



ICT NETWORK



USER GUIDE

ABOUT US

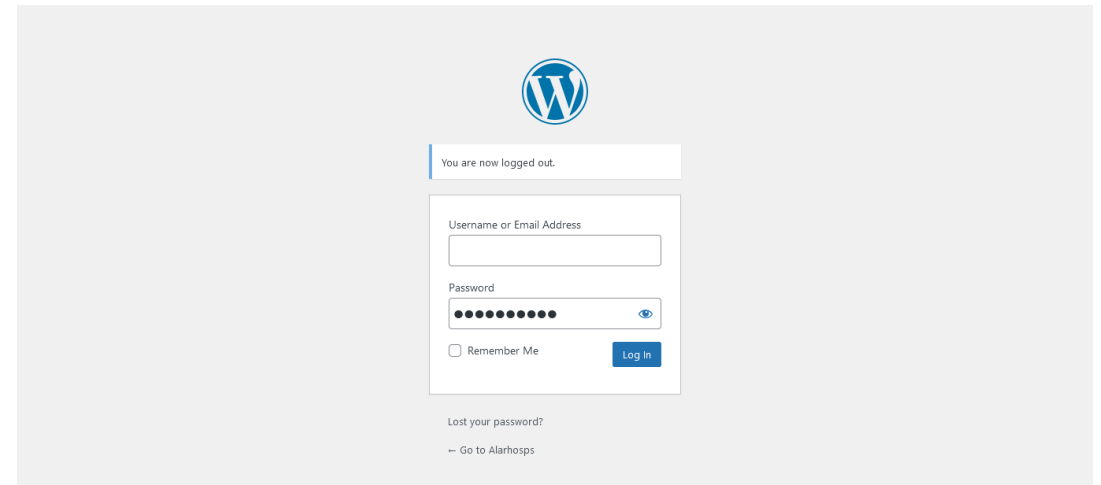


ICT Network was built with the idea of becoming the go-to IT company in Nigeria. We pride ourselves in providing leading-edge ICT solutions that stem from our in-depth knowledge and experience within this niche industry; meaning we are confident we can develop the right solution inevitably.

Our e-Marketing Consultancy combines very high service levels with outstanding marketing approaches and initiatives that generate long-term commercial value for our clients. Whether you are a business that wants specific marketing help and advice or you are looking to outsource the whole of your marketing activity, we research, plan and deliver thoughtfully and intelligently – and all at affordable prices.

ACCESSING THE BACKEND

- To log into the backend of your website, type your URL which is <https://alarhosps.org.ng> with wp-admin added at the back i.e <https://https://alarhosps.org.ng/wp-admin>. From here on, you'll be prompted to put in your login details.



THE BACKEND

The screenshot displays the WordPress dashboard for a user named 'admin'. The top navigation bar includes the WordPress logo, site name 'Alarhosps', and various status icons (refresh, 15 updates, 0 comments, + New, WPForms with 1 notification). The right side of the top bar shows the user's name 'Howdy, admin' and a profile icon. Below the top bar, the left sidebar contains a menu with 'HostGator', 'Dashboard' (highlighted), 'Home', 'Updates' (15), 'Posts', 'Events', 'Media', 'Pages', 'Comments', 'OptinMonster' (1), 'Projects', 'Contact', 'MailPoet', 'WooCommerce', 'Products', and 'Analytics'. The main content area features a 'Dashboard' title and several notices: a WordPress 6.0.2 update notice, a plugin update notice for 'Breadcrumb NavXT', 'Contact Form 7', and 'WP Video Lightbox', and a notice from WPBakery Page Builder. A 'Site Health Status' section shows a 'Should be improved' status with a warning icon and a message about critical issues, linking to the 'Site Health screen'.


WordPress 6.0.2 is available! [Please update now.](#)

Dashboard

There are updates available for the following plugins: [Breadcrumb NavXT](#), [Contact Form 7](#) and [WP Video Lightbox](#).
[Begin updating plugins](#) | [Dismiss this notice](#)

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of WPBakery Page Builder.

Site Health Status

 Should be improved

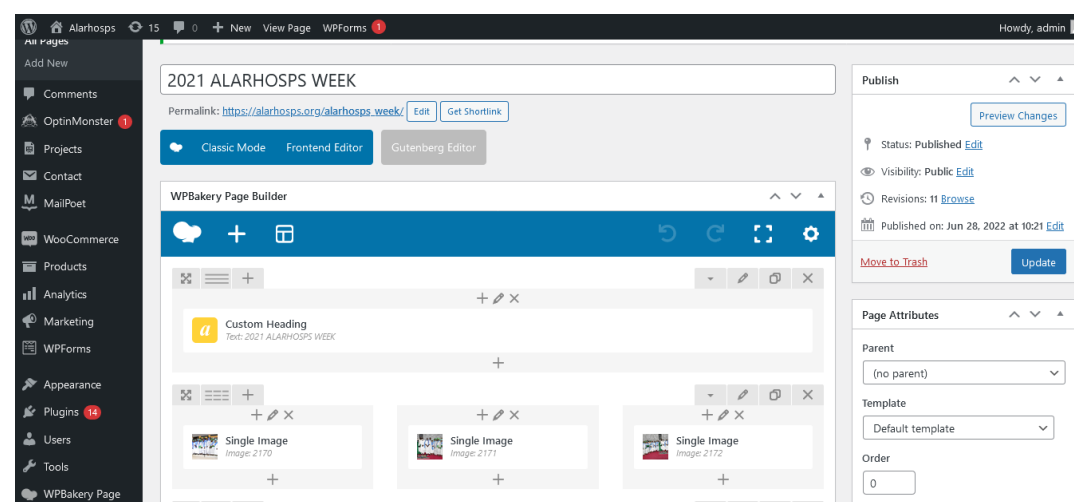
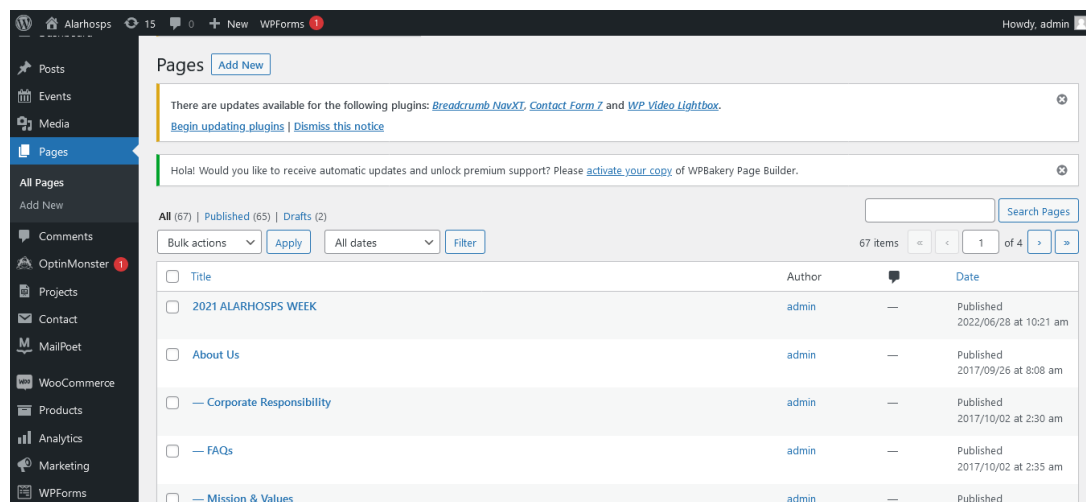
Your site has critical issues that should be addressed as soon as possible to improve its performance and security.

Take a look at the 5 items on the [Site Health screen](#).

CREATING PAGES

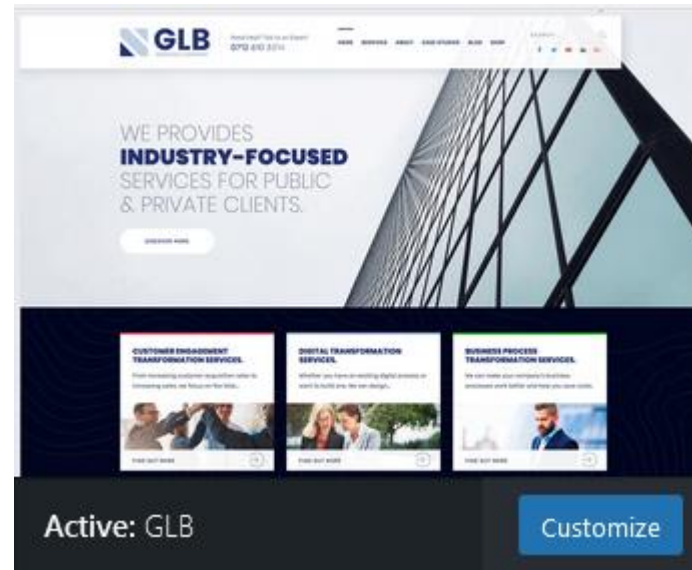
To create a new page. You need to navigate to the pages tab, here you'll find pages that your website hosts, you can even create a new page by clicking 'Add New'.

Also, if you want to edit an existing page, you can click on the edit option below the page you want to edit; if you're not in the dashboard, you can edit any page even while you're viewing the page itself as long as you're logged in, all you have to do is to navigate to the top area of the page and click on Edit.



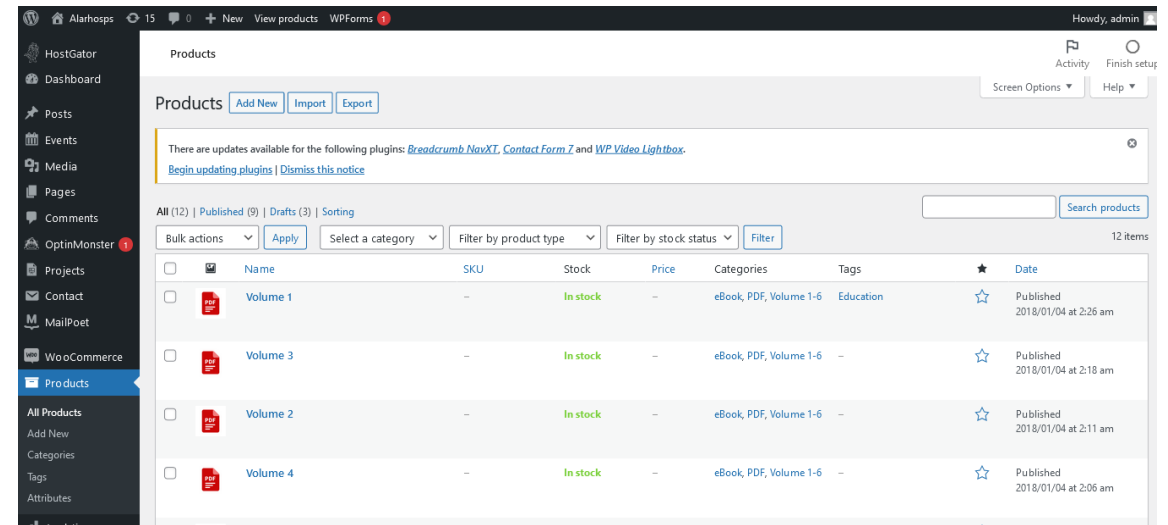
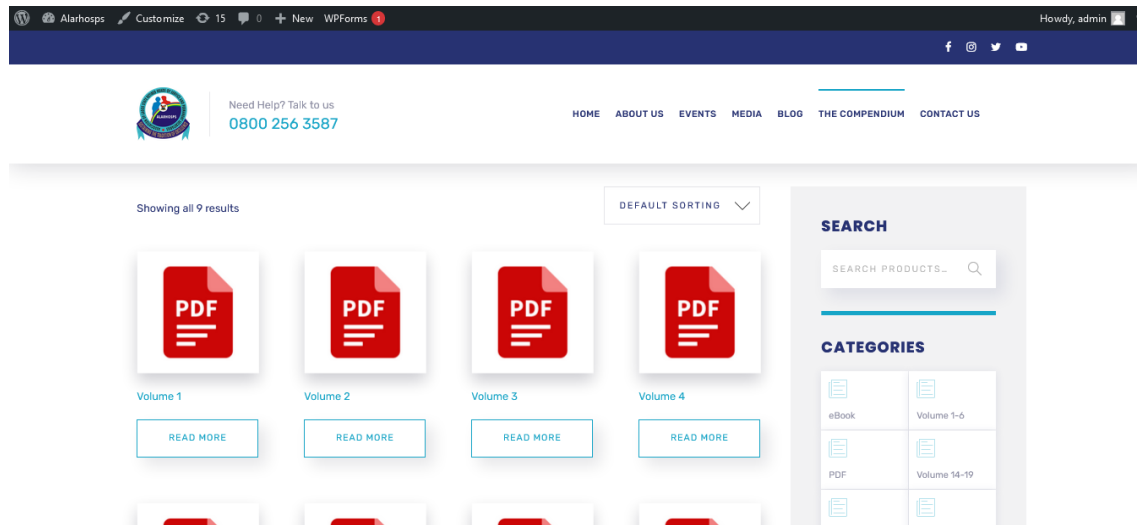
KNOWING YOUR THEME

- Your Website is powered by Soledad Theme



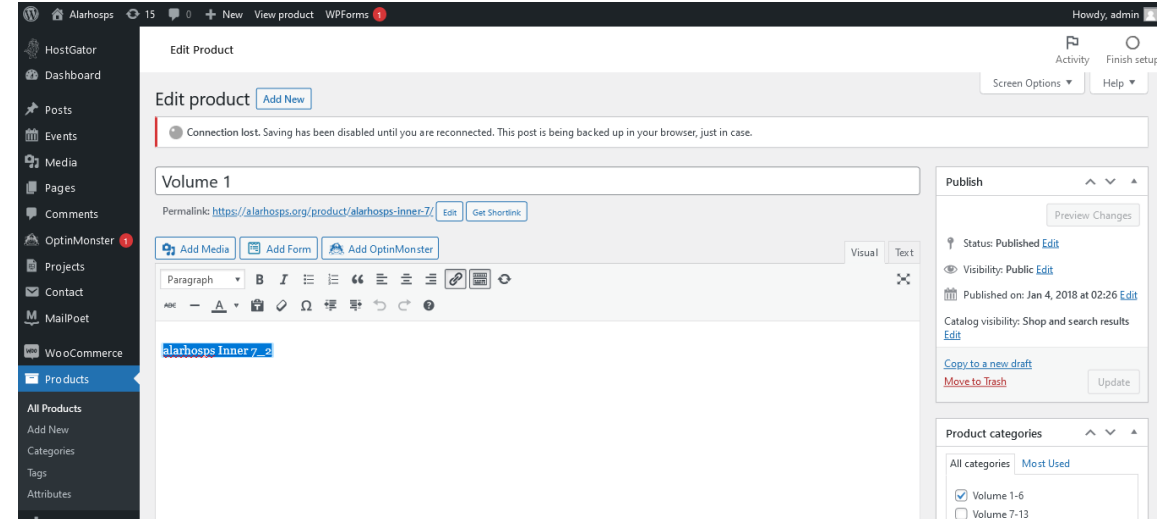
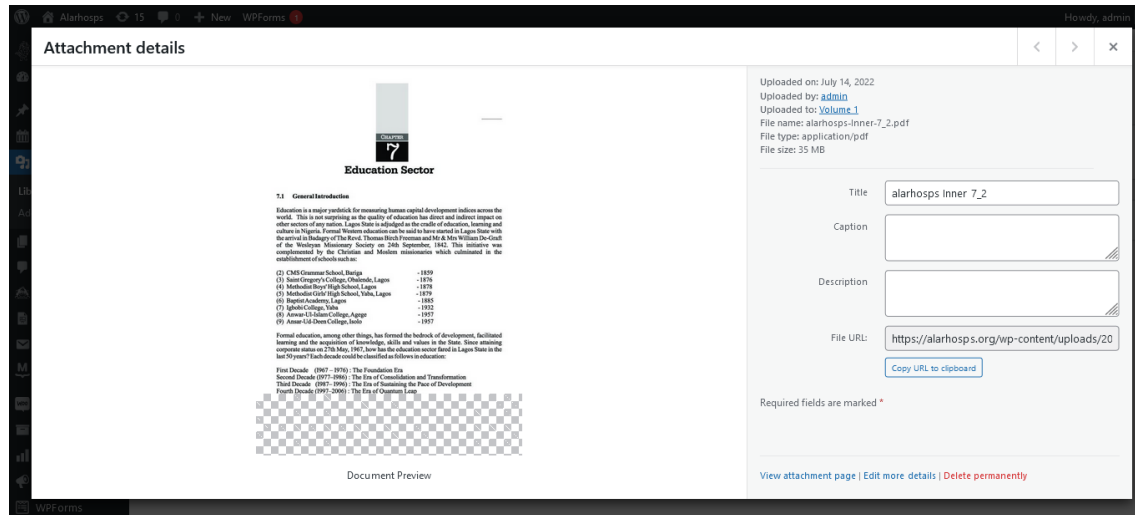
THE COMPENDIUM

The product section of your site also known as the compendium is meant to showcase your items. You can add, edit or remove all dese from the backend of course



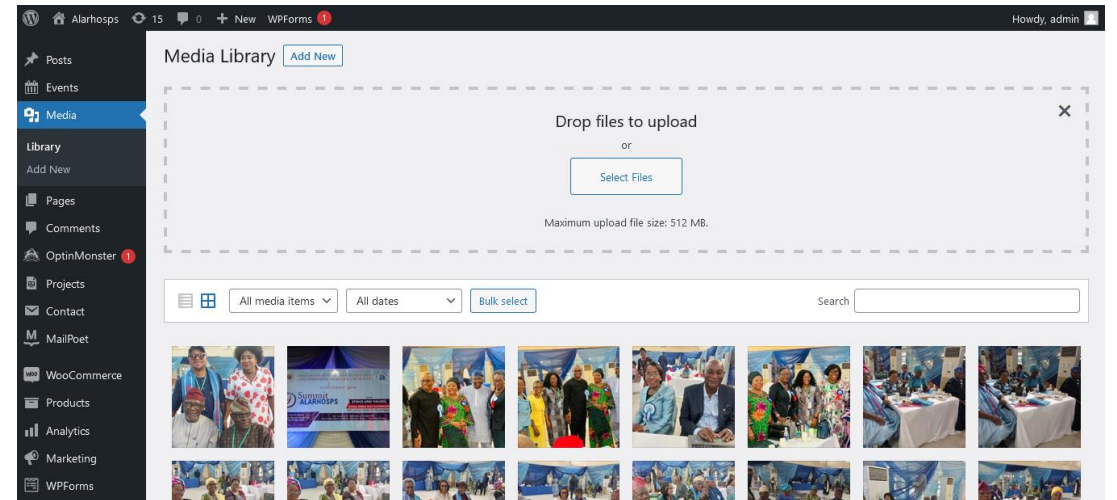
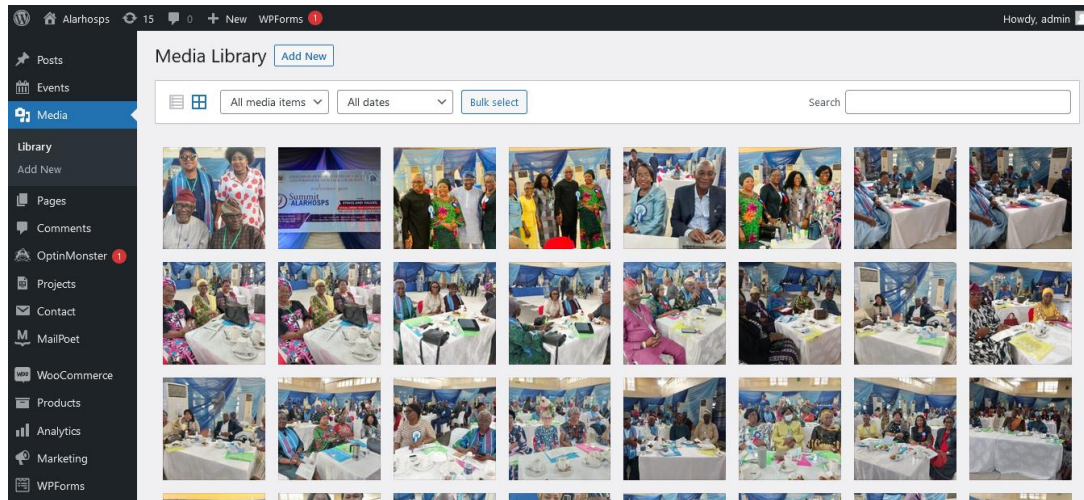
THE COMPENDIUM(II)

The type of products available on your site needs to be uploaded through the Media section in the backend. After which you create a link to link to that product you uploaded when trying to create a new product.



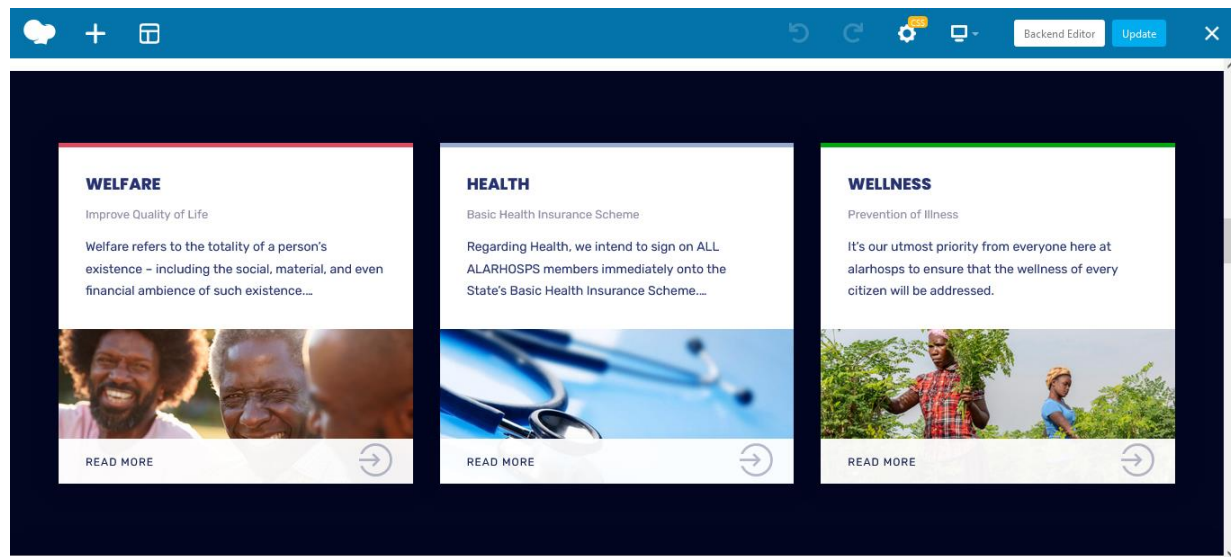
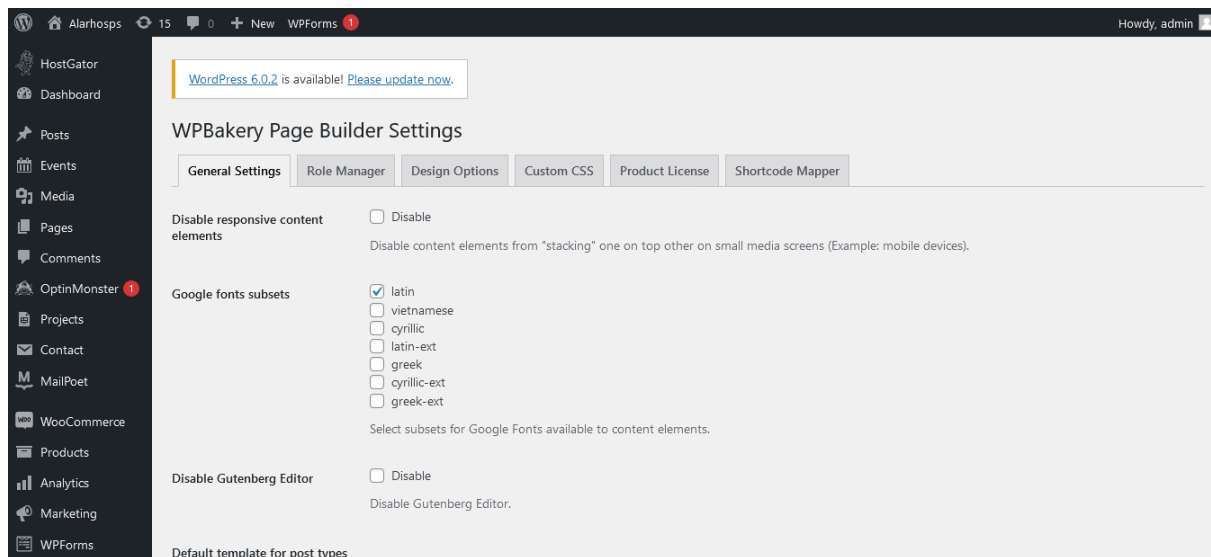
YOUR MEDIA LIBRARY

Anything you upload on your website will be stored in your media library, the media section in the Backend is where you can access your images, videos, documents, and even add new ones.



Your Page Builder

The Page Builder powering all the pages on your website is called
WPBakery Page Builder

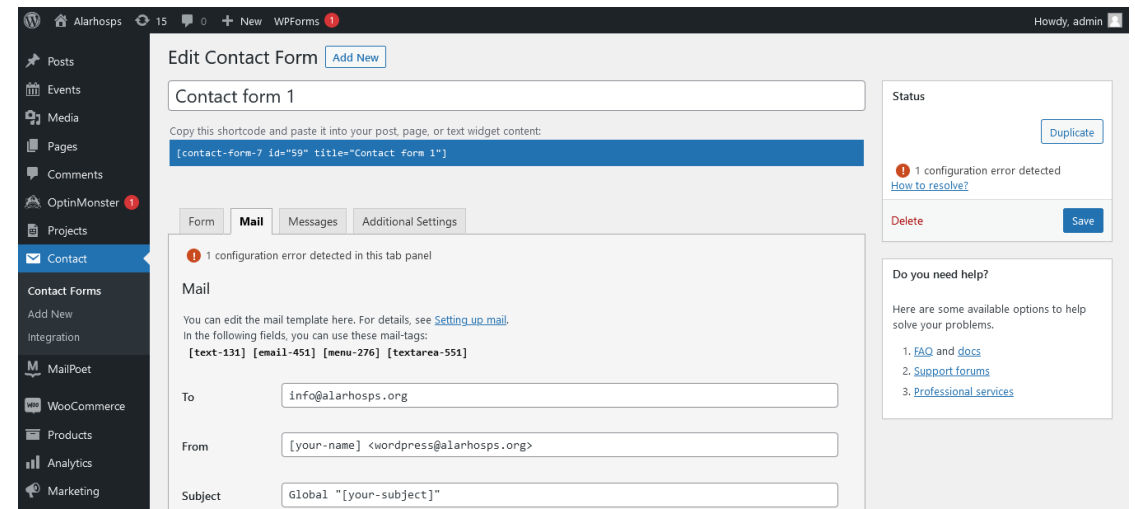
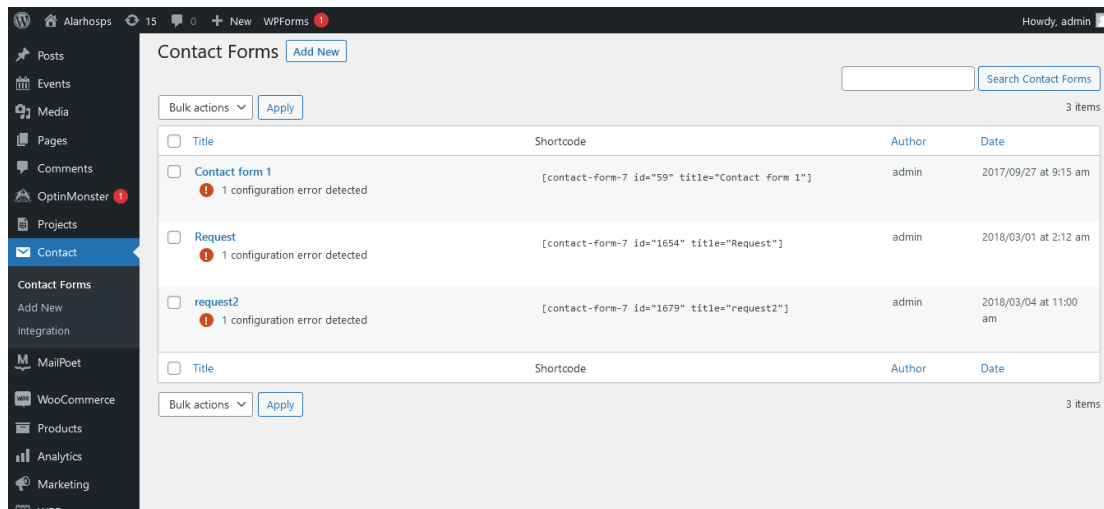


WPBakery Page Builder helps with the structure of the pages and it's also dynamic when editing, you can choose to go with the front end or the back end, which ever suits you.

Contact Forms

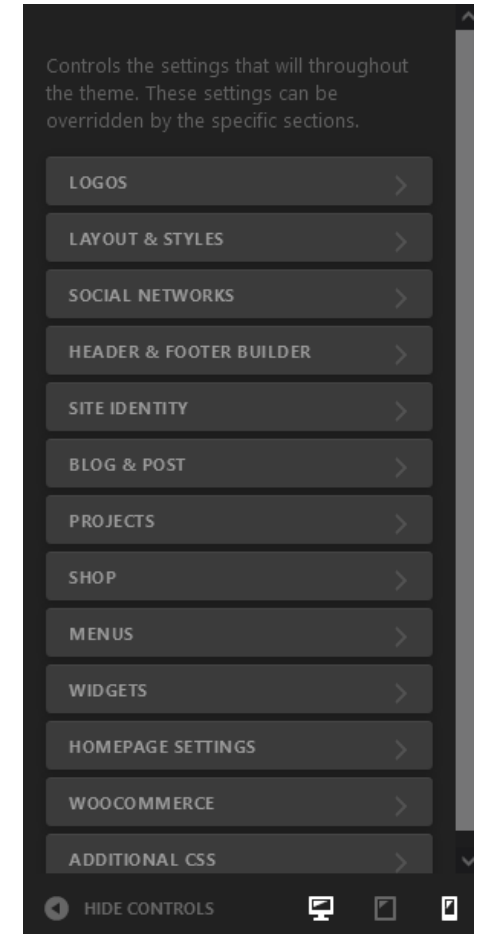
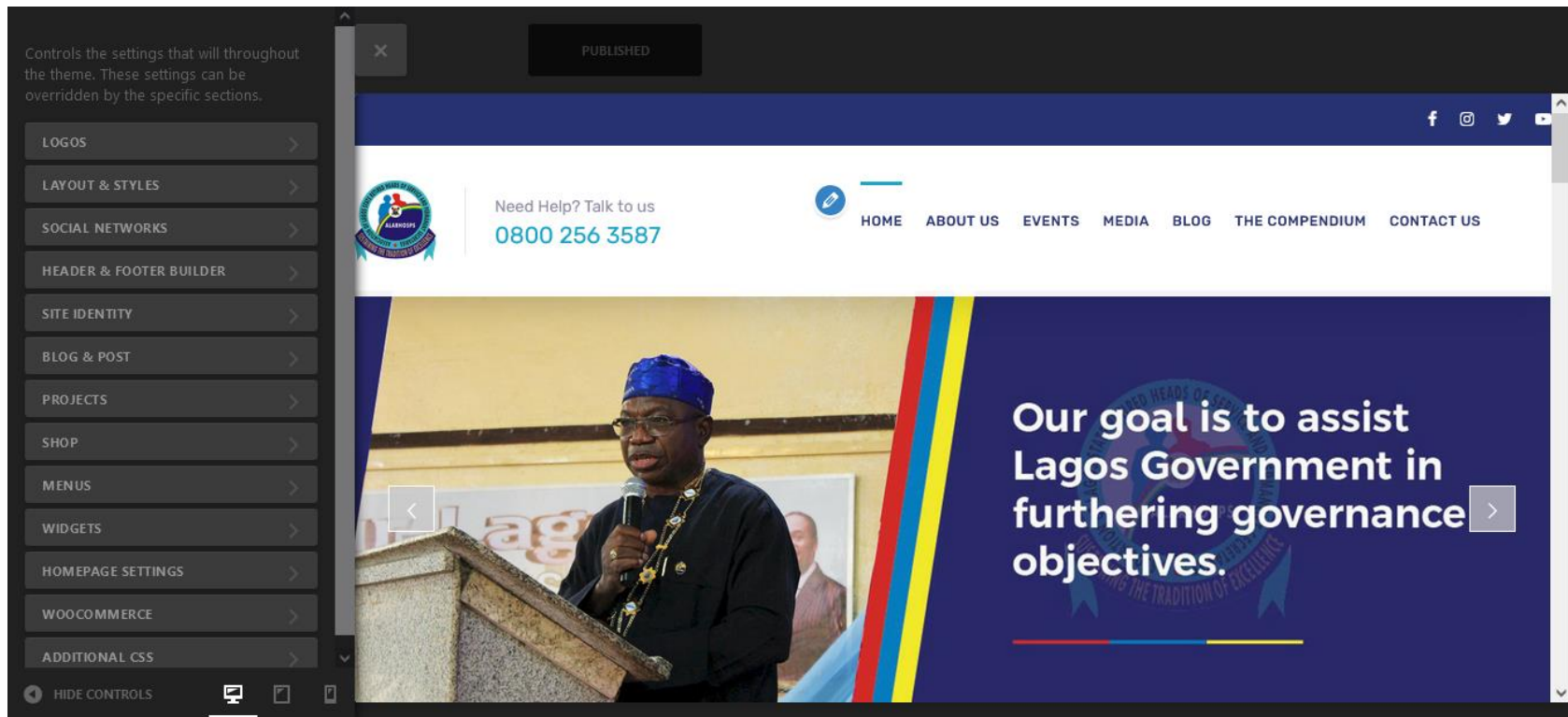
The forms is an essential part of your website as it helps your customers connect to you.

You can edit any form that's active on your website through this section on the backend



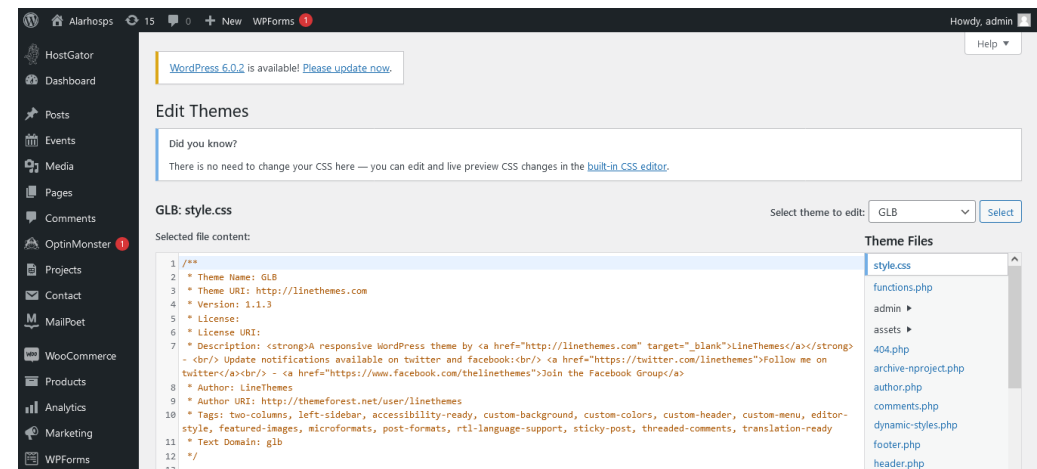
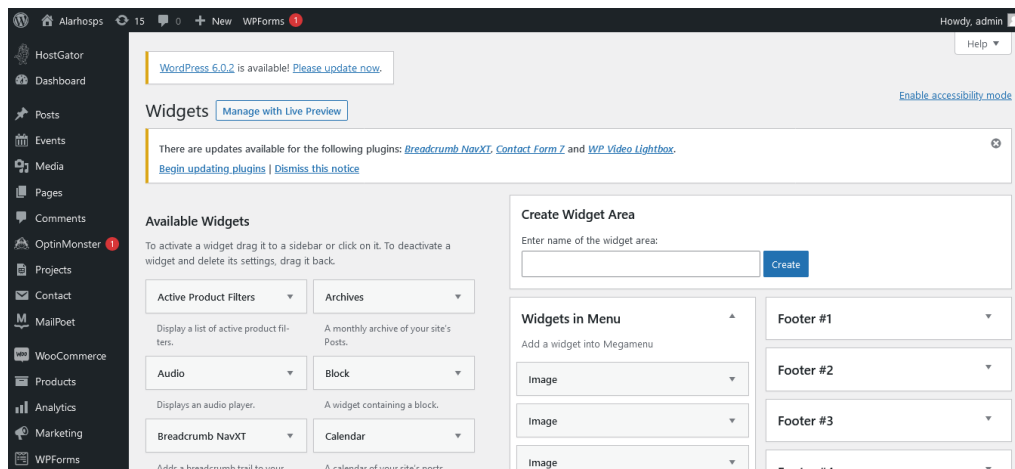
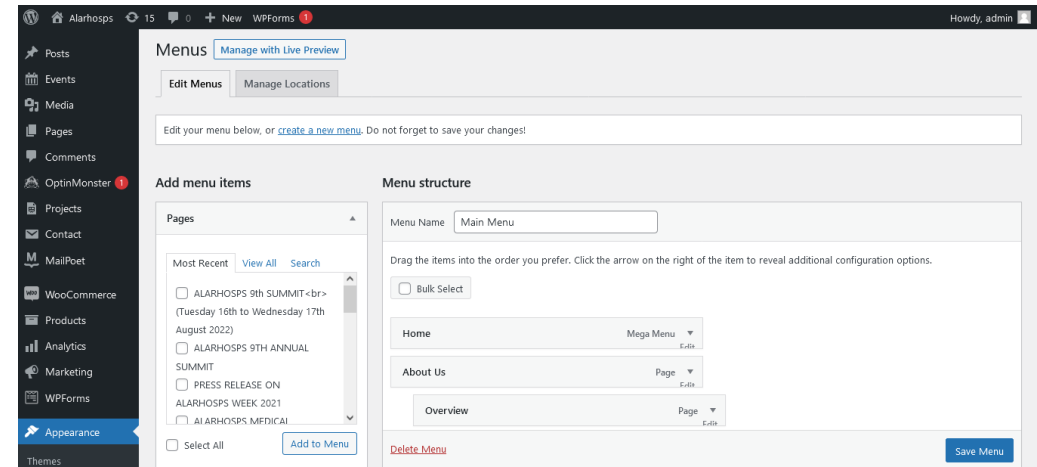
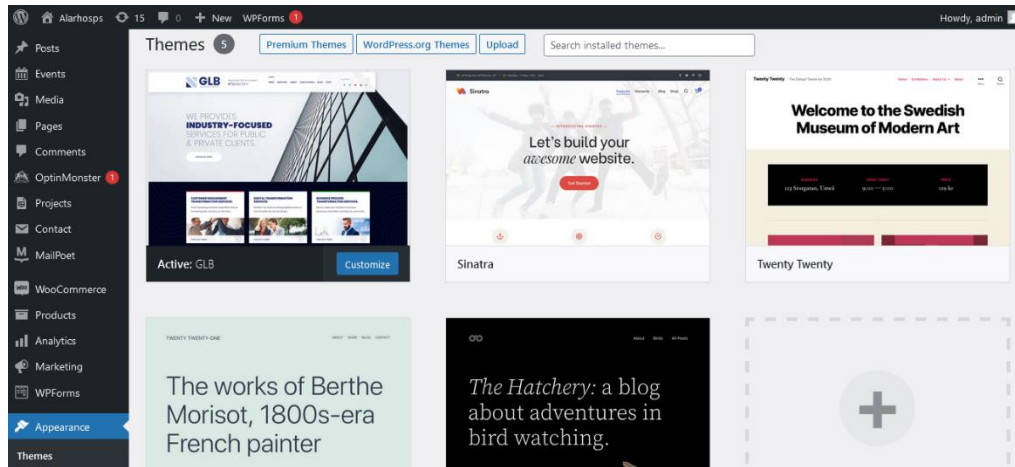
Wordpress Customizer

To customize several parts of your website, you need to locate the customize section under the Appearance tab in your dashboard. Here you'll be able to set your widgets, sidebars, footers, headers, menus etc.



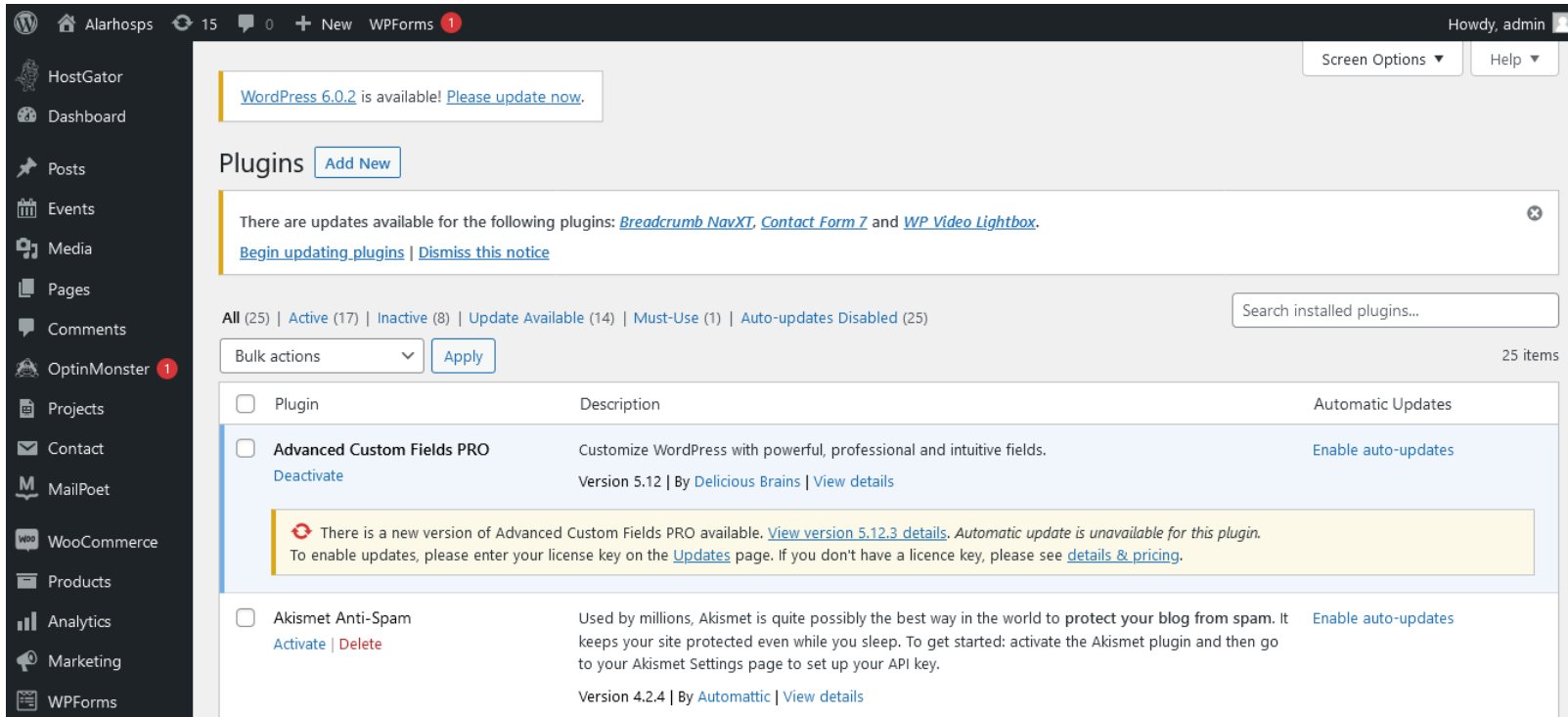
Wordpress Appearance Menu

Looking for where to switch themes, setup menus, edit widgets, add html/css codes, then the Appearance sub-section is the place to be



PLUGINS

Plug-ins add functionalities to your site. For instance, the contact form we talked about earlier was gotten as a result of a plugin. We need to download, install and activate a plugin before it becomes effective.



The screenshot displays the WordPress dashboard's 'Plugins' section. At the top, a notification bar indicates that WordPress 6.0.2 is available for update. Below this, a message states that updates are available for 'Breadcrumb NavXT', 'Contact Form 7', and 'WP Video Lightbox'. The main area shows a list of installed plugins with filters for 'All (25)', 'Active (17)', 'Inactive (8)', 'Update Available (14)', 'Must-Use (1)', and 'Auto-updates Disabled (25)'. A search bar for installed plugins is also present. The table lists two plugins: 'Advanced Custom Fields PRO' and 'Akismet Anti-Spam'. The first plugin has a notice about a new version (5.12.3) being available but not automatically updatable due to a missing license key. The second plugin, Akismet, is shown as active and up-to-date.


WordPress 6.0.2 is available! [Please update now.](#)

Plugins [Add New](#)

There are updates available for the following plugins: [Breadcrumb NavXT](#), [Contact Form 7](#) and [WP Video Lightbox](#).
[Begin updating plugins](#) | [Dismiss this notice](#)

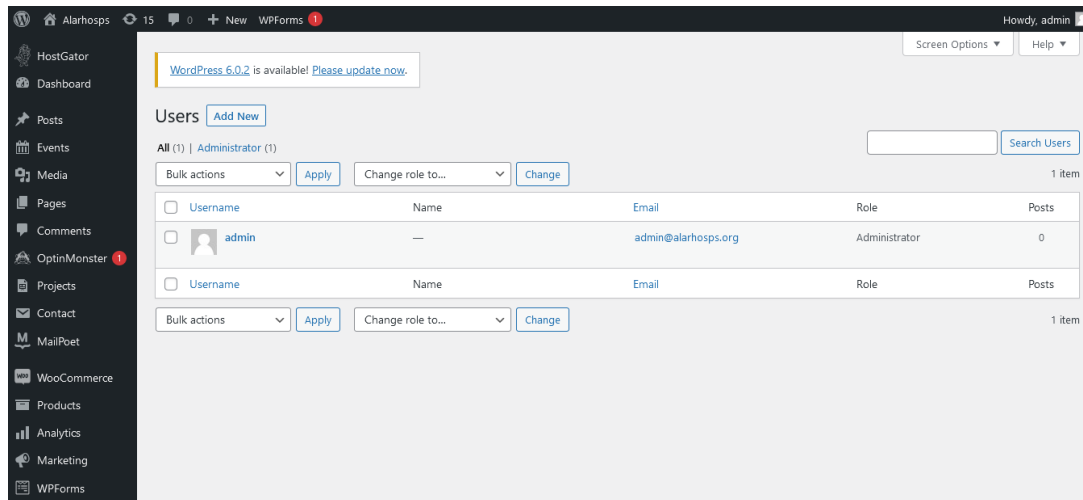
All (25) | Active (17) | Inactive (8) | Update Available (14) | Must-Use (1) | Auto-updates Disabled (25)

Bulk actions [Apply](#) 25 items

<input type="checkbox"/>	Plugin	Description	Automatic Updates
<input type="checkbox"/>	Advanced Custom Fields PRO Deactivate	Customize WordPress with powerful, professional and intuitive fields. Version 5.12 By Delicious Brains View details	Enable auto-updates
<div> There is a new version of Advanced Custom Fields PRO available. View version 5.12.3 details. Automatic update is unavailable for this plugin. To enable updates, please enter your license key on the Updates page. If you don't have a licence key, please see details & pricing.</div>			
<input type="checkbox"/>	Akismet Anti-Spam Activate Delete	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. It keeps your site protected even while you sleep. To get started: activate the Akismet plugin and then go to your Akismet Settings page to set up your API key. Version 4.2.4 By Automatic View details	Enable auto-updates

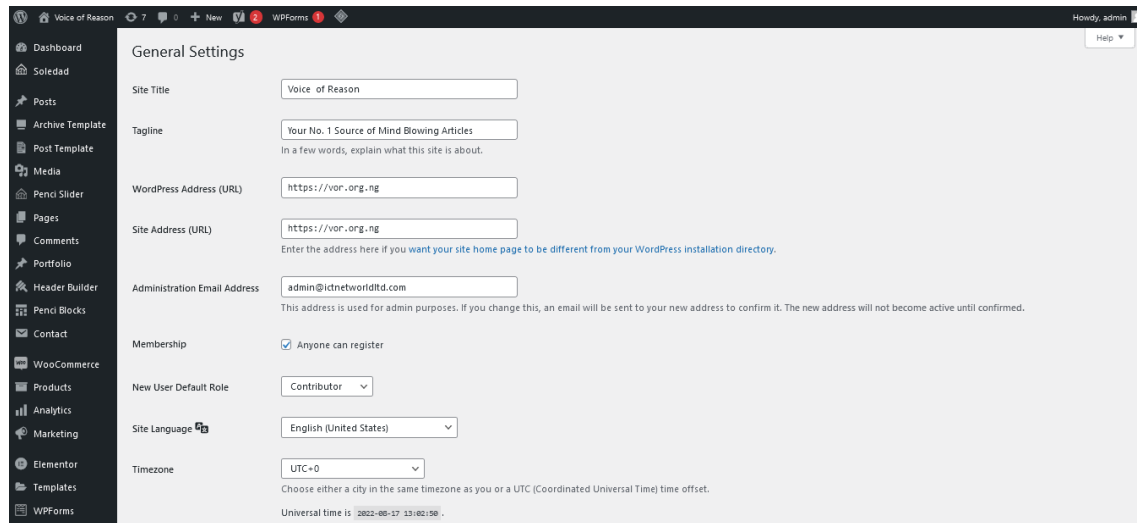
ADDING, EDIT & DELETING USERS

You can add users through the Users Tab in the Backend. You can also edit users, give them certain roles or even delete them.



DASHBOARD SETTINGS

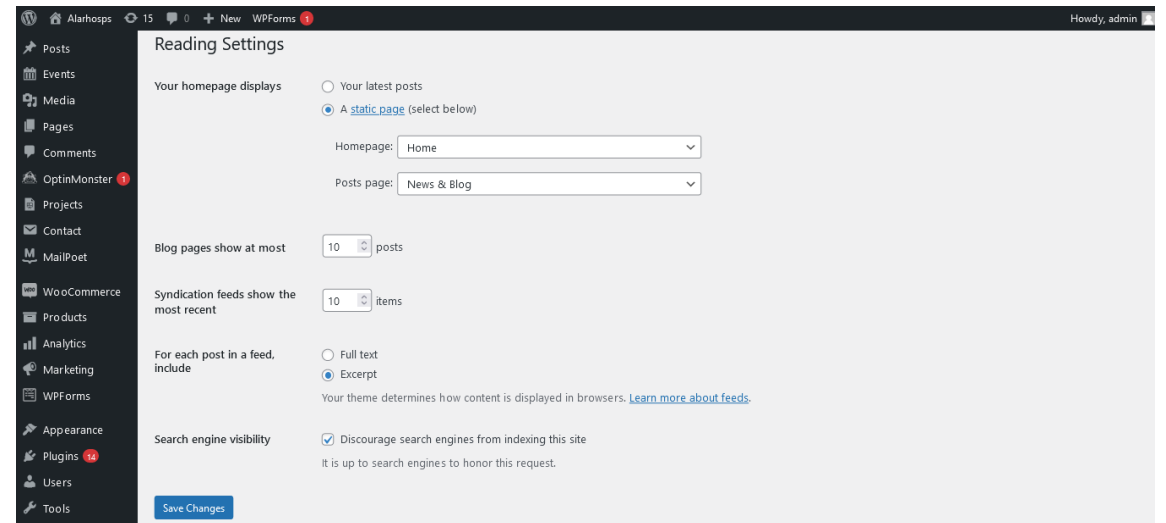
This is where you set major things for your website as a whole such as language, e-mail address, timezone, links etc.



The screenshot shows the 'General Settings' page in the WordPress dashboard. The left sidebar contains a menu with items like Dashboard, Site, Posts, Media, Pages, Comments, Portfolio, Header Builder, Pencil Blocks, Contact, WooCommerce, Products, Analytics, Marketing, Elementor, Templates, and WPForms. The main content area is titled 'General Settings' and includes the following fields:

- Site Title:** Voice of Reason
- Tagline:** Your No. 1 Source of Mind Blowing Articles. Below it, a note says: 'In a few words, explain what this site is about.'
- WordPress Address (URL):** https://vor.org.ng
- Site Address (URL):** https://vor.org.ng. Below it, a note says: 'Enter the address here if you want your site home page to be different from your WordPress installation directory.'
- Administration Email Address:** admin@icnworldfd.com. Below it, a note says: 'This address is used for admin purposes. If you change this, an email will be sent to your new address to confirm it. The new address will not become active until confirmed.'
- Membership:** ☒ Anyone can register
- New User Default Role:** Contributor (dropdown menu)
- Site Language:** English (United States) (dropdown menu)
- Timezone:** UTC+0 (dropdown menu). Below it, a note says: 'Choose either a city in the same timezone as you or a UTC (Coordinated Universal Time) time offset.'

At the bottom, it says: 'Universal time is 2022-09-27 13:02:50'.



The screenshot shows the 'Reading Settings' page in the WordPress dashboard. The left sidebar is the same as the previous screenshot. The main content area is titled 'Reading Settings' and includes the following settings:

- Your homepage displays:** ☐ Your latest posts, ☒ A static page (select below). Below this are two dropdown menus: 'Homepage:' set to 'Home' and 'Posts page:' set to 'News & Blog'.
- Blog pages show at most:** 10 posts (input field with up/down arrows).
- Syndication feeds show the most recent:** 10 items (input field with up/down arrows).
- For each post in a feed, include:** ☐ Full text, ☒ Excerpt. Below it, a note says: 'Your theme determines how content is displayed in browsers. [Learn more about feeds.](#)'
- Search engine visibility:** ☒ Discourage search engines from indexing this site. Below it, a note says: 'It is up to search engines to honor this request.'

At the bottom left, there is a blue button labeled 'Save Changes'.



THANK YOU

For more info, contact us at: support@ict-networld.com

Or simply call our office line

08034324619, 08174479775