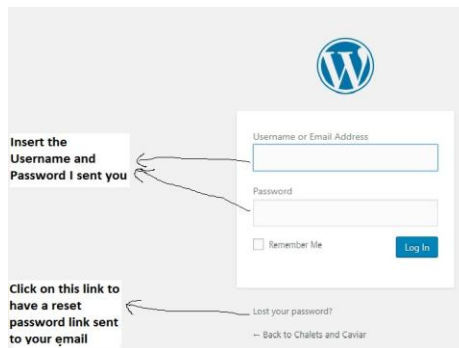
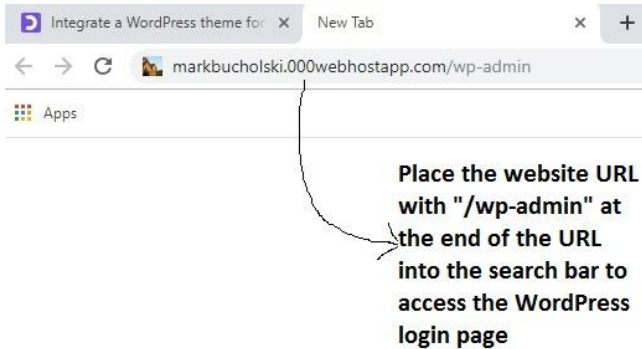


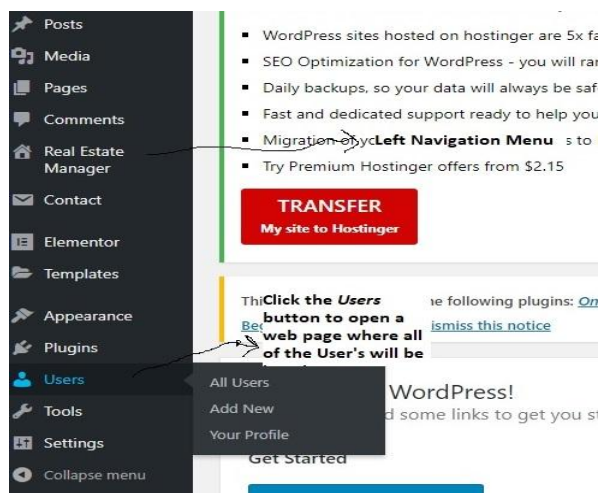
## WordPress Real Estate User Guide

### Accessing the WordPress Admin Page

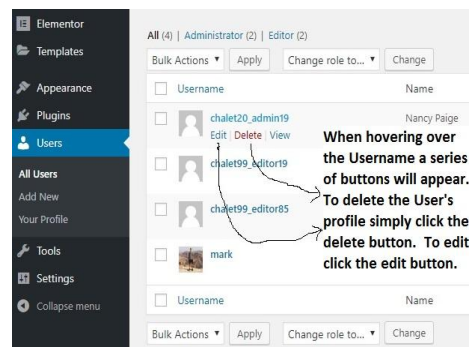
1. Type the website URL, <https://markbucholski.000webhostapp.com>, into the search bar.
2. After typing in the website URL, add a forward slash, followed by "wp-admin" so the resulting URL will be, <https://markbucholski.000webhostapp.com/wp-admin> . Click on the new URL and you will be brought to the login page for the newly created Chalets and Caviar website.
3. Once on the login page fill in your email or username with the password I have already sent you. You can change your password by clicking the password reset button which will cause a reset password link to be sent to your email. Your username cannot be changed. Click the login button to access the WordPress admin area.
4. You will now be in the WordPress admin area called the dashboard. From the dashboard you can access all other areas of the WordPress admin area.



### How to Customize User Profiles



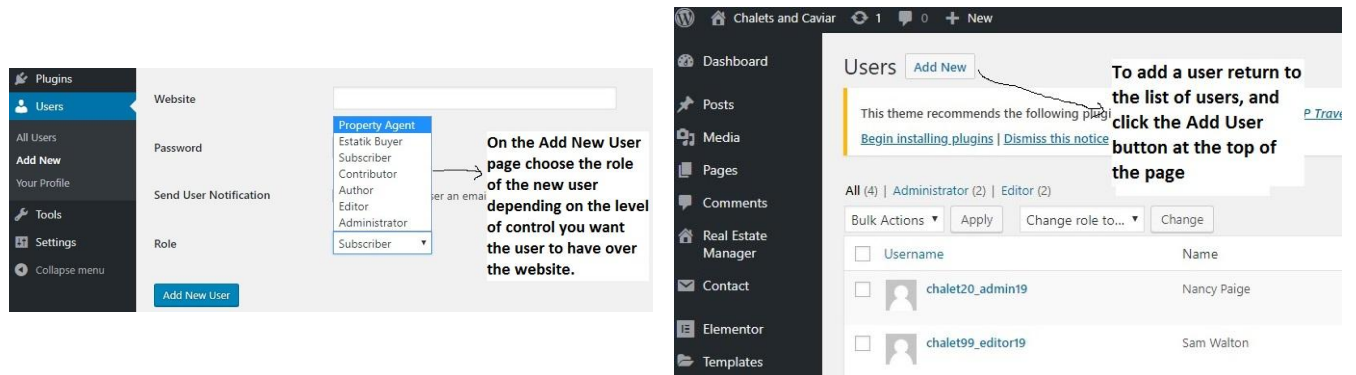
1. Once on the dashboard go to the left navigation menu, and click the *Users* button to open a web page where all of the users will be listed, with the option of editing each user if you are logged in as an administrator, and not an editor.



2. To edit a user simply locate the user you are looking to edit in the user list, and hover with your mouse over the user's username. When hovering over the username a series of buttons will

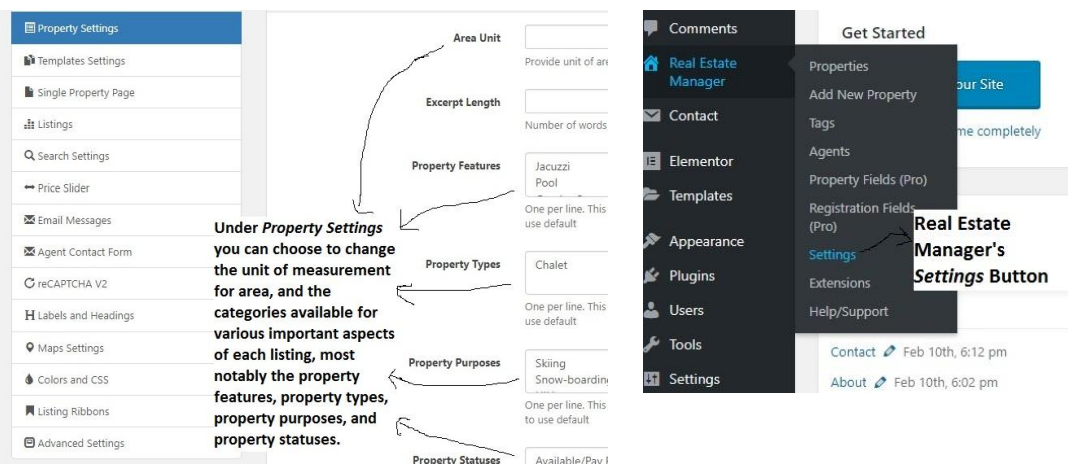
appear allowing you to either edit, delete or view the user's profile. To delete the User's profile simply click the delete button. To edit click the edit button which will bring up the user editing web page.

3. Once on the user editing web page you have the choice to edit the user's profile by changing their email, name, nick name, profile image, and biographical information.
4. To add a user return to the list of users, and click the **Add User** button at the top of the page. Fill out the required information, such as username, email, and password, and click the **Add New User** button at the bottom of the page to make the individual an official user of the website. It is important to note the user can be given one of seven roles. If you want to add a User who has full access to change the website, you can choose the Admin role. Be careful who you give administrative privileges to since they will have the ability to change the design and content of the website. If you only want a user who can make changes to the content of the website, such as adding or deleting listings, choose the editor role.



## Adjusting the Real Estate Manager Plugin Settings

1. A real estate plugin is a piece of software a developer can add to WordPress to provide the functionality for the property listings. The plugin I chose to use is the Real Estate Manager plugin. You can alter the setting of each listing by accessing the settings section of the Real Estate Manager plugin. Access the settings by going to the left navigation menu, and hovering over the *Real Estate Manager* button which will enable a drop-down menu to appear while hovering over the Real Estate plugin. From the drop-down menu click on the *Settings* button to go to the Real Estate Plugin's settings page.



2. On the settings page there will be a new menu which will allow you to adjust the setting of different components of the Real Estate Manager Plugin. The first component is *Currency*, allowing you to alter the currency, the currency position in the listing, and the numerical format of each price.
3. Under *Property Settings* you can choose to change the unit of measurement for area, and the categories available for various important aspects of each listing, most notably the property features, property types, property purposes, and property statuses categories.
4. Under the *Email Messages* component you can choose the text of any default emails which will be sent out to admin when any new agents are in the process of registering.
5. The *Agent Contact Form* component allows you to choose what the email subject will be should someone contact you through the contact form.
6. The *Price Slider* component will allow you to set a minimum and a maximum amount for the price-slider.
7. After making any changes to each component be sure to click the *Save Settings* button to ensure any alterations are saved.

## Editing Existing Chalet Listings

1. Add or delete chalets by going to the left navigation menu, and hovering over the *Real Estate Manager* button, which will enable a drop-down menu to appear. From the drop-down menu click on the *Properties* button to go to the Real Estate Plugin properties page.
2. On the properties page find the exact listing you are looking to edit, and hover over the listing allowing for a series of buttons to appear. Out of the buttons that appear click on the *Edit* button to go to the editing page for the chosen listing.

This theme recommends the following plugins: [One Click Demo Import](#) and [WP Travel](#).  
[Begin installing plugins](#) | [Dismiss this notice](#)

All (12) | Published (12) | Bin (2)

Bulk Actions [Apply](#) All dates All Types All Purpose All Status

<input type="checkbox"/>	Title	Author	Property Tags	Date	Type
<input type="checkbox"/>	Alpine Meadow Chalet <a href="#">Edit</a> <a href="#">Quick Edit</a> <a href="#">Bin</a> <a href="#">View</a>	Mark	Alpine Meadows, Family Time, Jacuzzi, Mountain Air, Rocky Mountains	Published 2019/02/09	Chalet
<input type="checkbox"/>	Chalet In Aspen Away From Everything	Mark	Aspen, Log Chalet,	Published	Chalet
<input type="checkbox"/>	Ultimate Ski-In-Ski-Out Chalet	Mark			Chalet

On the properties page find the exact listing you are looking to edit, and hover over the listing allowing for a series of buttons to appear, out of the buttons that appear click on the *Edit* button to go to the editing page for the chosen listing.

Hover over the Real Estate Manager button, which will enable a drop-down menu to appear. From the drop-down menu click on the *Properties* button to go to the Real Estate Pluggin properties page.

3. On the editing page you can click the *Edit* button by the link to change the URL for the webpage.

Also, you will be able to alter the title of the listing and the text describing the listing.

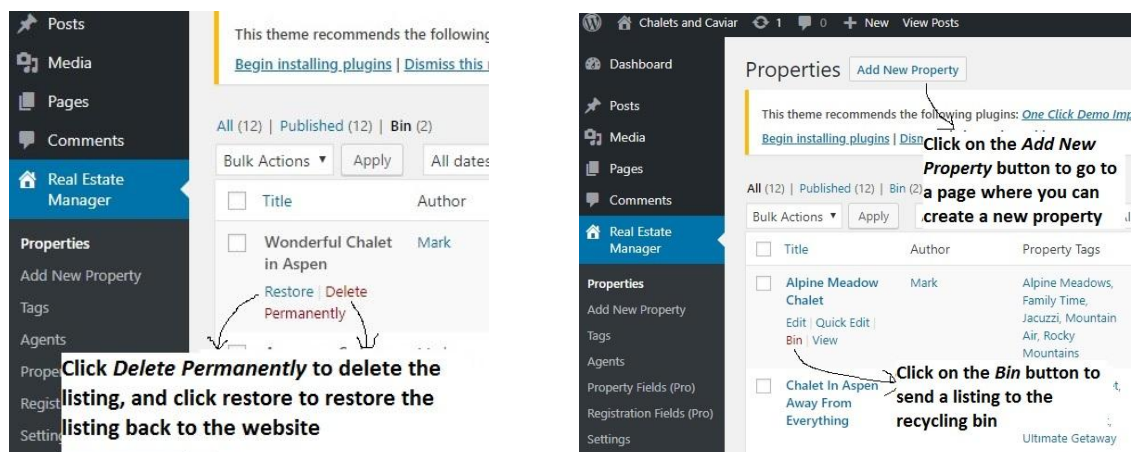
4. Scrolling down the page you will find a horizontal menu with categories defining certain similar traits of each property which can be edited by clicking on the categories button. You can edit the basic aspects of the listing such as the price, location, area, property type, purpose, and status of the listing under the *General Settings* button.
5. To edit the number of bedrooms, bathrooms, and rooms of the listing go to the Internal Structure category by clicking on the *Internal Structure* button from the horizontal menu.
6. You can choose to include or not include certain property features by going to click on the *Property Features* button from the horizontal menu.
7. Also from the horizontal menu you can choose to add file attachments and videos.
8. You can even add a map to the listing by scrolling down the page, opening the map, and inserting the address of the chalet into the map's search bar which will cause the map to appear on your listing page with the address shown on the map.
9. You can add images by clicking on upload images, followed by copying and pasting images onto the image library, selecting those images, and uploading them onto the WordPress admin area.
10. On the far left column there is the option to change the status of the listing from published to draft. You can even set a time for the image to be published.
11. On the far left column you can add tags to help better describe the listing.
12. Also, on the far left column you can set a featured image which will become the header image the client will first see when viewing the listing web page.
13. After making all of the changes click the *Update* button to save the changes.

The screenshot displays the WordPress admin dashboard with the 'Real Estate Manager' plugin active. The left sidebar contains a menu with options like Pages, Comments, Real Estate Manager, Properties, Contact, Elementor, Templates, Appearance, Plugins, Users, Tools, and Settings. The main content area shows the 'General Settings' tab for editing a property listing. The form includes fields for Price (set to 2000), Before Price, After Price, Sale Price, Latitude, Longitude, Property Type (set to Chalet), and Purpose (set to Vacation Rental). A text box for 'Text to display before price' is also present. A callout box with arrows pointing to the 'General Settings', 'Internal Structure', 'Property Features', 'File Attachments', 'Video', and 'Private Fields' tabs contains the text: 'Navigate between the above buttons to navigate between different categories of traits which can be altered to suit the listings characteristics'.

Category	Field	Value
General Settings	Price	2000
	Before Price	
	After Price	
	Sale Price	
Location	Latitude	
	Longitude	
Property Details	Property Type	Chalet
	Purpose	Vacation Rental

## Adding or Deleting Chalet Listings

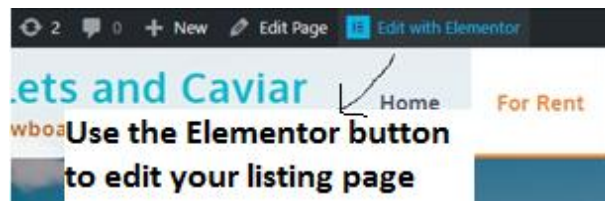
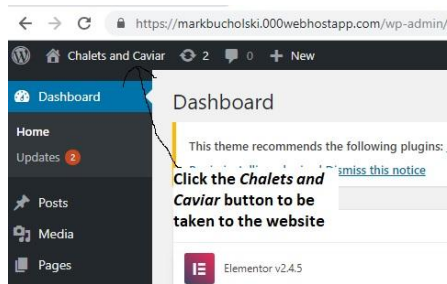
1. Add or delete chalets by going to the left navigation menu, and hovering over the Real Estate Manager button which will enable a drop-down menu to appear. From the drop-down menu click on the *Properties* button to go to the Real Estate Plugin properties page.
2. Find the exact listing you are looking to edit, and hover over the listing allowing for a series of buttons to appear. Out of the buttons that appear click on the *Bin* button to place the listing in Real Estate Manager's version of your PC's recycle bin.
3. To permanently delete a listing click the *Bin* button situated in the three button menu directly above the chalet listings list. Once in the bin hover over the listing allowing for a series of buttons to appear. Out of the buttons that appear click on the permanently delete button to delete the listing. Click the *Restore* button to restore the listing back to the website.
4. To add a listing go to the Real Estate Plugins property listing page, and at the top of the page click on the *Add New Property* button to be directed to a page where you can edit all of the property categories to fit the property listing you are creating. The various categories you can edit, and how to edit those categories is described in the "**Editing Existing Chalet Listings**" section of this document.
5. After filling all of the categories for the listing click on the *Save Draft* button. Once you are ready to publish click the *Publish* button. As a draft your listing will be saved in the admin section, but will not be live on the website until you publish the listing.



## Editing the List of For Sale and For Rent Listings

1. From the WordPress dashboard page click on the *Chalets and Caviar* button in the top left hand corner to access the website.
2. Once on the website navigate to either the For Rent page or the For Sale page, depending on whether your listing is going to be for sale or for rent.





3. Once you are on the listings page you will find a WordPress bar above the page with various buttons giving options for editing the page you are currently on. Select the *Edit with Elementor* button. The page will now reload. Elementor is a website building platform which provides more options for building and editing web pages than WordPress alone offers. The Elementor website builder menu will appear on the left side with options for editing different elements on the page.
4. Click on the listing you want to change. In the left side menu the listing will appear with options to edit the listing.
5. Change the image by clicking the current listing's image in the left menu which will bring you to the image library where you can upload any image onto WordPress. Choose an image from the image library which represents the new listing.
6. You can edit the text by clicking on the listing and typing. Moreover, you can edit the text in the Elementor side menu.
7. You can change the link for the image by copying and pasting the link for the chosen listing into the link box in the left menu.
8. To alter an icon click on the icon, go to the left menu, and choose from hundreds of icon options, while also being able to create a link for each icon. You can change the text by directly clicking on the icon on the page, and altering the text. Alternatively, you can edit the text in the Elementor menu on the left side of the page.
9. Click the update button to make any changes take effect.

