Manual for Chalets & Caviar's website

dcgj

CHALETS AND CAVIAR

Accessing the administrative area

Go to https://chaletsandcaviar.idnet.dk/wp-admin in your browser and login using your username or e-mail address and password.

Creating a listing

At any time, you may click **Save Draft** to save the current progress. It is safe to close the browser after saving a draft – it will be available for continued editing when logging back in later.
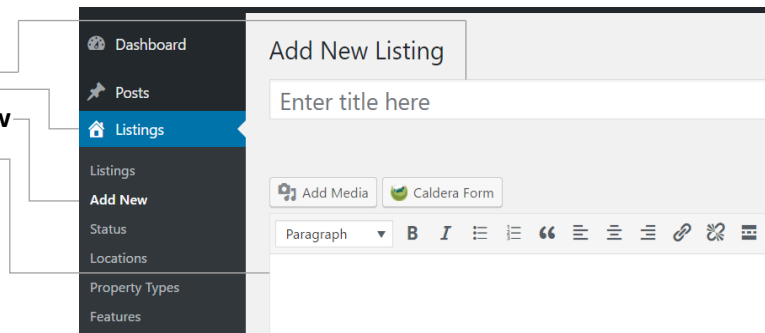
You may also click **Preview** to preview the listing before publishing it.
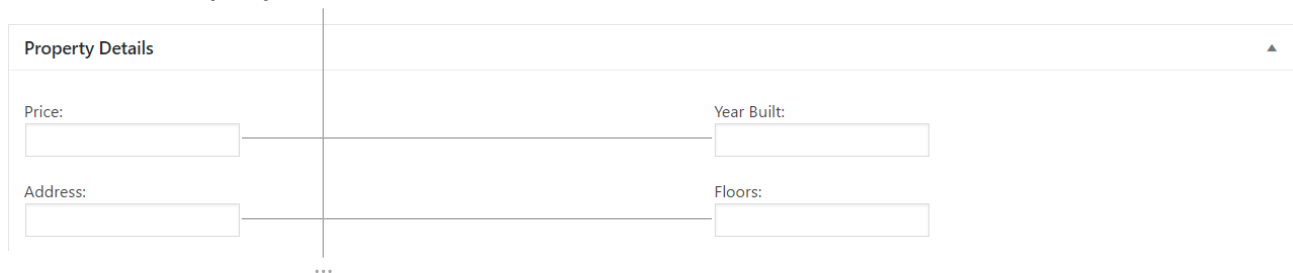
1. Start by adding a New Listing

1. Click **Listings** and select **Add New**
2. Enter a **title** and a **description**
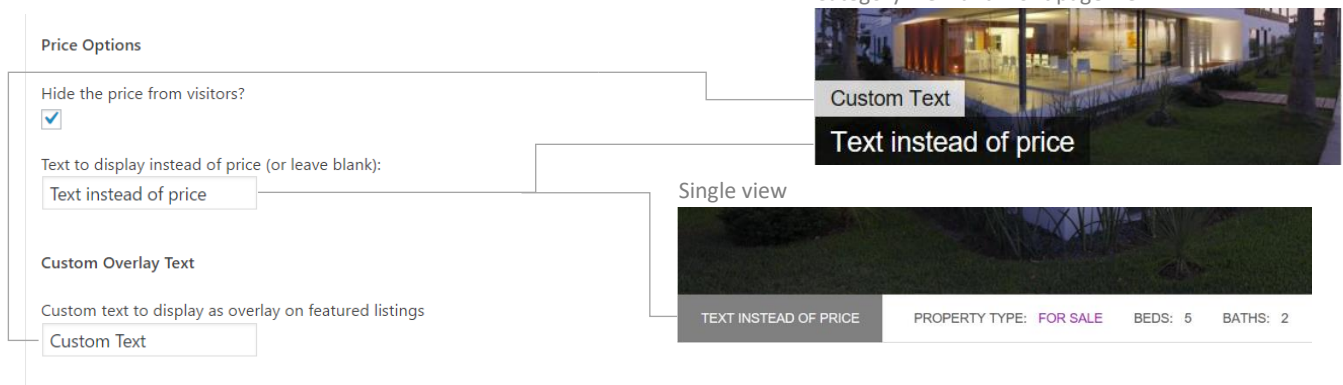
2. Property Details

Enter known **Property Details**

3. Price Options

Choose whether to display the price by selecting/deselecting the **Hide the price from visitors?** checkbox. If the price is hidden then you may display a message instead of the price by entering this into the **Text to display instead of price…** field. Text entered in the field **Custom text to display as overlay…** will be displayed only on archive pages and the front page.

4. Photo Gallery

1. Click **Add Media** in the **Photo Gallery** section to open the Media browser.

Photo Gallery (use Add Media button to insert Gallery):

| Add Media | Caldera Form | | Visual | Text |

2. Select **Create Gallery** and either choose photos available in the Media Library or select **Upload Files** and click **Select Files** to upload new ones.

Insert Media

Create Gallery

Create Audio Playlist

Create Video Playlist

Featured Image

Insert from URL

Create Gallery

Upload Files   Media Library

Drop files anywhere to upload

or

Select Files

Maximum upload file size: 256 MB.

3. Click **Create Gallery**   [Create a new gallery]
4. Select the following options and click **Insert Gallery**

GALLERY SETTINGS

Link To   Media File
Columns   4
Random Order
Size   Square
Pop-up Size   Large
Display   Grid

[Insert gallery]

5. Map Options

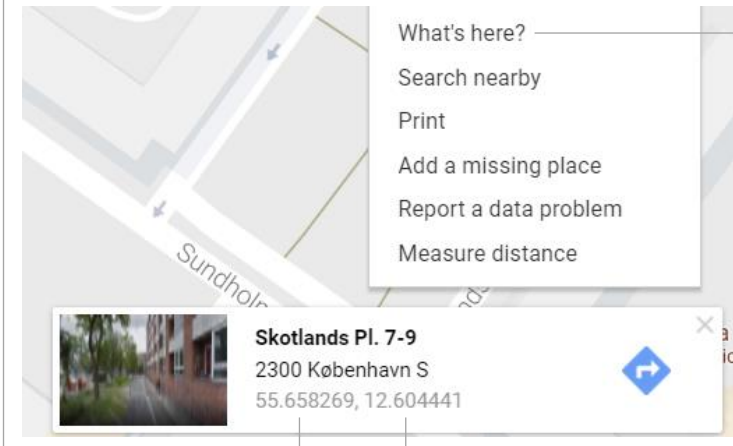Insert **Latitude** and **Longitude** to display a Google map on the listing page.

Map Options

Automatically insert map based on latitude/longitude? **Will be overridden if a shortode is entered below.**
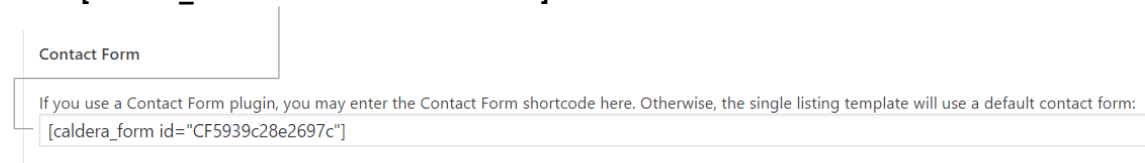⦿ Yes ◯ No

Latitude:
39.1860103

Longitude:
106.8224247

Latitude and longitude can be found by right clicking an address in Google Maps and selecting **What's here**.

What's here?

Search nearby

Print

Add a missing place

Report a data problem

Measure distance

Skotlands Pl. 7-9
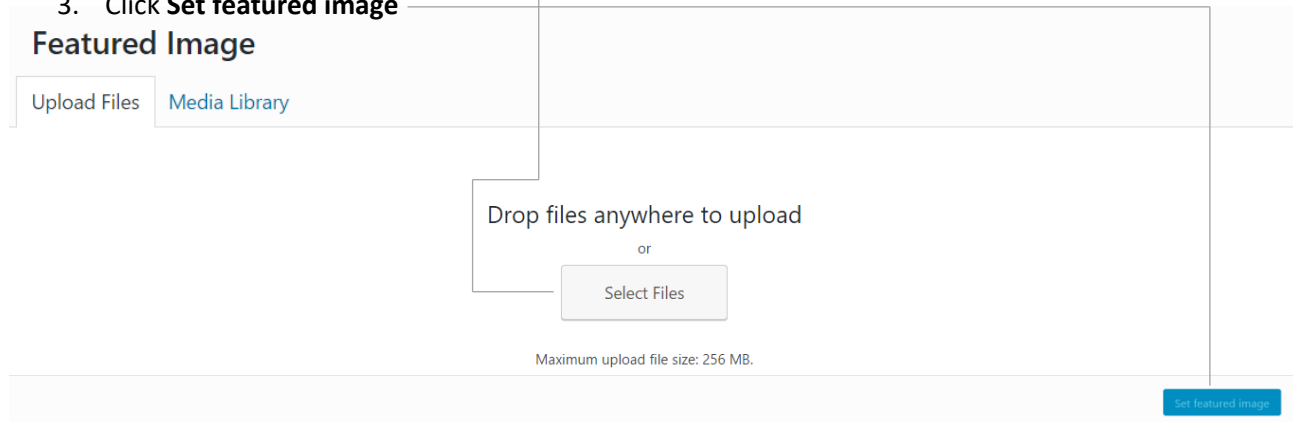2300 København S
55.658269, 12.604441

6. Contact Form

Insert the following value into the Contact Form field to display a contact form that matches the rest of the site: **[caldera_form id="CF5939c28e2697c"]**

Contact Form

If you use a Contact Form plugin, you may enter the Contact Form shortcode here. Otherwise, the single listing template will use a default contact form:

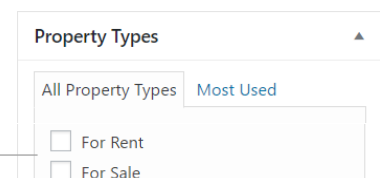[caldera_form id="CF5939c28e2697c"]

7. Featured Image

Add a featured image (used as thumbnail and main image for listings).

1. Click **Set featured image** to open the Media Library
2. Select an existing image or click **Select Files** to upload a new
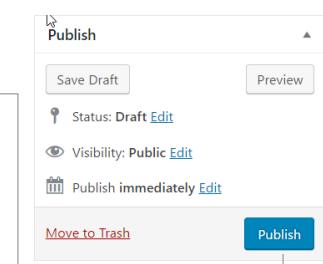3. Click **Set featured image**

Featured Image   ▲

Set featured image

Featured Image

Upload Files   Media Library

Drop files anywhere to upload

or

Select Files

Maximum upload file size: 256 MB.

Set featured image

8. Property Type

Select a **Property Type**

Property Types   ▲

All Property Types   Most Used

☐ For Rent
☐ For Sale

9. Publish Listing

Click Publish to bring the new listing online

Publish   ▲

Save Draft   Preview

📍 Status: **Draft** Edit

👁 Visibility: **Public** Edit

📅 Publish **immediately** Edit

Move to Trash   Publish

Editing an existing listing

Editing a listing is very much like creating a listing. Therefore, after selecting a listing as shown below, you can follow the section for Creating a listing which starts at page 1.

Selecting the listing to edit

Click **Listings** and then click the **Listing Title** of the listing that you would like to edit.

Removing a listing

To remove a listing from the page you may either select **Move to Trash** to delete the listing (can be restored if needed) or you may set the **Status** to **Draft** which will retain the listing but not display it on the page.