

## CLIENT INFORMATION

**Name:** Water Camp Resort

**Date:** Nov 17, 2020

**Project Name:** Water Camp Website

## USER TRAINING DETAILS

By signing below, I acknowledge that I have been properly and adequately trained by Webworx Design Studio Inc. representative on all the functions listed below and I am satisfied with the training.

I understand that any additional request of training after this training is subject to Service Charge.

### WEBSITE PAGES (CONTENT MANAGEMENT)

#### Home page

- Hero
- Discover Water Camp
- Promo Cover

- Amenities
- Image Slider

#### Explore page

- Header Content
- Overview
- Swimming Pools
- Operating Hours
- Facilities
- About us

#### Promos Landing Page

- Header Content
- Promo List
- Search Promos

#### Accommodation Landing Page

- Header Content
- Types of Room

#### Promos Inside Page

- Breadcrumbs
- Content
- Share Button

#### Accommodation Inside Page

- Room Types

#### Rates Page

- Header Content
- Entrance Fee
- Off-seasons
- Peak Seasons
- Huts and Tables

- Rooms
- Packages

**Gallery Page**

- Header Content
- Photo Content

**Contact Page**

- Header Content
- Form Fields
- Contact Details

**WEBSITE MODULES**

**Homepage**

- Image/Video Option
- Image Slider
- Video Background
- Welcome Text
- Discover Water Camp
- Promo Cover
- VIP Cover

**Page Header**

- Edit Title & Image

**Explore**

- Edit Overview
- Add Pools
- Edit Pools
- Delete Pools
- Edit Swimming Hours
- Add Facilities
- Edit Facilities
- Delete Facilities
- Edit History

**Resort Policies**

- Edit Major Rules
- Add Major Rules
- Delete Major Rules
- Edit Not Allowed
- Add Not Allowed
- Delete Not Allowed

**Rooms (Accommodation)**

- Add Types of Room
- Edit Types of Room
- Delete Types of Room
- Add Rooms
- Edit Rooms
- Delete Rooms
- Add Amenities
- Edit Amenities
- Delete Amenities
- Add Image Slider
- Edit Image Slider
- Delete Image Slider

**News Publisher (Promos)**

- Add News
- Edit News
- Delete News
- Add Category
- Edit Category
- Delete Category
- Subscribe RSS
- Preference

**Rates**

- Edit Entrance Fee
- Edit Off-seasons Fee
- Delete Off-seasons Fee
- Edit Peak Seasons Fee
- Delete Peak Seasons Fee
- Add Huts and Tables
- Edit Huts and Tables
- Delete Huts and Tables
- Add Room Rates
- Edit Room Rates
- Delete Room Rates
- Add Packages
- Edit Packages
- Delete Packages

**Photo Gallery**

- Add Photo
- Edit Photo
- Delete Photo
- Add Category
- Edit Category
- Delete Category

- Bulk Upload
- Membership
- Approval
- Preference

**Contact and Socials**

- Edit Contact Details
- Edit Social Media accounts

**Contact Form**

- View Record
- Pre-defined List
- Manage Fields
- Preference

**Terms and Conditions**

- Edit Content
- Add Content
- Delete Content

**SEO**

- Edit Title
- Edit Description
- Edit Keywords

**USER TRAINING SIGN-OFF FORM**

Document Code:  
UTSF-2019-001

Revision Number:  
**00**

**Training Conducted By:**

**Date:**

\_\_\_\_\_  
Printed Name and Signature

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**Client Representative:**

**Date:**

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Printed Name and Signature

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