Dear Chalets & Caviar Team,

Hello from your Web Development Team, we have created a luxurious site as needed and we are excited about the business growth you will gain from the new UI/UX of the website.
We have kept the website pretty simple for our user and you to understand it. But also kept in mind that it creates an image of trust.

The team must be curious about how will they manage the website? Add/Remove/Edit and Recover Chalets.
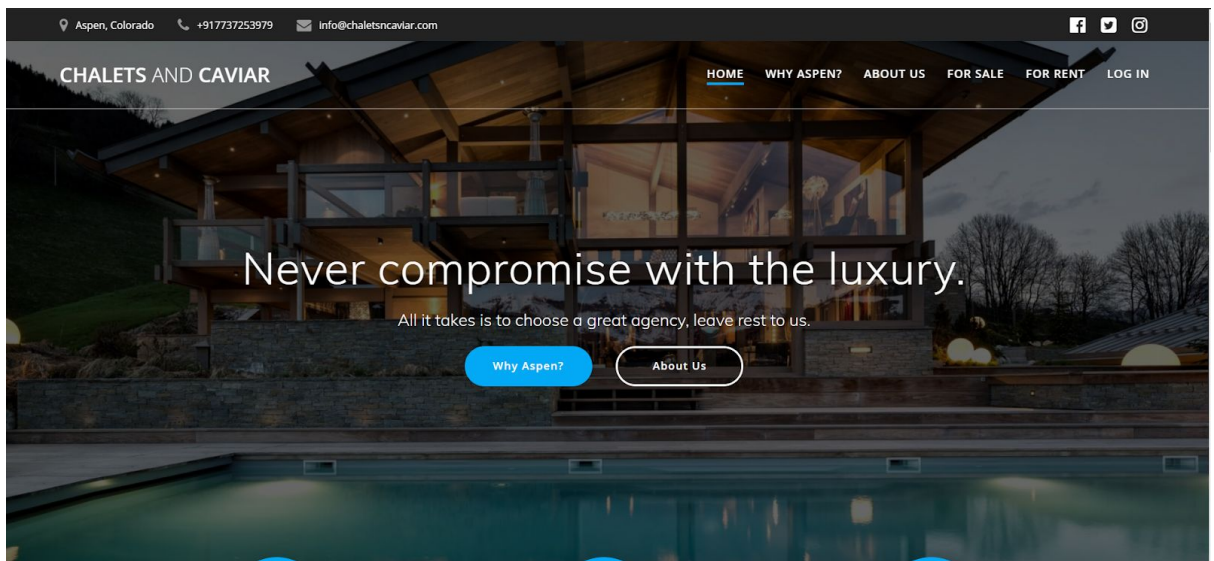
Well, no worries, this is just a 5 minutes read for you to get you familiar with this process.

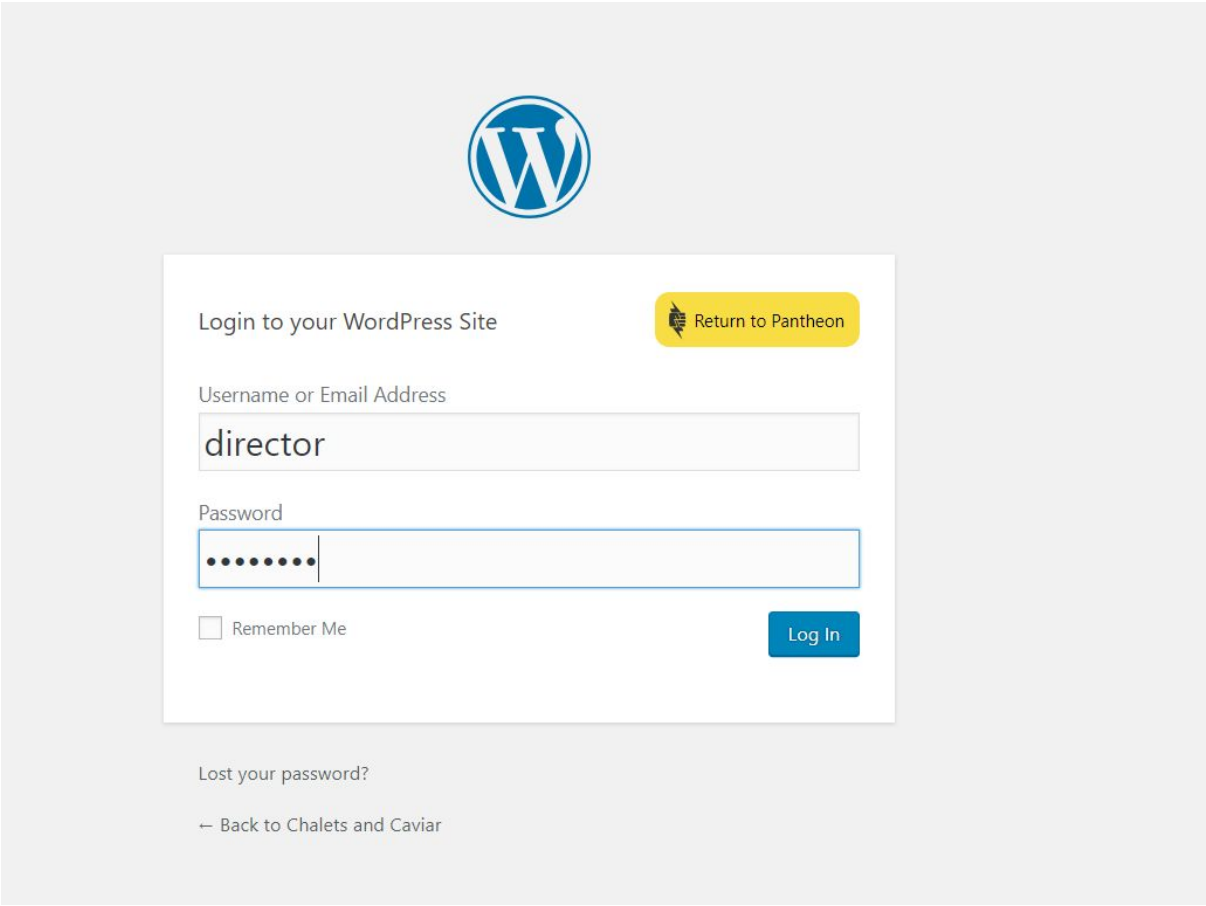**In this manual, We will tell you about how you will manage your site, i.e. How can you**
- Add new Chalet
- Edit existing Chalet
- Delete Chalets
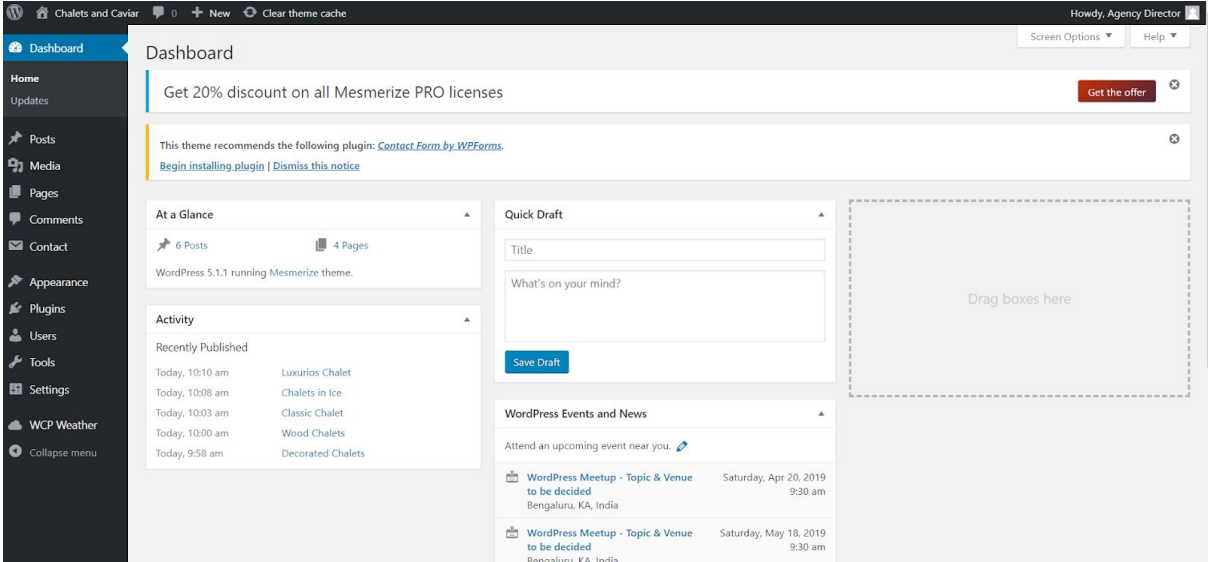- Recover Deleted Chalets

To start you will have to:

1. Navigate to our website https://dev-chalets-and-caviar-2.pantheonsite.io/

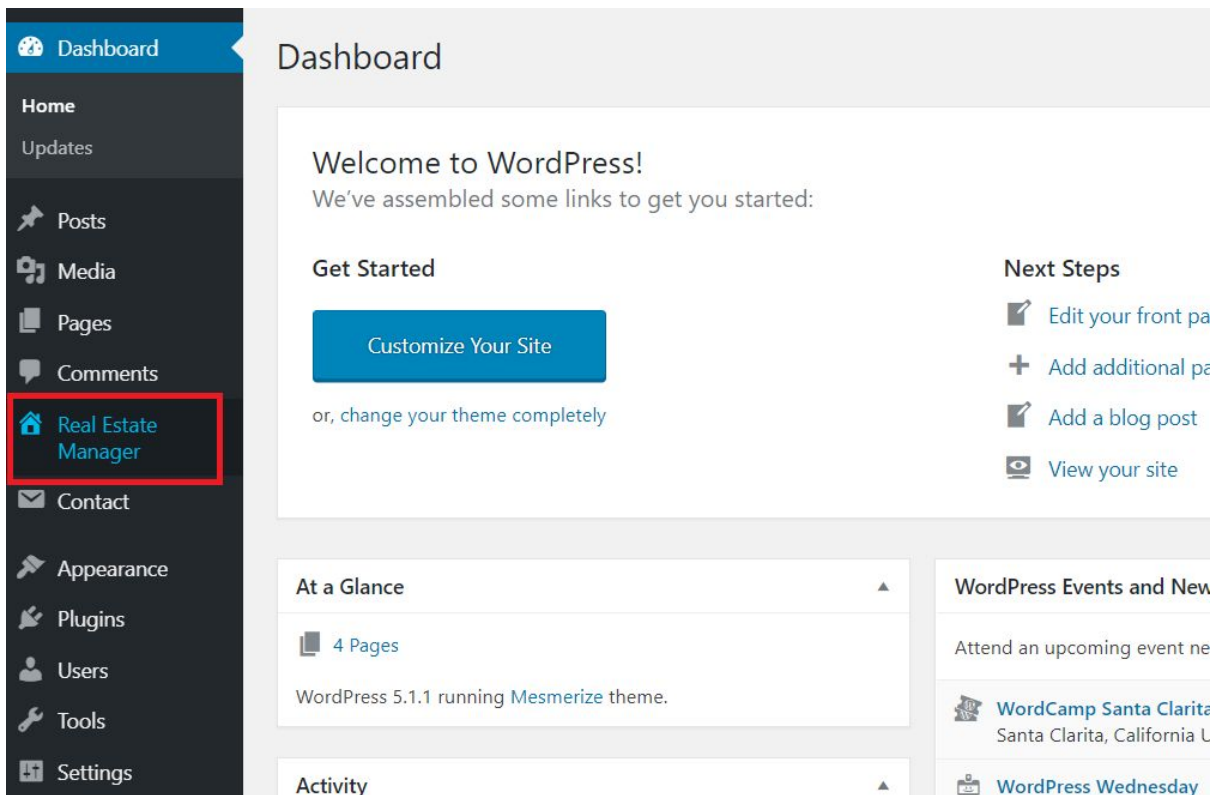2. Here you will see **Log In** button Click on that.

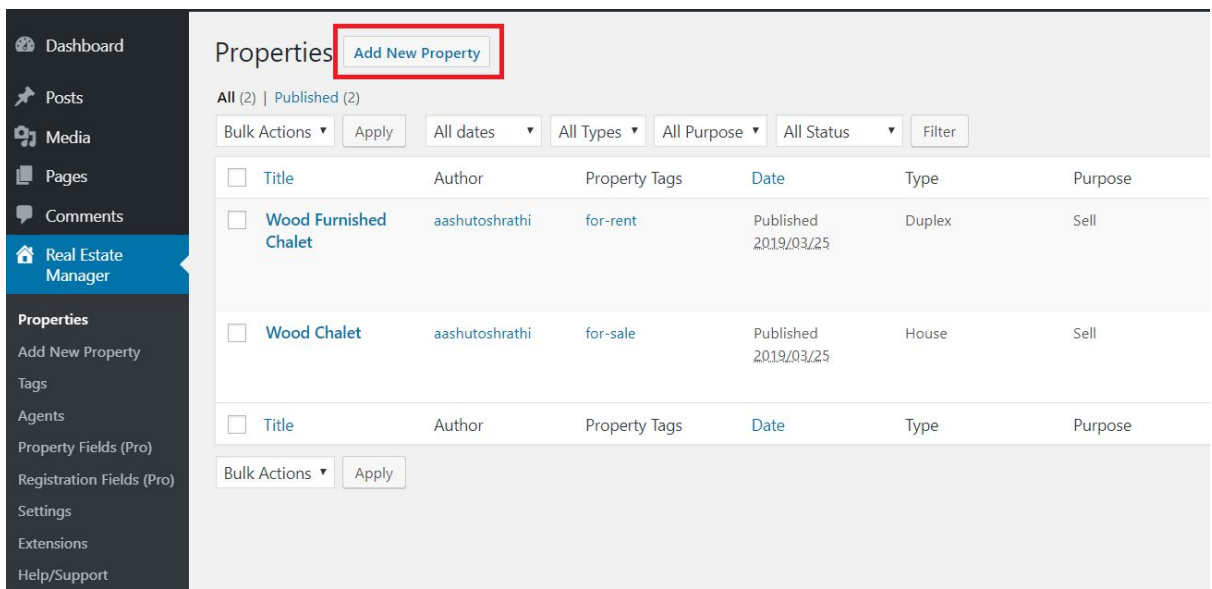3. Login with your credentials and you will see a dashboard similar to this.

Adding new Chalet

1. Go to posts and click on **"Real Estate Manager"** (marked in red).
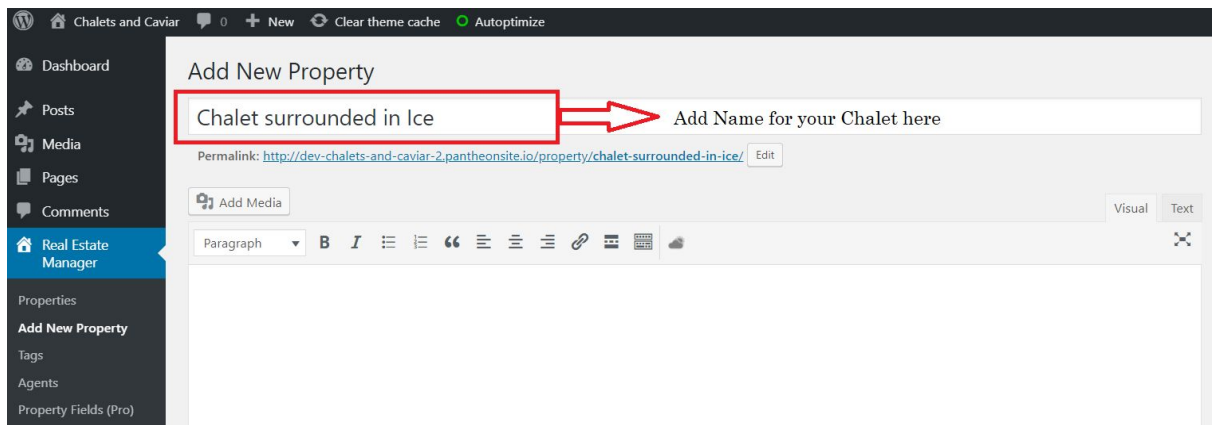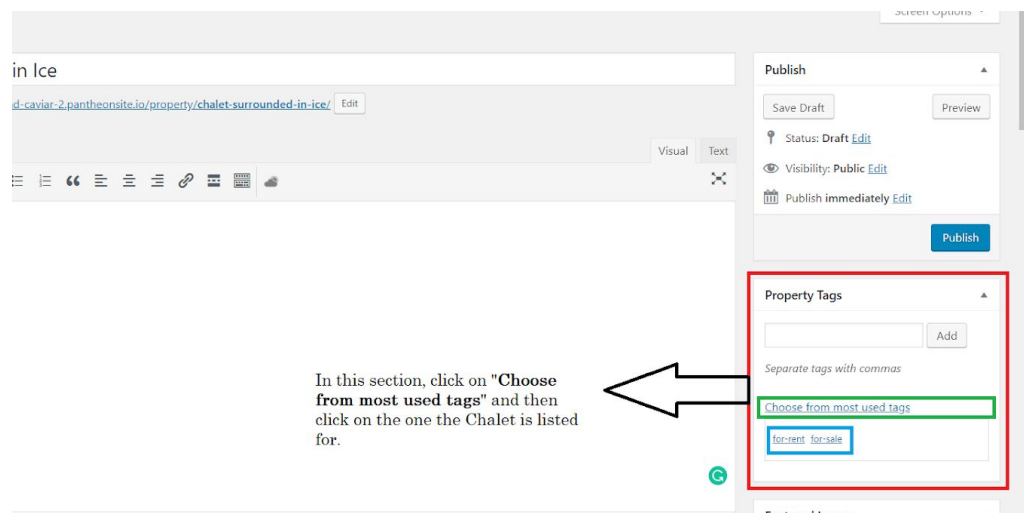
2. Now click on "Add New Property".
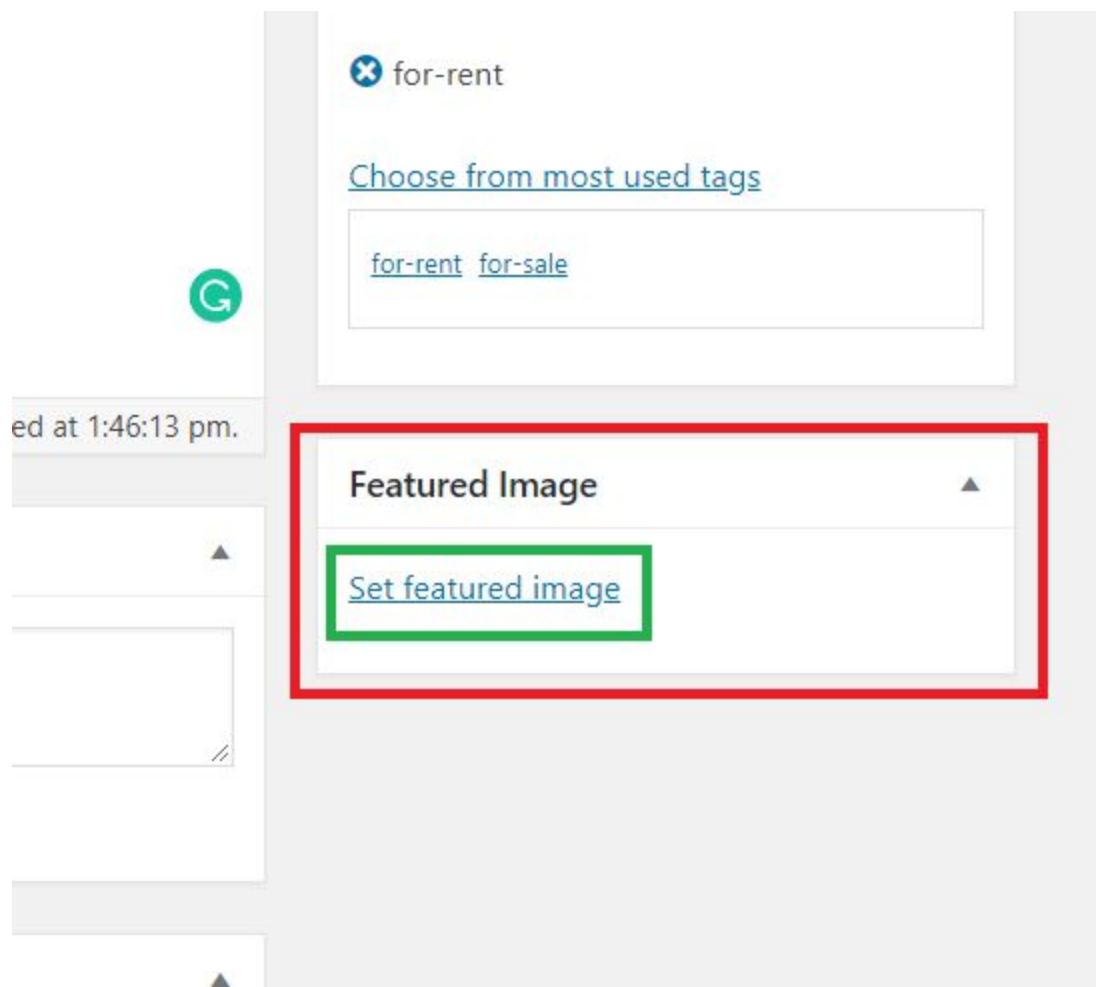

3. Now follow the instructions:
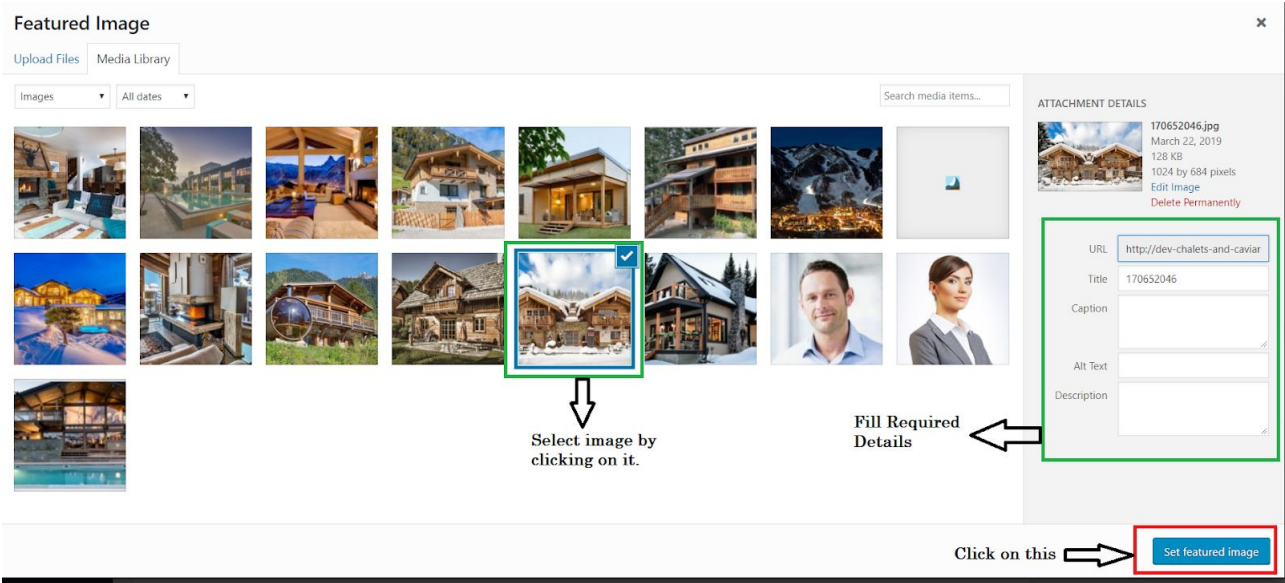
    a.   Add Name of Chalet in the marked box.

b. From the right-hand side, find property tag and select the tag for the Chalet among **'for-sale'** or **'for-rent'**.
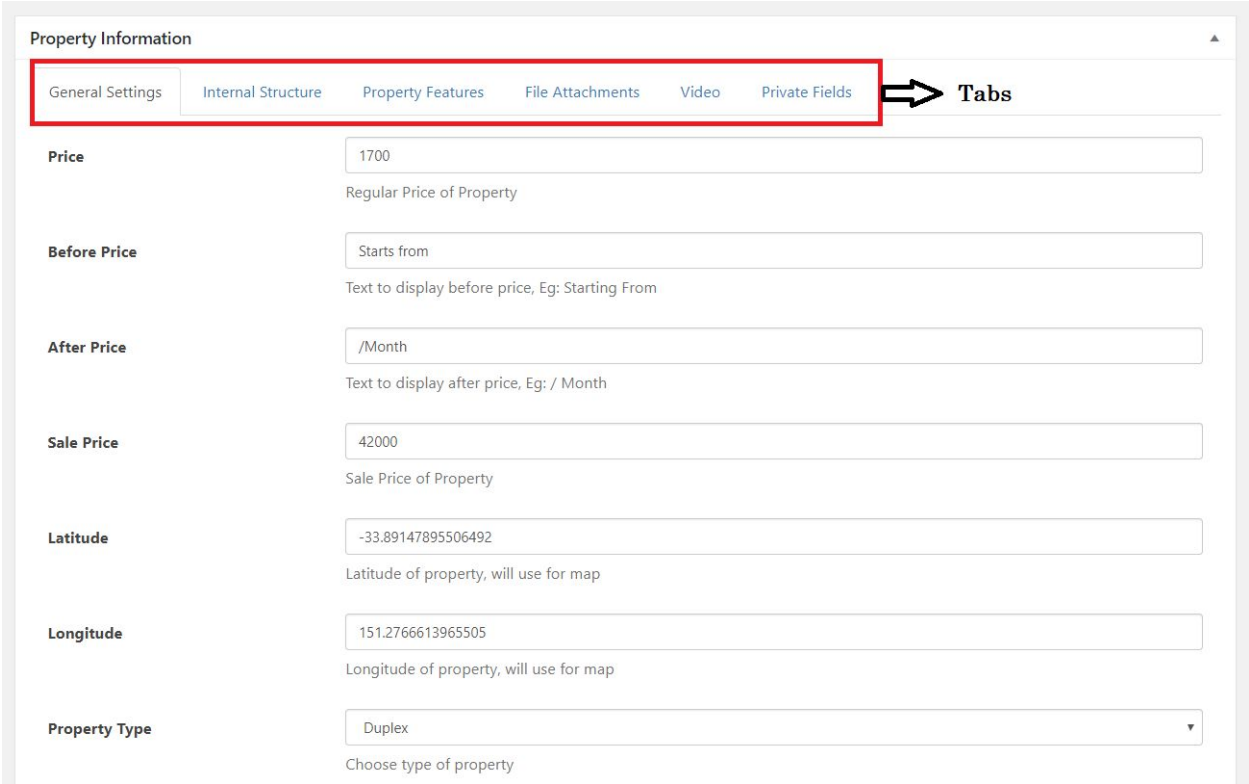

c. Now add a Featured Image for the same, using instructions below:
    -   Click on Set Featured image, then upload photos.
    -   After that select Photos and Click on set featured image.

Featured Image

Upload Files | Media Library

Select image by clicking on it.

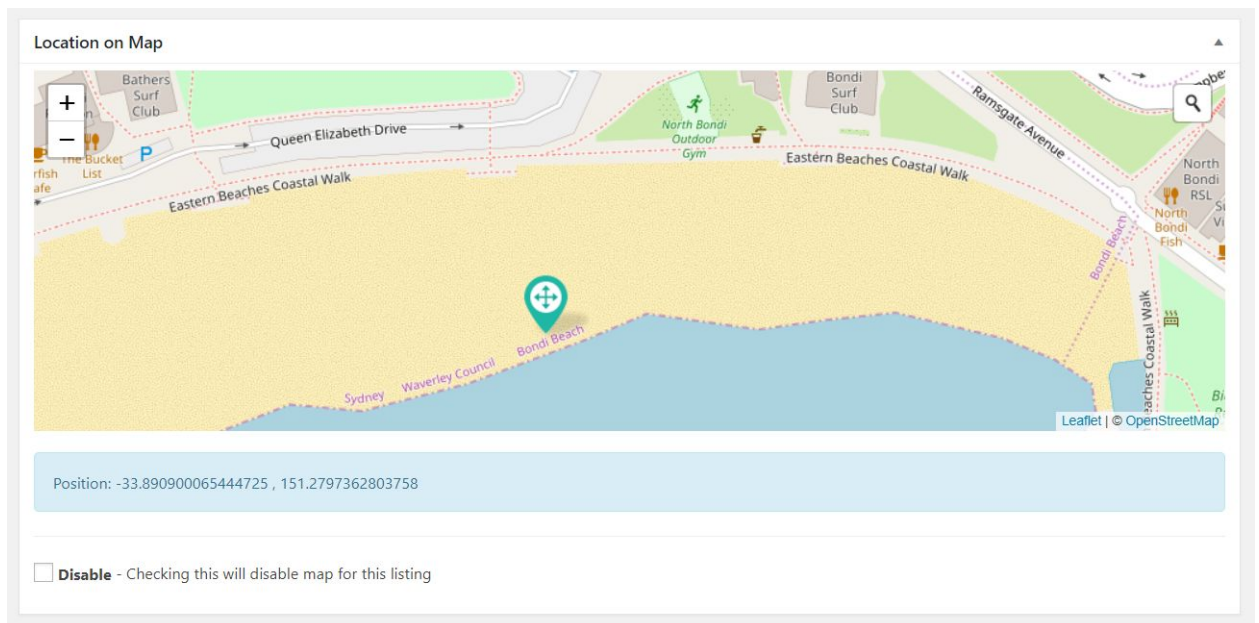Fill Required Details

Click on this → Set featured image

d. Now we have added Tag, Image and Chalet's Title, now let's fill in the details for that, scroll down on the same page, you will find property details.
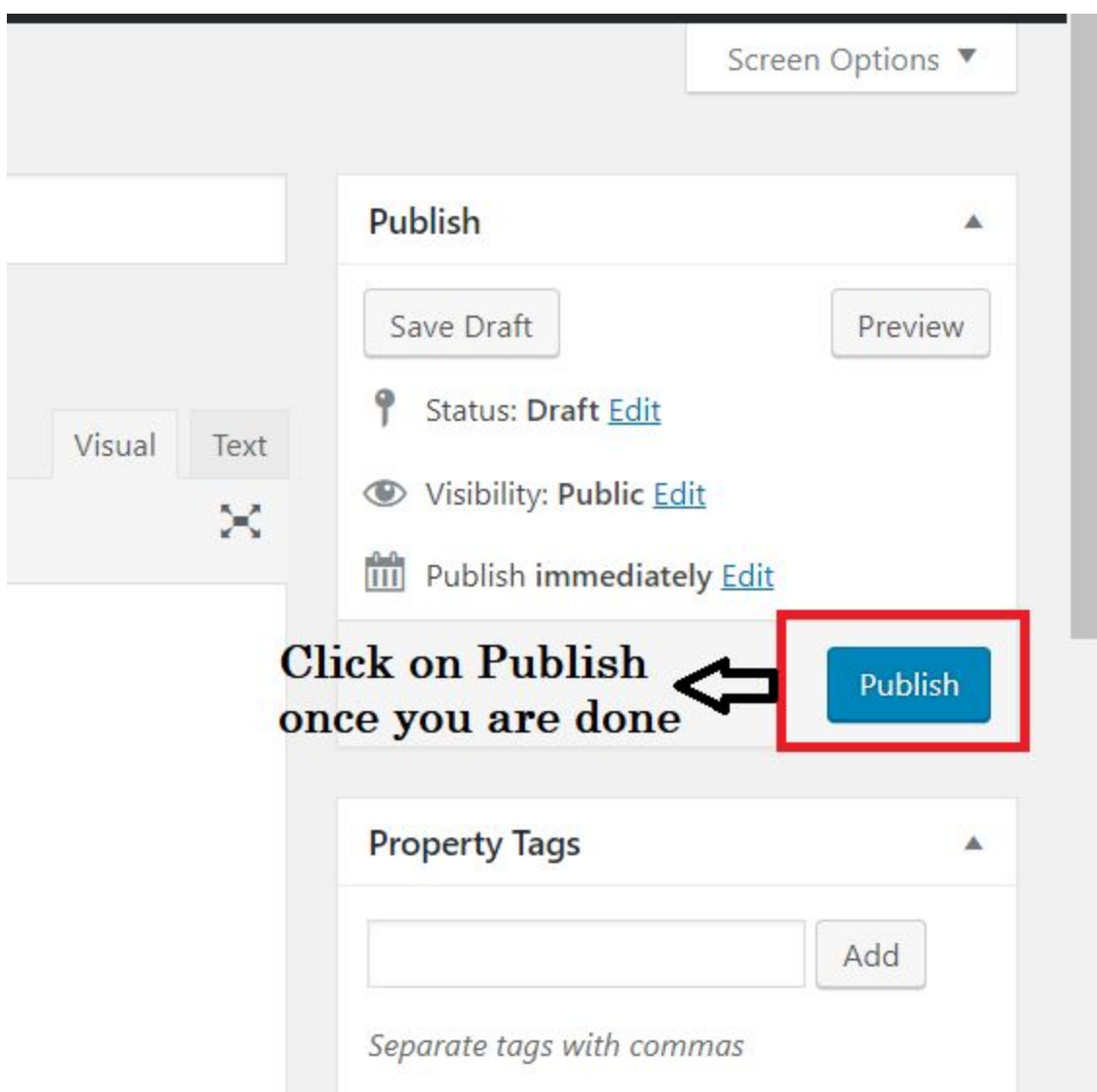
Fill as much information as you can, including tabs like Internal Structure, Property Features, Video, etc.

Property Information

| General Settings | Internal Structure | Property Features | File Attachments | Video | Private Fields | → Tabs |

Price
1700
Regular Price of Property

Before Price
Starts from
Text to display before price, Eg: Starting From

After Price
/Month
Text to display after price, Eg: / Month

Sale Price
42000
Sale Price of Property

Latitude
-33.89147895506492
Latitude of property, will use for map

Longitude
151.2766613965505
Longitude of property, will use for map

Property Type
Duplex
Choose type of property

e. Select Location on Map to avoid filling Location Details by yourselves.

f. Click on Publish once you are done.

g. Now check your Chalet on Respective page On Sale or On Rent.

Tag:for-rent

Chalet surrounded in...

for-rent

Starts $1,700.00 $42,000.00/Month

4 | 4 | ⊕ 2000 square feet

Click on this for details → Details

Editing Chalet

Go back to the dashboard and find posts section there.

1. Click on the edit button for the Chalet that you want to edit.

Properties Add New Property

All (3) | Published (3)

Title	Author	Property Tags	Date	Type
Chalet surrounded in Ice	aashutoshrathi	for-rent	Published 8 mins ago	Duplex
Edit Quick Edit Trash | View → Click on this button to proceed				
Wood Furnished Chalet	aashutoshrathi	for-rent	Published 2019/03/25	Duplex
Wood Chalet	aashutoshrathi	for-sale	Published 2019/03/25	House
Title	Author	Property Tags	Date	Type

2. Now you will get the same editor as the new post one, do the changes or update the details and price and then Click on "Update Changes".

erty Add New Property

rrounded by Ice

p://dev-chalets-and-caviar-2.pantheonsite.io/property/chalet-surrounded-in-ice/ Edit

Visual Text

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Update your post and click on this. →

Publish

Preview Changes

Status: Published Edit

Visibility: Public Edit

Published on: Apr 4, 2019 @ 15:07 Edit

Move to Trash Update

Property Tags

Add

Deleting Chalet

To Delete a Chalet you again will have to go to Chalet's List.
1. If you want to unlist the Chalet, you just have to click on delete button (in the box) to do so.

2. Once deleted the Chalet is stored in Trash.

Recovering Chalet

We all make mistakes and there are some cases where Chalets are deleted by mistake and that can be a big loss in case we are selling something. To resolve this we will tell you how can you recover deleted Chalets.

1. Click on Trash icon (inside the box).

2. Click on Trash icons will show you a list of all deleted Chalets.
   - Click on Green box item to recover it.
   - And red box items to delete it forever.

That's all about the basic functions of our new site.