

# (MHUD) Ministry of Housing & Urban Development WEBSITE MANUAL



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Thank you for working with us. We have created this maunal to help you get started.

# Ministry of Housing and Urban Development Website Manual

Ad Vitam Advertising - advitamadvertising.com

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# Welcome

This guide is an in depth look at the functions available within the MHUD website (WordPress) backend dashboard.

# Login

Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL - <u>http://housing.gov.tt/wp-admin</u>.

Welcome to (MHUD)
Username or Email Address
Password
Remember Me Log In
Lost your password? ← Back to MHUD

# Dashboard

Once you've logged in, the dashboard appears. This is your main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. In the example screenshot below (and throughout this documentation) the site name is MHUD. This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (e.g. admin.rob). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

When new or updated features are introduced into WordPress, you'll be shown a New Feature Pointer. This is simply to bring to your attention some feature within the Dashboard that's been added or updated. In the following Dashboard image, the New Feature Pointer is highlighting the updated Toolbar. Click Dismiss to hide the pointer.

🕅 🖀 MHUD 😋 4 🖣	0 + New		Howdy	/, admin.rob 📃
Dashboard      Home Updates	WordPress 4.8 is available! <u>Please update now.</u> Hi: Would you like to activate your version of Revolution Slider to receive	e live updates & get premium support? This is optional and not needed if the	Screen Options   slider came bundled with a theme. Inever show this messa	Help 🔻
🖈 Posts	Dashboard			
<ul> <li>Services</li> <li>Portfolio</li> <li>Teams</li> </ul>	Real-time backups are here. GET STARTED	SEE WHAT'S NEW		Dismiss
🛡 Testimonials	Hola! Would you like to receive automatic updates and unlock premium su	ipport? Please <u>activate your copy</u> of Visual Composer.		۵
97 Media 97 FAQs	Google Analytics Dashboard for WP has been updated to version 5.1. For c	details, check out the documentation page and the plugin's settings page.		٥
<ul><li>Pages</li><li>Comments</li><li>Contact</li></ul>	Welcome to WordPress! We've assembled some links to get you started:		¢	9 Dismiss
<ul> <li>Appearance</li> <li>Plugins (1)</li> <li>Users</li> <li>Tools</li> <li>Visual Composer</li> </ul>	Get Started Customize Your Site or, change your theme completely	Next Steps         Image: Edit your front page         + Add additional pages         Image: Add a blog post         Image: View your site	More Actions       Image widgets or menus       Image widgets or menus <td< th=""><th></th></td<>	
<ul> <li>Settings</li> <li>BackupBuddy</li> <li>Slider Revolution</li> <li>VicTheme Core</li> </ul>	At a Glance     ▲	Quick Draft       Title       What's on your mind?	Drag boxes here	
doogle Analytics	Activity		Drag boxes nere	

Down the left hand side of the Dashboard and on every page you will see your main admin navigation menu. This is where you'll find all the options to update and your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).

# Posts

After clicking on the Posts menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.

🕅 📸 мнир 😋 4	🛡 0 🛨 New View Posts					Но	wdy, admin.rc
🛍 Dashboard						Screen Options	Help '
Posts	WordPress 4.8 is available! <u>Prease update now</u> . Hi! Would you like to activate your version of Revolution Slider to receive live i	updates & get prem	ium support? This is optional and not r	needed if the slider came bundled	with a theme.	(never show this m	essage again)
id New Itegories	Posts Add New						
ags	Hola! Would you like to receive automatic updates and unlock premium support	? Please <u>activate yo</u>	ur copy of Visual Composer.				
Services	All (45)   Mine (21)   Published (43)   Drafts (2)   Trash (1) Bulk Actions V Apply All dates V All Categories V	Filter			45 ite	ems « < 1	Search Pos
ii Teams	Title	Author	Categories	Tags		Date	Analytics
Testimonials Media	Keys to Home Ownership of Public Sector Housing	Akil James	Empowering you	Homeownership, Keys, Public Sector Housing, TTMF	-	Published 4 hours ago	ыÎ
FAQs Pages	Steps Involved in the Allocation of Government-Subsidised Housing	Akil James	Empowering you	_	-	Published 5 hours ago	ad .
Comments	(no title) — Draft	Akil James	Empowering you	-	-	Last Modified 2017/07/05	أسد
Contact	Formal Opening of Maracas St Joseph Police Station	Akil James	Speeches	Formal Opening, Maracas St Joseph, Police Station, The Honourable Randall Mitchell	-	Published 2017/06/30	ad .
Plugins 🕦 Users 7 Tools	LETTER TO THE EDITOR: Correction to an article in Saturday's edition     of the Trinidad Express	ı Akil James	Latest News, Media Release	Letter to the Editor, Minister Mitchell, Ministry of Housing and Urban Development, Randall Mitchell	-	Published 2017/06/24	أسد
Visual Composer	Clean-up Efforts at Oropune Gardens After Tropical Storm Bret	Akil James	Image Gallery	HDC	-	Published 2017/06/22	-
BackupBuddy	What to Do After a Tropical Storm	Akil James	Empowering you	Safety, Tropical Storm	-	Published 2017/06/19	ألم
Slider Revolution VicTheme Core	Letter to the Future Generation on the Negative Effects of Squatting	Akil James	Image Gallery	Land Settlement Agency	-	Published 2017/06/15	ad .

At the top of the page you can view how many Posts in total you have in your site, how many are Published, Scheduled, Sticky, Pending, in Draft or in the Trash.

When hovering your cursor over each row, a few links will appear beneath the Post title.

- Edit Will allow you to edit your Post. This is the same as clicking on the Post title
- Quick Edit Allows you to edit basic Post information such as Title, Slug, Date plus a few other options
- Trash Will send the Post to the Trash. Once the Trash is emptied, the page is deleted
- View Displays the Post. If the Post hasn't been published yet, this will say Preview

Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Categories, Tags, Author, whether to allow Comments and Pings or not, the Status and whether or not the Posts are 'Sticky'. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown lists and the Filter button. At the top of the list of Posts there are also two icons that change how the list is displayed. Click the List View icon to display the posts in the traditional List View or click the Excerpt. View icon to display a short excerpt from the Post underneath the Post title.

# **Adding Content to Your Site**

Adding content to your site is an easy process no matter whether you're creating a Post or a Page. The procedure for both is almost identical. Apart from how they display on your site, which was described earlier, the other main difference is that Posts allow you to associate Categories and Tags whereas Pages don't. What's the difference between categories and tags? Normally, Tags are ad-hoc keywords that identify important information in your Post (names, subjects, etc) that may or may not recur in other Posts, while Categories are pre-determined sections. If you think of your site like a book, the Categories are like the Table of Contents and the Tags are like the terms in the index.

### Adding a new page

To add a new Page, hover your cursor over the Pages menu option in the left hand navigation menu and in the fly-out menu, click the Add New link. Alternatively, click the Pages menu option and then click the Add New link underneath, or the Add New button at the top of the page. You will be presented with a page similar to the image below.

🔞 🖀 мнир 🤇	4 🛡 0 🛨 New	Howdy, admin.rob 📃
Dashboard	WordPress 4.8 is available! <u>Please update now</u> .	Screen Options ▼ Help ▼
Services	Hi! Would you like to activate your version of Revolution Slider to receive live updates & get premium support? This is optional and not needed if the slider came bundled with a	a theme. <u>(never show this message again) X</u>
🗯 Portfolio	Add New Page	
🎁 Teams	Hola! Would you like to receive automatic updates and unlock premium support? Please <u>activate your copy</u> of Visual Composer.	0
루 Testimonials		
93 Media	Enter title here	Publish 🔺
🛡 FAQs		Save Draft Preview
📙 Pages		Status: Draft Edit
		Visibility: Public Edit
Add New	Yisual     Text	Publish immediately Edit
<ul><li>Comments</li><li>Contact</li></ul>	b / link b-quote det ins img ut of li code more close tags [] Silder Revolution	Publish
Appearance		Page Attributes
Plugins 1		Parent
Users		(no parent)
Visual Compose		lemplate
Settings		Order
<ul> <li>BackupBuddy</li> <li>Slider Revolutio</li> </ul>		0 Need help? Use the Help tab above the screen title.
UicTheme Core	Word count: 0	
🛁 Google Analytic	Layout Settings	Featured Image

# Adding a new post

To add a new Post, hover over the Posts menu option in the left hand navigation menu and in the fly-out menu, click the Add New link. Alternatively, click the Posts menu option and then click the Add New link underneath, or the Add New button at the top of the page. You will be presented with a page similar to the image below.

🛞 📸 MHUD 🔂 4 🛛	■ 0 + New		Howdy	, admin.rob 🔝
🚳 Dashboard	WordPress 4.8 is available! Please update now.	_	Screen Options 🔻	Help 🔻
📌 Posts 🔸	Hi! Would you like to activate your version of Revolution Slider to receive live updates & get premium support? This is optional and not needed if the slider came bundl	led with a theme.	(never show this messa	age again) X
All Posts <b>Add New</b> Categories	Add New Post			
Tags	Hola! Would you like to receive automatic updates and unlock premium support? Please activate your copy of Visual Composer.			0
Services Portfolio	Enter title here	Publish		
💮 Teams		Save Dra	ft	Preview
🛡 Testimonials	**         BACKEND EDITOR         FRONTEND EDITOR	📍 Status	: Draft <u>Edit</u>	
9] Media	D1 Add Media	Visibil	ity: Public <u>Edit</u>	
🗭 FAQs	Visual 1	Text III Publis	h immediately <u>Edit</u>	
Pages	b i link b-quote det ins img ul ol li code more close tags Slider Revolution			Publish
Comments				
Contact		Categorie	es	<b>^</b>
🔊 Appearance		All Categ	ories Most Used	
🖆 Plugins 🕕		Hig	owering you ilights	Î
👗 Users		Ima	ge Gallery	- 11
🖋 Tools		Late	st News	- 11
💔 Visual Composer		Med	lia Release	
Final Settings		Spe	вюд eches	
BackupBuddy	Word count: 0	add No.		Ŧ
Slider Revolution		+ Add Ne	w category	
	Layout Settings	•		,

# **Adding content with Visual Composer**

At the top of the editor there are two tabs, Backend and Frontend Editor ( **FRONTEND EDITOR** ). These switch the editor view between the Visual editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.

When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says Enter title here. After moving the cursor down to the editor a new <u>Permalink</u> is created for your page. Permalinks are the permanent URL's to your individual Posts, Pages, Categories etc.. Though not usually necessary, you can manually edit your permalink by clicking on the actual permalink (the part after the domain name with the yellow background) or by clicking the Edit button next to it. Once you've modified it, click Ok to save or Cancel to cancel your changes.

## **Backend Editor**

Switch on Backend editor mode



The first two sections of Backend editor are (1) Theme SEO Settings – where you will provide Meta description, focus keyword and meta title for your post (2) Layout Settings – You can choose as default layout or custom layout

On third section you will find Visual Composer Backend editor where you will create content for your blog post or page with the support of Visual Composer elements.



Visual Composer backend editor navigation consists of following options

#### Add new element:

To add a new element you always click here and add your favorite elements from Visual Composer elements library



#### **Templates:**

To add a default readymade template you can access to Visual Composer inbuilt default templates library and use template that matters your business.

Ŷ	+		
		Templates	
<b></b>	+		
		+ 🎤 🏛	
	Single I	0.00	

Templates	Q Search template by name
My Templates Default Templates	
<b>Default Templates</b> <i>Append default template to the current layout.</i>	Search for templates
About section	
About with features	Preview Template
About with left gallery	Add Template+ +
About with tour section	
Accordion news list	
Articles with headings	

#### Full Screen:

You may want to switch full screen mode while you don't want to see the unwanted stuffs around Visual Composer Backend editor. You can also exit full screen to restore default default screen.





#### Frontend:

Anytime you can switch to Frontend from Backend, but it's recommended you save your element before to switch to Frontend otherwise you will have to lose whatever you did on Backend.



#### **Add New Element**

To add new element simply click on "Add new element" and choose "Row"



Now divide the Row in three columns by choosing custom columns or clicking on "Add column"



So you have now three columns now click on "Add element" and choose "Single image"



Now add an image and set size to "medium"

After that click on "Prepend to column"

Visual C	Composer	
<b>۲</b>	+ 🖬	
	+	
	+ 🖍 🏛	Image: A state of the state
4	Single Image	+
	+	
	Prepend to this column	
		+

Now choose "Text block" and add a new text that will appear after image You can add the same image on other two rows by using clone option. To clone image simply click on "Clone image"



Now drop the image on other column



You can also clone text block and drop on other two columns right below image



To add more elements, you always click on Add element button and choose any of your desired Visual Composer element.



#### **Row Settings**

You can easily apply custom settings on specific row, to apply custom settings click on "Edit this row" button and access

"Row Settings"



#### Row stretch:

You can choose any stretch as Default, Stretch row, Stretch row and content

#### Columns Gap:

Choose gap width between columns

#### Full height row:

If checked row will be set to full height

#### Content position:

Select content position within columns.

#### **Clone Row**

You can clone any existing row and use on another row



#### Toggle Row

You can toggle any row

Toggle row

# Delete Row

Click on "Delete row" button to delete any row



#### Frontend Preview

When you have done editing simply click on "Update" button and click "Preview" to see your page template

# **Frontend Editor**

#### **Add Element:**

Click on "Plus" button to add element from Visual Composer elements library.



#### **Templates:**

You can add any read-to-use Visual Composer templates from different categories. You can also create your own Template and save as "My Templates" in Visual Composer.

#### **Update:**

After creating or customizing a page with Visual Composer you must click on "Update" button to save data



#### **Exit Visual Composer:**

To exit from Visual Compose, click on "Cross" button

#### **Creating Row**

So we will create a row and add some elements as experiment with Visual Composer.

To add a Row click on "Add element" button and choose "Row"



Don't know where to start? Visit our knowledge base.



Click on "Show row controls" button and choose custom layouts (i.e. 1/3+1/3+1/3) for Row



Change particular row layout manually by specifying number of columns and their size value.

#### **Adding Single Image**

Now you have three columns for parent Row, Click on "Add element" button on left column and choose "Single Image"



Click on "Add image" button and browse images from your media gallery or add an image from your computer hard drive.

Single Image Settings	• - ×
General Design Options	
Image source	
Media library	<b>~</b>
Select image source.	
Image + Add image Select image from media library.	
Image size	
thumbnail	
Close Save changes	



You may want to make changes on image effect and finally click on "Save changes"

#### **Adding Text Block**

To add a text block right below the Image, click on "Prepend to column"



Now choose "Text Block" and add your text



#### **Clone Single Image**

To clone or copy single image click on "Clone single image"



#### Now you will see similar image below main image

Now drag and drop the image on second column. You can also drag Text block and bring lots of changes on images



#### **Creating Tabs, Accordion, Tour**

Visual Composer allows you to create Tabs, Accordion, and Tour to display content with toggle control.

To add a tab simply click on "Add element" and choose Tabs. Now bring changes to your tabs with adding different contents and multiple tabs.



To add an accordion click on "Add element" and choose Accordion,

Add	Element			
All	Content	Social	Structure	WordPress Widge
	Accordion Collapsible co panels	ntent 🔶		

To add Tour click on "Add element" and choose Tour



#### **Button Setup**

To setup button tap on "Button" and make following changes

Call to Action Settings
General Button Design Options
Text
Grab the offer now
URL (Link) Select URL Title: URL: http://google.com Add link to button.
Style
Flat 🗸
Select button display style. Shape
Rounded 🗸
Select button shape.
Color
Close Save changes

Text: Button text i.e. Buy Now, Shop Now, Download Now etc.

URL (Link): Add your product purchase page URL

Style: Choose button style

Shape: Choose button shape

Color: Select button color.

Alignment: Select button alignment.

Add icon: You may want to add icon by clicking on "Yes" button

After that click on "Save changes" and you're done

#### **Custom Heading**

With Custom heading you can add custom Google fonts to your post or page with Visual Composer.



#### **Masonry Media Grid**

With Masonry Media Grid you can display media content with different styles.



#### Masonry Media General Grid Settings

Images: Add images from media library as many as you want.

Display Style: 4 styles to display media grid: Show all, Load more button, Lazy loading, and Pagination

Grid elements per row: Select number of single grid elements per row.

Gap: Select gap between grid elements.

Masonry Media Grid Settings				• _ ×
General	Item Design	Design Options	Load More Button	
Text				
Load more				
Style				
Flat				*
Select button	display style.			
Shape				
Rounded				*
Select button	shape.			
Color				
Blue				~
Select button	color.			
Clos	e S	ave changes		

#### Item Design Settings

Grid element template: Create new template or modify selected. Predefined templates will be cloned.

CSS box: Add margin, border and padding with CSS box



When you have made all changes simply click on "Save changes" and you will see great results

#### **Image Gallery**

With Visual Composer you can add Image Gallery,



Now click on "Add Image" button and browse your images to add to your Gallery

	Image Gallery Settings			
	General Design Options			
r	Auto rotate slides each X seconds.			
t	Image source			
15	Media library			
	Select image source.			
	Images +			
	Selec <mark>Add images</mark> rom media library.			
L	Image size			
	Close Save changes			
-				

#### Image Gallery Settings

Widget Title: Give a title of your Gallery Widget or leave it blank to add no title
Gallery Type: You have four types of Gallery (Flex slider fade, Flex slider slide, Nivo slider, and Image grid)
Auto Rotate: Auto rotate slides each X seconds.
Image Source: Default to Media Library
Image Size: Try medium or large
On click action: Default to Open Prettyphoto or Open Custom link to send traffic to any page you want
Extra Class name: Apply other CSS styles on your Image Gallery with Extra Class. Finally click on "Save

Changes"

#### **Video Player**

You can Add YouTube Video With Video Player. To add Video Player simply click on "Add Element" and choose "Video Player"



Now bring following changes to Video Player



Video link: Enter link to video

#### **Progress Bar**

You can add Progress bar with Visual Composer.

To add Progress bar click on "Add element" and choose "Progress Bar"



Make following changes to Progress bar

Values: To change individual value click on "Toggle row" and change to Label, Value (Value of bar i.e. 70, 80, 90 etc.), Color

(Choose color)

To add new Value click on "Plus" button and add your own value

Units: Enter measurement units (Example: %, px, points, etc. Note: graph value and units will be appended to graph title).

**Color:** Select bar background color.

Finally click Save changes and you will see following results

# **Revolution Slider**

A full guide on Revolution slider can be found at <u>https://www.themepunch.com/revslider-doc/slider-revolution-documentation/</u>







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