

WEB SITE UPDATE INSTRUCTION

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I. Introduction

This instruction manual for the site developed by WordPress with Divi framework in general.

About WordPress

We are using WordPress as backend CMS (Content Management System). Details usage of WordPress:

<https://codex.wordpress.org/>

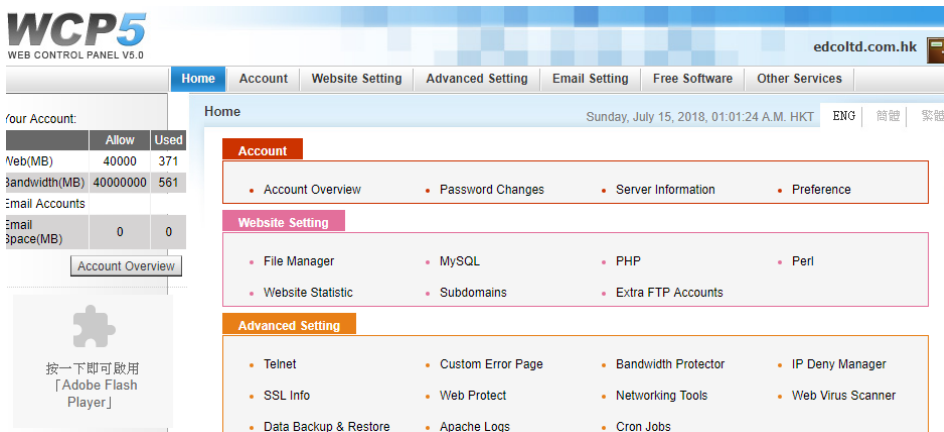
About Elegant Theme - Divi

Beside WordPress, we are also using Elegant Theme Divi theme as design framework for update content more easily. Detail usage of Divi Theme:

<https://www.elegantthemes.com/documentation/divi/>

II. Communilink WCP

WCP is provided by Communilink. You can find many functions there

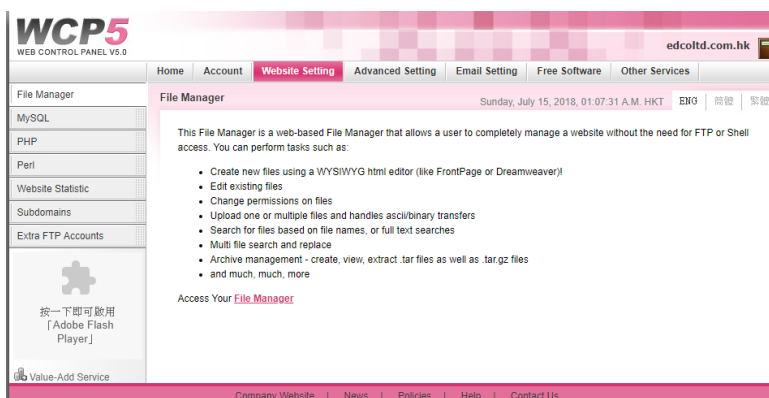


You can change password, set email, transfer files in WCP. For details usage, please contact **Communilink**

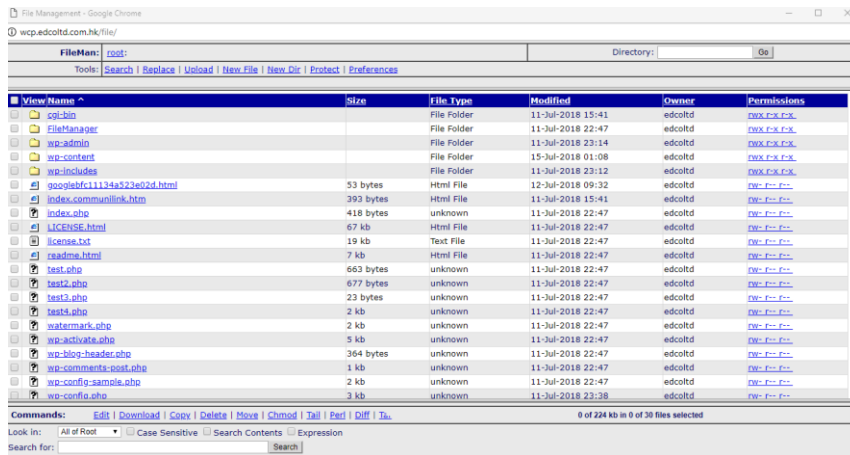
- CS: 29980808
- Tech. Support: 29980833

Here introduction of the file manager in WCP, as you may need to use it to update web.

Please click **File Manager**, under Website Setting



Then click File Manager



The usage is simple. You can click Upload to upload files, click the folder to open folder. Click files to download file.

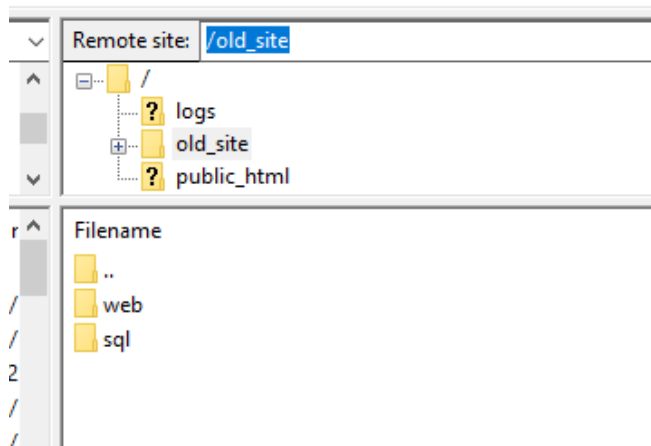
III. Old Site Backup

Your old web site is located in “/old_site”

The old files are still there you can download anytime. However, it cannot be accessed as the system does not run in the new server platform. Some day if you want to retrieve the old site, you can download the files again and find another server. You can contact Communilink to do so. But the possibility is very low.

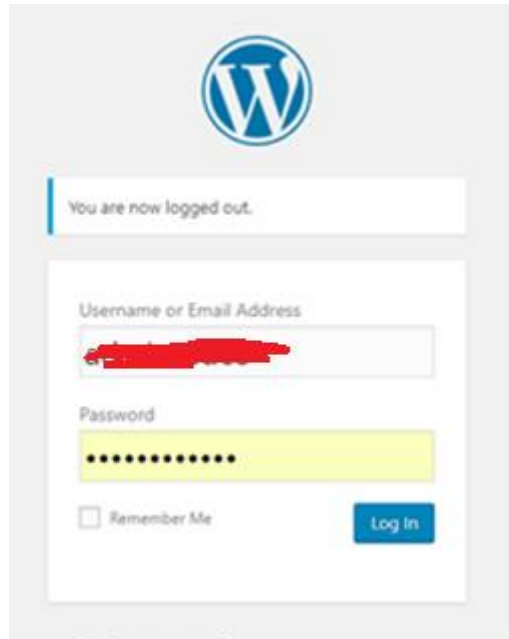
If you want to access, you need to download FTP software e.g. FileZilla.

<https://filezilla-project.org/>



IV. Login

URL [http://\[site domain\]/wp-admin/](http://[site domain]/wp-admin/)

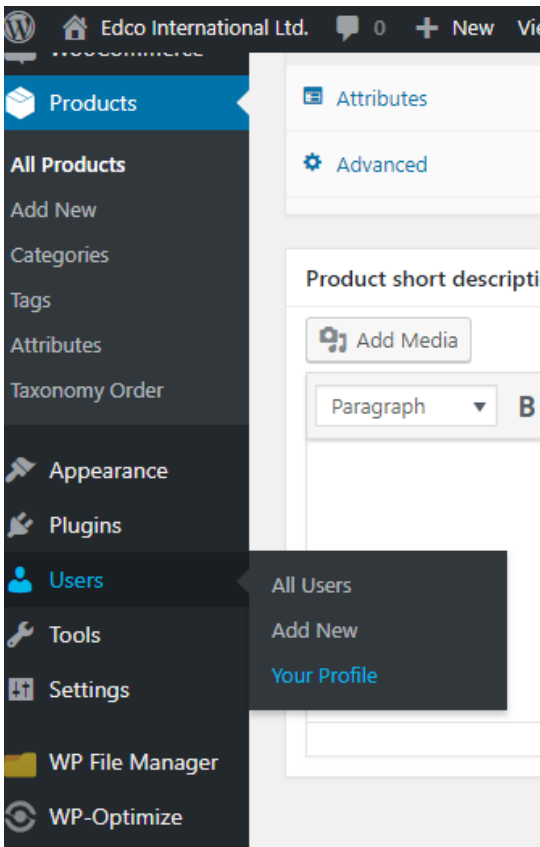


The image shows the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white box with a blue border containing the text "You are now logged out." Below this is the main login form, which is a white box with a light gray border. It contains the following elements: a label "Username or Email Address" above a text input field with a redacted username; a label "Password" above a password input field with a yellow background and black dots; a checkbox labeled "Remember Me" with an unchecked box; and a blue "Log In" button.

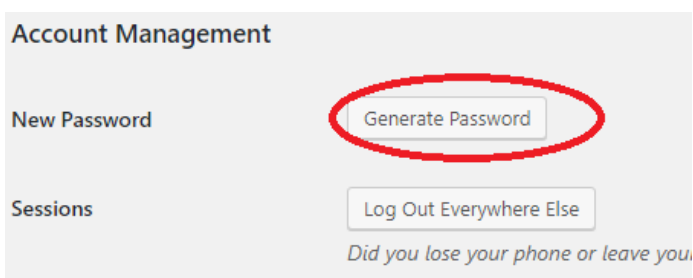
Change Password

If you want to change password

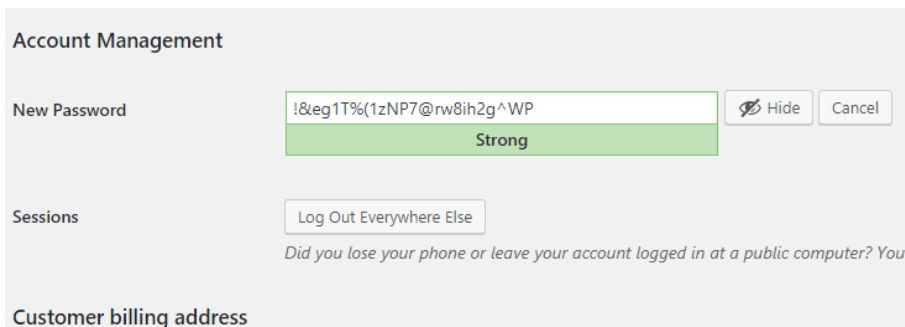
1. Admin > Users > Your Profile (left hand side menu)



2. Scroll down to "Account management". Click "Generate Password" button



3. Input new password



Account Management

New Password

Strong

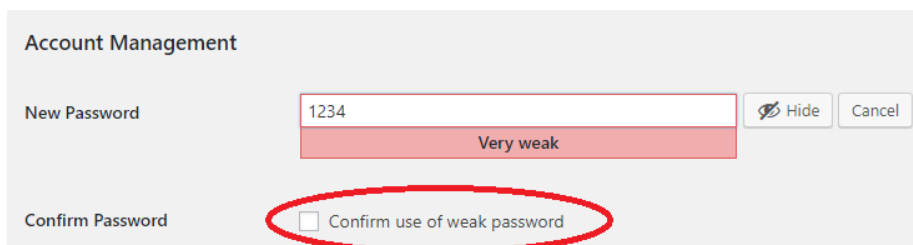
Sessions

Did you lose your phone or leave your account logged in at a public computer? You

Customer billing address

Suggestion: Password must contain capital and small letter, number and symbol (e.g. !@#\$%^&*)

4. If your password is too weak, and you still want to use, you have to check “Confirm use of weak password”. Otherwise, you wont be able to update the password.



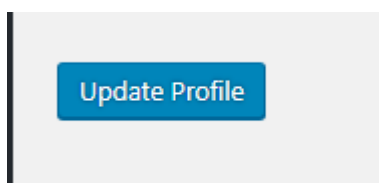
Account Management

New Password

Very weak

Confirm Password Confirm use of weak password

5. Scroll down and click “Update Profile” button



V. Home Page

Update Home page text



ABOUT EDCO

EDCO International Limited is a well-established Manufacturer & Exporter. We have over 40 years of experience in the field of Manicure Kits, Implements, Gifts & Premiums, etc.

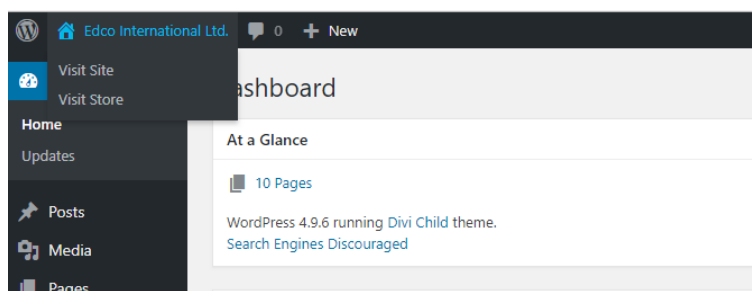
We have our own plastic & metal factories in China with our sophisticated production management and reliable quality control system to provide the best quality products. High quality, prompt delivery & competitive pricing are our principles.

Our R&D department can work with our customers to develop their own OEM products.



Method 1: Using Visual Builder

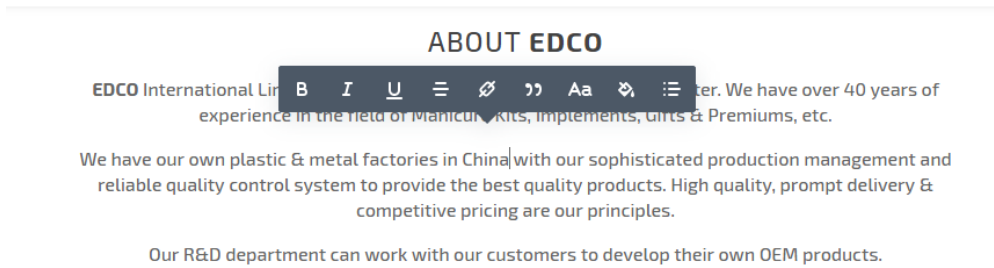
1. Login as admin
 2. Go to home page
 - I. Go to your website with browser (Front end)
- OR
- II. If you are in admin, you can click sitename (top left hand corner) > Visit Site



3. Click "Enable Visual Builder" You can able to see this admin bar(top black bar) after login as admin.



4. Click the text and edit



5. Click the [...] button at the bottom of the page.

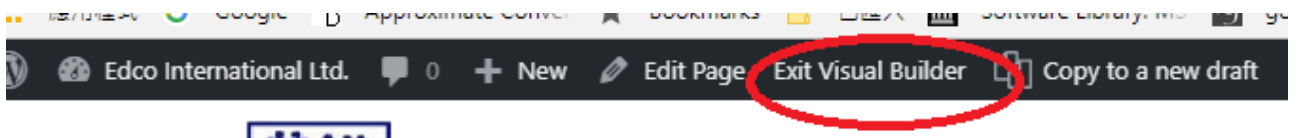


6. Click [Save]



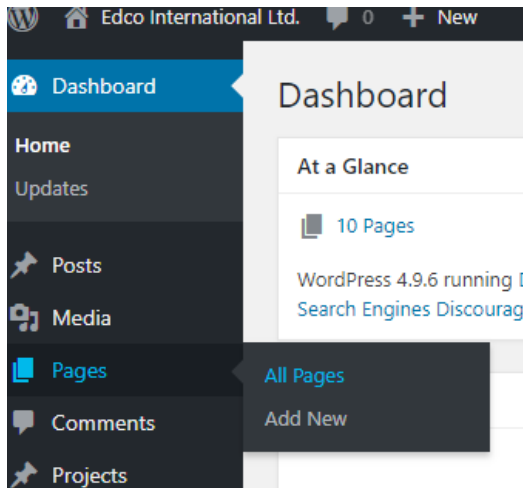
7. If you don't want to save, click "X" to cancel

8. Click "Exit Visual Builder" (on top) to quit (Remind to Save , if you want to)

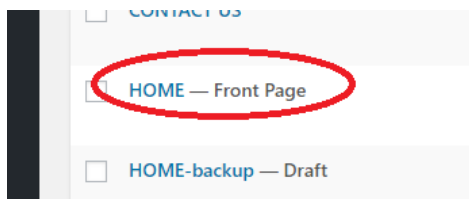


Method 2: by Page Editor

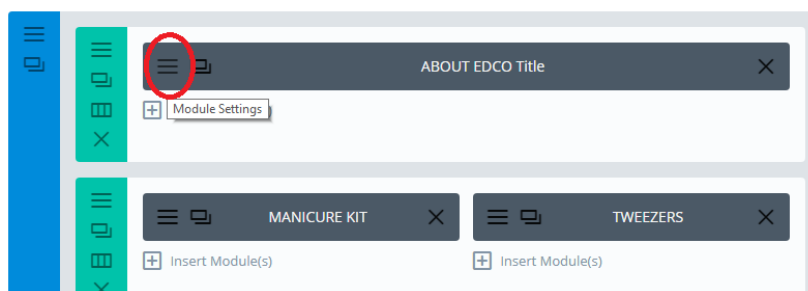
1. Login as Admin
2. Page > All Pages



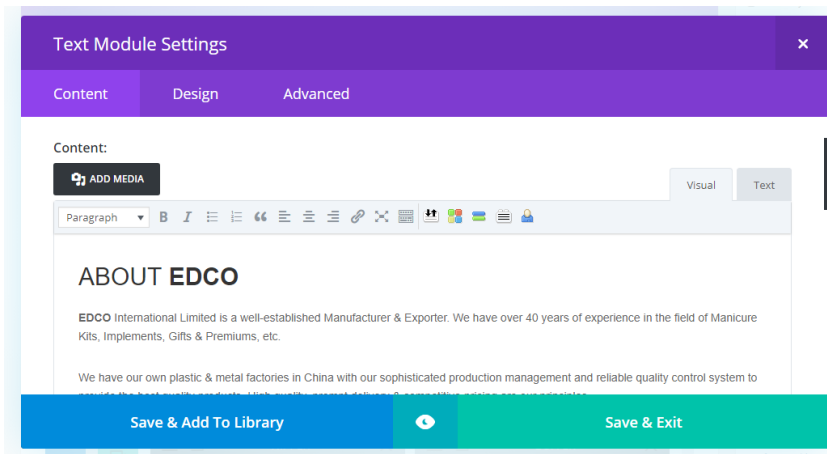
3. Click "Home" (page)



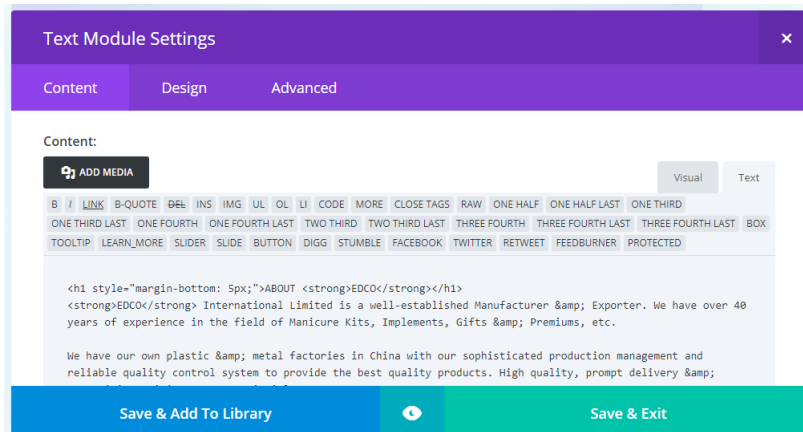
4. Click Edit icon (3 lines) of "About XXX Title" (Text modules)



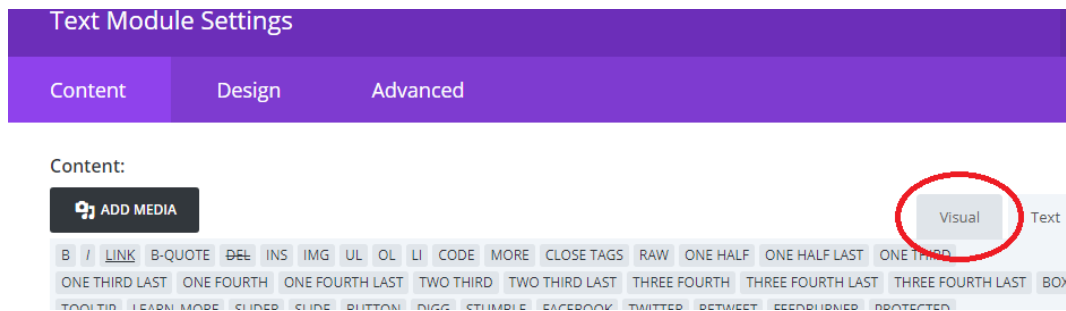
5. Edit the text in the editor



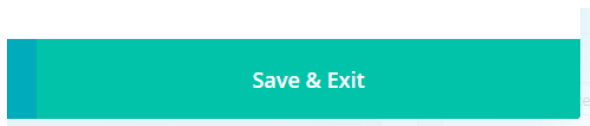
6. If you see this strange code like below. The you've entered "Text View"



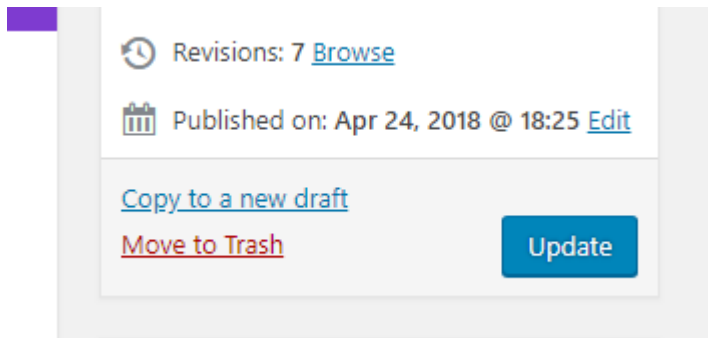
Click "Visual" TAB to resume normal text view.



7. Click Save and Exit at bottom



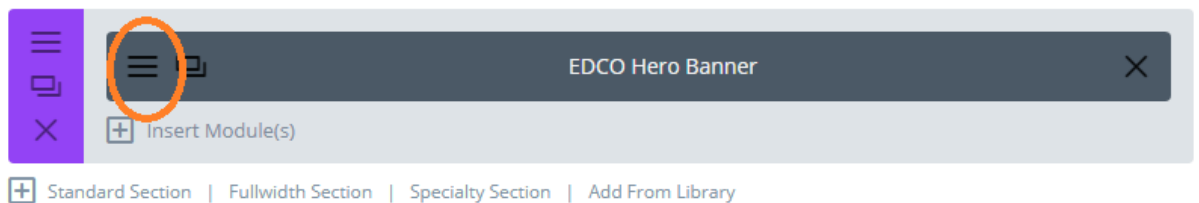
8. Click "Update" Button (right side)



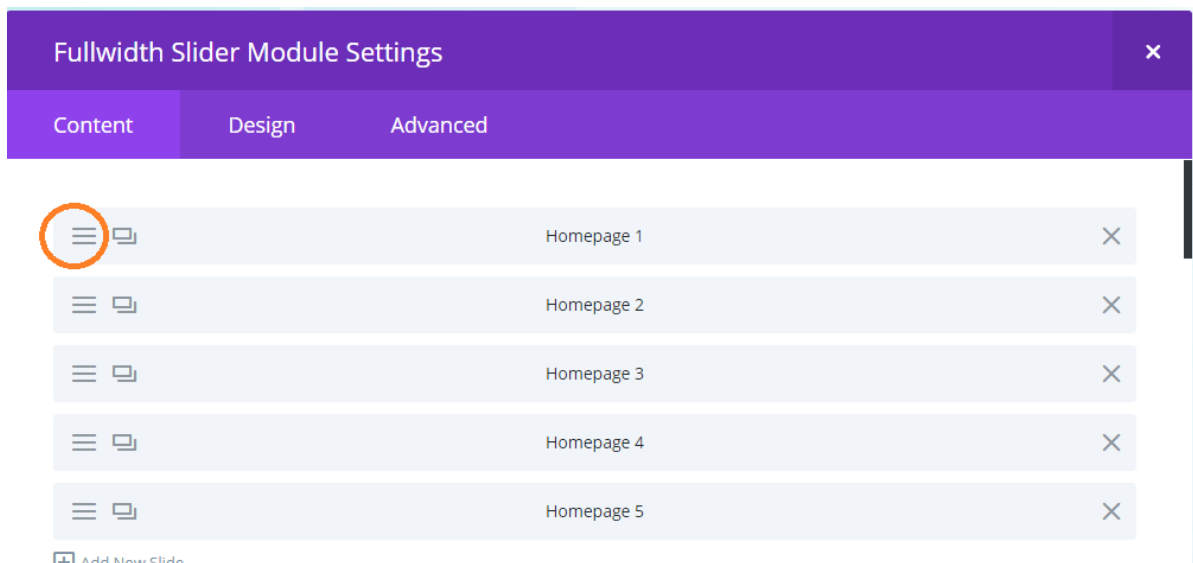
Update Home Banner



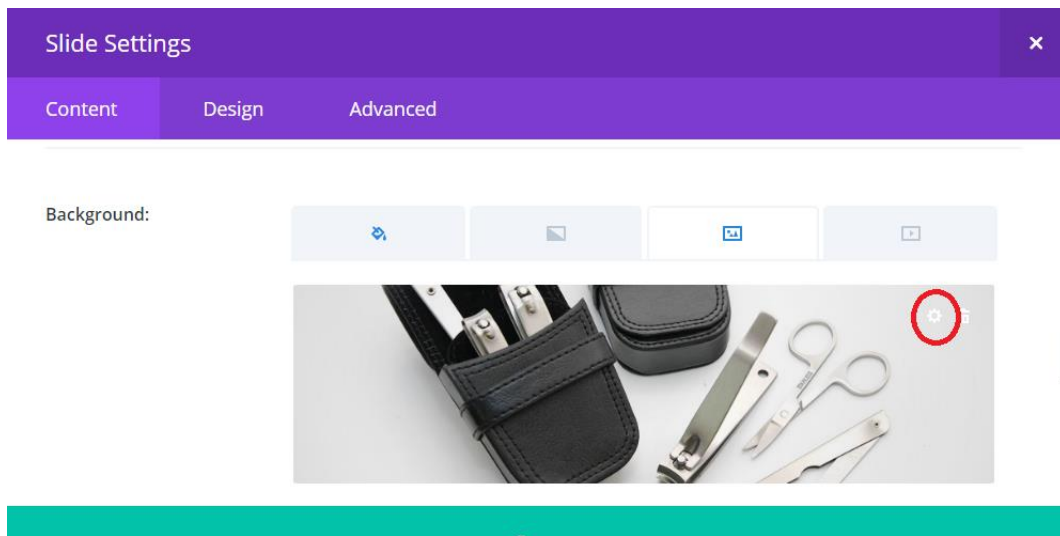
1. Login as Admin
2. Pages > All Page > Home
3. Click the edit icon of "ECO Hero Banner" (Slider modules)



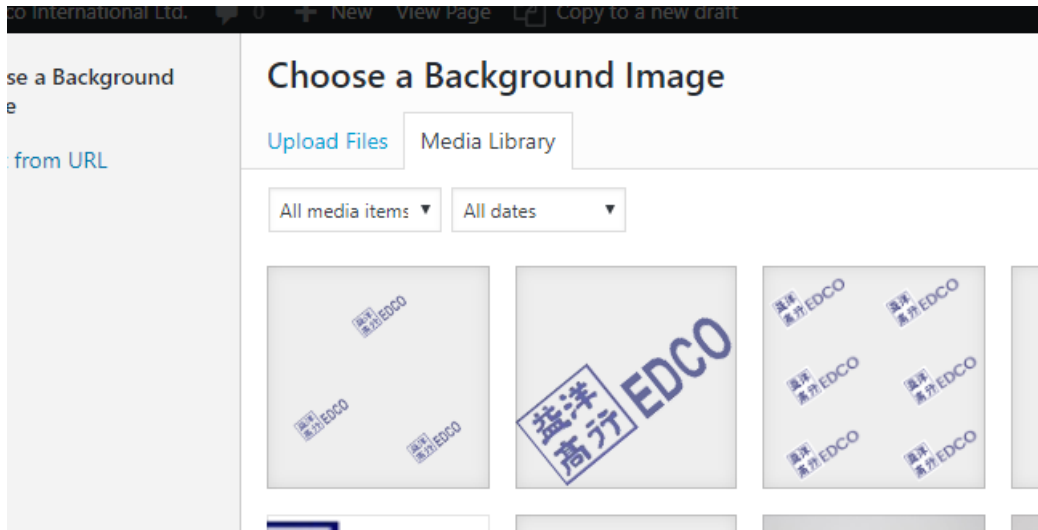
4. All home page banners are in order below, click one the banners edit icon



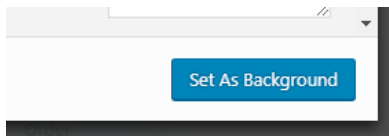
5. Scroll down to “Background” Click the gear icon



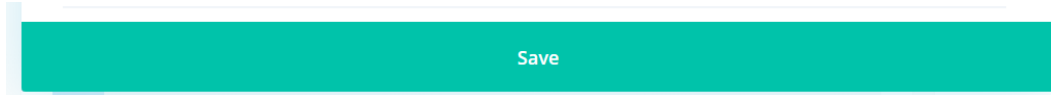
6. Choose an existing image in media library. Or click “Upload Files” to upload new file



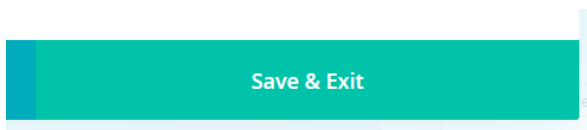
7. Click "Set as Background" button



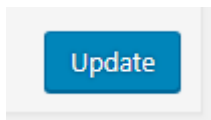
8. Click "Save" button (of banner)



9. Click "Save & Exit" button (of sliders modules)



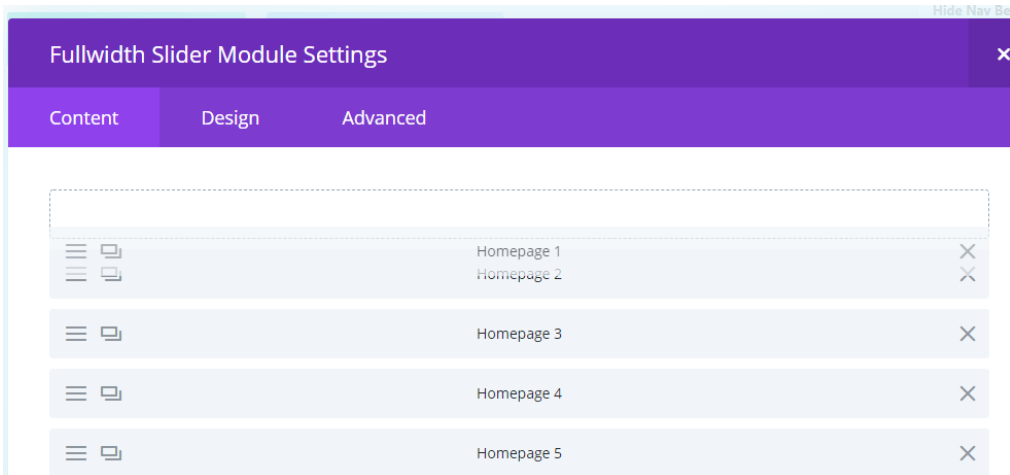
10. Click "Update" button (of page) at right hand side.



Banner Control

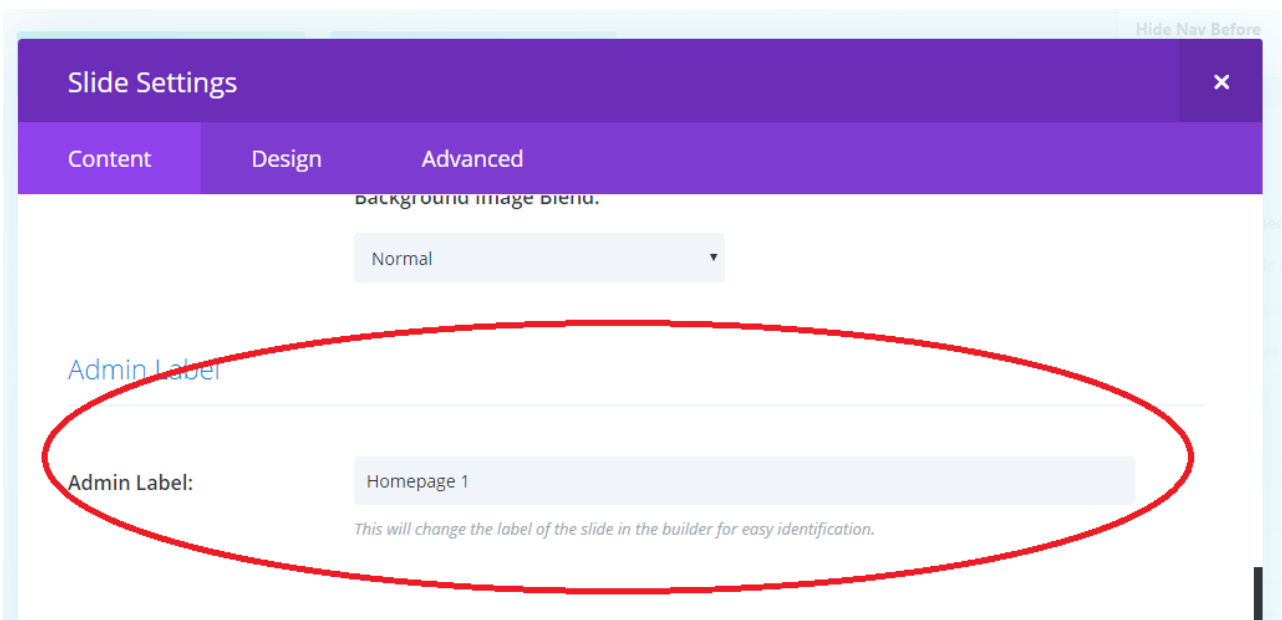
Change Banner Order

Actually, you can drag and drop (the middle of banners bar) to change the banners appearance order.



You may need to change the "label" of Banner to recognize the banner name.

Click edit Banner > scroll down > Admin Label, then edit label

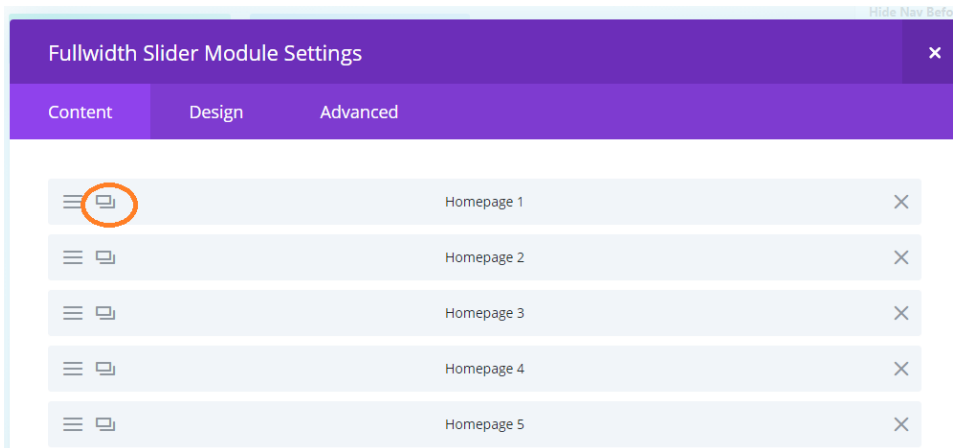


Note: the label is for admin to identify the banners. The audience will not see this label name. This process is optional and for your convenience only.

Duplicate Banner

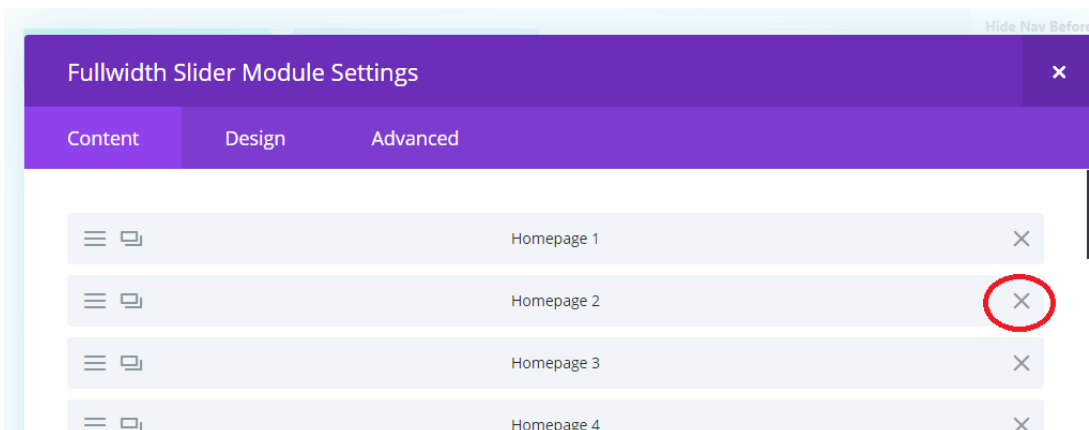
If there do not have enough banners, you can duplicate one of the banner and then edit.

Click the duplicate icon of the banner you want to duplicate as below. After duplicate, then you can edit the banner



Delete Banner

To remove banner, click the "X" icon



Update Banner Image

You can update, add, delete the images in the middle of home page.



MANICURE KIT



TWEEZERS



NIPPER



BUFFER



EYELASH CURLER



NAIL FILE

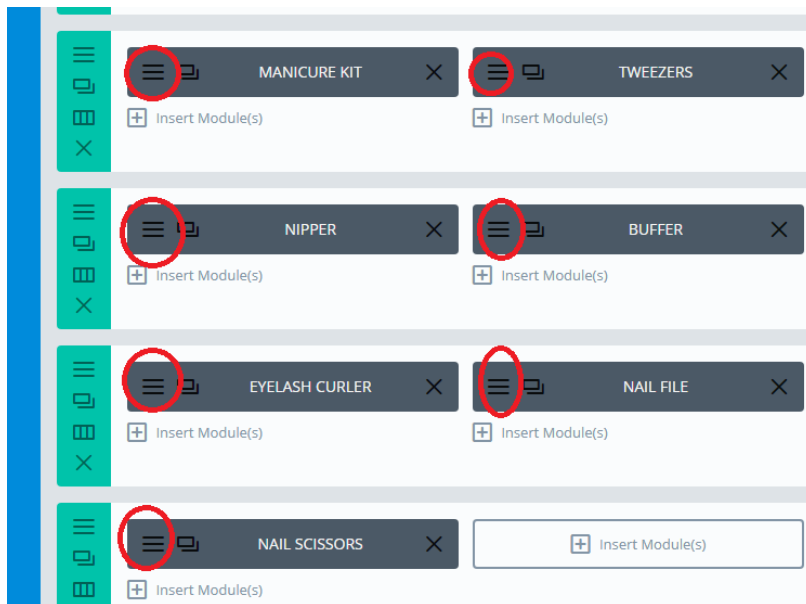


NAIL SCISSORS

Update home page image

1. Login as Admin
2. Pages > All Page > Home

3. Click the edit icon of any one of the home page image you want to edit



4. Input the title (name) of image (will appear under the image)

Blurb Module Settings ×

Content Design Advanced

Text

Title:

The title of your blurb will appear in bold below your blurb image.

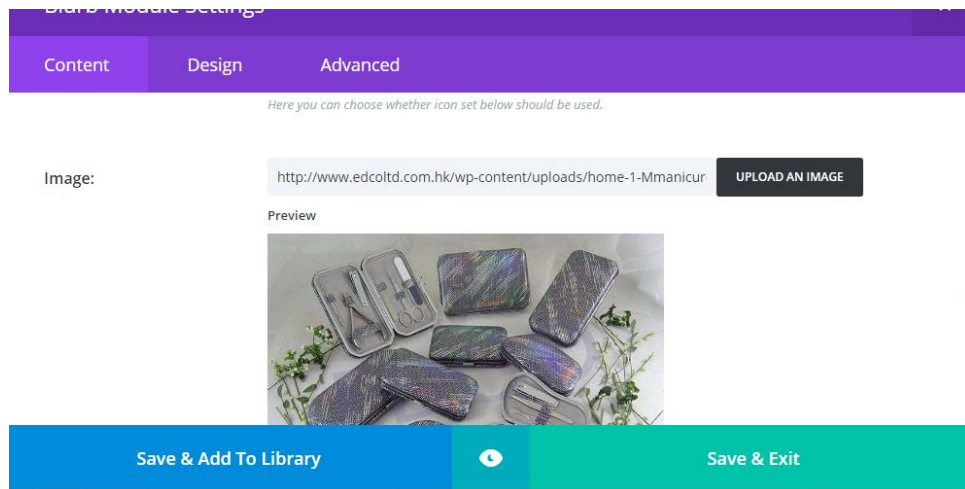
5. Input the link (url) of the image, i.e. which page will go to when click this image. If you just want to click to same page, then do not change.

Link

Url:

If you would like to make your blurb a link, input your destination URL here.

6. Click "UPLOAD AN IMAGE" button to change the image



Note: if you want to add watermark automatically, you need to modify the image file name.

e.g. if you image file is

[http://\[sitename\]/wp-content/uploads/1-Homepage-Manicure-Kit.jpg](http://[sitename]/wp-content/uploads/1-Homepage-Manicure-Kit.jpg)

then you need to insert:

`"watermark.php?src="`

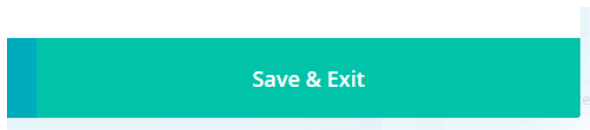
after `"http:// [sitename]/"`

i.e. the above image will become:

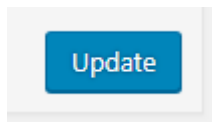
[http:// \[sitename\]/watermark.php?src=wp-content/uploads/1-Homepage-Manicure-Kit.jpg](http://[sitename]/watermark.php?src=wp-content/uploads/1-Homepage-Manicure-Kit.jpg)

the other way is you use photoshop to add the watermark.

7. Click "Save & Exit" button (of sliders modules)

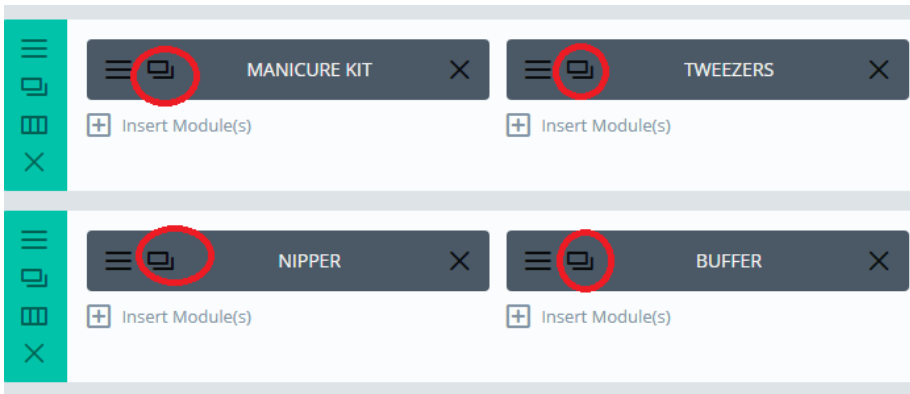


8. Click "Update" button (of page) at right hand side.



Add home page image

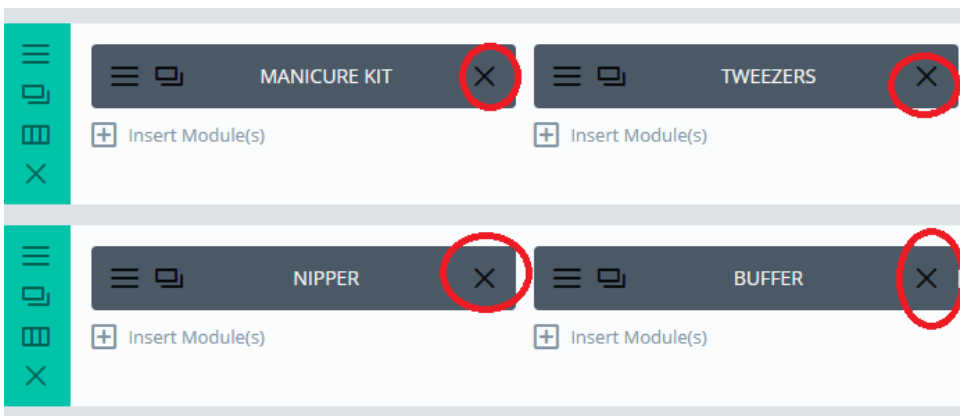
To add an image, the best way is you duplicate one of the image module by clicking the duplicate icon.



Then click edit to edit it.

Delete home page image

to delete any one of the images, just click the delete icon



VI. About Us

Update About Us Text



ABOUT EDCO

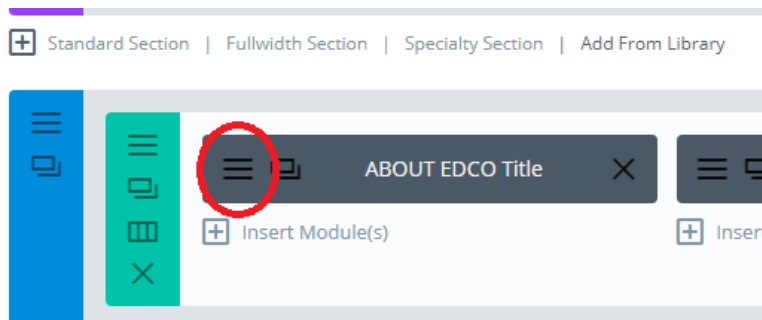
EDCO International Limited is a well-established Manufacturer & Exporter. We have over 40 years of experience in the field of Manicure Kits, Implements, Gifts & Premiums, etc.

We have our own plastic & metal factories in China with our sophisticated production management and reliable quality control system to provide the best quality products. High quality, prompt delivery & competitive pricing are our principles.

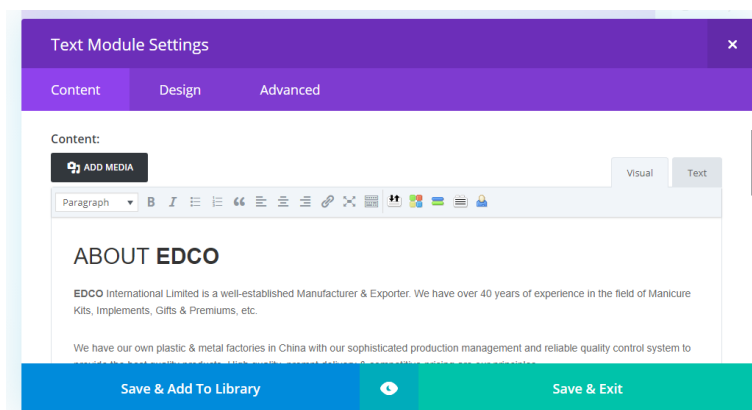
Our R&D department can work with our customers to develop their own OEM products.



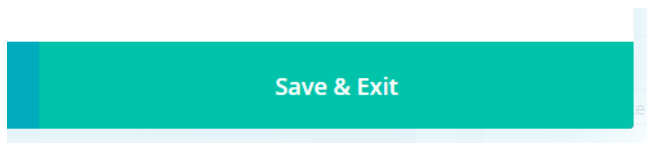
1. Login as Admin
2. Pages > All Pages > ABOUT US
3. Edit “ABOUT XXX Title”



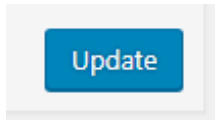
4. Edit in text box.



5. Click Save & Exit

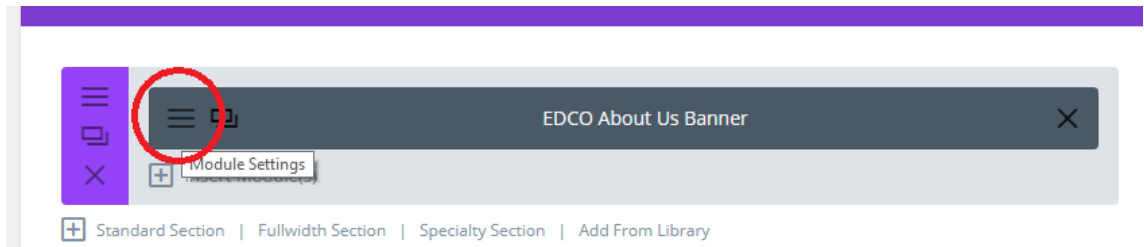


6. Click "Update"

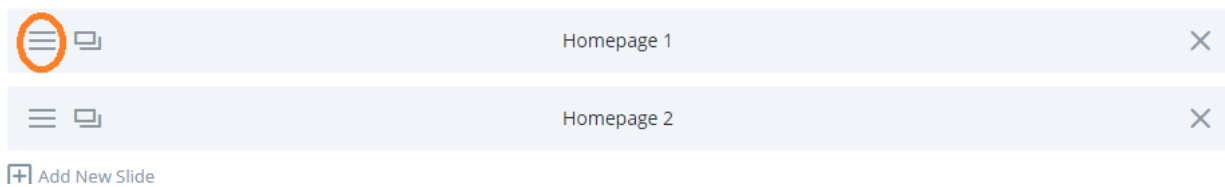


Update About Us Banner

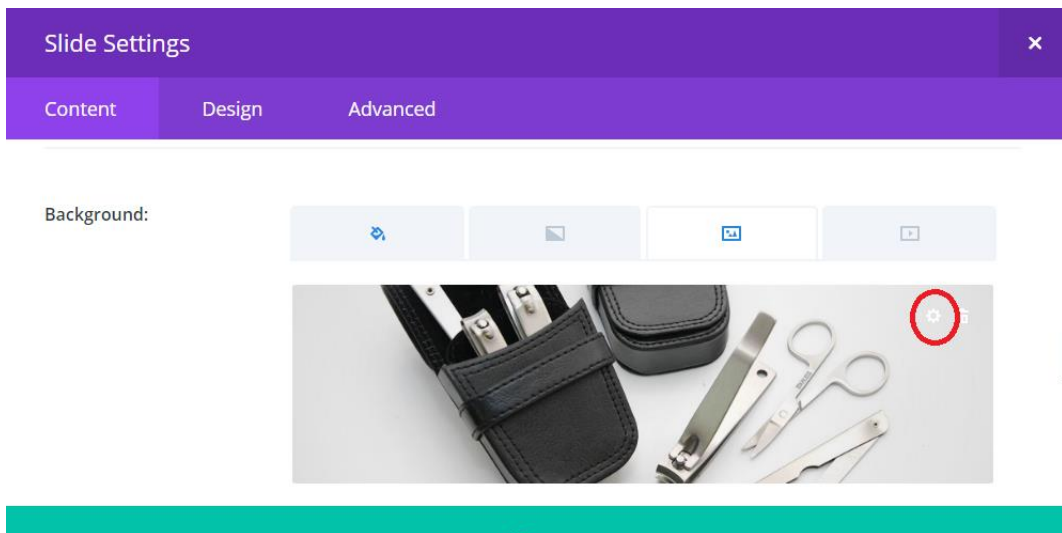
1. Login as Admin
2. Pages > All Pages > ABOUT US
3. Edit “ECDO About Us Banner”



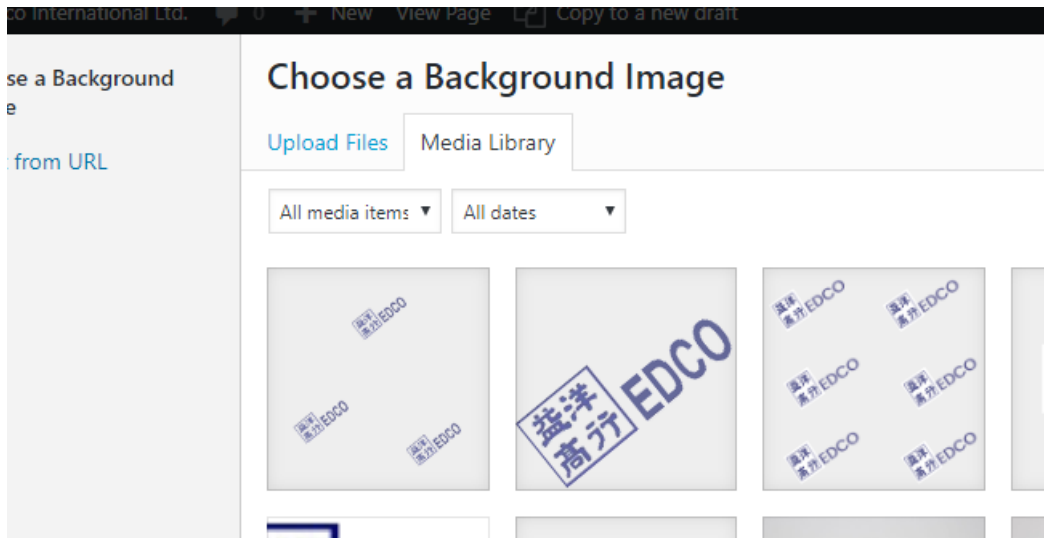
4. Click edit one of banners



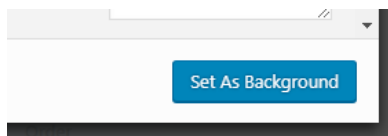
5. Scroll down to “Background” , click gear icon to edit



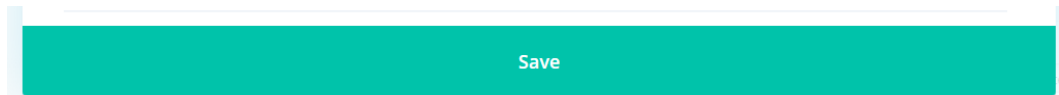
6. Choose image or Upload



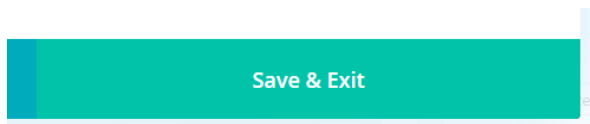
7. Click "Set as Background"



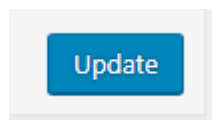
8. Click "Save" (of banner)



9. Click "Save & Exit" (of sliders modules)



10. Click "Update" (of page)



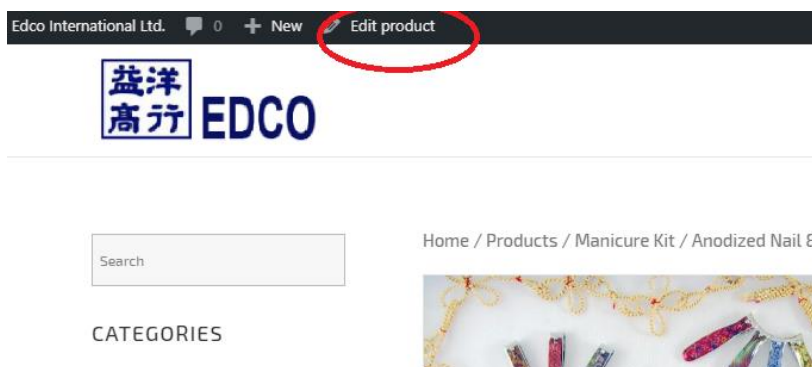
VII. Products

Find product

First find the product to update.

Find product in front end:

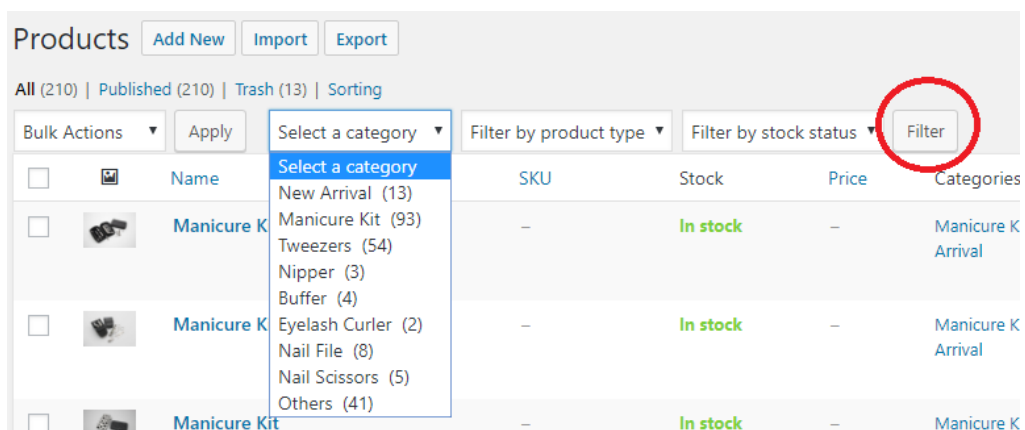
You can go to the product page (front end) and then click “Edit Product” on top.



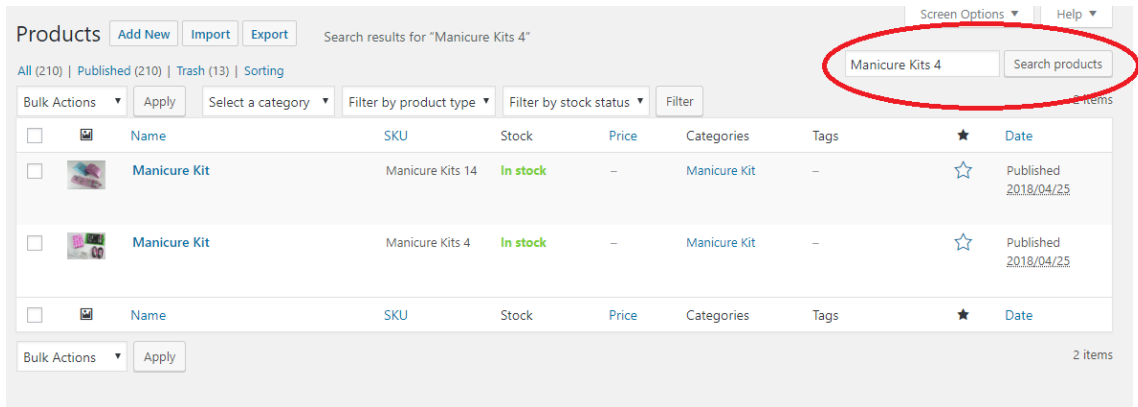
OR

Find product in admin

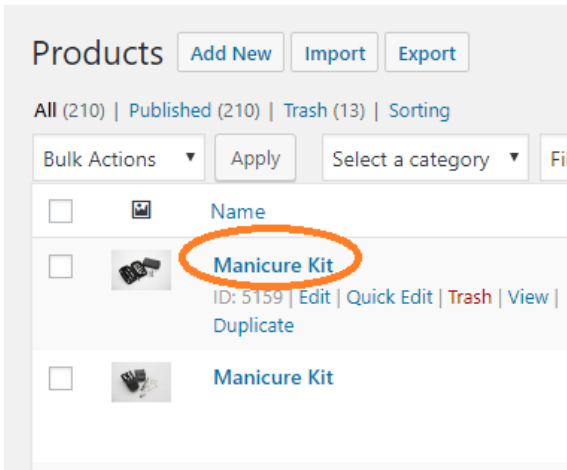
1. Admin > Products > All Products
2. Click “Select a Category” pull down menu to select. The Click “Filter” button



3. Or Input the product name and product code to search and the click “Search products”



4. Click the product name you want to edit



Update Product information

Edit product [Add New](#) Screen Options Help

Product Title
Anodized Nail & Toe Clipper
Permalink: <http://www.thesageonmedia.com/product/anodized-nail-toe/> [Edit](#)

Description

Anodized Nail & Toe Clipper
New anodized finishing on Nail & Toe Clippers
Custom patterns welcome

Word count: 14 Last edited by administrator on June 1, 2018 at 5:40 pm

Product data — **Simple product** Virtual Downloadable

General	Regular price (\$)	<input type="text"/>
Inventory	Sale price (\$)	<input type="text"/> Schedule
Shipping		
Linked Products		
Attributes		
Advanced		

Product short description

Product Image

Categories

Product categories

- Hot Item
- Manicure Kit
- Nail File
- Nail Scissors
- New Arrival
- Nipper
- Others
- Tweezers

[+ Add new category](#)


Product tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Product image



[Click the image to edit or update](#)

[Remove product image](#)

Product gallery

[Add product gallery images](#)

Divi Product Settings

Page Layout: Right Sidebar

Hide Nav Before Scroll: Default

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

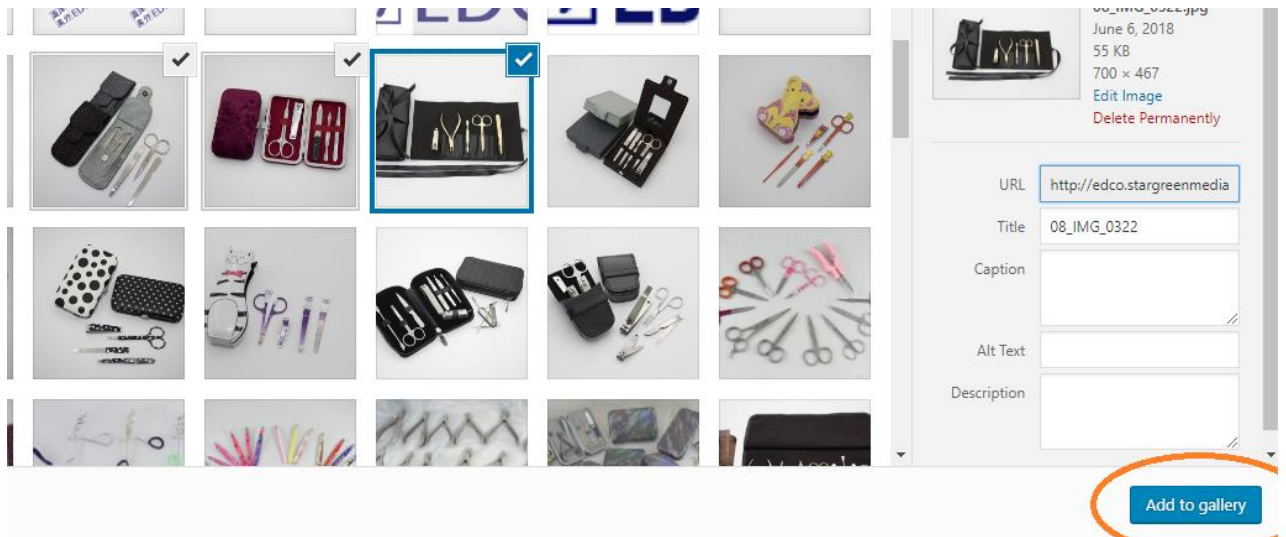
Published on: Apr 25, 2018 @ 15:02 [Edit](#)

Catalog visibility: Shop and search results [Edit](#)

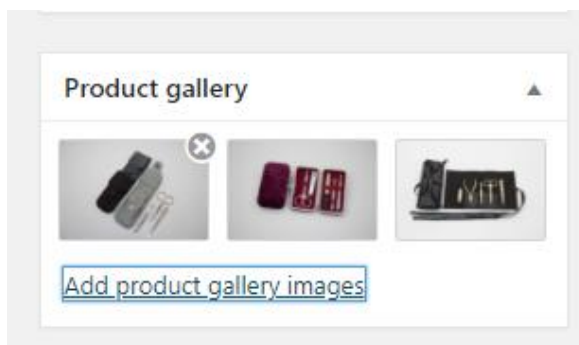
[Copy to a new draft](#) [Move to Trash](#) [Update](#)

1. Title: Product Title
2. Description (optional) Product description
3. Categories: Check 1 or more categories
4. Product image: Click to select image or upload new image
5. Product gallery: Click to input 1 or more product images. The original product images no need to input again

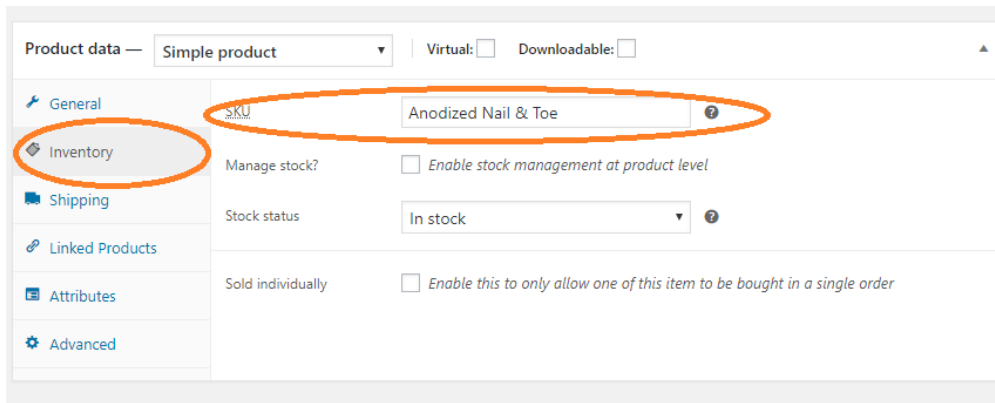
You can select 1 or multiple images and then click “Add to Gallery”



You can click “Add product gallery images” again to add more image or click “X” to remove.



6. Click "Inventory" TAB and then input SKU (your site : product code)



Product data — Simple product | Virtual: Downloadable:

Inventory

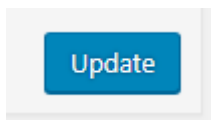
SKU: Anodized Nail & Toe

Manage stock? Enable stock management at product level

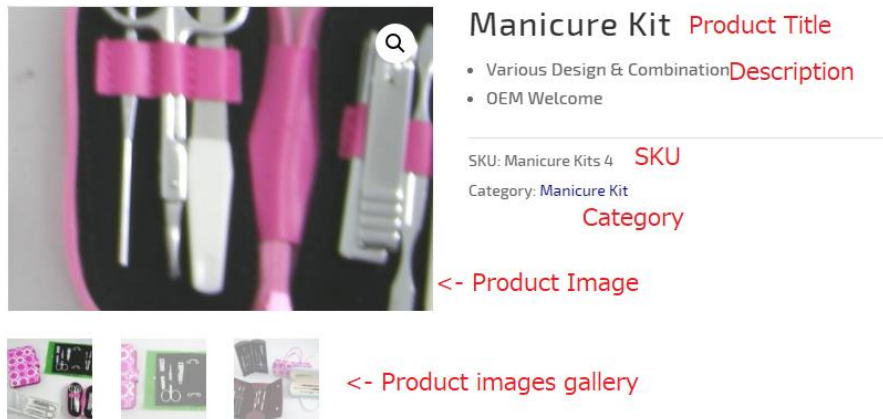
Stock status: In stock

Sold individually Enable this to only allow one of this item to be bought in a single order

7. Click update button to save. (right hand side, same as page)



8. Here is the corresponding elements in front end



Manicure Kit Product Title

- Various Design & Combination Description
- OEM Welcome

SKU: Manicure Kits 4 SKU

Category: Manicure Kit Category

<- Product Image

<- Product images gallery

Description

Manicure Kits 4

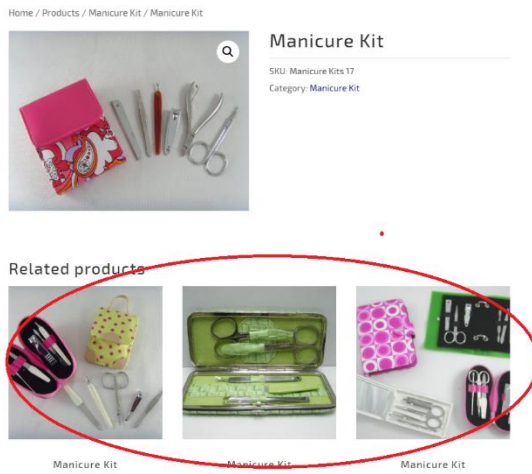
- Various Design & Combination Description
- OEM Welcome

9. There is other product information now are not using, e.g. Shipping Dimension, Inventory...etc.
You can input later if you need

Product data — Simple product ▾		Virtual: <input type="checkbox"/>	Downloadable: <input type="checkbox"/>
General	Weight (kg)	<input type="text" value="0"/>	?
Inventory	Dimensions (cm)	<input type="text" value="Length"/> <input type="text" value="Width"/> <input type="text" value="Height"/>	?
Shipping	Shipping class	<input type="text" value="No shipping class"/>	?
Linked Products			
Attributes			
Advanced			

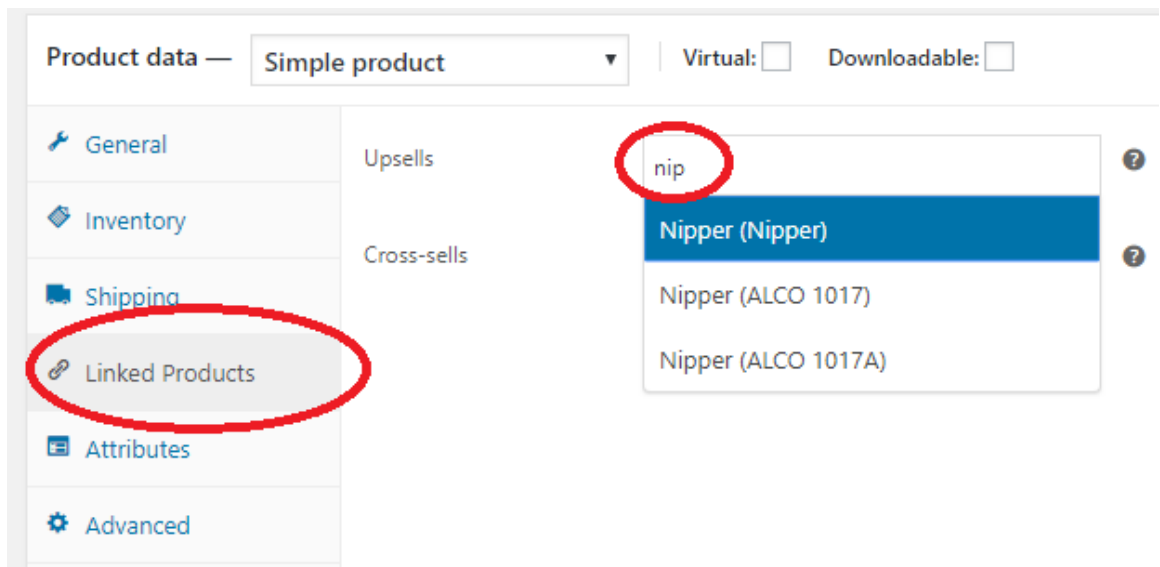
10. Related Product

Optional. In the product page you will see related produced



Related products are same category by default. If you want to set, go inside edit product.

Click “Linked Products” TAB, and input at least 3 characters in “Upsells” to search the product you want to add as related product

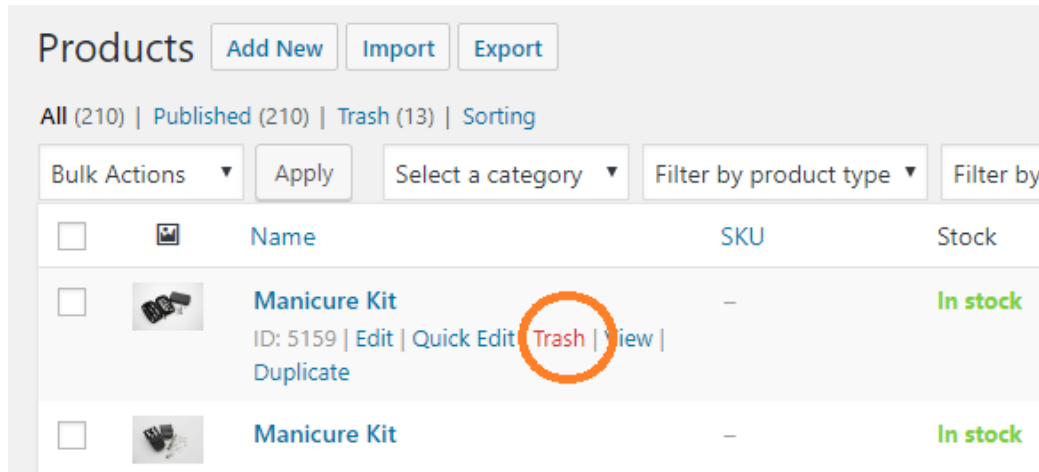


Delete Products

If you want to remove any product, go to Admin > Products > All Products

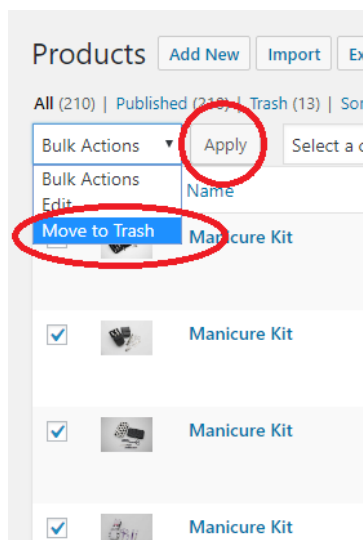
1. Delete 1 by 1

In the Products list, click “Trash” under the product you want to delete.



2. Delete Multiple Product

Check all the products you want to delete, then select “Move to Trash” in the “Bulk Actions” pull down menu. Then click “Apply” button.



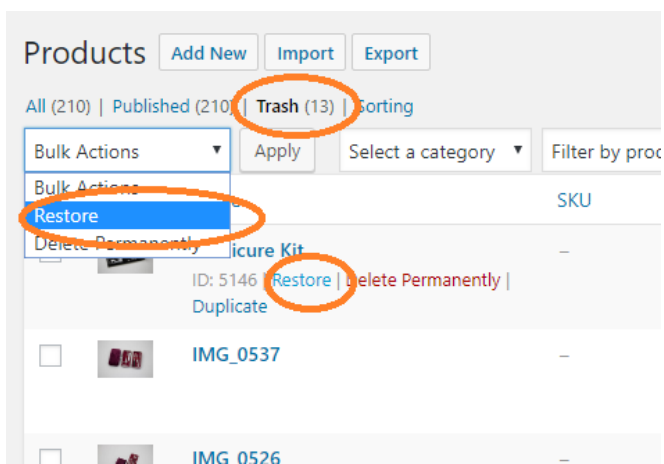
3. Restore deleted (trash) products

If you want to restore the deleted products , click “Trash” item first

Then either click the “Restore” item under the product you want to restore.

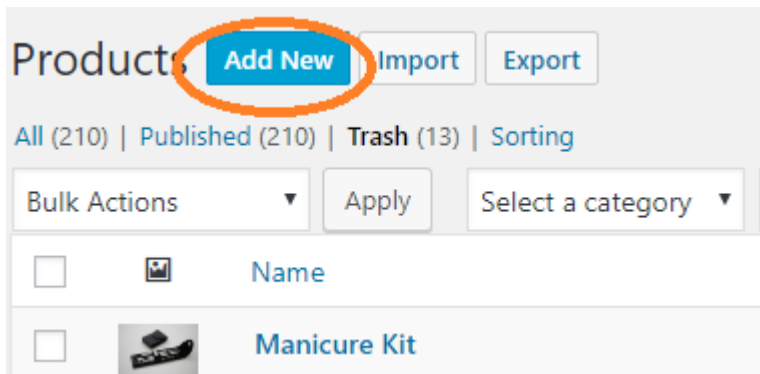
Or

Check all the products you want to restore, then select “Restore” in “Bulk Actions” pull down. Then click “Apply” button.



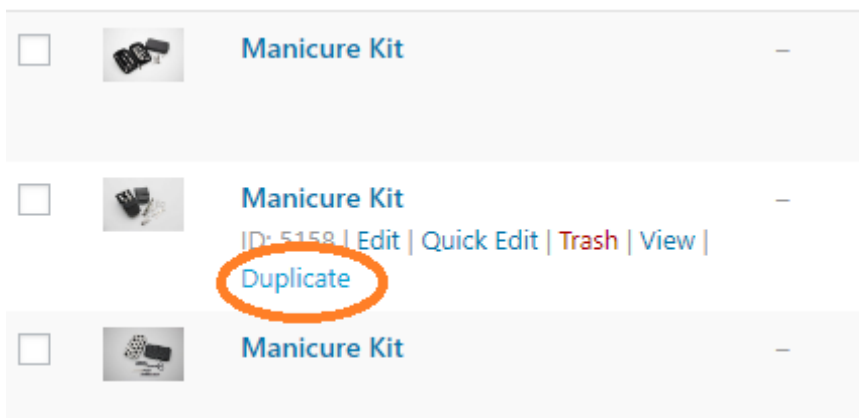
Add Products

To add product, you can click “Add New”. You will start from blank product form to edit.



Or

Find a similar product, click “Duplicate” and then edit the new added product.



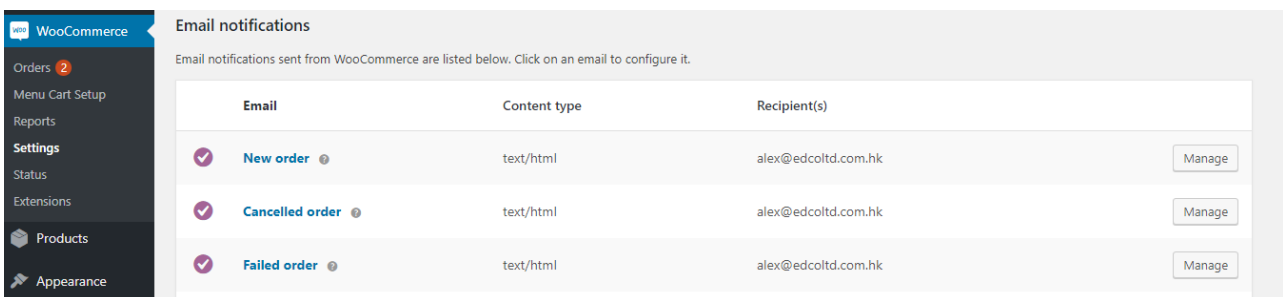
VIII. Enquiry (Order)

Email Setting

Your email will receive the order (enquiry) notification.

You can modify in

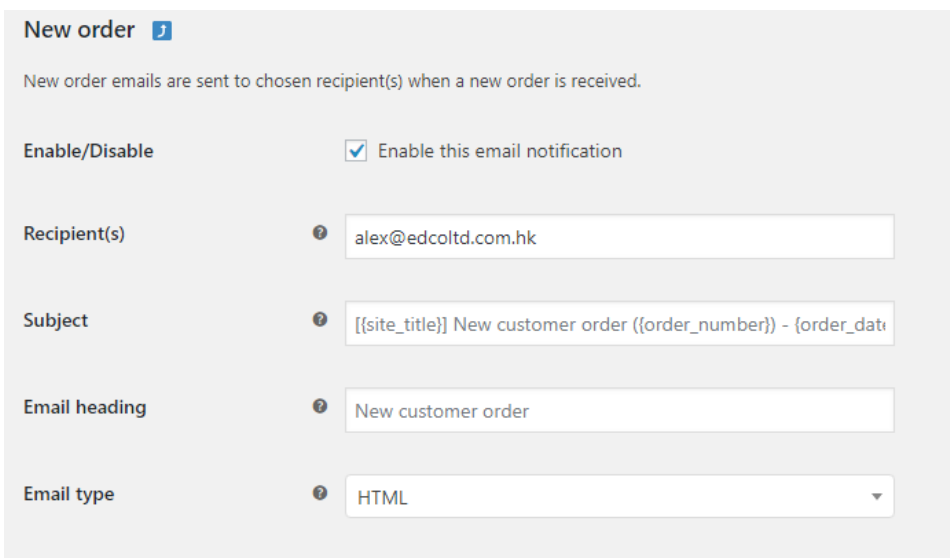
Admin > Woocommerce > Settings > Emails > Email notifications



The screenshot shows the 'Email notifications' settings page in the WooCommerce admin. The left sidebar contains navigation links: Orders (2), Menu Cart Setup, Reports, Settings, Status, Extensions, Products, and Appearance. The main content area is titled 'Email notifications' and includes a sub-header: 'Email notifications sent from WooCommerce are listed below. Click on an email to configure it.' Below this is a table with three rows, each representing a different email notification type. Each row has a 'Manage' button on the right.

Email	Content type	Recipient(s)	
✓ New order ⓘ	text/html	alex@edcoltd.com.hk	Manage
✓ Cancelled order ⓘ	text/html	alex@edcoltd.com.hk	Manage
✓ Failed order ⓘ	text/html	alex@edcoltd.com.hk	Manage

Click “Manage” button you can modify the email address



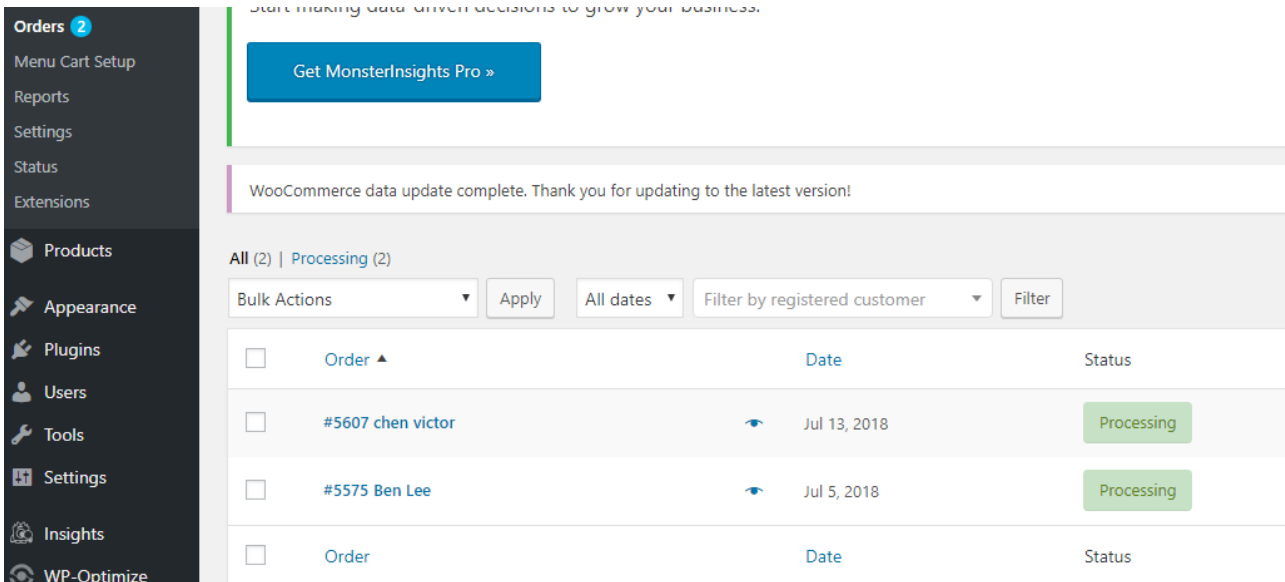
The screenshot shows the configuration page for the 'New order' email notification. The title is 'New order' with a help icon. Below the title is a descriptive sentence: 'New order emails are sent to chosen recipient(s) when a new order is received.' The configuration options are as follows:

- Enable/Disable:** A checkbox labeled 'Enable this email notification' is checked.
- Recipient(s):** A text input field containing 'alex@edcoltd.com.hk'.
- Subject:** A text input field containing '[[site_title]] New customer order {{order_number}} - {order_data}{{order_date}}'.
- Email heading:** A text input field containing 'New customer order'.
- Email type:** A dropdown menu set to 'HTML'.

The click “Save Change”

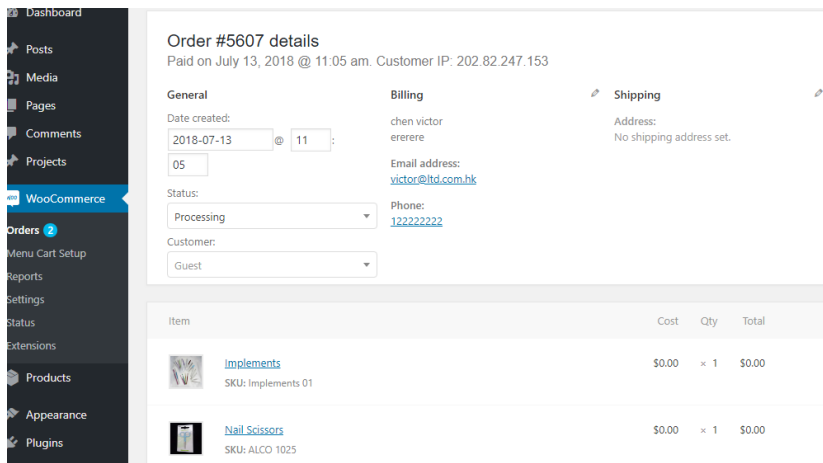
Check order

1. Go to Admin > WooCommerce > Orders



2. Click the order name

3. Then you will see the information: address, email , order items...etc



- Then you can email the information or contact the customer.
- Then you can change the status (e.g. Completed) to keep track the orders. It is not compulsory step. It is up to you.

Date created: 2018-07-13 @ 11:05


chen victor
ererere

Address:
No shipping address set.

Email address:
victor@ltd.com.hk

Phone:
[12222222](tel:12222222)

Status:
Processing
Pending payment
Processing
On hold
Completed
Cancelled
Refunded

	Cost	Qty	Total
	\$0.00	× 1	\$0.00
 Nail Scissors	\$0.00	× 1	\$0.00

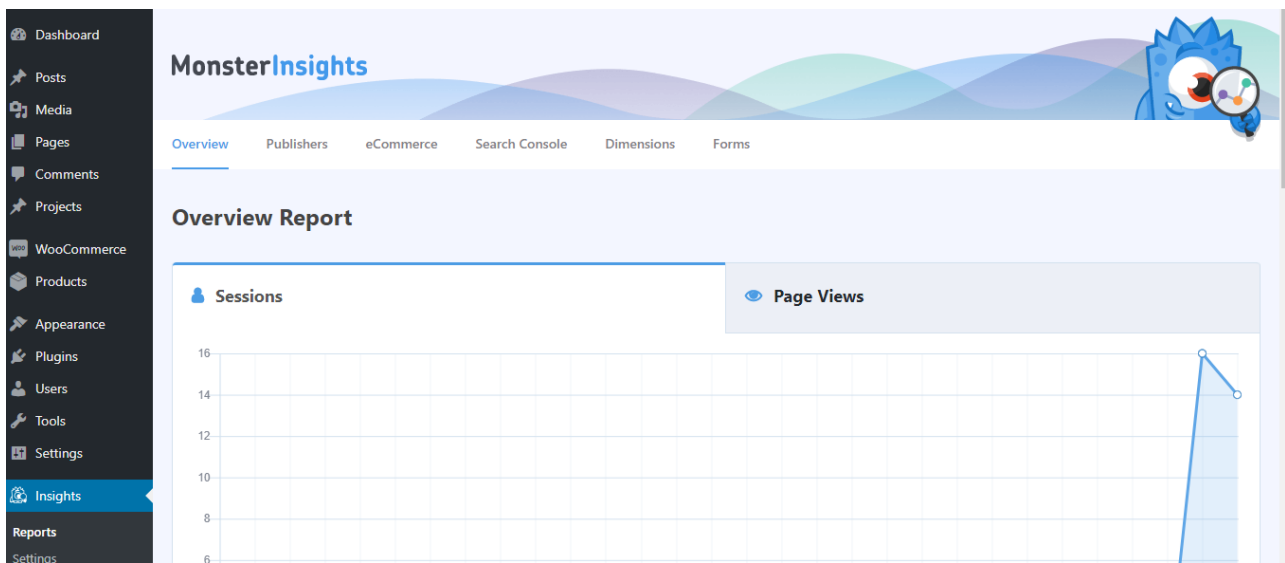
IX. Traffic report

We already set up Google Analytics to track your website traffic. Here is a simplified traffic report inside WordPress by a plugin called Monster Insights.

<https://www.monsterinsights.com/>

You can access the report inside admin:

Admin > Insights > Reports



If you want to see the fully details report in Google Analytics, you can give me an Google account i.e. gmail account , or other email account opened in Google. You need to give me an gmail account, then we can set up the email to see the report.

After setup, you can login Google Analytics with this gmail account

<http://analytics.google.com/>

- Search reports and help
- HOME
- CUSTOMISATION
- Reports
- REAL-TIME
- AUDIENCE
- ACQUISITION
- BEHAVIOUR
- CONVERSIONS
- DISCOVER
- ADMIN

Google Analytics Home



Active Users right now: 0

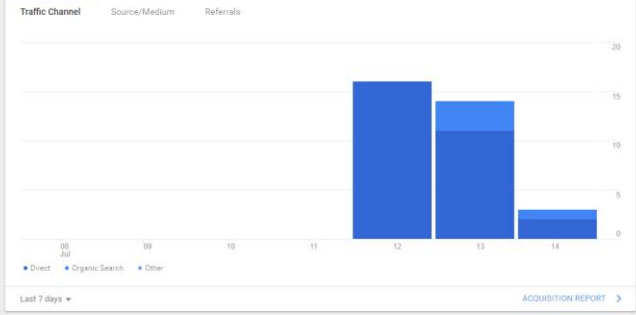
Page views per minute: [Empty chart]

Top Active Pages: [Empty chart]

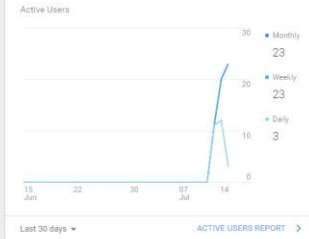
Active Users: [Empty chart]

There is no data for this view.

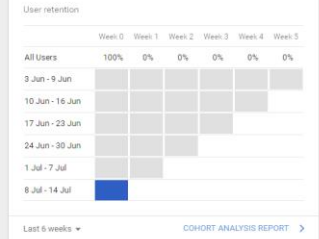
How do you acquire users?



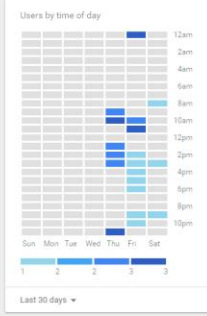
How are your active users trending over time?



How well do you retain users?



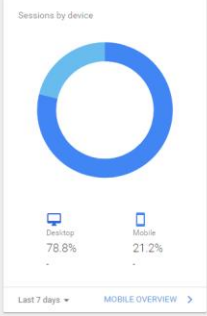
When do your users visit?



Where are your users?



What are your top devices?



What pages do your users visit?

Page	Page Views	Page Value
/	48	\$0.00
/product/	14	\$0.00
/about-us/	12	\$0.00
/new-arrival/	11	\$0.00
/cart/	4	\$0.00
/product/page/3/	4	\$0.00
/product-category/eyelash-curler/	3	\$0.00
/product-category/manicure-kit/	3	\$0.00
/product-category/tweezers/	3	\$0.00
/product/page/4/	3	\$0.00

X. SEO

The site is already SEO enabled

Google Search console

It is used to monitor search index situation:

<https://www.google.com/webmasters/>

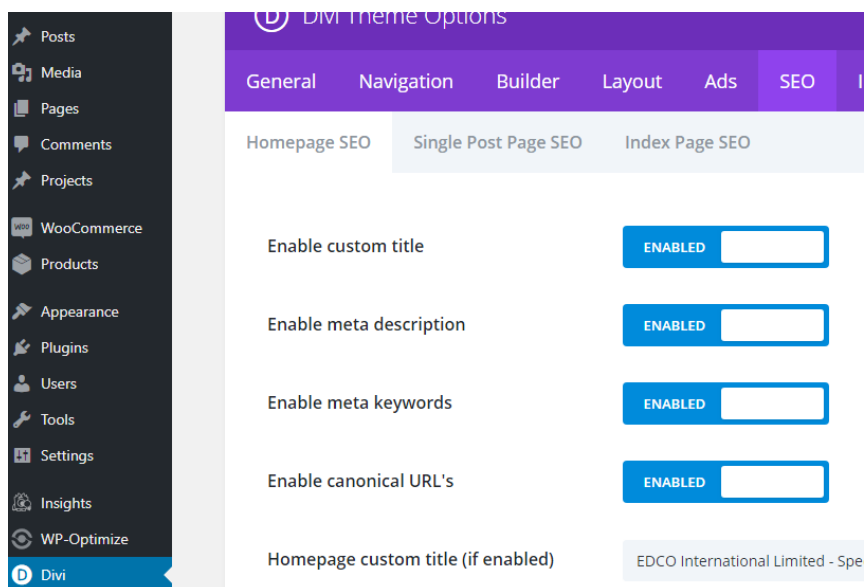
if you give me an gmail account, I can add you to login. But it is nothing to check in case there is issue. It is health now.

SEO Setting

You can set up the SEO tag for home page and other pages

For home page and general settings, go to

Admin > Divi > SEO



The screenshot shows the Divi Theme Options interface. The left sidebar contains a navigation menu with items: Posts, Media, Pages, Comments, Projects, WooCommerce, Products, Appearance, Plugins, Users, Tools, Settings, Insights, WP-Optimize, and Divi. The main content area is titled 'Divi Theme Options' and has a purple header with tabs for General, Navigation, Builder, Layout, Ads, and SEO. The 'SEO' tab is active, and the 'Single Post Page SEO' sub-tab is selected. Below the sub-tabs, there are five settings:

Setting	Value
Enable custom title	ENABLED
Enable meta description	ENABLED
Enable meta keywords	ENABLED
Enable canonical URL's	ENABLED
Homepage custom title (if enabled)	EDCO International Limited - Spe

Homepage custom title (if enabled)

EDCO International Limited - Specialized in tools for nails and beauty products.

Homepage meta description (if enabled)

EDCO International Ltd. is a well-established Manufacturer & Exporter. We have tailor-made experiences in Manicure Kits, Implements, Gifts & Premiums.

Homepage meta keywords (if enabled)

EDCO International Limited, 益高洋行, EDCO, Hong Kong, Manufacturer, Exporter, Manicure

If custom titles are disabled, choose autogeneration method

BlogName | Blog description

Define a character to separate BlogName and Post title

-

 Save Changes

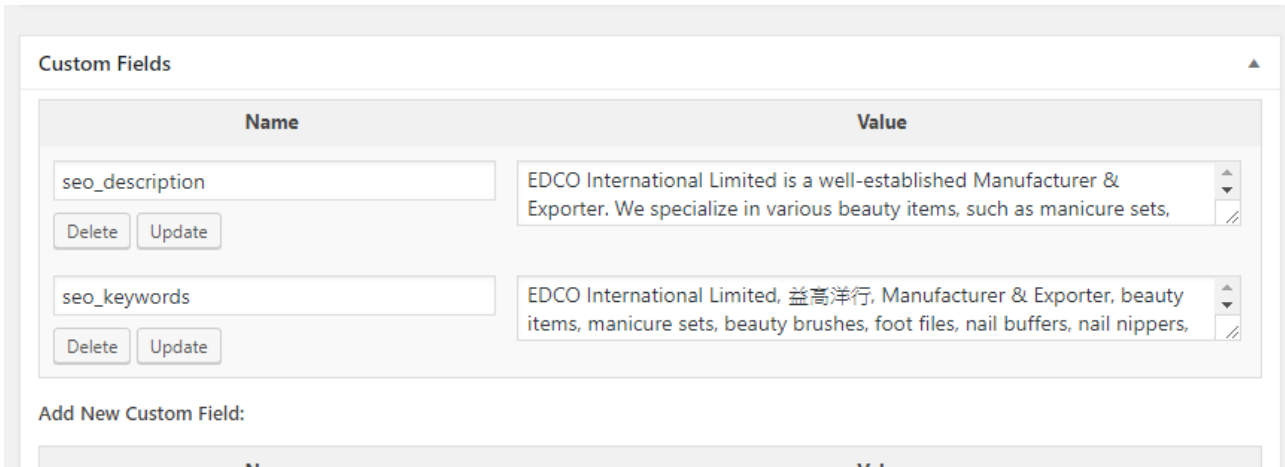
Home Page Custom title : it is the title appear in Google search page

Home page meta description : it is the detail under the title in Google search page

Home page meta keywords: it is the keywords when use search your site. it does not mean that it is good to put as many keywords as possible. To make keywords effective, the keywords must be focus, unique.

For other pages, it is set inside page edit screen – custom title

e.g. About Us



The screenshot shows a 'Custom Fields' interface with a table-like structure. It has two columns: 'Name' and 'Value'. The first row has 'seo_description' in the Name column and a text area containing 'EDCO International Limited is a well-established Manufacturer & Exporter. We specialize in various beauty items, such as manicure sets,' in the Value column. Below the text area are 'Delete' and 'Update' buttons. The second row has 'seo_keywords' in the Name column and a text area containing 'EDCO International Limited, 益高洋行, Manufacturer & Exporter, beauty items, manicure sets, beauty brushes, foot files, nail buffers, nail nippers,' in the Value column. Below this text area are also 'Delete' and 'Update' buttons. At the bottom, there is a section labeled 'Add New Custom Field:' followed by a horizontal line with two dots on either side.

seo description: the page description under title when doing google search

seo_keywords: the search keywords

the title no need to set as it will follow the page title.

SEO check up

We already go through some SEO check up report and tune up the SEO as high as possible.

<https://developers.google.com/speed/>

<https://seositecheckup.com/>

SEO Improvement

If you want to improve search ranking (e.g. SEO) , you can consider

- Social network (Facebook, Instagram, Youtube)
- More content (what's new, blog)
- More Product information (add more description to each product)
- Online advertising, e.g. Google Adwords, buy ad on google search page

Note

Image

- Do not upload too large image to the system. If the image is too large, the download speed is slow, especially for mobile user. It will affect your Google and other search engine ranking (SEO)
- Reduce the image size by Photoshop

Watermark

- All products photos already added watermark automatically

If you want to apply watermark to any image, after upload and select the image, modify image file name, insert "*watermark.php?src=*" after the domain name

i.e. the above image will become:

[http://\[sitename\]/watermark.php?src=wp-content/uploads/1-Homepage-Manicure-Kit.jpg](http://[sitename]/watermark.php?src=wp-content/uploads/1-Homepage-Manicure-Kit.jpg)

the other way is you use photoshop to add the watermark.

-