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# Login, Maintenance & Backups

## Admin Dashboard View:

<http://www.bonicate.com/wp-admin/>

## User Admin Accounts:

Your current Admin account login is entitled 'Bonica'. For optimal security, the username "Admin" will not be allowed. To change your user password, create an additional login name, or delete an existing login name. Simply follow:

- 1) Log into your admin Dashboard
- 2) Click 'Users' and select user you wish to edit or select 'Add new'
- 3) Create new User
  - a. Requires Username & Email Address
  - b. Set Role to 'Administrator'

## Backups:

Your website is currently using GoDaddy's "Manage WordPress" hosting service. As part of this service, GoDaddy creates a daily backup of your website. Simply log in to your GoDaddy account using <http://gateway.godaddy.com/> and select 'settings' to restore from a previous backup. You can also access your database and FTP info here. Or contact GoDaddy support for more information. Services included below:

### ALL PLANS INCLUDE

✓ Access to 1000s of free themes and plugins	✓ Free daily backups & 1-click restore	✓ Premium WordPress Hosting Platform
✓ Free domain with annual plan	✓ One-click migration tool	✓ 150+ interactive WordPress walkthroughs and training videos
✓ Free 24/7 Support	✓ Automatic WordPress Core software and security updates	✓ 99.9% uptime promise and money-back guarantee
✓ Free (1) Microsoft Office 365 Email – 1st year free (optional)	✓ Temporary domain name	

Any **server side, backups, or performance** issues can be handled through GoDaddy support as part of this hosting service. Content, design & posting is handled internally with your WordPress accounts

## System Status:

The System status page exists to check if your server settings are running the minimum requirements to efficiently run your Avada WordPress website. You can access this page here:

<http://www.bonicate.com/wp-admin/admin.php?page=avada-system-status>

If the page shows system requirements are not being met, you may experience issues running the admin functions of your website. Simply contacting your hosting provider (GoDaddy) and request an increase in these limitations or request assistance from a web administrator.

## Updates:

Remember to ensure you have a suitable backup before attempting ANY updates. For Security it is best to keep the **WordFence** plugin & **WordPress Version** up to date. Updating other plugins are good to keep ahead of potential exploits. To update, simply login and go to **Dashboard -> Updates**.

## Add or Edit Products

### Accessing your Products

- 1) Login to your Dashboard and select '**Products**'
- 2) Filter features are available as an admin to sort your products as desired.
- 3) Filter to '**published**' for live products. Unpublished products are available for the admin but will not be seen by users until published.

### Create/Edit a Product

- 1) Select the product you wish to edit or select '**add new**' and fill in the following:
- 2) **Product Title** – top title bar
- 3) **Product Description** – Main content section
- 4) **Product Categories** – Select product categories by checking off the corresponding boxes. The box checked off determines which catalog in the website the product will appear. Checking off multiple categories is a way to get the same product to appear in multiple catalogs.
- 5) **SKU** – Under "Product Data" In the 'General' Tab
- 6) **Price** - Under "Product Data" In the 'General' Tab, not viewable by users but filtered by the Advance Search
- 7) **Attributes** - Under "Product Data" In the 'Attributes' Tab, important for Search filters. This allows you to set the **color** however you can include additional attributes such as **weight, imprints, gender etc...** as desired
- 8) **WooTabs** – Create additional tabs for your products. You are free to use them however you wish, current products have a tab for '**Imprints**' and a '**Pricing Tables**'. Tab content can be written in using the Visual editor or HTML
- 9) **Product Tags** – Tags are keywords you can determine and are searchable with the InstantSearch bar. Tags are a good way to categorize "related" products. For example, any Citizen watch can use "Watch" as a tag to associate itself with other watches that may not be a Citizen Brand watch.
- 10) **Product Image** – This is the main image that appears in the product grid and the search thumbnail
- 11) **Product Gallery** – This can be multiple images of the product(s) to cycle through on the product page

## Create/Edit Catalogs

Right now your website has 12 main catalogs with many subcategories under each catalog. To create additional Catalogs or sub catalogs:

- 1) Login to your dashboard and select "**Products --> Categories**"
- 2) Select the catalog you wish to edit or fill in the information for '**Add new Product Category**'
- 3) **Parent** - Any Catalog subcategories **MUST** have a "Parent" selected these would either be **Ladies First, Time Pieces, etc...**
- 4) **Reordering** – Simply drag and drop categories to reorder their arrangement on the Home Page
- 5) **Catalog Home Page Image** – The head catalog image on the homepage can be changed by selecting the parent catalog here.
  - a. All Catalogs **MUST** have an image associated because they will automatically appear on the home page with the acceptance of the Clearance Catalog

## Downloading/Uploading a Product CSV Report

Products can be downloaded into a CSV Report as well as re-uploaded for a "bulk editing"

- 1) Login to your dashboard and select '**Woocommerce CSV Import Suite**'
- 2) Use the tabs and select **Import Products** or **Export Products**

## Wishlists

Users can create custom wishlists and save them onto the WordPress Database for administrator access. If a user loses their “link” containing their wishlist, their wishlist can simply be recovered by:

- 1) Login to your dashboard and select **‘Woocommerce -> Wishlists’**
- 2) Search the user e-mail to locate the temporary wishlist created. User may have created a custom name for their Wishlist.
- 3) Wishlists are stored for 30 days.

## Home Page Slider

Your Home Page slider is using a theme provided tool called **“Revolution Slider”**.

### Modify your Slideshow:

- 1) Login to your Dashboard and select **‘Revolution Slider’**
- 2) Select **‘Edit Slides’** next to Home Page Slider
- 3) Select the slide you wish to edit and click **‘Edit Slide’**
- 4) Remember to update any slider links as well as the slider image

## Adjusting Primary, & Catalog Navigation

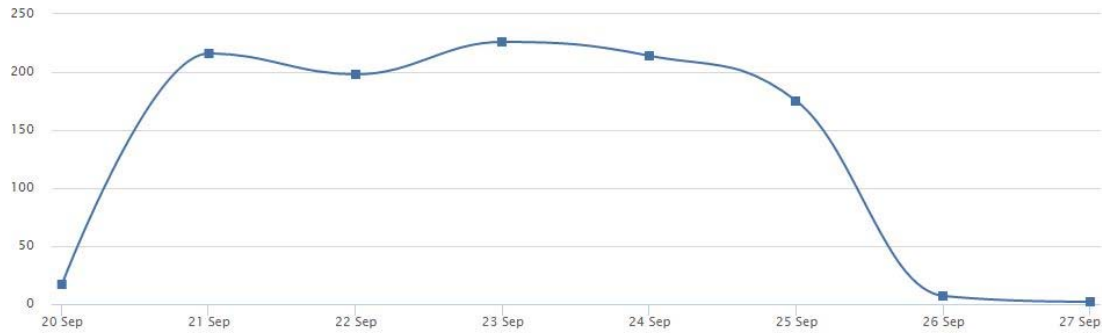
- 1) Login to your Dashboard and select **‘Appearances -> Menus’**
- 2) Here you can modify your custom menus throughout the website, there are currently three menus created:
  - a. Primary Navigation – **Top navigation of the site**
  - b. Product Catalog – **Sidebar catalog navigation on product pages**
  - c. Wishlist – **Links to the wishlist page for users**
- 3) Next to “Select a menu to edit”
- 4) Menus can be modified on this screen simply by dragging and dropping
- 5) Under “Pages” on the lefthand side search the title of the new page you created and click “Add to Menu”
- 6) Drag the new menu item to desired location on the menu
- 7) Click Save Menu

# InstantSearch

InstantSearch is a 3<sup>rd</sup> party subscription search service integrated with the website for the product search bar.

## InstantSearch Account Settings

- 1) Login to your Dashboard and select '**InstantSearch+**'
- 2) From here you view your **Search Analytics**
  - a. These analytics can be an extremely powerful tool for your marketing teams



Top Search Queries		
Search	Count	% of searches
wine	19	1.80%
undefined	18	1.71%
watch	15	1.42%
final touch	10	0.95%
clock	9	0.85%

Top Search with no Results		
Search	Count	% of searches
wda934	3	0.28%
836	3	0.28%
cw68	3	0.28%
iwc120	2	0.19%
hppr524	2	0.19%

Did You Mean Search		
Search	Did you mean	Count
diel	dial	2
101	10	2
first aid	air	1
wingman 14 tools in one	one	1
triton	tritan	1

- a. These analytics can be an extremely powerful tool for your marketing teams as it shows common searches made by your users

## Syncing

Select *Sync* in the settings tabs to sync the search engine with your products.

- This is done once a day automatically but can be run manually as well. This is to keep the search in sync with new products removed or added from the website.
- You can also adjust your search settings from here as well.

## Subscription

This is a subscription service paid annually. You can setup your subscription here by selecting **Pricing**

## Brands Page

Adding or removing from your Brands page is treated like a new post

- 1) Login to your Dashboard and select '**Portfolio**'
- 2) Select the brand you wish to edit or select '**add new**'
- 3) Enter in brand information, upload logo using 'Featured Image', and **check off Brands in 'Portfolio Categories'**
- 4) Brands added, removed, or edited here will automatically appear in the Brands Page

## Order Tracking

The Order Tracking page functions by scanning the file 'data.csv' exactly as called. To update the data, simply overwrite the 'data.csv' file using your **FTP**. Drop the **data.csv & PDF documents** in the following directory:

/home/a0d32825504938/html/wp-content/uploads/order-tracking

## Add to Events Page

Adding or removing from your Events page is treated like a new 'Event' post

- 1) Login to your Dashboard and select '**Events -> add new**'
- 2) Enter in event information the following information is required
  - a. Event Details
  - b. Event Date & Time
  - c. Event Location
- 3) Events added, removed, or edited here will automatically appear in the Events Page, after the event date has passed, the event will automatically disappear from the Events page

## Add to News Page

Adding or removing from your Brands page is treated like a new post

- 1) Login to your Dashboard and select '**Posts**'
- 2) Select the post you wish to edit or select '**add new**'
- 3) Enter in post information, upload logo using 'Featured Image', and **check off "Press Release & News" in 'Categories'**
- 4) Posts added, removed, or edited here will automatically appear in the News Page

## Add/Edit Page - (**SEPARATE FROM POSTS**)

- 1) Login to your Dashboard
- 2) Use the left-hand navigation to Select *Pages -> Add New*
- 3) Fill in desired content based from the PDF Ken has attached
  - a. Enter Page Title
  - b. Enter content, select Visual (Document) or HTML (Text) editor.
  - c. *Page Attributes*:
    - i. Parent: This is good for SEO, define the "Parent" page on the dropdown menu, in this case select "Resources"
    - ii. Template: Defines the template used for a standard page, in most cases "Default Template" is fine to use
    - iii. Order: Defines the order in which the page appears among the list of pages for ADMINS
- 4) Below the content you can find additional Page design options. Select Sidebar to define a sidebar to use for the page. By default the page uses "No Sidebar".
  - a. Created are preset page sidebars for each section, simply set the sidebar to "PARENT HEAD PAGE HERE" for consistency if desired.
- 5) Click "Publish" to make the page "live"

## Sidebars, Footers & Widgets

Page sidebars & footer content can only be adjusted from the **'Widgets'** section. To access simply:

- 1) Login to your Dashboard and select **'Appearance -> Widgets'**
- 2) Select the sidebar page you wish to edit, footer widget can be adjusted with **'Footer Widget 1'**
- 3) Adding, moving, or removing widgets is a simple Drag and Drop

Creating additional Sidebars:

- 1) Login to your Dashboard and select **'Appearance -> Sidebars'**
- 2) Click **'Add new sidebar'** and provide in a sidebar name
- 3) Go to your Dashboard and select **'Appearance -> Widgets'** to add to your sidebar
- 4) To set a sidebar on your specific page you must go to your dashboard and select **Pages** and then select the page you wish to edit.
- 5) Below the content you can find additional Page design options. Select Sidebar to define a sidebar to use for the page. By default the page uses "No Sidebar".
  - a. Created are preset page sidebars for each section, simply set the sidebar to "PARENT HEAD PAGE HERE" for consistency if desired.

## Colors, Font & Styling Adjustments

From here you can change the existing font, & theme colors throughout the site. It is definitely recommend you **backup the website** before making any big changes

- 1) Login to your Dashboard and select **'Appearance -> Theme Options'**
- 2) Use **'Typography'** or **'Styling'**

## Google Analytics Marketing Data

The Google Analytics Tracking code has been integrated with the website for your marketing teams to review and use the data as seen fit. A full analytics account can be setup if a Google account is provided, for now the base analytics data can be accessed on the Website Dashboard:

