



INF10026-WIN-2023

USER GUIDE FOR ASV EMPOWERMENT

GROUP 1



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Version

The WordPress version that we are using is 6.2.2



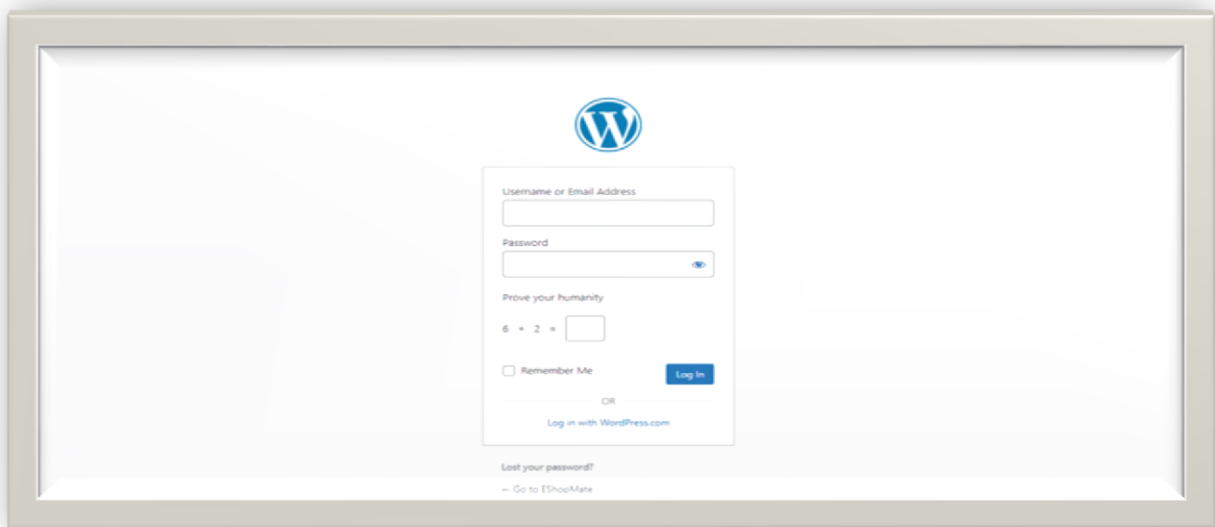
View the Website

If you search with the domain name in the google search bar then you will find the website

<https://asvempowerment.life/>

Log in to website admin

- First of all go to this link <https://asvempowerment.life/wp-admin>
- Then put the username and password over there to access the admin panel



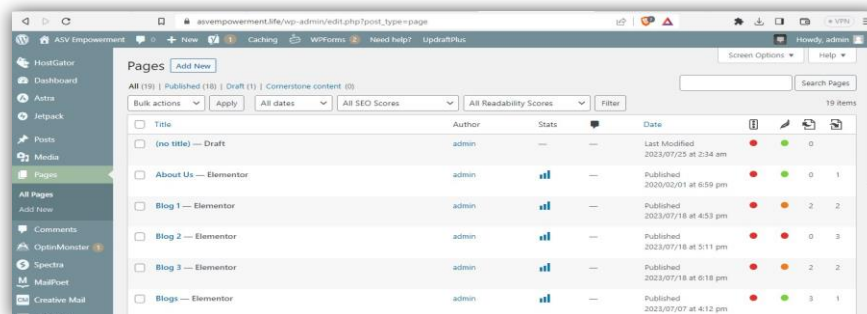
Manage the Website Pages

First click on pages from the left menu bar then click all pages. Then you can manage the pages that you have on your website.



Add new page.

For adding new page go to all pages then click add new from the top next left bar corner then you will be able to create new page over there.



View new page.

For viewing the page click on the view button below the page name

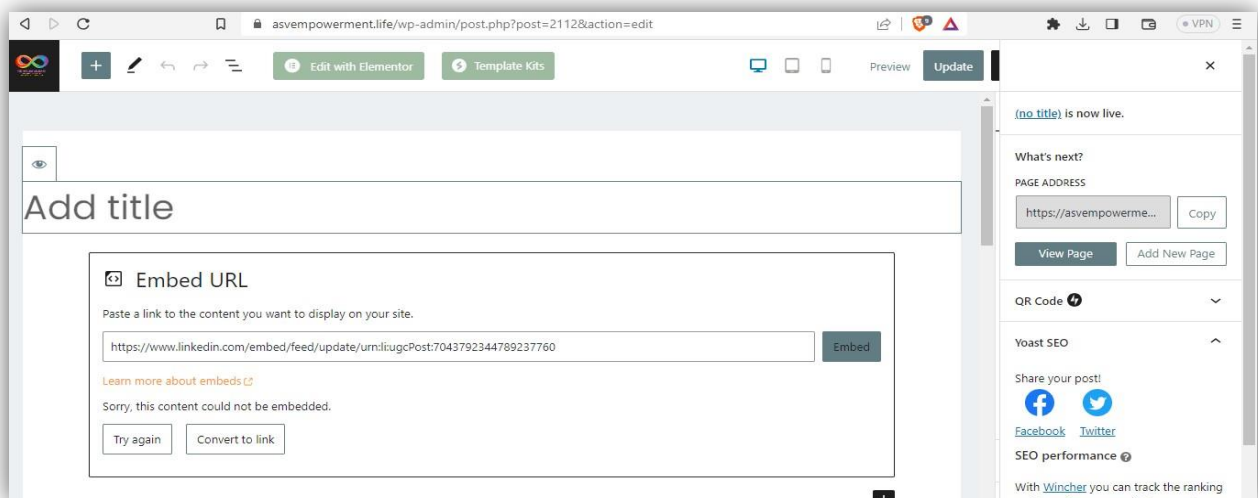


For example here as you can see when I am hovering over then edit button is showing up.

Update existing web page.

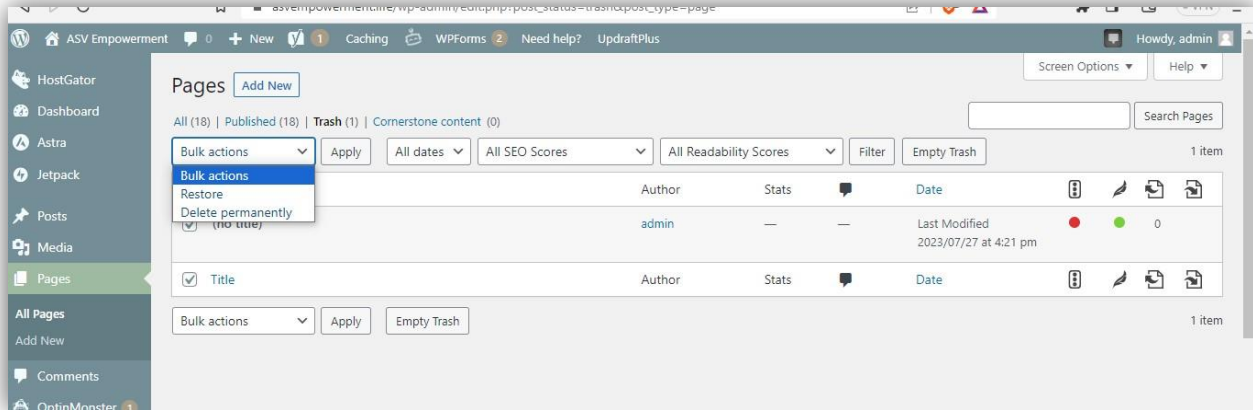
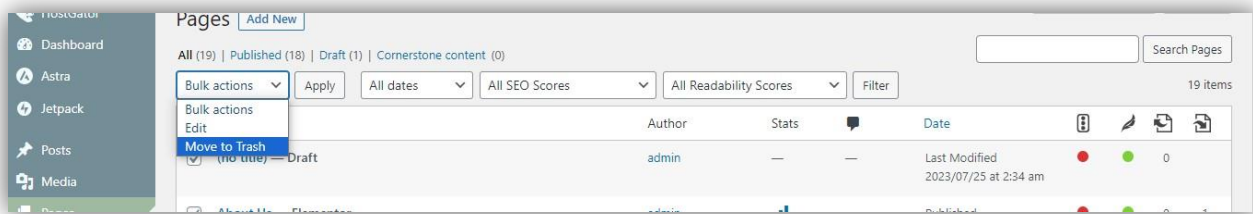
If you want to update the website the click on the edit tab below the page then it will take you to the editor tab after finish editing you can update the page by clicking the update button.

Here in the screenshot as you can see the update button upper right corner.



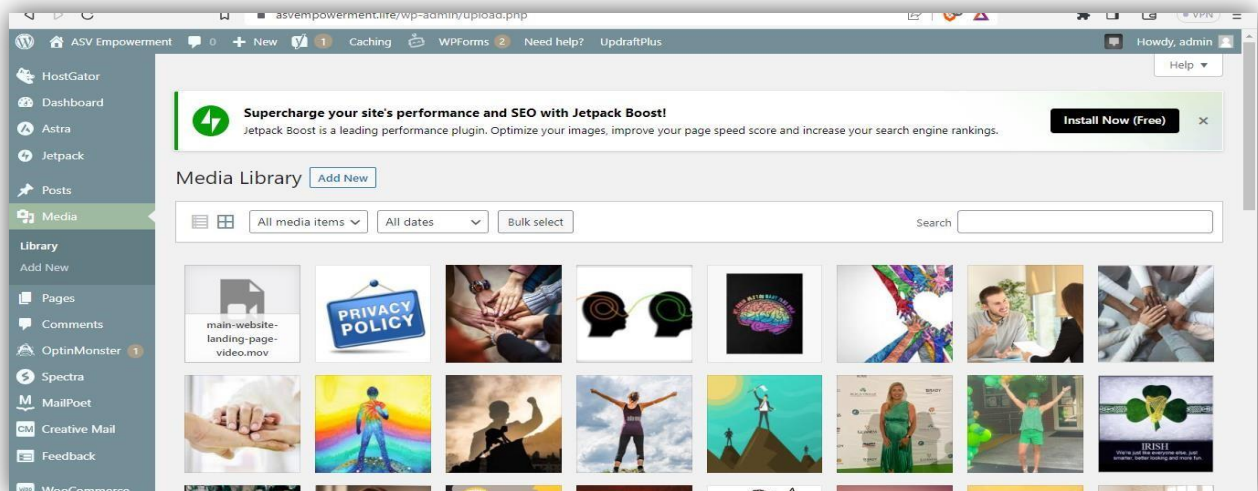
Remove a page.

For removing a page click on trash then from the trash select the page then select delete permanently and hit Apply it will delete the page entirely.

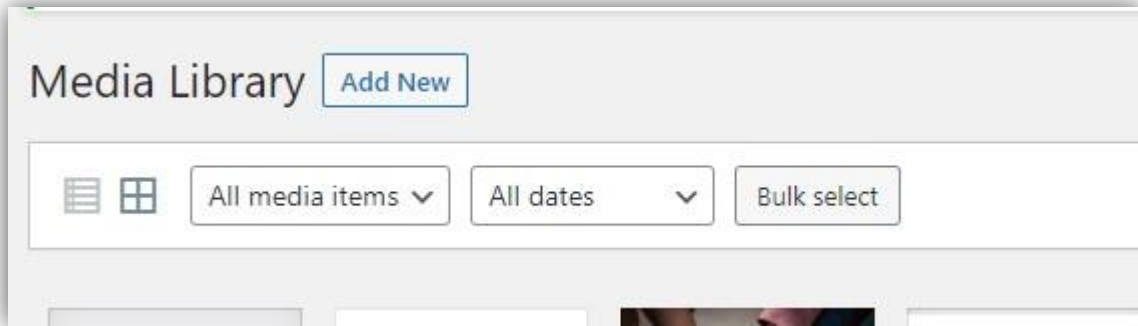


Managing the Gallery

For managing the gallery click on media then select Library then you can click add new or you can click delete permanently from the menu then it will erase the photo permanently.

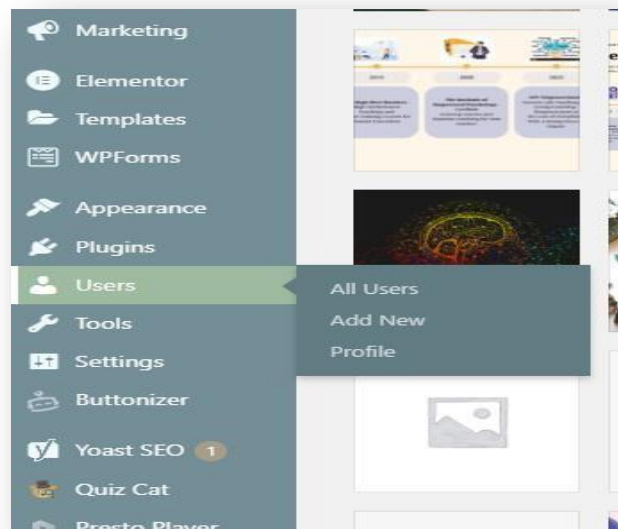


Adding image to gallery



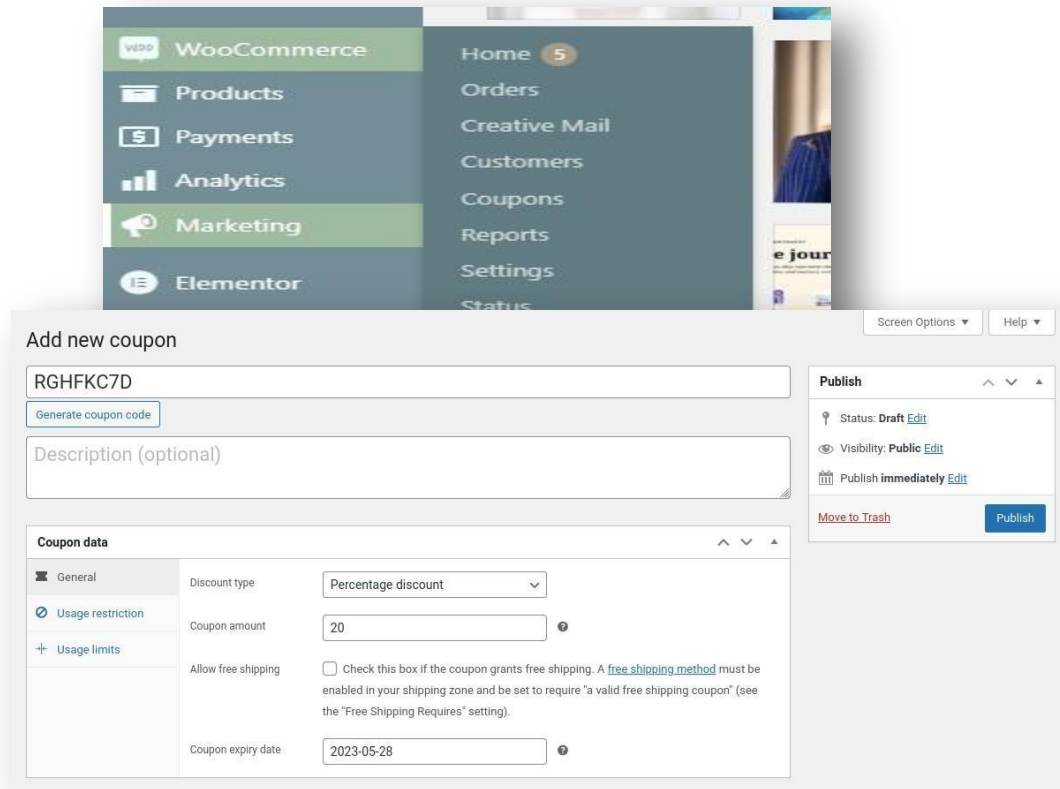
Click add new to insert the picture into the gallery.

- Communication with customers
- You can communicate with your user by clicking users tab from the left corners from there select all user the choose mail to communicate with your customers.



Create Coupons for marketing purpose.

Click on marketing then select coupon then create a new coupon to add discount on your subscription package.



The screenshot shows the WordPress admin dashboard with the 'Marketing' menu item highlighted in the sidebar. The 'Coupons' sub-menu is also visible. The main content area displays the 'Add new coupon' form.

Add new coupon

Coupon code: [Generate coupon code](#)

Description (optional):

Coupon data

General	Usage restriction	Usage limits
Discount type: <input type="text" value="Percentage discount"/>	Coupon amount: <input type="text" value="20"/>	Allow free shipping: <input type="checkbox"/> Check this box if the coupon grants free shipping. A free shipping method must be enabled in your shipping zone and be set to require "a valid free shipping coupon" (see the "Free Shipping Requires" setting).
Coupon expiry date: <input type="text" value="2023-05-28"/>		

Publish

Status: **Draft** [Edit](#)

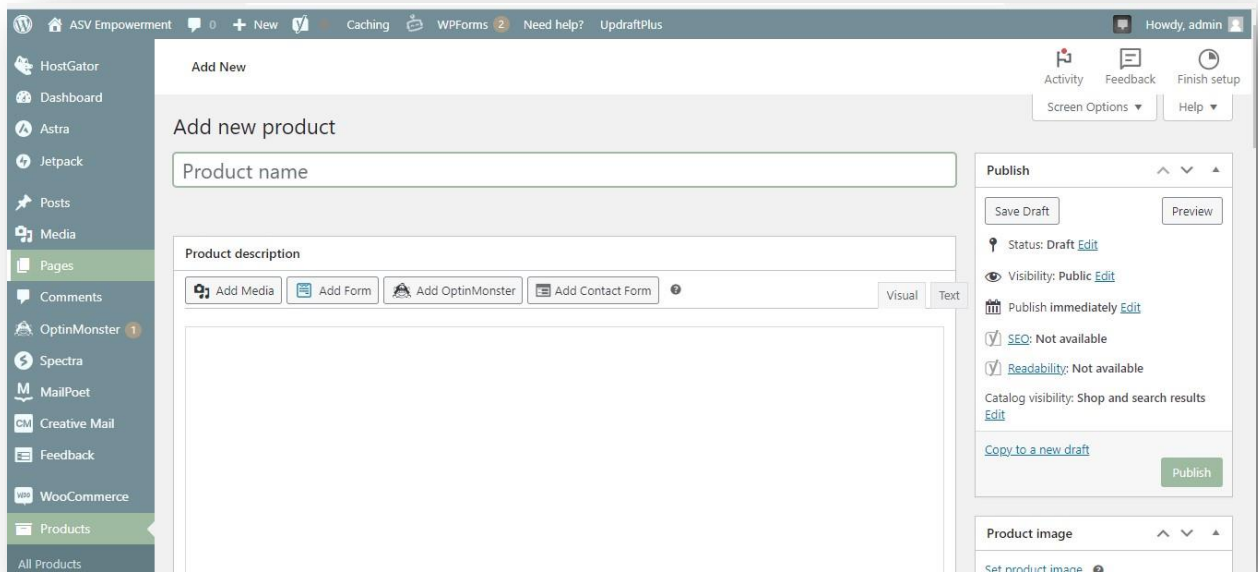
Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

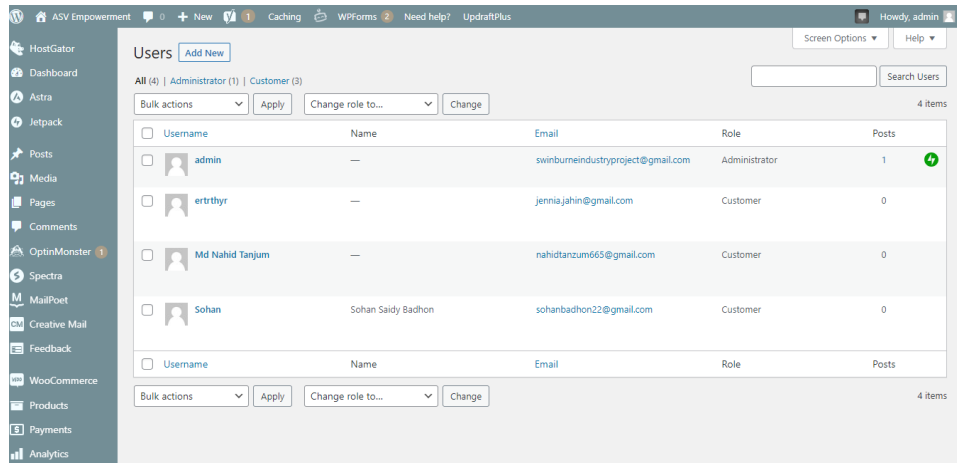
Adding new membership package to the website

Go to products click add new add the title name and put a long description then select a photo from gallery then click publish.

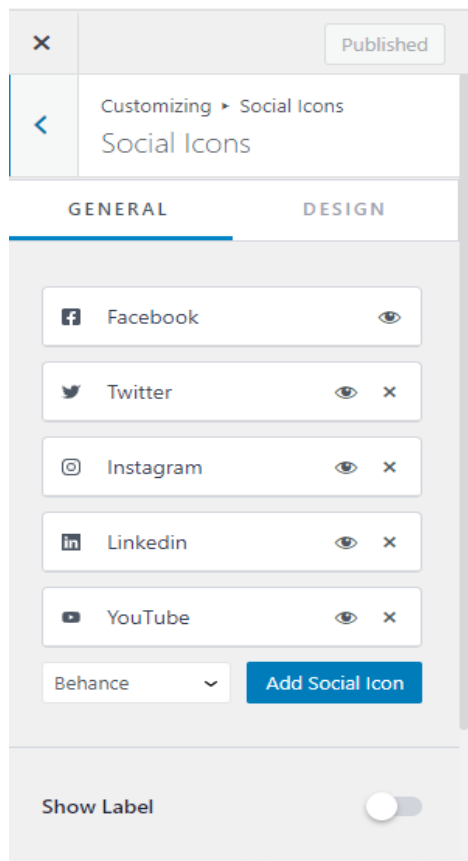


Communication with Customers

From Over here you check who are your customers then gram their mail and try to connect with them in this way you can communicate with your subscribers.



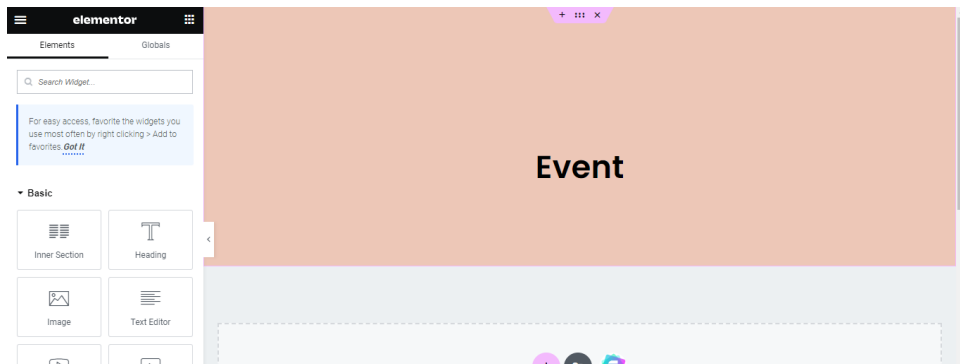
Adding/ Updating social media



FROM here you can add new social media or you can remove it.

Managing calendar and Events

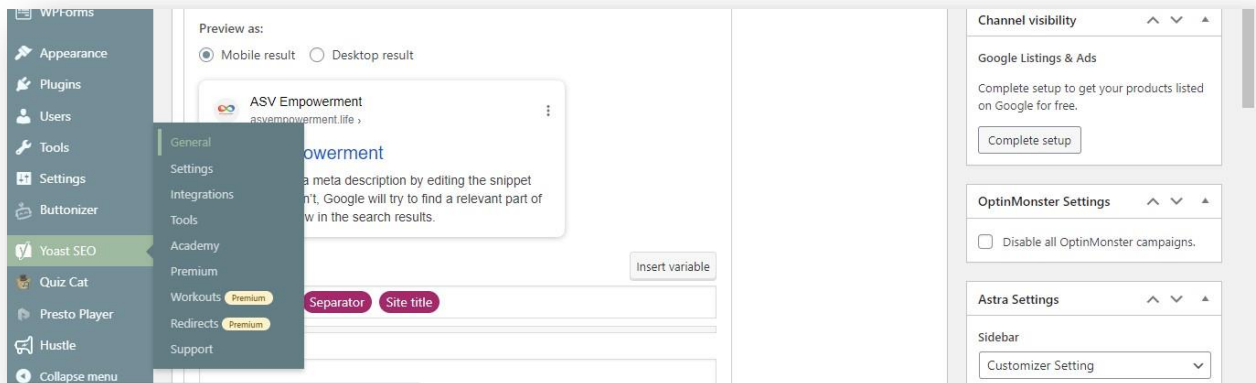
You can manage your event from over here inside elementor.



SEO

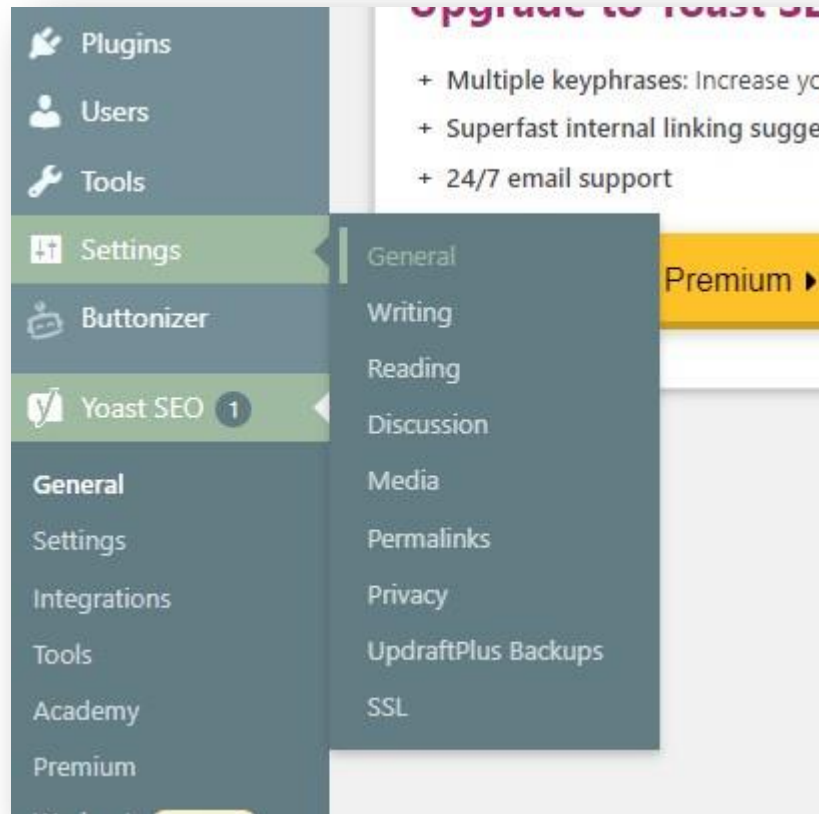
We have another features on our site like Search Engine optimization with the help of that you can take your site to the top search bar on google.

You can modify the settings by clicking Yoast SEO



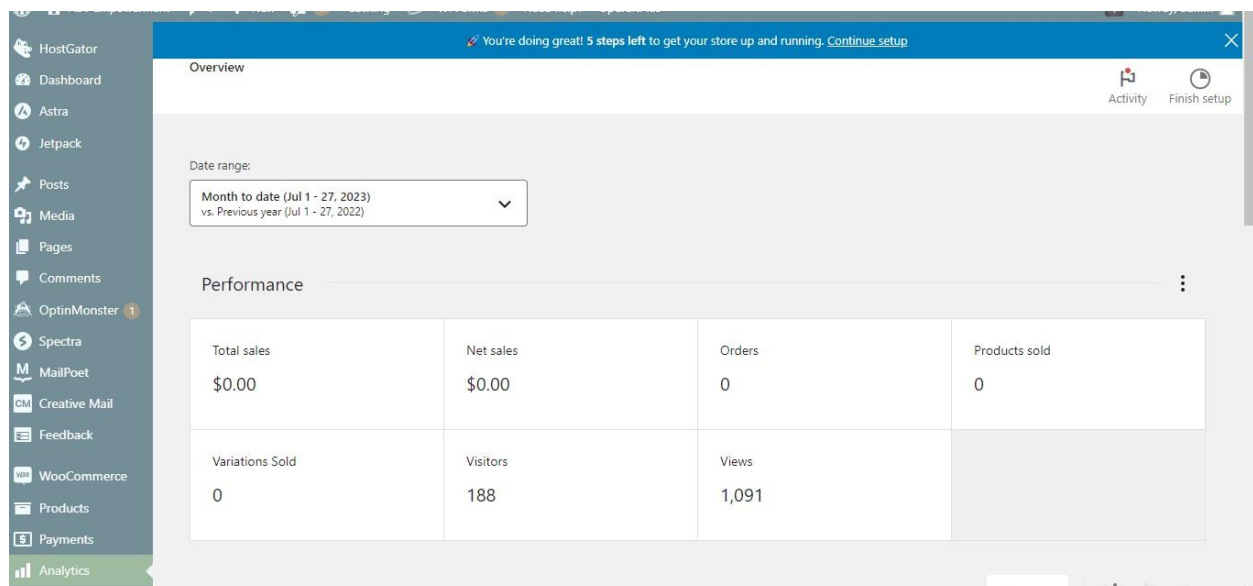
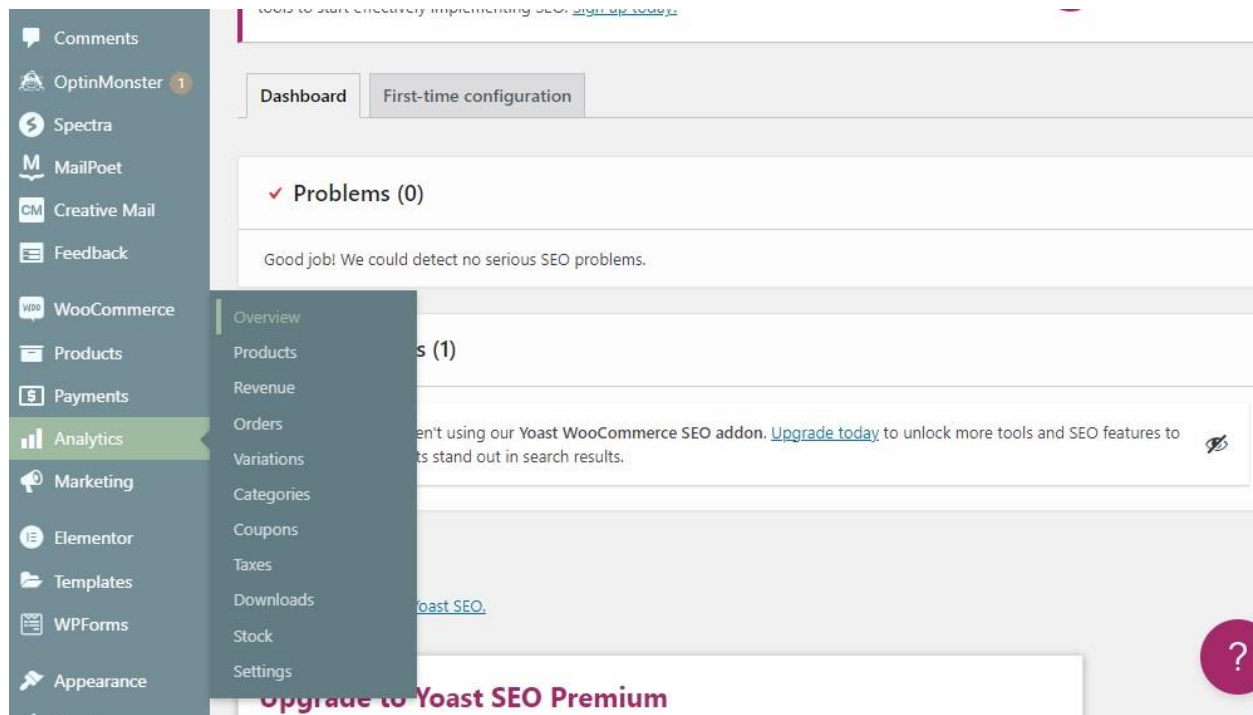
Changing the name of your site

you can do it by click settings and then by clicking general tab.



Website Analytics

- You can check your website analytics by click the analytics tab.
- From There you can see how much revenue generating by your website and also how order is coming per month and how many users is visiting in a day on your website



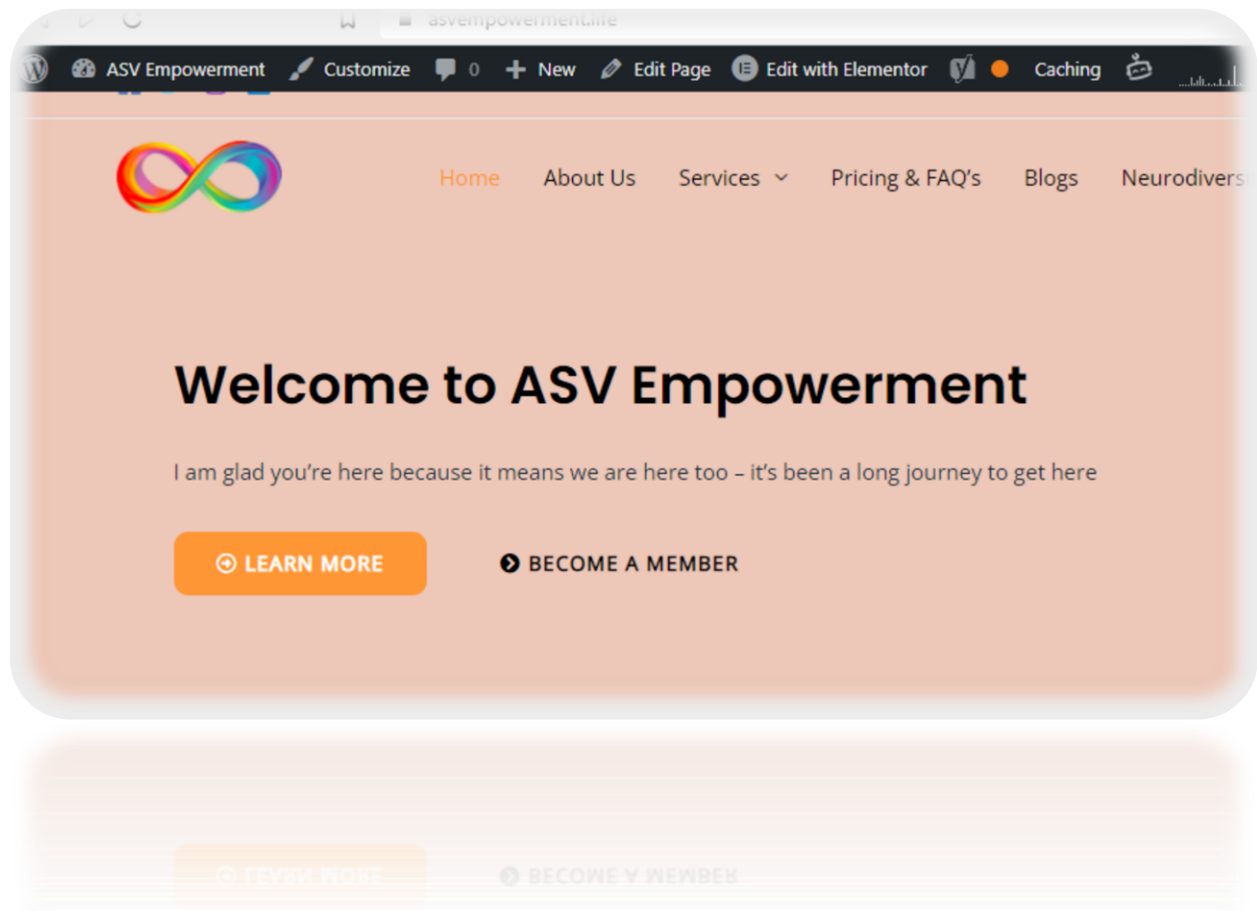
Customize your site.

If you want to change the logo

Or change the menu bar style.

Or add some cool features in the menu bar.

You can do so by clicking the customization button on top.

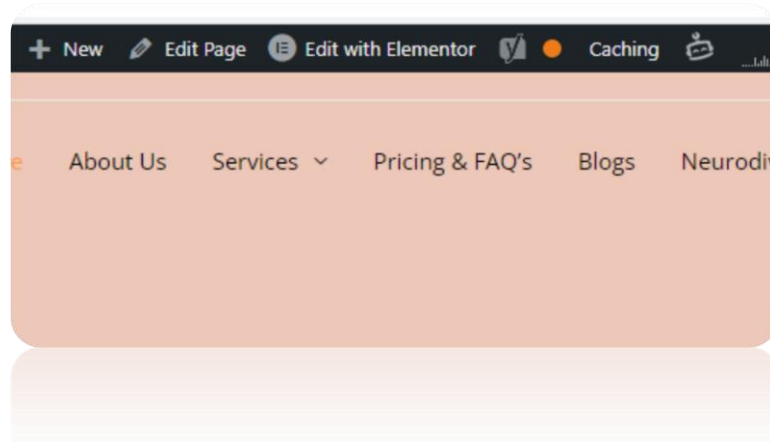


Here is the link of your customization tab from there you can change the global settings of your website.

<https://asvempowerment.life/wp-admin/customize.php?url=https%3A%2F%2Fasvempowerment.life%2F>

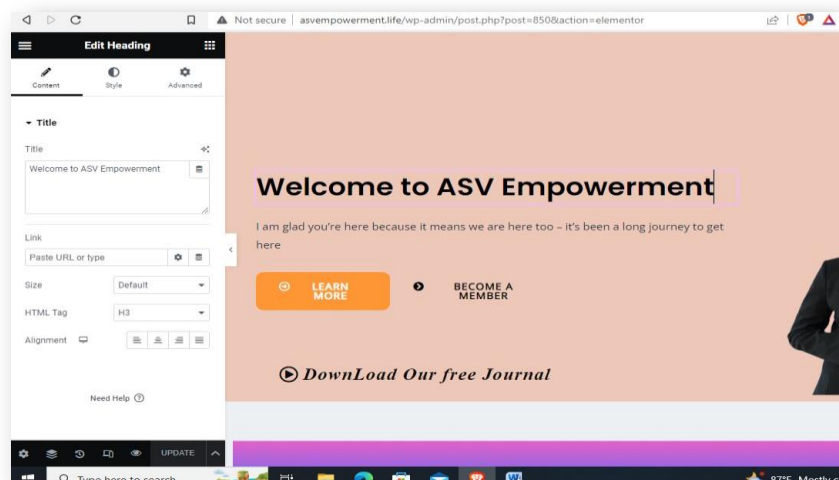
Edit your page.

We used page builder to build our webpage so you have to click edit with elementor to be able to edit



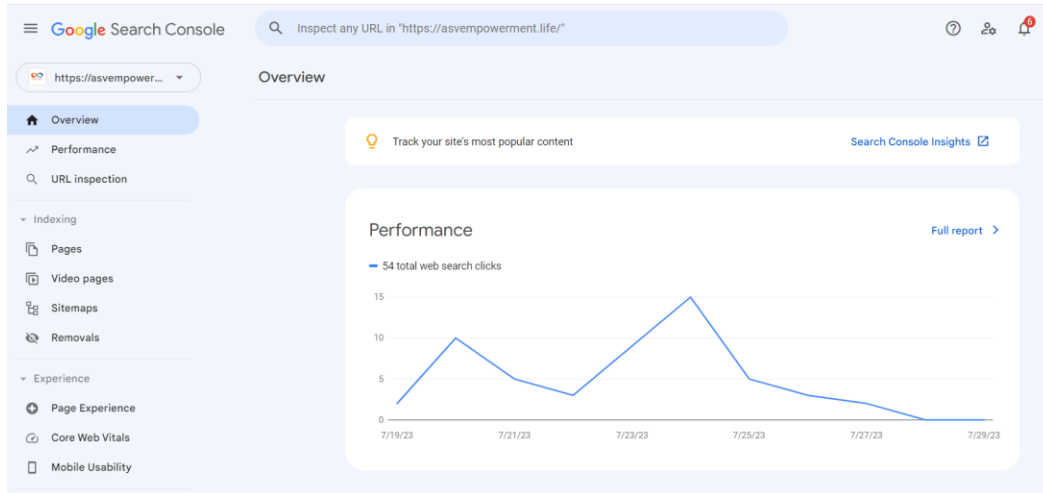
change the text of a page.

For doing that you have click edit with elementor first then click on the text you wanna change then change the text then hit upgrade.



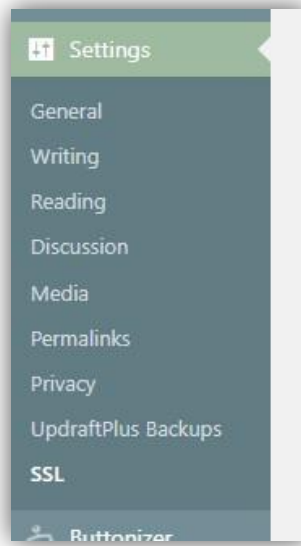
Checking the search console of your site.

You must log in with the Gmail account that you used to create search console profile and from over there you can see your website performance.



Changing SSL certificate.

From the left bar click settings from there choose SSL then hit enter then you can change the SSL certificate to upgrade your site security.



Website Backup

Why backing up your website is essential.

Data Protection: It safeguards your website from data loss caused by accidents, server failures, or cyberattacks.

Disaster Recovery: In case of any catastrophic events, regular backups enable swift recovery and minimize downtime.

Version Rollback: Backups allow you to revert to previous versions in case of errors or issues during updates.

Testing and Development: You can use backups to experiment with new functionalities without risking the live website.

Compliance: Meeting legal requirements and data retention policies is facilitated through regular backups.

Customer Trust: Ensuring continuous website availability provides peace of mind to your customers.

How Often Should You Back Up?

The frequency of backups depends on your website's dynamics and update frequency:

Website with frequent content updates or user-generated data should be backed up daily or several times a day. Static websites with infrequent updates may require backups on a monthly or biweekly basis.

In critical scenarios, prioritize immediate backups over major updates or adjustments. A consistent backup strategy ensures data preservation and minimal downtime during emergencies.

Secure Backup Storage:

To ensure the safety and integrity of your backups, follow these guidelines:

Choose Offsite Storage: Keep backups in a secure offsite location, separate from the primary server.

Consider Online Storage: Utilize online storage solutions, external hard drives, or specialized backup servers.

Protection against Physical Loss: Offsite backup storage protects against physical damage or loss of the primary server.

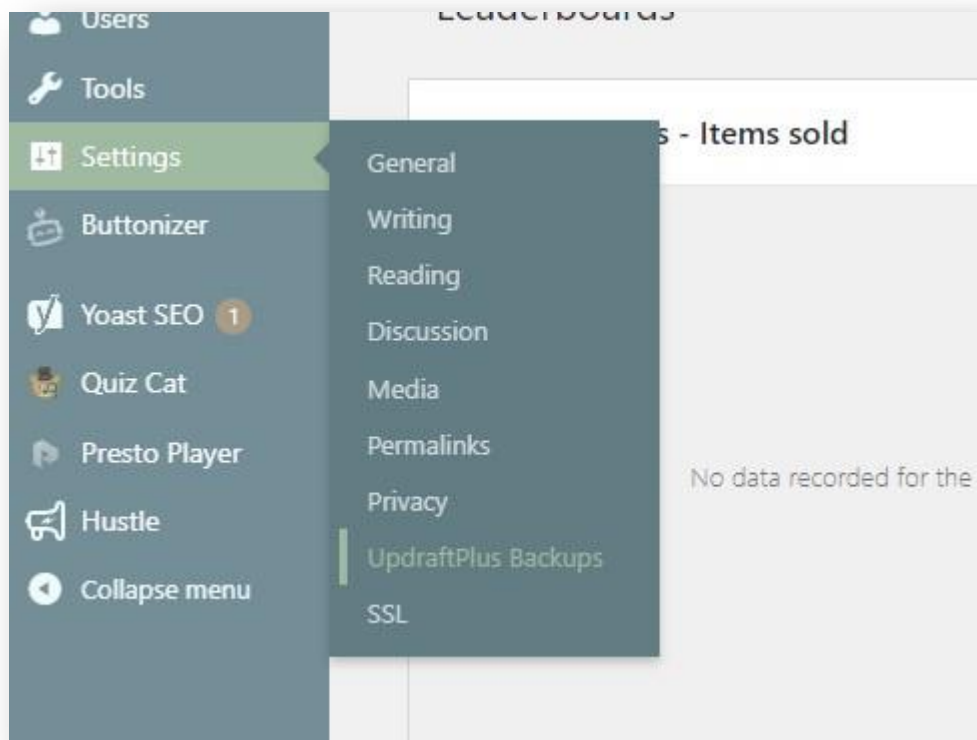
Ensure Data Security: Select a reliable and encrypted storage option to maintain data confidentiality.

Regular Integrity Checks: Periodically verify the integrity of stored backups to ensure their reliability when needed.

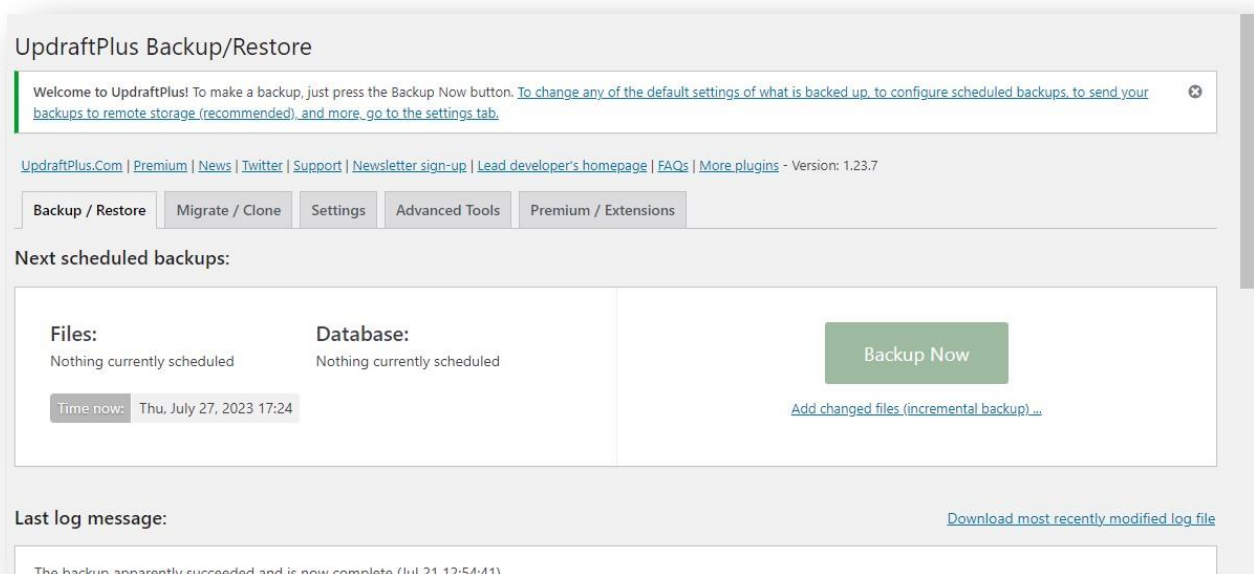
Accessibility: Ensure backups are readily available when required to expedite the restoration process.

By adhering to a well-planned backup strategy and implementing secure storage practices, website owners can safeguard their data, minimize downtime, and quickly recover from unforeseen issues, providing a seamless experience to their users.

Use of Updraft to back up our website.



Here as you can see updraft plus Backup click on it then back up your site by clicking back up Now button.



Technical Summary

here is the technical summary for the website:

- The website is built on WordPress, a popular content management system (CMS).
- The website is hosted on a managed WordPress hosting provider, which means that the provider takes care of all of the technical aspects of hosting the website, such as security and performance.
- The website uses the Updraft Plus backup plugin to back up the website's data on a regular basis.
- The website uses the Yoast SEO plugin to optimize the website for search engines.
- The website uses the Elementor page builder plugin to create and edit pages on the website.

The website is technically sound and well-maintained. The use of a managed WordPress hosting provider and the Updraft Plus backup plugin help to ensure that the website is always up and running and that the data is safe. The use of the Yoast SEO plugin helps to improve the website's ranking in search engines. The use of the Elementor page builder plugin makes it easy to create and edit pages on the website.

Overall, the website is technically sound and well-maintained. The use of a managed WordPress hosting provider, the Updraft Plus backup plugin, the Yoast SEO plugin, and the Elementor page builder plugin help to ensure that the website is always up and running, the data is safe, the website is well-optimized for search engines, and pages can be easily created and edited.

Hope you have a great User Experience.