Site Management DukesChowderHouse.com

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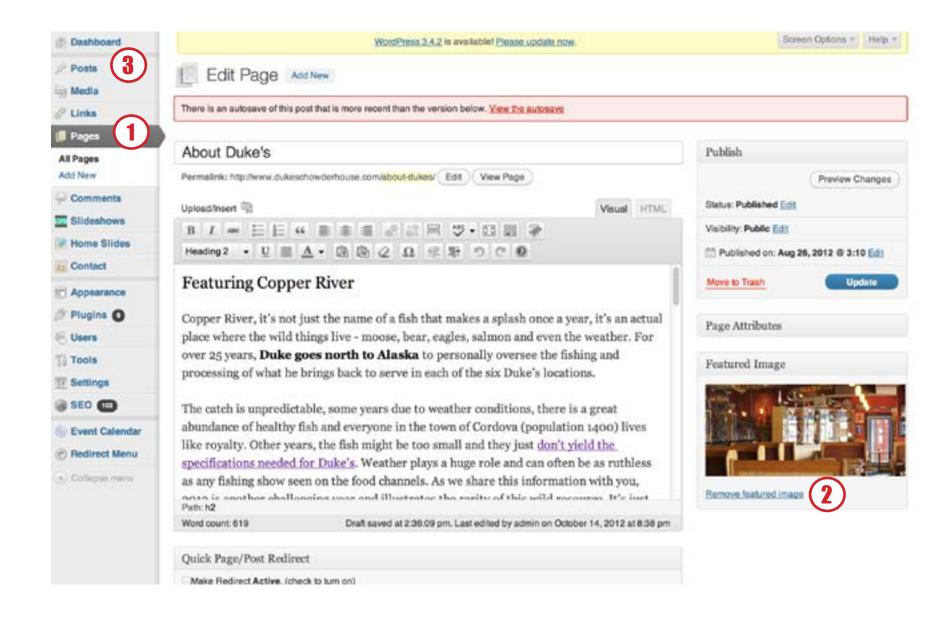
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PAGES & POSTS

- All of the pages on the site, with the exception of the Duke and Chef Bill's Blog and Did you know? blog posts, are WordPress "Pages".
- To add a photo to the top of the page, click Set featured image. Image should be 515 x 238 pixels.
- The Duke & Chef Bill's Blog and Did you know? blog posts can be found by clicking Posts.

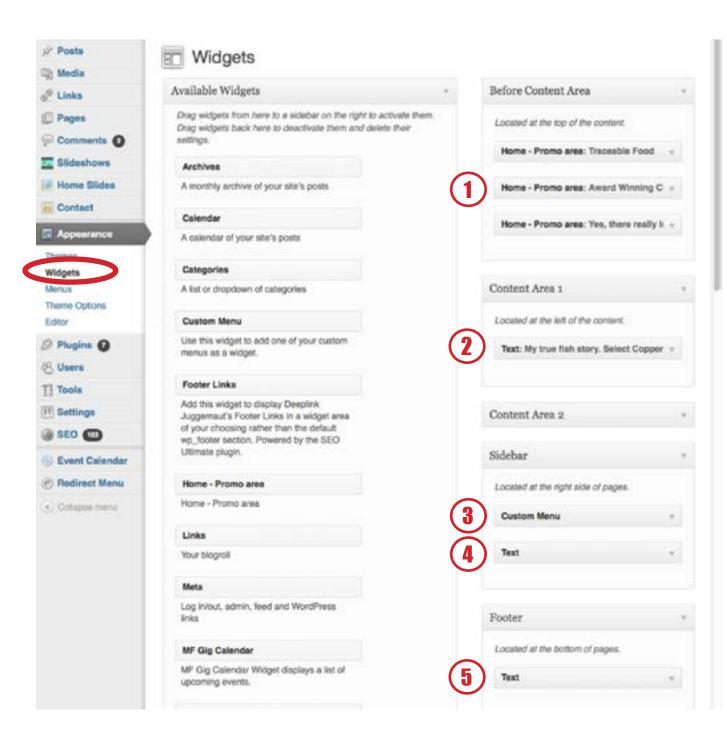


HOMEPAGE WIDGETS



Appearance --> Widgets

- 1. Featured content areas (Need 4 lines of content)
- 2. Homepage content
- 3. Vertical navigation
- 4. Facebook Like code
- 5 Locations footer

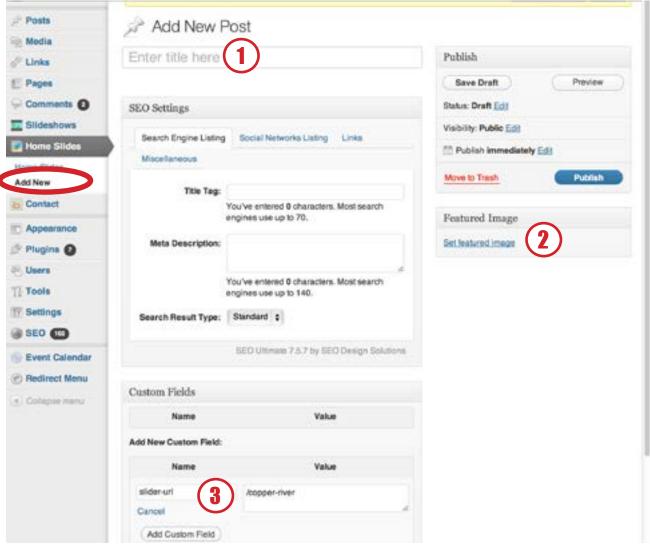


HOMEPAGE SLIDES

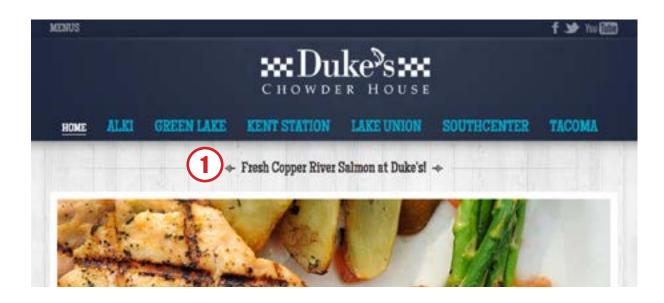


Home Slides --> Add New

- 1. Enter a title for the slide
- 2. Click the "Set featured image" link & select image $\frac{1}{2}$ must be exactly 916 x 423 pixels
- 3. To make the slide image a link, add a new custom field named "slider-url" and enter the url as the value (optional)

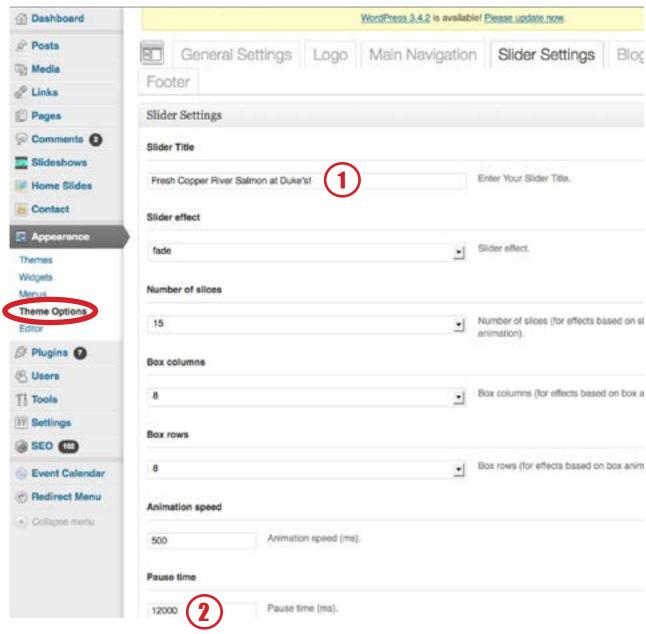


HOMEPAGE SLIDE TITLE AND TIMING



Appearance --> Theme Options

- 1. Slider Title
- 2. Amount of time a slide stays on screen before transition

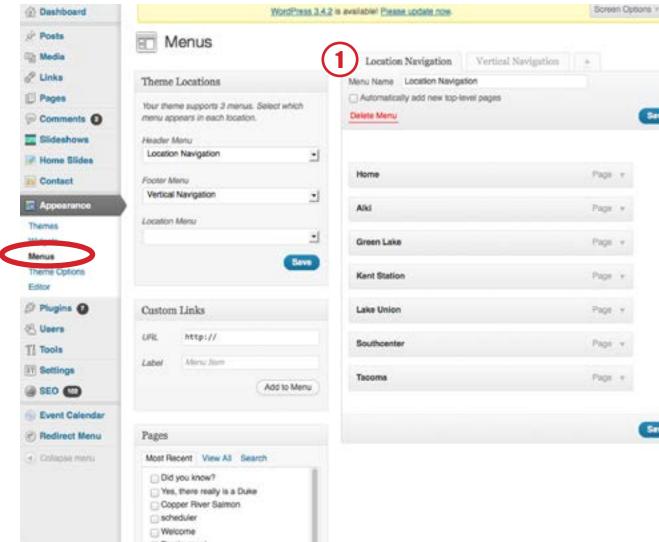


LOCATIONS NAVIGATION

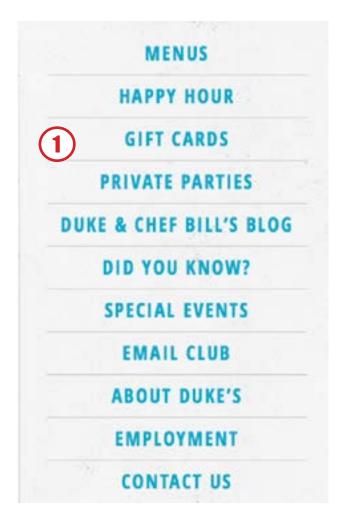


Appearance --> Menus

- 1. Click Location Navigation
- 2. Reorder by dragging location title

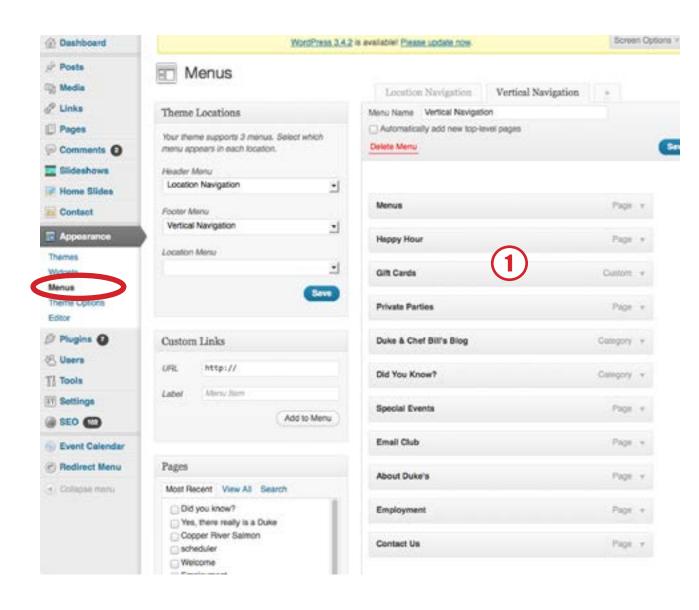


VERTICAL NAVIGATION

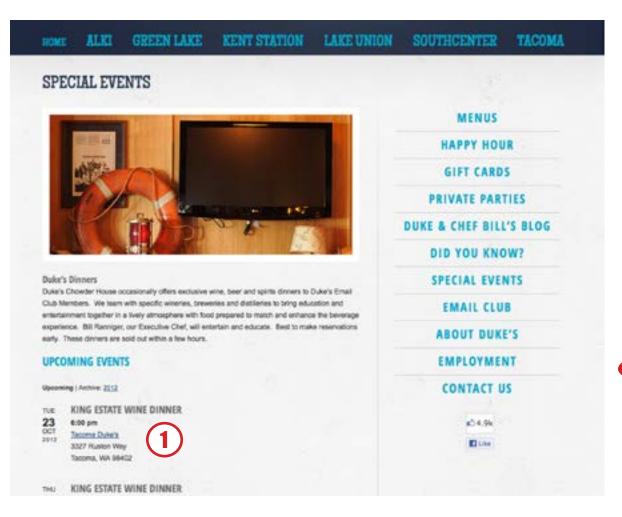


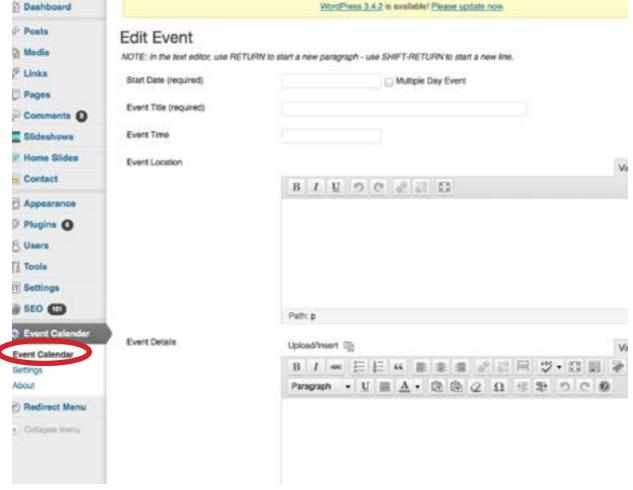
Appearance --> Menus

- 1. Click Vertical Navigation
- 2. Reorder by dragging location title
- 3. Add to navigation by dragging from left column to navigation list



SPECIAL EVENTS





DUKE & CHEF BILL'S BLOG POSTS | DID YOU KNOW? BLOG POSTS

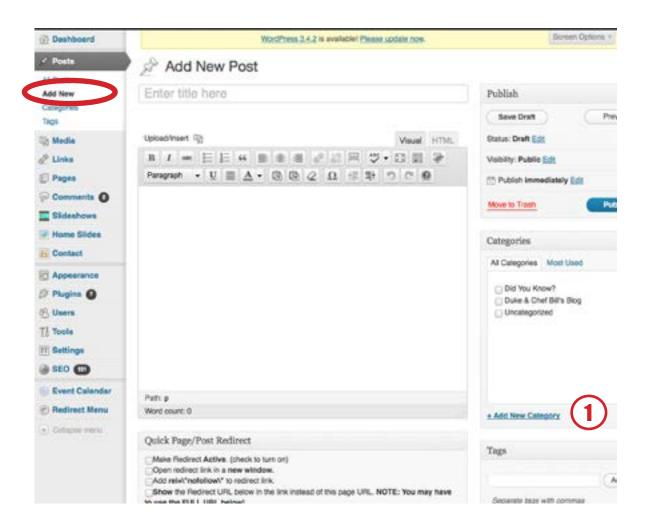




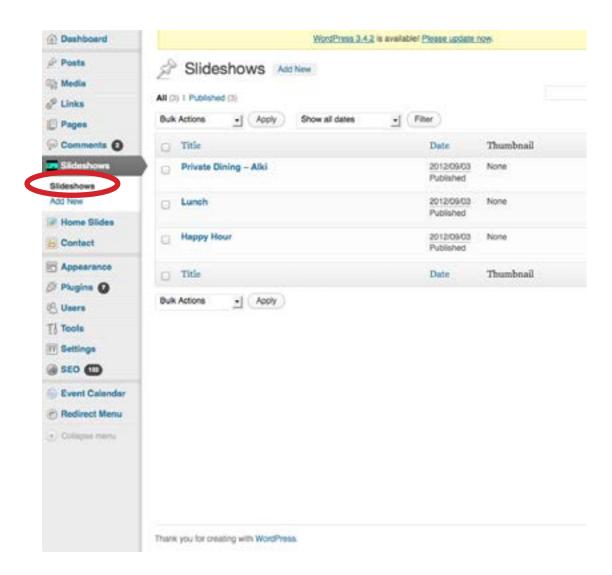
Posts --> Add New

MUST assign a category (Did you know? or Duke & Chef Bill's Blog) to each blog post.

WORDPRESS

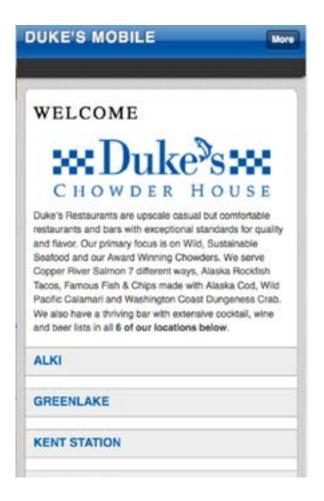


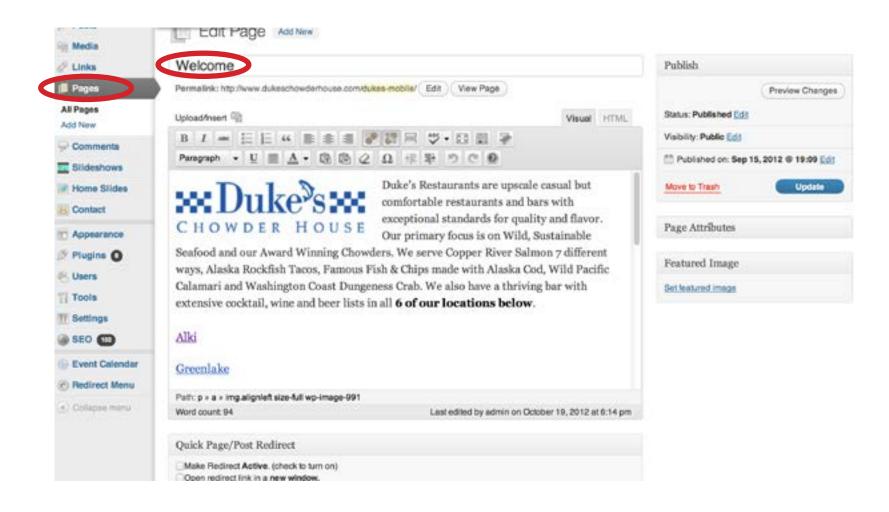
I've installed a Wordpress plugin that allows you to create custom slideshows that can be easily added to any page.



MOBILE SITE - Homepage WORDPRESS

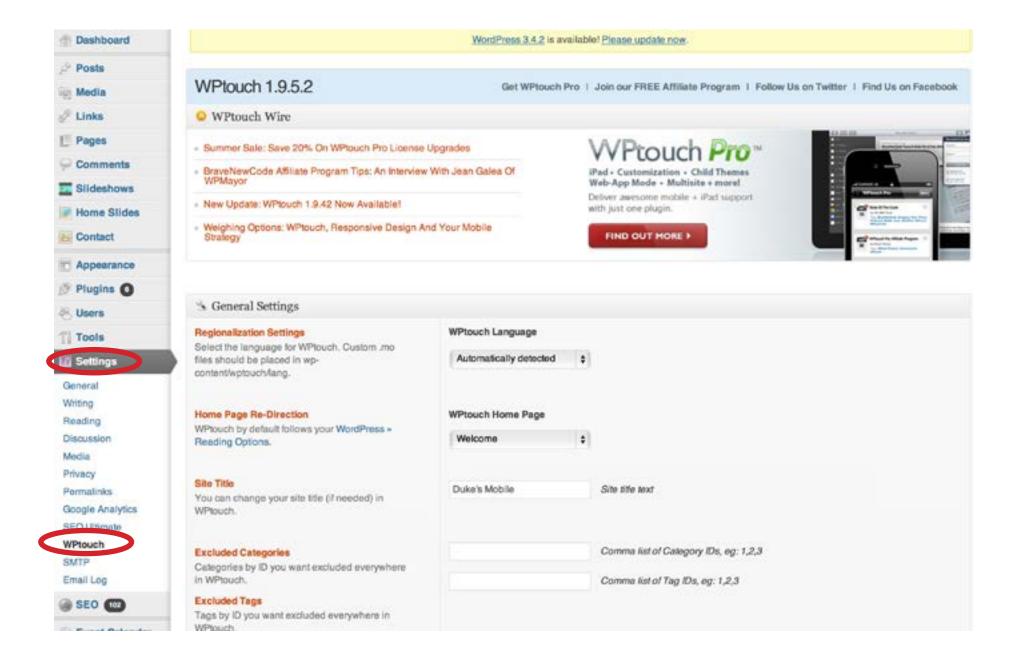
Content for the mobile site's homepage can be found on a "page" titled Welcome.





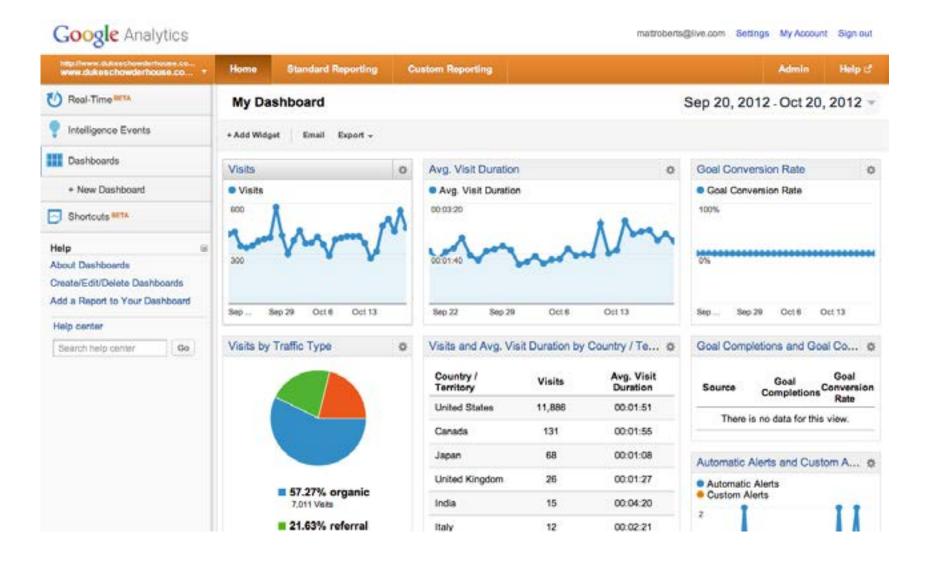
MOBILE SITE - Settings WORDPRESS

Settings --> WPtouch



Google Analytics

Rich at Carr Knowledge will need to set you up as an admin for Google Analytics. Send him mail at rich@carrknowledge.com with the email address you would like to use for your admin access. Once you are logged in, look for the UA code: UA-60677-14



eCommerce - Gift Cards and Duke's Dinners

The site uses eCommerce software called WooCommerce for the shopping cart. Users with WordPress administrator access can view orders and update the status of the orders at anytime.

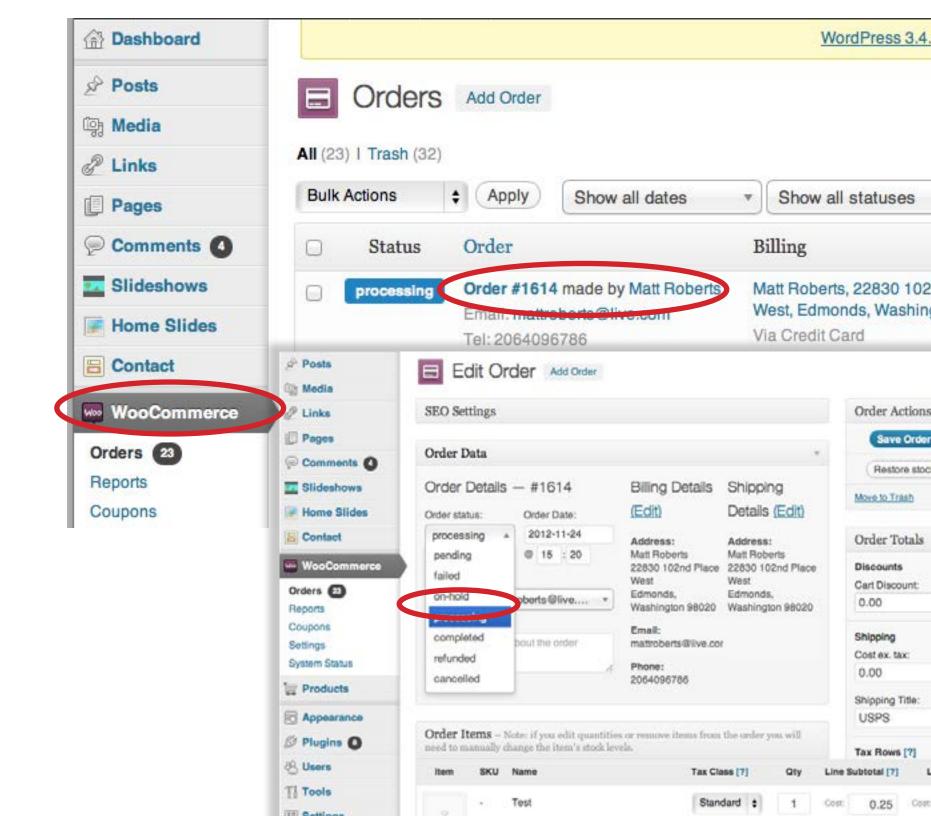
For credit card data protection, the site uses a 3rd party company's secure server (Mijireh eCommerce) for hosting the credit card checkout page.

The actual credit card processing is done by Authorize.net which Duke's is already familiar with.

View orders

WooCommerce --> Orders

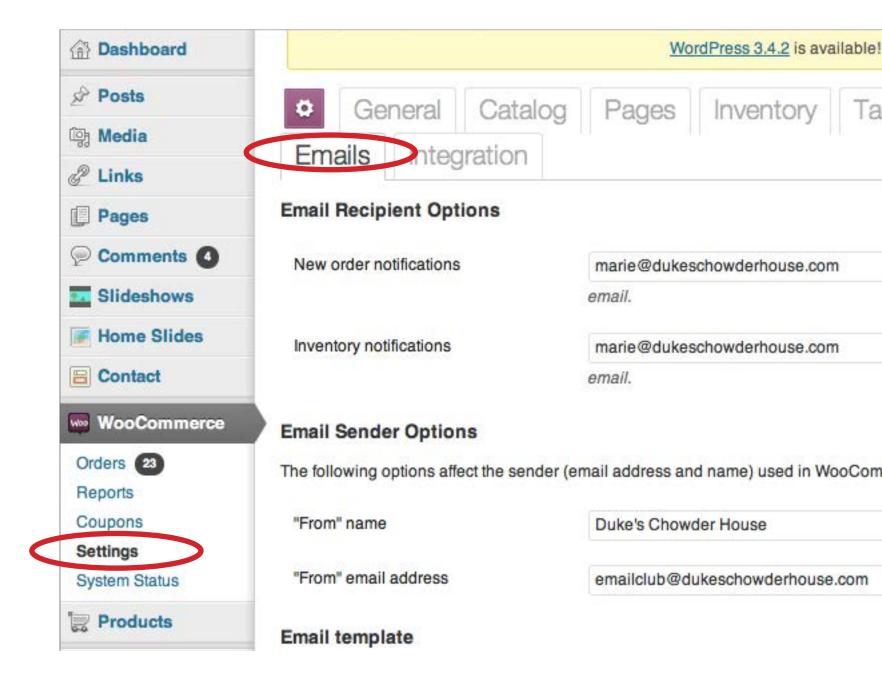
Click on an order to view and update the status of



eCommerce - emails

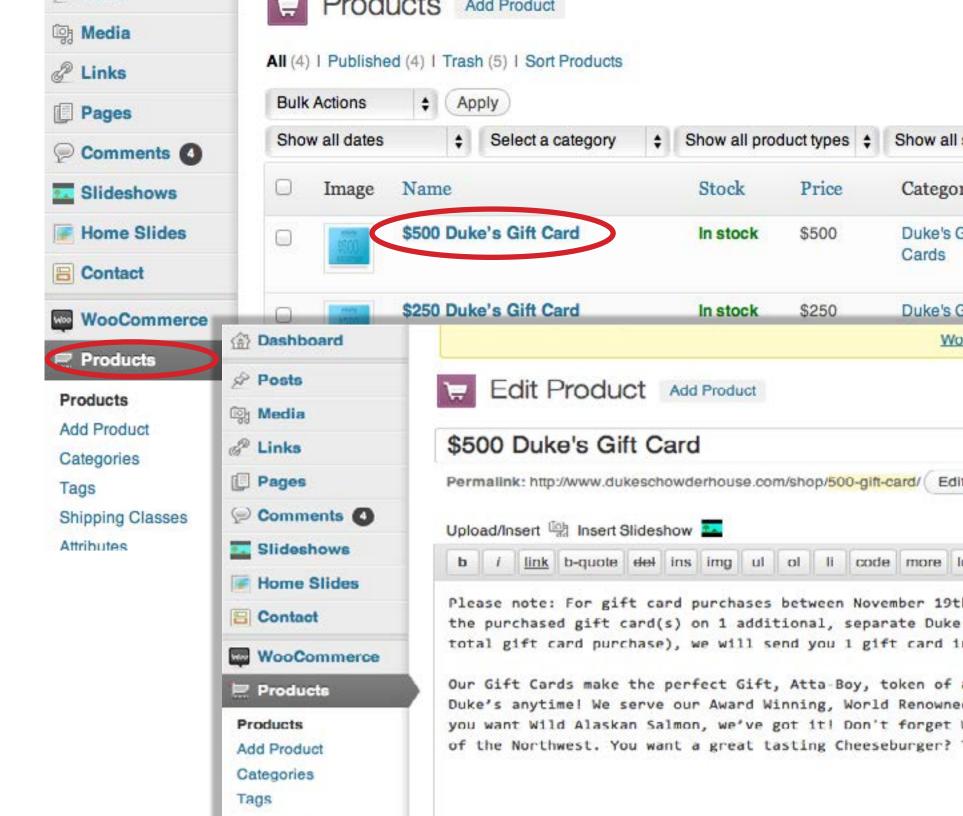
WooCommerce --> Settings --> Emails tab

This screen allows you to set the email address that you want new order notifications delivered to as well as the "from" address that users will see when they receive their order confirmation email.



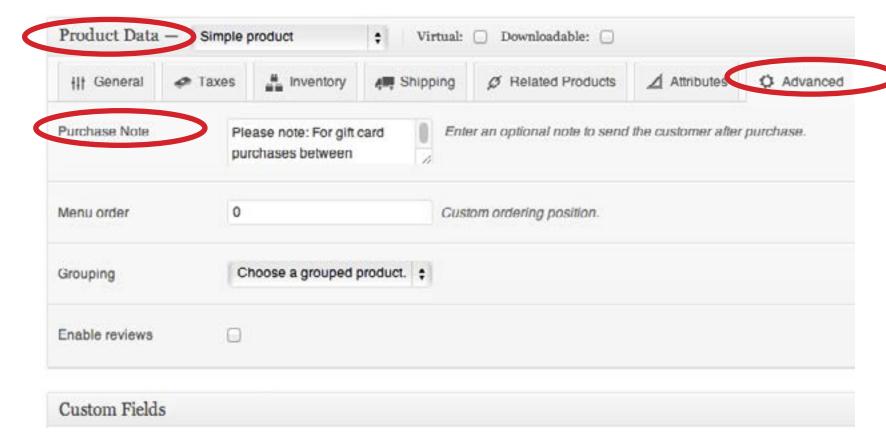
eCommerce - Products

Click the Products button to view a list of the currently available products available for purchase. Click the product name to edit product details, prices, shipping info.



eCommerce - Special Product notes

To set a specific product note to appear on the order confirmation page as well as the order confirmation email that users will receive, click on a product name, then scroll down to the Product Data section. Click on the Advanced tab, then enter the note in the Purchase Note field.



eCommerce - 3rd Party Secure Server

The site uses a 3rd party company's secure server for hosting the credit card checkout page. This gives you another place to view customer purchases if needed.

Go to https://secure.mijireh.com/login and login (email me at mattroberts@live.com if you need the username/password).

Upon login you'll see a list of submitted orders.

