



Motors Theme Documentation

Also available [Online manual](#) and [Video tutorials](#).

Table of Contents

Getting Started.....	1
Introduction	1
System Requirements	2
Layout Styles	2
Simple Layout.....	2
Dealership Layout	3
Listing or Directory Layout.....	4
Car Rental Layout.....	5
Installing the Theme	6
What to do if the theme installation fails	11
Viewing System Status.....	11
Getting Help	12
Importing the Demo Content	12
Important Features of the Motors WordPress Theme	17
Bootstrap Framework	17
Plugins Installed with the Theme.....	17
Types of Posts	18
Setting Up your Website.....	19
Customizing the Theme	19
Setting Up the Color Scheme and a Background Image for the Website.....	20
Setting Up the Header	21
Setting Up the Footer.....	23
Setting Up Sidebars.....	25
Creating Additional Sidebars	26
Adding Menus to your Website	27
Setting Up the Menus	27

Adding Menus to a Page	27
Formatting the Breadcrumbs on your Website	28
Adding Custom Icons	29
Localizing or Changing the Language of the Theme	29
Adding Listings to your Website.....	31
Creating Listing Categories	31
Adding a New Listing Entry	34
Configuring the Listings and Single Car Pages	38
Accepting Test Drive Requests.....	42
Viewing Test Drive Requests.....	43
Setting up a Shop	44
Defining Product Categories, Attributes, and Tags.....	45
Adding a New Product Entry.....	46
Taking Service Appointments on your Website	51
Configuring the Bookly Plugin.....	51
Formatting the Booking Form.....	52
Configuring Email and SMS Notifications	52
Adding Details of Existing Customers	53
Adding Details of Staff Members.....	54
Adding Service Details.....	56
Adding the Form to your Website	57
Viewing the List of Service Appointments	58
Viewing the Appointments Calendar	59
Taking Direct Service Bookings	59
Adding Other Content	61
Additional Options for Pages and Posts.....	61
Adding a Blog to your Website.....	62
Updating the theme	63
Updating via the WordPress Admin Panel (using Dashboard > Updates).....	63

Updating via the WordPress Admin Panel (using an Extra Plugin).....	64
Updating via FTP	64
Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages.....	66
Working with the Backend Editor	68
Working with the Frontend Editor	70
Appendix B: Using the Revolution Slider	72

Getting Started

Introduction

The Motors WordPress Theme is a theme designed for Car, Motorcycle and Boat Dealership, Rental or Service firms. It has post types that have been specially designed for these types of firms with many built-in features that will help you set up your website quickly.

Some of the features of the Motors Theme include:

- 4 types of templates for displaying vehicle details
- 6 Inventory Listing layouts including List and Grid
- 23 Custom Visual Composer modules including Loan Calculators, Special Offers, Carousels, Testimonials, etc., to help build your pages quickly
- 8 Language files included: English, German, French, Italian, Portuguese, Spanish, Russian, Persian/Arabic
- Optimized for selling, buying or leasing of vehicles
- Facility to book vehicle rentals online, including pickup/return locations
- Enhanced Inventory Manager to manage your inventory
- Integrated with AutoManager allowing you to easily import your inventory details
- Ability to display and take service appointments on your website, to easily organize your workload.
- Facility to quickly set up classified listings on your website
- 4 Advanced Customizable search options with ability to set up filters to quickly locate the type of vehicle desired
- Ability to compare the features of selected vehicles
- Facility to set up Free & Paid Membership with Recurring Payment
- Bootstrap-based Responsive Layouts
- Compatible with Firefox, Safari, Chrome, and IE10+
- Ability to add Revolution Slider to pages
- Ability to have a Background image for your website
- Ability to use any of 700+ Google Fonts
- Visual Composer drag & drop page builder
- WooCommerce compatibility
- One-click demo content import
- SEO ready

- Built with SASS – the most stable and powerful professional grade CSS extension language
- Fully integrated with MailChimp, PayPal, Contact Form 7, WPML.org and more
- Retina Ready

System Requirements

To install the Motors Theme you must have a working version of WordPress already installed. For information regarding the installing of the WordPress platform, please see the WordPress Codex at [http://codex.wordpress.org/Installing WordPress](http://codex.wordpress.org/Installing_WordPress).

Layout Styles

The Motors Theme has four main layout styles:

- Simple Layout
- Dealership Layout
- Directory Layout
- Rental Layout

These layouts are made for different kinds of businesses and so each layout has some different features. Each layout has its own special pages, styles and settings.

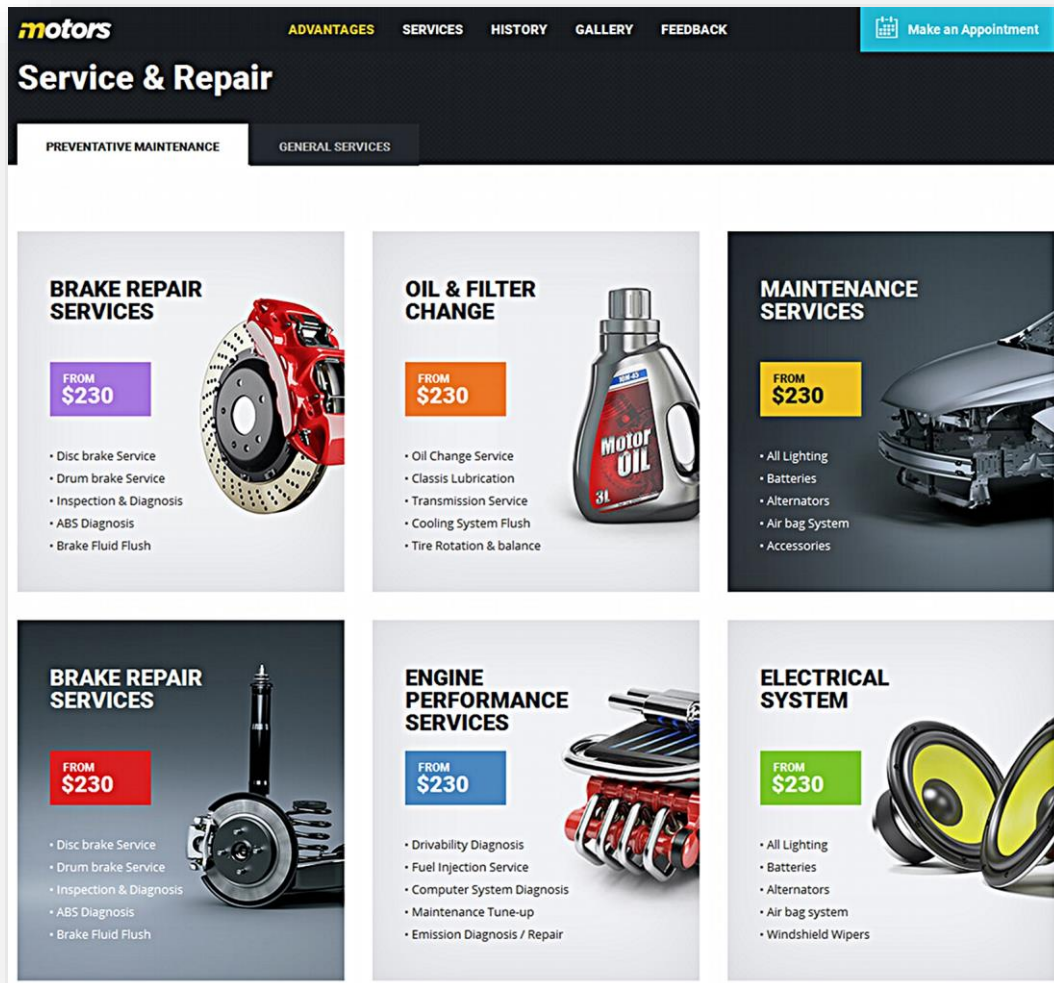
Note: You can choose your desired layout by importing the relevant demo content. See *Importing the Demo Content* for more details.

Tip: Since you can select the layout *only* by importing the demo content, if you want to change the basic layout of the site, you will have to delete the existing content and import some other demo content. See *Importing the Demo Content* for more details.

Simple Layout

This layout is ideal for a vehicle repair service organization. It is a One-Pager style of website. This layout has features that are suitable for a car dealer, but it also includes the Bookly Lite plugin.

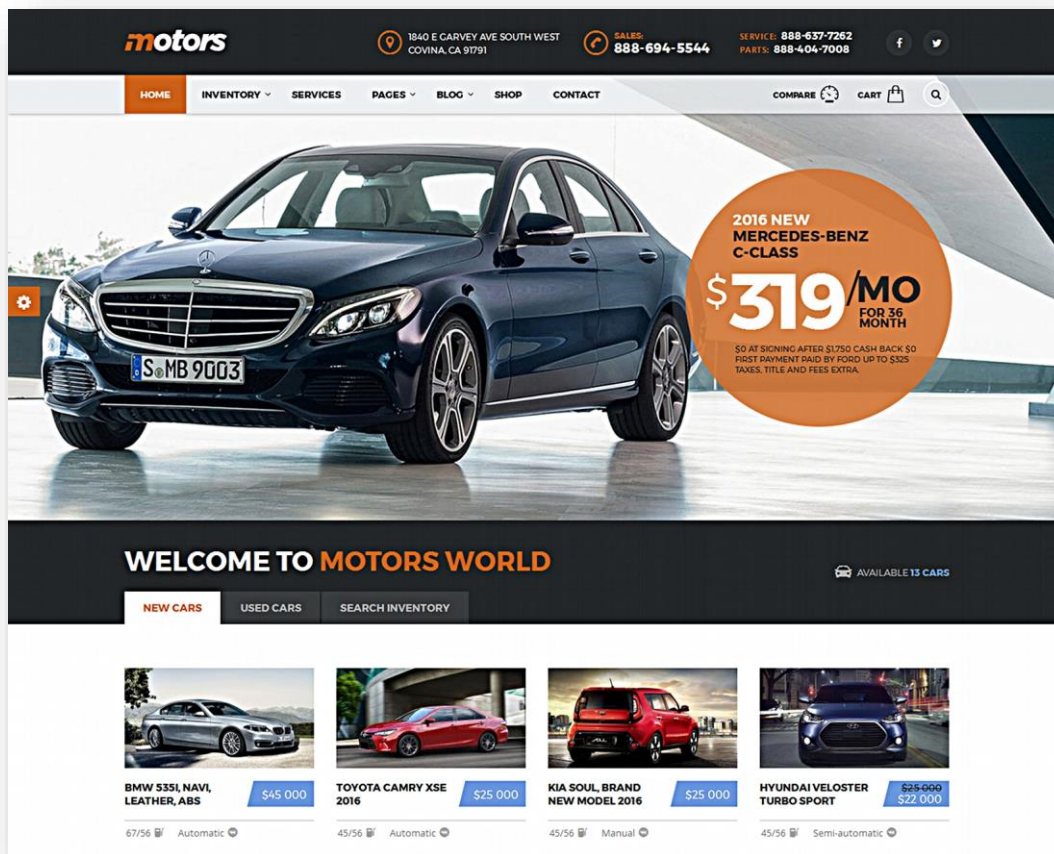
With this plugin, you can set up an online service booking system, allowing your customers to make online service appointments.



Once you've imported the demo content, all you need to do is add your services and set the price for each service.

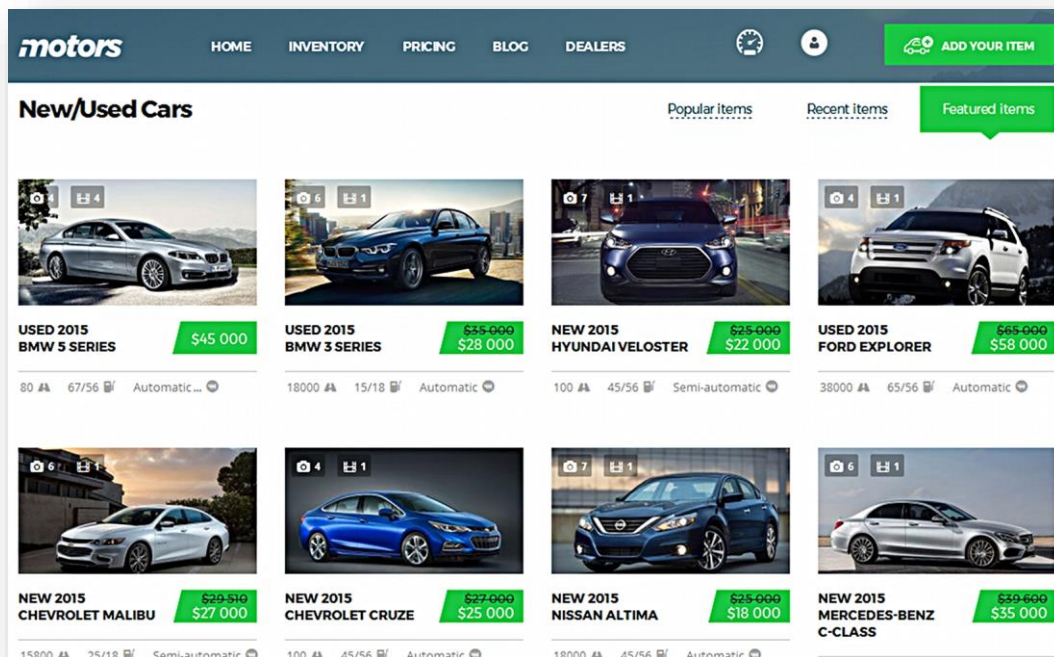
Dealership Layout

This layout is ideal for car, boat, or motorcycle dealers—especially for a single dealer. This layout includes an Inventory filter system that allows your visitors to search for an item of interest by selecting “features” of the item. For example, they can select cars by choosing the mileage, the colors, or some other feature.



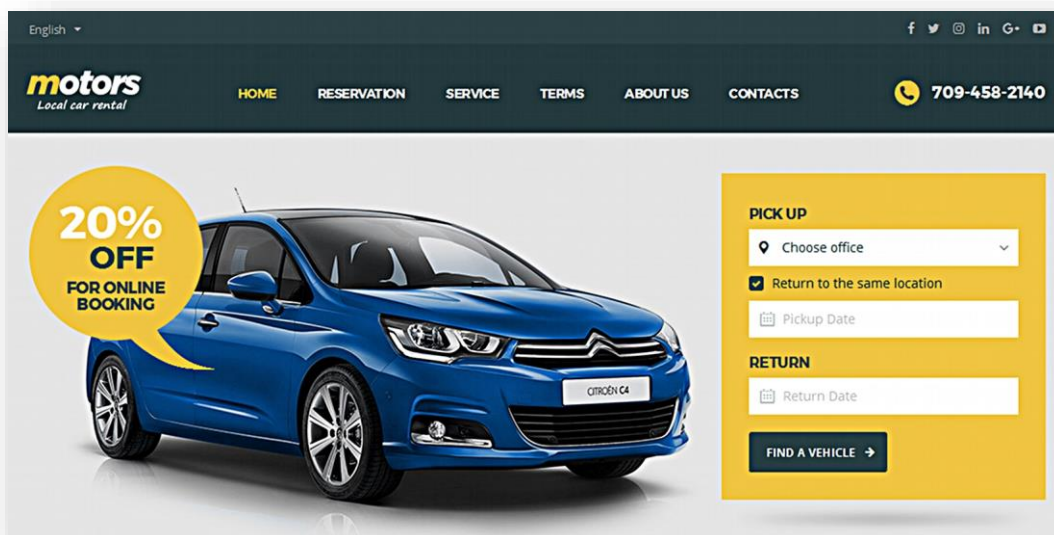
Listing or Directory Layout

This is our most popular layout. This layout is ideal for a website of multiple dealers or private sellers classified website. This layout allows you to easily build, manage and update your classified listings. It also allows you to easily import your current inventory details using a CSV or XML format.



Car Rental Layout

This layout is ideal for a vehicle rental business. There is no inventory system, but the layout contains a custom-built WooCommerce-based booking system. With this layout, you can easily add your cars for rent, set the prices, and add pickup/return locations.



Installing the Theme

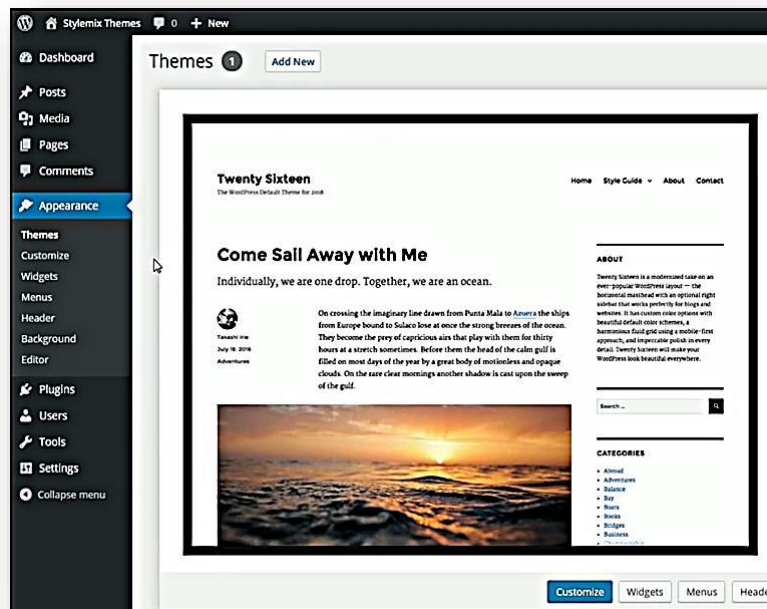
You can install the theme just as you would install any other WordPress Theme.

Note: In order to install a theme, you would need to login to your WordPress admin area with Administrator rights.

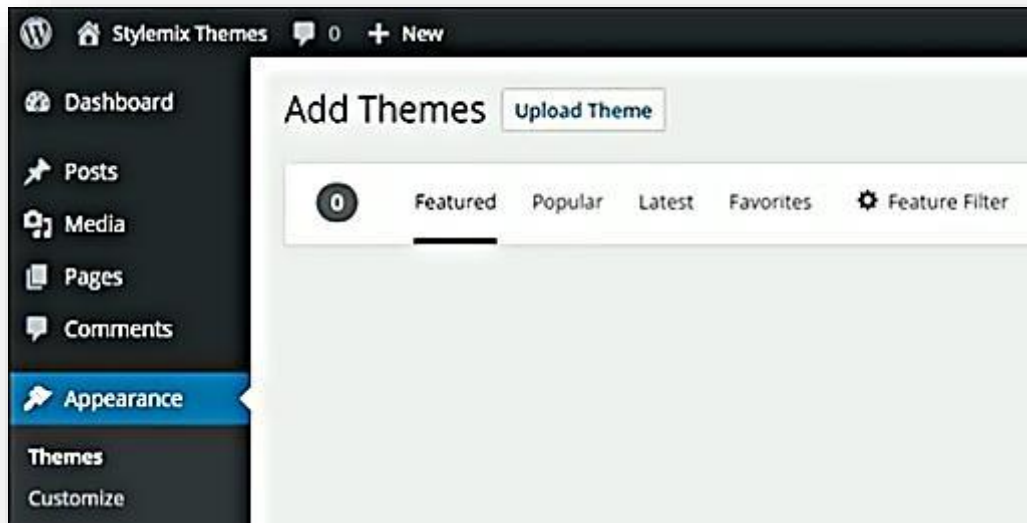
Tip: If you wish, you can view a video of the Installation process at <https://youtu.be/kBYBRMpzFHc>

To install the theme:

1. In the WordPress Dashboard, click on **Appearance > Themes** to open the Themes screen.



2. Click on the **Add New** button to open the Add Themes screen.



3. Click on the **Upload Theme** button and upload the zipped theme file you have received from StyleMix Themes.

Note: Depending on the speed of your Internet connection, it may take some time to upload the zip file.

4. Once the file is uploaded click on the **Install Now** button to install the theme.

If you have a theme in a .zip format, you may install it by uploading it here.

Browse...

motors_wp.3.4.zip

Install Now

Note: If you have trouble installing the theme, please see the next section: *What to do if the theme installation fails.*

5. Once the theme is installed, you need to activate the theme to enable the Motors Theme demos and theme auto update feature.

Click on **Activate** to activate the theme. You will then have to generate a token.

Steps for activating the theme:

- 1) Click on the **Generate a Personal Token** link. A new window will open that takes you to the Envato Account sign-in page.
- 2) **Sign in** using the credentials of the same account you used to purchase the Motors theme.
- 3) **Enter a name** for the token. (This name is to identify this token anytime later.)
- 4) **Select the following checkboxes from the Permissions Needed section:**
 - * View Your Envato Account Username,
 - * Download Your Purchased Items,
 - * Verify Purchases You've Made, and
 - * List Purchases You've Made.
- 5) Select the checkbox to **agree** to the terms and conditions and then click on the **Create Token** button.
- 6) A new page will load with a token in a box. **Select the token text** and copy it to the clipboard by pressing **Ctrl+C** on your keyboard.

Token name

StylemixThemes

Pick something cool, short and catchy!

Permissions needed

- ☒ View and search Envato sites
- ☒ View your Envato Account username
- ☐ View your email address
- ☐ View your account profile details
- ☐ View your account financial history
- ☒ Download your purchased items
- ☐ View your items' sales history
- ☐ Verify purchases of your items
- ☒ List purchases you've made
- ☒ Verify purchases you've made
- ☐ View your purchases of the app creator's items
- ☐ View your public and private collections
- ☐ View your statement transactions
- ☐ View the total number of subscribed users to Envato Market
- ☐ Shows the total number of items available on Envato Market
- ☒ I have read, understood and agree to the [Terms and Conditions](#).

Create Token

- Paste the token in the provided box and click on the **Submit** button.

If activation is successful, you will see a green check mark.

- The Motors Theme requires a number of plugins to function properly. Fortunately, StyleMix Themes has made it easy for you to install the plugins. Click on **PLUGINS** in the Motors Theme menu.

WordPress will display the list of required plugins.

- Select all the plugins and then select “Install” from the **Bulk Actions** drop-down list and click on the **Apply** button. WordPress will install and activate the selected plugins.

Plugin	Source	Type
<input type="checkbox"/> Bookly Lite Install	WordPress Repository	Required
<input type="checkbox"/> Breadcrumb NavXT Install	WordPress Repository	Required
<input type="checkbox"/> Contact Form 7 Install	WordPress Repository	Required
<input type="checkbox"/> Custom Icons by Stylemixthemes Install	Pre-Packaged	Required
<input type="checkbox"/> Motors - Classified Listings Install	Pre-Packaged	Required

Note: Depending on the speed of your Internet connection, it may take some time to install all the plugins.

Note: All the plugins which are not free come under our **EXTENDED License**, so you **don't need to pay for their license to use them**. Some of them might have messages requiring activation, but they are already activated on our side. No purchase code needed. When using them under our license you will need to wait for the plugin updates in our regular theme updates. **If you want to be able to auto update them from wp-admin, you will need to buy your own personal license for that.** However, we always include the latest versions of the plugins in every update of the theme.

Note: The WooCommerce setup wizard may automatically run after you activate the plugins.



Click on the **Let's Go** button to set up a WooCommerce online store, or click on the **Not right now** button if you don't want to set up WooCommerce at this time or if you don't want an online store for your website. You can always set it up later from the WordPress Dashboard.

Once the theme is installed, you will find a new **Motors menu** in the WordPress dashboard. You can use this menu to access the different theme-related pages.

What to do if the theme installation fails

If the import stalls and fails to respond after a few minutes, or if WordPress gives you an error message, you are suffering from PHP configuration limits that are set too low to complete the process. You should contact your hosting provider and ask them to increase those limits to a minimum as follows:

- max_execution_time 600
- memory_limit 128M
- post_max_size 32M
- upload_max_filesize 32M

You can verify your PHP configuration limits by installing a simple plugin found here:

<http://wordpress.org/extend/plugins/wordpress-php-info>. You can also check your PHP error logs to see the exact error being returned.

Viewing System Status

You can also view some of your WordPress system settings by going to the Motors Theme System Status page. (Click on **Motors > System Status** in the WordPress menu.) This page will provide information about your WordPress environment and your server environment.

PRODUCT REGISTRATION		SUPPORT	PLUGINS	INSTALL DEMOS	SYSTEM STATUS
WordPress Environment					
Home URL:	[?]	http://manuals.stylemix.biz			
Site URL:	[?]	http://manuals.stylemix.biz			
WP Version:	[?]	4.6.1			
WP Multisite:	[?]	–			
WP Memory Limit:	[?]	256 MB			
WP Debug Mode:	[?]				
Language:	[?]	en_US			
Server Environment					
Server Info:	[?]	Apache/2.4.23 (Unix) OpenSSL/1.0.1e-fips mod_bwlimited/1.4			
PHP Version:	[?]	5.6.28			
PHP Post Max Size:	[?]	40 MB			
PHP Time Limit:	[?]	30 - We recommend setting max execution time to at least 180. To import classic demo content, 300 seconds of max execution time is required. See: Increasing max execution to PHP			

Any items that require your attention will be highlighted in yellow.

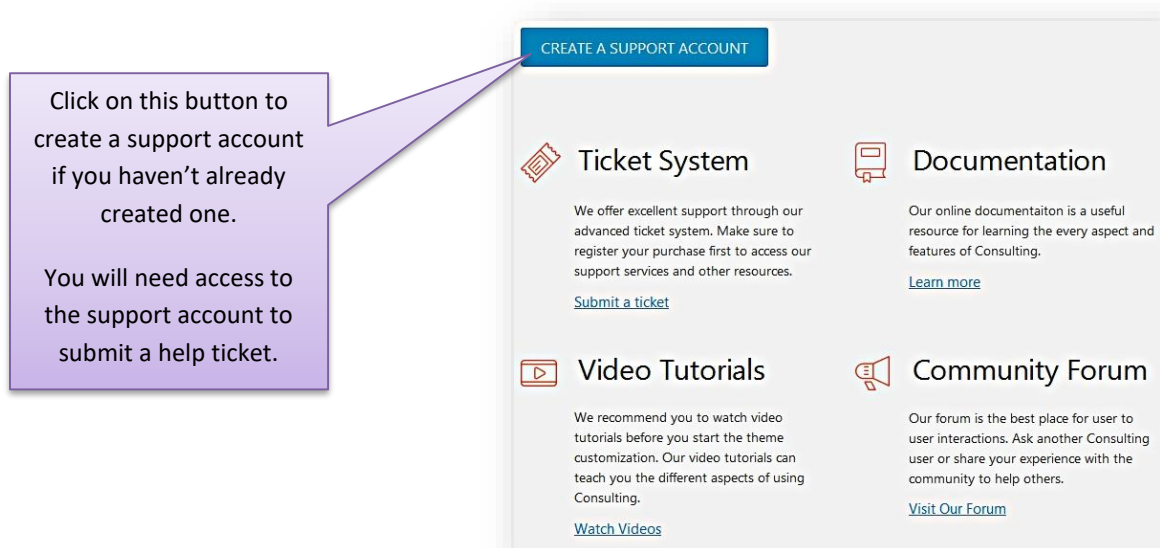
Getting Help

Your Motors Theme comes with six months of free support.

In case you face any problems with using the Motors Theme, you can get help in the following ways:

- Read our online documentation.
- Watch online video tutorials to learn how to customize the theme.
- Visit our Community Forum.
- Submit a Help Ticket.

Click on **Motors > Support** in the WordPress menu to access the Support page.



Note: You can also get extended support through subscriptions via ThemeForest.

Importing the Demo Content

Don't know where to start on building up your site? We have created an option for you to recreate our theme demo site with just one click.

There are six types of demo content, corresponding to six types of businesses:

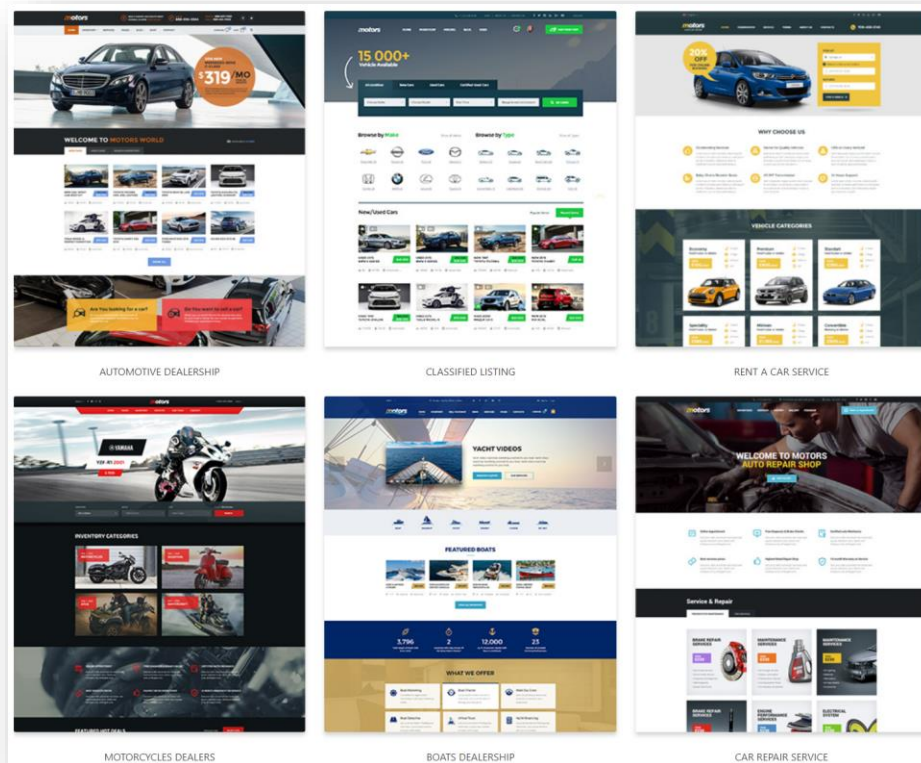
- Car Dealer
- Service
- Listing
- Boats
- Motorcycle
- Rental Service

Choose the type of demo that is most suitable for your business.

Tip: Before importing the demo content, you can check out the various demos at <http://motors.stylemixthemes.com/landing/>. You can see the different demos and decide on which one suits your firm the best.

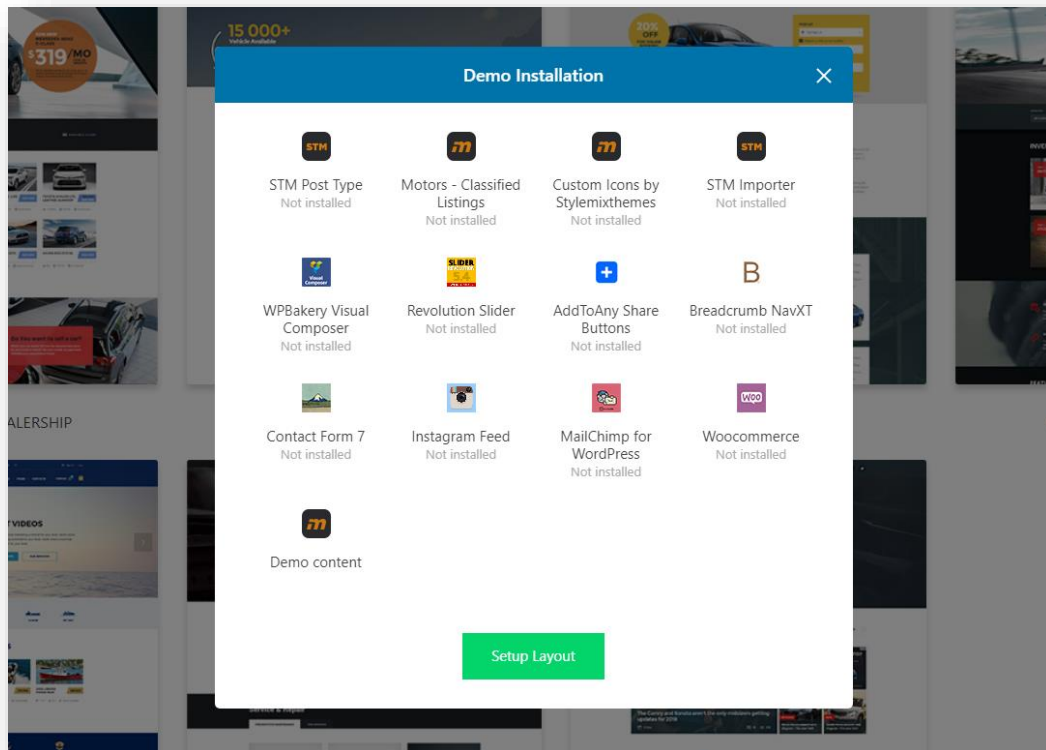
To import the demo content:

1. Click on **Motors > Demo Import** in the WordPress menu.

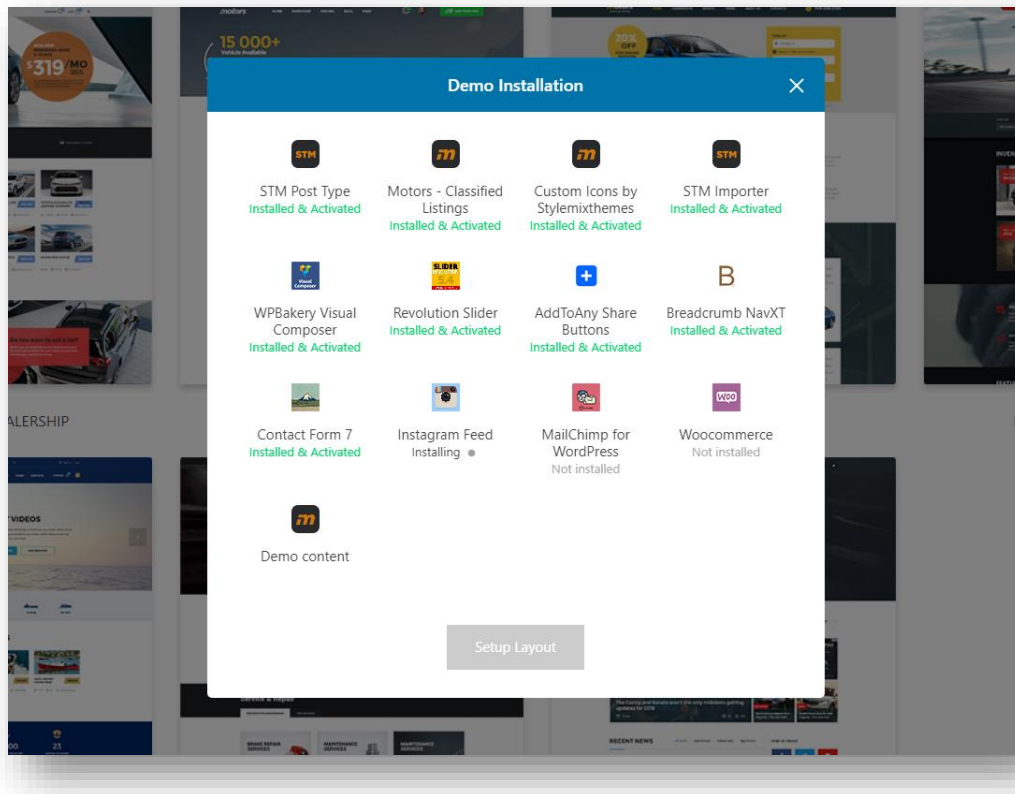


Tip: You can use the demo content as a starting point for your website and modify the content to suit your needs. In that case, select the demo layout that is most appropriate for your website.

Each demo layout requires a number of plugins to function properly. Fortunately, StyleMix Themes has made it easy for you to install the plugins and they will be installed automatically during demo setup proceed. In order to start the import proceed, click on the **Setup layout** button.



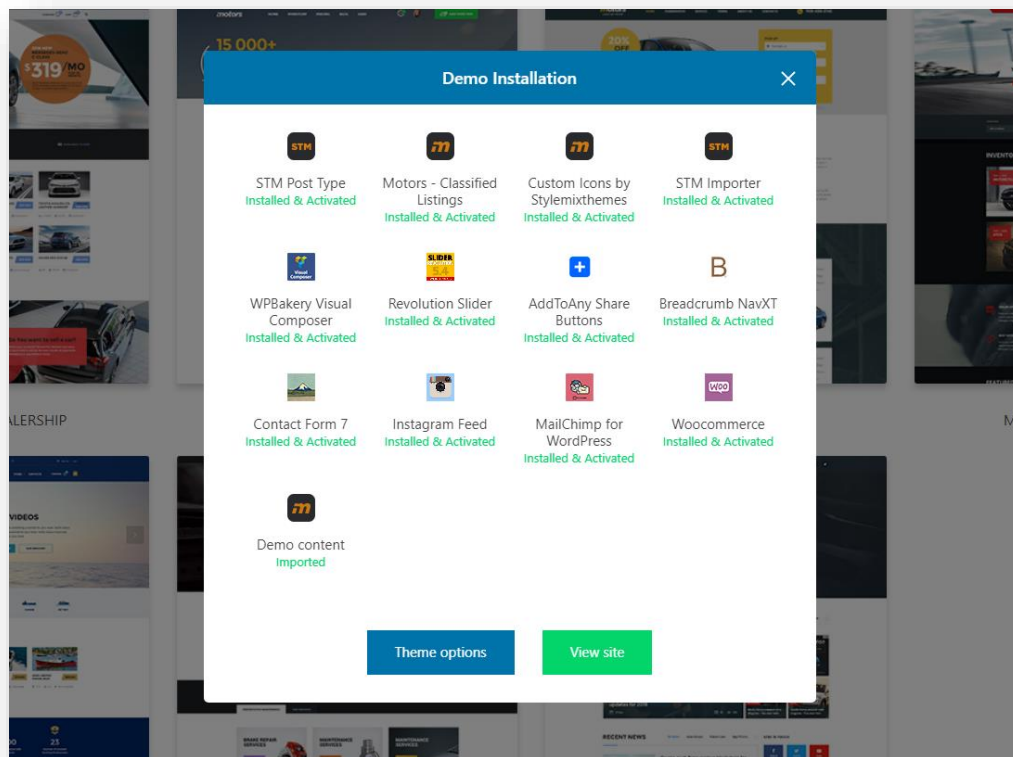
Note: Depending on the speed of your Internet connection, it may take some time to install all the plugins and import the demo content.



Note: If the import fails or stalls, please try to **reload the page** and click on **Setup layout** button once again or see the previous section: *What to do if the theme installation fails*.

Note: All the plugins which are not free come under our EXTENDED License, so you don't need to pay for their license to use them. Some of them might have messages requiring activation, but they are already activated on our side. No purchase code needed. When using them under our license you will need to wait for the plugin updates in our regular theme updates. If you want to be able to auto update them from wp-admin, you will need to buy your own personal license for that. However, we always include the latest versions of the plugins in every update of the theme.

Setup Layout feature installs all required plugins, imports the chosen demo layout and widgets. After finishing the proceed you can visit your site front page in order to see all ready features 😊



Tip: If you want to start from scratch after viewing the demo content, you can remove the demo content using the **Reset WP** plugin (<https://wordpress.org/plugins/reset-wp/>). This plugin resets the WordPress database back to its defaults. It will delete all customizations and content, but it does not modify files; it only resets the database. Please see the above link for more details.

Important Features of the Motors WordPress Theme

This section describes some noteworthy features of this theme.

Bootstrap Framework

The Motors Theme uses the Bootstrap framework, so you can have a layout grid of up to 12 columns to design your pages. Further, each widget has its own maximum and minimum widths, so you have the flexibility of adjusting the widths of the widgets depending on the layout of the pages.

Plugins Installed with the Theme

As mentioned before, the Motors Theme requires a number of plugins to function properly. The following table gives you a brief description of each of the plugins:

Plugin	Required/Optional	How it helps you...
Bookly Lite	Required	Allows you to easily add service booking capabilities to your website.
Breadcrumb NavXT	Required	Allows you to set up breadcrumb navigation on the pages showing the visitors the path to their current location on your website.
Contact Form 7	Required	Allows you to easily design and add forms to your website.
Custom Icons by StyleMix Themes	Required	These are custom icons that are required for the proper functioning of the theme.
Instagram Feed	Recommended	Allows you to customize and display Instagram Feeds on your website.
MailChimp for WordPress Lite	Recommended	Helps you add subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate MailChimp with other forms on your site.
Motors - Classified Listings	Required	Enhanced Inventory Manager – allows you to quickly create classified listings by entering all the relevant details of the vehicles.
Slider Revolution	Required	Helps to display image sliders or carousels on your web pages. Useful for picture galleries, introductions, etc. Has many slider options for varied purposes.
STM Importer	Required	Imports the Demo pages.
STM Post Type	Required	Provides different post types.

Plugin	Required/Optional	How it helps you...
WooCommerce	Required	Helps you set up your online store to sell things on your website.
WPBakery Visual Composer	Required	Helps you build pages quickly and easily with an intuitive drag-and-drop interface.

Note: We provide extra plugins with **EXTENDED** licenses and include latest updates to every version of the themes. The plugins will be updated whenever you upgrade your theme.

Types of Posts

The Motoring Theme comes with some built-in types of posts that are useful for car, boat, or motorcycle dealer and service firms. The following table lists the various types of posts available:

Type	Used for...
Coming Soon	Displaying details of something that will be coming soon and allowing people to submit their email ids so that they can be informed when the item launches.
Listing	Displaying Classified Listings of vehicles with complete details about the vehicles.
Offices	Displaying details of your various offices.
Rentals	Displaying details of vehicles you have that people can hire.
Service	Displaying details of services offered by your firm.

Setting Up your Website

Once the Motors Theme is installed, you will now have to customize the theme to suit your needs. The following are some of the tasks you need to complete to customize the theme:

- Set up headers, footers, and sidebars for your website.
- Type in the address and other information about your organization.
- Design and add widgets to your website.
- Set up the menus of the website.
- Change the main language of the site (if your main language is not English).

Tip: If you have imported the demo content, remove it first before customizing the theme using the **Reset WP** plugin (<https://wordpress.org/plugins/reset-wp/>). This plugin resets the WordPress database back to its defaults. It will delete all customizations and content, but it does not modify files; it only resets the database. Please see the above link for more details.

Alternatively, instead of removing the demo content, you can use it as a starting point for your website and modify the content to suit your needs.

Customizing the Theme

You can perform general customization of the Motors Theme by going to **Appearance > Customize** (just as you would normally do for any other theme). Here, you can set up the following:

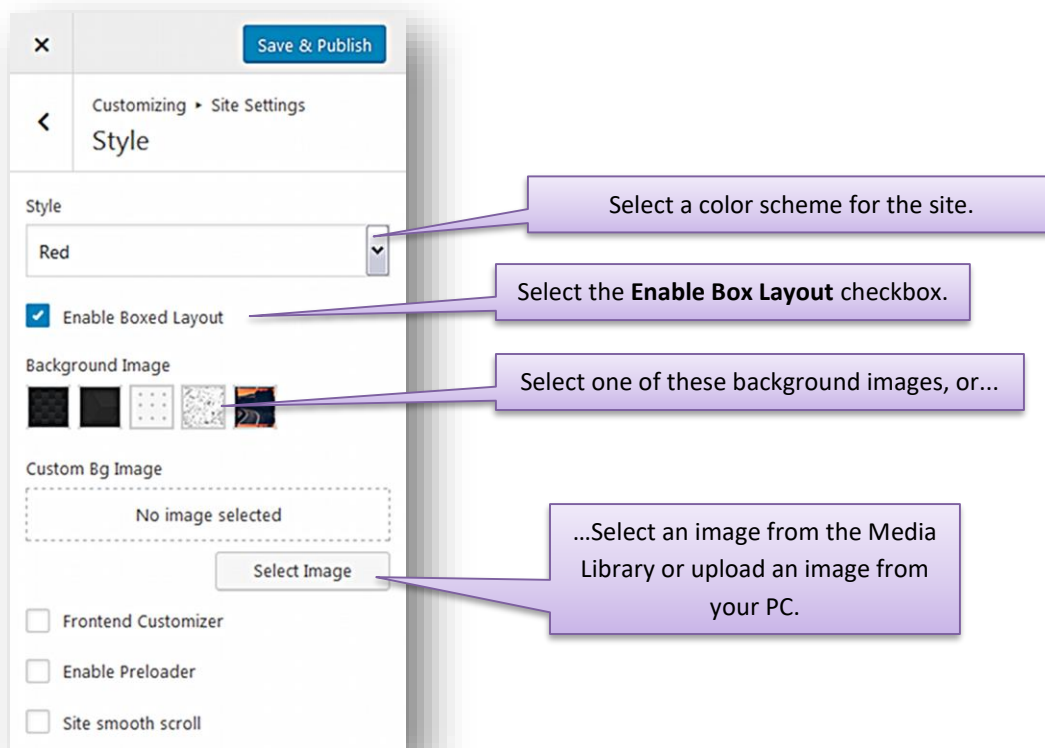
- General site settings such as specifying which is the home page or front page; specifying the site title, tagline, logo and site icon; etc.
- Menus
- Widgets
- Links to your Social Network sites such as Facebook, Google+, Twitter, YouTube, Instagram etc.
- Header and Footer for your pages.
- General Page Settings such as the background image for the home page; font settings for the headings and body text of your pages; and the layout or structure of certain pages such as the archive and shop pages.
- Custom CSS code to further customize the formatting of the various areas of the website.

Setting Up the Color Scheme and a Background Image for the Website

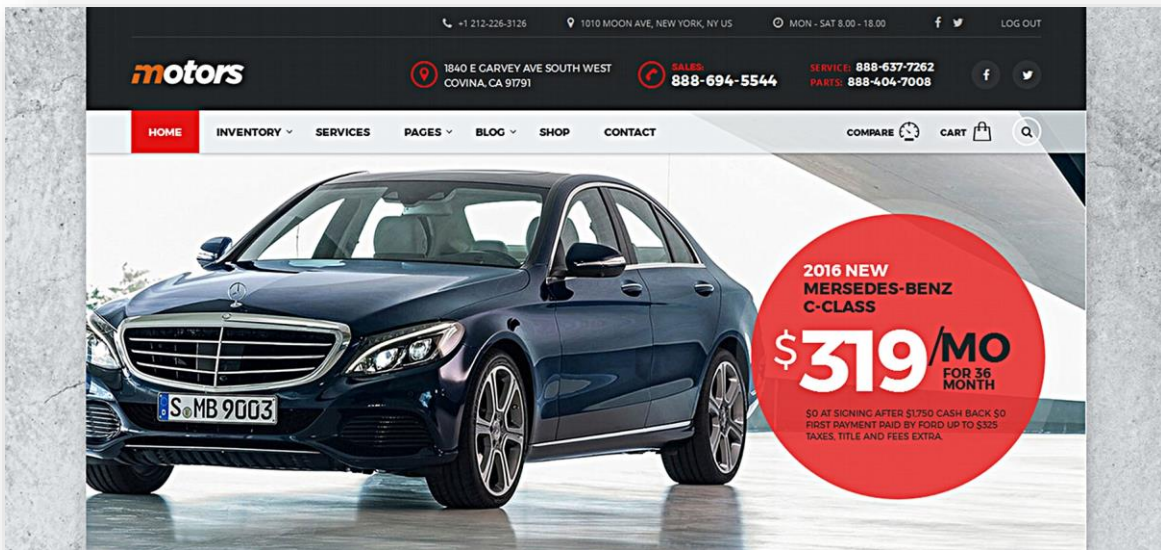
With the Motors theme, you can have a fixed background image for your website to create a good-looking boxed effect. You can also select from a set of 6 color schemes, or create your own custom color scheme for the website.

To specify a background image:

1. Click on **Appearance > Customize > Site Settings > Style** in the WordPress menu.



2. Click on the **Save & Publish** button to save your settings.



Setting Up the Header

You can customize the look-and-feel of the header. You can also control what items appear in the header area of your pages.

To set up or customize the header of your web pages:

1. Click on **Appearance > Customize > Header** in the WordPress menu.

Select options from this area.

Click on the **Save & Publish** button after making the changes.

Top Bar

The preview here will change as you select options from the panel at the left.

Click on these buttons to see how your website will look on different devices.

The screenshot shows a sidebar on the left with a 'Save & Publish' button at the top. Below it is a list of customization options: 'Main settings', 'Top bar', and 'Header Socials'. The main area on the right is a live preview of the website header. The header includes the 'motors' logo, contact information (phone, address, hours), and a navigation menu (HOME, INVENTORY, SERVICES, PAGES, BLOG, SHOP, CONTACT). Below the navigation is a large banner for a '2015 EDGE SE FWD' with a price of '\$458 /MO' and a 'LEARN MORE' button. At the bottom of the sidebar, there are icons for different device views (desktop, tablet, mobile).

Specify contact details. Also, specify whether the header should be “sticky”, and whether to show the **Compare** and **Cart** buttons in the header.

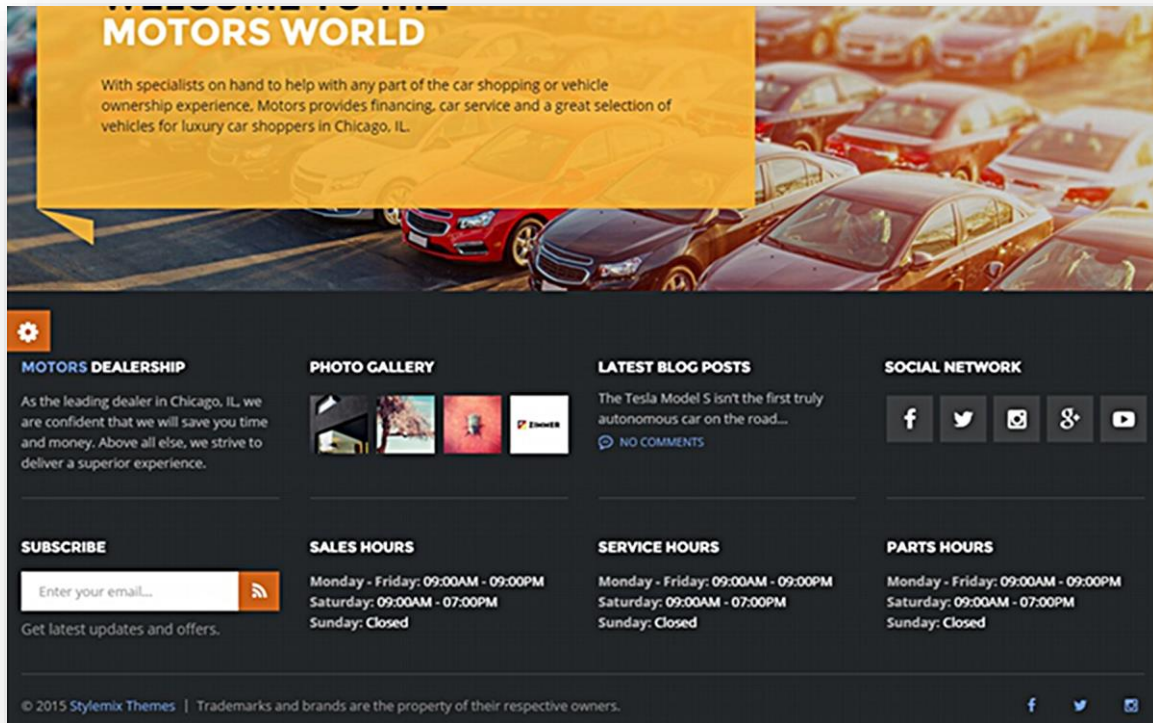
Customize the top bar section of the header.

Specify which Social buttons should be displayed in the header area.

The close-up shows the sidebar with a 'Save & Publish' button at the top right. Below it is a title 'You are customizing Header'. The list of options includes 'Main settings', 'Top bar', and 'Header Socials'. Callouts point to each of these options with descriptive text.

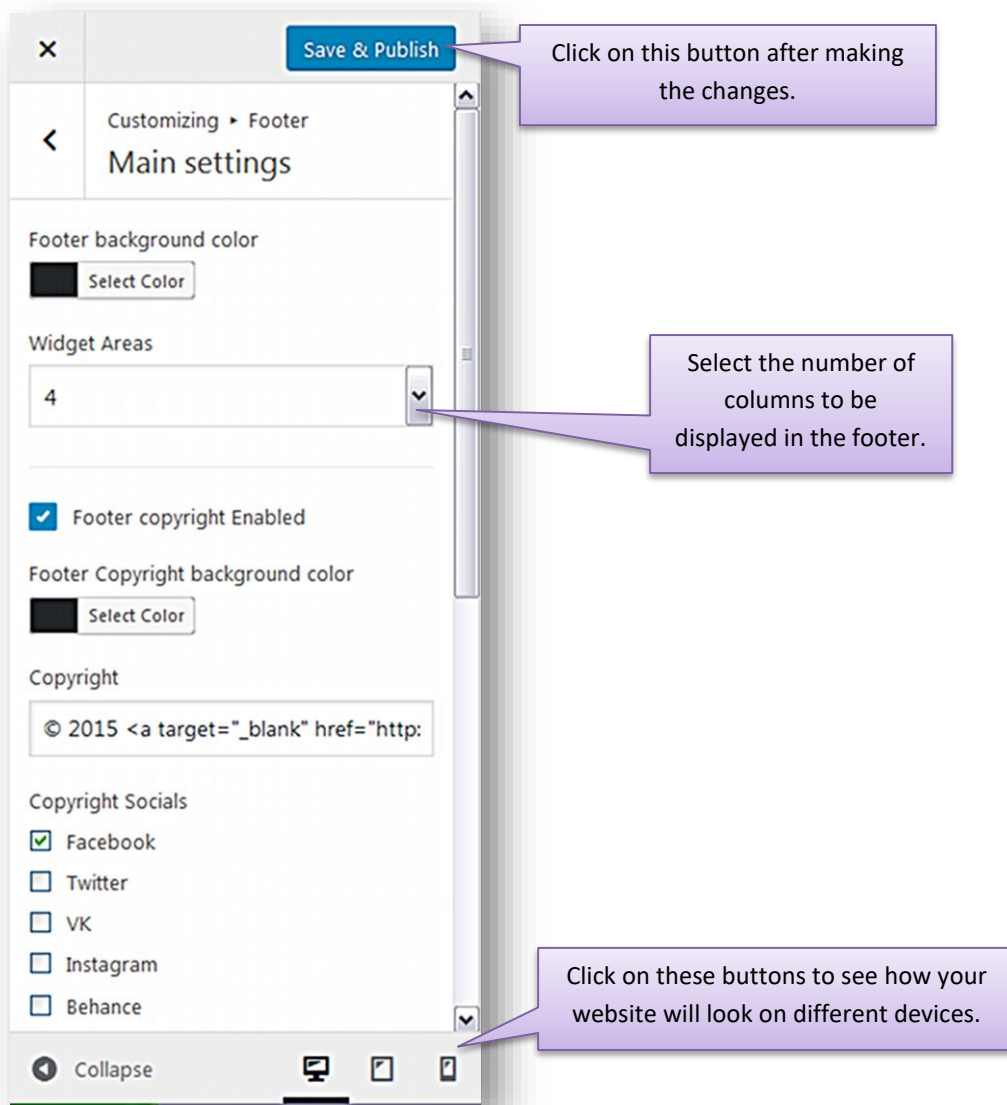
Setting Up the Footer

You can customize the look-and-feel of the Footer. You can have up to four widget areas in your footer. You can select a color for the footer and write the copyright message to be displayed on the website. You can also select which social sharing icons should be displayed in the footer.

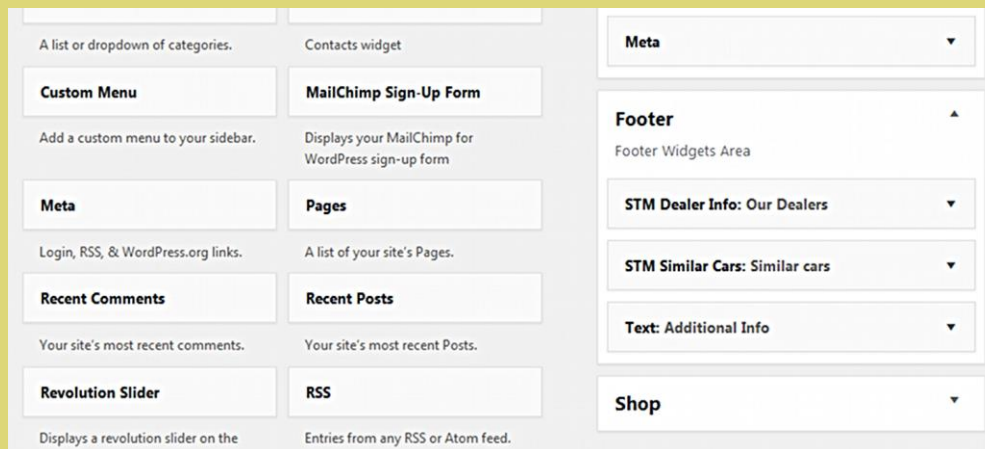


To set up or customize the footer of your web pages:

1. Click on **Appearance > Customize > Footer** in the WordPress menu.
2. Click on **Main Settings** to customize the layout of the footer, or click on **Additional Scripts** to insert JavaScript or other code in the footer.



Note: To display additional information in the footer, go to **Appearance > Widgets** and drag widgets into the Footer area.



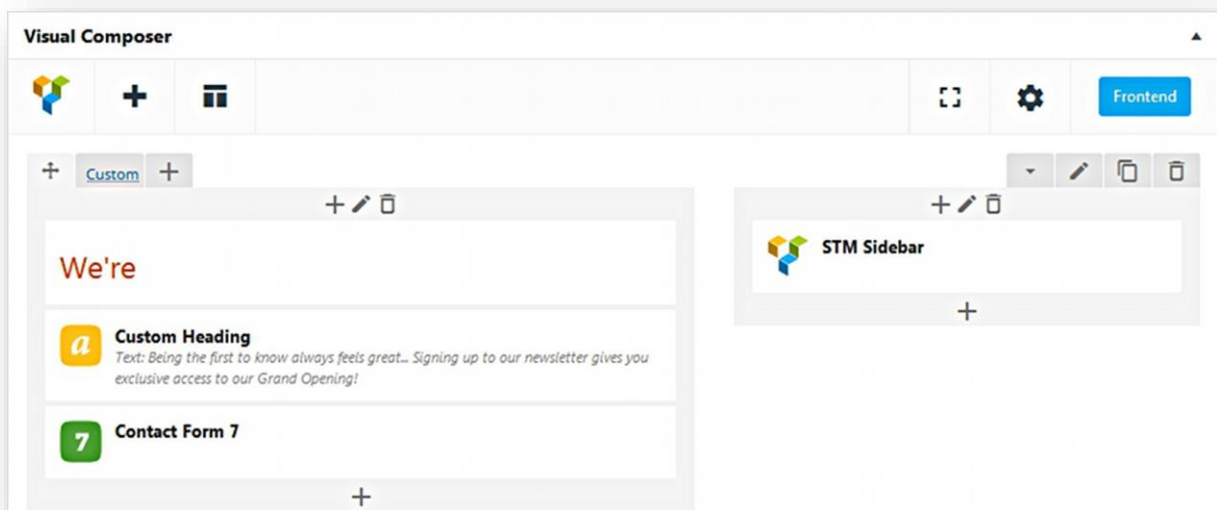
Setting Up Sidebars

With the Motors Theme you can have either a left sidebar, or a right sidebar on your pages. You can also create additional sidebars using Visual Composer widgets or elements. These additional sidebars can then be added to individual pages or posts.

Note: If you're using the default WordPress sidebars, you can add widgets to the sidebar by going to **Appearance > Widgets** and dragging widgets onto the sidebar.

To set up sidebars on individual pages or posts:

1. While creating or editing the page or post, add a **Widgetised Sidebar** or an **STM Sidebar** Visual Composer element to the page.



Note: Use the **Widgetised Sidebar** element if you want to add one of your predefined *widgets* to the column, and use the **STM Sidebar** element if you want to add one of your predefined *sidebars* to the column.

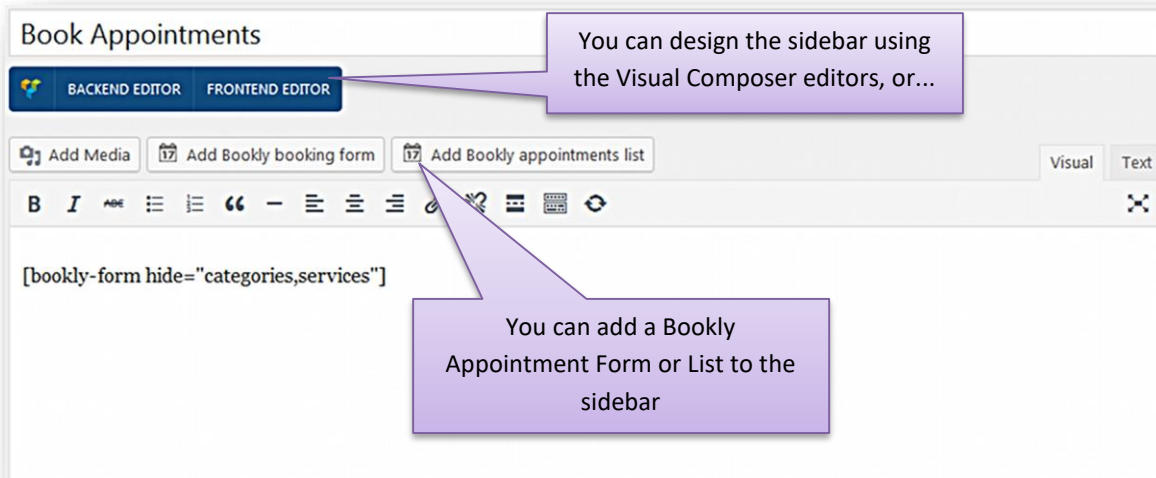
Tip: See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

Creating Additional Sidebars

In addition to the left and right sidebars, you can create your own sidebars using Visual Composer widgets or elements. You can then add these sidebars to individual pages or posts.

To create additional sidebars:

1. Click on **Sidebars > Add New** in the WordPress menu.
2. Design the sidebar as you would design any other page. You can also add sections to the sidebar using Visual Composer Elements and Widgets, if required.



Note: Once you have created the sidebars, you can add these sidebars to any of your pages or posts. See *Setting Up Sidebars* for more details.

Adding Menus to your Website

The Motors Theme allows you to place your menus in the top bar, at the top of your website pages, or at the bottom of the website pages. Thus, you can have up to 3 different menus on each page.

Setting Up the Menus

To set up the Menus:

1. Click on **Appearance > Menus** in the WordPress menu to open the Menus page.
2. You can now set up the menus as you would do for any other WordPress theme.

Adding Menus to a Page

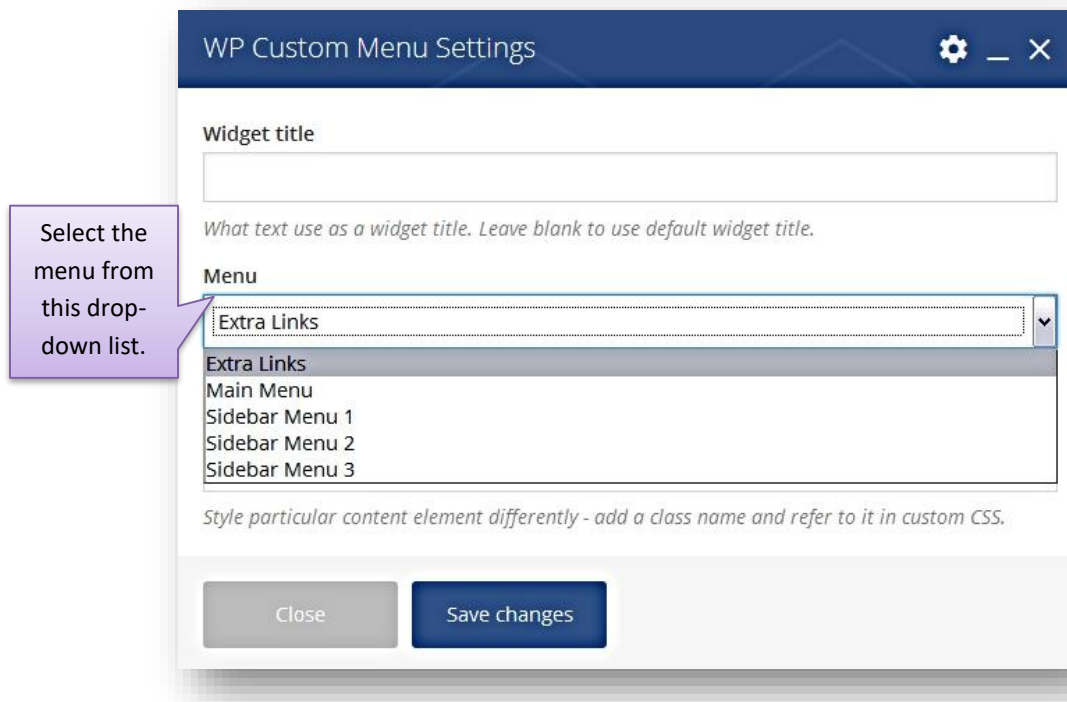
Your theme also allows you to add menus to display on certain pages.

To add Menus to a Page:

1. When designing a page, add the **WP Custom Menu** Visual Composer widget to the page and select a menu to display (as in the image below). The items of the selected will appear as a

bulleted list in the area where you have added the **WP Custom Menu** Visual Composer widget.

Tip: See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.



2. Finally, click on the **Publish** or **Update** button to save the changes you have made to the page.

Formatting the Breadcrumbs on your Website

The Motors theme comes with the Breadcrumbs NavXT plugin. This plugin will help you set up the breadcrumbs on your website. The plugin has many customizable options that allow you to customize the plugins for any type of website.

Though the default values should work for most websites, you can customize the breadcrumb settings by going to **Settings > Breadcrumb NavXT** in the WordPress menu.

Visit <https://mtekk.us/code/breadcrumb-navxt/breadcrumb-navxt-doc/> to learn more about using the plugin.

Adding Custom Icons

The Motors theme comes with a set of icons that you can use on your pages. If you want, you can use your own set of icons using specially generated icons.

To add your own set of custom icons:

1. Design your icons and save them as .SVG files.
2. Convert the .SVG files to a font set (.zip file) by visiting <https://icomoon.io/app/>
3. Click on **Appearance > STM Icon Manager** to open the Icon Fonts Manager page and upload the font set .zip file by clicking on the **Upload New Icons** button.

Note: You can use these icons in the header (**Appearance > Customize > Header**). You can also add these icons to any page or post by inserting a Visual Composer **Icon** or **Icon Box** element to the page or post.

Localizing or Changing the Language of the Theme

If you are using the Motors Theme in a non-English speaking country, you can change the language of the theme so that the wp-admin area will be in the language of your choice.

You can change your site's main language via **Settings > General > Site Language**. This will change all your WordPress related prompts to the selected language, but you will still have to localize the theme related options and screens.

It's easy to localize your site using the [Loco Translate](https://localise.biz/help/wordpress/translate-plugin/beginners/) plugin. (You can see a related tutorial in the following page: <https://localise.biz/help/wordpress/translate-plugin/beginners/>.)

Another way is to add your translations using the [PoEdit](#) platform. Basically, you need to create a .po file that contains the translations and PoEdit will generate a .mo file for you. You then need to upload the .mo file to your theme's language folder (../wp-content/themes/theme-folder/languages/).

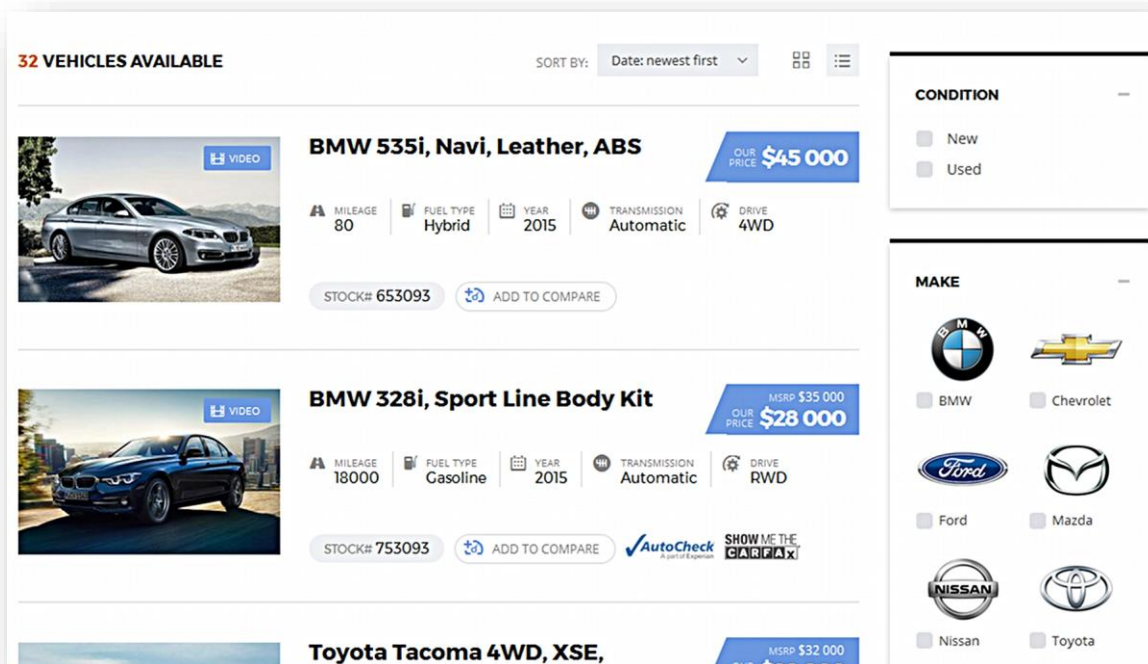
Note: Before adding translations for static strings, you need to rename the language files correctly according your site's language. The theme language files are located in the `../wp-content/themes/theme-folder/languages/` folder. You can find a list of language codes at [WordPress in your Language](#). As an example, the language code for English is `en_EN`, so you would save the translated files as `en_EN.po` and `en_EN.mo`.

Adding Listings to your Website

As a vehicle dealer, you will want to put up listings of your products on your website. The Motors theme has a custom post type of “Listings” just for this. You can use a Listings post and VC elements to design a page that will display details about your vehicles, such as:

- Registration details
- Features
- Price details (including sales and special offer prices)
- Images and Videos of the vehicle

You can also set up listing categories or “filters” to help your visitors search for the type of vehicle they desire. The Motors theme comes with two options for listing pages—listing with tabs, or listings with filters.

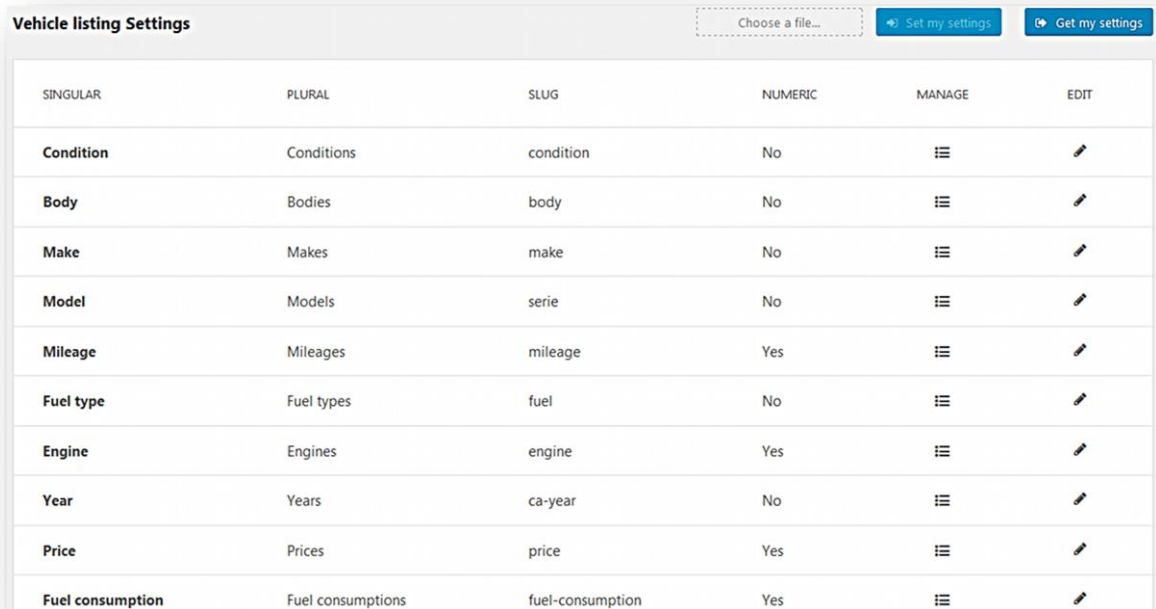


Creating Listing Categories

Before you create any listings, you should first create your listing categories. This will help your visitors in their search for suitable vehicles.

To create listing categories:

1. Click on **Listings > Listing Categories** in the WordPress menu to open the Vehicle Listing Settings page.



SINGULAR	PLURAL	SLUG	NUMERIC	MANAGE	EDIT
Condition	Conditions	condition	No		
Body	Bodies	body	No		
Make	Makes	make	No		
Model	Models	serie	No		
Mileage	Mileages	mileage	Yes		
Fuel type	Fuel types	fuel	No		
Engine	Engines	engine	Yes		
Year	Years	ca-year	No		
Price	Prices	price	Yes		
Fuel consumption	Fuel consumptions	fuel-consumption	Yes		

2. Click on a row to edit the category settings or click on the **+Add New** button at the bottom of the page to add a new listing category entry.

Price Prices price Yes

Type the name of the category.

Choose an icon for the category.

Select a checkbox to enable the functionality.

Delete this listing category entry.

Save Delete

Singular name
Price

Plural name
Prices

Choose icon
Add icon
Delete icon

☒ **Number field**
Number field affix
☒ Display field as slider

☒ **Use on item grid view**
Preview

☒ **Use on item list view**
Preview

☒ **Use on single car page**
Preview

☒ **Use on car filter**

☐ Use in tabs
Preview

☒ **Use on car modern filter**
Preview

☐ Use images for this category

☐ Use on car filter as block with links
Preview

☐ Use in footer search
Preview

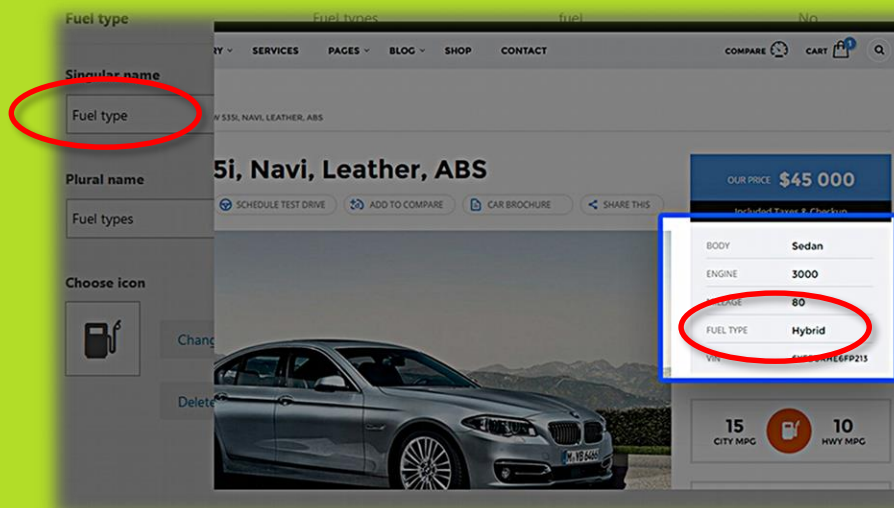
☐ Use this category in generated Listing Filter title
Preview

Set parent taxonomy
No parent

☐ Use on listing archive as checkboxes
Preview

☐ Show in admin column table
Preview

Tip: Click on the **Preview** button next to an item to see where the item will display on the listing of single car page.



Click anywhere outside the preview image to remove it.

- After selecting the options, click on the **Save** button to save the entry.

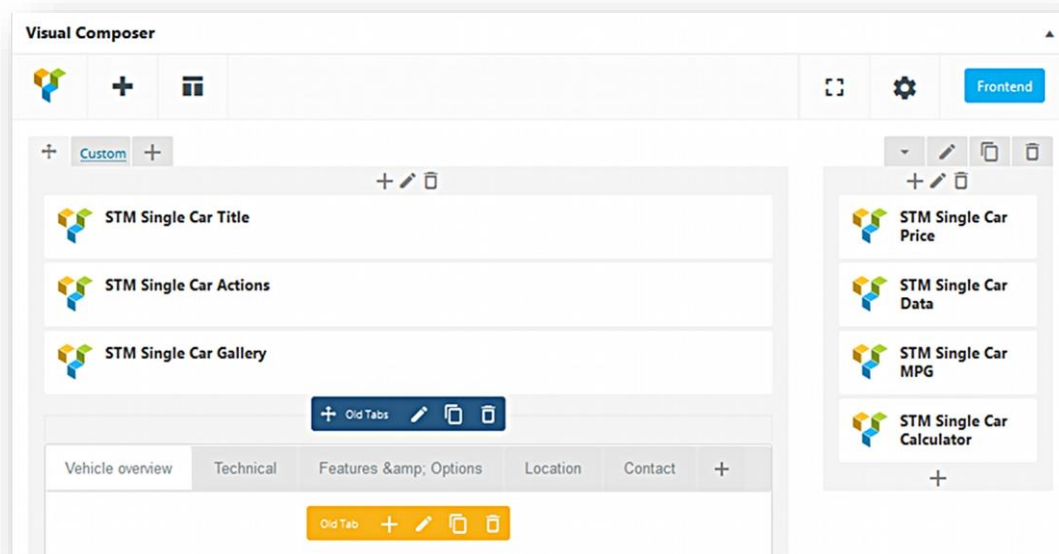
Adding a New Listing Entry

Once you have defined the listing categories, you can create listing entries to display on your website.

To create a listing entry:

1. Click on **Listings > Add New** in the WordPress menu.
2. Design the page using Visual Composer elements.

Tip: See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.



Note: The Motors theme comes with many custom VC elements that you can use while designing the Listings page:

Element...	What it does...
STM Single Car Actions	Displays buttons for scheduling a test drive, adding to compare, downloading the brochure of the car, or sharing the page on social media sites.
STM Single Car Calculator	Displays a financing calculator.
STM Single Car Data	Displays details about the car.
STM Single Car Gallery	Displays an image gallery.
STM Single Car MPG	Displays the Mileage Per Gallon.
STM Single Car Price	Displays the Price of the car.
STM Single Car Title	Displays the title of the car.

3. You can enter other details of the car in the **Listing Manager** panel in the lower half of the screen.
4. Enter the Stock Number, MPG and other details in the **Details** tab.

The screenshot shows the 'Listing manager' panel with the 'Details' tab selected. The panel contains several input fields for car details:

- Stock number:** Input field with the value '153093'.
- Listing location:** Input field with the text 'Oops! Something went wrong.'
- VIN number:** Input field with the value '5YFBURHE6FP213'.
- City MPG:** Input field with the value '15'. A 'Preview' link is visible to the right.
- Highway MPG:** Input field with the value '10'. A 'Preview' link is visible to the right.
- Registration date:** Input field. A note indicates 'Only in classified layout'.
- Certificate name:** Input field. A note indicates 'Only in classified layout' and a 'Preview' link is visible to the right.

A purple callout box points to the 'Preview' link next to the City MPG field, containing the text: 'Click on **Preview** to see where this item will appear on a standard Listings page.'

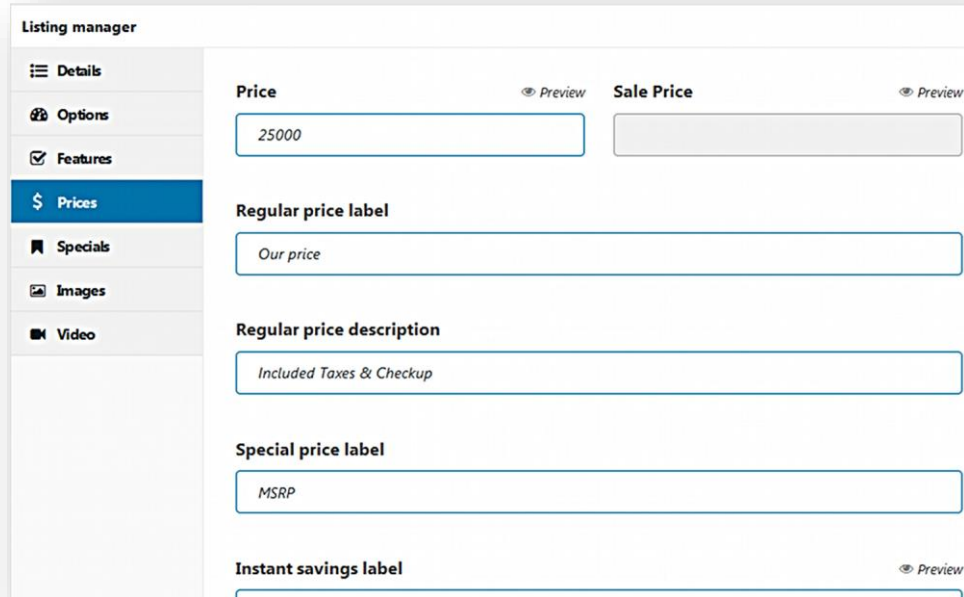
5. Enter other details of the car, such as its condition (New/Old), body type, make, model, fuel type, transmission type, color, mileage, etc. in the **Options** tab.

The screenshot shows the 'Options' tab in the Motors Theme User Manual. The sidebar on the left contains the following tabs: Details, Options (selected), Features, Prices, Specials, Images, and Video. The main content area is divided into two sections: 'Conditions' and 'Bodies'. The 'Conditions' section has a list on the left with 'None' and 'Used', and a 'Selected Conditions' list on the right with 'New'. The 'Bodies' section has a list on the left with 'None', 'Compact', 'Convertible', and 'Coupe', and a 'Selected Bodies' list on the right with 'Sedan'. Arrows indicate the flow of selection between the lists and the selected lists. An 'Add new' button with a plus icon is at the bottom right of the 'Selected Conditions' list.

6. Select additional features in the **Features** tab.

The screenshot shows the 'Features' tab in the Motors Theme User Manual. The sidebar on the left contains the following tabs: Details, Options, Features (selected), Prices, Specials, Images, and Video. The main content area is titled 'Additional features' and contains a search bar with the text 'Add new feature' and an 'Add' button. Below the search bar is a list of features with checkboxes: Auxiliary heating, Bluetooth, CD player, and Central locking. A 'Show all' link is at the bottom of the list. A 'Preview' button is at the top right. Callout boxes provide instructions: 'Click on Preview to see where this item will appear on a standard Listings page.', 'Add new Feature entries.', 'Select the features of the vehicle.', and 'See the complete list of features.'

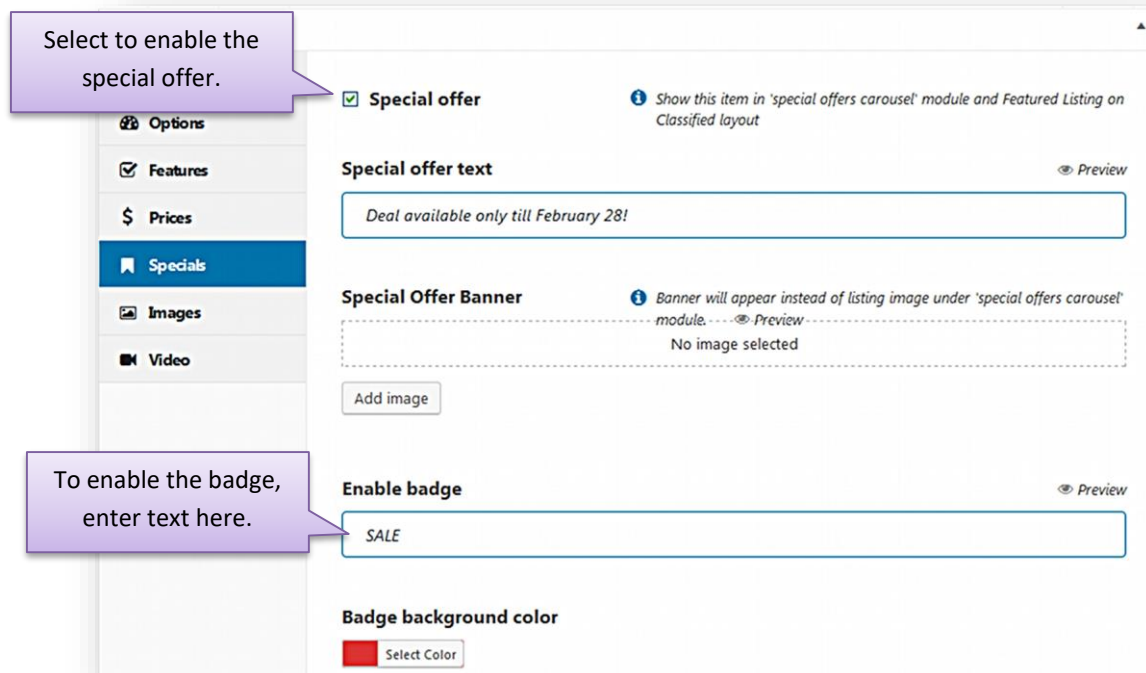
7. Enter price details in the **Prices** tab.



The screenshot shows the 'Listing manager' interface with the 'Prices' tab selected in the left sidebar. The main content area contains several input fields for pricing details. The 'Price' field is set to '25000'. The 'Sale Price' field is empty. The 'Regular price label' field contains 'Our price'. The 'Regular price description' field contains 'Included Taxes & Checkup'. The 'Special price label' field contains 'MSRP'. The 'Instant savings label' field is empty. Each field has a 'Preview' icon to its right.

Field	Value
Price	25000
Sale Price	
Regular price label	Our price
Regular price description	Included Taxes & Checkup
Special price label	MSRP
Instant savings label	

8. Enter details of special offers and badges in the **Specials** tab.



The screenshot shows the 'Listing manager' interface with the 'Specials' tab selected in the left sidebar. The main content area contains several input fields for special offers and badges. The 'Special offer' checkbox is checked. The 'Special offer text' field contains 'Deal available only till February 28!'. The 'Special Offer Banner' field is empty, with a note indicating it will appear instead of the listing image. The 'Enable badge' checkbox is checked, and the 'Badge background color' field is set to 'SALE'. Each field has a 'Preview' icon to its right.

Select to enable the special offer.

To enable the badge, enter text here.

Field	Value
Special offer	<input checked="" type="checkbox"/>
Special offer text	Deal available only till February 28!
Special Offer Banner	No image selected
Enable badge	<input checked="" type="checkbox"/>
Badge background color	SALE

9. Upload images of the vehicle in the **Images** tab, to create an image gallery to display on the Single Car Listing page.
10. Enter the URLs of videos of the vehicles in the **Video** tab.
11. After entering all the details, click on **Publish** to publish the page.

Note: The Motors theme has many more VC Listing elements that you can use to create your Single Car Listing pages and Multi-car Listing pages. You will find these elements in the **STM**, **STM Listing Layout**, and **STM Listing Single Car Modules** tabs of the VC Add Element dialog box. (You will need to click on the “...” item to access the STM Listing Layout, and STM Listing Single Car Modules tabs)

Configuring the Listings and Single Car Pages

The Motors Theme allows you to choose what to display on the Listings and Single Car pages. You can decide on what information should be displayed on these pages. For the Listings page, you can also decide whether the filter options should appear on the left or the right of the page, specify the title of the page or the currency details, specify a background for the filter sidebar, etc.

To configure the Listings page:

1. Click on **Appearance > Customize > Listing > Inventory Settings** in the WordPress menu.

Customizing > Listing
Inventory settings

Listing archive
Inventory

Choose listing archive page

☐ Bind WP Search form with Inventory

☒ Display Additional Features on Inventory Filter

Filter Position
Right

Title background
No image selected
Select Image

Listing archive "Title box" title
Inventory

Price currency
\$

Save & Publish

Select the main Listings page.

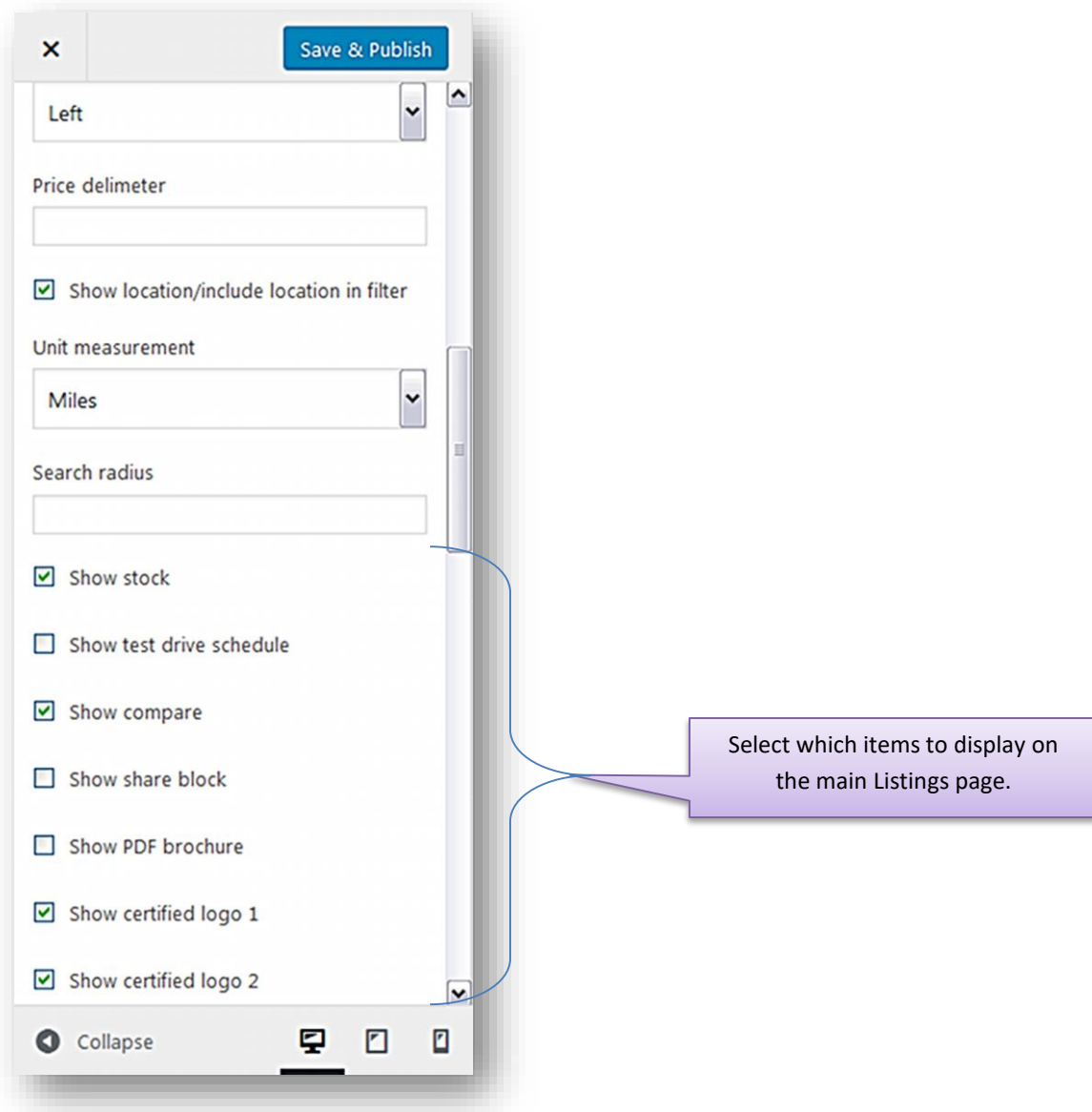
Enable this checkbox to allow your users to search for inventory items from the search widget in the header.

Enable this checkbox to allow users to filter the listing using the additional features you had defined earlier.

Select the position of the filter panel on the main Listings page.

Note: The preview to the right of the customize panel will change as you make changes in this panel, so you can see the effect of your changes on the Listings page without saving your changes.

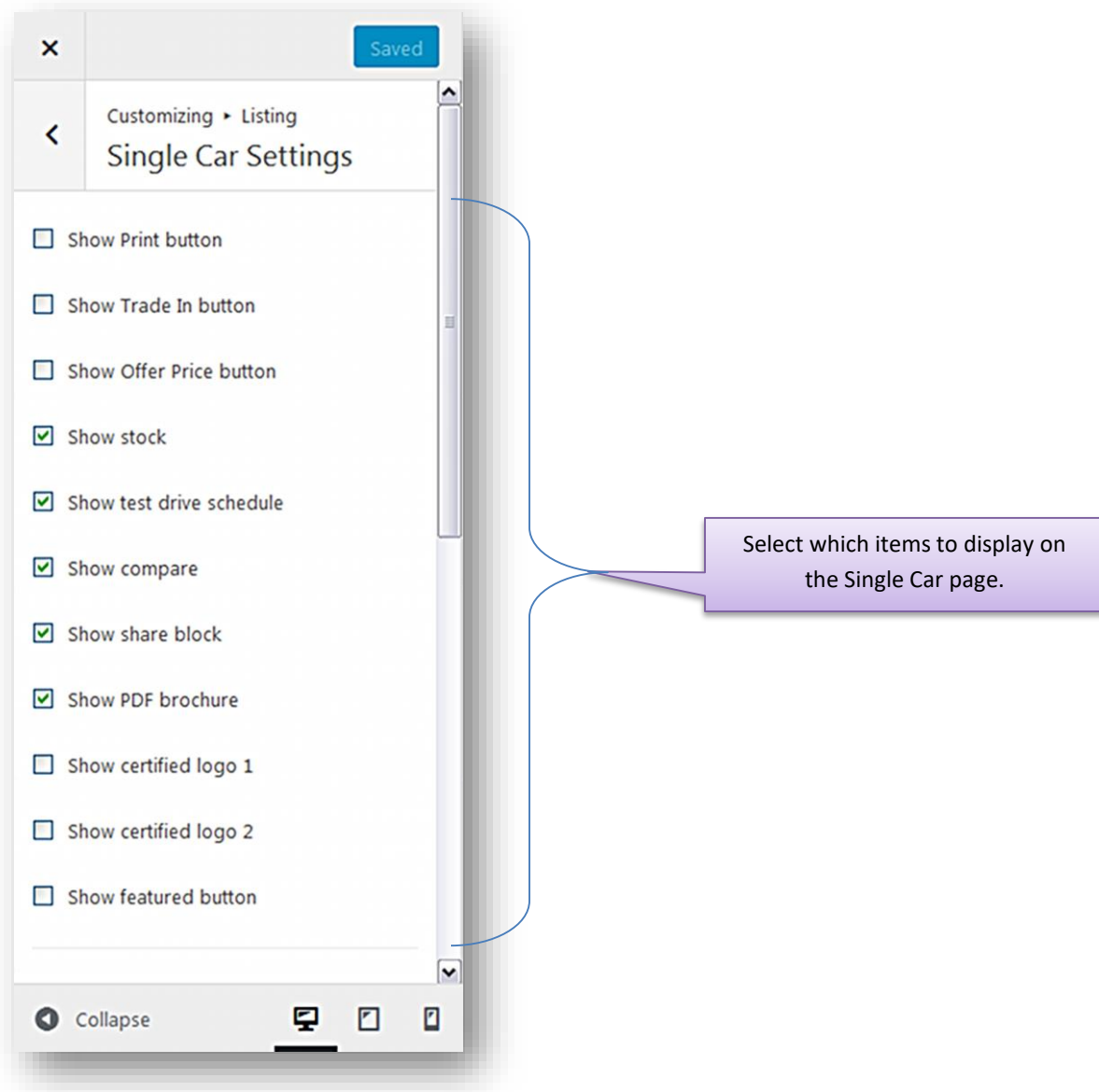
2. Scroll down for more options.



3. You can scroll down for even more options such as specifying a default title, specifying a background for the filter panel area, etc.
4. After making all the selections, click on the **Save & Publish** button at the top of the screen.

To configure the Single Car page:

1. Click on **Appearance > Customize > Listing > Single Car Settings** in the WordPress menu.



Note: The preview to the right of the customize panel will change as you make changes in this panel, so you can see the effect of your changes on the Listings page without saving your changes.

2. Scroll down to see more options.

Save & Publish

☐ Show featured button

☐ Show VIN

☐ Show Registered date

☐ Show History

Default interest rate

Default Month Period

Default Down Payment

CarGuru Javascript code

You must have an active feed to CarGurus in order for the badge to appear

While designing the Single Car page, you can optionally display a loan calculator on it (using the STM Single Car Calculator element).

Here, you can set up the default interest rate, period and down payment values for the calculator.

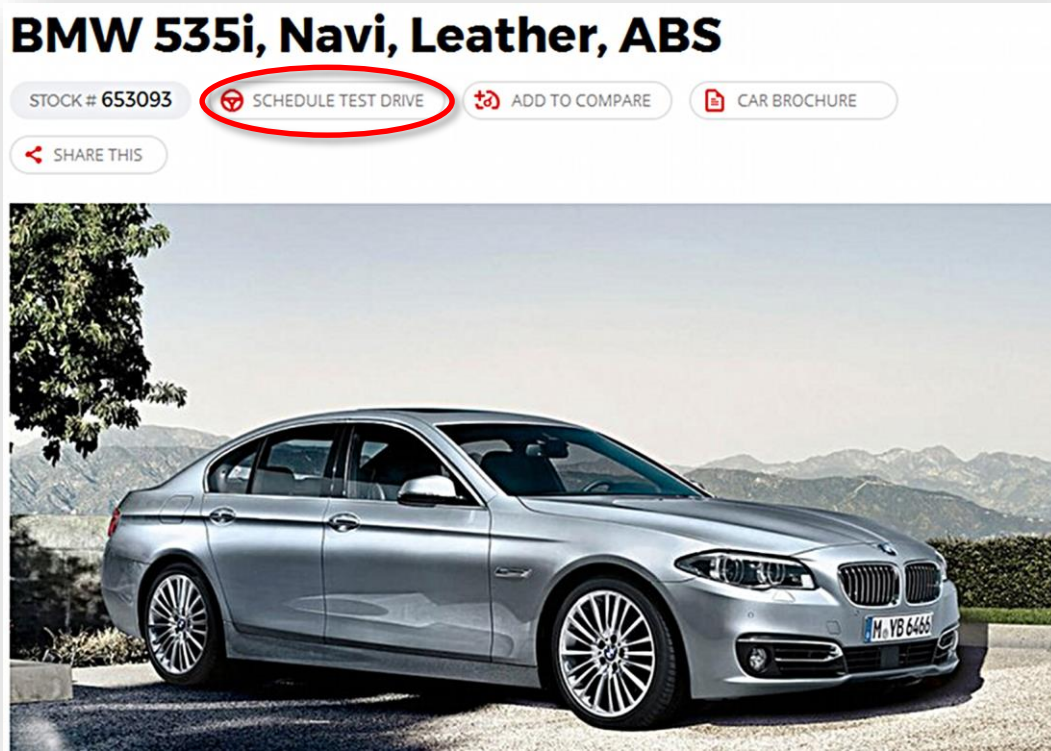
If you have an account at CarGurus.com, you can display the CarGuru badge in your sidebar, by pasting the CarGuru JavaScript code here.

CarGurus
↑ GREAT DEAL

3. After making all the selections, click on the **Save & Publish** button at the top of the screen.

Accepting Test Drive Requests

While designing the Single Car Listing page, if you add the STM Single Car Actions element to your page, an option to schedule a test drive will be displayed along with your listing.



Visitors to your website can click on the **Schedule Test Drive** button to book an appointment for a test drive.

Viewing Test Drive Requests

You can view a list of all bookings by clicking on **Listings > All Test Drives** in the WordPress menu.

Click on a request to view the details.

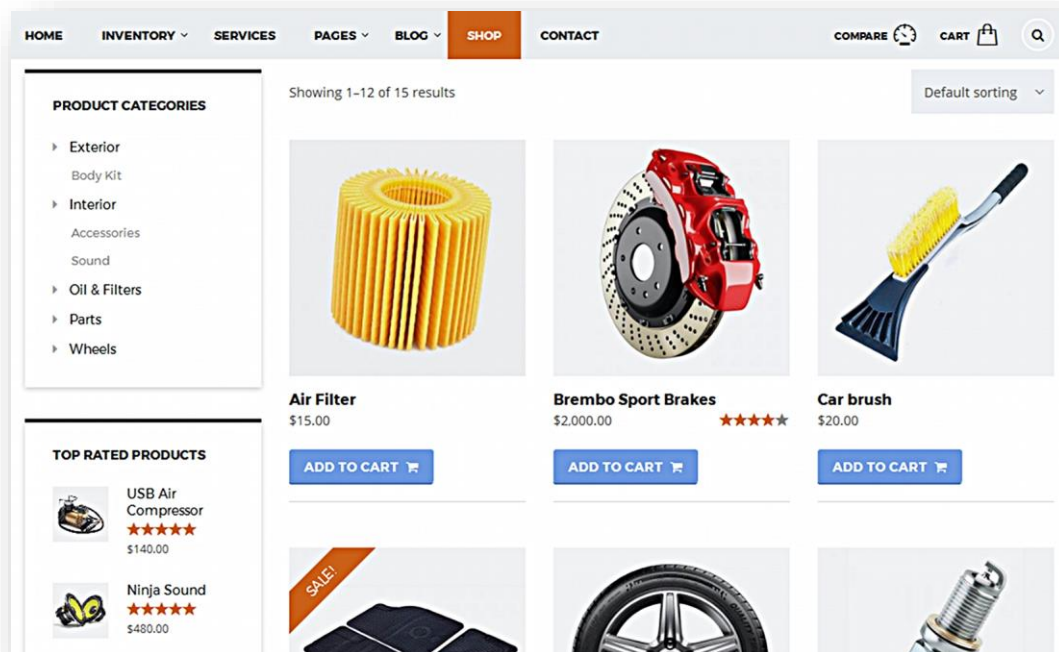
Credentials	
Name	Mark Antony
E-mail	mark.antony@gmail.com
Phone	123456789
Day	2017/04/26 10:00

All (1) Draft (1)	
Bulk Actions	Apply All dates Filter
<input type="checkbox"/>	Title
<input type="checkbox"/>	New request for test drive Toyota Camry XSE 2016 — Draft
<input type="checkbox"/>	Title
Bulk Actions	Apply

Setting up a Shop

If you are selling motor spare parts, you can set up an online shop to display your inventory and take orders online.

Note: Setting up a shop makes use of the WooCommerce functionality of your theme. Hence, you need to first set up and configure the WooCommerce plugin before setting up your shop. Please see <http://docs.woothemes.com/documentation/plugins/woocommerce/getting-started/> for more details on configuring WooCommerce.



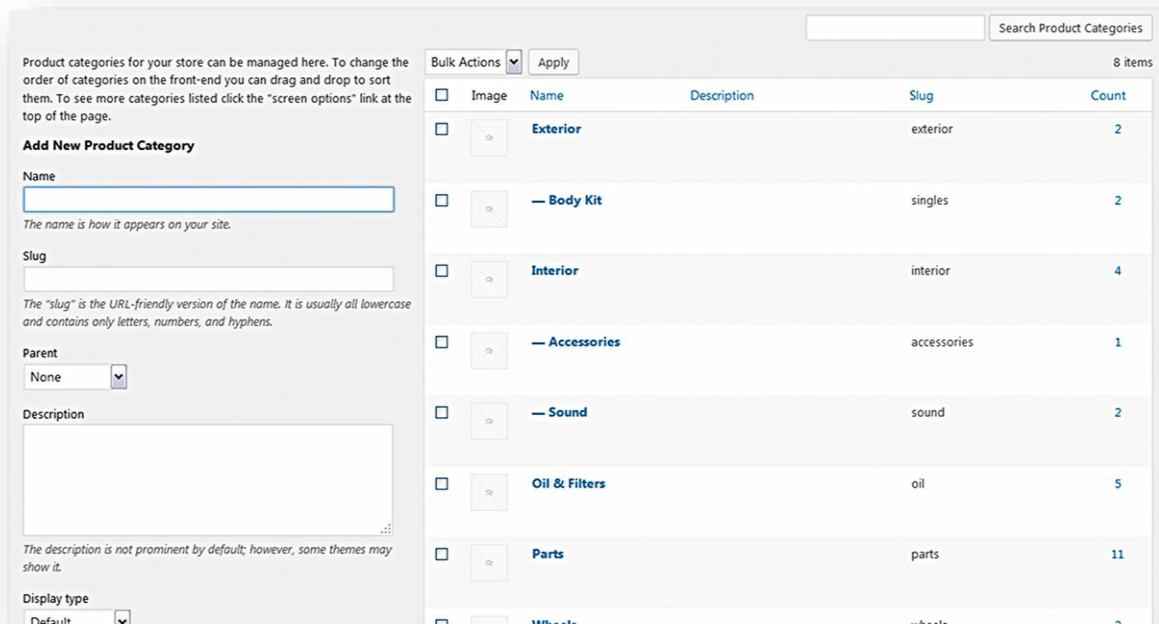
However, you need to enter your Inventory details before you can set up the online shop.

Defining Product Categories, Attributes, and Tags

You can use attributes, tags, and categories to classify your products. This will help your visitors to quickly locate products of interest.

To define product categories, attributes, or tags:

1. Click on **Products > Categories** in the WordPress menu to open the Product Categories screen.



Product categories for your store can be managed here. To change the order of categories on the front-end you can drag and drop to sort them. To see more categories listed click the "screen options" link at the top of the page.

Add New Product Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent
None

Description

The description is not prominent by default; however, some themes may show it.

Display type
Default

Bulk Actions

Search Product Categories

<input type="checkbox"/>	Image	Name	Description	Slug	Count
<input type="checkbox"/>		Exterior		exterior	2
<input type="checkbox"/>		— Body Kit		singles	2
<input type="checkbox"/>		Interior		interior	4
<input type="checkbox"/>		— Accessories		accessories	1
<input type="checkbox"/>		— Sound		sound	2
<input type="checkbox"/>		Oil & Filters		oil	5
<input type="checkbox"/>		Parts		parts	11
<input type="checkbox"/>		Wheels		wheels	2

2. Define the categories just as you would create normal categories in WordPress.

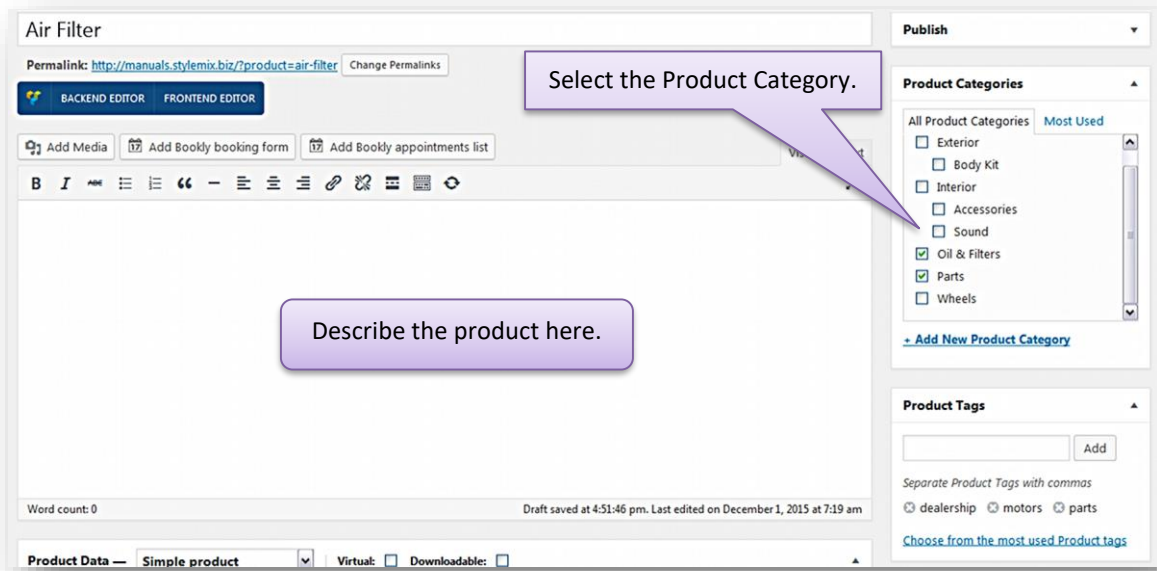
Note: You can similarly define product attributes (by clicking on **Products > Attributes**) or tags (**Products > Tags**).

Adding a New Product Entry

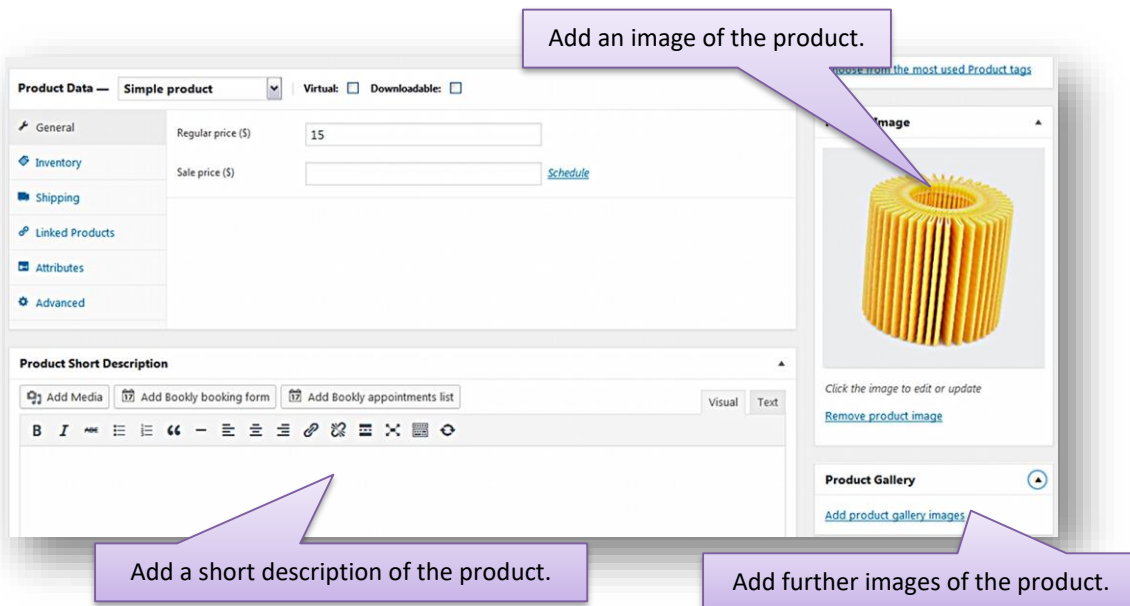
Once you have defined the product categories, attributes, or tags, you can create your product/inventory entries.

To create a product entry:

1. Click on **Products > Add Product** in the WordPress menu.



2. Add a short description and one or more images of the product.



3. Use the **Product Data** panel to enter other details of the product, such as its price, stock in hand, shipping details, etc.

Note: The Product Data panel is based on the WooCommerce plugin. We provide a brief overview of the tabs here. Please read the WooCommerce plugin documentation for more detailed information about these settings.

4. Specify the price of the product in the **General** tab of the Product Data panel.

The screenshot shows the 'Product Data' panel for a 'Simple product'. The 'General' tab is selected in the left sidebar. The main area contains two input fields: 'Regular price (\$)' with the value '15' and 'Sale price (\$)' which is empty. A 'Schedule' link is next to the 'Sale price' field. Three callout boxes provide instructions: one points to the 'Regular price' field saying 'Specify the regular price of the product.', another points to the 'Sale price' field saying 'Optionally, you can specify a special Sale price for the product.', and a third points to the 'Schedule' link saying 'If having a Sale, click here to set the dates of the Sale.'

5. Specify the stock details in the **Inventory** tab.

Product Data — Simple product | Virtual: ☐ Downloadable: ☐

Enter a unique id number for the product.

General

SKU

Inventory

Manage stock? ☒ Enable stock management at product level

Stock quantity

Allow backorders? ?

Stock status ?

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

Select this checkbox to enter the stock details.

Tip: The **Stock quantity**, **Allow backorders**, and **Stock status** fields will become visible only after you have checked the **Enable stock management at product level** checkbox.

6. Specify the shipping details in the **Shipping** tab.

Product Data — Simple product | Virtual: ☐ Downloadable: ☐

General

Weight (kg) ?

Inventory

Dimensions (cm) ?

Shipping

Shipping class ?

Linked Products

Attributes

Advanced

- Optionally, use the **Linked Products** tab to provide links to related products (up-sells, or cross-sells), or define the product as part of a grouped product.

Product Data — Simple product | Virtual: ☐ Downloadable: ☐

General

Inventory

Shipping

Linked Products

Attributes

Advanced

Up-sells

Cross-sells

Grouping

Search for a product...

Search for a product...

Search for a product...

Point to these question marks for a brief description of these items.

- Specify other attributes of the product, in the **Attributes** tab.

Product Data — Simple product | Virtual: ☐ Downloadable: ☐

General

Inventory

Shipping

Linked Products

Attributes

Advanced

Custom product attribute

Add

Color

Name: Color

Value(s): Yellow

☒ Visible on the product page

Size

Name: Size

Value(s): 10"


☒ Visible on the product page










Save attributes

Click on this button to define further attributes.

Click on the **Save attributes** button to save the defined attributes.

- Use the **Advanced** tab to enter a **Purchase Note**, change the default sort order of the items in the Inventory page, and enable/disable reviews.

Product Data — **Simple product**  | Virtual: ☐ Downloadable: ☐

 General	Purchase note	<input type="text"/>	
 Inventory			
 Shipping	Menu order	<input type="text" value="0"/>	 
 Linked Products	Enable reviews	<input checked="" type="checkbox"/>	
 Attributes			
 Advanced			

Taking Service Appointments on your Website

The Motors Theme comes with the Bookly plugin. You can manage your service appointments using this plugin. You can book service appointments either via the WordPress dashboard or online, through your website.

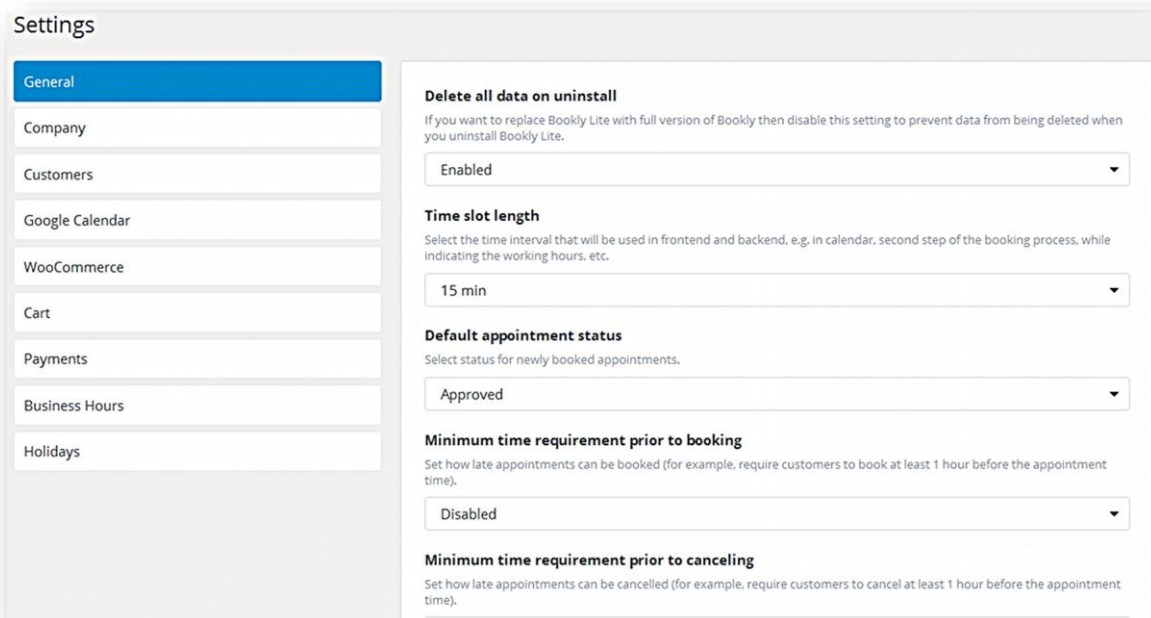
However, before you can do this, you have to set up Bookly to work with your website. You also have to enter details of your employees, your services, and your customers, and set up the email and SMS notifications you want the system to send to your customers on successfully booking of the appointment, cancelation of the appointment, etc.

Configuring the Bookly Plugin

Before you set up a service booking form and take service appointments, you need to first configure the Bookly plugin.

To set up the Bookly plugin:

1. Click on **Bookly > Settings** in the WordPress menu.



2. Change the default settings to suit your requirements.

Formatting the Booking Form

The Bookly plugin generates a booking form that you can place on your web page using a shortcode. If you want, you can change the appearance of this booking form. You can change the colors and the text that appears on the form.

To make changes to the booking form:

1. Click on **Bookly > Appearance** in the WordPress menu.

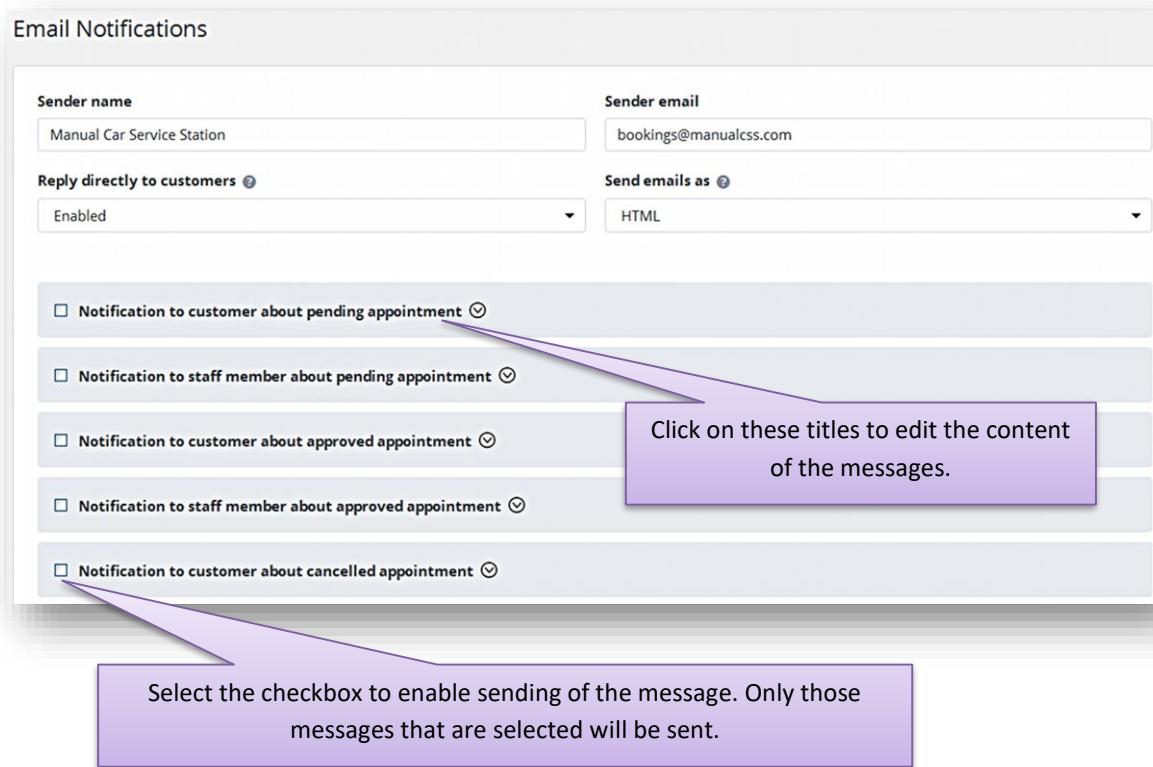
The screenshot shows the 'Appearance' settings page for the Bookly plugin. It features a 'Select Color' button and a 'Show form progress tracker' checkbox. Below these are six tabs: '1. Service', '2. Time', '3. Cart', '4. Details', '5. Payment', and '6. Done'. A callout points to the 'Select Color' button, stating 'Change the color of highlights on the form.' Another callout points to the tabs, stating 'The form has six sections. Click on these tabs to customize each section.' Below the tabs is a blue bar with the text 'Click on the underlined text to edit.' and a close button. Further down are checkboxes for 'Make selecting employee required' and 'Show service price next to employee name'. The main form preview shows six sections: '1. Service', '2. Time', '3. Cart', '4. Details', '5. Payment', and '6. Done'. Under '1. Service', there is a 'Please select service:' section with four dropdown menus: 'Category' (labeled 'Select category'), 'Service' (labeled 'Select service'), 'Employee' (labeled 'Any'), and 'Number of persons' (labeled '1'). A callout points to the 'Employee' dropdown, stating 'Click on any underlined text to change it.' At the bottom, there is a section for 'I'm available on or after' with a date picker set to 'April 28, 2017', a day selection row (Sun, Mon, Tue, Wed, Thu, Fri, Sat) with checkboxes, and 'Start from' and 'Finish by' time pickers set to '8:00 am' and '6:00 pm' respectively.

Configuring Email and SMS Notifications

You can set up the system to automatically send Email Notifications to customers when they book appointments, or when the appointments have been approved, or when the appointment is due, etc. The system comes with default messages, but you can change the text of the messages, if required.

To configure email notifications:

1. Click on **Bookly > Email Notifications** in the WordPress menu.



The screenshot shows the 'Email Notifications' settings page. At the top, there are two input fields: 'Sender name' (containing 'Manual Car Service Station') and 'Sender email' (containing 'bookings@manualcss.com'). Below these are two dropdown menus: 'Reply directly to customers' (set to 'Enabled') and 'Send emails as' (set to 'HTML'). A list of five notification types follows, each with a checkbox and a title: 'Notification to customer about pending appointment', 'Notification to staff member about pending appointment', 'Notification to customer about approved appointment', 'Notification to staff member about approved appointment', and 'Notification to customer about cancelled appointment'. Two callout boxes are present: one pointing to the titles of the first two notifications with the text 'Click on these titles to edit the content of the messages.', and another pointing to the checkbox of the last notification with the text 'Select the checkbox to enable sending of the message. Only those messages that are selected will be sent.'

2. After making all the changes, click on the **Save** button at the bottom of the screen.

Note: You can also set up SMS Notifications (by clicking on **Bookly > SMS Notifications** in the WordPress menu), but you have to register separately for this and Bookly will charge you for each SMS sent.

Adding Details of Existing Customers

If yours is an established business, you can enter the details of your existing customers into the system. Once you have done this, your existing customers too will be able to book service appointments from your website.

To add details of existing customers:

1. Click on **Bookly > Customers** in the WordPress menu.
2. Click on the **New Customer** button to open the New Customer dialog box.

New customer

If the customer is already a member of your website, select his/her username here; otherwise, leave this blank.

User

Name

Phone

Email

Notes

Enter any notes or comments about the customer here.

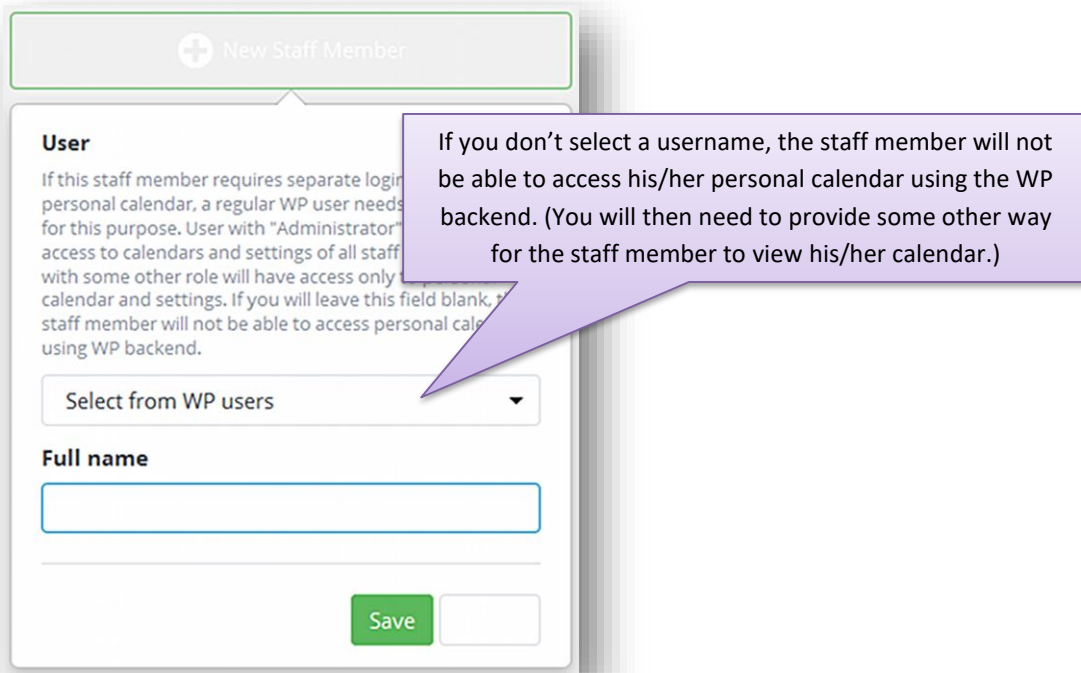
Tip: Instead of creating the customer entries one by one, you can import the customer entries from a CSV file (by clicking on the **Import** button instead of the New Customer button). The CSV file needs to have three columns: Name, Phone and Email.

Adding Details of Staff Members

You also need to enter details of staff members so they can be assigned to different service jobs.

To add details of staff members:

1. Click on **Bookly > Staff Members** in the WordPress menu.
2. Click on the **New Staff Member** button to add an entry for the staff member.



The screenshot shows a 'New Staff Member' form. At the top is a header bar with a plus icon and the text 'New Staff Member'. Below this is a section titled 'User'. The text in this section explains that if a staff member needs a separate login, a regular WP user must be selected. It notes that an 'Administrator' role grants access to all calendars and settings, while other roles grant access only to the staff member's own calendar. A callout box points to a dropdown menu labeled 'Select from WP users' with the text: 'If you don't select a username, the staff member will not be able to access his/her personal calendar using the WP backend. (You will then need to provide some other way for the staff member to view his/her calendar.)' Below the dropdown is a 'Full name' text input field. At the bottom right of the form are a green 'Save' button and an empty checkbox.

Note: You will have to first create user accounts for the staff members if you want them to access their calendars using the WordPress admin area. Staff members with a regular user's role will only be able to access their own personal calendars, whereas staff members with an administrator's role will be able to access the calendars of all the staff members.

3. You can then enter the details of the staff member.

The screenshot shows a staff member profile form for "Bill Roger Smith". The form includes several sections and tabs. Callouts provide additional information:

- Image:** Click here to upload the staff member's photo.
- Tabs:** Click on these tabs to enter other details about the employee. (The tabs are Details, Services, Schedule, and Days off).
- Full name:** Bill Roger Smith
- User:** If this staff member requires separate login to access personal calendar, a regular WP user needs to be created for this purpose. User with "Administrator" role will have access to calendars and settings of all staff members, user with some other role will have access only to personal calendar and settings. If you will leave this field blank, this staff member will not be able to access personal calendar using WP backend. Select from WP users.
- Email:** bill_rs@manualcss.com
- Phone:** (201) 555-5555
- Info:** This text can be inserted into notifications with {staff_info} code. Bill is an expert at wheel alignment. Bill works on Mondays, Wednesday, and Fridays.
- Visibility:** To make staff member invisible to your customers set the visibility to "Private". Public.
- Google Calendar integration:** Synchronize staff member appointments with Google Calendar. Please configure Google Calendar settings first.

Buttons at the bottom: Delete, Save.

4. Once you have entered all the details, click on the **Save** button to save the entry.

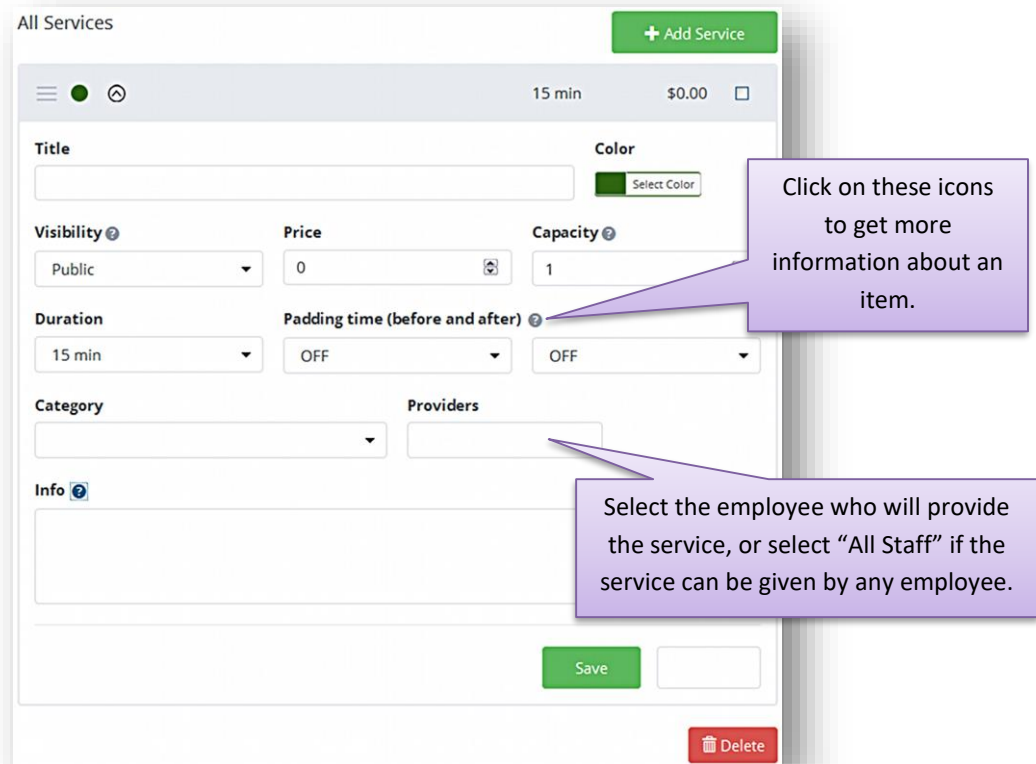
Adding Service Details

You need to enter the details of all the services offered by your organization into the system so that customers can select the service they want performed on their vehicle when they book a service appointment.

To add service details:

1. Click on **Bookly > Services** in the WordPress menu.

- Click on the **Add Service** button to add a service entry.



All Services

[+ Add Service](#)

15 min \$0.00

Title Color [Select Color](#)

Visibility [?](#) Price Capacity [?](#)

Public 0 1

Duration Padding time (before and after) [?](#)

15 min OFF OFF

Category Providers

Info [?](#)

[Save](#) [Delete](#)

Click on these icons to get more information about an item.

Select the employee who will provide the service, or select "All Staff" if the service can be given by any employee.

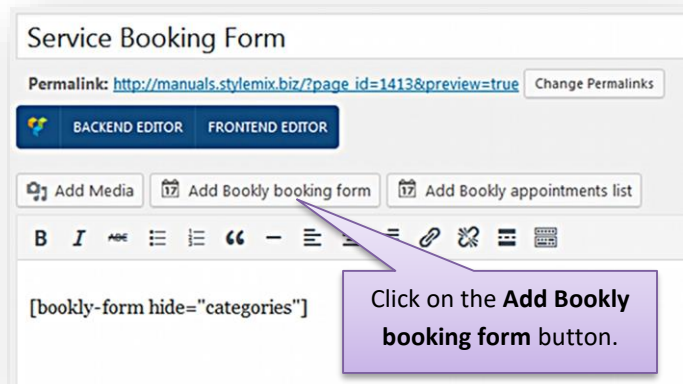
- Click on the **Save** button to save the entry.

Adding the Form to your Website

Once you have entered details of your staff members and services, and have followed the other set up instructions, you can then add the booking form to a page to display on your website.

To add the form to a page:

- Create a new page for the booking form.
- Publish the page and add it to your menu to allow users to book the service appointments.



Service Booking Form

Permalink: http://manuals.stylemix.biz/?page_id=1413&preview=true [Change Permalinks](#)

[Add Media](#) [Add Bookly booking form](#) [Add Bookly appointments list](#)

[B](#) [I](#) [ABC](#) [List](#) [Quote](#) [Link](#) [Image](#) [Table](#)

[bookly-form hide="categories"]

Click on the **Add Bookly booking form** button.

Viewing the List of Service Appointments

You can view the list of service appointments that have been booked. You can also make changes to an appointment or delete an appointment. You can also manually create an appointment, if, say, a customer books an appointment over the phone.

To view the list of service appointments:

1. Click on **Bookly > Appointments** in the WordPress menu to open the Appointments screen.

If there are many appointments, you can filter the list by selecting from these fields.

No.	Appointment Date	Employee	Customer Name	Customer Phone	Service	Duration	Status	Payment	
1	April 29, 2017 8:00 am	Bill Roger Smith	John Bayne	+12016666666	Wheel Alignment	15 min	Approved	\$0.00 of \$20.00 Local Pending	<input type="checkbox"/>

Click on the **+ icon** to view the email id and any notes written by the customer.

Click on the **Edit** button to make changes to the appointment entry.

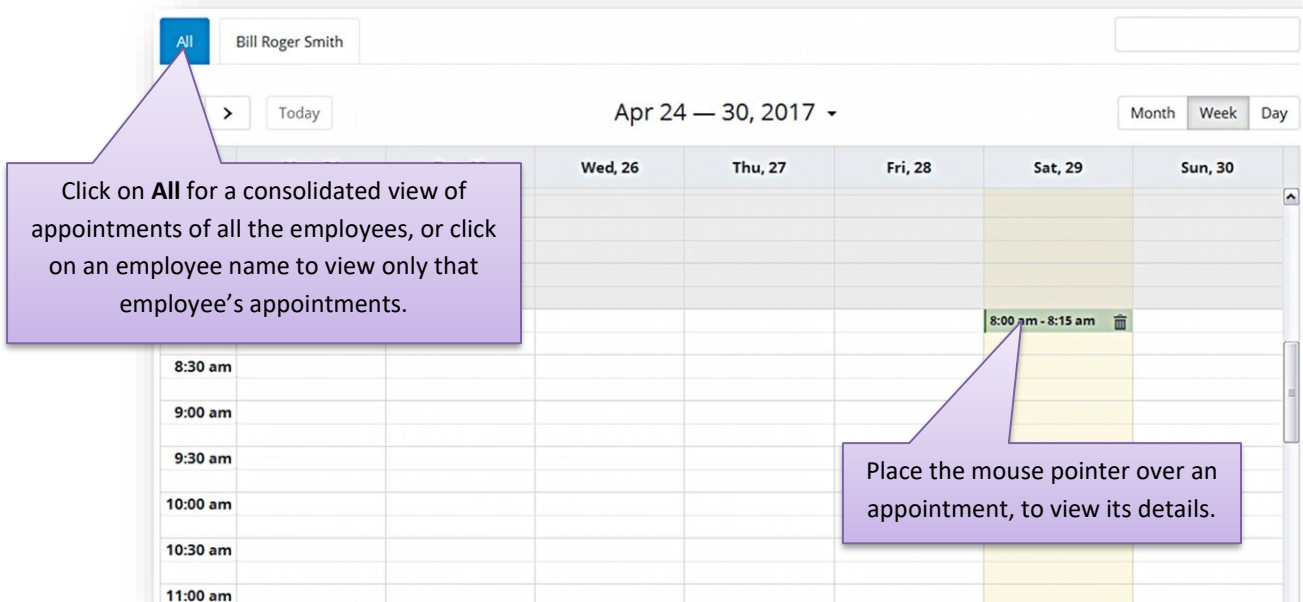
2. You can also directly create an appointment by clicking on the **New appointment** button.

Viewing the Appointments Calendar

Another way of viewing the appointment is by viewing the appointments calendar. You can view the appointment calendar of any particular employee, or you can have a consolidated view of the appointments of all the employees. You can also switch between month, week, or day view.

To view the appointments calendar:

1. Click on **Bookly > Calendar** in the WordPress menu to open the Calendar screen.



2. Click on an appointment to edit or make changes to it.
3. You can also directly create an appointment by double-clicking on any available time-slot in the calendar.

Taking Direct Service Bookings

Generally, you will not get service bookings only from your website. Some customers may even phone-in to book an appointment. When this happens, you can directly add an appointment from the WordPress admin area itself.

You can add an entry either by clicking on the **New appointment** button in the Appointments screen, or by double-clicking a free time-slot in an employee's calendar.

Note: See *Viewing the List of Service Appointments* and *Viewing the Appointments Calendar* for more information on viewing the list of appointments.

Adding Other Content

Other than the special types of content covered in the previous sections of this manual, you can also add regular content to your website as normal pages and posts. You can create your pages using Classic mode or the Visual Composer Backend or Frontend Editors.

Tip: See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

Additional Options for Pages and Posts

The following additional options are available while adding pages and posts:

1. You can add sliders to the page (if you have set up sliders using the Revolution Slider plugin).
2. You can change the formatting of the page title area (for a particular page) using the **Page Options** panel.

The screenshot shows the 'Page Options' panel with the following settings:

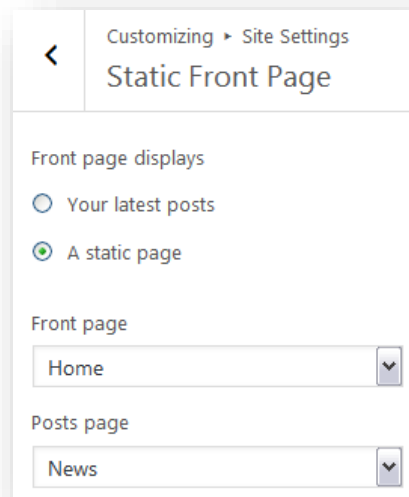
- Page Background Color:** Select Color
- Transparent Header:** ☐
- TITLE BOX**
 - Alignment:** Left
 - Title:** Hide
 - Sub Title:** (empty text field)
 - Background Color:** Select Color
 - Font Color:** Select Color
 - Line Color:** Select Color
 - Sub Title Font Color:** Select Color
 - Custom Background Image:** Default, Choose Image, Remove Image
- BREADCRUMBS**
 - Breadcrumbs:** Hide
 - Breadcrumbs Color:** Select Color

Adding a Blog to your Website

The Motors theme also supports blogs. You can set up a custom blog page. You can have a regular blog on your website where you (or anyone with admin/author rights) can put up posts.

Note: Blog posts can be published from the WordPress admin area. Only someone with admin or author rights can put up blog posts.

You can assign any page you create as the start page of your blog by clicking on **Appearance > Customize > Site Settings > Static Front Page** and selecting the page in the **Posts page** drop-down list.



Updating the theme

We will periodically provide updates of your theme. These updates are essential if you want to have a bug-free website as we give new features and improvements to the theme over time. Some of these updates might be needed in order to make the theme compatible with newer versions of WordPress.

Note: There is no risk of losing your settings and pages when you update the theme. However, any modifications you have made to the core theme files will be lost, so you should back up those files before you update the theme.

Tip: After upgrading the theme, you can update extra plugins via **Appearance > Install Plugins**.

There are three ways of updating our WordPress themes to newer versions:

- Updating via the WordPress Admin Panel (using Dashboard > Updates)
- Update via the WordPress Admin Panel (using an extra plugin)
- Updating via FTP

Updating via the WordPress Admin Panel (using Dashboard > Updates)

The easiest way of updating the theme is via **Dashboard > Updates**. When an update is available for your theme, you will get a notification in your WordPress Dashboard and you can update your theme by clicking on **Dashboard > Updates** and updating the theme (just as you would update any other installed theme).

Note: You will need the token key you had generated when you had originally installed the theme. You will find this under the **Settings > API Keys** section of your profile on Themeforest.

Tip: After upgrading the theme, you can update the extra plugins via **Appearance > Install Plugins**.

Updating via the WordPress Admin Panel (using an Extra Plugin)

For this method you should first install the Easy Theme and Plugin Upgrades plugin (<http://wordpress.org/plugins/easy-theme-and-plugin-upgrades/>) This plugin will update your theme when you upload the theme.zip file.

Once you have installed the Easy Theme and Plugin Upgrades plugin:

1. Download the theme file update from ThemeForest.
2. Extract the <theme>.zip file from the downloaded theme file.
3. In the WordPress dashboard, click on **Appearance > Themes > Add New > Upload Theme > Browse...**
4. Select the <theme>.zip file that you extracted in step 2 and click on **Install Now**.

Tip: After upgrading the theme, you can update the extra plugins via **Appearance > Install Plugins**.

Updating via FTP

Another way of updating your theme is via FTP.

Extract the contents of the <theme>.zip file (which you will find inside the theme update file you have downloaded from Themeforest). The contents will be extracted to a folder called motors\ and to subfolders within the motors folder.

Tip: Make sure your unzipping software does not create any extra directory with the same name nested within the **motors** folder. In other words, make sure you extract the files to *motors* and not *motors\motors*.

Using an FTP program, upload the **motors** folder (and its subfolders) to */wp-content/themes/* on your web server.

Note: The FTP program will give a warning that the *motors* folder already exists. Choose **Replace All**.

Tip: After upgrading the theme, you can update the extra plugins via **Motors > Plugins** or **Appearance > Install Plugins**.

Final Tip: Whichever method you use to update your theme, clear your browser cache after each update if you notice anything off. Old theme files can sometimes persist in your local cache and make you think something's wrong.

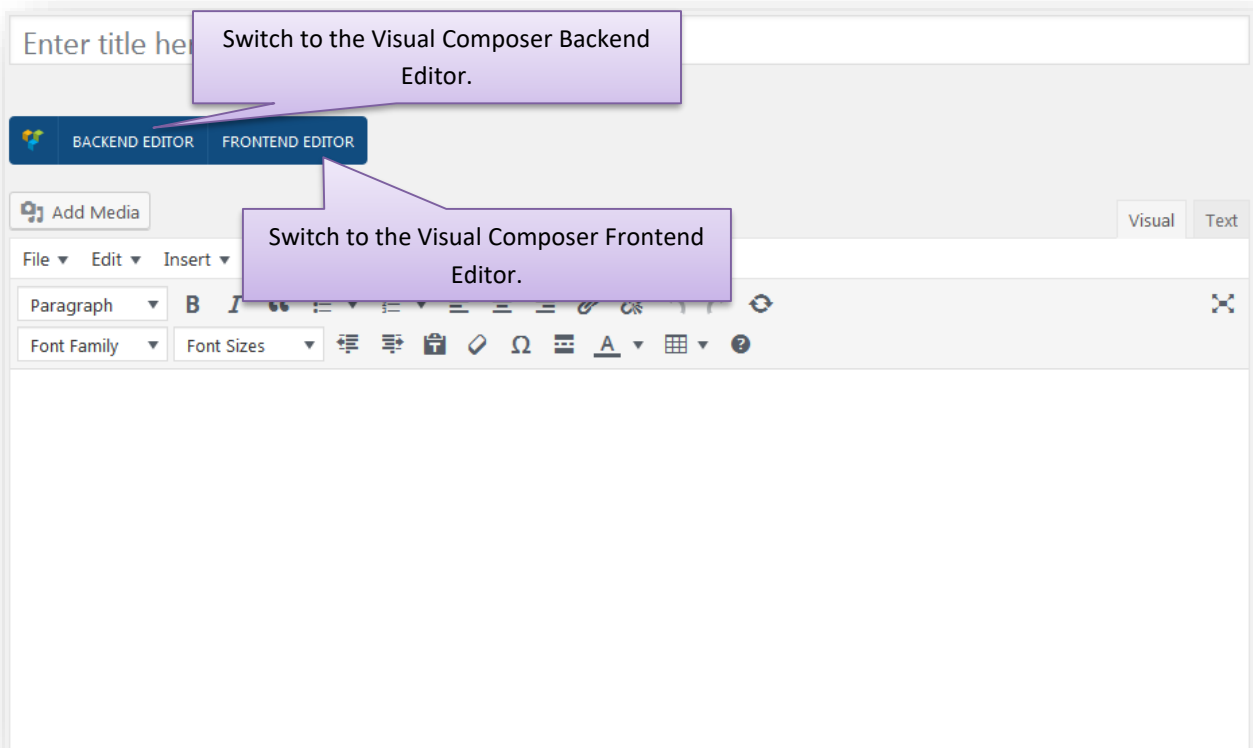
Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages

Your Motors Theme incorporates the WPBakery Visual Composer plugin that helps you build pages quickly and easily with an intuitive drag-and-drop interface.

Note: This appendix gives you a brief overview of using the WPBakery Visual Composer to create your pages. Please see http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full_screen_preview/242431 to view a short manual on how to use the Visual Composer, or <http://vc.wpbakery.com/video-tutorials/> to see some tutorial videos.

Tip: Click on **Visual Composer > General Settings** in the WordPress menu to set up or control the functioning of the Visual Composer plugin.

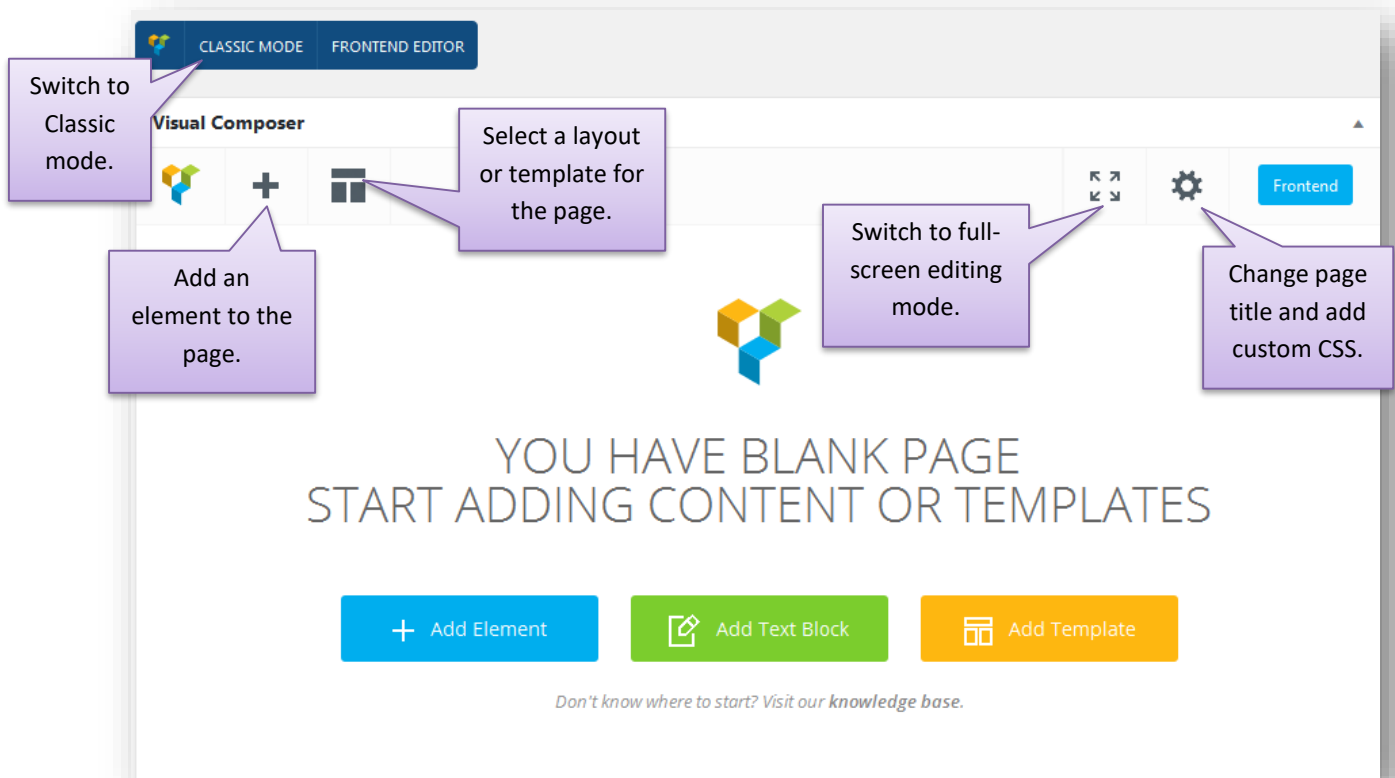
You can control whether the Visual Composer plugin should be enabled or not for different types of pages and posts in the Visual Composer Settings pages. If the Visual Composer is disabled, you will see the WordPress **Classic Editor** with buttons to switch to the Visual Composer (as in the following image):



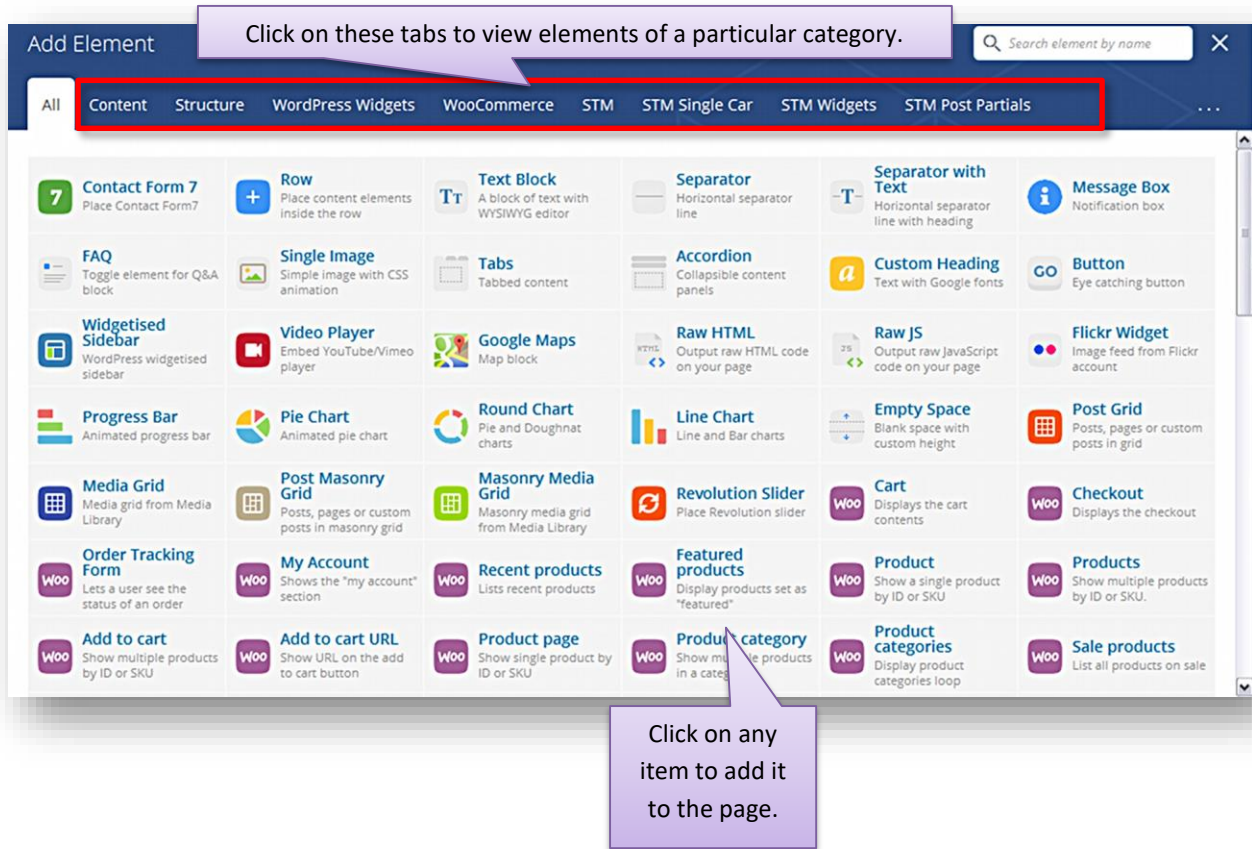
As can be seen in the above image, the Visual Composer can work in two modes: as a Backend editor, or as a Frontend editor.

Working with the Backend Editor

Click on the Backend Editor button to switch to the Backend mode.



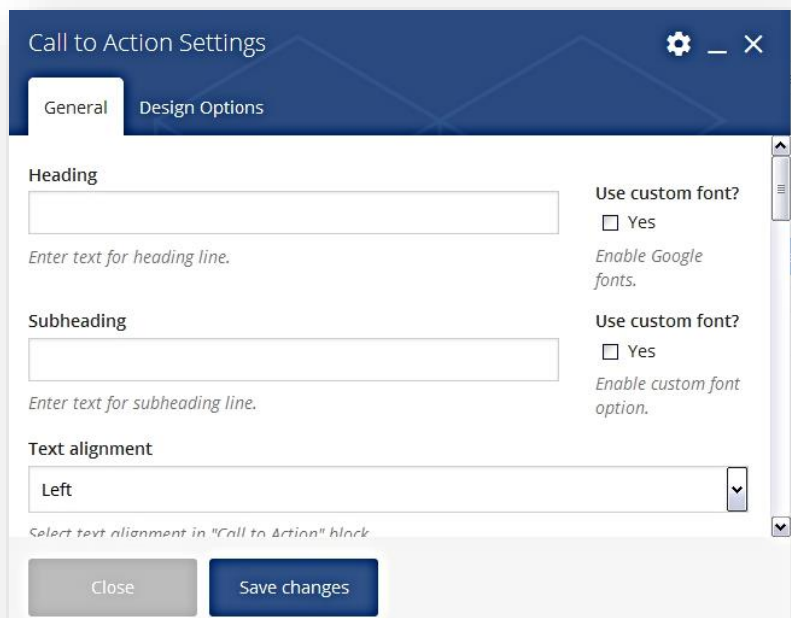
To add an element to the page, click on the **Add Element** button and select an element or widget from Visual Composer's vast array of elements or widgets.



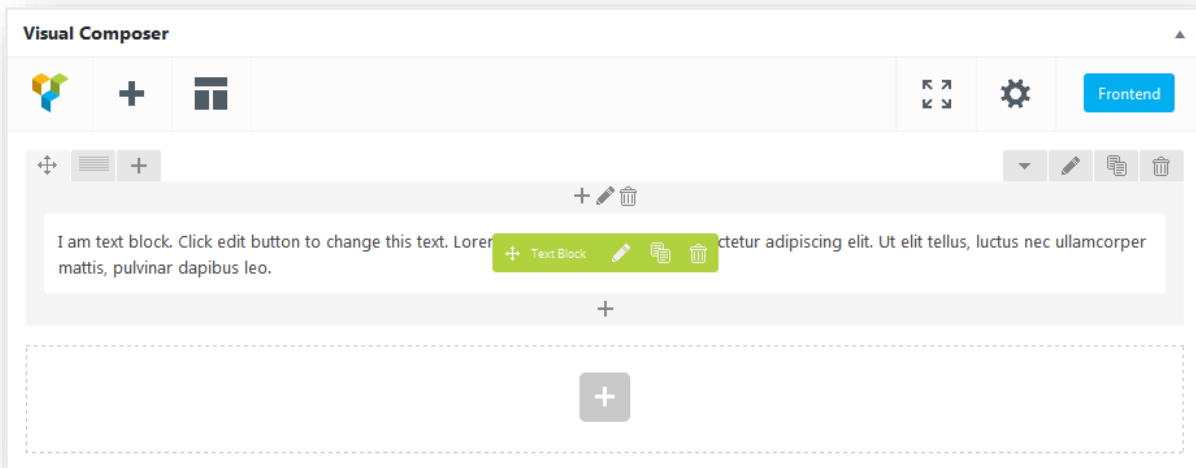
Note: You will find all the Motors Theme related elements or widgets in the **STM**, **STM Single Car**, **STM Widgets**, and **STM Post Partials** tabs. There are also a few more tabs accessible via the ... button.

For some of the elements you may have to specify additional details or settings.

The element will be added to your page and formatted according to your settings.



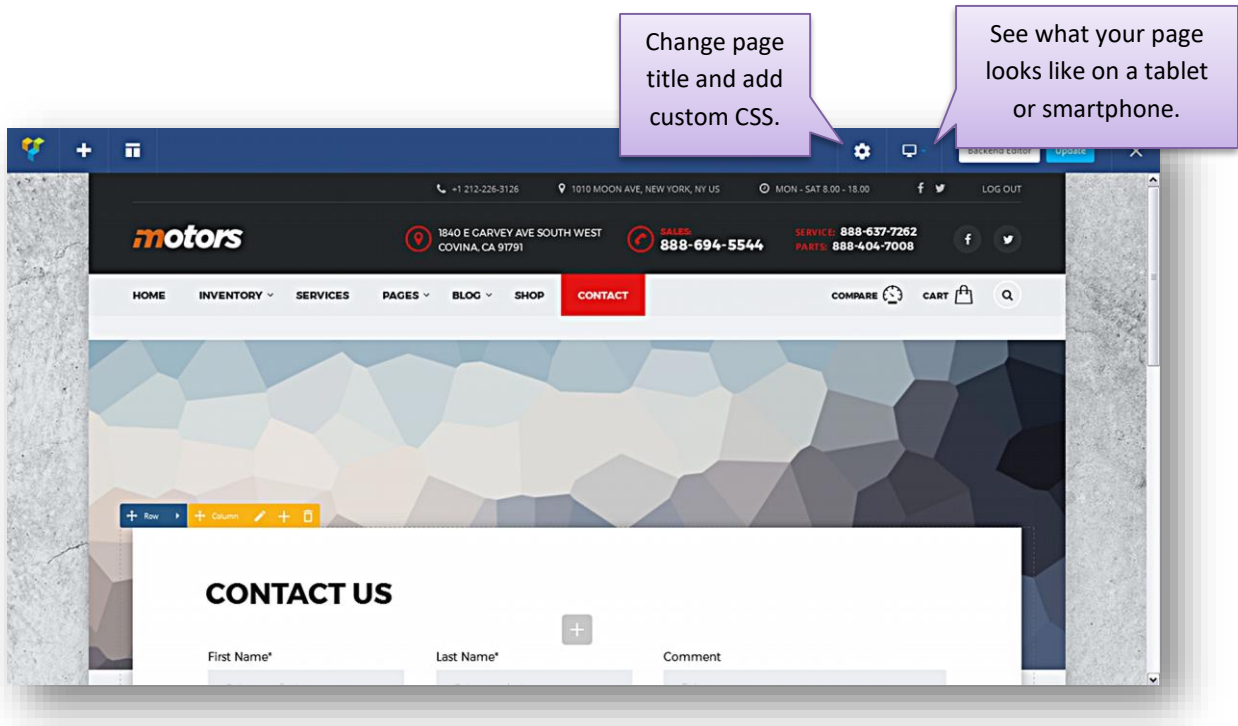
To make changes to any added element, hover the mouse pointer over the element. You will see icons that allow you to move, edit, copy or delete the item.



Tip: As you add elements with the Visual Composer, use the **Preview** button to see what your page will look like.

Working with the Frontend Editor

The Backend Editor shows you the “blocks” that make up your page, but does not show you what your page actually looks like. Alternatively, you can work with the Frontend Editor to see what the actual page looks like as you create/edit it.



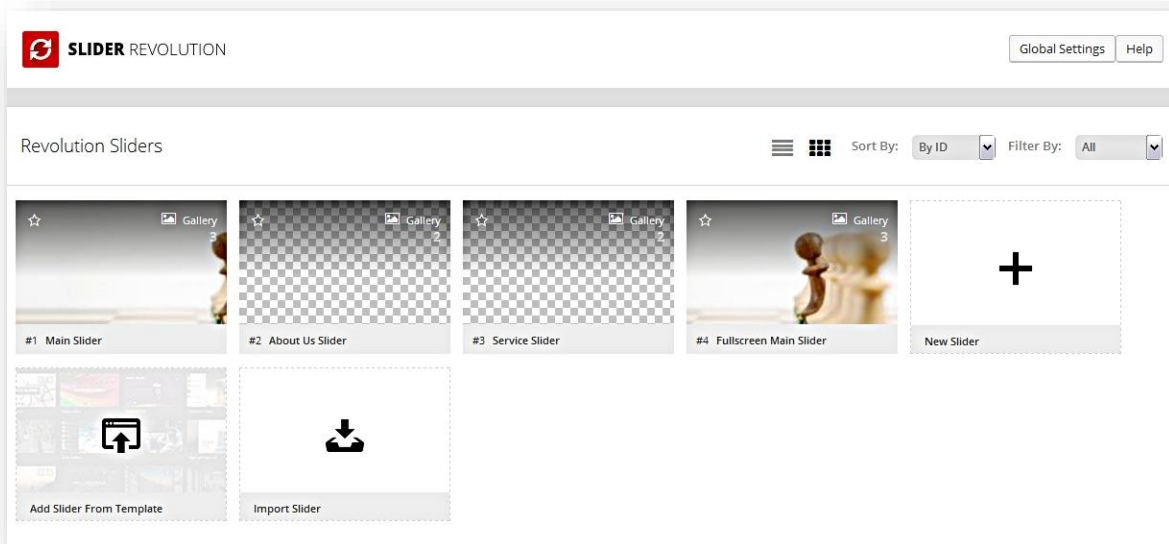
Note: This was just a brief overview of using the WPBakery Visual Composer to create your pages. Please see <http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full-screen-preview/242431> to view a short manual on how to use the Visual Composer, or <http://vc.wpbakery.com/video-tutorials/> to see some tutorial videos.

Appendix B: Using the Revolution Slider

Your Motors Theme incorporates the Revolution Slider plugin that allows you to display a series of images or other content on your web pages as a slider or carousel. This is useful for picture galleries, introductions, etc.


Note: This appendix gives you a brief overview of using the Revolution Slider. Please see <http://www.themepunch.com/revslider-doc/slider-revolution-documentation/> for more detailed instructions.

Before you can add a slider to a page/post, you first have to create the slider. Click on **Slider Revolution** in the WordPress menu to access the Sliders page.



You can create a new slider from scratch or you can use a free or paid template.

Once the slider has been created, you can add it to your pages/posts in one of the following ways:

- In the page/post editor, add a shortcode `[rev_slider alias="xxx"]` (where "xxx" is the name of the slider), or using the Classic Editor, click on the  button and select a

slider to insert it at your cursor location.

- In the Widgets screen (**Appearance > Widgets**), drag the “Revolution Slider” widget to a sidebar.
- Using Visual Composer, add a **Revolution Slider** widget/element to the page/post.