

**NAVIG8 ENGINE WEBSITE**

**USER GUIDES**

**Version: 1.2**

**Date: 06th October, 2020**

**Author: Dinh Duong**

**Table of Contents**

[**1.** **Login Credentials:** 4](#_Toc52970989)

[**2.** **Menu** 4](#_Toc52970990)

[**3.** **Header** 5](#_Toc52970991)

[**4.** **Footer** 6](#_Toc52970992)

[**5.** **Page** 8](#_Toc52970993)

[**5.1.** **Home page** 8](#_Toc52970994)

[**5.2.** **Fuel Price page** 9](#_Toc52970995)

[**5.3.** **Suppliers page** 9](#_Toc52970996)

[**5.4.** **How It Works page** 10](#_Toc52970997)

[**5.5.** **Data page** 10](#_Toc52970998)

[**5.6.** **Planning page** 11](#_Toc52970999)

[**5.7.** **Accessibility page** 11](#_Toc52971000)

[**5.8.** **Disclaimer page** 12](#_Toc52971001)

[**5.9.** **Privacy Policy page** 12](#_Toc52971002)

[**5.10.** **Terms & Conditions Of Customer Portal Use** 13](#_Toc52971003)

[**6.** **Contact Forms** 14](#_Toc52971004)

[**7.** **Twitters** 14](#_Toc52971005)

**Image List**

[Image 1: Login screen 4](#_Toc52961685)

[Image 2: Menu screen 4](#_Toc52961686)

[Image 3: Header screen 5](#_Toc52961687)

[Image 4: Header screen (2) 5](#_Toc52961688)

[Image 5: Footet screen 6](#_Toc52961689)

[Image 6: Footer screen (2) 6](#_Toc52961690)

[Image 7: Footer screen (3) 7](#_Toc52961691)

[Image 8: Footer screen (3) 7](#_Toc52961692)

[Image 9: Menu page 8](#_Toc52961693)

[Image 10: Home page screen 8](#_Toc52961694)

[Image 11: Fuel Price page screen 9](#_Toc52961695)

[Image 12: Supplier page screen 9](#_Toc52961696)

[Image 13: How It Works page screen 10](#_Toc52961697)

[Image 14: Data page screen 10](#_Toc52961698)

[Image 15: Planning page screen 11](#_Toc52961699)

[Image 16: Accessibility page screen 11](#_Toc52961700)

[Image 17: Disclaimer page screen 12](#_Toc52961701)

[Image 18: Privacy Policy page screen 12](#_Toc52961702)

[Image 19: Terms & Coditions page screen 13](#_Toc52961703)

[Image 20: Contact Forms screen 13](#_Toc52961704)

[Image 21: Twitters screen 14](#_Toc52961705)

# Login Credentials:

* Username1: william/navig8group (default password)
* Username2: robmaye/navig8group (default password)
* Username3: thomasstott/password is the current password on engine.online

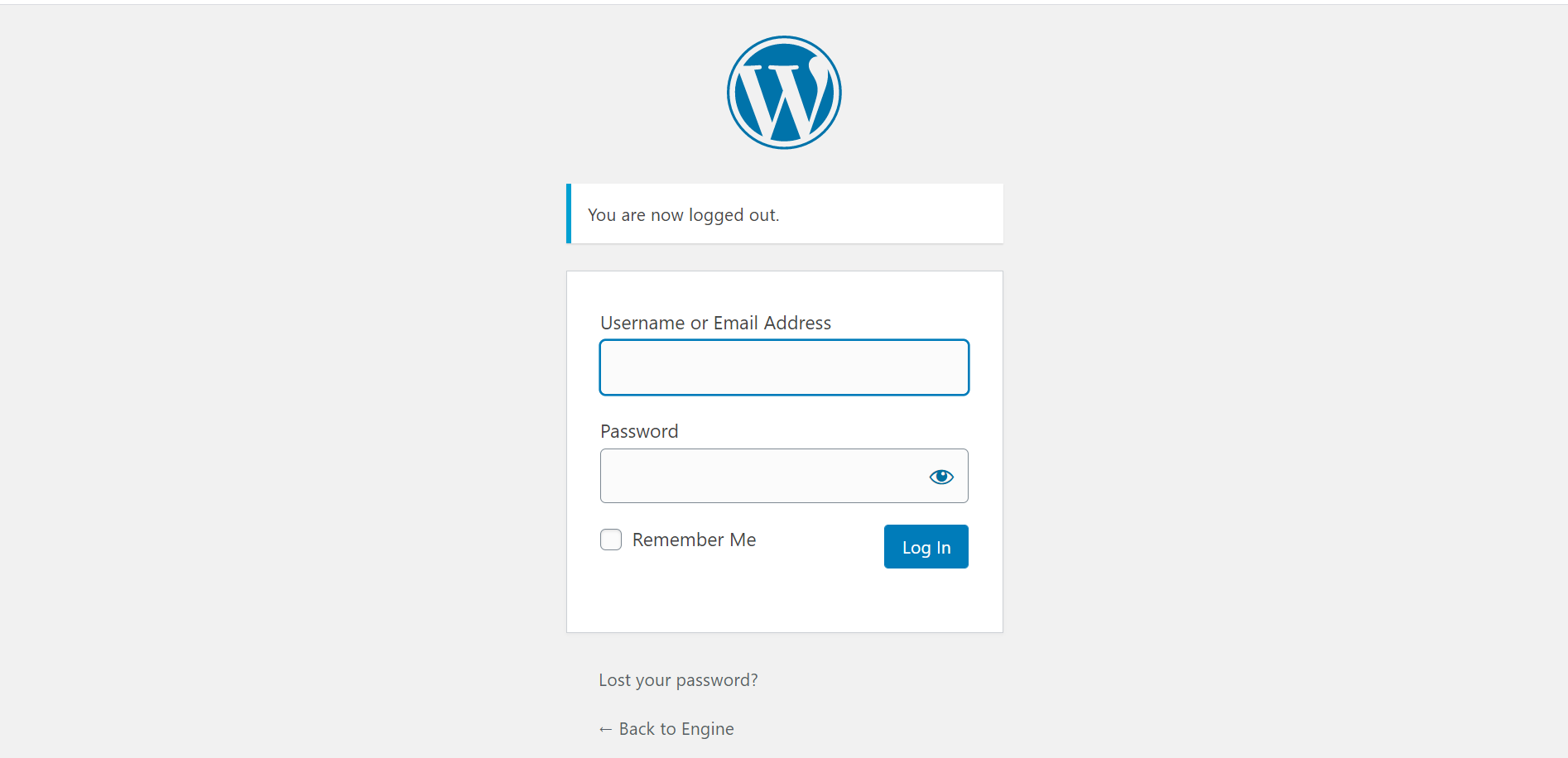


Image 1: Login screen

1. **Menu**

* Login to admin 🡪 Appearance 🡪 Menus

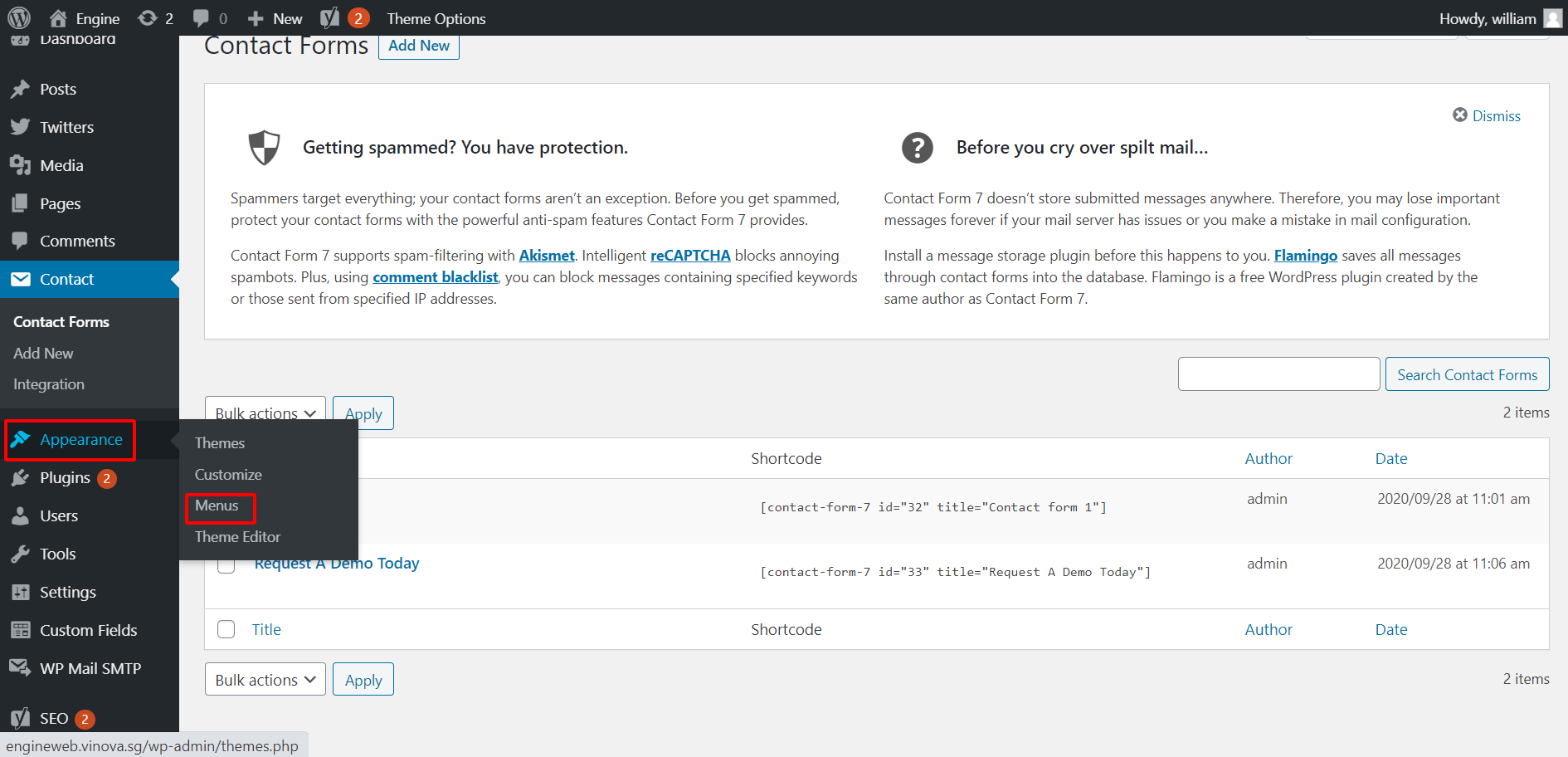


Image 2: Menu screen

* Please kindly explore the video below for more detail: <https://www.loom.com/share/15b22ff8f53345a9b535533ce3cf77df>

1. **Header**

* Login to admin 🡪 Theme Options -> Header

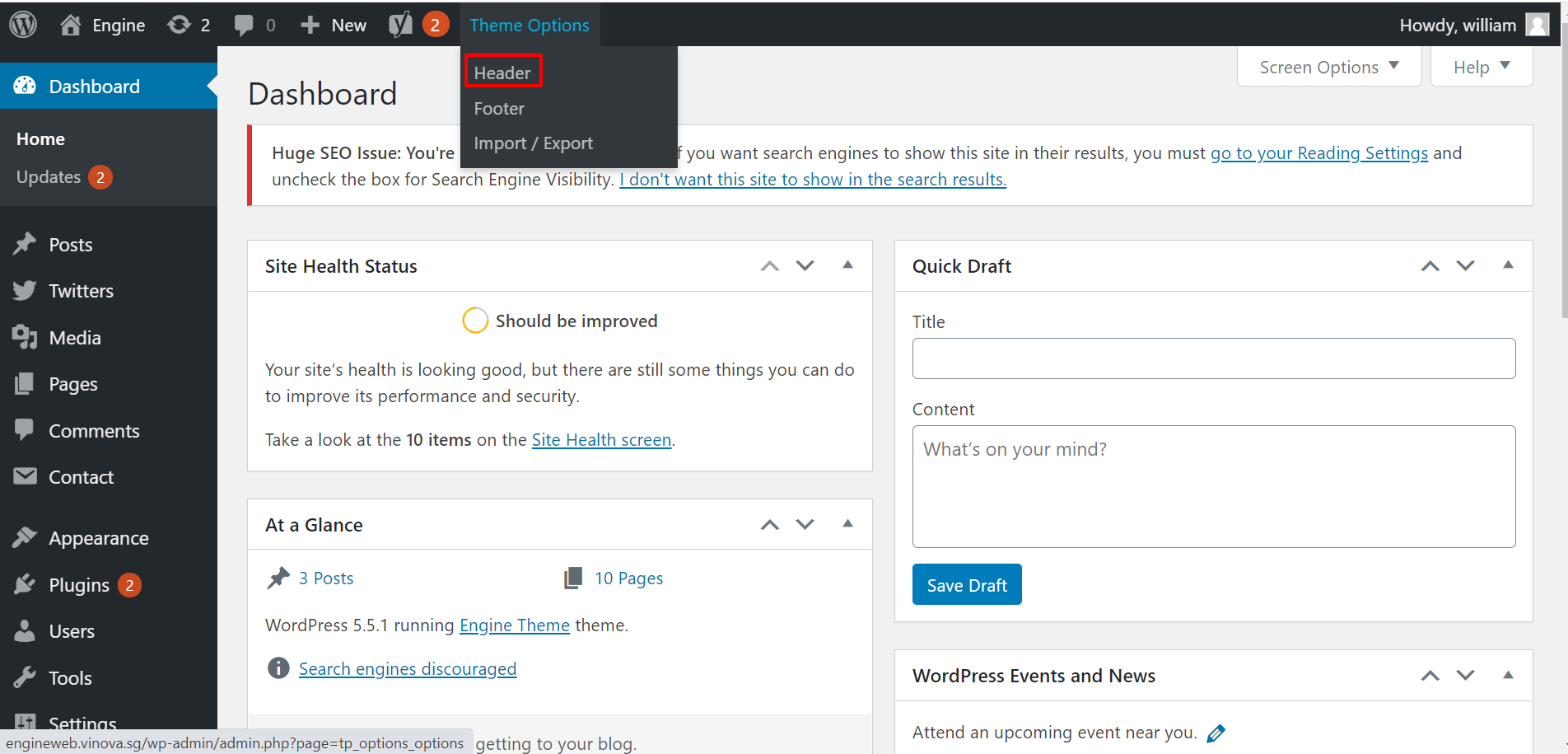


Image 3: Header screen

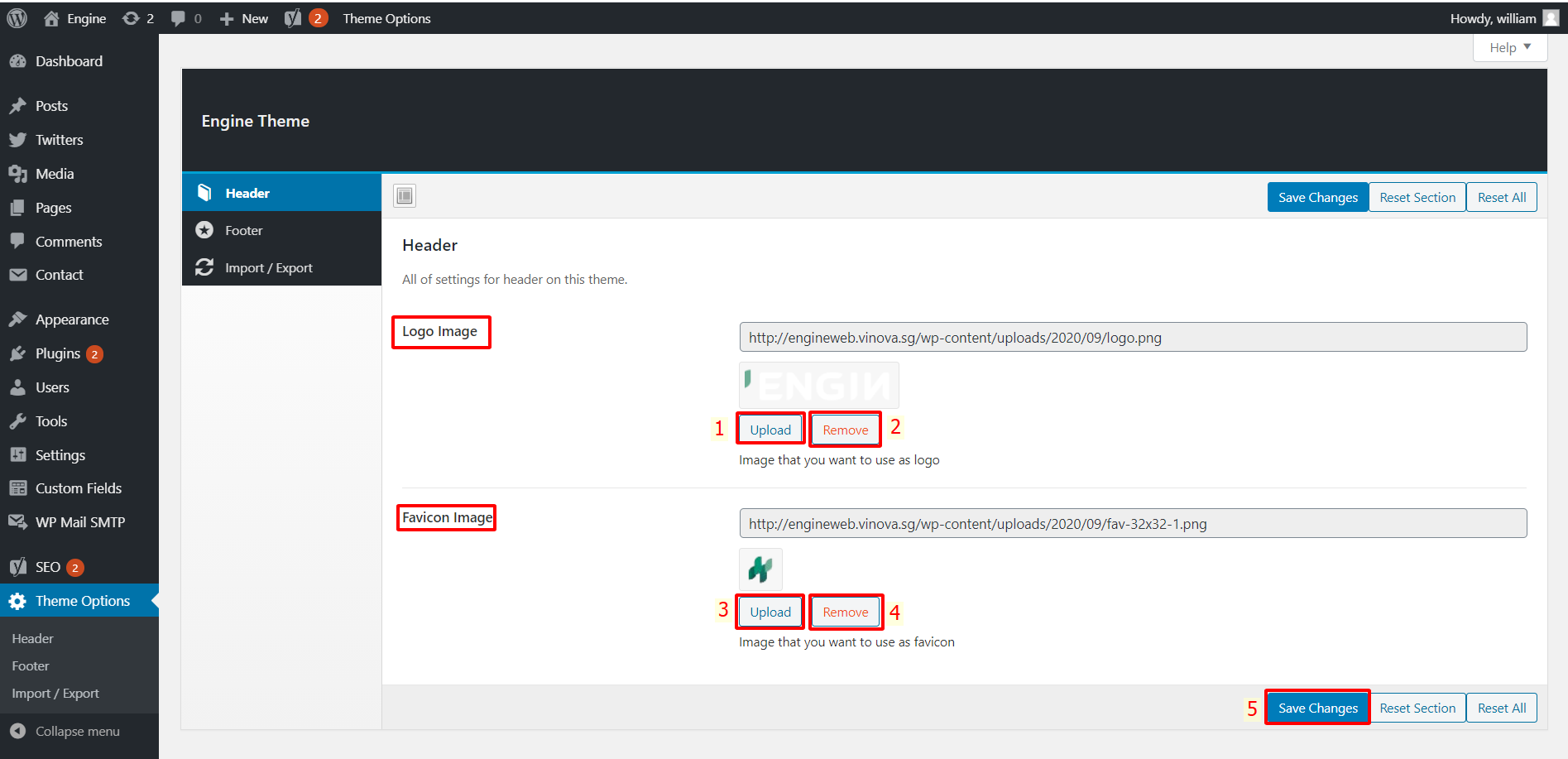


Image 4: Header screen (2)

* Upload Logo Image (1) 🡪 Save Changes (5)
* Remove Logo Image (2) 🡪 Save Changes (5)
* Upload Favicon Image (3) 🡪 Save Changes (5)
* Remove Favicon Image (4) 🡪 Save Changes (5)

1. **Footer**

* Login to admin 🡪 Theme Options 🡪 Footer

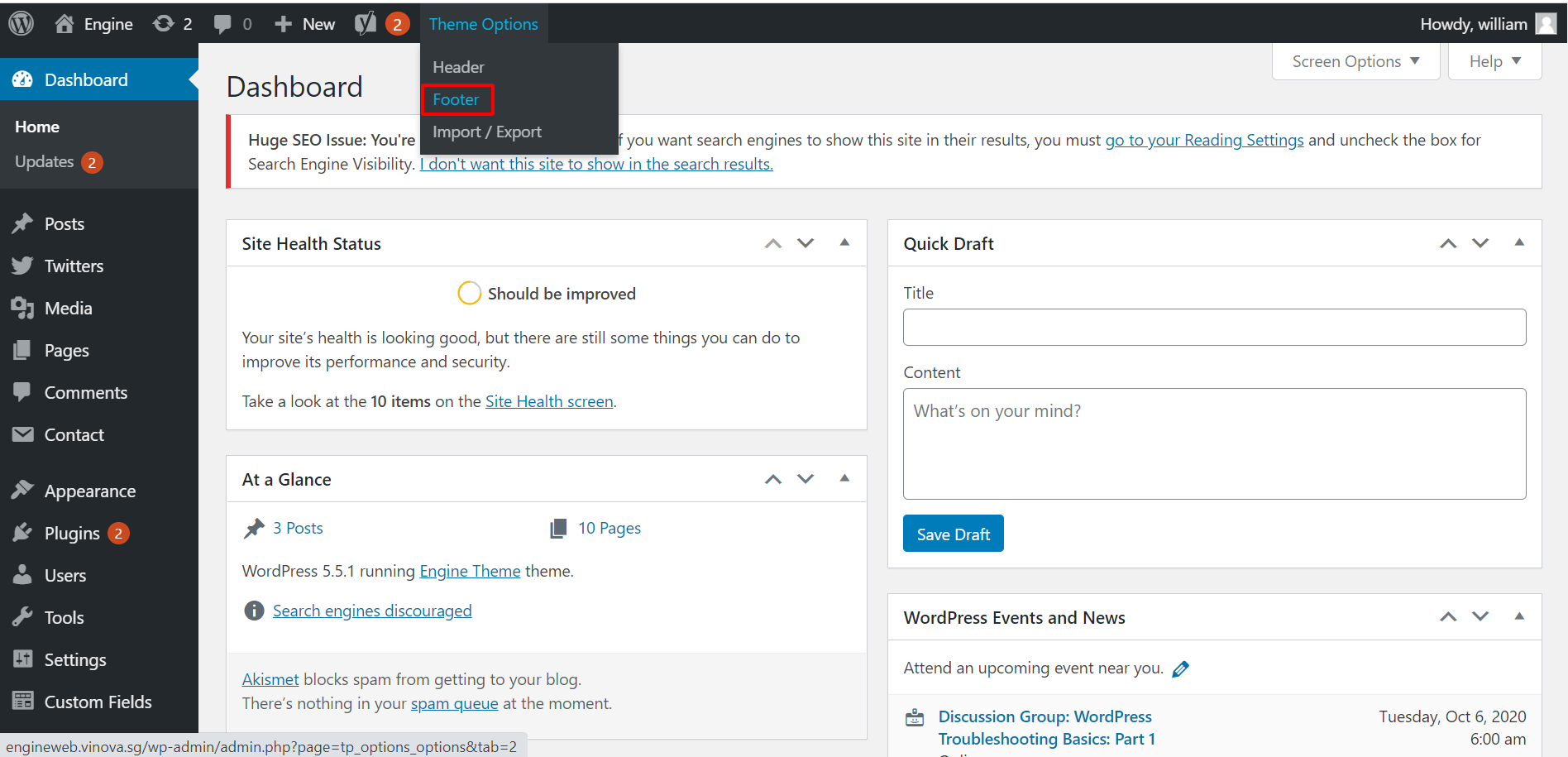


Image 5: Footet screen

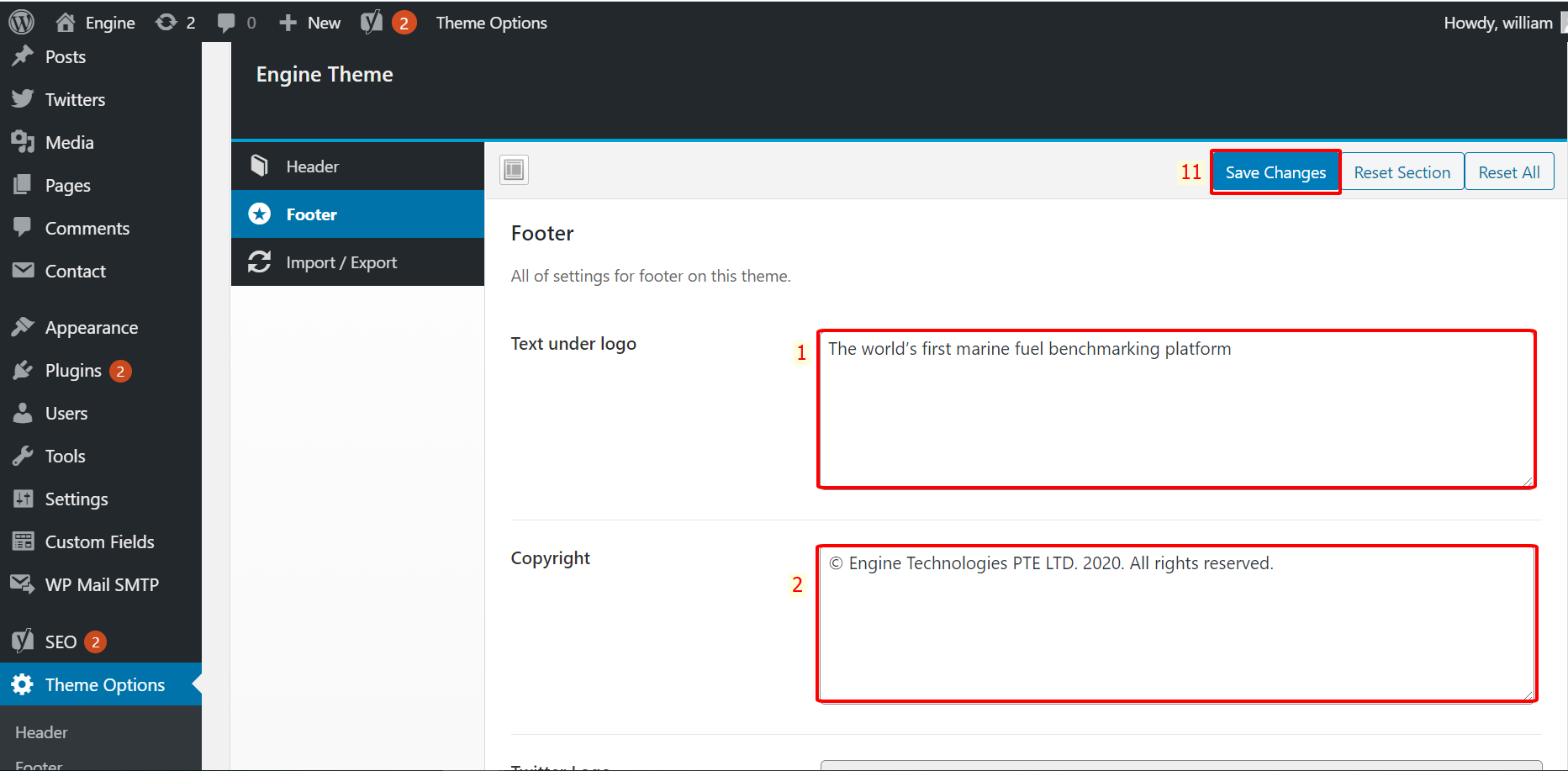


Image 6: Footer screen (2)

* Edit Text Under Logo (1) 🡪 Save Changes (11)
* Edit Copyright (2) 🡪 Save Changes (11)

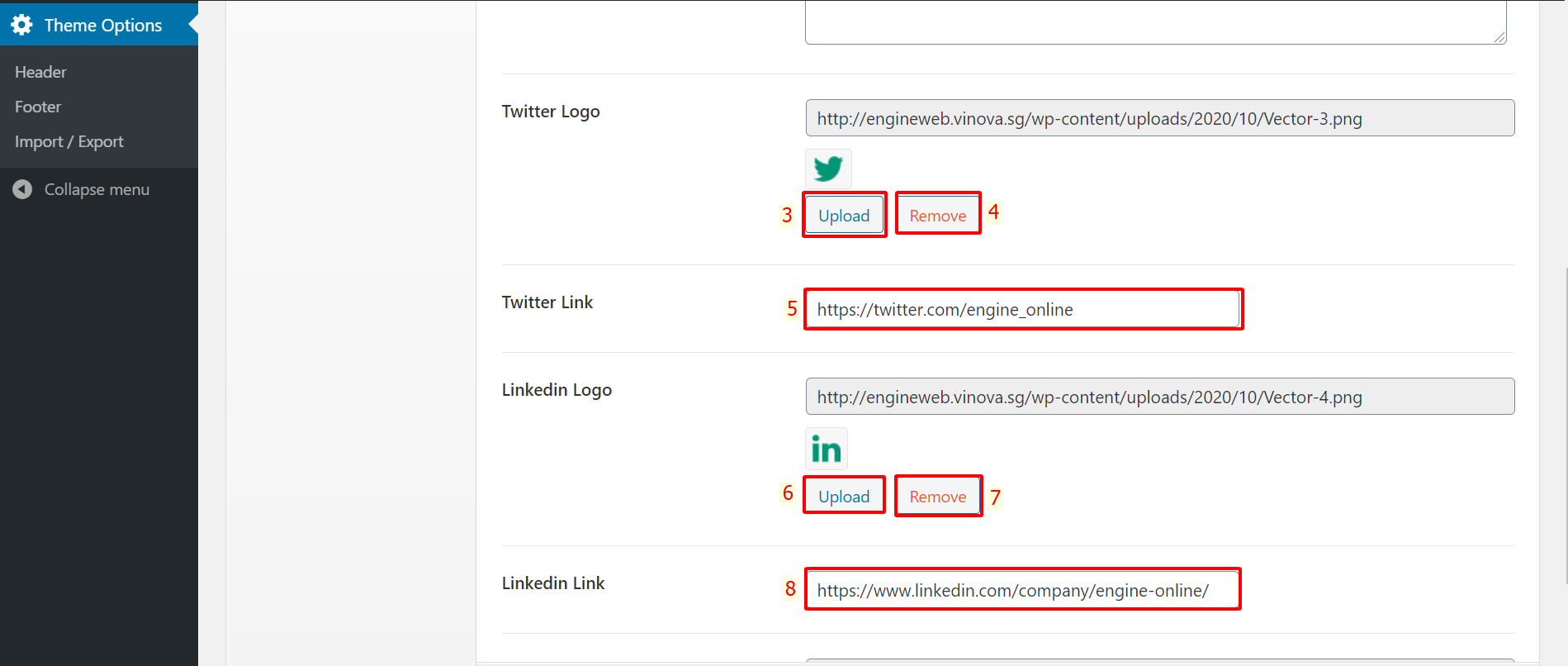


Image 7: Footer screen (3)

* Upload Twitter Logo (3) 🡪 Save Changes (11)
* Remove Twitter Logo (4) 🡪 Save Changes (11)
* Edit Twitter Link (5) 🡪 Save Changes (11)
* Upload Linkedin Logo (6) 🡪 Save Changes (11)
* Remove Linkedin Logo (7) 🡪 Save Changes (11)
* Edit Linkedin Link (8) 🡪 Save Changes (11)

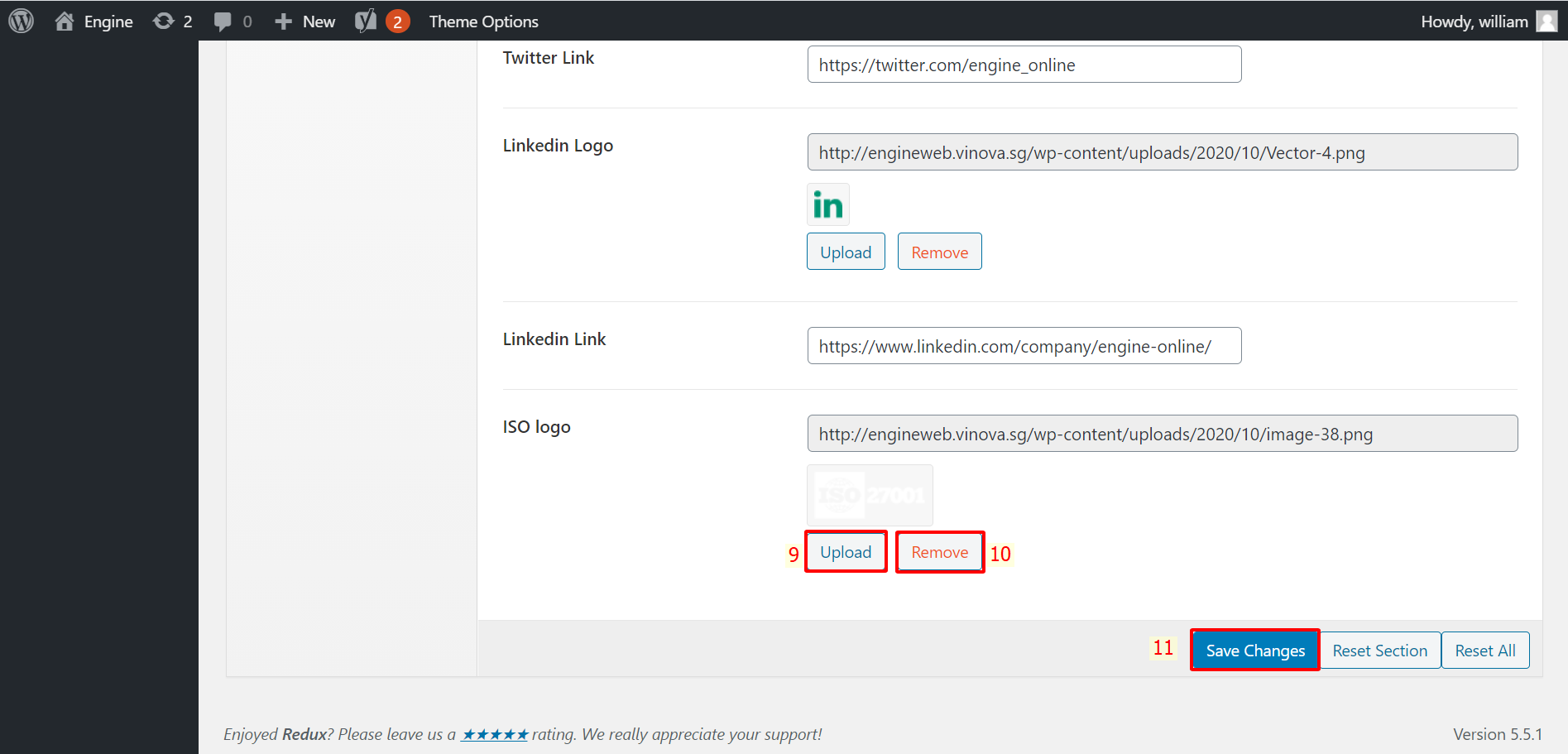


Image 8: Footer screen (3)

* Upload ISO logo (9) 🡪 Save Changes (11)
* Remove ISO logo (10) 🡪 Save Changes (11)

1. **Page**

* Login to admin 🡪 Pages 🡪 All pages

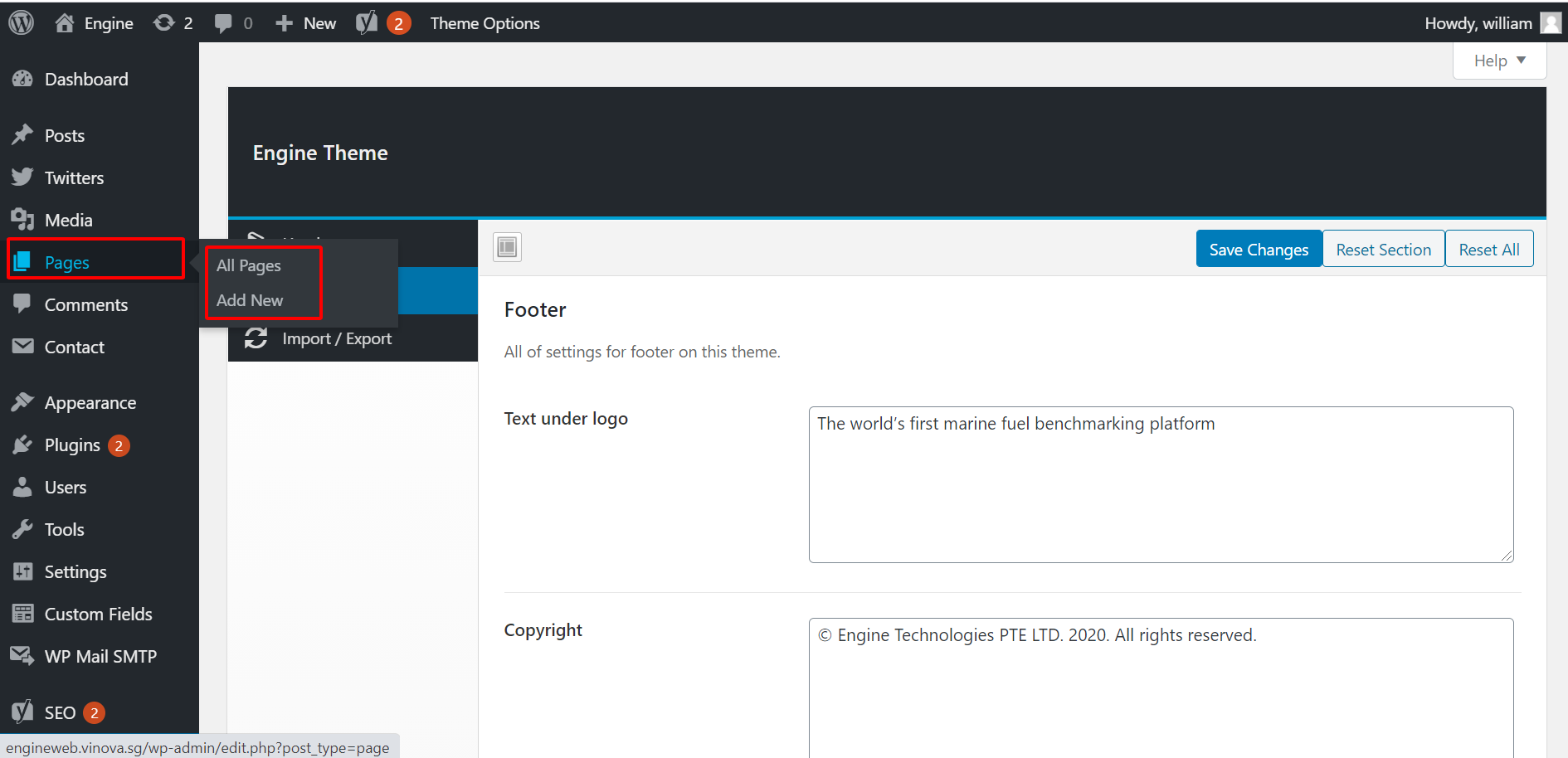


Image 9: Menu page

* 1. **Home page**
* Edit page: Choose Home 🡪 Click Edit

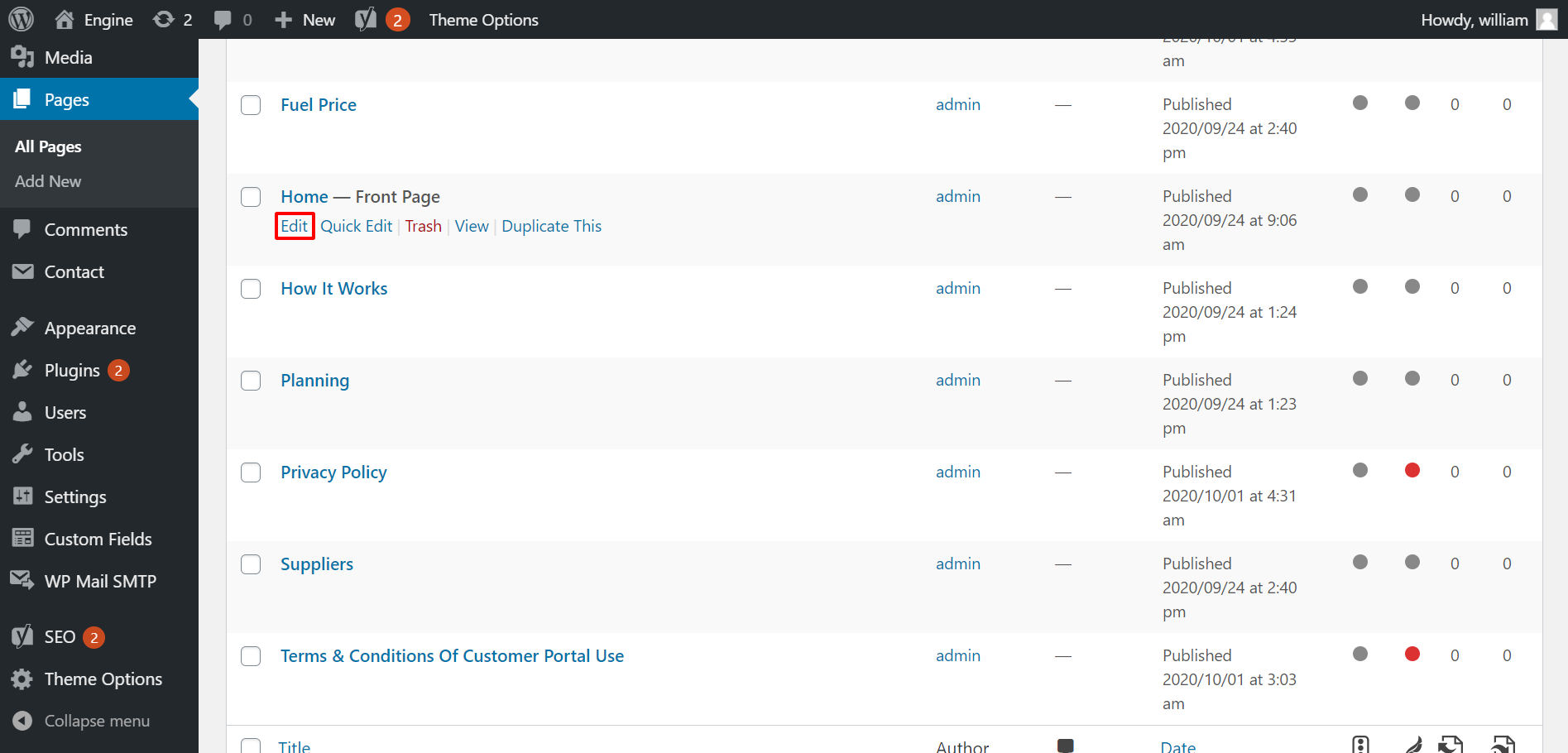


Image 10: Home page screen

* See attached link: <https://www.loom.com/share/eb6def6c5afc4635b69da599b429b1d0>
  1. **Fuel Price page**
* Edit page: Choose Fuel Price 🡪 Click Edit

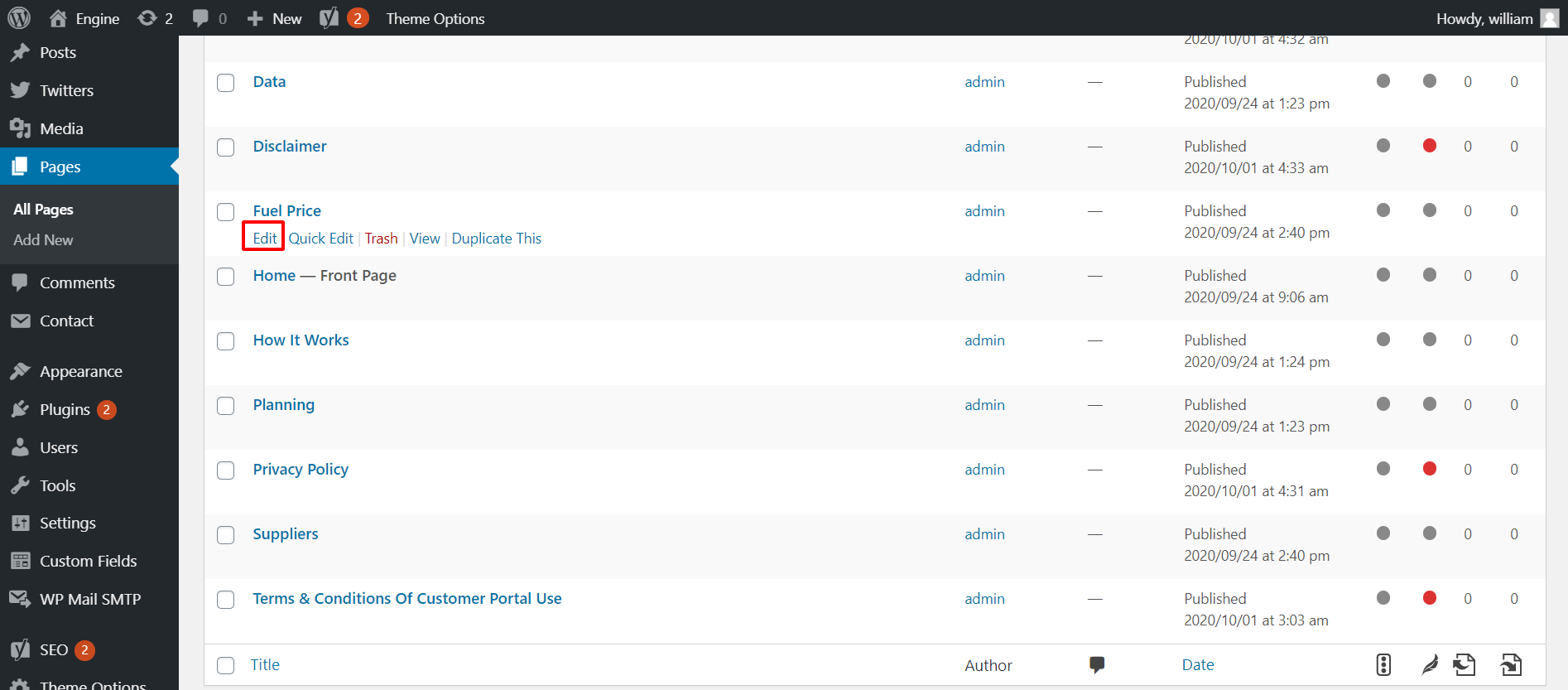


Image 11: Fuel Price page screen

* See attached link: The contact form is like the Home page

<https://www.loom.com/share/c9950b1a1fdd48ecb94d948c370a803c>

* 1. **Suppliers page**
* Edit page: Choose Suppliers 🡪 Click Edit

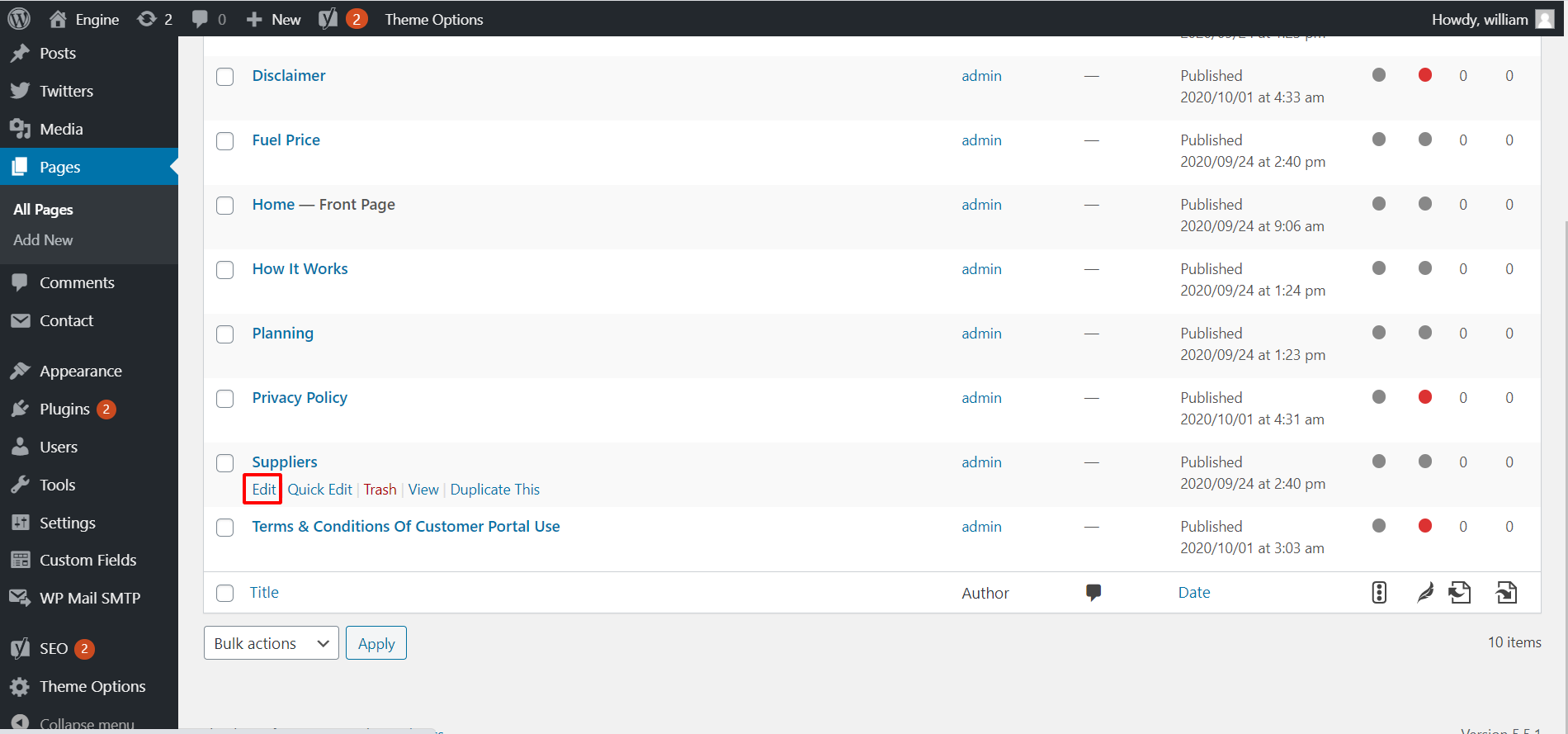


Image 12: Supplier page screen

* See attached link: The contact form is like the Home page <https://www.loom.com/share/d26b2cce14924f26b9fd33a648522f21>
  1. **How It Works page**
* Edit page: Choose How It Works 🡪 Click Edit

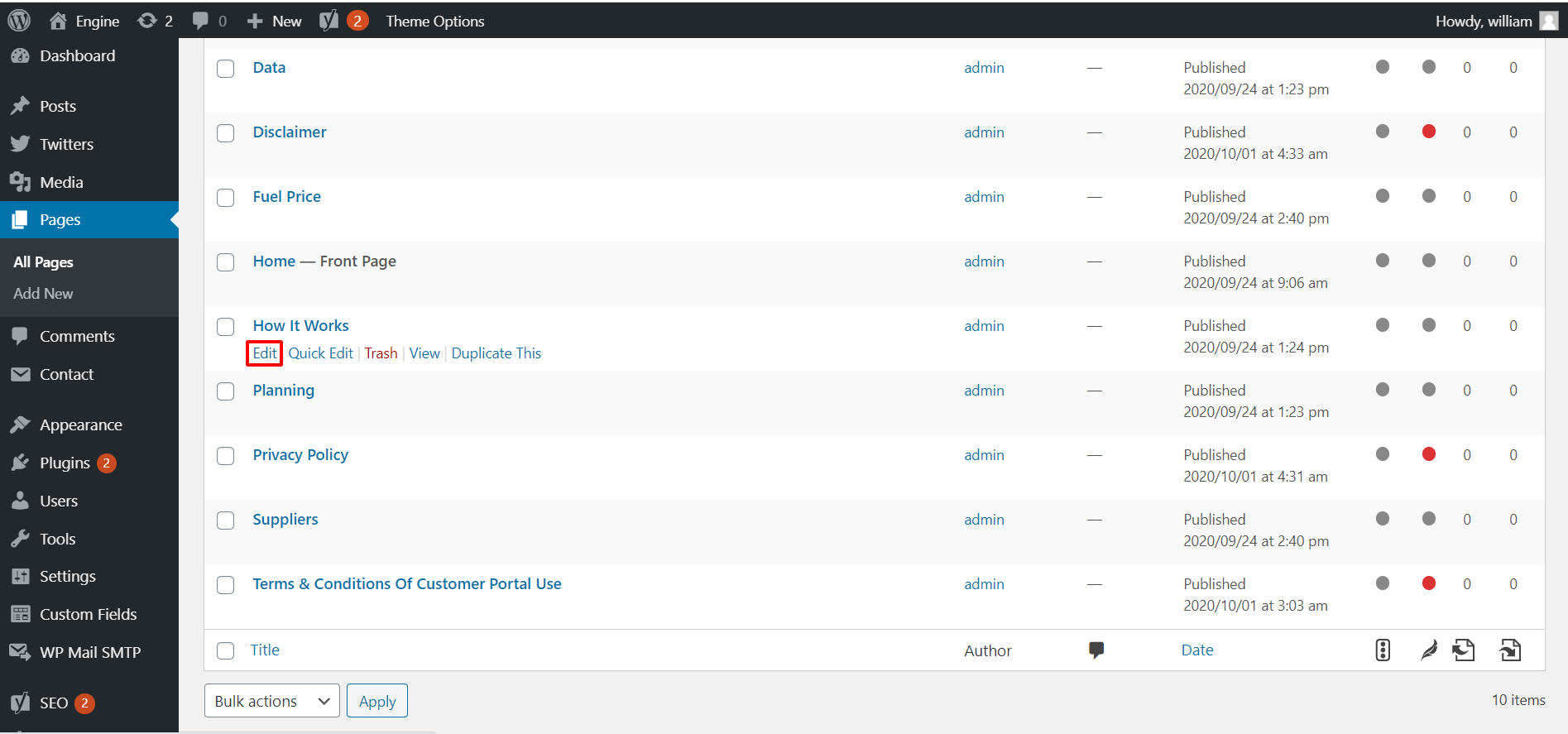


Image 13: How It Works page screen

* See attached link: The contact form is like the Home page

<https://www.loom.com/share/168ee9e885c246f29f07639fcdfd3204>

* 1. **Data page**
* Edit page: Choose Data 🡪 Click Edit

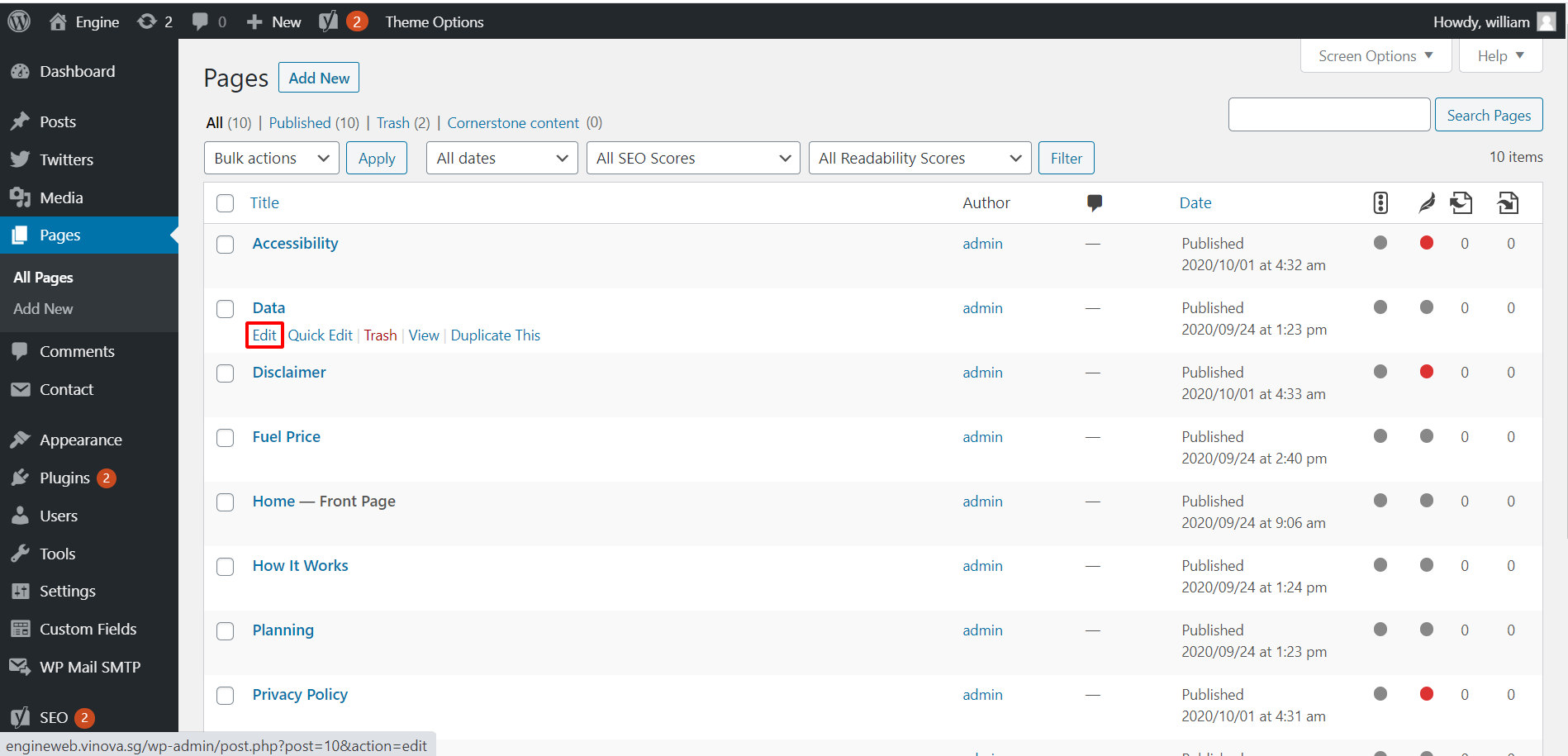


Image 14: Data page screen

* See attached link: The contact form is like the Home page

<https://www.loom.com/share/fbe123f381834aa2b1ef06186c14ddd2>

* 1. **Planning page**
* Edit page: Choose Planning 🡪 Click Edit

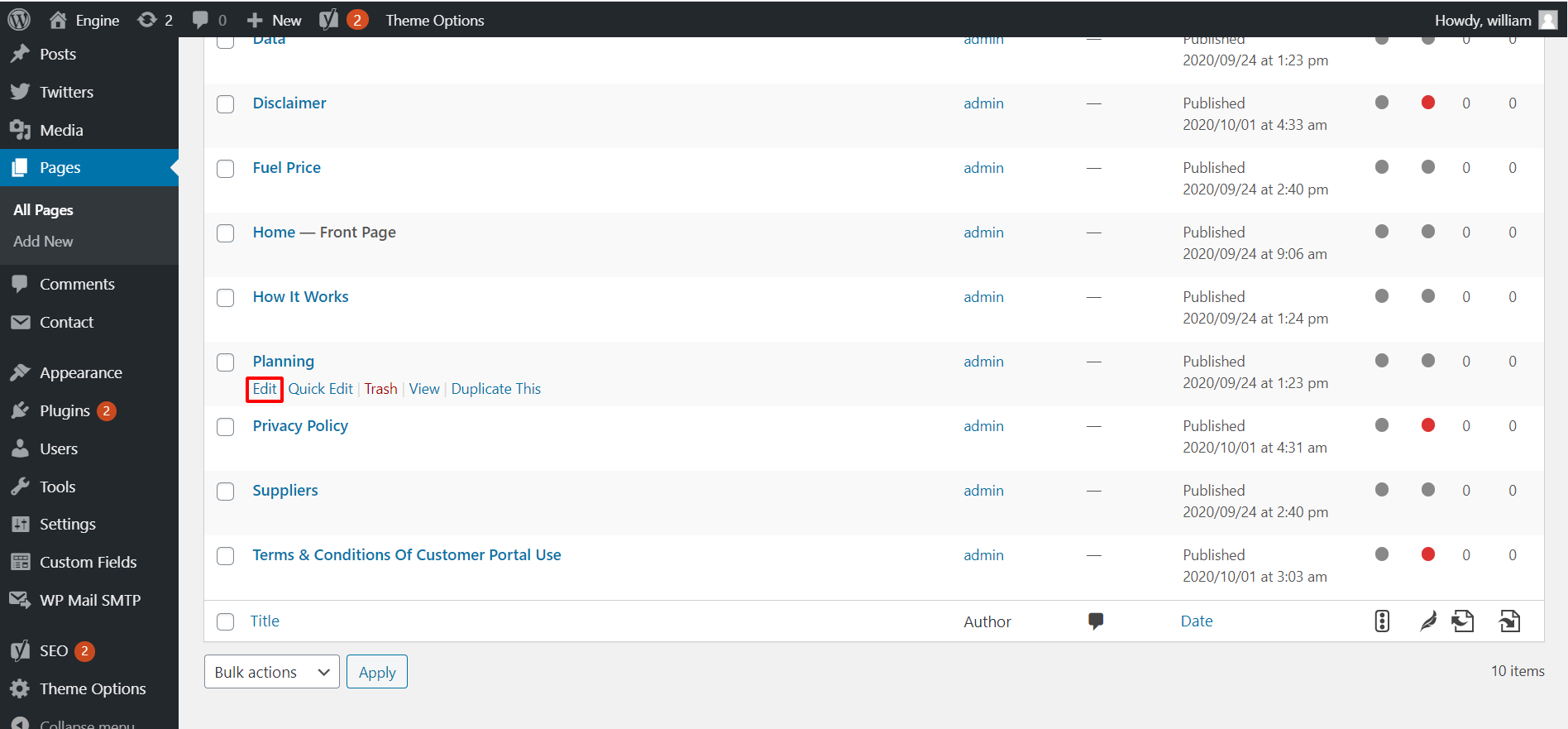


Image 15: Planning page screen

* See attached link: The contact form is like the Home page

<https://www.loom.com/share/a06b935848bd40d08f99c77cc39e5208>

* 1. **Accessibility page**
* Edit page: Choose Accessibility 🡪 Click Edit

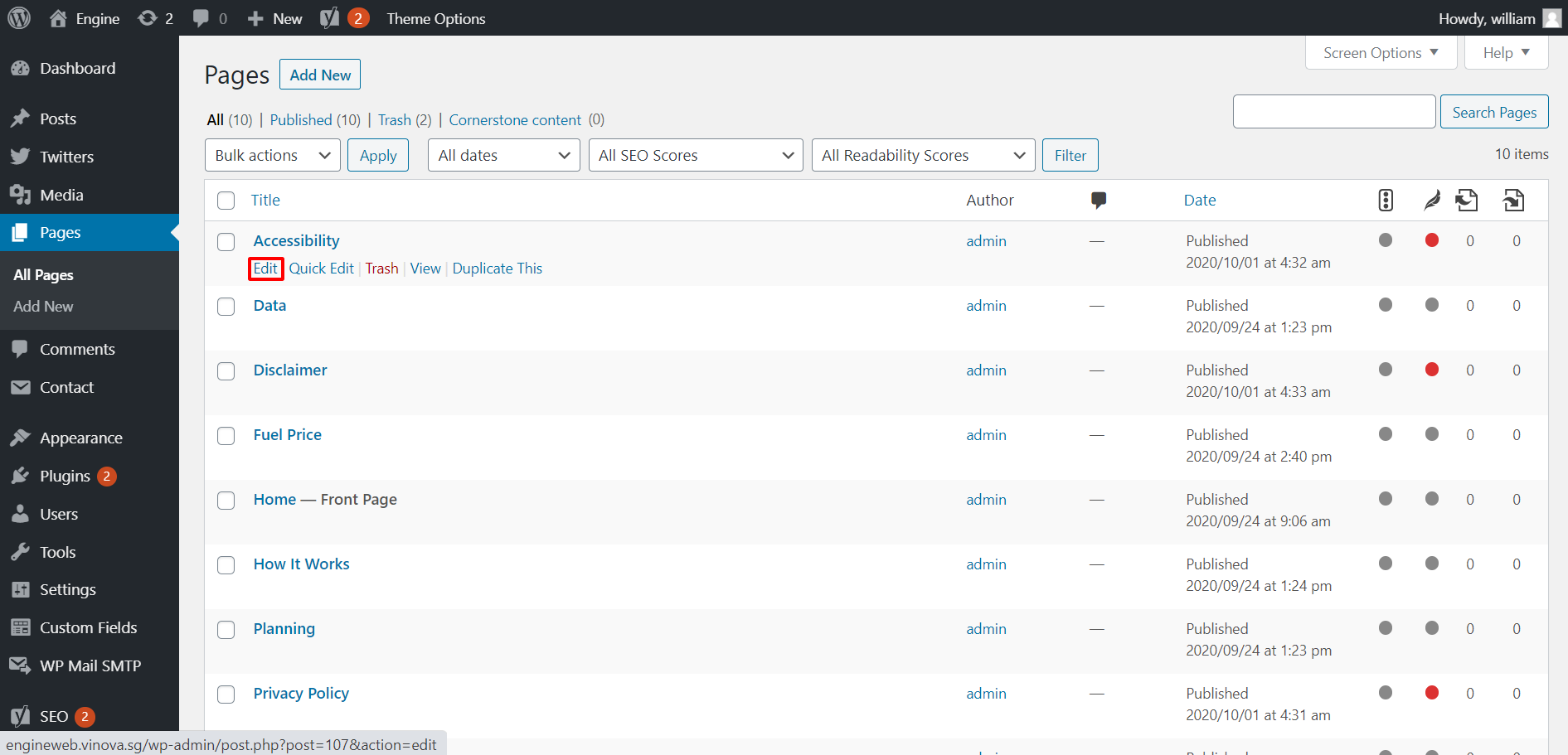


Image 16: Accessibility page screen

* See attached link: The contact form is like the Home page

<https://www.loom.com/share/04f6bdffb5e3405cb6fb2ba70aacb03c>

* 1. **Disclaimer page**
* Edit page: Choose Disclaimer 🡪 Click Edit

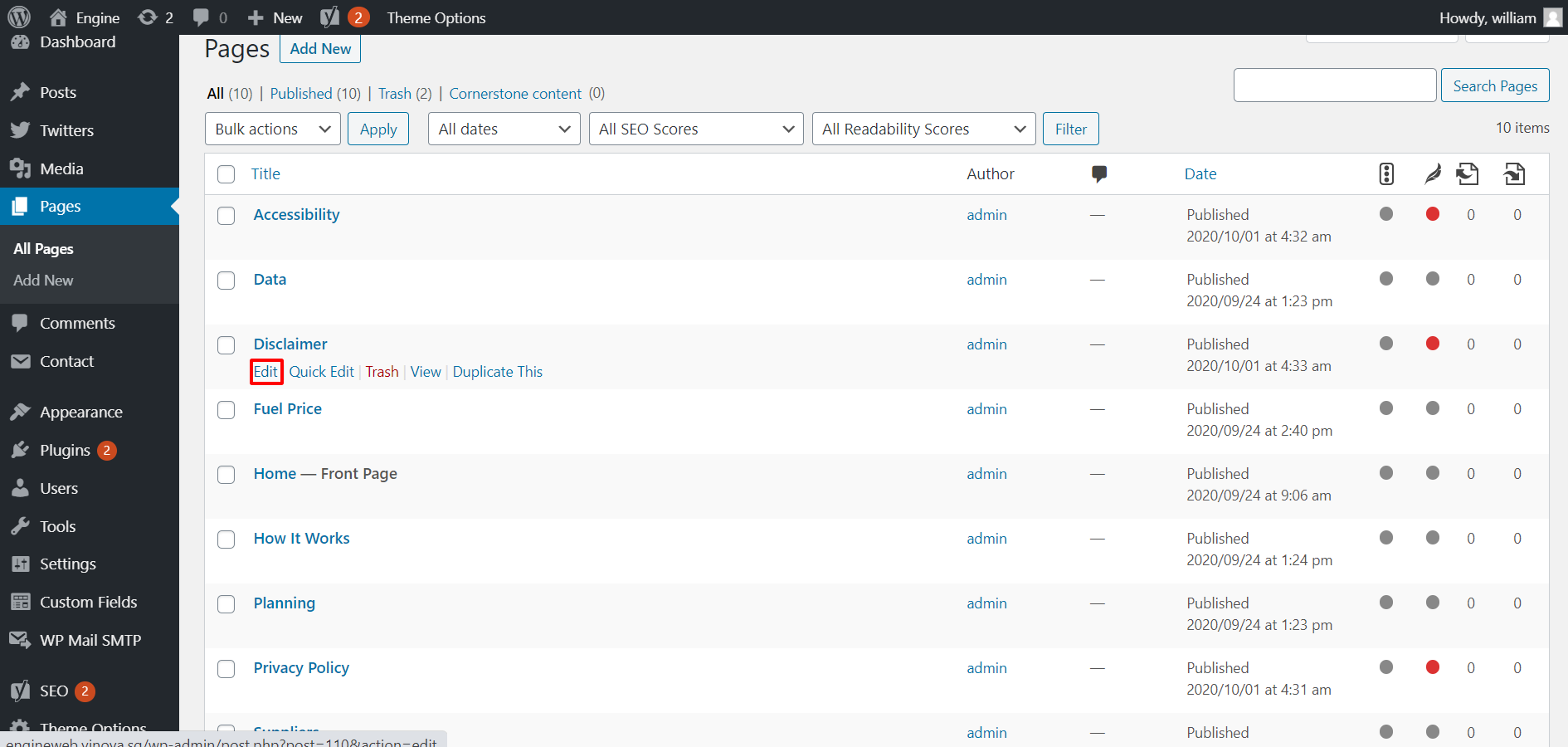


Image 17: Disclaimer page screen

* See attached link: The contact form is like the Home page

<https://www.loom.com/share/a618cf6fffd24ea9babcd3398cce06a6>

* 1. **Privacy Policy page**
* Edit page: Choose Privacy Policy 🡪 Click Edit

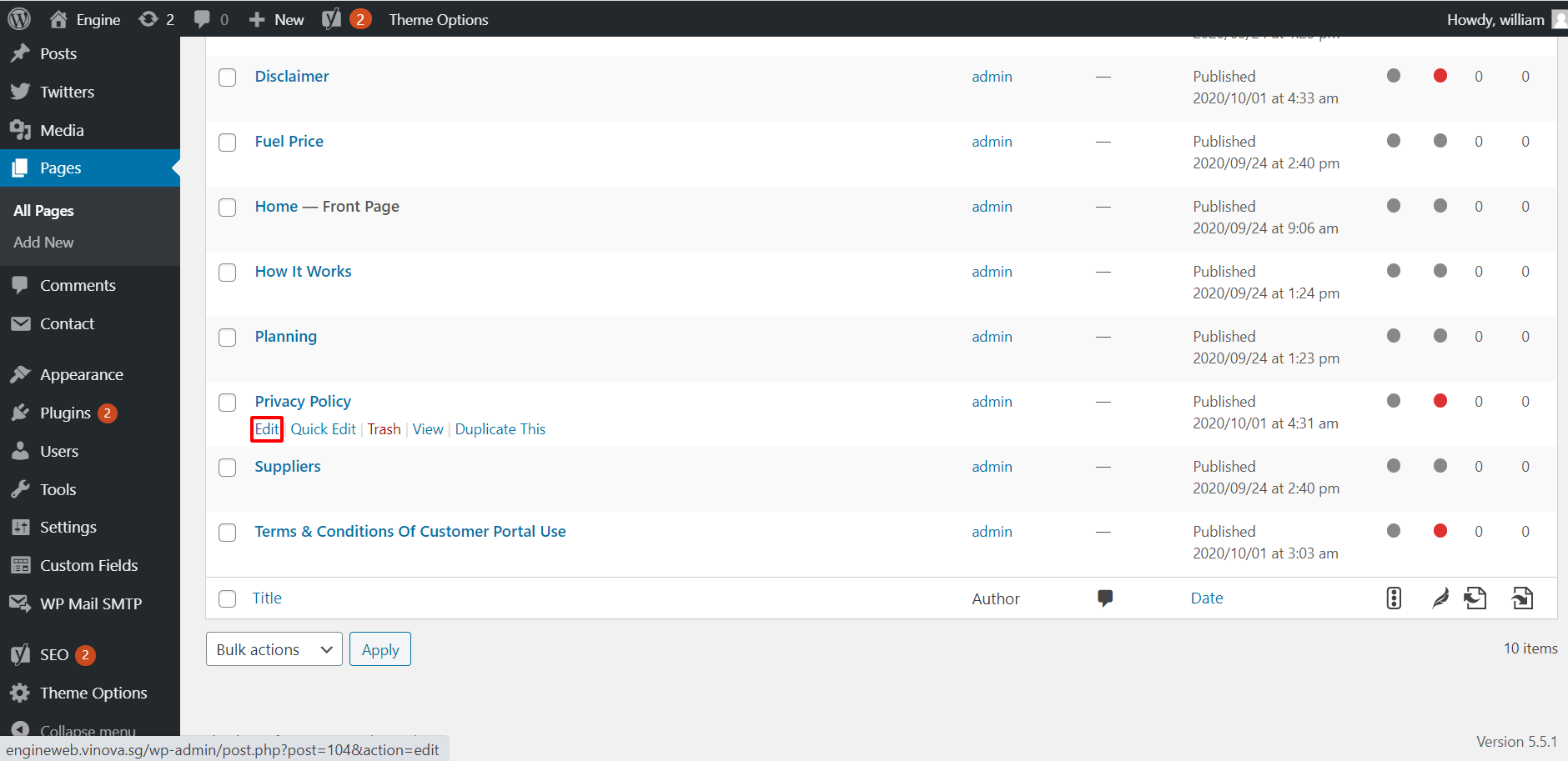


Image 18: Privacy Policy page screen

* See attached link: The contact form is like the Home page

<https://www.loom.com/share/c6fbe68f813e4bf6883257e0a939f22b>

* 1. **Terms & Conditions Of Customer Portal Use**
* Edit page: Choose Terms & Conditions Of Customer Portal Use 🡪 Click Edit

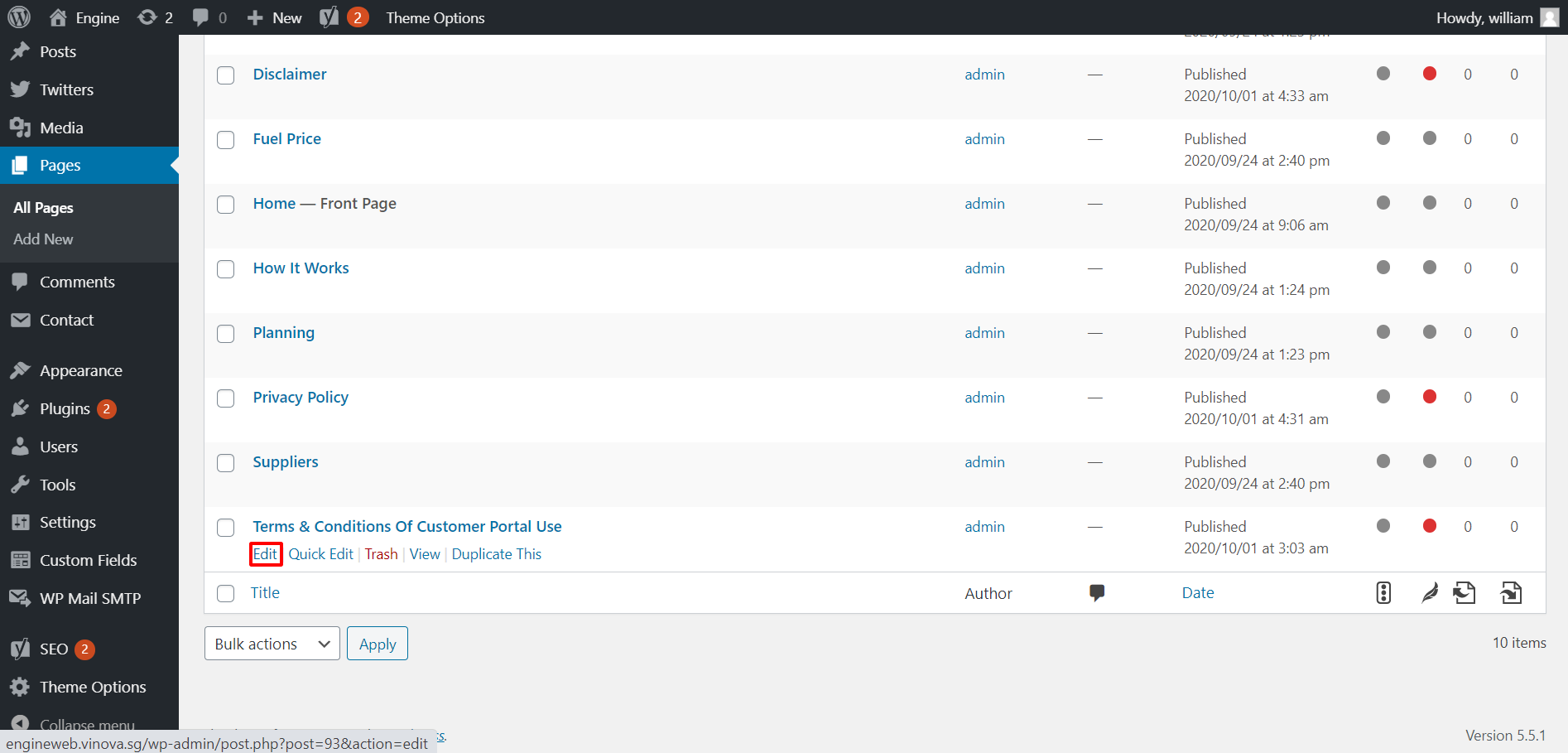


Image 19: Terms & Coditions page screen

* See attached link: The contact form is like the Home page

<https://www.loom.com/share/a6c975cd1965494fb0eb88a339fd5d50>

1. **Contact Forms**

* Login to admin 🡪 Contact 🡪 Contact Forms

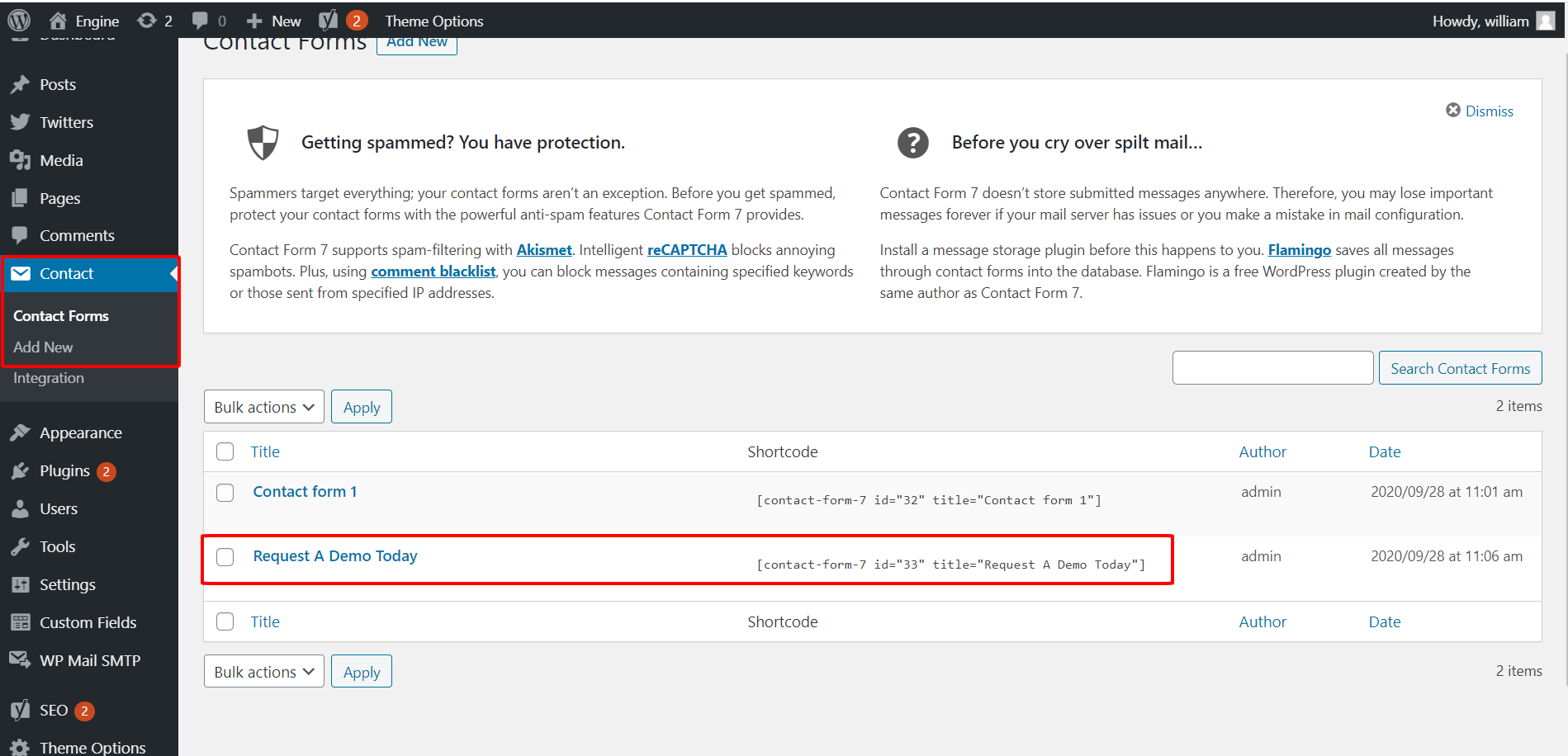


Image 20: Contact Forms screen

* See attached link: <https://www.loom.com/share/1a6d585ec65643d085cb86ae29bf1c38>

1. **Twitters**

* Login to admin 🡪 Twitters

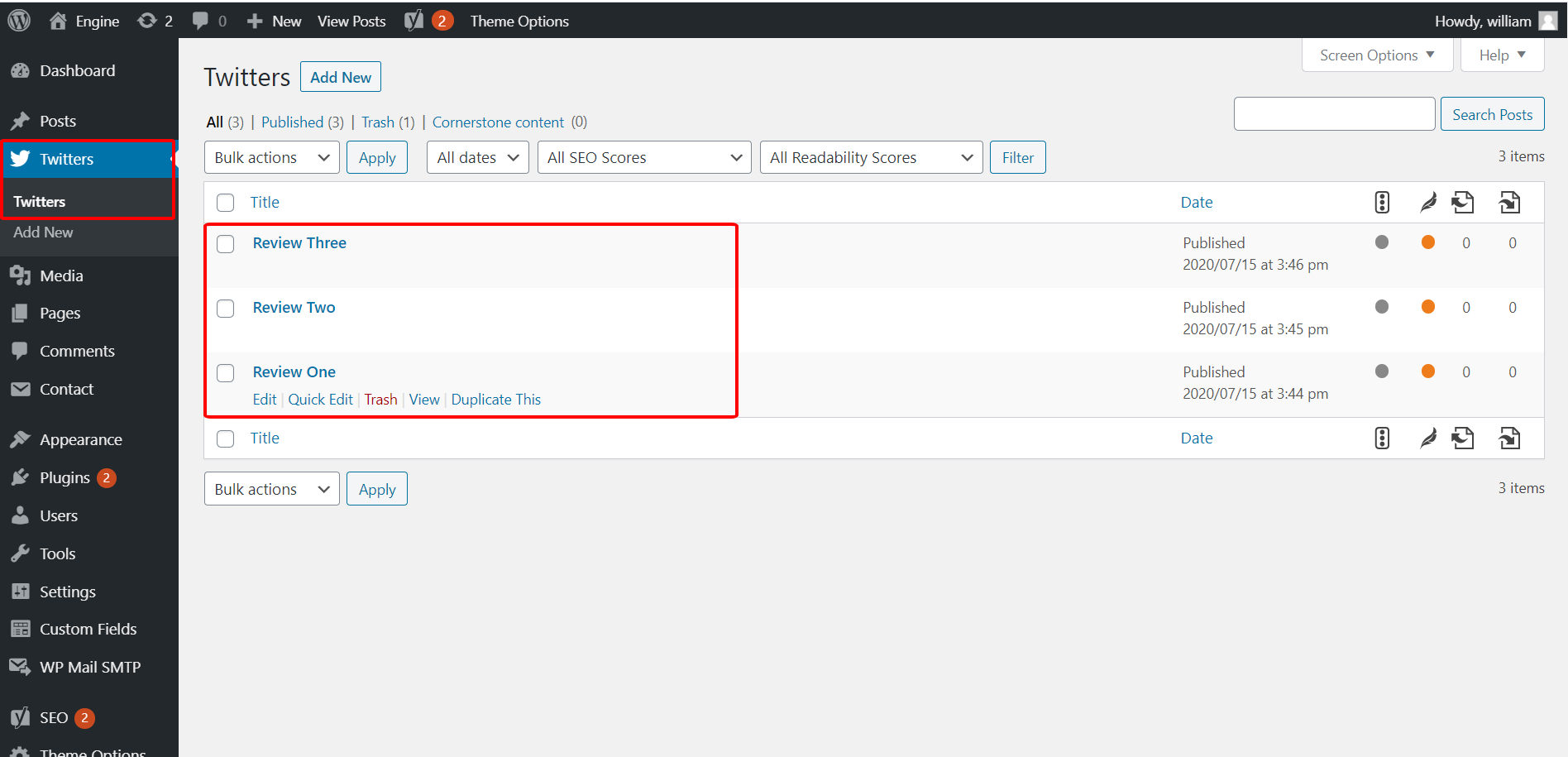


Image 21: Twitters screen

* See attached link: <https://www.loom.com/share/c8b16a645f1e4e8f837eb1af71918faa>