

# Chalets And Caviar Website Documentation

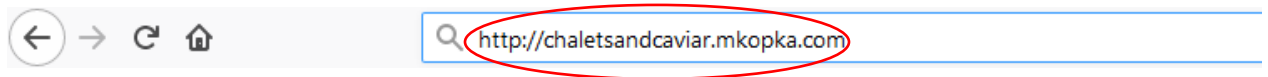
---

## 1. Chalets And Caviar website address

Your website address: <http://chaletsandcaviar.mkopka.com>

## 2. Opening the website

Open your web browser and in address bar type or paste your website address.



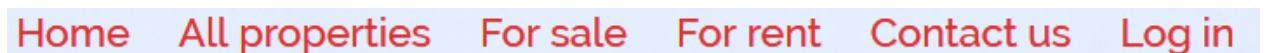
### Address bar

Press enter.

You will be taken to your Chalets And Caviar website.

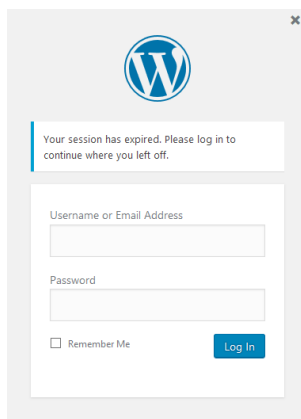
## 3. Logging in to the website

At the top of your website there is a navigation menu. Select Log in option by clicking on it.



### Navigation menu

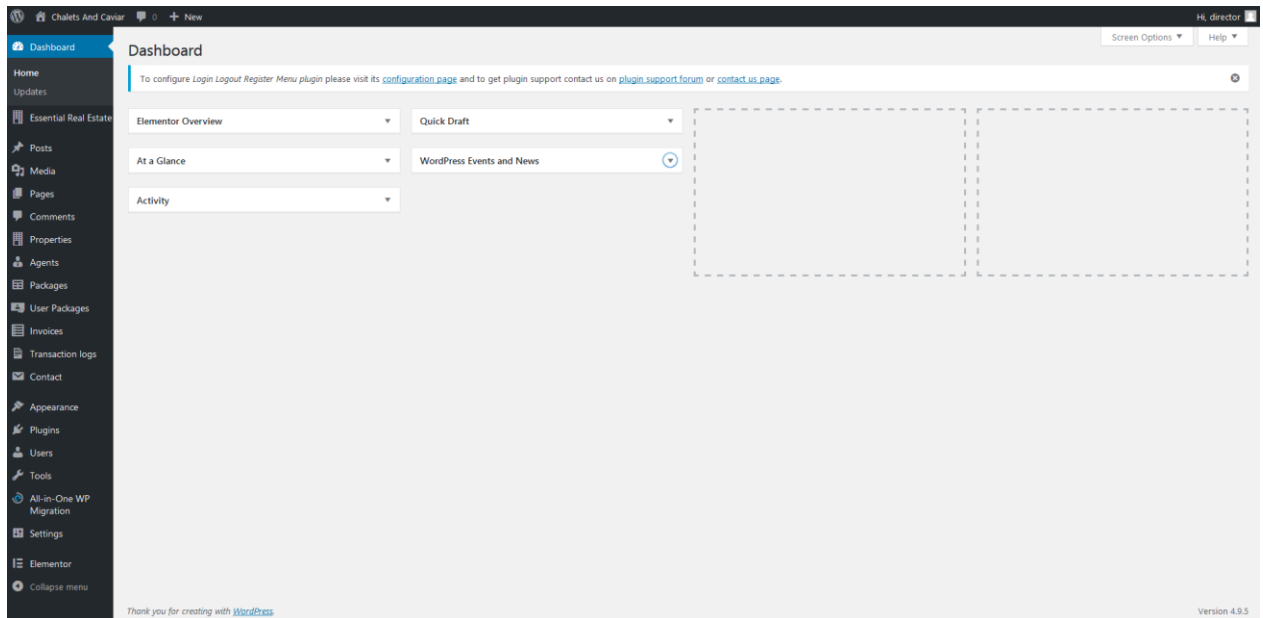
You will be taken to the login page.



### Login form

Enter login and password in the appropriate login form fields and click Log In blue button.

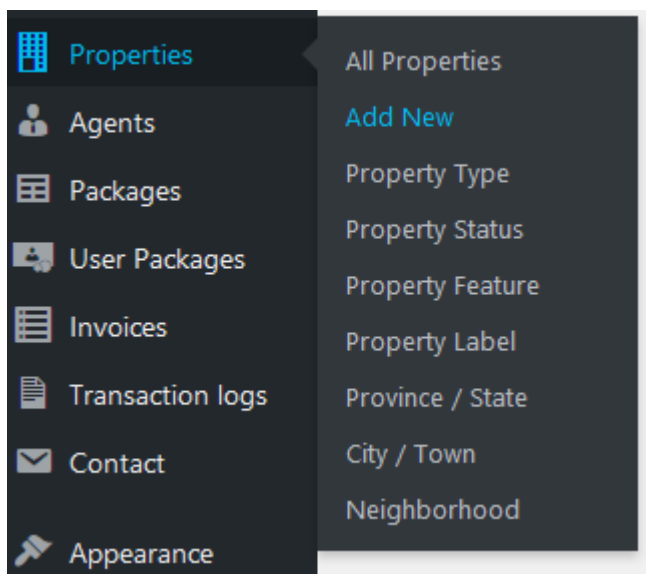
You will be taken to WordPress Dashboard.



## WordPress Dashboard

### 4. Adding (creating) new chalets or other new estate properties

Go to **Properties** in WordPress Dashboard menu and click **Add New** option.



## Properties menu and Add New option

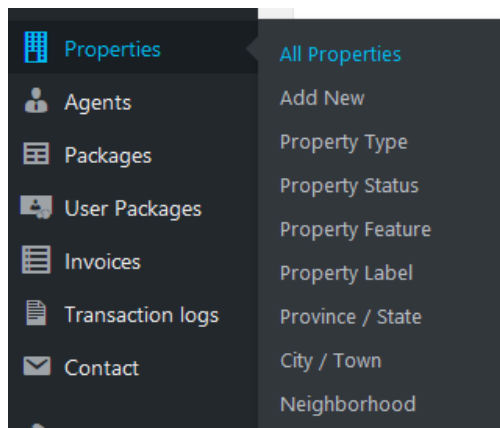
You will be taken to **Add New Property** page.



- 1) Title: insert a new title for your property in the title field.
- 2) Description: insert the property description in the editor field.
- 3) Discussion: check the box options to select discussion type for the property.
- 4) Settings: fill in all options to give the best visual overview for readers.
- 5) Property Types: select a property type from the most used property types, for example you can assign the type Apartment or Bar to a property.
- 6) Property Status : select a property status the most used property Status, for example you can assign the status For Rent or For Sale to a property.
- 7) Property Features: select property features from the most used property features, for example you can assign the features Fire Alarm, Gym and Home Theater to a property.
- 8) Property Cities: select exactly city where property located from the most used property cities.
- 9) Neighborhood: select neighborhoods from the most used neighborhood.
- 10) Province/State: select province/state where property located from the most used province/state.
- 11) Property Labels: select a property label from the most used property labels, for example you can assign the label Hot Offer or Sale to a property.
- 12) Featured Image: upload the image using the Featured Image panel.
- 13) Publish: press this blue button when you finish and you wish to add property.

#### **4. Editing chalets or other estate properties**

Go to **Properties** in WordPress Dashboard menu and click **All Properties** option.





#### **Properties menu and All Properties option**

You will be taken to **All Properties** page.

Properties [Add New](#) Screen Options Help


All (12) | Published (12) | Bin (2) | Cornerstone content (0)

Bulk Actions ▼ Apply All dates ▼ All Property Status ▼ All Property Type ▼ All SEO Scores ▼ All Readability Scores ▼ Author Property ID Filter 12 items

<input type="checkbox"/>	Image	Property Title	Type	Status	Price	★	Author	Date
<input type="checkbox"/>		Gilbert Chalet	Chalet	For Rent	340	☆	admin	Published 2018/05/05
<input type="checkbox"/>		Gilbert Chalet	Chalet	For Rent	500	☆	admin	Published 2018/05/05

### All properties page

Point property you wish to edit and click **Edit** option.


<input type="checkbox"/>	Image	Property Title
<input type="checkbox"/>		Gilbert Chalet <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Bin</a>   <a href="#">View</a>   <a href="#">Expire</a>   <a href="#">Hide</a>

### Edit property option

You will be taken to **Edit Property** page. This page looks the same like **Add New Property** page, so follow description from point 3 to amend property fields. When you finish editing, click blue **Update** button which is in the same place like Publish button when you have been creating property (see **Add New Property** page image above).

## 5. Deleting chalets or other estate properties

Go to **Properties** in WordPress Dashboard menu and click **All Properties** option. You will be taken to **All Properties** page (this is the same page like in point 4 - see image **All Properties** page above). To delete property click red **Bin** option.

<input type="checkbox"/>	Image	Property Title
<input type="checkbox"/>		Gilbert Chalet <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Bin</a>   <a href="#">View</a>   <a href="#">Expire</a>   <a href="#">Hide</a>

### Delete property option

## 5. Contacting me

If you have any questions - do not hesitate to contact me.

email address: marcinkopka79@gmail.com