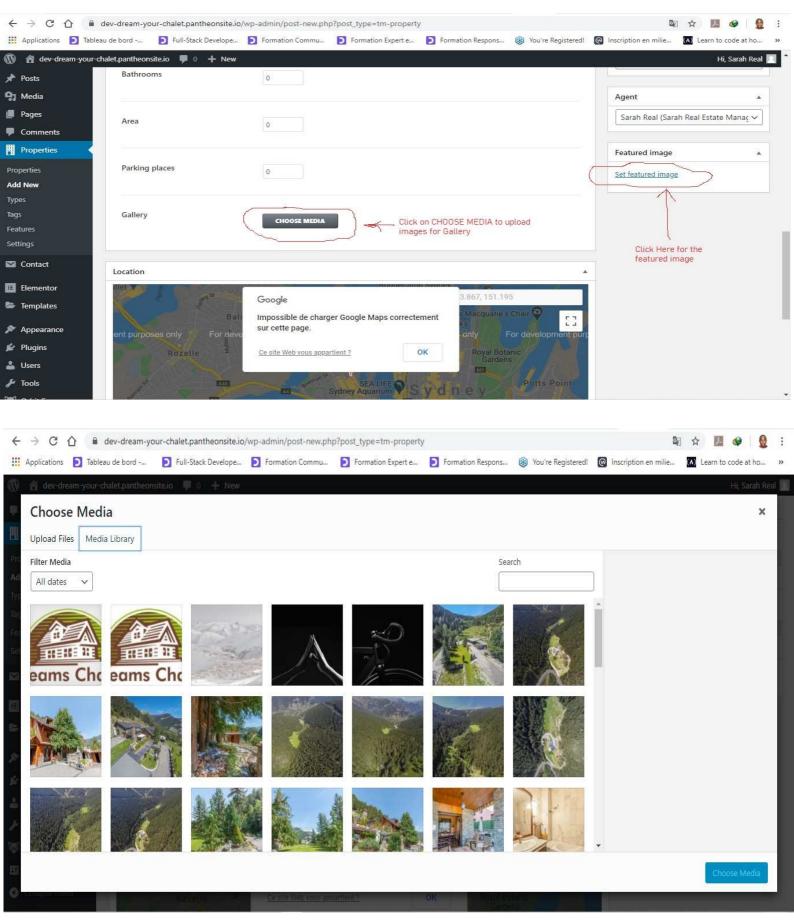- Add a title and a description for the new property;

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

Dreams Chalet

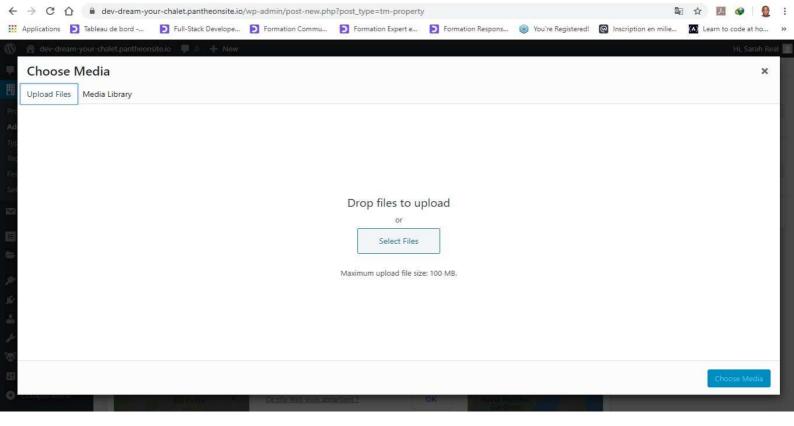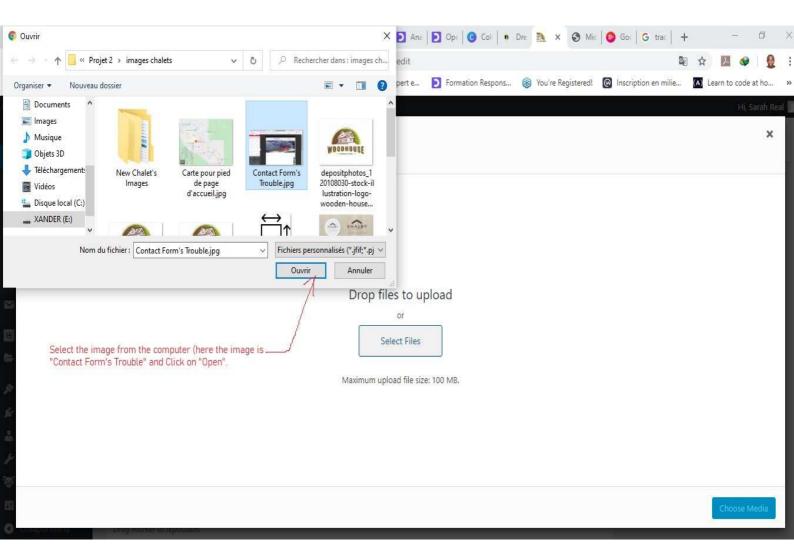- Click on **"CHOOSE MEDIA"** to Upload images for the gallery and also Click on **"Set featured image"** to add the featured image of the new property (all the images can come from the **"Media Library"** or from **"Upload Files"**); in the case of **"Upload files"** or **"Media Library"** always Click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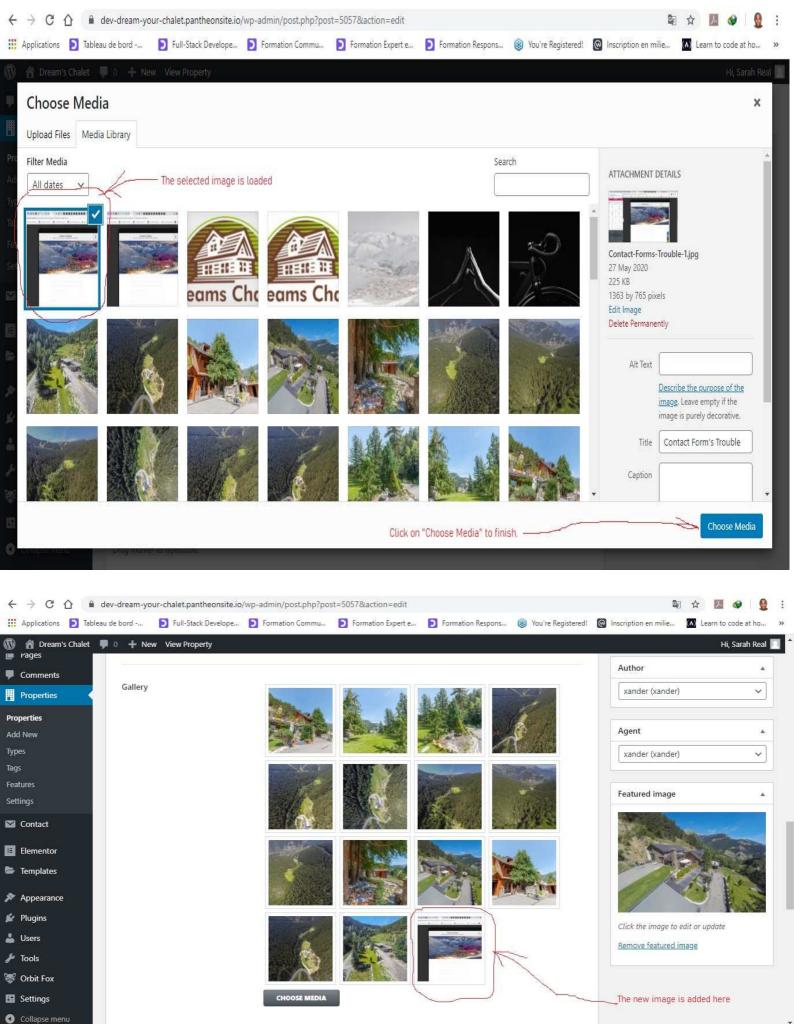
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Choose Media

Upload Files | Media Library

Drop files to upload

or

Select Files

Maximum upload file size: 100 MB.

Choose Media

Ouvrir

« Projet 2 > images chalets

Rechercher dans : images ch...

Organiser ▼ | Nouveau dossier

- Documents
- Images
- Musique
- Objets 3D
- Téléchargement:
- Vidéos
- Disque local (C:)
- XANDER (E:)

New Chalet's Images | Carte pour pied de page d'accueil.jpg | Contact Form's Trouble.jpg | depositphotos_1 20108030-stock-il lustration-logo-wooden-house...

Nom du fichier : Contact Form's Trouble.jpg | Fichiers personnalisés (*.jfif;*.pj ∨

Ouvrir | Annuler

Select the image from the computer (here the image is "Contact Form's Trouble" and Click on "Open".

Drop files to upload

or

Select Files

Maximum upload file size: 100 MB.

Choose Media

Dreams Chalet

Screenshot 1 — Choose Media dialog

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

Screenshot 2 — Properties edit page

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
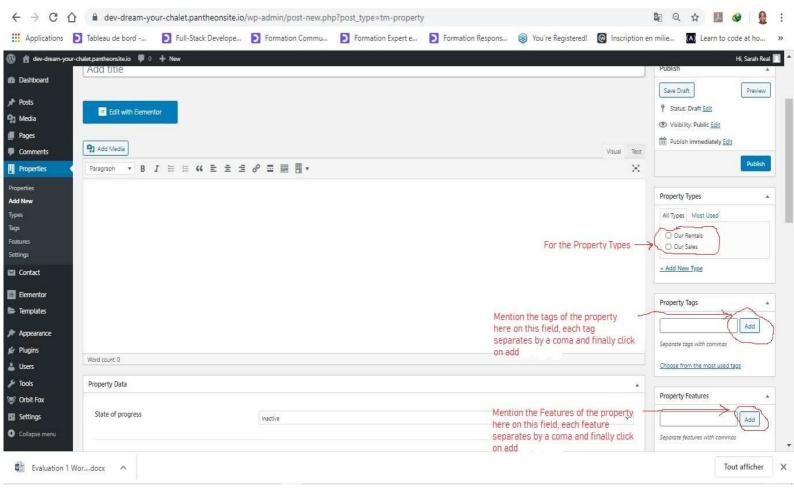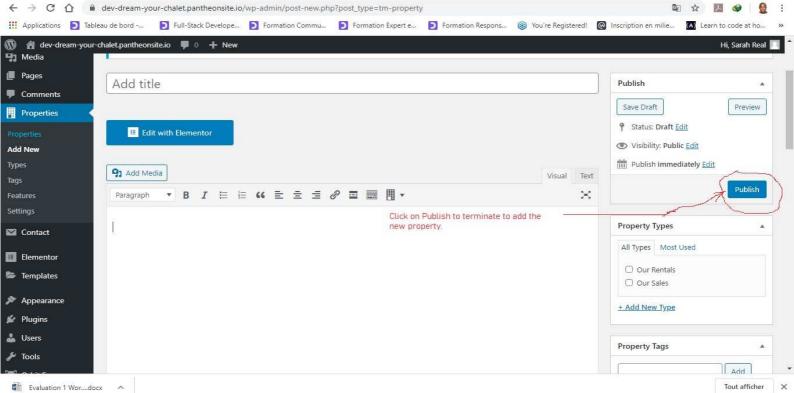
Remove featured image

- 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
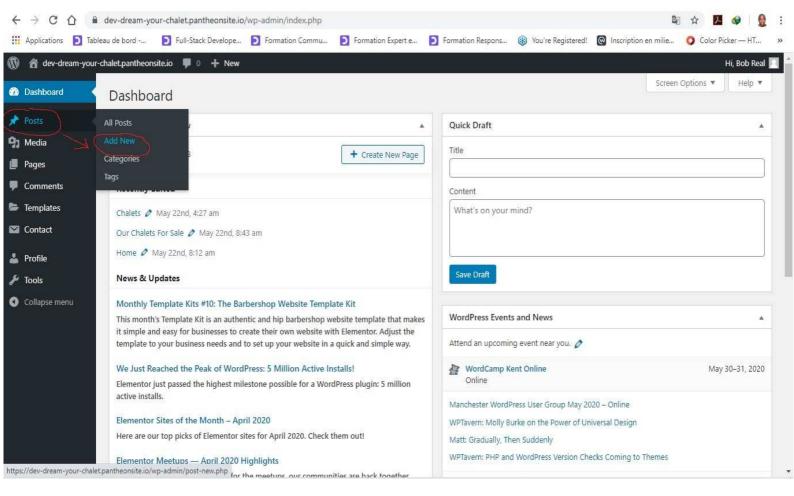

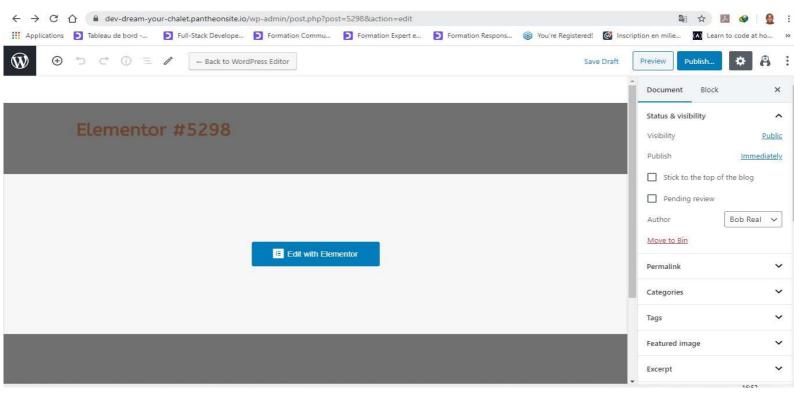- Finally, "Click" on "Publish" to terminate to add the new property.

Dreams Chalet

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
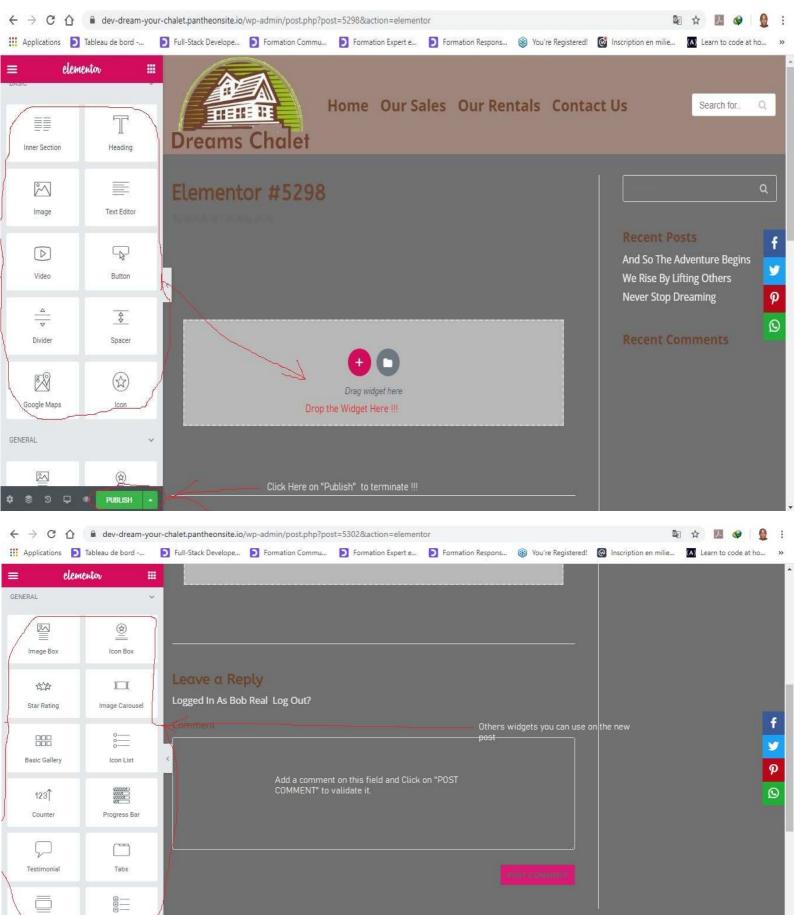

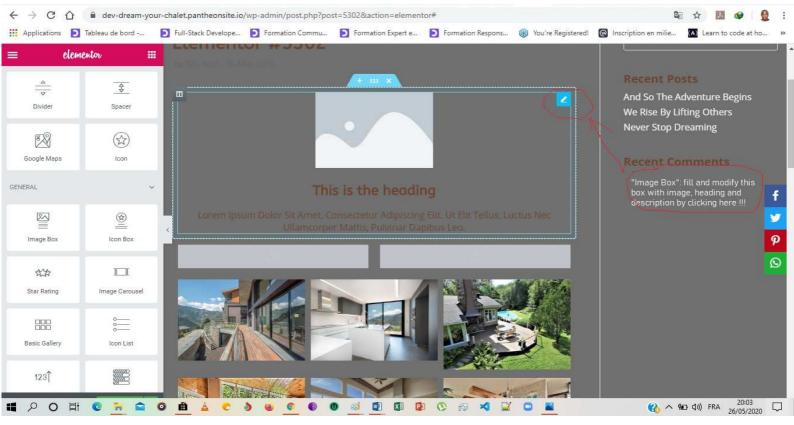- Click on the Button **"Edit whit Elementor"**

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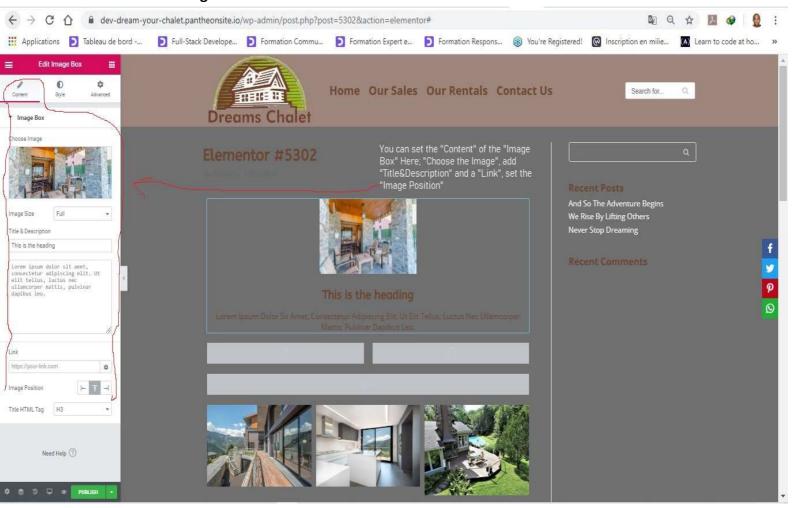
For example, insert an **"Image Box"**: fill and modify the **"Image Box"** with **"Image", "Heading", "Description"** and other data.
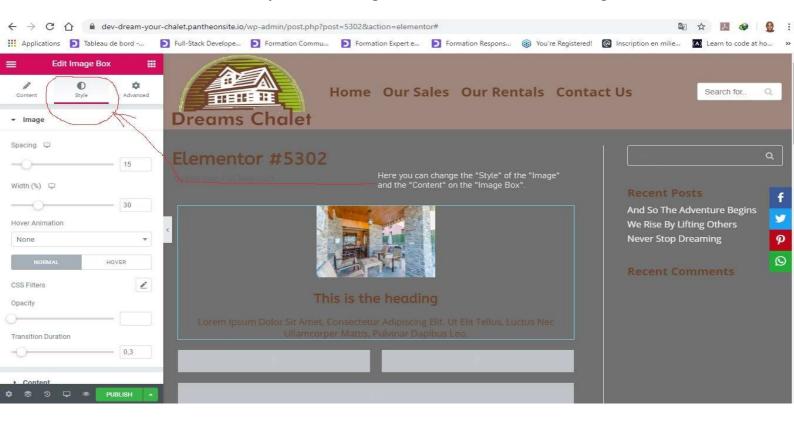

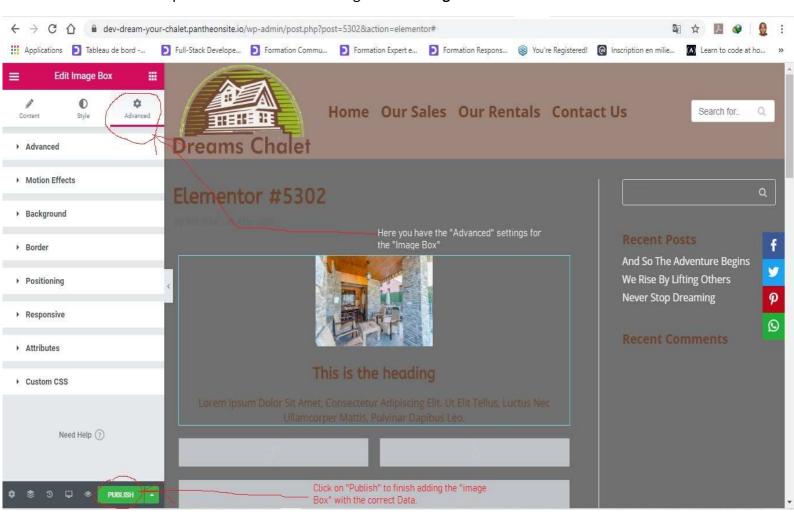- Click on **"Content"** and **"Choose the Image"**, add **"Title&Description"** and a **"Link"**, set the **"Image Position"**

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

- Complete the **"Advanced"** settings of the **"Image Box"** and click on **"PUBLISH"** to finish.
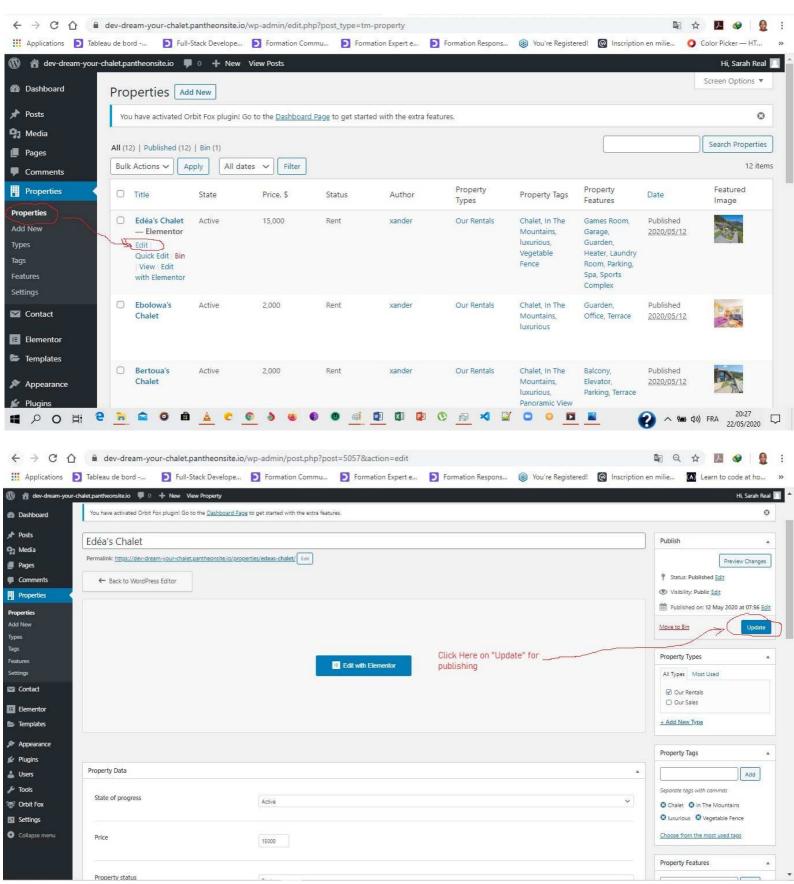
3. How to modify an existing listing?

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.

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".**