


Project 2: Build quick and beautiful websites with Wordpress

Chalets and Caviar Website Development

Url: <https://dev-chaletsandcaviarsales.pantheonsite.io/>


Wordpress Documentation

Administrator and Editor Guide



HOMECHALETS FOR SALECHALETS FOR RENTABOUT USCONTACT


Explore some of our luxurious chalets



1

\$ 55,000.00

20 sq ft4 beds2 baths




HOT

1

\$ 34,000.00

30 sq ft4 beds2 baths



OPEN HOUSE

1

\$ 72,000.00

35 sq ft5 beds3 baths

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1.0 Introduction

Do you want to add, edit or delete a chalet from the listing and you don't know how to go about it? Not to worry this comprehensive documentation contains everything you need to get you started it also contains screenshots with markings to properly guide you so you don't get lost or confused. If you are ready then let's get started. 😊

1.1 Login to Wordpress

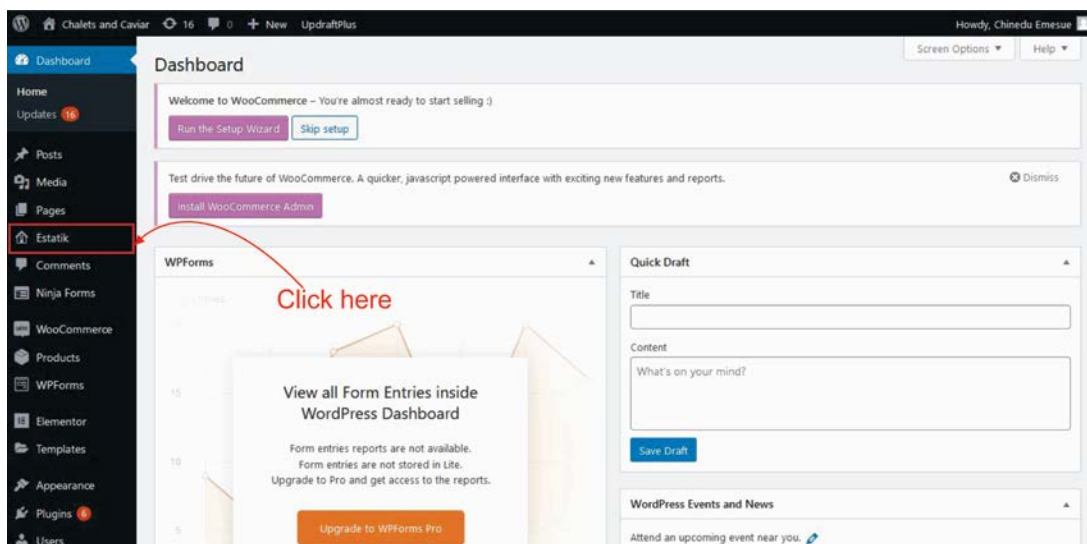
Enter this link <https://dev-chaletsandcaviarsales.pantheonsite.io/wp-admin/> into your web browser; you will be redirected to the login page, enter your login details (see figure 1 below)



(Figure 1)

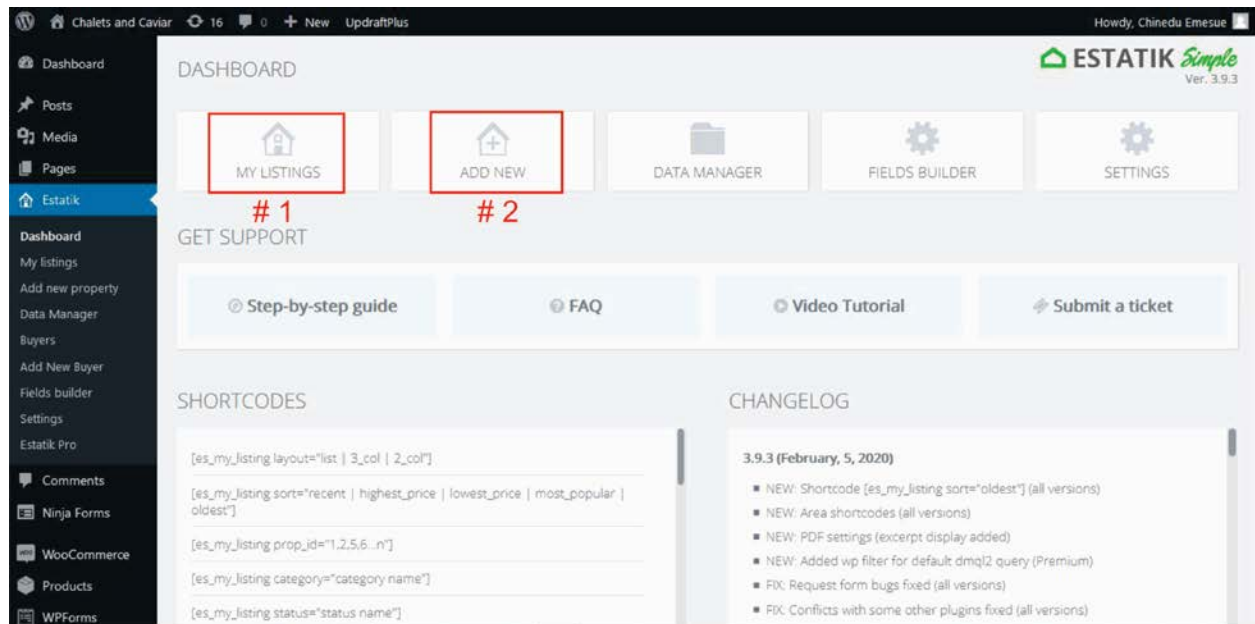
2.0 Add Chalet to Property Listing

Step 1: Adding chalet to property listing is done via the Estatik plugin. Click on Estatik menu found on the left sidebar (see figure 2 below)



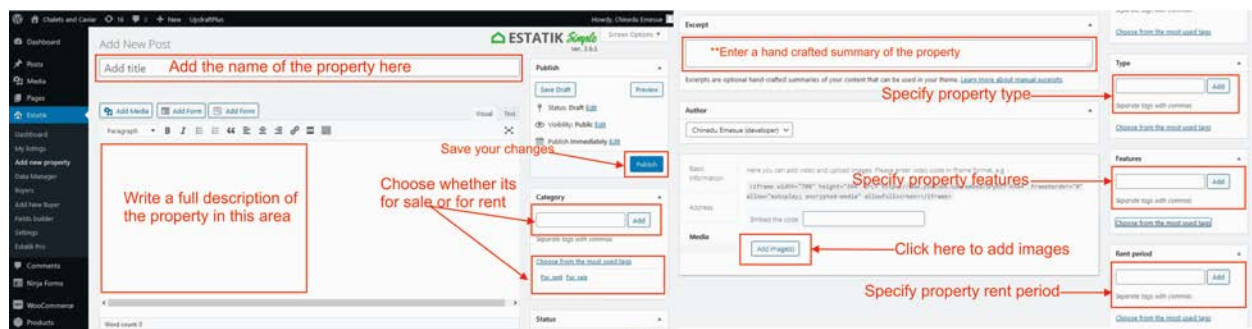
(Figure 2)

Step 2: From the Estatik dashboard click on ADD NEW (#2). You will be redirected to a page where you can fill in all the needed information for the chalets. (see figure 3 and 4 below)



(Figure 3)

Step 3: Enter the required information and save your changes by clicking publish



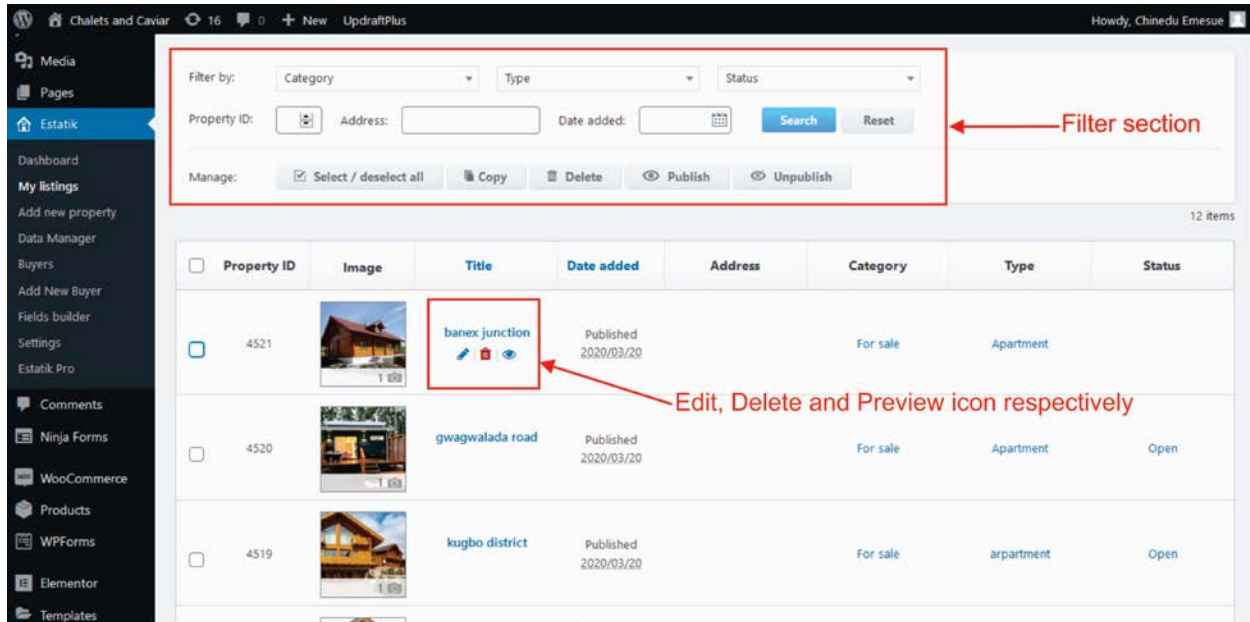
(Figure 4)

IMPORTANT: To add a chalet into either For rent or For sale category, on the right sidebar Category option type "For rent" or "For sale" (without the quotation mark) and then click the Add button and the system will put the chalet in the appropriate category once the property is published (see figure 4 above)

3.0 Edit Chalet

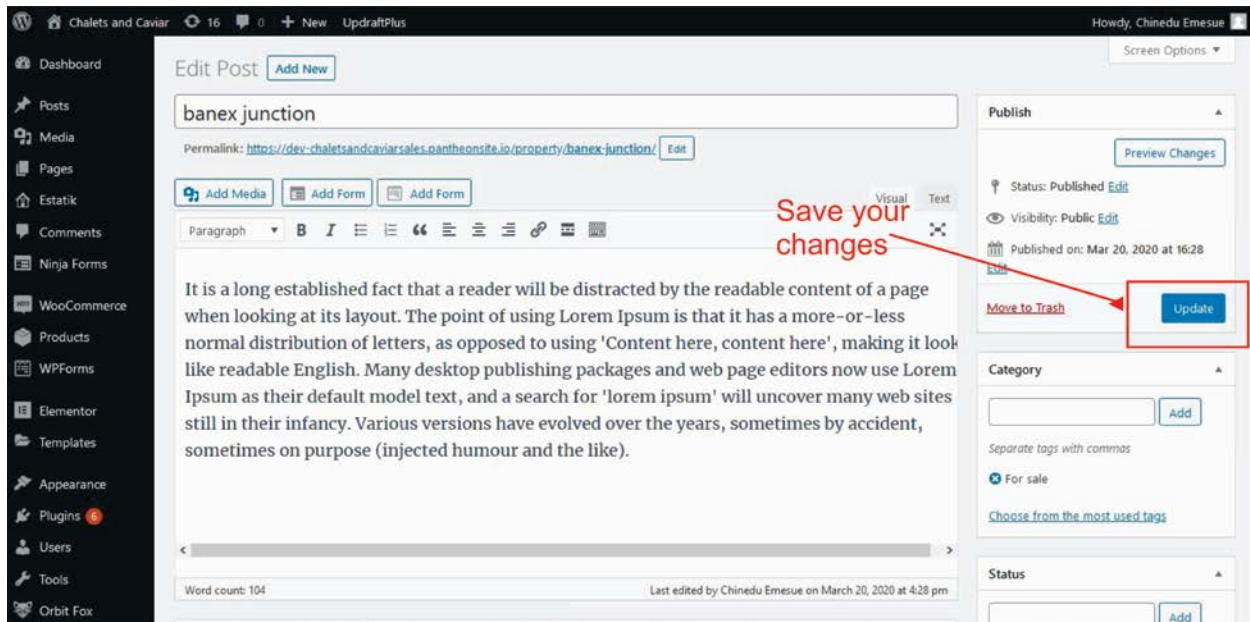
To edit a chalets from the property listing click My Listings (#1) (See figure 3 above)

Step 1: On the My Listing page, you get a list of all the chalets published on the website. Locate the chalet you want to edit and hover your mouse pointer on the chalet to display the edit button that is shaped like a pen and click on it.



(Figure 5)

Step 3: You will be redirected to a page where you can modify all the fields for the chalets information.



(Figure 6)

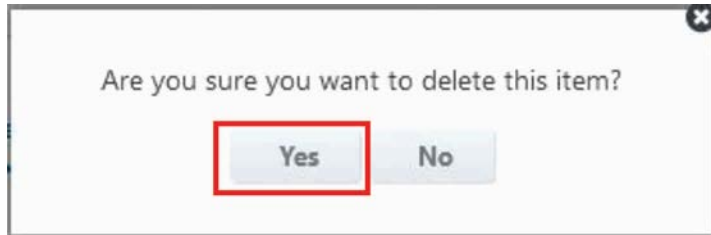
Here you can make changes to the chalets basic information, address, media files, tags, chalets category, features and so on.

4.0 Delete a Chalet

To delete a chalet from the property listing click My Listings (#1) (See figure 3 above)

Step 1: On the My Listing page, locate the chalet you want to delete and hover your mouse pointer on the chalet to reveal the delete button that is shaped like a trash can and click on the icon. (see figure 5 above)

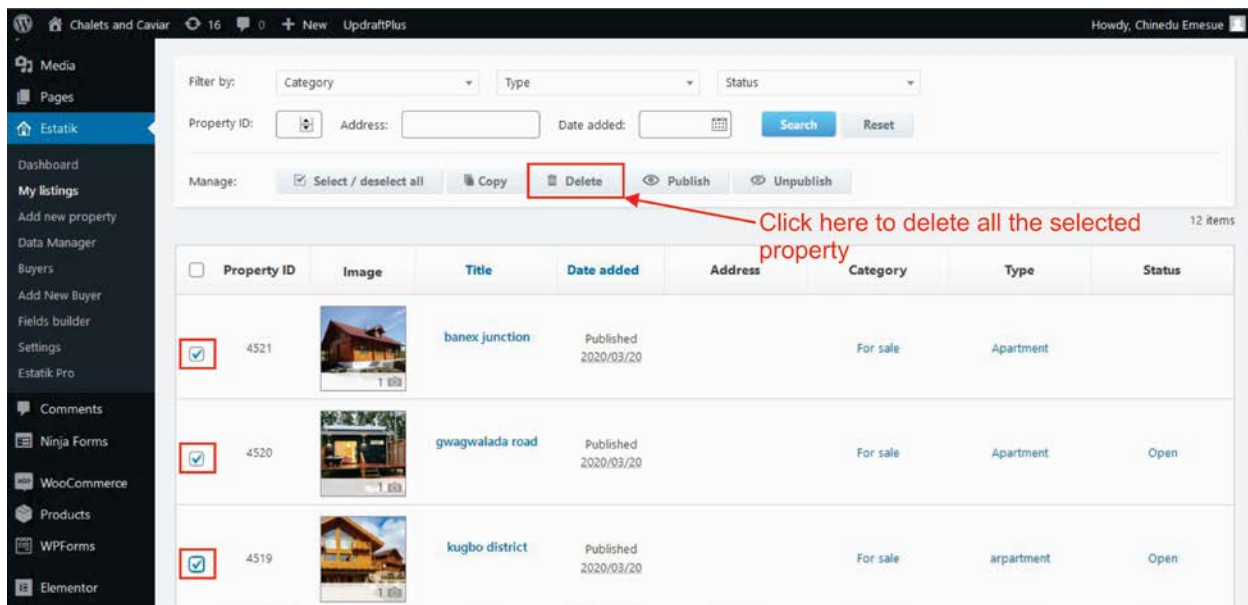
Step 3: Once you click on the delete icon a message screen will pop up asking if you are sure you want to delete the item then click on Yes to delete that chalet from the listing.



(Figure 7)

4.1 Delete Multiple Chalets

To delete multiple chalets check the individual checkbox for each chalets and click on the delete button on the top of the listing table as shown in the image below



(Figure 8)

And click Yes on the message pop up screen (see figure 7 above) to delete all the selected chalets from the listing.