

Farm To Plate User Menu

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How to Log In to the Wordpress CMS

Go to <https://farmtoplate.bcitwebdeveloper.ca/wp-admin> and enter the username and password provided to you.



Username or Email Address

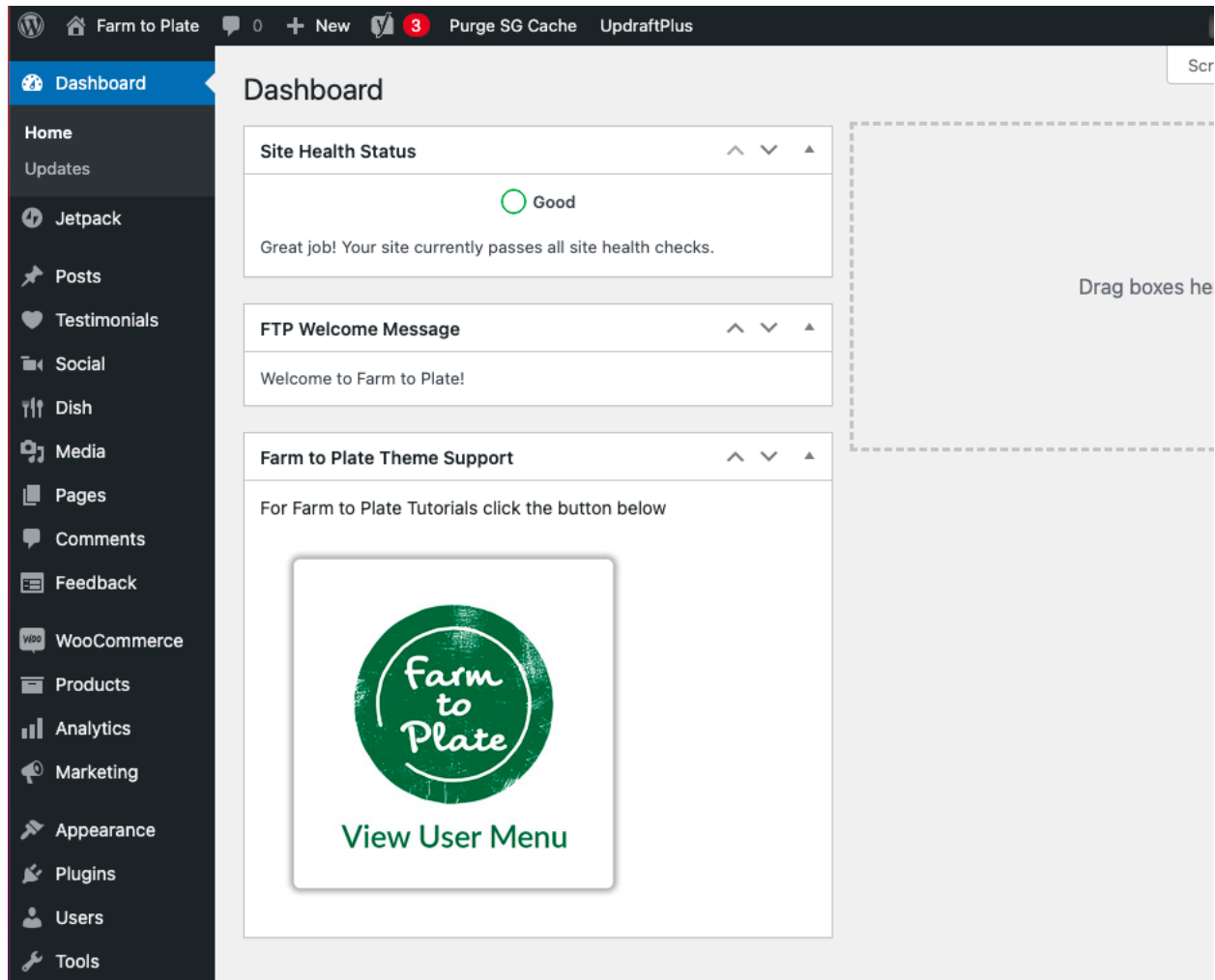
Password

☐ Remember Me

[Lost your password?](#)

[← Go to Farm to Plate](#)

Once you are logged in, you should see a dashboard that looks like this:



The navigation menu on the left has all the elements that you need to administer and manage the website. Here's a brief explainer on all the sections and what they do:

Jetpack: A plugin suite that displays statistics on visitor traffic, performs downtime monitoring, optimizes image sizes, and protects brute force attacks. Visit <https://cloud.jetpack.com/pricing/> for a full breakdown of features in case you want to upgrade.

Posts: We are not using this section as of now.

Testimonials: Manage the testimonials that appear on the home page as "What Our Customers Say".

What Our Customers Say

The ingredients are fresh and they are nicely packed. I enjoy learning about new foods and new recipes!

Lisa Jones

Great service, delicious and healthy food, and perfect portions.

Emily Smith

Social: Manage Media mentions that appear on the home page as “As Featured In”.



Dish: Add new menu items and meal kit types.

Media: Add images and other multimedia content here.

Pages: Contains all the individual pages that make the website.

Comments: Not used in the current build. Ignore this section.

Feedback: Not used in the current build. Ignore this section.

WooCommerce: E-commerce plugin for Wordpress. Manage all your e-commerce operations from this section.

Products: Manage meal kit types - e.g. (Signature, Vegetarian)

Analytics: Analyse and monitor orders, revenue, stock, products, and more.

Marketing: Create Coupons, offer discounts and rewards to customers.

Appearance: Tweak the visual look and feel of the site.

Plugins: Add specific features and functionality to your site.

Users: Add and manage users based on their roles (e.g. Editor, Author, Customer).

Tools: Backup and manage your site data.

Settings: Control specific features and settings related to the website.

Custom Fields: Control field groups related to Advanced Custom Fields. Leave this section as it is. See: <https://www.advancedcustomfields.com/>

Image Settings: Edit the logo, delivery map, 404 image, call to action image.

SEO: Manage Search Engine optimization using the Yoast SEO plugin.

AAM: Advanced Access Manager. Manage access to the frontend, backend, and API.

SG Optimizer: SiteGround Optimizer. Optimizes Site performance.

How to Add Content

Testimonials

Hover over the Testimonials link on the navigation menu on the left. You will see “Add New”. Alternatively, you can click into “Testimonials”.

Fill in the title and content. Click the “Publish” button on the right-hand side to save the post.

Add New Testimonial

Add title

Add Media Add Contact Form

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Table Icon] [Image Icon]

Visual Text

Word count: 0

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Readability: Not available

SEO: Not available

Publish


Dish (Week, Kit Types)

- Hover over the “Dish” link on the navigation menu on the left. You will see “Add New”. Alternatively, you can click into “Dish” then “Add New”.
- Fill in the title (the name of the dish) and fill in all the fields starting from CTA. Make sure to select a Featured Image, and assign it to a Kit Type, and Week in the sidebar.
- For reference, check out any previous dishes that are published on the site.
- Click the “Publish” button on the right hand side to save the post.

CTA



CTA Link

 <https://farmtoplate.bcitwebdeveloper.ca/pricing>

CTA_image

No image selected

[Add Image](#)

Single Dish



Flavour Notes

Enter flavour note here

Mild



Time

Enter time here

1 hr





Difficulty

Enter difficulty here

Intermediate



What We Deliver

	Ingredient Image Enter ingredient image here	Ingredient Name Enter name of ingredient here	
1		<input type="text" value="Hummus"/>	
		<input type="text" value="Zucchini"/>	

Week



All Week **Most Used**

- | | | |
|-------------------------------------|---------|------------------------------|
| <input checked="" type="checkbox"/> | 2021-25 | Make primary |
| <input checked="" type="checkbox"/> | 2021-26 | Make primary |
| <input checked="" type="checkbox"/> | 2021-28 | Make primary |
| <input type="checkbox"/> | 2021-24 | |
| <input type="checkbox"/> | 2021-27 | |
| <input type="checkbox"/> | 2021-29 | |

[+ Add New Week](#)

Kit Type



All Kit Type **Most Used**

- ☒ Vegetarian
- ☐ Signature

[+ Add New Kit Type](#)

Featured image



Click the image to edit or update

[Remove featured image](#)

Media

Hover over the “Media” link on the navigation menu on the left. You will see “Add New”. You can then upload images or multimedia to the media library.

Products

This section manages meal kit types. (eg. Vegetarian Meal Kit, Signature Meal Kit). To Add a new meal Kit Type, click on “Add New” on the left-hand menu, or in the Products page.

Enter the title, description, and product data (choose Variable subscription in the dropdown). In the Attributes tab, enter the Servings Per Meal and Meals a Week. Save the content entered by clicking on the “Save Attributes” button.

Product data —
Variable subscription

Inventory
Shipping
Linked Products
Attributes
Variations
Advanced
Get more options

Custom product attribute
Add
Expand / Close

Servings Per Meal

Name:
Value(s):

Servings Per Meal
2 | 4

☐ Visible on the product page
☒ Used for variations

Meals a Week

Name:
Value(s):

Meals a Week
2 | 4

☐ Visible on the product page
☒ Used for variations

Save attributes
Expand / Close


Add a new Product Category type by clicking on the “Categories” link under the “Products” section. Enter the Name and Slug, and assign a Parent category, if applicable.

Add variations to the product type in the Variations tab - the number of servings per meal, and the number of meals per week. Click the expand link to configure product details such as Subscription price, free trial, Stock status, and more.

Add variation Go

4 variations ([Expand](#) / [Close](#))

#314 4 4

 SKU ?

☒ Enabled: ☐ Downloadable: ☐ Virtual: ☐ Manage stock?

Sign-up fee (\$) Free trial ?

0 1 week ?

Subscription price (\$) Expire after ?

160 every week Never expire ?

Sale price (\$) [Schedule](#)

Stock status ?

In stock ?

Weight (kg) ? Dimensions (LxWxH) (cm) ?

Length Width Height

Shipping class

Same as parent ?

Description ?


Configure the fields in the right-hand sidebar - Product Categories, Product Tags (optional), Product Image, and Product Gallery (optional). Click on Publish to make the product listing live, or Save Drafts to save the content.

FAQ

Click on Pages, and Hover over the FAQ post, and then click on the Edit link.


To add an FAQ category, scroll all the way to the bottom of the FAQ section and click the Add Row button on the right-hand corner.

	Question	Answer	
1	How do I contact Farm to Plate?	Our Customer Care agents are here and eager to help! If you have any	Add Row
			Add Row
			Add Row



To add an FAQ, scroll to the section where the FAQ belongs, and click on Add Row. Enter a question and answer, and click on the Update button on the right-hand sidebar.

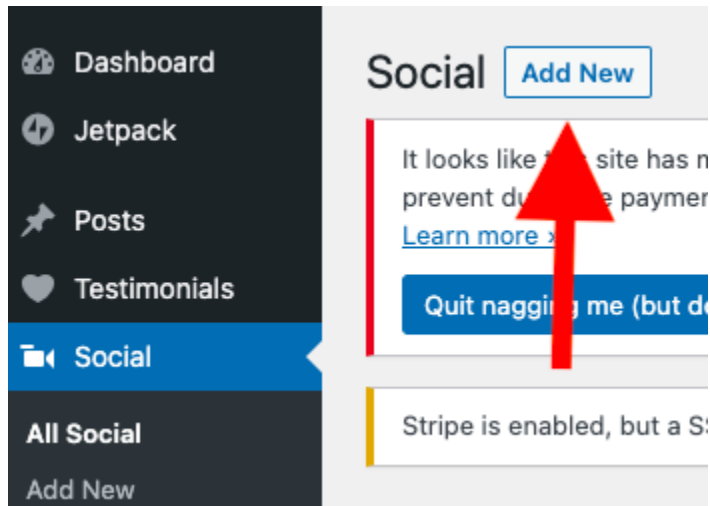
		varying based on your location.	
4	How long do ingredients stay fresh inside the carton?	Our packages contain an insulated liner and ice packs to keep your food fresh	Add Row



Featured in Media

Click on the Social button on the navigation menu in the Dashboard.

To add a new piece of content, click on “Add New” at the top of the page. Add a title, and some copy in the text box below it, and include a hyperlink to the article optionally. You can also include an image in the Block Editor. Click on the “Publish” button.



Add a New Week

To create a new week, go to this website <https://whatweekisit.com/> to get the week of the year of the week you want to add.

Current date info

Today's date is: **Thursday, July 15th, 2021**

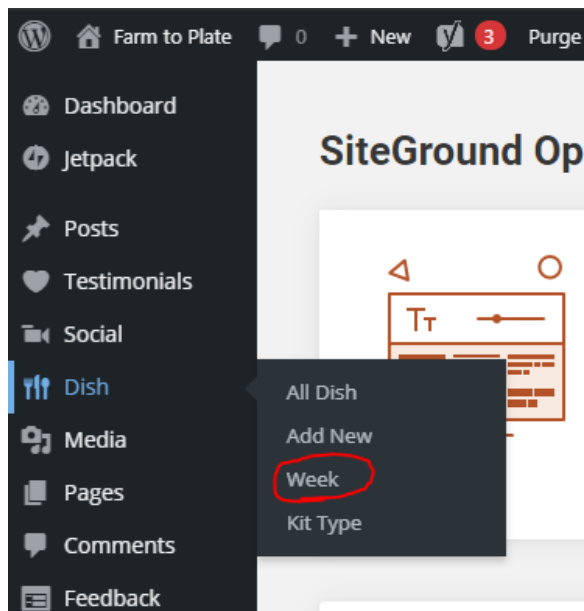
Week of the year: **28 of 52**

Day of the year: **196 of 365**

Choose a date to find out what week number it's in



Then go to here on the WordPress backend



Type in the week in this format and press Add New Week.

Week

Add New Week

Name

2021-30

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Week

None

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Add New Week

Then go to the dish page select the dish for the week, and add the new week to the dish's week tab.

Week

^ v ▲

All Week Most Used

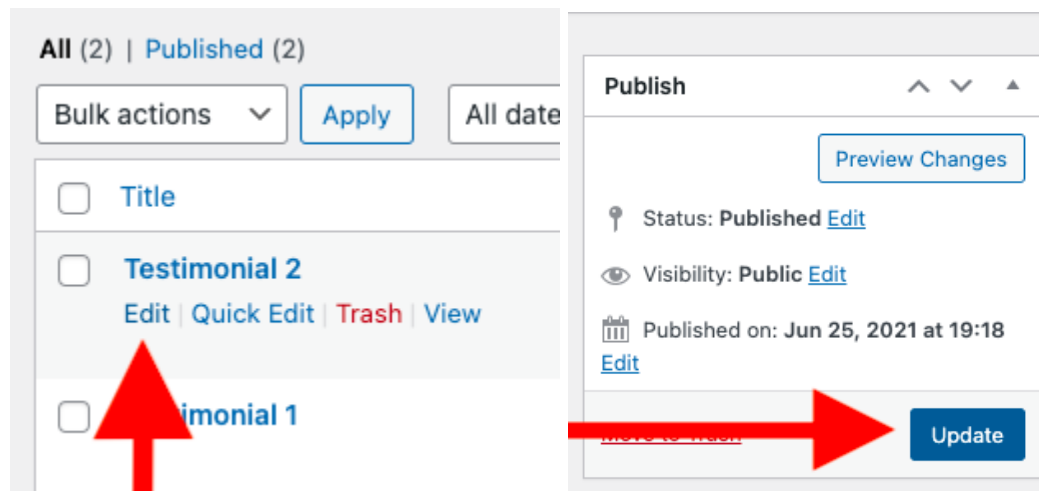
<input checked="" type="checkbox"/>	2021-25	Make primary
<input checked="" type="checkbox"/>	2021-27	Make primary
<input checked="" type="checkbox"/>	2021-29	Make primary
<input type="checkbox"/>	2021-24	
<input type="checkbox"/>	2021-26	
<input type="checkbox"/>	2021-28	

[+ Add New Week](#)

How to Update Content

Testimonial / Social

Click the corresponding label on the navigation menu on the left. Click the post title and it will direct you to the editor screen. Alternatively, you can hover over the post title and click on “Edit”. When finishing editing, click the “Update” button on the right hand side to save.



Home Page

In the Navigation Menu, click on **Pages**, and click on Edit on Home - Front Page.

- ☐ **Home — Front Page**
[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#) | [Clone](#) | [New Draft](#) | [Rewrite & Republish](#)

You will see a web form with text fields for the content that is presented on the front-page - including the link to the Call to Action button (CTA Link), Home Page banner image and text, and Banner Link.

CTA



CTA Link

 <https://farmtoplate.bcitwebdeveloper.ca/pricing>

CTA_image

No image selected

[Add Image](#)

Home Page



Banner Image



Banner Text Area

From the Farm to Your Plate
Always Fresh

Banner Link

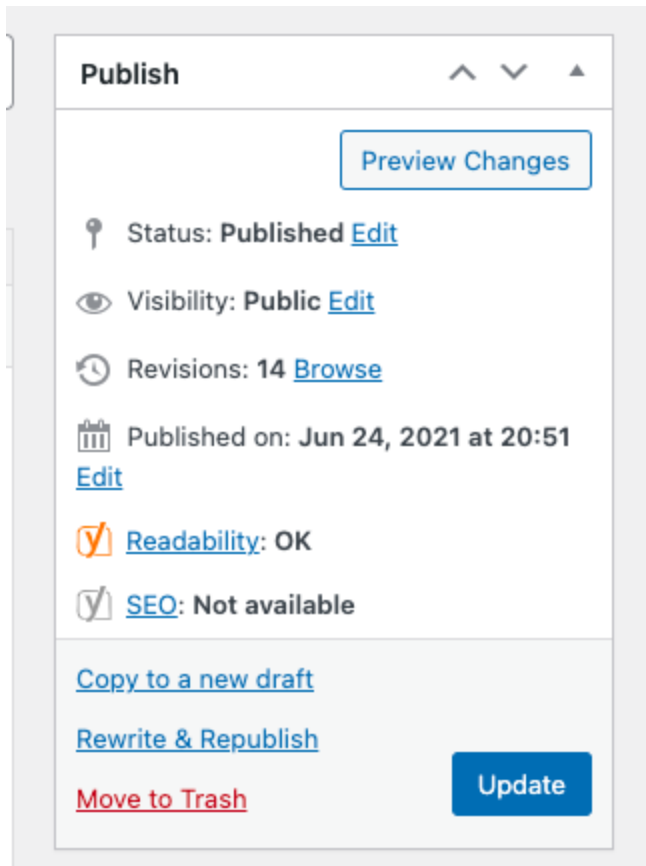
 <https://farmtoplate.bcitwebdeveloper.ca/pricing>

Update the copy in the text fields for the How it Works section, and Why Choose section by updating the text in the form fields. The “Add Row” button lets you add an extra heading and text area. Click on the “Update” button on the right-hand sidebar to publish the updated content.

How it works

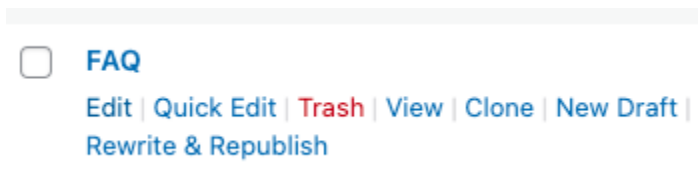
	Image	Heading	Text Area	
1		Choose your meals	We keep dinner interesting. From top-rated favorites and health-conscious options to Premium dishes and more, variety is always on the menu.	
2		Unpack your box	We guarantee the freshness of all our ingredients and deliver them in an insulated box right to your door.	
3		Cook, create, enjoy	Follow our easy step-by-step recipes to learn new skills, try new tastes, and make your family amazing meals.	

Add Row



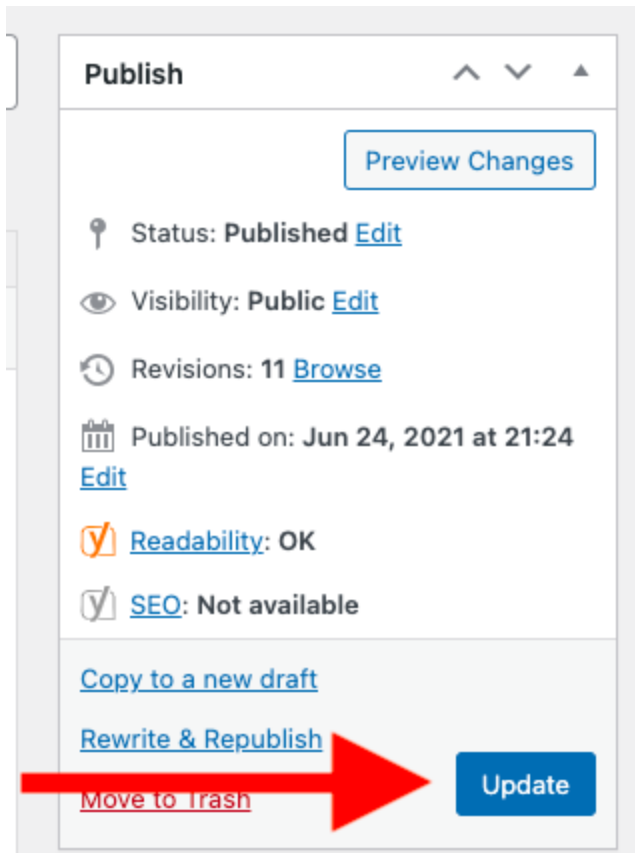
FAQ

Click on “Pages”, and Hover over the FAQ post, and then click on the “Edit” link.



Update the Call to Action link and image on the FAQ page in the CTA section.

Edit an FAQ by updating the copy in the Category text boxes for Question and Answer. Click the “Update” button on the Publish section in the right-hand sidebar to save the changes.



Pricing

Click on “Products” -> “All Products” in the Wordpress navigation menu. To edit a product, hover over it and click the “Edit” button.

Click through the Product Data tabs to update Inventory, Shipping, Linked Products, Attributes, Variations, and more. The Advanced Tab provides a useful functionality to limit subscriptions, so that a customer can only have one subscription.

Product data — Variable subscription

Inventory	Purchase note	<input type="text"/>
Shipping		
Linked Products	Menu order	<input type="text" value="0"/>
Attributes		
Variations	Enable reviews	<input checked="" type="checkbox"/>
Advanced	Limit subscription	<div> <input checked="" type="checkbox"/> Do not limit Limit to one active subscription Limit to one of any status </div>
Get more options		

product. [Learn](#)

Privacy Policy

In the Navigation Menu, click on “Pages”, and click on “Privacy Policy”. Update the content in the editor then click the “Update” button to save the changes.

Store Orders

To search, add, edit, or view a customer’s order, click “WooCommerce” then “Orders” in the WooCommerce dropdown menu.

- To email an invoice or resend new order notification to a customer, click on an existing order on the “Orders” page. Go to “Order actions” on the right side and click the dropdown menu to select your action. Click “Update” to save changes.

Order actions

☒ Choose an action...

Email invoice / order details to customer

Resend new order notification

Regenerate download permissions

- To create notes on a specific order, click on an existing order on the “Orders” page. Go to “Order notes” on the right side and type your notes. Use the dropdown menu to select if you want the note to be private or send the note to the customer. Click “Add” to save changes.

Order notes

Sorry, we have sold out of xyz. Please accept this coupon.

added on July 15, 2021 at 3:40 pm by Client

Delete note

Hello

added on July 15, 2021 at 3:39 pm by Client

Delete note

The related subscription #439 has been deleted after the customer was deleted by Minnie Tsai.

July 14, 2021 at 1:01 pm

Delete note

Order status changed from Pending payment to Processing.

July 13, 2021 at 3:55 pm

Delete note

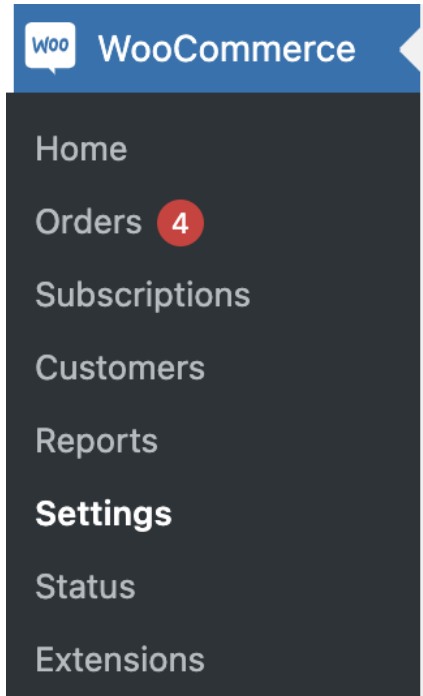
Add note ?

Note to customer ▾

Add

Store Settings

Hover over WooCommerce in the navigation menu and click on Settings.



To update store address:

Go to the General tab then click on Save Changes at the bottom of the page.

General
Products
Shipping
Payments
Accounts & Privacy
Emails
Integration
Advanced
Subscriptions

Store Address

This is where your business is located. Tax rates and shipping rates will use this address.

Address line 1
555 Seymour St.

Address line 2

City
Vancouver

Country / State
Canada — British Columbia

Postcode / ZIP
V6B 3H6

General options

Selling location(s)
Sell to specific countries

Sell to specific countries
Canada
Select all
Select none

To update shipping information:

Click the Shipping tab (make sure the first option “Shipping zones” is selected). Click the existing zone name.

General
Products
Shipping
Payments
Accounts & Privacy
Emails
Integration
Advanced
Subscriptions

Shipping zones | [Shipping options](#) | [Shipping classes](#)

Shipping zones [Add shipping zone](#)

A shipping zone is a geographic region where a certain set of shipping methods are offered. WooCommerce will match a customer to a single zone using their shipping address and present the shipping methods within that zone to them.

Zone name	Region(s)	Shipping method(s)
Vancouver local	British Columbia, V5*, V6*, V7*, V3L*, V3M*	Flat rate
Locations not covered by your other zones	This zone is optionally used for regions that are not included in any other shipping zone.	No shipping methods offered to this zone.

Update the Zone name and Zone regions if needed.

[Shipping zones](#) > Vancouver local

Zone name ⓘ

Zone regions ⓘ

V5*
V6*
V7*
V3L*
V3M*

Postcodes containing wildcards (e.g. CB23*) or fully numeric ranges (e.g. 90210...99000) are also supported. Please see the shipping zones [documentation](#) for more information.

Shipping methods ⓘ

Title	Enabled	Description
Flat rate	<input checked="" type="checkbox"/>	Flat rate Lets you charge a fixed rate for shipping.

[Add shipping method](#)

[Save changes](#)

Click on “Flat rate” and the “Flat rate Settings” will pop up. Update the rate where necessary. Click “Save Changes” when finished.

Flat rate Settings ×

Method title ⓘ

Tax status

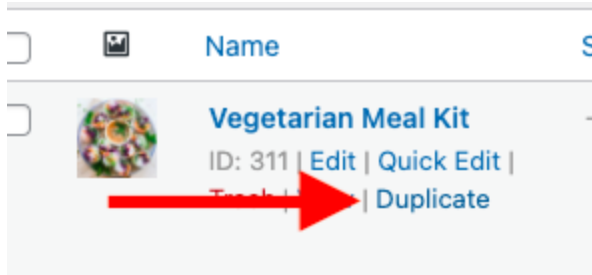
Cost ⓘ

[Save changes](#)

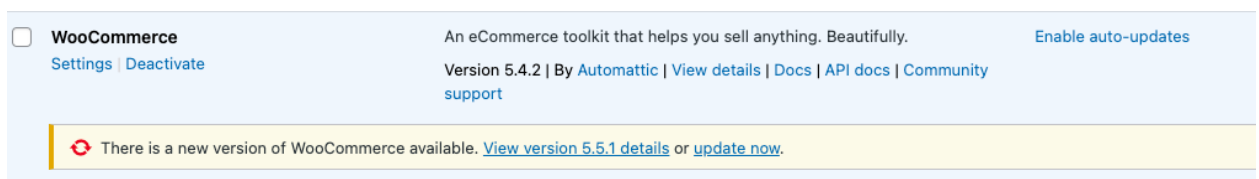
Click “Save Changes” at the bottom of the page when everything is finished.

Miscellaneous Tips and Tricks

- Save time on configuration by duplicating a piece of content. Updating a pre-configured piece of content is often easier than creating it from scratch. This applies to most content types.



- As a security measure, make sure to update any plugins and ensure that you are running the latest version of Wordpress and WooCommerce. Click on “Update Now” in the Plugins page for any plugins that have an update.



- Take regular backups from the Tools section by clicking on the “Export” section. You can choose to export all content, or specific pieces of content by selecting the radio buttons. Click on Download Export File to download an XML file to your computer.
- Update the Call to Action image, footer logo, delivery map, and the 404 image from the Image Settings section in the Wordpress navigation menu. Hover over any of these images, and you will see a pencil shaped icon which lets you edit or update the image.

