Go-IT Wordpress Website

User Guide / Handout
—

Coralie Erasmus
YNOT?
534747@student.fontys.nl

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.

Table Of Contents

Brief overview

- **Homepage**
    - Immediate navigation to services or contact
    - Brief view of services
    - 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**
    - 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 second image icon that appears. 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.

(This document only contains the homepage section of the Go-IT website.)

Contact Information

For further support please feel free to contact me via email 534747@student.fontys.nl or on WhatsApp for a quicker response +31 617641904.