# Instructions for Wordpress: Add, edit and delete Property listings.

## Contents


1. Logging in
2. Customize
3. Dashboard
4. Add property
5. Edit property
6. Delete property

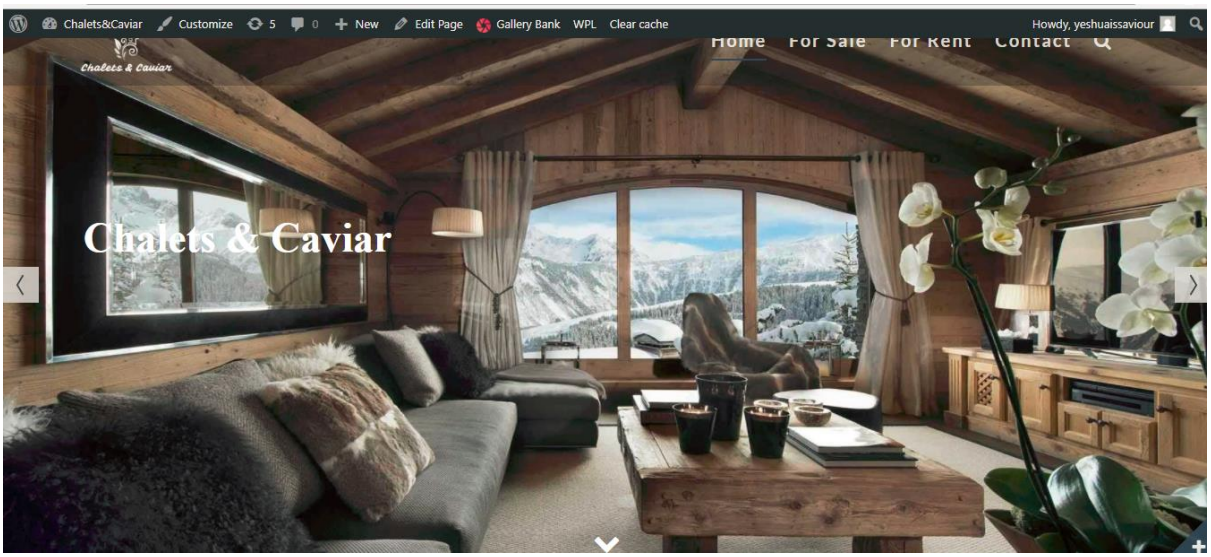

1. Logging in

You will need to log in in order to access your account on the website.
For this you'll need your username and password.

Before this you need to go to the website:
http://mchaletsandcaviar.themecloud.website/wp-login.php

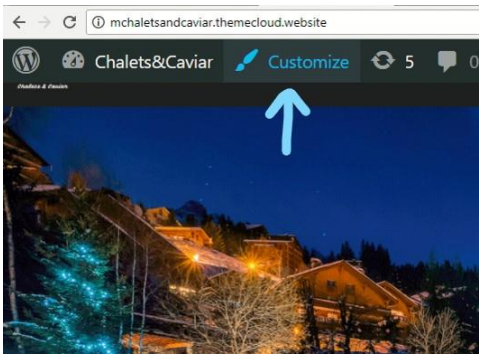
Enter your user name and password and you are in.

Once you have accessed the website, click the home icon on the top left of the page and you will have a view like this:

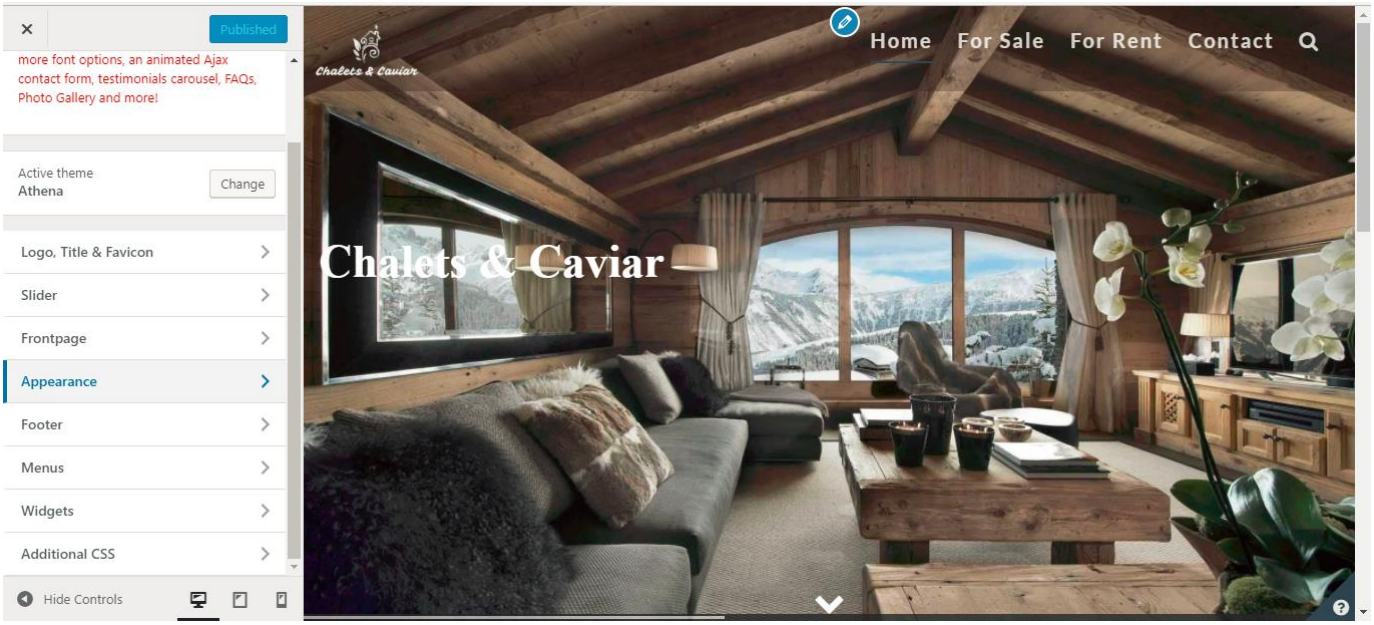



Note on the top left corner you have two buttons: Chalets&Caviar and Customize.

**2.CUSTOMIZE**

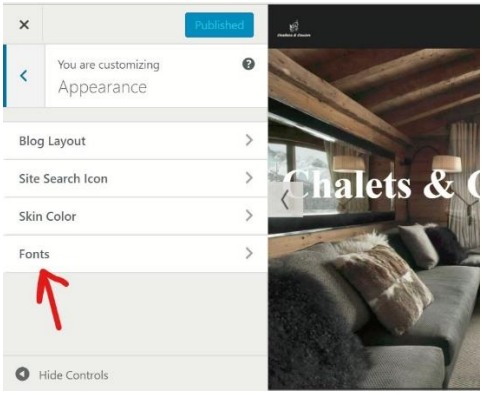


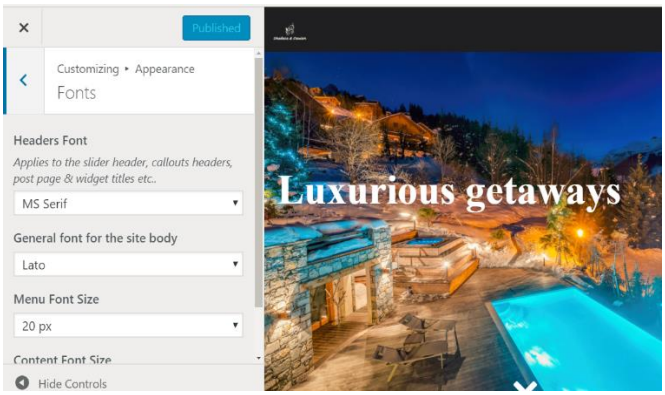

Click on the 'Customize' button and it will open a list of things you can change on your site as shown below:



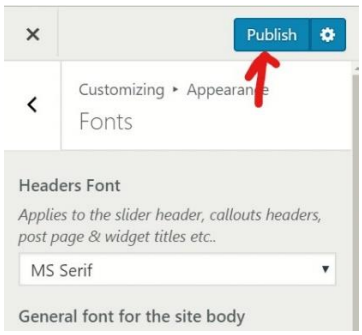

If you wish to change the photos displayed on your home page, simply click the 'Slider' button.
This will give you options to change image and writing.

If you want to change the type of writing, click the Appearance button.




If you click on 'Fonts' button as shown above, you can select from different writing fonts for both headings and main writing. You can also choose the Font size 'Menu Font Size' as you can see in the above right image. The website will give you a preview as you change them to show you how it looks.



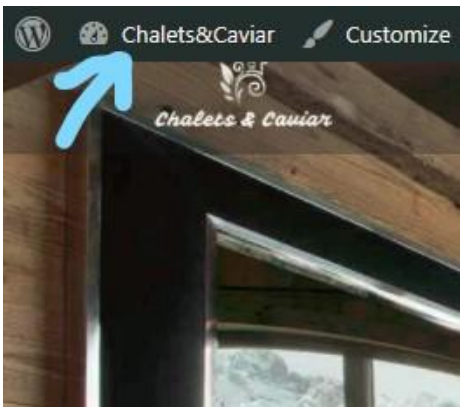

*DON'T FORGET TO CLICK PUBLISH ONCE YOU HAVE CHOSEN YOUR PREFERED FONT AND SIZE.
OTHERWISE IT WON'T SAVE.

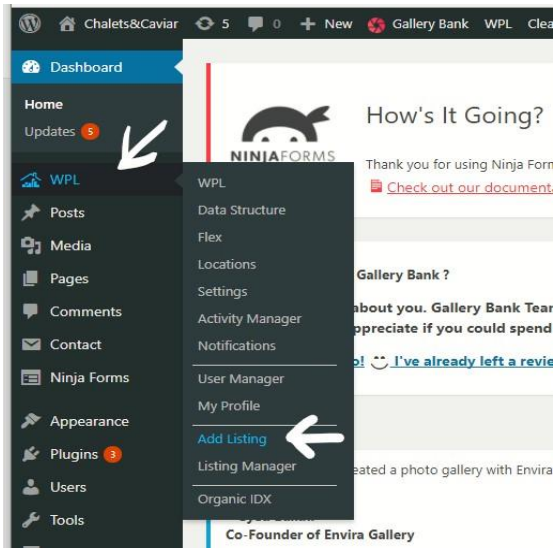
**3.Dashboard**

The 'Chalets&Caviar' button beside 'Customize' is your Dashboard.

This is where we are going to go in order to Add, Edit or Delete property listings.

Once again, navigate to the top of the page but this time click 'Chalets&Caviar':

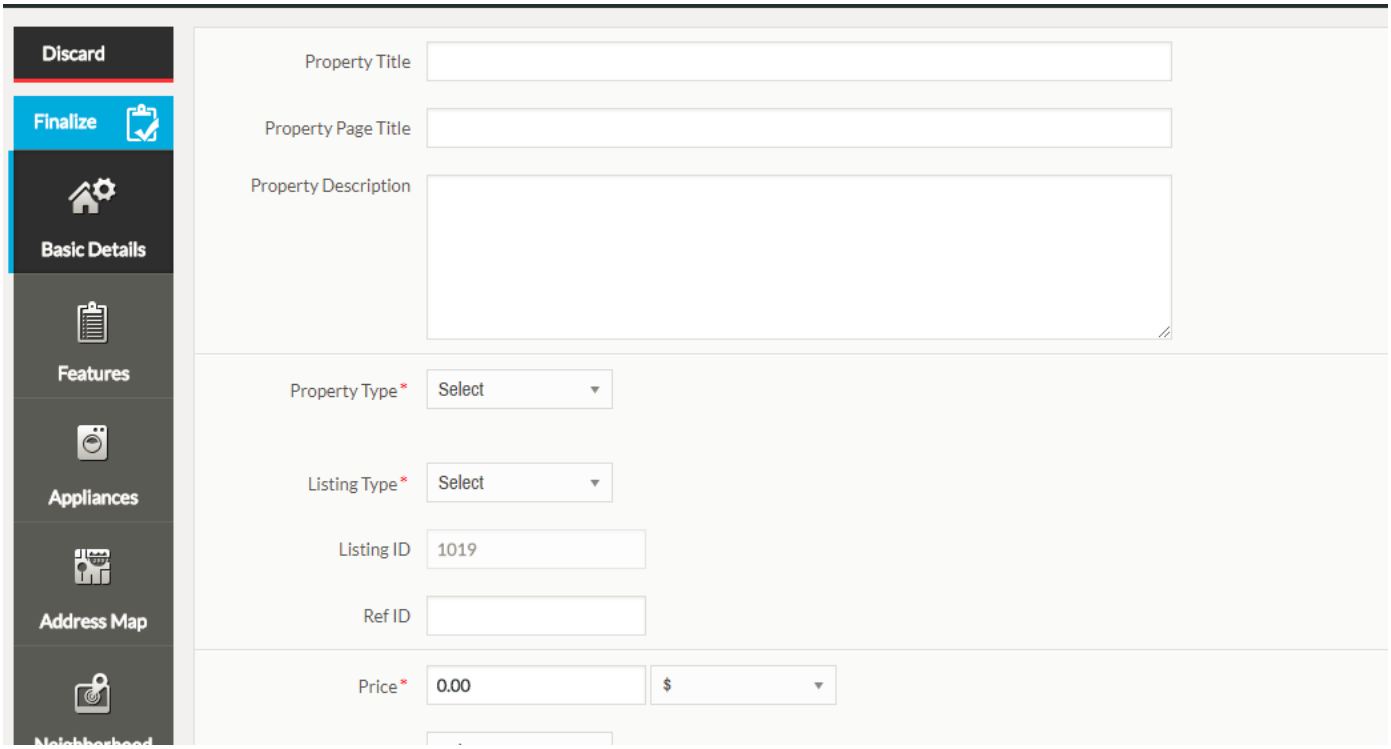



Then under the Dashboard, there are many different Tabs, but don't be alarmed. We will not need most of them.

Just click on 'WPL' and then from the sub menu click 'Add Listing'(Image above-right)

**4. Add Property**




In order to Add a property, click 'Add Listing'. You will then see a list of options to add your property.

The first option is 'Basic Details'. Fill out the various fields:

Property Title

Listing Type – Choose Sale/Rent

Property Type- Chalet/Villa/Office etc.

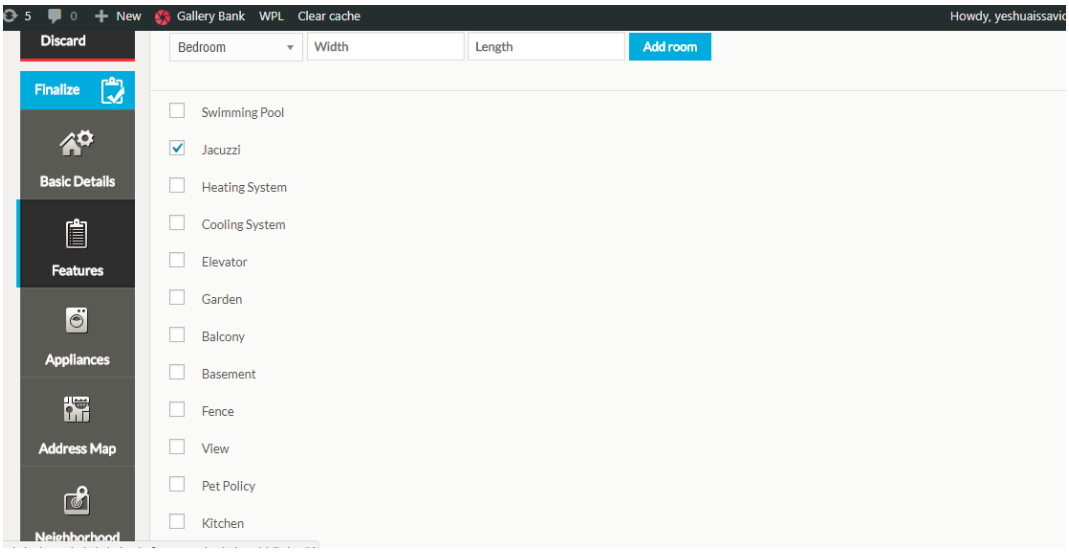
Price- value Per month/week/day etc.

Fill out all the fields you wish but it's especially important to fill out the fields marked with *

**Next**: Click Features.

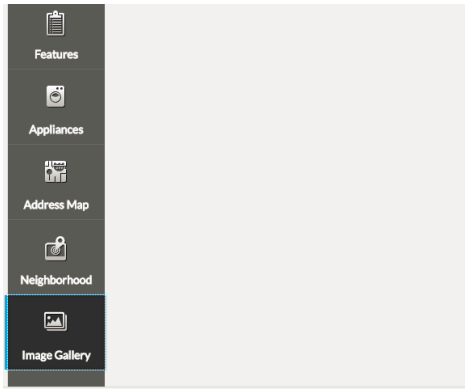
Here you can select different Features that the property has by simply checking the boxes.

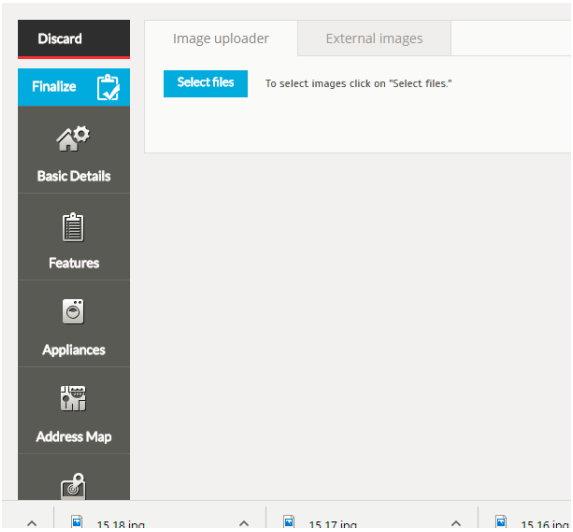
Whichever boxes you check will then be displayed on your property's page e.g Jacuzzi(as shown below)




Then, you'll probably want to add some Images of the property. In order to do so scroll down on the left menu and choose 'Image Gallery'.

Then Click on 'Select Files'.




Once you click on all the files you want to upload from your computer and press 'open' they will automatically upload to the page.

After this, you will want to Enter the property address as the listing cannot be saved without one.

Once again use this left menu and Click 'Address Map'

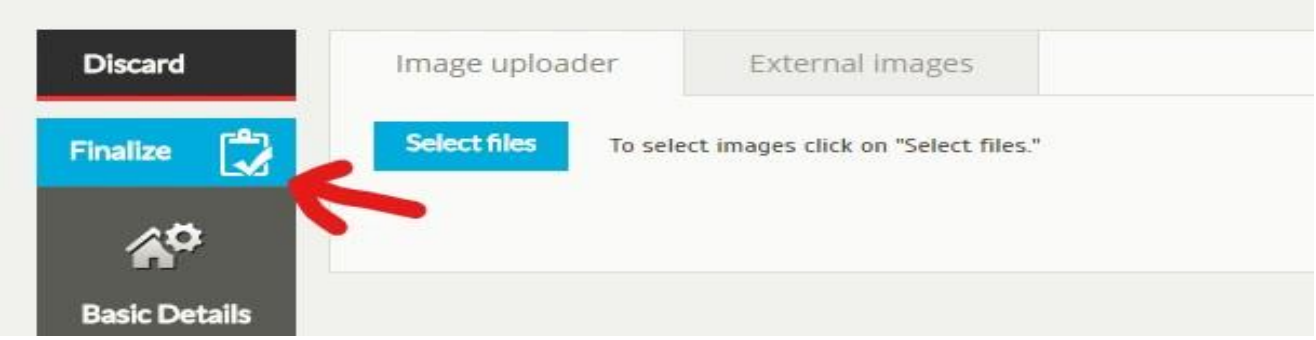
It's only necessary to fill in the 'Country' and 'State' fields but feel free to fill in as many as you wish.

In addition to this, you can also add more details such as: size of land, how many floors etc.

Play around with it until you feel comfortable.

After this step, If you are satisfied with what you have click ‘FINALISE’.

THIS IS IMPERATIVE. In order to add this listing you need to click it. If you don’t you may lose all the information




**4.Edit property**

To edit a property is pretty straight forward.

Simply click once again on ‘WPL’ and select ‘Manage Listings’ from the Menu and all of your listings will be displayed as presented in the image below.

To Edit, simple click the edit button as indicated by the red arrow in the picture above and it will lead you to the page where you entered the details of the property to begin with. Just alter what you need to and then once again click Finalise.

**5.Delete property**

To delete a property which was sold or otherwise needs to be taken down from the website, follow these steps:

Click: WPL, Manage listings and this time, instead of clicking ‘Edit’, click the ‘Trash’ button and simple as that your listing is gone.

Should you need any further help please see the following video tutorial,

https://www.youtube.com/watch?v=5Rerr8av2dM

but of course I am at your disposal should you need some further instruction.