



**WordPress User Guide (June 2023) for**

# **SOL'S SERVICES**

"Growing the extra mile"

Designed and Developed by:

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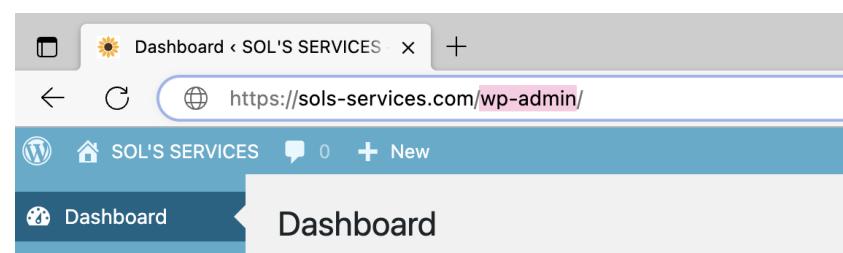


## Introduction

This guide is designed to provide you with step-by-step instructions on how to navigate and manage the Sol's Services website powered by WordPress. It will help you understand the various features, functionalities, and tools available to effectively manage and update the website content.

## Getting Started - Logging into WordPress

1. Open your preferred web browser.
2. Enter the website URL for Sol's Services.
3. Once on the website, add "wp-admin" after the URL as shown below.



Make sure to use the actual website URL provided

4. Enter your username and password provided by the developer.

5. Click on the "Log In" button to access the WordPress dashboard.

## Dashboard Overview

Once you log in, you will be directed to the WordPress dashboard. The dashboard provides an overview of your website's activity, updates, and quick access to various administrative tasks. It consists of several sections, including:

- **Dashboard Menu:** Navigation menu on the left side (blue), providing access to different areas of website management.
- **At a Glance:** Summary of your website's current status, such as the number of pages and available updates.
- **Activity:** Recent activity on your website, including published pages, and updates.
- **News and Events:** Latest news and updates from the WordPress community.

## Viewing Website from the Dashboard

Click to go to site ←



To view your website from the WordPress dashboard, you can follow these simple steps:

1. After logging in to your WordPress dashboard, you will be on the admin panel.
2. Look for the "Visit Site" link at the top or in the left sidebar of the dashboard. This link is usually available on every page of the admin panel for easy access.
3. Click on the "Visit Site" link to open your website. To view it in a new tab or window, hover on the "Visit Site" link, right click and select "Open link in a new tab" to allow you to see how it appears to visitors.



Alternatively, if you prefer to have separate tabs for the WordPress admin panel and the website view, you can follow these steps:

1. Open a new tab in your web browser.
2. In the new tab, type your website's URL directly into the address bar and press Enter.
3. The new tab will load your website, allowing you to view it separately from the WordPress admin panel.

By having 2 tabs open, you can easily switch between the WordPress admin panel and the live view of your website for convenient management and monitoring.

**NOTE: You will see the admin panel below for as long as you are logged in. Regular website visitors will not be able to see this.**

## Managing Pages

Pages in WordPress are used to create static content such as About Us, Contact, Services, Gardening, Landscaping or Projects pages. However, as a client user, please note that you **do not have the ability to create new pages**, as it may affect the overall website layout and structure. Only authorized users with the necessary privileges can create new pages. However, you can still manage the content of existing pages. Here's how:

### Editing the text of an Existing Page

**NOTE: You are able to edit any page, however please DO NOT make changes to the Contact page.**

1. From the dashboard menu, click on "Pages".
2. Locate the page you want to edit and hover over its title.
3. Click on the "Edit" option that appears beneath the title.
4. In the page editor, you can modify the text content of the page. To add more content click the "+" button.
5. Make the desired changes to the page content or settings.
6. Click on the "Update" button to save your changes. These changes will be reflected on the corresponding page of your website.

**NOTE: Please refrain from adding media like images and gallery. Due to the theme requested by Sol's Services, these might affect the overall layout of the website**

## Custom Post Types

WordPress supports custom post types, allowing you to create and oversee different types of content that are unique to your website. Below are the custom posts that you are able to manage:

### Gardening Featured Projects

This section of the dashboard will allow you to ADD, EDIT and DELETE posts that appear on your **Gardening** page which showcases the Before and After shots of featured projects.



## Adding a New Gardening Featured Project

The screenshot shows the WordPress dashboard with the 'gardenings\_featured\_projects' menu item selected. In the main area, there's a form titled 'Add New gardenings\_featured\_projects'. At the top, there's a 'Project Name Here' field with a yellow border. Below it is another 'Project name' field with a yellow border. To the right, there's a 'Publish' section with 'Save Draft', 'Status: Draft' (with an 'Edit' link), 'Visibility: Public' (with an 'Edit' link), and a 'Publish immediately' button. At the bottom are 'Before Image' and 'After Image' upload fields.

1. From the WordPress dashboard, click on "**gardening\_featured\_projects**" in the left sidebar.
2. Click on the "Add New" button to create a new post.
3. Enter the WordPress post list name at the top. This won't show up on the website but will help identify the item in the list of posts on your dashboard. It is recommended that the name here matches the Project name to avoid confusion.
4. Enter the name of the project on the "Project name" field.
5. On the "Before Image" field, add a photo that showcases the project before any work being done on it.
6. On the "After Image" field, add a photo that showcases the project after work completion.
7. Customize the post settings, such as visibility and publishing options.
8. Click on the "Publish" button to make the activity post live on your website. The post will be added to the section of the Gardening page as seen below:



## Editing a Gardening Featured Project

The screenshot shows the WordPress dashboard with the 'gardenings\_featured\_projects' menu item selected. An existing post titled 'Front yard tidying' is open. The post content includes 'Project name: Front yard tidying'. Under 'Before Image', there's a thumbnail with a delete 'X' icon. Under 'After Image', there's another thumbnail with a delete 'X' icon. To the right, there's a 'Publish' section with 'Status: Published' (with an 'Edit' link), 'Visibility: Public' (with an 'Edit' link), and a 'Published on: Jun 8, 2023 at 08:11' message. At the bottom right is an 'Update' button.

1. From the WordPress dashboard, click on "**gardening\_featured\_projects**" in the left sidebar.
2. Locate the post that you want to edit, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Edit" link to open the post editor.
5. Make the desired changes to the post content or other settings.
6. Click on the "Update" button to save the changes and update the activity post.

## Deleting a Gardening Featured Project

The screenshot shows the WordPress dashboard with the 'gardenings\_featured\_projects' menu item selected. The list table shows three published posts: 'Front yard tidying', 'Section cleanup', and 'Flax removal'. Each post has a 'Title' checkbox, a date column, and a 'Trash' link in the actions column. The 'Front yard tidying' post has its 'Trash' link highlighted with a yellow border.

1. From the WordPress dashboard, click on "**gardening\_featured\_projects**" in the left sidebar.
2. Locate the post that you want to delete, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Trash" link to move the post to the trash.
5. Alternatively, you can click on the post title to open the post editor and then click on the "Move to Trash" button.
6. The activity post will be moved to the trash and can be permanently deleted from there.



## Gardening Jobs

This section of the dashboard will allow you to ADD, EDIT and DELETE posts that appear on your **Gardening page** which showcases the specific types of jobs you offer in this particular service category.

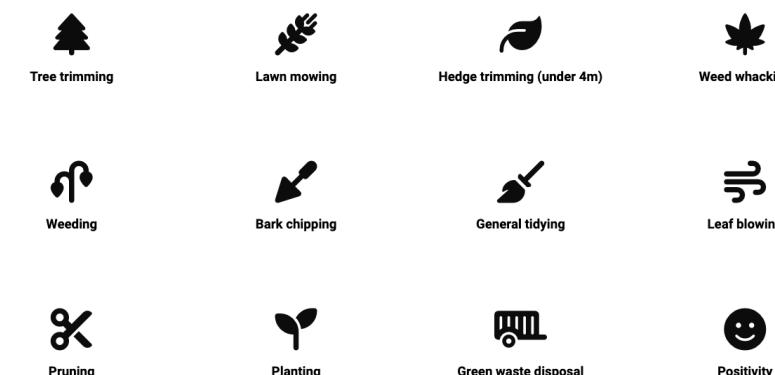
**ADD NEW JOB TYPE**

**DELETE JOB TYPE**

**EDIT JOB TYPE**

### WHAT WE OFFER

These posts will show on this part of the Gardening Page



## FontAwesome Icons

As can be seen above, this post type uses icons. These icons are from FontAwesome (<https://fontawesome.com/>), which is an icon library that has a free version. To be able to manage the posts under Gardening Jobs or the "What we offer" section on the website, you need to gather the icons here for consistency and layout uniformity.

You do not need to create an account to use this.

## Using FontAwesome Icons

1. Go to <https://fontawesome.com>
2. On the website header menu, click "Icons" which will take you to the icons page.
3. On the Search bar, type the name of the icon you would like to look for and hit "Enter".

4. Results will populate the page related to the keyword you entered.
5. Click on the "Free" button to ensure that the icon can be used on the Sol's Services website. Filtered results will be shown afterwards.

6. Select the icon you wish to use. A modal will pop up with more information on the chosen icon.
7. Hover over the name of the icon in the top left section to copy. Alternatively, highlight the icon name and press CTRL + C or CMD + C to copy. This is the icon name you will put in your WordPress post.

**ICON NAME TO BE USED**



## Adding a New Gardening Job Type

WORDPRESS POST LIST NAME

COPY THE EXACT ICON NAME FROM FONTAWESOME

1. From the WordPress dashboard, click on "gardening\_jobs" in the left sidebar.
2. Click on the "Add New" button to create a new post.
3. Enter the WordPress post list name at the top. This won't show up on the website but will help identify the item in the list of posts on your dashboard. It is recommended that the name here matches the Project name to avoid confusion.
4. Enter the name of the project on the "Project name" field.
5. Paste/type the icon name from FontAwesome on the "Icon name" field.
6. On the "Service name" field, copy the job name added at the top section.
7. Customize the post settings, such as visibility and publishing options.
8. Click on the "Publish" button to make the activity post live on your website. The post will be added to the section of the Gardening page as seen on the previous page.

## Editing a Gardening Job

ADD NEW FEATURED PROJECT

DELETE FEATURED PROJECT

EDIT FEATURED PROJECT CONTENT

1. From the WordPress dashboard, click on "gardening\_jobs" in the left sidebar.
2. Locate the post that you want to edit, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Edit" link to open the post editor.
5. Make the desired changes to the post content or other settings.
6. Click on the "Update" button to save the changes and update the activity post.

## Deleting a Gardening Job

Date	Published
2023/06/12 at 2:49 am	Laying a patio
2023/06/08 at 5:51 am	Green waste disposal

1. From the WordPress dashboard, click on "gardening\_jobs" in the left sidebar.
2. Locate the post that you want to delete, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Trash" link to move the post to the trash.
5. Alternatively, you can click on the post title to open the post editor and then click on the "Move to Trash" button.
6. The activity post will be moved to the trash and can be permanently deleted from there.

## Landscaping Featured Projects

This section of the dashboard will allow you to ADD, EDIT and DELETE posts that appear on your **Landscaping page** which showcases the Before and After shots of featured projects.

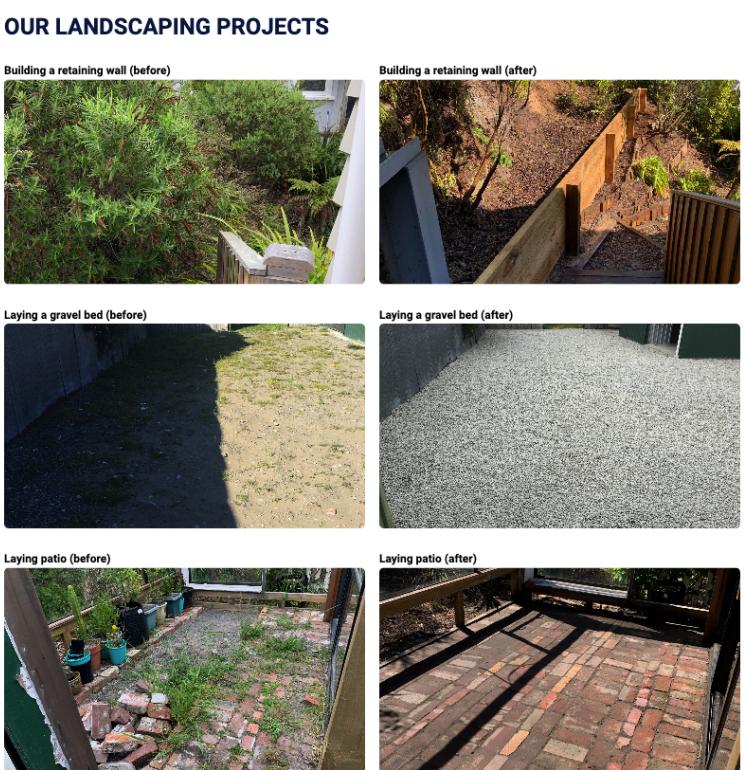
Date	Published
2023/06/08 at 10:19 pm	Laying a patio
2023/06/08 at 10:19 pm	Building a retaining wall
2023/06/08 at 10:18 pm	Laying a gravel bed



## Adding a New Landscaping Featured Project

The screenshot shows the WordPress admin interface for creating a new post. The left sidebar has a blue theme with various project categories. The main area is titled 'Add New landscaping\_featured\_project'. It has fields for 'Project name' (with a red box), 'Before image' (with an 'Add File' button), and 'After image' (with an 'Add File' button). On the right, there's a 'Publish' section with 'Save Draft', 'Status: Draft' (with an 'Edit' link), 'Visibility: Public' (with an 'Edit' link), and a 'Publish immediately' button. At the bottom are 'Move to Trash' and 'Publish' buttons.

1. From the WordPress dashboard, click on "**landscaping\_featured\_project**" in the left sidebar.
2. Click on the "Add New" button to create a new post.
3. Enter the WordPress post list name at the top. This won't show up on the website but will help identify the item in the list of posts on your dashboard. It is recommended that the name here matches the Project name to avoid confusion.
4. Enter the name of the project on the "Project name" field.
5. On the "Before Image" field, add a photo that showcases the project before any work being done on it.
6. On the "After Image" field, add a photo that showcases the project after work completion.
7. Customize the post settings, such as visibility and publishing options.
8. Click on the "Publish" button to make the activity post live on your website. The post will be added to the section of the Landscaping page as seen below:



## Editing a Landscaping Featured Project

The screenshot shows the WordPress admin interface for editing an existing post. The left sidebar has a blue theme with various project categories. The main area is titled 'Edit landscaping\_featured\_project'. It has fields for 'Project name' (set to 'Laying patio') and 'Before image' (with a thumbnail labeled 'landscaping-paving-be'). On the right, there's a 'Publish' section with 'Status: Published' (with an 'Edit' link), 'Visibility: Public' (with an 'Edit' link), and a note 'Published on: Jun 8, 2023 at 22:19'. At the bottom are 'Move to Trash' and 'Update' buttons.

1. From the WordPress dashboard, click on "**landscaping\_featured\_project**" in the left sidebar.
2. Locate the post that you want to edit, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Edit" link to open the post editor.
5. Make the desired changes to the post content or other settings.
6. Click on the "Update" button to save the changes and update the activity post.

## Deleting a Landscaping Featured Project

Date
Published 2023/06/08 at 10:19 pm
Published 2023/06/08 at 10:19 pm
Published 2023/06/08 at 10:18 pm

1. From the WordPress dashboard, click on "**landscaping\_featured\_project**" in the left sidebar.
2. Locate the post that you want to delete, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Trash" link to move the post to the trash.
5. Alternatively, you can click on the post title to open the post editor and then click on the "Move to Trash" button.
6. The activity post will be moved to the trash and can be permanently deleted from there.



## Landscaping Jobs

This section of the dashboard will allow you to ADD, EDIT and DELETE posts that appear on your **Landscaping page** which showcases the specific types of jobs you offer in this particular service category.

**ADD NEW JOB TYPE**

**DELETE JOB TYPE**

**EDIT JOB TYPE**

**WHAT WE OFFER**

Garden edging      Raised beds/planter boxes      Retaining walls      Paving

These posts will show on this part of the Landscaping Page

### Adding a New Landscaping Job Type

**WORDPRESS POST LIST NAME**

**COPY THE EXACT ICON NAME FROM FONTAWESOME**

1. From the WordPress dashboard, click on "**landscaping\_jobs**" in the left sidebar.
2. Click on the "Add New" button to create a new post.

3. Enter the WordPress post list name at the top. This won't show up on the website but will help identify the item in the list of posts on your dashboard. It is recommended that the name matches the Project name to avoid confusion.
4. Enter the name of the project on the "Project name" field.
5. Paste/type the icon name from FontAwesome on the "Icon name" field.
6. On the "Service name" field, copy the job name added at the top section.
7. Customize the post settings, such as visibility and publishing options.
8. Click on the "Publish" button to make the activity post live on your website. The post will be added to the section of the Gardening page as seen on the previous page.

### Editing a Landscaping Job

**Publish**

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Jun 12, 2023 at 02:49 [Edit](#)

**Move to Trash** [Update](#)

1. From the WordPress dashboard, click on "**landscaping\_jobs**" in the left sidebar.
2. Locate the post that you want to edit, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Edit" link to open the post editor.
5. Make the desired changes to the post content or other settings.
6. Click on the "Update" button to save the changes and update the activity post.

### Deleting a Landscaping Job

**Screen Options**

**landscaping\_jobs** [Add New](#)

All (4) | Published (4)

Bulk actions [Apply](#) All dates [Filter](#)

Date

Published 2023/06/08 at 10:29 pm

Published 2023/06/08 at 10:29 pm

Published 2023/06/08 at 10:29 pm

Published 2023/06/08 at 10:28 pm

1. From the WordPress dashboard, click on "**landscaping\_jobs**" in the left sidebar.
2. Locate the post that you want to delete, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Trash" link to move the post to the trash.
5. Alternatively, you can click on the post title to open the post editor and then click on the "Move to Trash" button.
6. The activity post will be moved to the trash and can be permanently deleted from there.



## Projects Portfolio

This section of the dashboard will allow you to ADD, EDIT and DELETE posts that appear on your **Projects page** which showcases a gallery of past gardening and landscaping projects with "before" and "after" shots.

**ADD NEW PORTFOLIO ITEM**

**DELETE PORTFOLIO ITEM**

**EDIT PORTFOLIO ITEM**

These posts will show on the Projects Page

### Adding a New Project Portfolio Item

1. From the WordPress dashboard, click on "**projects\_portfolio**" in the left sidebar.
2. Click on the "Add New" button to create a new post.
3. Enter the WordPress post list name at the top. This won't show up on the website but will help identify the item in the list of posts on your dashboard.
4. Add one (1) photo of the project that showcases "before" and "after" phases that are side by side.
5. Customize the post settings, such as visibility and publishing options.
6. Click on the "Publish" button to make the activity post live on your website. The post will be added to the Projects page.

### Editing a Project Portfolio Item

**TO CHANGE THE IMAGE, DELETE THE EXISTING ONE FIRST**

1. From the WordPress dashboard, click on "**projects\_portfolio**" in the left sidebar.
2. Locate the post that you want to edit, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Edit" link to open the post editor.
5. Make the desired changes to the post content or other settings.
6. Click on the "Update" button to save the changes and update the activity post.

### Deleting a Project Portfolio Item

1. From the WordPress dashboard, click on "**projects\_portfolio**" in the left sidebar.
2. Locate the post that you want to delete, which was created by you or another user.
3. Hover over the post title to reveal the action links.
4. Click on the "Trash" link to move the post to the trash.
5. Alternatively, you can click on the post title to open the post editor and then click on the "Move to Trash" button.
6. The activity post will be moved to the trash and can be permanently deleted from there.



## Team Members

This section of the dashboard will allow you to ADD, EDIT and DELETE posts that appear on your **About Us** page which lists the team members/employees of Sol's Services.

**ADD NEW TEAM MEMBER**

**DELETE TEAM MEMBER**

**EDIT TEAM MEMBER DETAILS**

These posts will show on the About Us Page

### Adding a New Team Member

**WORDPRESS POST LIST NAME**

Firstname

Team Member Name: Firstname Lastname

Team Member Job Title: Marketing

Description: Add person's description and background

Team Member Image: Add the image of your team member

- From the WordPress dashboard, click on "**team\_members**" in the left sidebar.
- Click on the "Add New" button to create a new post.
- Enter the WordPress post list name at the top. This won't show up on the website but will help identify the item in the list of posts on your dashboard.
- Add the full name of your team member in the "Team Member Name" field.
- Add the person's role in the "Team Member Job Title" field.
- Add a short description about your team member in the "Description" field.
- Add an image of your team member in the "Team Member Image" field.
- Click on the "Publish" button to make the activity post live on your website. The post will be added to the About Us page.

### Editing a Team Member's Details

Sol

Team Member Name: Sol Arrowfield

Team Member Job Title: Founder

Description: Sol has had a passion for gardening that started at a young age, encouraged by his parents, who are also keen gardeners. Sol has years of experience tending to native ferns, roses, vegetable and herb gardens, fruit trees, and even beehives. Sol has previously worked as a teacher and educator before deciding to make the career change to gardening. Sol has a passion for the outdoors that has encouraged him to work outside and do physically demanding work. Sol loves to surf, ski and go tramping in his spare time.

Team Member Image: IMG\_1160-min

TO CHANGE THE IMAGE, DELETE THE EXISTING ONE FIRST

- From the WordPress dashboard, click on "**team\_members**" in the left sidebar.
- Locate the post that you want to edit, which was created by you or another user.
- Hover over the post title to reveal the action links.
- Click on the "Edit" link to open the post editor.
- Make the desired changes to the post content or other settings.
- Click on the "Update" button to save the changes and update the activity post.

### Deleting a Team Member

All (3) | Published (3)

Frank

Jack

Sol

Published 2023/06/07 at 10:58 pm

Published 2023/06/07 at 10:47 pm

Published 2023/06/07 at 10:28 pm

- From the WordPress dashboard, click on "**team\_members**" in the left sidebar.
- Locate the post that you want to delete, which was created by you or another user.
- Hover over the post title to reveal the action links.
- Click on the "Trash" link to move the post to the trash.
- Alternatively, you can click on the post title to open the post editor and then click on the "Move to Trash" button.
- The activity post will be moved to the trash and can be permanently deleted from there.



# Managing Media

Images, videos, and other media files can be uploaded and managed in the WordPress Media Library. Here's how you can add and manage media:

## Uploading Images and Files

1. From the dashboard menu, click on "Media" and select "Add New".
2. Click on the "Select Files" button to browse and select files from your computer, or drag and drop files directly into the media uploader.
3. Once the upload is complete, you can add optional information, such as title, alternative text (text that appears when image does not load), and captions.
4. Click on the "Save" to add the item to your website's Media Library.

**NOTE:** Alt text (alternative text) plays a significant role in helping search engines like Google comprehend the content and context of images and their associated links. By providing descriptive alt text, you can improve the search engine optimization (SEO) of your images, increasing the chances of higher rankings in Google Images and other image-based search results. Alt text is an essential factor in image SEO as it enhances search engines' understanding of your content, ensuring that your images are accurately interpreted and appropriately ranked.

## Organising the Media Library

1. From the dashboard menu, click on "Media" and select "Library".
2. The media library displays all the uploaded media files.
3. You can search for specific files using the search box or filter files based on media type and date.
4. To edit the information or settings of a media file, click on its thumbnail and the "Edit" option shows up. Make your necessary changes. The changes are automatically saved.
5. To delete a media file, click its thumbnail and click again on the "Delete Permanently" option.



# User Management

The business owner will have a "Client Owner" WordPress user role type. This means that the Sol's Services owner will have the ability to create, delete, edit, list, promote users, and remove them as needed.

## Adding and Managing Users

This screenshot shows the WordPress dashboard under 'SOL'S SERVICES'. The left sidebar includes links for Dashboard, Media, Pages, and various custom post types like gardening, landscaping, and team members. The main area is titled 'Users' with a sub-section 'All (1) | Client Owner (1)'. It displays a table with one user entry: 'client\_account' (username), email '270146434@yoobeestudent.ac.nz', role 'Client Owner', and 0 posts. Action buttons include Bulk actions, Apply, Change role to..., Grant Roles, Add role..., Add, Revoke role..., and Revoke.

1. From the dashboard menu, click on "Users" and select "Add New".
2. Fill in the required user information, including username, email, and password.

This screenshot shows the 'Add New User' form. It requires filling in fields for Username (required), Email (required), First Name, Last Name, and Website. A 'Password' field includes a 'Generate password' button and a strength indicator showing 'Strong'. A 'Send User Notification' checkbox is checked. The 'Role' dropdown is set to 'Subscriber'. An 'Other Roles' dropdown is present, and the 'Add New User' button is highlighted with a yellow box.

3. Assign a role to the user based on their responsibilities (e.g., Subscriber, Contributor, Author, Editor). For more information about roles, visit the [WordPress documentation](#).
4. Click on the "Add New User" button to create the user account.
5. To edit or delete an existing user account, locate the user in the "Users" section and click on the "Edit" or "Delete" option.

**NOTE:** You are able to change user roles, however exercise caution if you want to change someone to have a "Client Owner" role as they will have the same abilities as the business owner.

## Assigning User Roles and Permissions

This screenshot shows the 'Edit User' screen for 'user'. It includes sections for Personal Options (Visual Editor, Admin Color Scheme, Keyboard Shortcuts, Toolbar), Name, Username, and Role. The 'Role' dropdown is highlighted with a yellow box and set to 'Subscriber'. Other options like 'Editor' and 'Author' are also visible.

1. User roles determine the level of access and capabilities a user has on the website.
2. From the dashboard menu, click on "Users" and select "All Users".
3. Locate the user you want to edit and click on the "Edit" option.
4. In the user editing screen, scroll down to the "Role" section and select the desired user role from the dropdown menu.
5. Click on the "Update User" button to save the changes.

## Contact Form Notification

Whenever somebody fills up the Contact Form in the Sol's Services website, you will receive an email with all the details provided. This will help in organising quotes and bookings with potential customers. Brevo, a powerful WordPress plugin, was integrated to the website. This usage includes the free plan which allows up to 300 daily emails. Below is what an email notification will look like in your inbox:

This screenshot shows an email inbox entry from 'SOL'S SERVICES via sendinblue.com' to 'me' at 'Jun 12, 2023, 2:33PM (3 days ago)'. The email subject is 'New Entry: Sol's Services Contact Form'. The message body contains a contact form submission with fields: 'Full name' (empty), 'Email' ('sol.arrowfield@gmail.com'), 'Mobile number' ('0222222222'), and 'Message/Inquiry' ('I want a job done').