

1. The dashboard

1.1 Posts – These are the regular blog posts that are built in, in WordPress.

1.2 Media – Here is where all your uploaded media is stored, by default.

1.3 Pages – This is where you create pages for the website.

1.4 Comments – This is where all the comments are stored by default.

1.5 USPs – A custom post type that stands for "Unique Selling Point".

This is included by the SOSA theme.

1.6 Dogs – Also a custom post type, this one is for all the dogs that are stored on the website.

1.7 Contact forms – Technically functions as a custom post type; this is where you create contact forms.

1.8 Success stories – Another custom post type, this one is for success stories, especially used for the frontpage.

1.9 Contact – This is the Contact Form 7 plugin. One of the most popular on WordPress and it's what the contact forms on this website are built on primarily.

1.10 Appearance – This is where you may customize lots of things in the theme and website, such as widgets and theme options.

1.11 Plugins – Here you control, add and remove plugins.

1.12 Users – Users list. What you see may vary depending on your account permissions.

1.13 Tools – Various built-in tools in WordPress. Mostly advanced.

1.14 Settings – These are simple and very impactful settings for the website. Here you can change things such as number of posts per page, date format and site language.

1.15 Custom Fields – One of the tools used to build the site. Very advanced, do not touch unless you absolutely know what you are doing.

1.16 Options – Theme specific options. This list may be expanded in the future.

2. Posts

2.1 All Posts – Overview of all the regular posts on the website.

2.2 Add New – Add new posts, on this particular website it's for the blog page. You may include things such as categories, tags and a featured image (thumbnail). Paragraph and Header blocks are the most common to use in the editor, but there are tons of items to add.

2.3 & 2.4 Categories & Tags – Lists of all the categories and tags. You can add, edit or remove them here.

3. Media

3.1 Library – Overview of all your uploaded media, unless modified by plugins or such.

3.2 Add New – Upload media here. You may only upload by locally saved files however.

4. Pages

4.1 All Pages – Overview of all pages on the website. Two of these pages may be set as a "Posts Page" or "Front Page" respectively.

4.2 Add New – Here you can add new pages to the website. On the sidebar on the right you can add a Template to the page, e.g “Full Width Page”. This will make the page inherit a certain style. There is also the option to give it a parent page.

In the block under Formatting you can see a Hero item. Use this if you wish to create a hero for the page. Preferably on the very top of the page.

Note: The title will not be displayed, you may name it whatever you want. The permalink will inherit the title, but you can change the permalink whenever you want on the sidebar on the right.

5. Comments

5.1 Comments - Here you can control all the comments of the website. You can do things like removing them, marking them as spam or approve them if they have a request pending.

6. USPs

6.1 USPs – This is a custom post type for Unique Selling Points. In this particular page you have an overview identical to the Posts page on the top.

6.2 Add New – Very simple to add, just add a title and block and you're good to go. On the bottom there is a USP Frontpage Icon field you can fill. This is intended for [Font Awesome](#), which is a collection of HTML

icons. In short, it imbeds icons on the top of the USP. An example of what to put in the field is "fa-star". The syntax is fa-X where X is the name of the icon.

`<i class="fas fa-star"> </i>` is how the embed looks from start. You only need to copy the **fa-star** part of the code.

7. Dogs

7.1 Another custom post type. You again get the identical posts overview here.

7.2 Add New – This is where you add new dog items for the website. On the bottom are dog specific values you can add. Fields with a red star means they are required. You can leave it blank if you really want to, but the website is designed with those inputs in mind.

On the right sidebar you can add categories, tags and sex to the dog. You can also add categories and tags while in this editor, so you don't need to navigate away and back again. You should add anything to the Sex-accordion however, just pick male/female. And make sure what sex you pick here is the same as in the Traits tab at the bottom.

When picking the birth/adoption dates for the dog, it's recommended you do it with the date picker that pops up when you click on the fields, unless you absolutely know what you're doing.

On the frontpage you only see the image of the dog.

On the archive page you see their image, sex and name.

And on their own profile pages you can see their sex, birthday, withers, weight, adoption date (if this got an input) and age that is calculated from the birthday to today.

7.3 & 7.4 Categories & Tags – This is the same as the categories and tags lists in the posts section of the dashboard. The reason you see it here as well is because this custom post type (Dogs) is connected to them manually.

7.5 Sex – This is the input field on the right sidebar when you create/edit a dog. To be precise this is a custom taxonomy. Do not add, remove or modify these in any capacity.

8. Contact forms

8.1 Contact forms – Another typical overview, this time of the custom post type that is Contact forms. Here all the contact forms are listed.

8.2 Add New – Before you continue here, you need to have made a contact form in the Contact Form 7 plugin. To do that, jump to part 10.2.

You have the familiar editor with title and content blocks. On the bottom there are one field and editor. The Contact Form ID field is the ID of the Contact Form 7 contact form you wish to use for this contact form. You can reuse the ID on as many contact forms as you like, but remember that ID is tied to the contact form you created in Contact Forms 7, with that ID. If you want another look, create a new contact form and use that ID instead.

In the editor you have two options. Either paste in the shortcode you got from Contact Form 7, or for advanced users, you may add whatever you like including custom HTML. You may want to remove the title part from the shortcode however, to make the shortcode format look like this:

```
[contact-form-7 id="227"]
```

9. Success stories

9.1 Success stories – The usual overview of posts and custom posts alike.

9.2 Add New – Not much you can or need to do here. Title and content can be whatever you like. At the bottom you may add a background image.

You can either upload from the website's media libraries or a URL.

Beware that you should only use one of the two methods, as one will override the other.

10. Contact

10.1 Contact Forms – Overview of your contact forms created in the Contact Form 7 plugin.

10.2 Add New – Here you add contact forms. At the top is the title and you have 4 tabs in the middle. The default values are good to use if you don't want to touch anything, but there are some simple and quick things you can change.

In the Form tab you see things like "Your Name", "Your Email" etc. You can change this to whatever you want, just don't touch anything within < > tags or [] brackets.

In the Mail tab you can change the sender and recipient as well as how the emails look. Again, don't change anything within < > tags or [] brackets.

Finally in the Messages tab you can change how error/confirmation messages in the contact form look. Change whatever you want in here.

10.3 Integration – Ignore the Constant Contact setup. The reCAPTCHA one you can do if you'd like, just follow the instructions given. This is of course very good to have against bots in particular.

11. Appearance

11.1 Themes – Overview of all the installed themes on the website. The active one will always be on the top-left of the page. You can hover on every theme to preview, activate or click to get some more details. You may also add new themes from file or in the WordPress market.

11.2 Customize – This will open your front page and add a sidebar on the left. This sidebar has a lot of minor tweaks and styling you can do for your website. Some of these settings may be controlled or limited by the active theme.

Site identity is mostly for branding and icons in general.

Homepage settings is where you set which page to be the regular posts page and which page will be the front page. You can also choose whether to display posts or just a static page on the front page.

There are of course a few other options, including advanced ones.

11.3 Widgets – Here you can add widgets to sidebars, footer and some other places. Drag and drop whatever you want from the left onto the widget area on the right (or click them and then Add Widget).

11.4 Menus – This is where you control menus of the website. On the left are items that you can create button links towards, like particular pages or a category. Should you accidentally remove the Dogs menu item, don't worry. Just drag and drop a Custom Links item and put <https://sosa.philipscave.com/dogs> in the URL field.

You can add several menus, but this theme is only designed for one.

11.5 Background – This is where you set a background image for the entire body of the website. You can play with some settings like Repeat Background Image or Scroll with Page.

11.6 Theme Editor – Do not touch anything in here. **At all.**

12. Plugins

12.1 Installed Plugins – Overview of the installed plugins, activated or not. You only need Contact Form 7 for this website but you can add more if you want, as long as it doesn't interfere.

12.2 Add New – This is where you add a plugin either by file or the WordPress marketplace.

12.3 Plugin Editor – Do not touch anything in here either. **At all.**

13. Users

13.1 All Users – Overview of all the registered users. You can do some rough modifications in here.

13.2 Add New – Add new user. Make sure you select the correct role.

13.3 Your Profile – Here you can change lots of personal settings for your account, like color theme, nickname and language.

14. Tools

Do not touch anything in here unless you know what you're doing.

15. Settings

Here are a lot of simple settings that apply for the entire website. You can change permalinks, posts per page and much more.

16. Custom Fields

Do not change anything in here under any circumstances, or things will stop working, including the entire website.

17. Options

Theme specific options, more can be added.