

# Chalets and Caviar

WordPress Design & Development

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Admin Guide

Revision v1.0



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## 1.1 Login

1. Navigate to your admin page, located at <http://dev-cc-worldwide-chalets.pantheonsite.io/wp-admin>

Enter your account credentials to begin. Make sure you change your password first thing.

To change your passwords, go to [Users -> Your Profile -> New Password](#).

## 1.2 Provided Users

The initial installation comes with the following users:

- An administrator account
- A developer account
- Two editor accounts

P.S File ``accounts.txt`` provided includes their usernames and passwords.

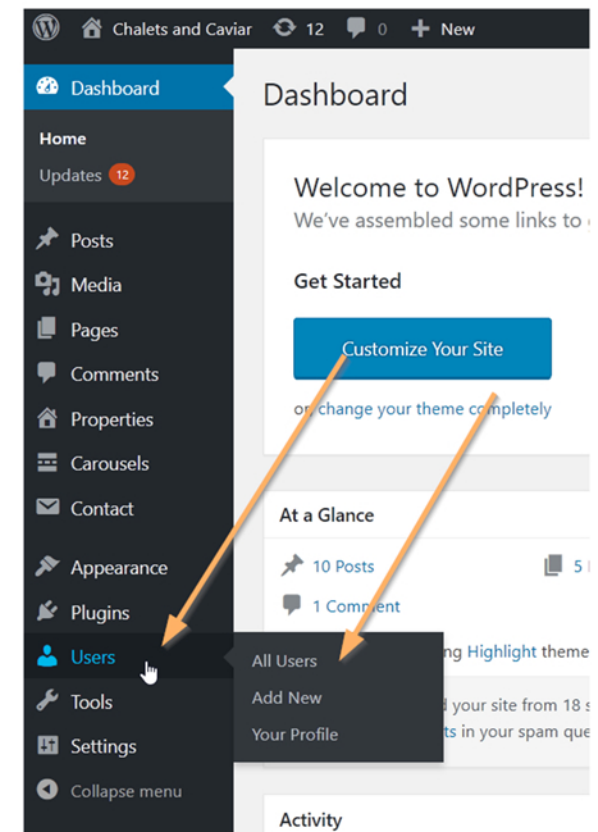
## 1.3 User Management

- To view all the users,

Click on '[Users](#)' from the sidebar.

- To add new user,

Navigate to [Users -> Add New](#)



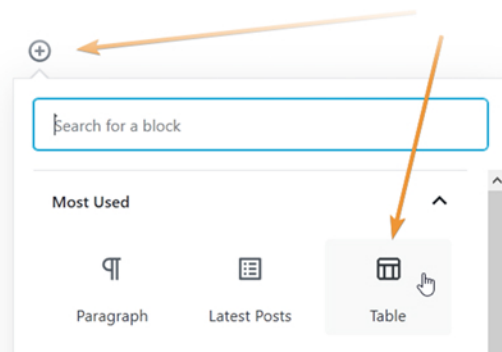
## 2.1 Property Listing

## 2. Content Management

Your new platform allows you to list all properties whether they are for sale or rental.

In order to add a new listing:

1. Go to **Posts -> Add New**
2. Enter the title of the listing.
3. Go to **Document -> Categories** section.
4. Check either '**Rent**' or '**Sales**' category.
5. Write the description the '**Body**' field.
6. For property specs, create a table  
by clicking on the **+** sign and selecting '**Table**'.



### Blissful Fermi

by [admin](#) in [Uncategorized](#) on January 20, 2019



Suspendisse hendrerit ex ut nibh moll Nulla cursus maximus arcu, ut pretium enim tempus eu. Praesent mollis ultrices eros et luctus. is elementum. Ut semper ut ligula a mollis. Sed mattis eleifend placerat. Aenean et odio non massa fringilla iaculis.

ID	88
Rental	\$273
Beds 🇺🇸	4
Baths 🇺🇸	4

**Previous:**  
[Gracious Elion](#)

**Next:**  
[Dreamy Euler](#)

**Recent Listings**

- [Dreamy Euler](#)
- [Blissful Fermi](#)
- [Gracious Elion](#)
- [Romantic Brattain](#)
- [Youthful Albattani](#)

**Categories**

- [Listings \(9\)](#)
- [Rent \(5\)](#)
- [Sales \(4\)](#)
- [Uncategorized \(1\)](#)

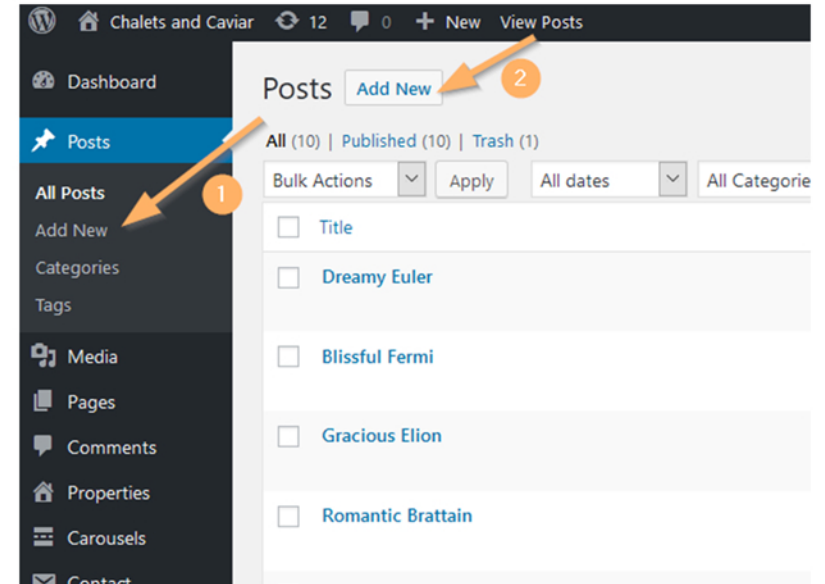
**Interested? Book Now.**

Book and [contact us now at our email address.](#)

## 2.2 Add New Listing

Quite easy! Head over to 'Posts' and click 'Add New'. Your new listing will be visible for all website visitors once submitted.

More information on how to design and write the post is under point 1.

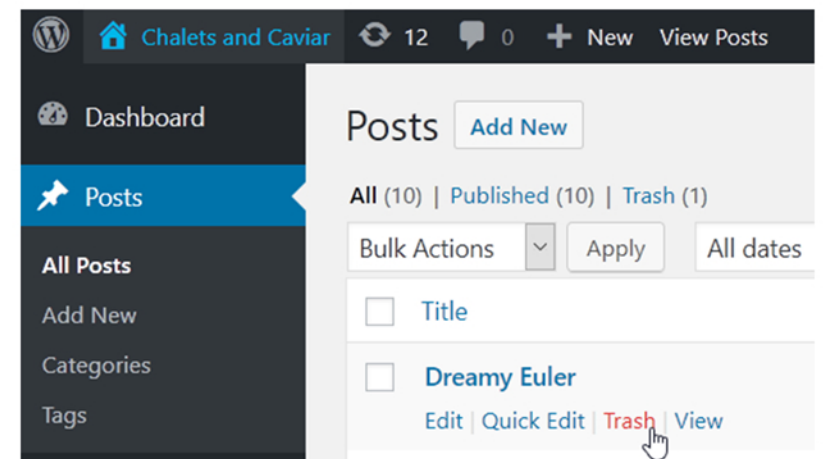


## 2.3 Update Listing

To update, simply navigate to 'Posts', choose the listing you are interested in, once the text 'Edit' appears, click on it.

## 2.4 Delete Listing

To delete, navigate to the posts as just in Point 2 (Posts) hover over a listing and click 'Trash' as shown in the picture next:



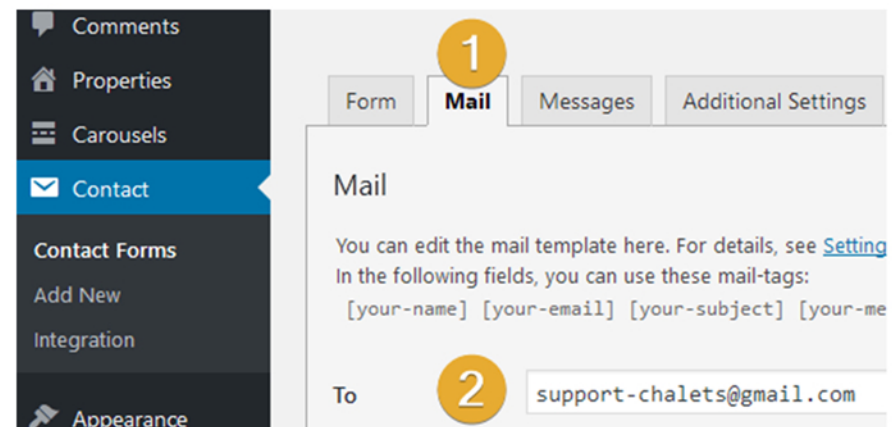
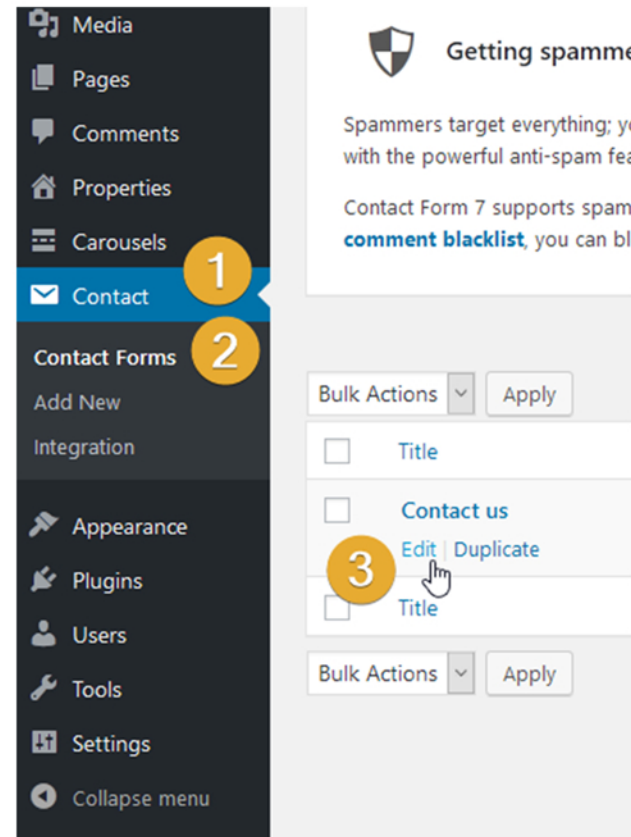
## 3.1 Setup receiving email

In order to receive emails from the 'Contact Form' in the front page, the first step would be to configure your contact form to send messages to a designated email.

1. Go to your control panel.
2. Go to 'Contact'
3. Click 'Contact Forms'
4. Click 'Edit' on the 'Contact Us' row.
5. Switch to the 'Mail' tab.
6. In the 'To' field, write down the email you wish to receive messages on.

Once configured, you will be able to receive all 'contact us' inquiries to the designated email.

## Contact Form



# Thank you.



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