

Go-IT Wordpress Website

User Guide / Handout

Purpose

This document serves as a helpful document which includes how our client can manage their own website. It reduces the need for frequent support, allowing our client to be more self-sufficient and organized. Overall, this document empowers our client to take and be in control of their whole website.

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Brief overview

Homepage

- o Immediate navigation to services or contact
- Brief view of services
- o Why clients should choose Go-IT
- Testimonials
- Previous collaborators (with current placeholder images)

About Us

- Short story about founding of the company with brief view of services
- Company values
- Number of previous customers
- About founder
- Founder educations (with placeholders)

Services

Button to see service rates

Specialization

- o Clear view on what specialized services are offered
- Detail about applications included in certain services

Contact

- Contact form
- Contact information

This can be seen in the **link below**.

Website URL

http://www.ynot.go-host.nl/goit/

Content management

To make any changes in this website you must first navigate to https://ynot.go-host.nl:2222/, then login to the account and go into the WordPress application.

Since we didn't have access to some information we added placeholder text and images to a few different things, these have to be filled and fixed by the client.

They are the following:

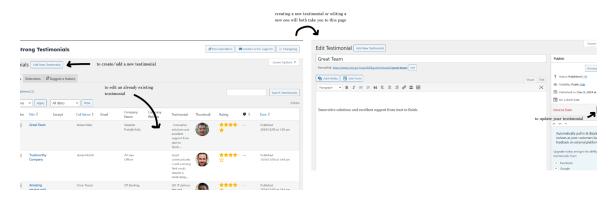
Homepage

Testimonials

The testimonials were added using a **plugin** already installed. To edit this you have to navigate through the following: Main WordPress page (with sidebar overview) -> Testimonials

To edit -> Click on any testimonial, here you can edit any information included in the testimonial like name, text, rating, picture etc.

To add -> Click "Add New Testimonial", here you can add any information included in the testimonial like name, text, rating, picture etc.

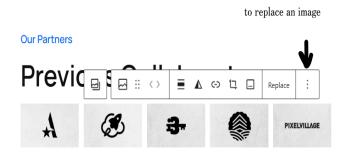


Previous Collaborators

Since we are not sure who the client's previous collaborators are we added placeholder logos for this section.

Navigate into the Pages section in the sidebar and choose "Homepage", scroll down to the "Previous Collaborators" section.

To edit -> Click on any of the images, a small menu will pop-up above the image, click the three dots that appear on the right side of the menu. When you click this it will allow you to replace the current image with a new one, you can do this for every image.



To add -> In the sidebar under the "ListView" section you can find a group called "previous collaborators", select this group. Once selected you will see a "+" pop up in the bottom-right corner of the row of images, this will allow you to add a new gallery, once you do this it will allow you to add an image.



• Specialization Page

Changing images

Since I used placeholder images for the time being, you would probably like to change these to an actual image of your work.

To change -> Click on any image, a small menu will appear above the image, click on "Replace", here you can change the image to any picture you'd like.

"Applications we specialize in"

To add-> Open the collapsible and select the final line, then simply click the enter key on your keyboard. A new line will pop-up where you can add a new application.

• "15 years in the industry"

Navigate to the section right above the footer, this should be a green-blue gradient oval.

To edit/add-> Select the word and delete it then write something new from your keyboard.

To delete-> Select the word you want to remove and simply press the delete key on your keyboard.

If you'd like to remove the whole section, simply select the section as a whole and press the delete key on your keyboard.

Contact Information

For further support please feel free to contact us via email <u>534747@student.fontys.nl</u> or <u>532632@student.fontys.nl</u>.

Or WhatsApp for a quicker response +31 617641904 or +31 645423275.