

Chalets & Caviar



Instruction Manual

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Supporting documentation for navigation through the Chalets & Caviar WordPress website. Guidelines to add new chalets, edit existing chalets, etc.

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Login

Visit Development Site:

Access the WordPress website (URL: <http://dev-candc.pantheonsite.io/>)

Visit Admin Site:


1. Access the WordPress admin access (URL: http://dev-candc.pantheonsite.io/wp-login.php?redirect_to=http%3A%2F%2Fdev-candc.pantheonsite.io%2Fwp-admin%2F&reauth=1)



2. Enter login information: Username and Password

Username: admin


Password: chalets&caviar_admin

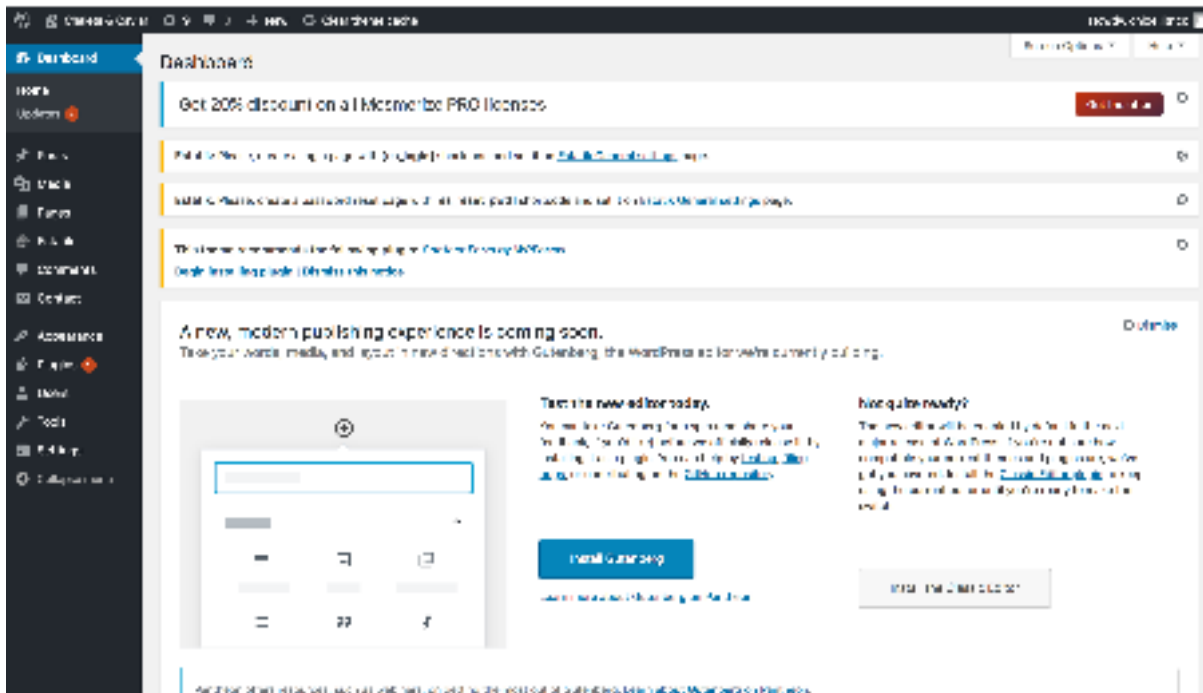
3. Passwords can be changed by clicking on users in the tool bar ( Users) > Name of the user you wish to edit > Scroll down to 'New Password' and click on 'Generate Password' > Enter desired password > Update User

The Tool Bar

The tool bar contains all the required editing tools for the WordPress website. Here you will find the dashboard, the real estate plugin (Estatik), contact forms, and more.


Accessing the Tool Bar:

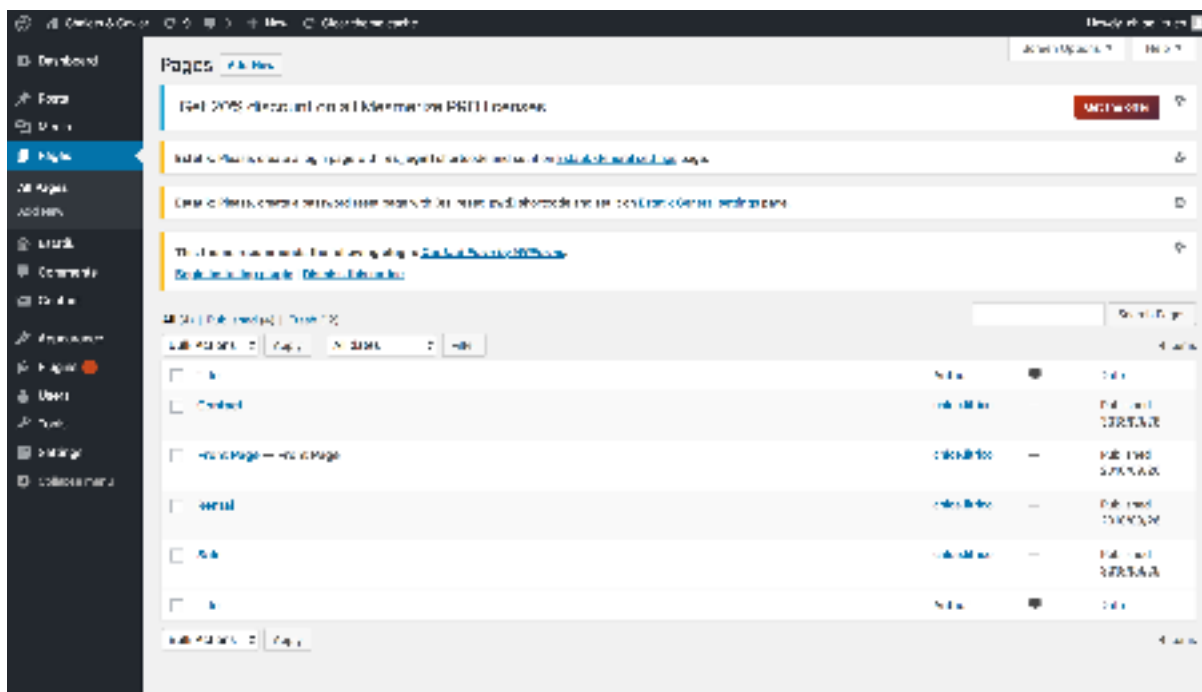
4. Access the WordPress website (URL: <http://dev-candc.pantheonsite.io/>)
5. Hover your mouse over the 'Chalets & Caviar' writing at the top left of the website ( Chalets & Caviar)
6. Select 'Dashboard' from the dropdown menu and on the left side of the screen will appear all the options which will be covered in the next sections of this file



Editing Webpage Content

(Excluding the Chalet Listings)

1. Go to the 'Dashboard' and from there hover over the 'Pages' writing in the tool bar ( Pages)
2. Select 'All Pages' from the dropdown menu
3. Here you will see a list of all four different pages of your website.



4. Click on the page you wish to edit and perform the desired changes to the page
5. Once you have finished editing the page's content, click on the blue 'Update' button on the right of the screen



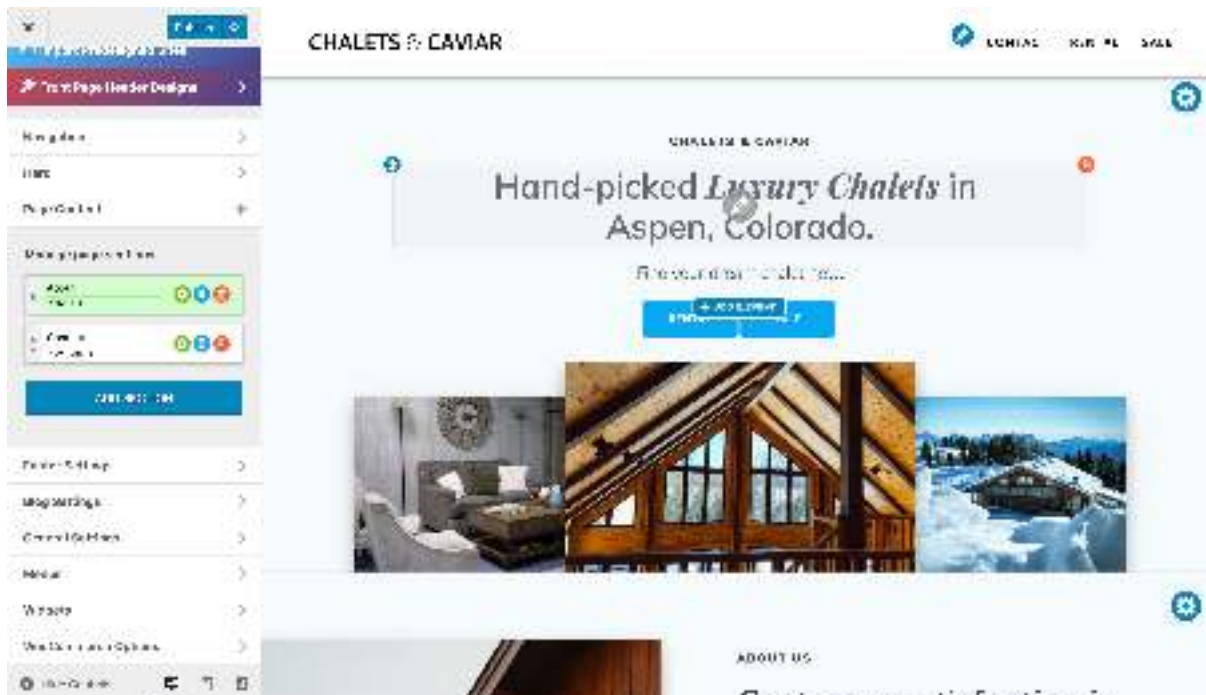
Editing the Front Page:

The chosen WordPress theme has a built-in customizer editor to facilitate the editing of the front page of the website.

1. Hover your mouse over the 'Front Page' title, and click on the blue 'Edit in Customizer' button




2. From here, scroll down the page and click on the images or text you wish to alter and make the changes directly on the webpage.

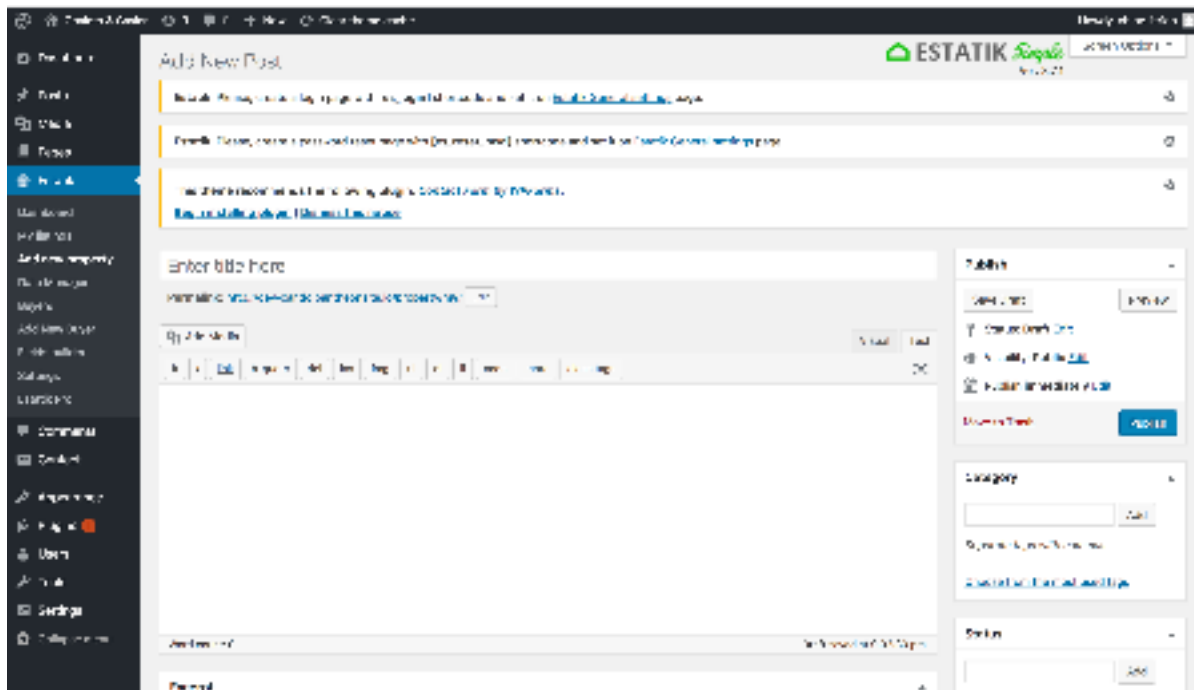


Adding / Editing Chalet Listings

Estatik is a widely used real estate plug-in which has been installed on the WordPress website to facilitate the management of the chalet listings for sale and for rent.

Adding a Chalet Listing:

1. Go to the 'Dashboard' and from there click on the 'Estatik' writing in the tool bar ( Estatik)
2. Select 'Add new property' from the selection menu located under the 'Estatik' option



3. Enter all the information required for the listing:
 - a. 'Enter title here' – The title displayed at the top of your listing



- b. Blank text area under the title is the description of the chalet
- c. Fill out the 'Basic Information' section with the chalet's price, bedroom #, bathroom #, floors, area, etc.
- d. On the right side of the screen enter the necessary information into the specific sections: Category, Status, Features, Amenities... etc

The image shows a portion of a web form for creating a listing. It contains four sections, each with a title bar, a text input field, and a 'Save' button. Below each input field is a link that says 'Choose from the available options'. The sections are:

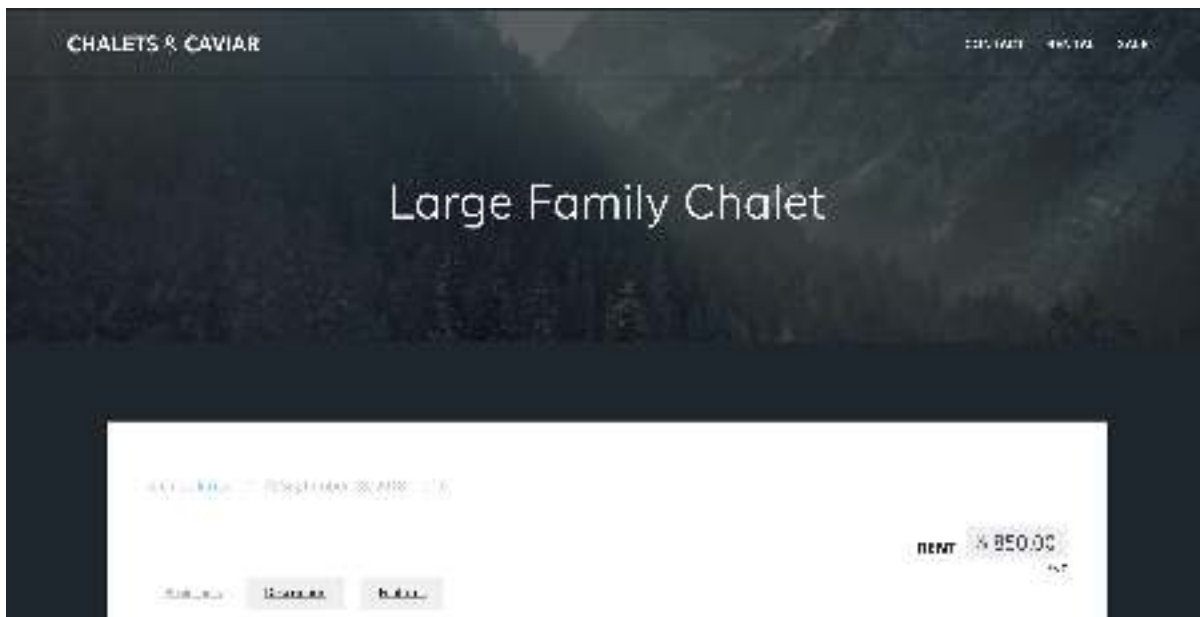
- Category:** Input field for selecting the listing category.
- Status:** Input field for selecting the listing status (e.g., Rent, Sale).
- Features:** Input field for listing specific features.
- Amenities:** Input field for listing additional amenities.

IMPORTANT: Do not forget to add the 'Category', either 'Rent' or 'Sale' to the listing, otherwise the listing will not show up in the designated pages.

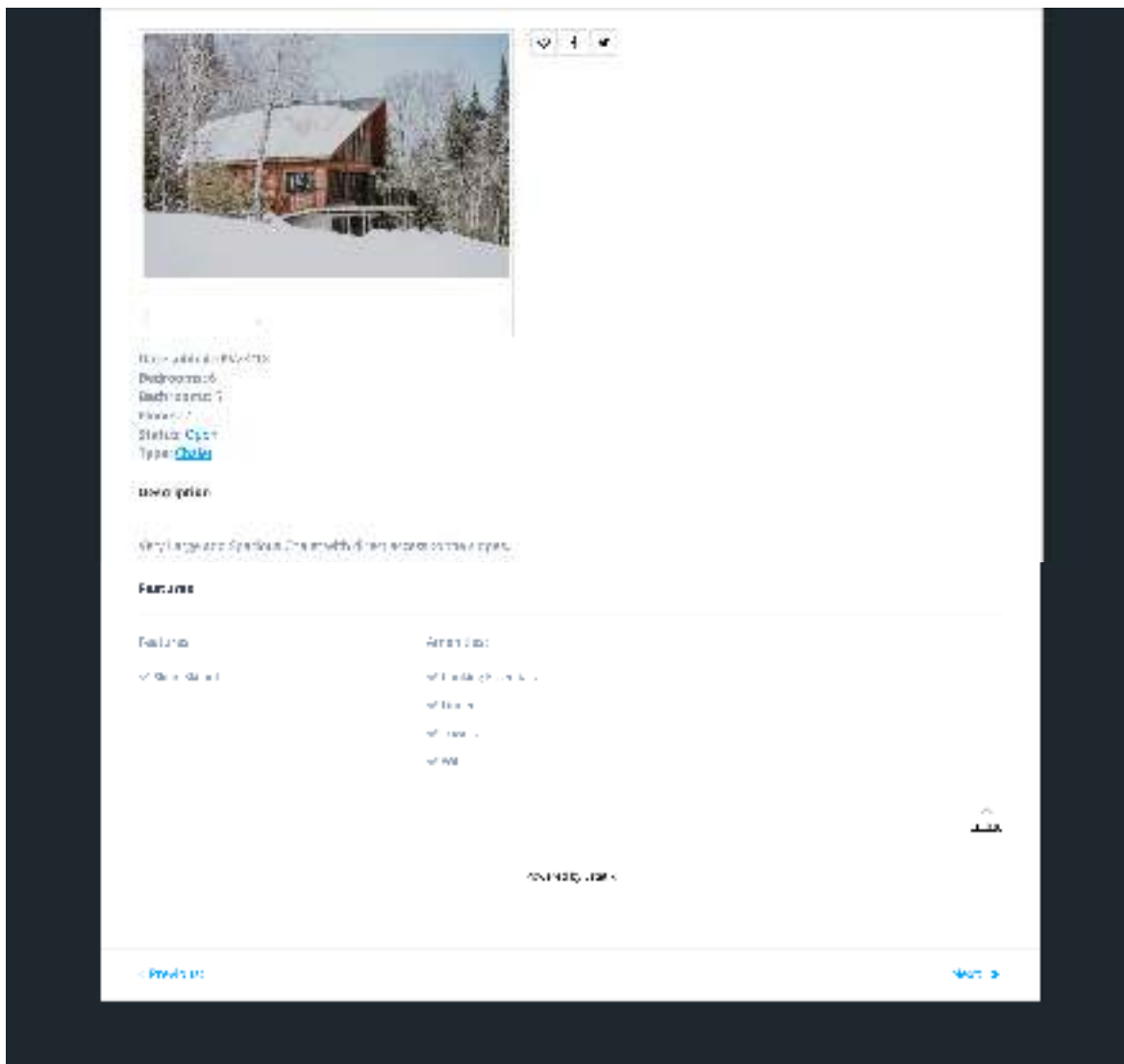
4. Once you have finished creating the listing, click on the blue 'Publish' button on the right of the screen

This screenshot shows the full listing creation form. The title is 'Luxurious Chalet'. Below the title is a large text area for the description. To the right of the description are buttons for 'Save' and 'Publish'. At the bottom right, there is a 'Publish' button and a 'Cancel' button. The 'Publish' button is highlighted with a blue border.


5. This will result in a finalized chalet listing:



(Image continued on next page)



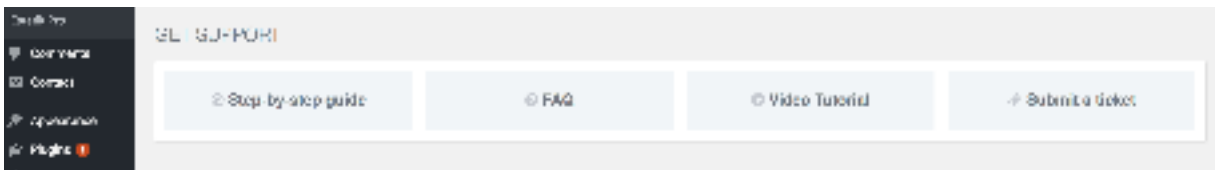
Editing an Existing Chalet Listing:

1. Go to the 'Dashboard' and from there click on the 'Estatik' writing in the tool bar ()
2. Select 'My listings' from the selection menu located under the 'Estatik' option
3. All the existing listings will be displayed in a table with their title, status, address, category... etc.
4. Click on the listing title of the chalet listing you would like to edit
5. Make your edits and click the blue 'Update' button located at the right of the screen

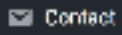
Extra Support:

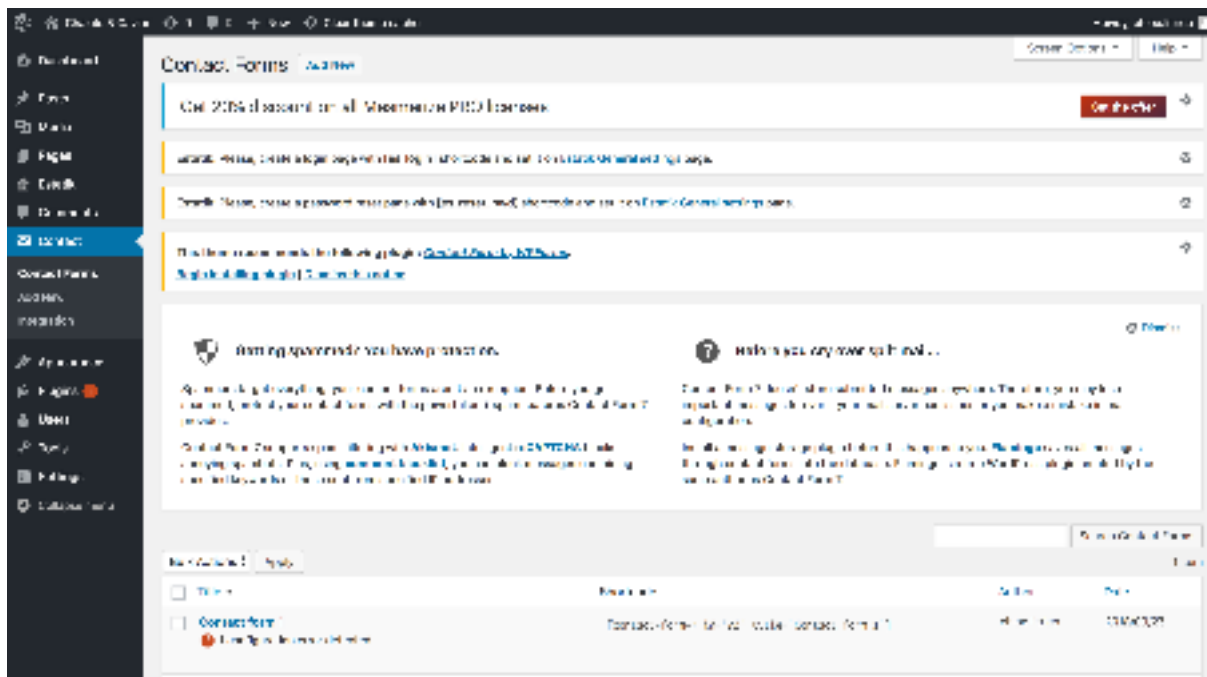
To get additional assistance on how to handle listings in the Estatik plug-in:

1. Hover your mouse over the Estatik option in the tool bar
2. Click on the 'Dashboard' option from the dropdown menu
3. Scroll down to the 'GET SUPPORT' section of the dashboard
4. There you will find a 'Step-by-step guide' and a 'Video Tutorial' with additional information and support about handling your chalet listings on WordPress



The Contact Form

1. Go to the 'Dashboard' and from there click on the 'Contact' writing in the tool bar ()
2. You will see a list with 'Contact form 1', which is the contact form found in the Contact page. Next to the form's title you can find the Shortcode, which is the code that is inserted in the desired 'Pages'



3. To edit the contact form, click on the 'Contact form 1' title.
4. Here you can edit the label names under the Form tab, the email settings under the 'Mail' tab, and the reply messages to the user under the 'Messages' tab.



5. Once finished, click on the blue 'Save' button on the right of the screen