



# Consulting Theme Documentation

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

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## Getting Started

### *Introduction*

The Consulting WordPress Theme is a theme designed for Business and Finance Consulting firms. It has post types that have been specially designed for Consulting firms and many other built-in features that will help you set up your website quickly.

Some of the features of the Consulting Theme include:

- 18 Custom Layouts including Portfolio and Events post types
- 8 Language files included: English, German, French, Italian, Portuguese, Spanish, Russian, Persian/Arabic
- 9 Custom Templates including 3 Service Page templates, 2 Case Study templates, 2 Blog & News layout templates, and 2 Team Page templates
- Ability to display event details on your website.
- Ability to display appointments on your website.
- Templates include custom pie charts, graphs and progress bars
- Built with SASS – the most stable and powerful professional grade CSS extension language
- Compatible with Firefox, Safari, Chrome, and IE10+
- Ability to mark multi-locations on Google Maps
- Ability to add Revolution Slider to pages
- Bootstrap-based Responsive Layouts
- 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
- Custom SVG and FontAwesome icons
- One-click demo content import
- Ability to embed Audio / Video on pages
- Four predefined color skins
- Ability to add details of Staff
- Retina Ready
- SEO ready

## System Requirements

To install the Consulting 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).

## Installing the Theme

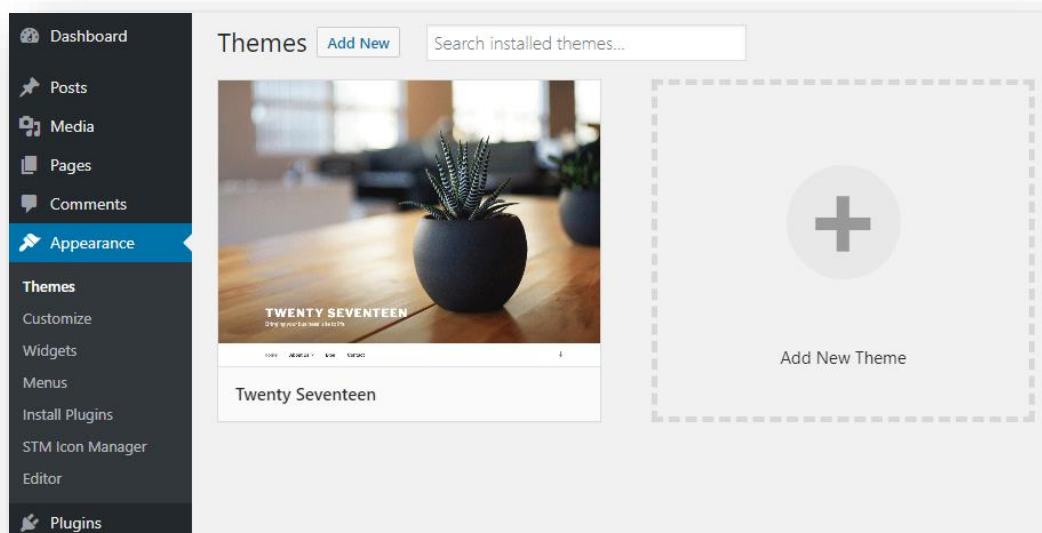
You can install the theme just as you would install any other WordPress Theme.

**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/WkZnOS1ZDFM>

To install the theme:

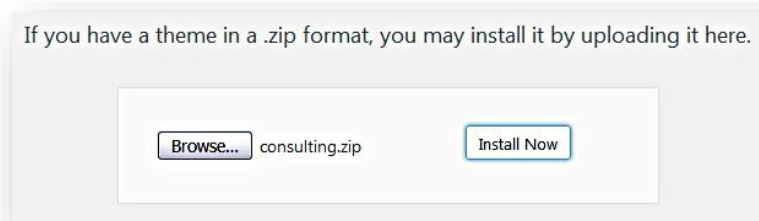
1. In the WordPress Dashboard, click on **Appearance > Themes** to open the Themes screen.



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.



**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 Consulting 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 Consulting 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**

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



The screenshot displays the Consulting Theme dashboard. On the left is a dark sidebar menu with options: Dashboard, Consulting (highlighted), Consulting (sub-menu), Support, Plugins, Demo import, System status, Posts, Media, Pages, Comments, Services, Vacancies, Staff, Works, Testimonials, VC Sidebars, Contact, WooCommerce, Products, Appearance, Plugins, Users, Tools, and Visual Composer. The main content area has a header with the 'consulting' logo and 'Welcome to Consulting'. Below this is a paragraph about installation and a link to a guided tour. A dark navigation bar contains links: PRODUCT REGISTRATION, SUPPORT, PLUGINS, INSTALL DEMOS, SYSTEM STATUS, and THEME OPTIONS. The 'PRODUCT REGISTRATION' section is active, showing a thank-you message and a registration form. A purple callout box points to the form with the text 'Paste the generated token here.' The form has a key icon and a 'SUBMIT' button. Below the form are 'Instructions For Generating A Token' with four numbered steps.

**consulting** 3.5 Welcome to Consulting

Consulting is now installed and ready to use! Get ready to build something beautiful. Please register your purchase to get automatic theme updates, import Consulting demos and install premium plugins. Read below for additional information. We hope you enjoy it! [Watch Our Quick Guided Tour!](#)

PRODUCT REGISTRATION SUPPORT PLUGINS INSTALL DEMOS SYSTEM STATUS THEME OPTIONS

Thank you for choosing Consulting! Please register your purchase to get automatic theme auto updates. The instructions below must be followed exactly.

Paste the generated token here.

**SUBMIT**

### Instructions For Generating A Token

1. Click on this [Generate A Personal Token](#) link. **IMPORTANT:** You must be logged into the same Themeforest account that purchased Consulting. If you are logged in already, look in the top menu bar to ensure it is the right account. If you are not logged in, you will be directed to login then directed back to the Create A Token Page.
2. Enter a name for your token, then check the boxes for **View Your Envato Account Username**, **Download Your Purchased Items**, **Verify Purchases You've Made** and **List Purchases You've Made** from the permissions needed section. Check the box to agree to the terms and conditions, then click the **Create Token button**
3. A new page will load with a token number in a box. Copy the token number then come back to this registration page and paste it into the field below and click the **Submit** button.
4. You will see a green check mark for success, or a failure message if something went wrong. If it failed, please make sure you followed the steps above correctly.

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

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

## 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 Consulting Theme System Status page. (Click on **Consulting > 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: <a href="#">Increasing max execution to PHP</a>			

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

## Getting Help

Your Consulting Theme comes with six months of free support.

In case you are facing problems with using the Consulting 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 **Consulting > Support** in the WordPress menu to access the Support page.

The screenshot shows the 'Support' page of the Consulting Theme. At the top, there is a blue button labeled 'CREATE A SUPPORT ACCOUNT'. Below this, the page is divided into four sections: 'Ticket System', 'Documentation', 'Video Tutorials', and 'Community Forum'. Each section contains a brief description and a link. A purple callout box points to the 'CREATE A SUPPORT ACCOUNT' button with the following text:

Click on this button to create a support account if you haven't already created one.

You will need access to the support account to submit a help ticket.

**Ticket System**  
We offer excellent support through our advanced ticket system. Make sure to register your purchase first to access our support services and other resources.  
[Submit a ticket](#)

**Documentation**  
Our online documentaiton is a useful resource for learning the every aspect and features of Consulting.  
[Learn more](#)

**Video Tutorials**  
We recommend you to watch video tutorials before you start the theme customization. Our video tutorials can teach you the different aspects of using Consulting.  
[Watch Videos](#)

**Community Forum**  
Our forum is the best place for user to user interactions. Ask another Consulting user or share your experience with the community to help others.  
[Visit Our Forum](#)

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

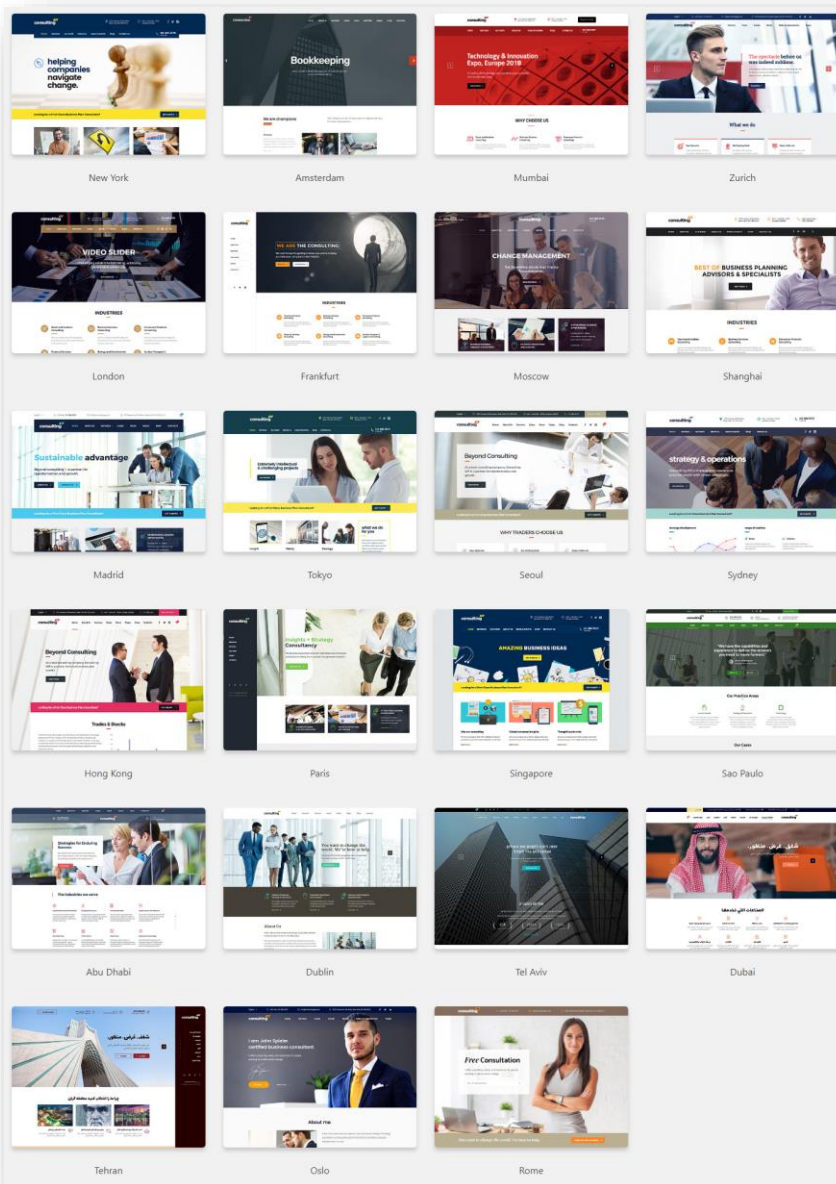
## Importing the Demo Content

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.

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

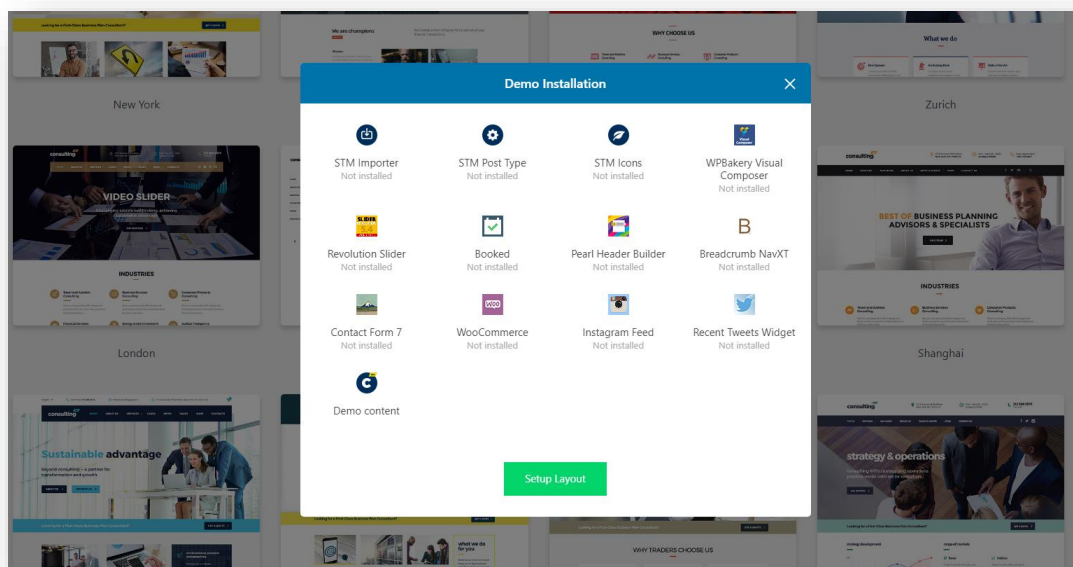
To import the demo content:

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

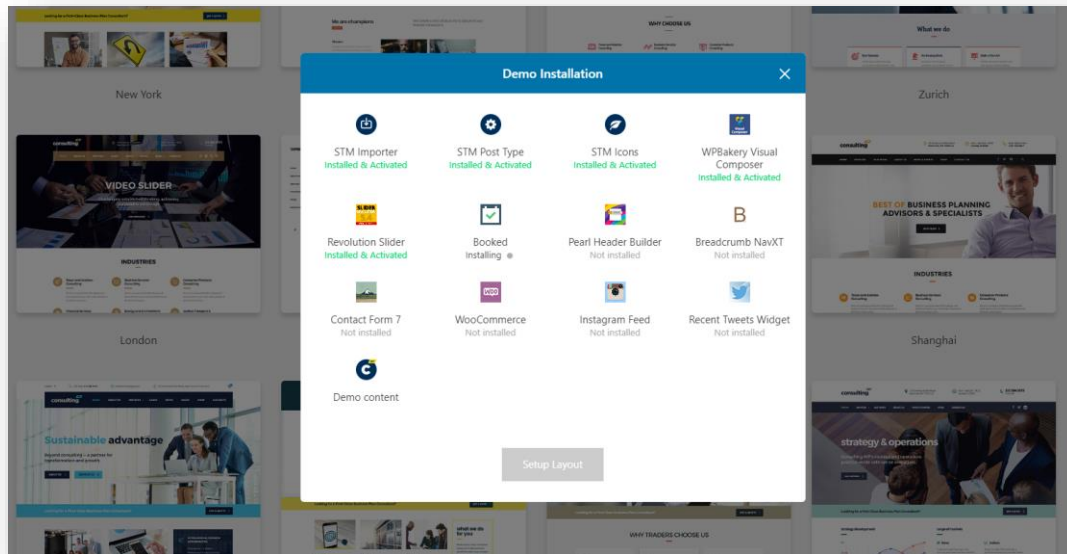


**Tip:** You can use the demo content as a starting point for your website and modify the content to suit your needs. In that case, select the demo layout that is most appropriate for your website.

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.



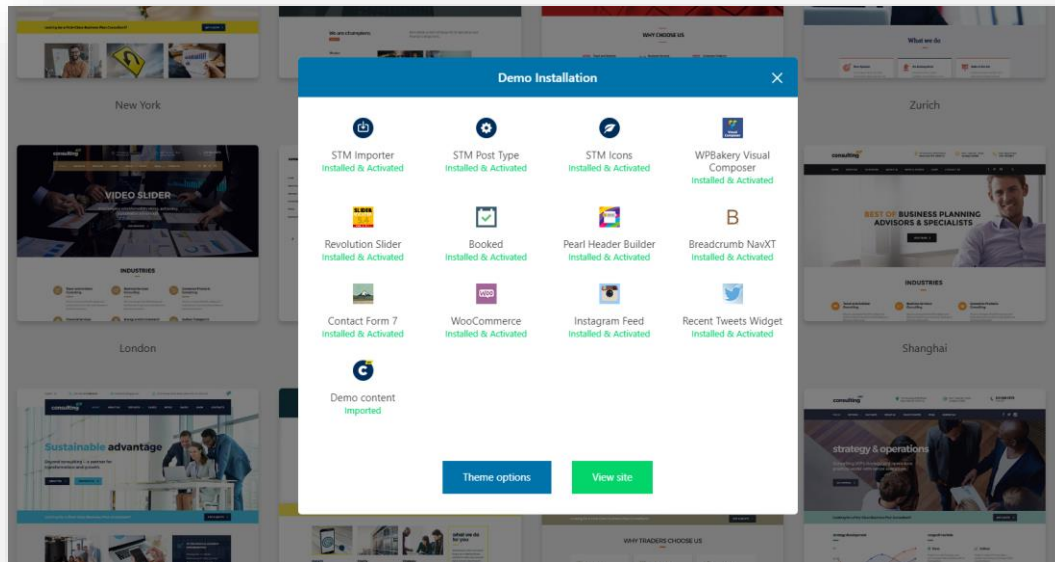
**Note:** Depending on the speed of your Internet connection, it may take some time to install all the plugins and import the demo content.



**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 Consulting WordPress Theme

This section describes some noteworthy features of this theme.

### Bootstrap Framework

The Consulting 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 Consulting 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...
AddToAny Share Buttons	Recommended	Allows you to share your posts and pages on 100+ sharing and social media sites including Facebook, Twitter, Pinterest, Google, WhatsApp, LinkedIn, Tumblr, and Reddit.
Booked Appointments	Recommended	Allows you to easily add appointment 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	Recommended	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.



Plugin	Required/Optional	How it helps you...
Force Regenerate Thumbnails	Recommended	Deletes all existing thumbnails and forces the regeneration of thumbnails.
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.
Recent Tweets Widget	Recommended	Allows you to display Tweets from Twitter on your pages or posts.
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.
TinyMCE Advanced	Recommended	Enhances the normal page/post editor that comes with WordPress.
WooCommerce	Recommended	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 Consulting Theme comes with many built-in types of posts that are useful for business, finance, or Consulting firms. The following table lists the various types of posts available:

Type	Used for...
Events	Displaying details of events being held in your organization.
Portfolio	Displaying a portfolio or collection of images and/or videos.
Products	Displaying details of products offered by your organization.
Services	Displaying details of services offered by your firm.
Staff	Displaying information about the people working in your firm.
Testimonials	Displaying testimonials from satisfied customers or clients.

---

Type	Used for...
Vacancies	Displaying details of job vacancies at your organization.
Works	Displaying information about the different types of job works undertaken by your organization.

### *Changing the Title of Custom Post Types*

If you want, you can change the title of the following custom post types:

- Services
- Vacancies
- Staff
- Works
- Testimonials

**To change the title of the above-mentioned custom post type:**

1. Click on **Appearance > Customize** in the WordPress menu.
2. In the Customize menu, select **Post Types** and then select the custom post type you want to edit.

Customizing ▸ Post Types  
**Services**

Save & Publish

Title  
Service

Plural Title  
Services

All Items  
All Services

**Rewrite (URL text)**  
service

Icon  
dashicons-clipboard

Type the new names here.

For example, if you want to call them “Offerings” instead of “Services”, you would change these three items.

**Note:** The URL text is the word that appears in the URLs of the page (Ex: <http://www.xyz.com/offerings/>)

3. After making the changes click on the **Save & Publish** button at the top of the page.

**Note:** If you change any of the **STM Post Type** names, you will need to regenerate the Wordpress *Permalinks*. To do this:

Click on **Settings > Permalinks** in the WordPress menu to open the Permalink Settings page. At the bottom of the page, click on the **Save Changes** button. Wordpress will regenerate the permalinks using the new names you have given.

## Setting Up your Website

Once the Consulting 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 Consulting 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.

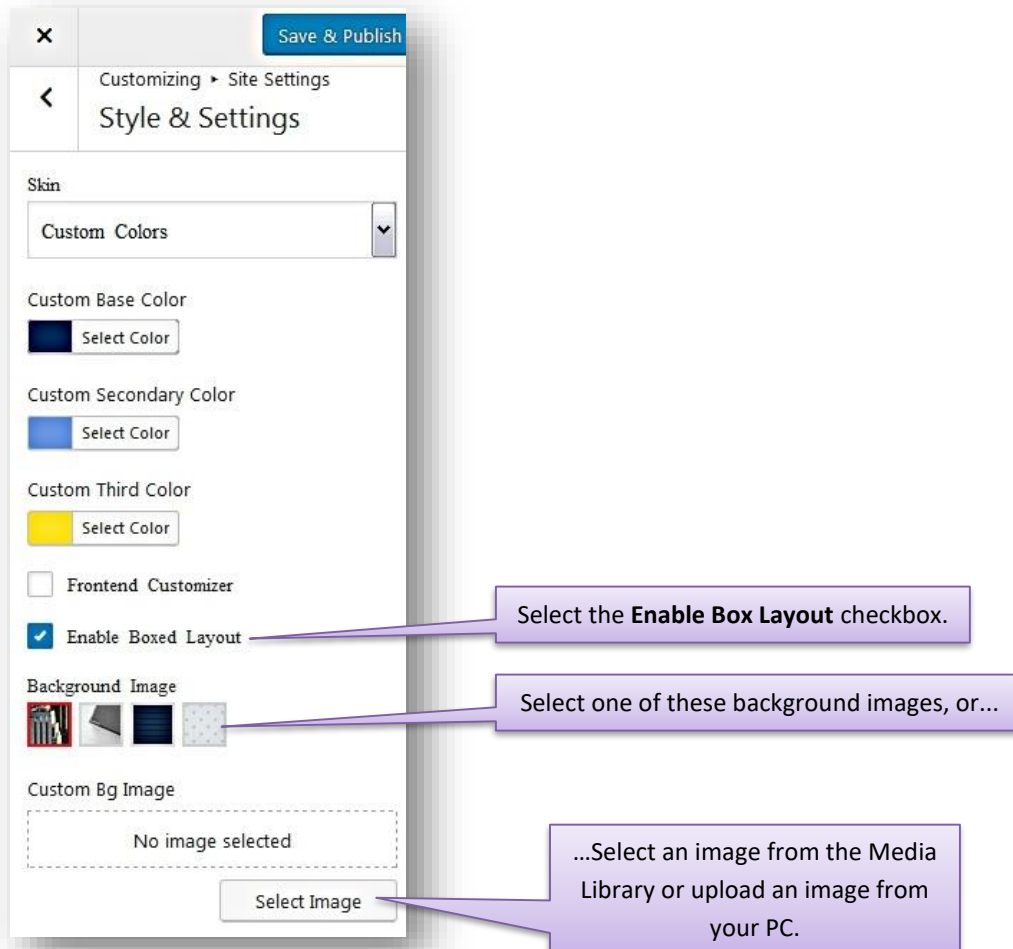
- Custom CSS code to further customize the formatting of the various areas of the website.

## Setting Up a Background Image for the Website

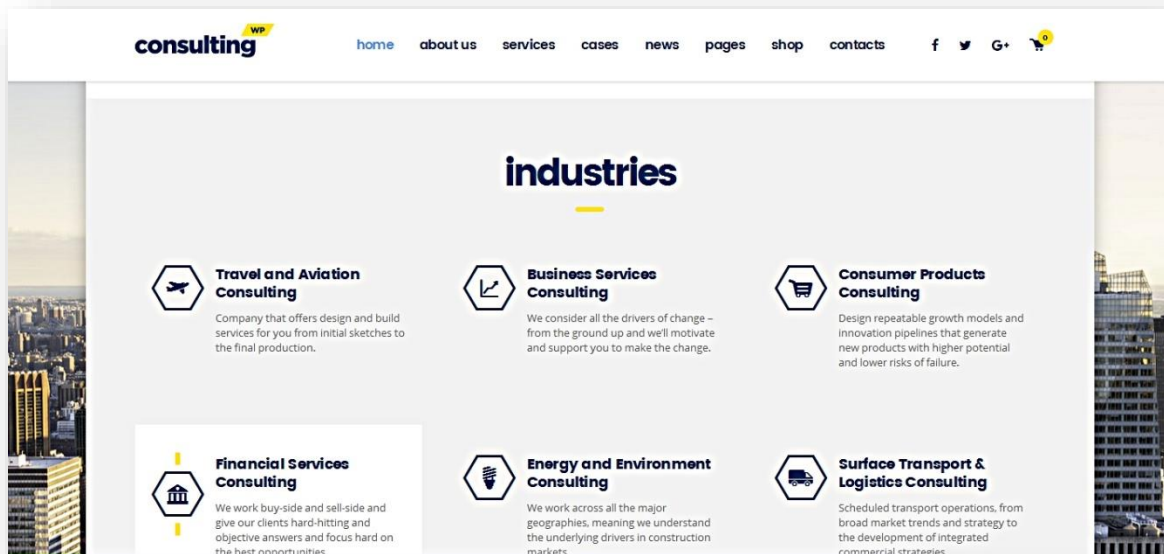
With the Consulting theme, you can have a fixed background image for your website to create a good-looking effect.

To specify a background image:

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



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

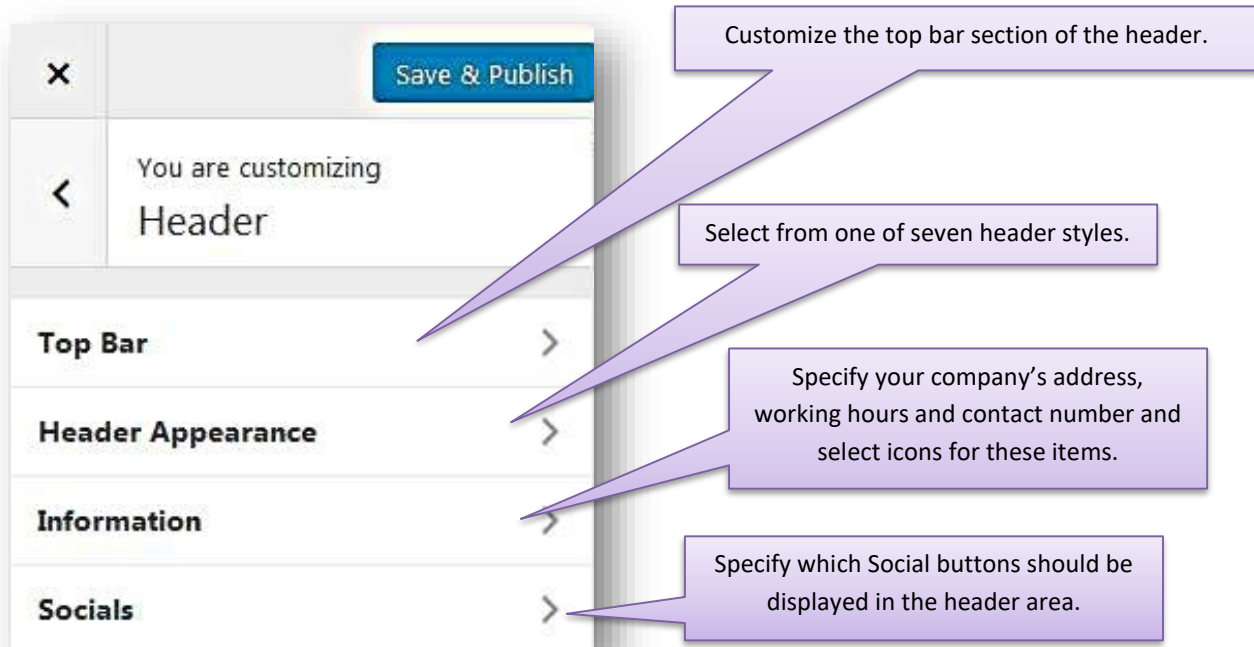


## Setting Up the Header

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.

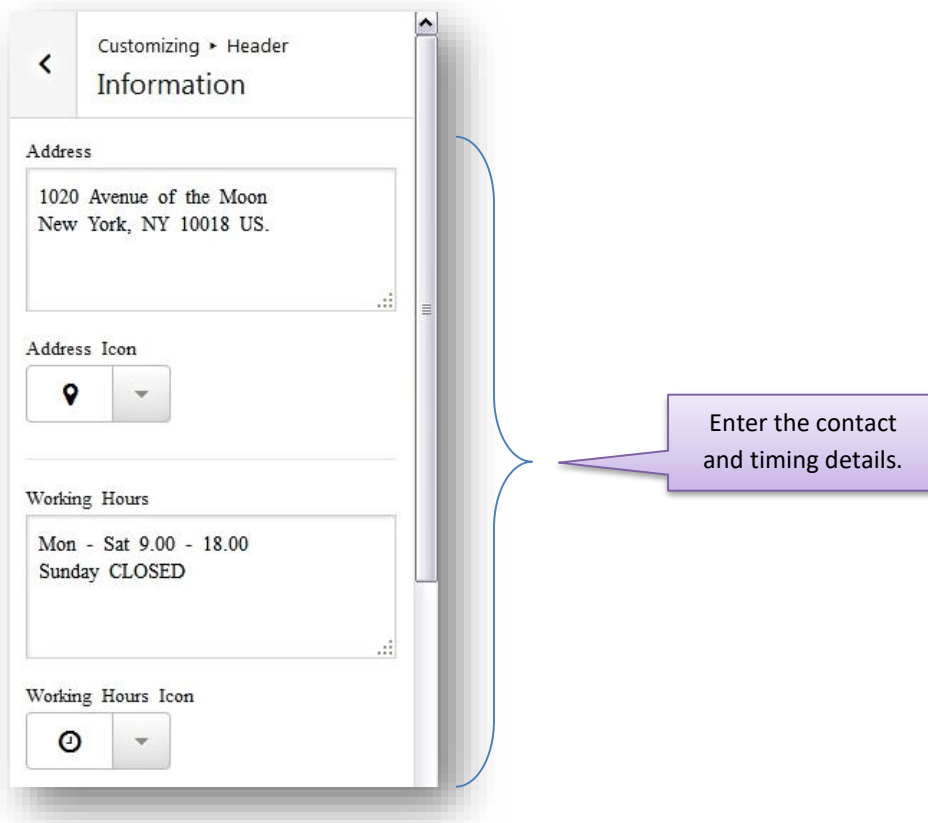


## Displaying Office Information in the Header

You can set up the Consulting theme to display your office timings and contact details in the header.

**To display the office details in the header:**

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



2. Click on the **Save & Publish** button to save your changes.
3. Reload your web page.

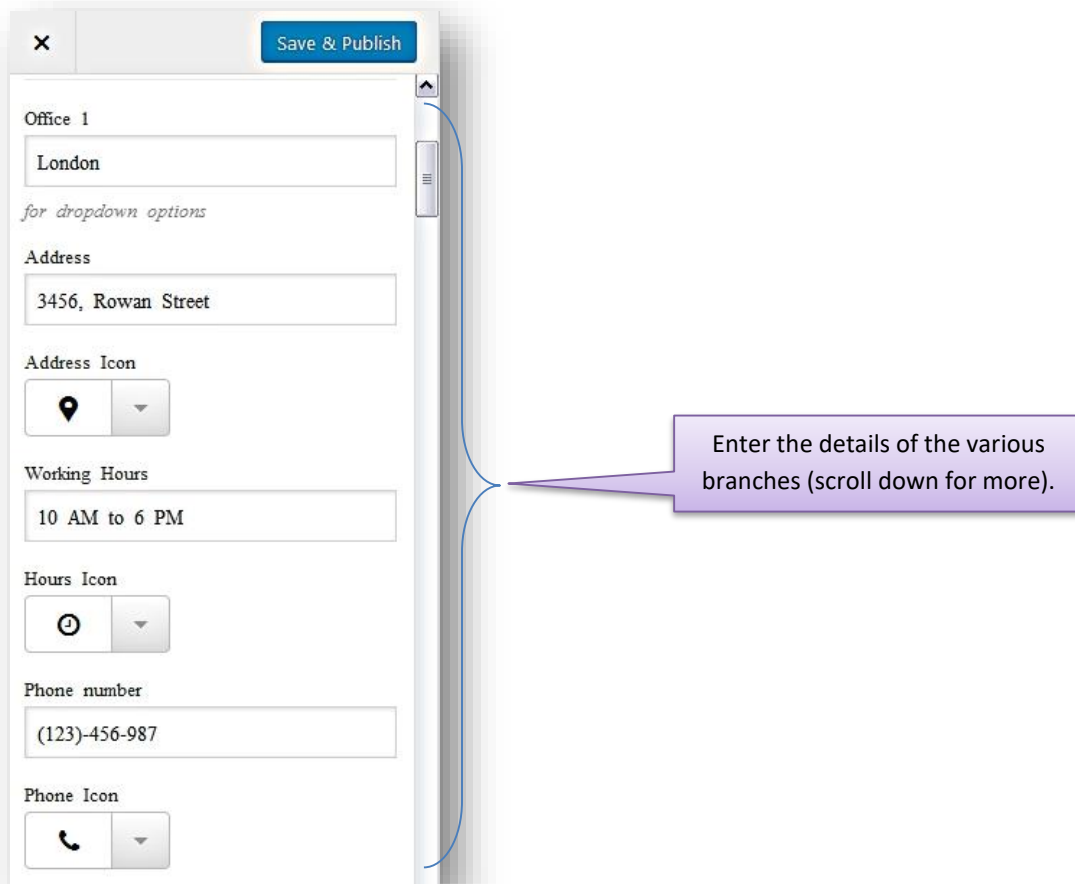
**Tip:** If the contact and timing details don't appear in the header, you will have to change the header style in the **Appearance > Customize > Header > Header Appearance** screen.

## Displaying Details of Branch Locations in the Top Bar

You can also display the contact details and timings of up to 10 branches in the Top bar of your website.

**To display the details of your branches in the Top bar:**

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



Office 1

London

*for dropdown options*

Address

3456, Rowan Street

Address Icon

Working Hours

10 AM to 6 PM

Hours Icon

Phone number

(123)-456-987

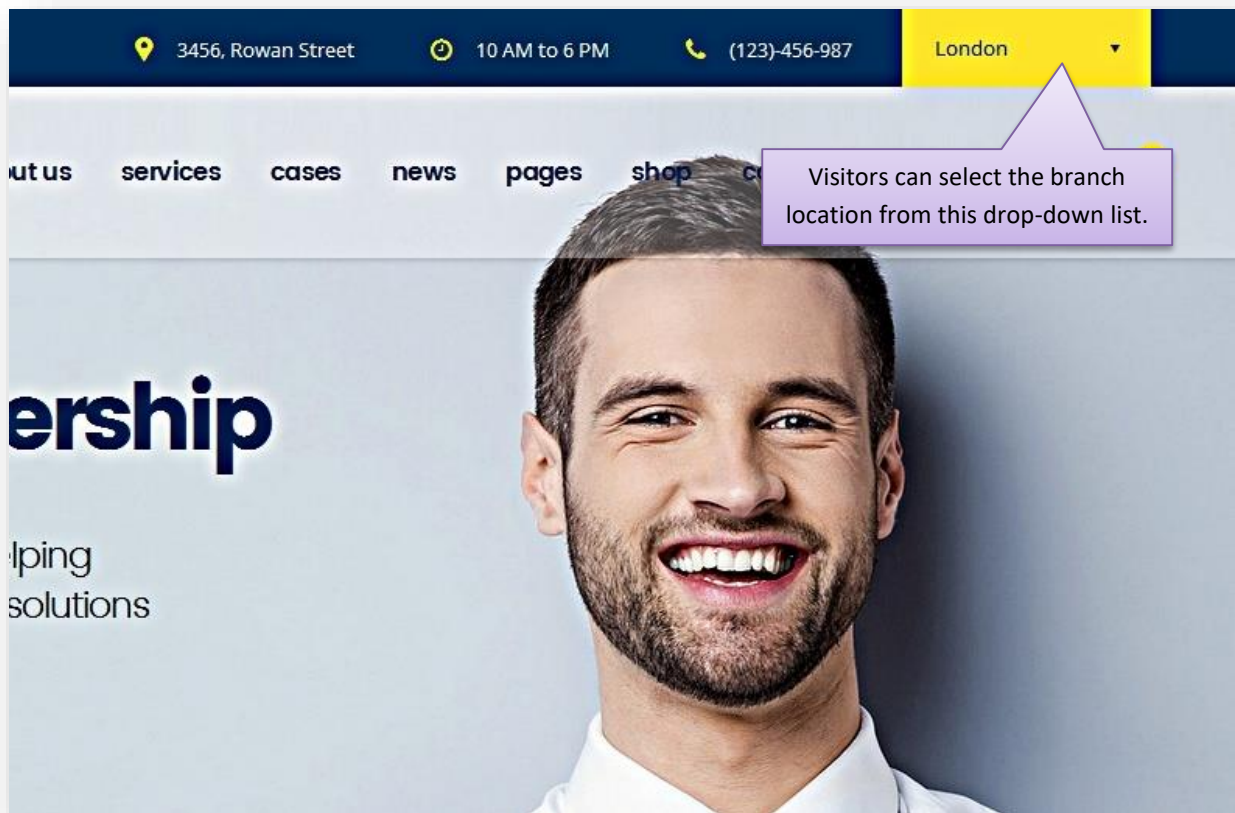
Phone Icon

Save & Publish

Enter the details of the various branches (scroll down for more).

2. Click on the **Save & Publish** button to save your changes.
3. The details will now appear on the top of your web pages.





## Setting Up the Footer

You can customize the look-and-feel of the Footer. You can have up to four footers on your pages/posts. You can control what items appear in the footer area of your pages. You can also select between two heading styles for the footer and write the copyright message to be displayed on the website.

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

1. Click on **Appearance > Customize > Footer** in the WordPress menu.
2. Click on **Layout** to customize the layout of the footer, or click on **Footer Socials** to specify which social icons should appear in the footer.

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

**Style**  
Style 1  
Select the heading style for the footer.

**Logo**  
No image selected  
Select Image

**Width**  
px

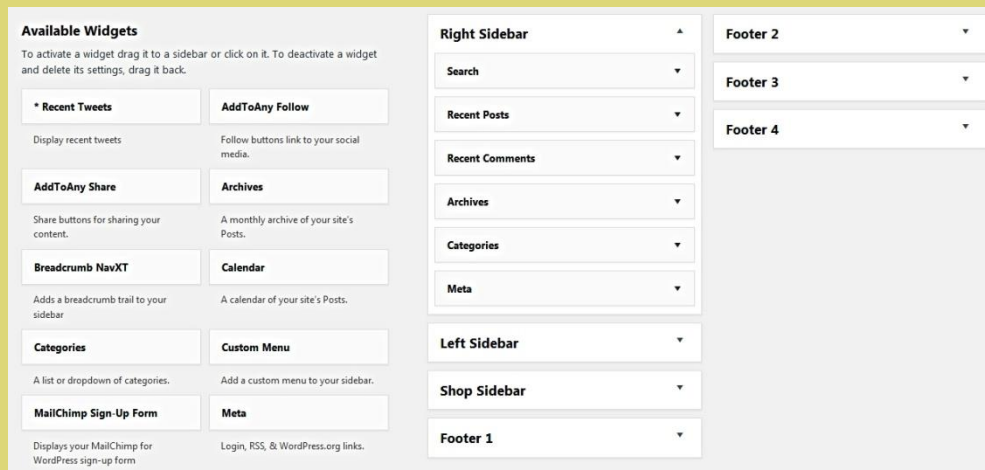
**Height**  
px

**Additional Widget Areas**  
4  
Select the number of columns to be displayed in the footer.

**Footer Text**  
Consulting WP - Before we talk

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

**Note:** If you want to have multiple footers, you can specify what information should be shown in the different footers by going to **Appearance > Widgets** and dragging widgets into the different Footer areas.

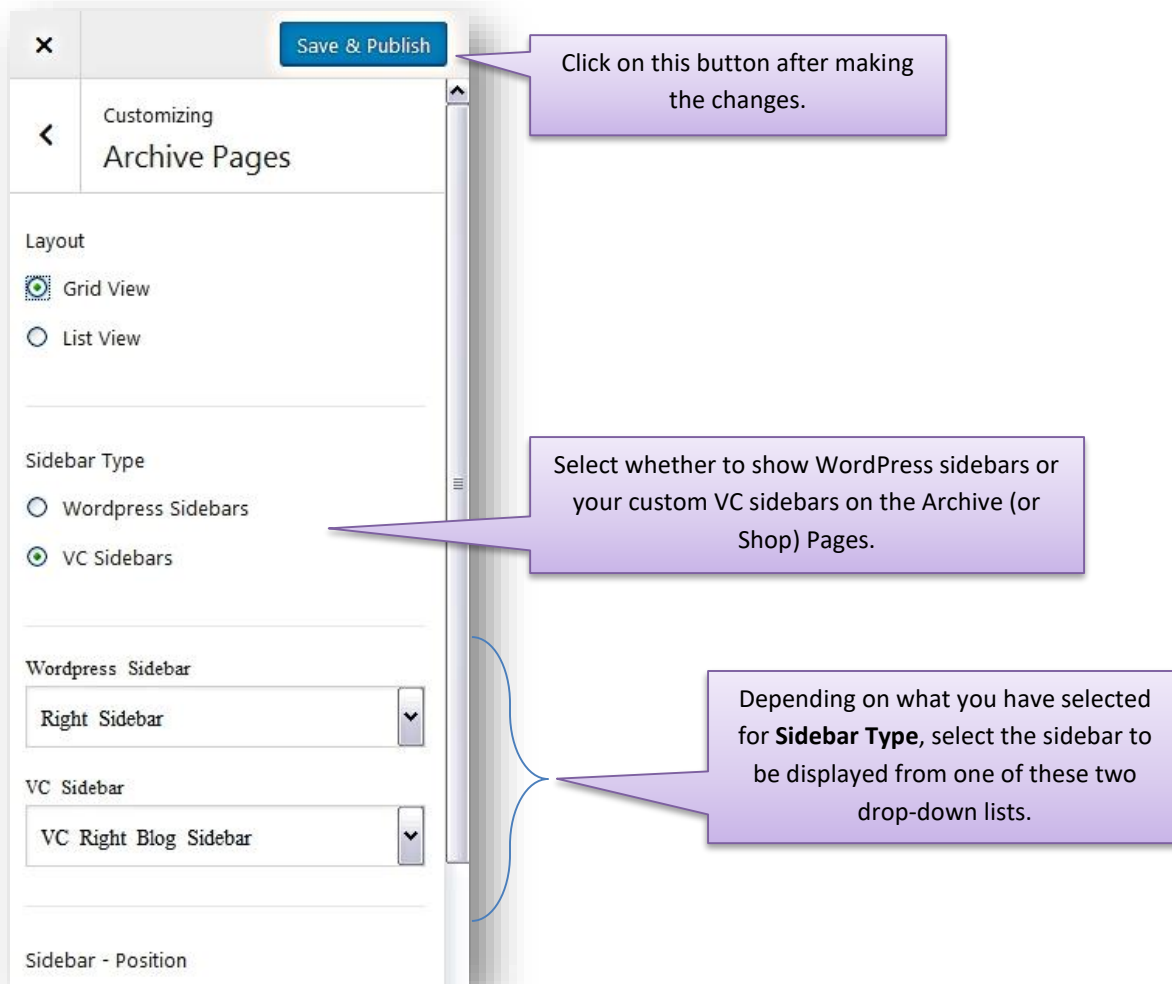


## Setting Up Sidebars

The Consulting Theme has two sidebars, left and right. These sidebars can be selected for archives as well as single pages or posts. You can create additional sidebars using Visual Composer widgets or elements. These additional sidebars can then be added to individual pages or posts.

### To set up the sidebars:


1. Click on **Appearance > Customize > Archive Pages** (or **Shop Pages**) in the WordPress menu.

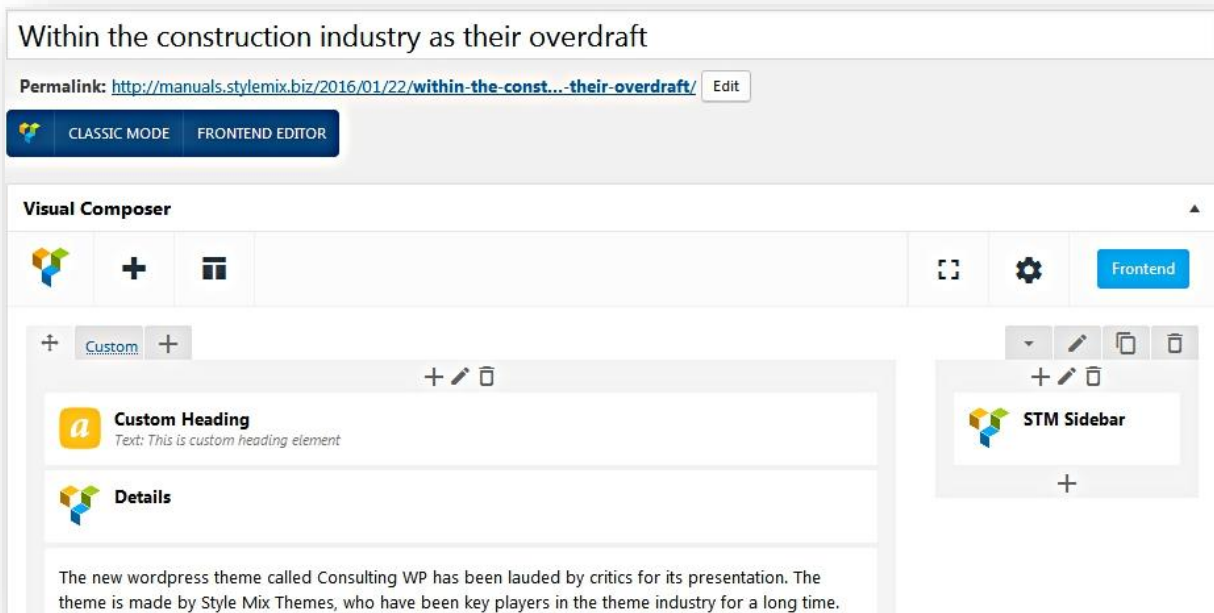


**Note:** If using the default WordPress sidebars, you can add widgets to the sidebar by going to **Appearance > Widgets** and dragging widgets onto the sidebars.

#### 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:** You may first have to add an extra column for the sidebar by clicking on the  button.



**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.

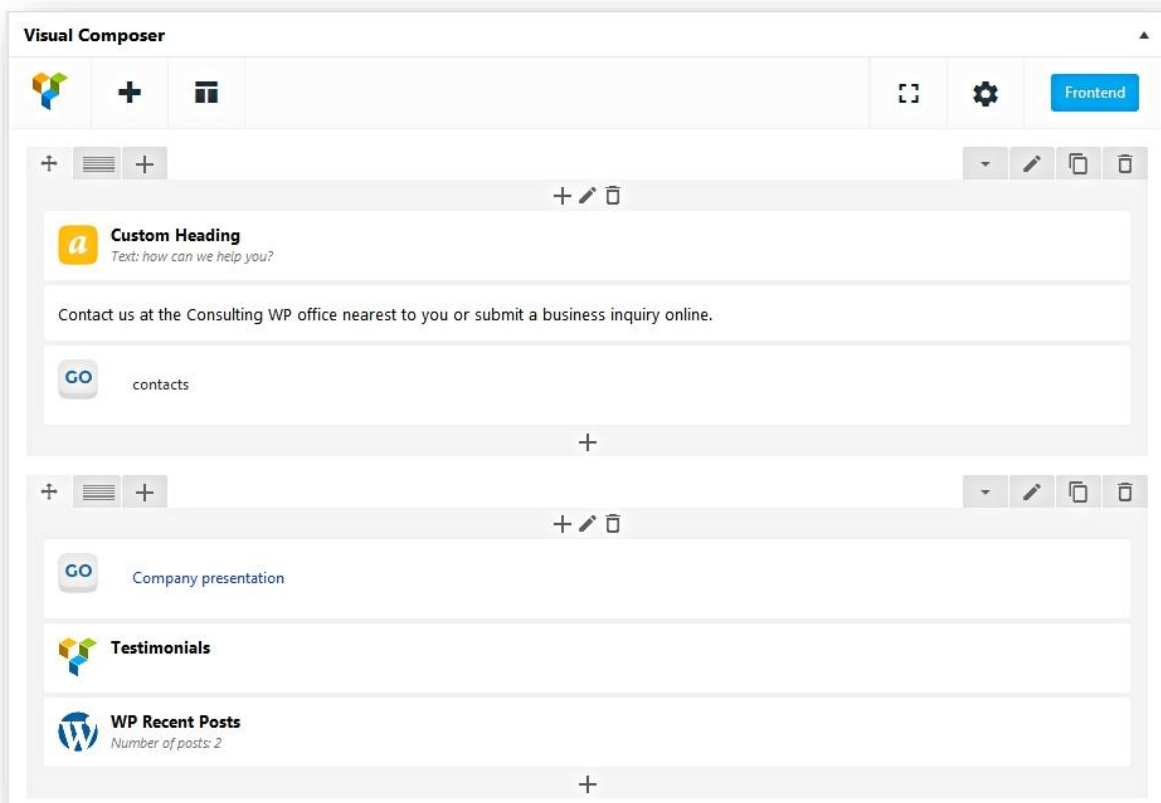
**Tip:** See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

## 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 **VC 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 Consulting Theme supports up to four menus. You can have a menu at the top of your website pages and up to three menus in the sidebars. In addition to the above locations, you can also add one of the four menus to any page you want using the Visual Composer Custom Menu widget.

### Setting Up the Standard Menu

As mentioned above, your theme allows you to have a menu at the top of your website pages and up to three menus in the sidebars.

**To set up the Standard Menu:**

1. Click on **Appearance >Customize > 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.

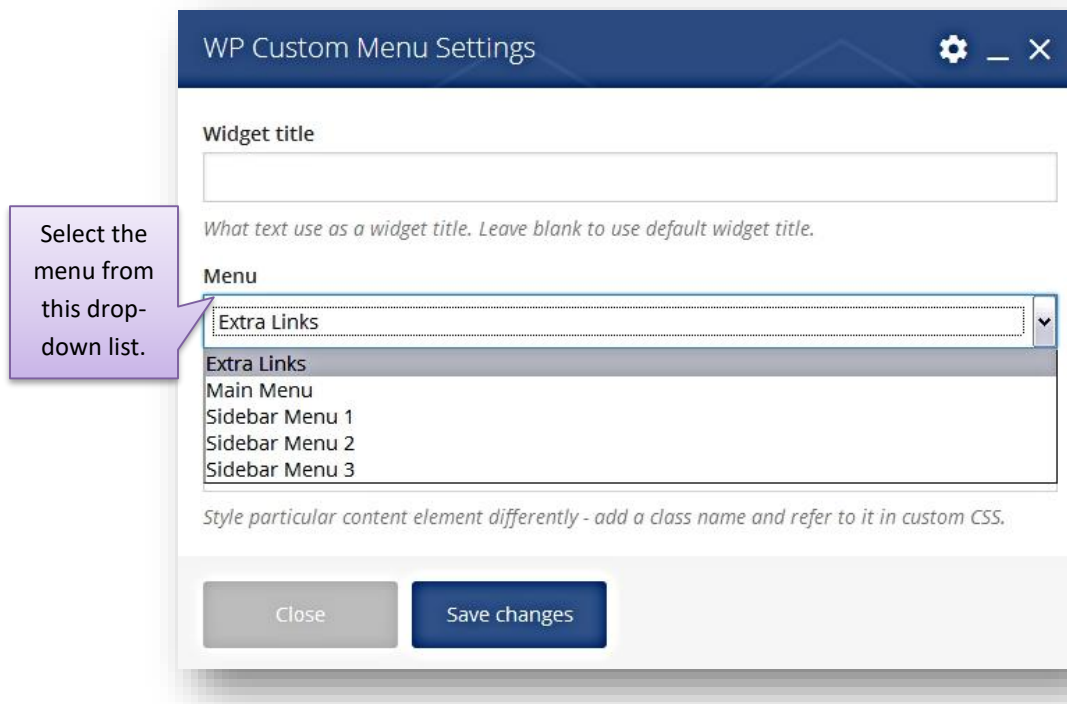
## Adding Menus to a Page

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.

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



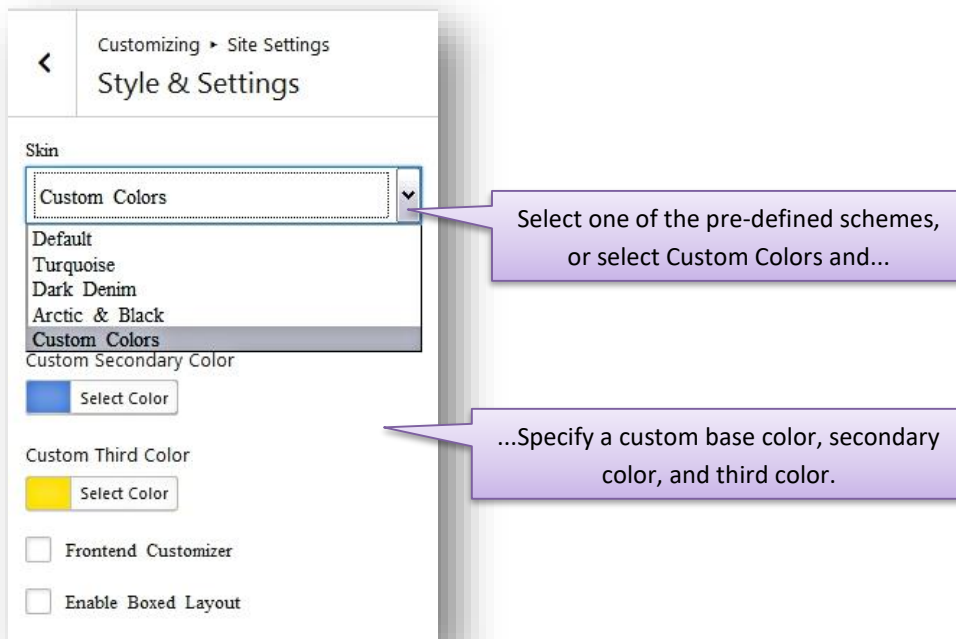
2. Finally, click on the **Publish** or **Update** button to save the changes you have made to the page.

## Setting the General Color Scheme for your Website

With the Consulting theme you can specify a basic color scheme for your website. You can select from between three pre-defined schemes or create your own custom scheme by defining a base color, a secondary color and a third color.

### To specify the Color Scheme:

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



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

## Adding Custom Icons

The Consulting 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 Consulting 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](#) 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.

**Note:** The Consulting Theme comes with many custom post types. You will need to change the names of these custom post types to the language of your choice. See *Changing the Title of Custom Post Types* for more information.

## Adding Staff Details

The Consulting Theme has got a custom Staff post type for adding the details of your staff. Using the Staff post type you can easily add additional information like the Position, Social links and E-mail ID, and other contact details of your staff members. You can also add Staff Categories to differentiate between people working in different departments.

### To add staff details:

1. Click on **Staff > Add New** in the WordPress menu.

Visual Composer

Custom

Custom Heading  
Text: Brandon Copperfield

Single Image

Custom Heading  
Text: areas of expertise

Business transformation  
Restructuring and turnaround  
Integration  
Growth strategy  
M&A transaction support

Custom Heading  
Text: education

MBA, Rotterdam School of Management, Erasmus University  
BS, engineering, Technical University of Denmark  
MBA, Rotterdam School of Management, Erasmus University

STM Sidebar

Published on: Jan 8, 2016 @ 11:27 Edit

Move to Trash Update

Categories  
All Categories Most Used  
+ Add New Categories

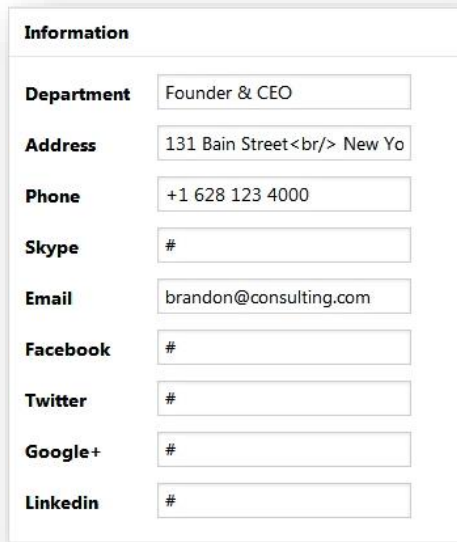
Featured Image

20 years of experience in entrepreneurship, management, business planning, financial engineering, operations, and decision analysis, Brandon has the breadth and depth of needed to quickly understand entrepreneurs' businesses and craft the most suitable

Use a **Single Image** widget to display the person's photograph.

Add the other content using other Visual Composer widgets, just as you would for any other page or post.

2. Use the **Information** panel (at the bottom of the page) to add the position and contact details of the staff member.



The screenshot shows a form titled "Information" with the following fields and values:

Field	Value
Department	Founder & CEO
Address	131 Bain Street  New Yo
Phone	+1 628 123 4000
Skype	#
Email	brandon@consulting.com
Facebook	#
Twitter	#
Google+	#
Linkedin	#

**Note:** Once you have entered the details of all your staff, you can display this information on other pages using the **Staff List** widget. You can display the list of members using a list view, a grid view, or a Carousel.

## Adding Testimonials

Testimonials are important for strengthening the credibility of your organization.

You can easily add Testimonials using a custom post type of Testimonials. You can also define categories for the testimonials and display testimonials of different categories on different pages.

### To add Testimonial posts:

1. Click on **Testimonials > Add New** in the WordPress menu.

The screenshot shows the 'Add New Testimonial' form in WordPress. The form includes the following fields and sections:

- Name:** A text field containing 'Amanda Seyfried'. A callout points to this field with the text: 'Type the name of the person giving the testimonial.'
- Permalink:** A text field showing the URL 'http://manuals.stylemix.biz/testimonials/amanda-seyfried-2/'.
- Excerpt:** A text area containing the text 'Consulting WP really helped us achieve our financial goals. The slick presentation along with fantastic readability ensures that our financial standing is stable.' A callout points to this field with the text: 'Type the testimonial here.'
- Categories:** A section with two tabs: 'All Categories' and 'Most Used'. Under 'Most Used', there are two checkboxes: 'Base' and 'Secondary'. A link '+ Add New Categories' is at the bottom.
- Information:** A section with three fields: 'Position' (containing 'Sales & Marketing'), 'Company' (containing 'Alien Ltd.'), and 'Background Image' (with a 'Default' button and 'Choose Image'/'Remove Image' buttons). A callout points to this section with the text: 'Type the details of the person giving the testimonial. You can optionally add a background image for the testimonial.'
- Featured Image:** A section with a callout pointing to it that says: 'Optionally, add an image as a Featured Image.' The image shows a woman with red hair and glasses, wearing a blue shirt, sitting at a desk.

## Displaying Testimonials on Other Pages or Posts

Once you have created the Testimonial posts, you can display them all over the site, by just inserting a Visual Composer Testimonials or Testimonials Carousel element.

**To display the testimonials on the website:**

1. Add the **Visual Composer Testimonials** or the **Visual Composer Testimonials Carousel** element on any page or post where you want to display the testimonials.

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

The screenshot shows the 'Testimonials Settings' dialog box with the 'General' tab selected. The settings are as follows:

- Count:** 6
- Testimonials Per Row:** 1
- Style:** Style 1
- Category:** All
- Navigation:** Arrows

Callouts provide additional information:

- Specify the number of testimonials to be displayed.** (points to the Count field)
- Specify whether to display 1, 2, or 3 testimonials per row.** (points to the Testimonials Per Row dropdown)
- Select from one of three display styles.** (points to the Style dropdown)
- Select the testimonial category, or select "All" to display all the testimonials.** (points to the Category dropdown)
- Specify whether to use arrows or bullets for navigation.** (points to the Navigation dropdown)

Buttons at the bottom: Close, Save changes.

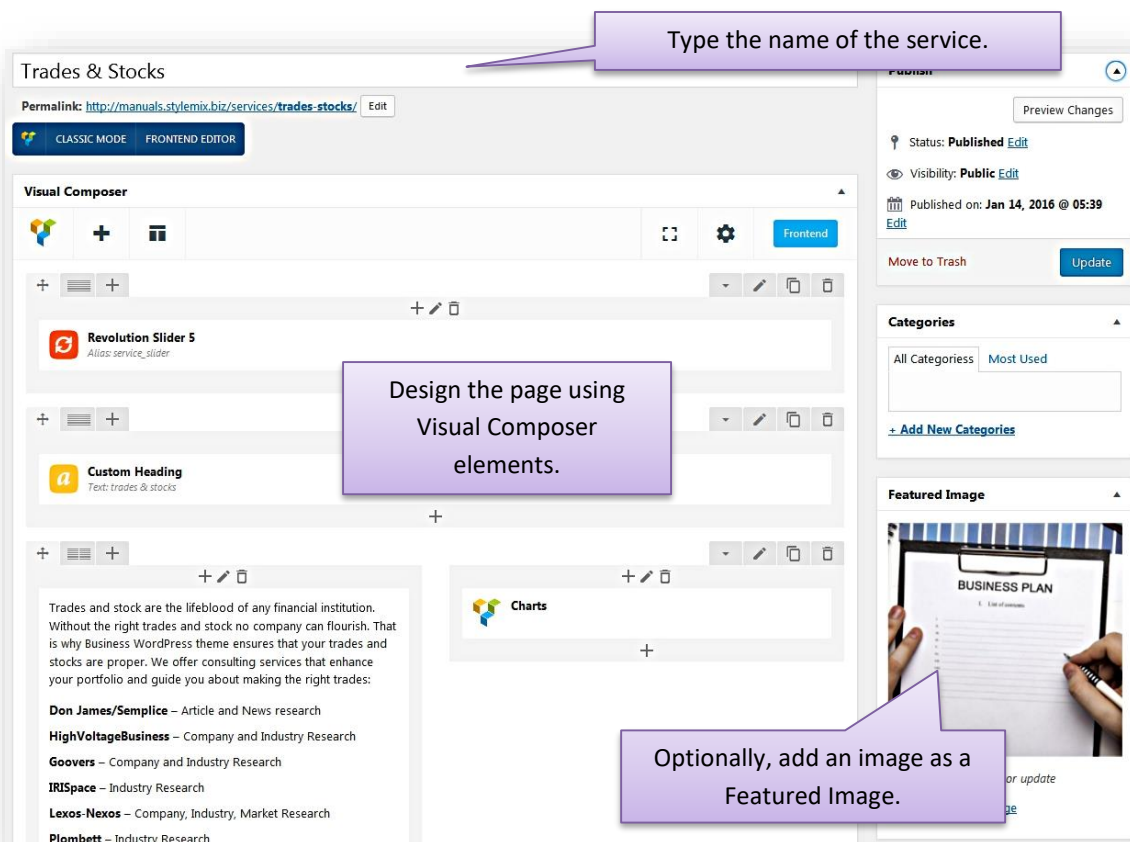
**Tip:** If using the **Carousel** element, you must specify the number of testimonials to display (in the Carousel settings page), or else the Carousel will not display.

## Adding Details of Services Offered

You can use the custom Services post type to add details of services offered by your firm.

### To add Service posts:

1. Click on **Services > Add New** in the WordPress menu.



2. You can optionally add the cost of the service in the Information panel.

The image shows a close-up of the 'Information' panel in the WordPress editor. It contains two input fields: 'Label' and 'Cost'. The 'Label' field is currently empty, and the 'Cost' field is also empty. The panel has a white background and a thin border.

## Displaying the Service Details

Once you have created the Service posts, you can display them anywhere on the site by just inserting a Visual Composer Services or Services With Tabs element.

**To display the services details on the website:**

1. Add the **Visual Composer Services** or the **Visual Composer Services With Tabs** element on any page or post where you want to display the service details.

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

The screenshot shows the 'Services Settings' dialog box with two tabs: 'General' and 'Design options'. The 'General' tab is active. It contains three input fields: 'Number Posts' with the value '12', 'Posts Per Row' with a dropdown menu showing '4', and 'Image size' which is empty. Below the 'Image size' field is a small text note: 'Enter image size. Example: thumbnail, medium, large, full or other sizes defined by current theme. Alternatively enter image size in pixels: 200x100 (Width x Height). Leave empty to use default size.' At the bottom are two buttons: 'Close' and 'Save changes'. Two callout boxes with purple backgrounds and white text provide additional instructions: one points to the 'Number Posts' field with the text 'Specify the number of services to be displayed.', and the other points to the 'Posts Per Row' dropdown with the text 'Specify whether to display 1, 2, 3, or 4 service posts per row.'

**Note:** If you use the **Services With Tabs** element, each service category you have defined will appear in a separate tab.

## Adding Details of Past Work

You can use the custom Works post type to add details of past work completed by your firm. You can also define categories and display works of different categories on different pages.

### To add Works posts:

1. Click on **Works > Add New** in the WordPress menu.

Demand as transportation services as commerce

Permalink: <http://manuals.stylemix.biz/works/applying-commerce...nce-in-chemicals/> Edit

CLASSIC MODE FRONTEND EDITOR

Visual Composer

Custom Heading  
Text: This is custom heading element

Single Image

STM Sidebar

Design the page using Visual Composer elements.

The effort vastly improved the company's planning and execution functions, they knew that in order to succeed in this era of technology their accounting systems needed to be much more robust than what they are. They turned to WP consulting to improve their accounting systems.

The biggest challenge was that Arguzo was not utilizing technology properly. Too much of the work was still being recorded manually, which meant that the numbers took a long time to note down and then

Type the name of the service.

Status: **Published** Edit

Visibility: **Public** Edit

Published on: Jan 19, 2016 @ 10:44 Edit

Move to Trash Update

Categories

All Categories Most Used

- ☒ Surface Transport & Logistics
- ☐ Business Services
- ☐ Consumer Products
- ☐ Energy & Environment
- ☐ Financial Services
- ☐ Travel & Aviation

+ Add New Categories

Featured Image

Optionally, add an image as a Featured Image.



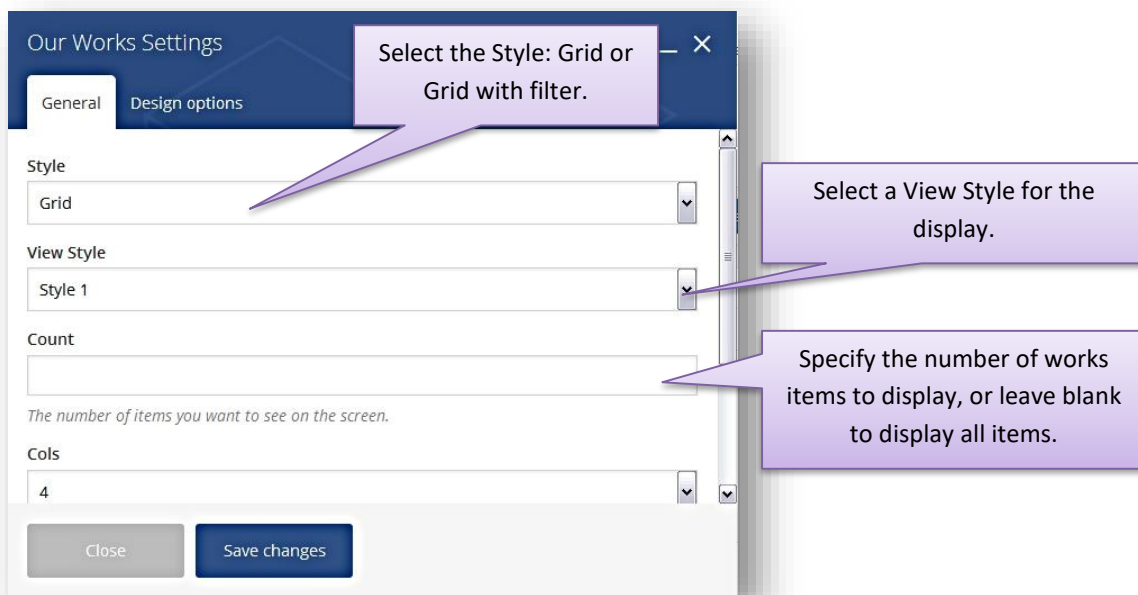
## Displaying the Works Details

Once you have created the Works posts, you can display them anywhere on the site by just inserting a Visual Composer Our Works element.

### To display the works details on the website:

1. Add the **Visual Composer Our Works** element on any page or post where you want to display the service details.

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



**Note:** Use the Grid with filter style to display items of only a particular category.

## Adding Vacancy Details

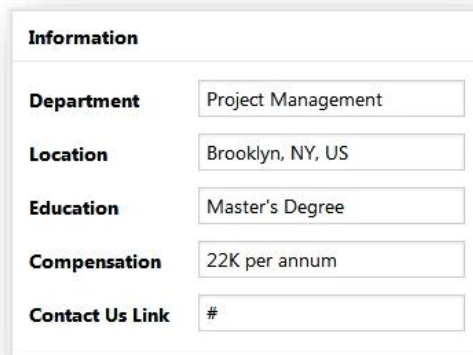
You can use the custom Vacancy post type to add details of job vacancies in your firm. You can also define categories and display vacancies of different categories on different pages.

### To add Vacancy posts:

1. Click on **Vacancies > Add New** in the WordPress menu.

The screenshot shows the WordPress Visual Composer editor interface. At the top, the title 'Deputy Principal Construction Manager' is entered. Below it, a permalink is generated. The editor is in 'Visual Composer' mode, showing a grid of elements. A callout points to the title field: 'Type a name for the vacancy entry.' Another callout points to the 'Custom Heading' element: 'Design the page using Visual Composer elements.' A third callout points to the 'About Vacancy' element: 'Add an **About Vacancy** element to display the main details about the vacancy. (See below)'. A fourth callout points to the 'Vacancy Bottom' element: 'Add a **Vacancy Bottom** element to display a panel with social sharing buttons to allow people to share the vacancy details in their social sharing accounts.' The 'About Vacancy' element contains two columns: 'Responsibilities' and 'Skills/Experience'. The 'Vacancy Bottom' element is at the bottom of the page.

2. Add details such as the Department, Location, Educational Qualifications, and the Compensation or Pay Package, and Contact Number in the **Information** panel.



Information	
Department	Project Management
Location	Brooklyn, NY, US
Education	Master's Degree
Compensation	22K per annum
Contact Us Link	#

If you include an **About Vacancy** element in your page, the information you enter in the Information panel will be displayed in the About Vacancy area of the page.



 Department:	 Project Location(s):	 Education:	 Compensation:
Project Management	Brooklyn, NY, US	Master's Degree	22K per annum

## Displaying a List of Job Vacancies

Once you have created the Vacancy posts, you can display them anywhere on the site by just inserting the Visual Composer Vacancies element.

**To display the list of job vacancies on the website:**

1. Add the **Visual Composer Vacancies** element on any page or post where you want to display the service details.

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

The element needs no other input, though you can format the element to your required style. When you view the page, the list of job vacancies will be displayed.

job posting title ▼	location ▼	department ▼	date ▲
Deputy Principal Construction Manager	Brooklyn, NY, US	Project Management	January 8, 2016
Senior Industrial Planner	Oak Ridge, TN, US	Civil Construction	January 8, 2016
Senior Programme Manager	Houston, TX, US	Project Management	January 8, 2016
Deputy Principal Construction Manager	Toronto, Ontario, CA	Project Management	January 8, 2016
Programme Engineering Manager	Richland, WA, US	Project Management	January 7, 2016

## Adding One or More Portfolios

If you have photos or videos connected with your projects, events, or services, you can display them in a portfolio on your website. It's quite easy to do this with the Consulting theme. You can add one or more portfolios of images and videos to your website.

### Setting up Portfolio Categories

If you plan on uploading many portfolios to your website, it is a good idea to first create portfolio categories. This will help you segregate the portfolios based on their category, and display portfolios of just a particular category, if required.

**To set up portfolio categories:**

1. Click on **Portfolio > Categories** in the WordPress menu.
2. Create categories just as you would create normal categories in WordPress.

**Add New Categories**

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.

Bulk Actions  3 items

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Advanced Analytics		advanced-analytics	2
<input type="checkbox"/>	Financial Services		financial-services	3
<input type="checkbox"/>	Surface Transport & Logistics		surface-transport-logistics	3

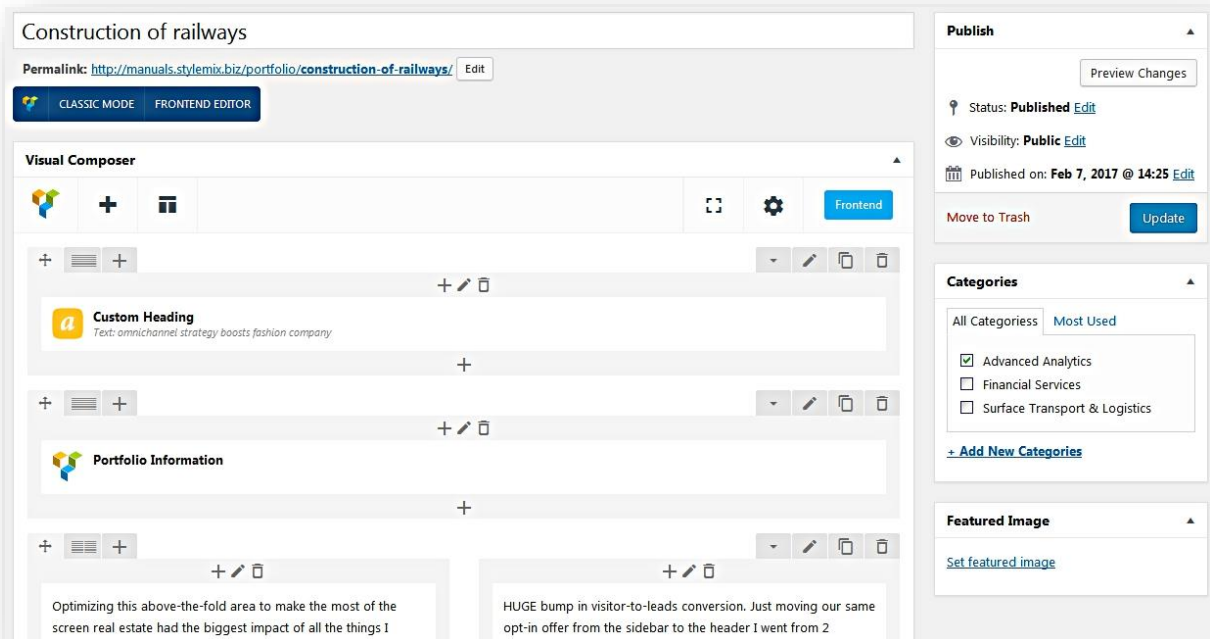
Bulk Actions  3 items

## Creating Portfolio Pages

You need to create a portfolio page to display your photos and videos.

To create a portfolio page:

1. Click on **Portfolio > Add New** in the WordPress menu.



2. Create the portfolio page just as you would create any other page.

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

3. You can insert a **Portfolio Information** Visual Composer element to display information about the portfolio such as the name of the **client**, the **date** of the event/project, the **service** category, the **website URL** if any, and links to your social media pages.

Home > Portfolio > Advanced Analytics > Construction of railways

## construction of railways

**Portfolio Information**

CLIENT	DATE	SERVICES	WEBSITE
SquareSparc Ltd.	December 11, 2016	Web Design, Web Development	www.squaresparc.com

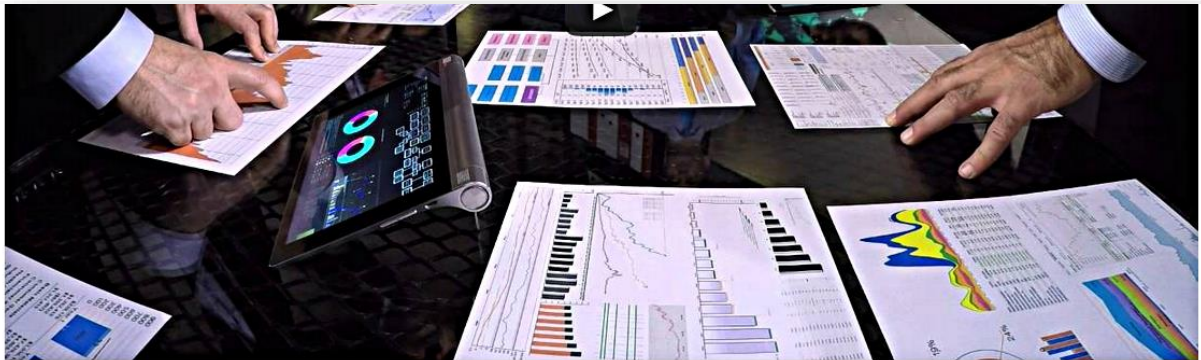
Optimizing this above-the-fold area to make the most of the screen real estate had the biggest impact of all the things I tested. Switching my opt-in box from the sidebar on the right to the header area just below my logo and navigation was a

HUGE bump in visitor-to-leads conversion. Just moving our same opt-in offer from the sidebar to the header I went from 2 percent of visitors becoming subscribers to 5 percent.

4. Add images to the portfolio using **Single Image**, **Image Gallery**, or **Image Carousel** elements. When adding images, you can specify whether to display single images or a many images in a grid, or you can have scrolling images with slider buttons. You can also select from a number of CSS “entry” animations that can be used when the images appear in the browser

window.

**Tip:** If you have more than one portfolio, you can include a **Portfolio Post Pagination** element at the bottom of your portfolio page to provide a means of navigation between the portfolios. The theme provides three styles for the Portfolio Navigation buttons—Previous/Next buttons, Buttons with the title of the previous/next portfolio, or a grid button which links to a page showing all the portfolios in a grid.



## Displaying the Portfolio

To display the portfolios you can either add the individual portfolio pages to your menu, or you can create a special portfolio page to display all your portfolios (or portfolios of a particular category).

**To display the portfolios:**

1. Click on **Pages > Add New** in the WordPress menu
2. Add a **Portfolio** Visual Composer element to the page.



Permalink: <http://manuals.stylemix.biz/portfolio-grid/> Edit

CLASSIC MODE FRONTEND EDITOR

Visual Composer

Portfolio

Call to Action  
Heading: Looking for a First-Class Business Plan Consultant?

Portfolio Settings

General Design options

Category  
All

Number Posts  
7

Show Load More Button  
☒ Yes

Close Save changes

Choose whether to display all portfolios or portfolios of only a particular category.

How many portfolios to display at a time.

## Adding Details of Events

If your organization holds many events during the year such as conferences, meetings, etc., you can easily add information about these events on your website. You can also categorize these events. People who view the information on your website can directly join the event right from the event description page itself.

With the Consulting theme, you can display event details in three different ways:

### Classic View

The screenshot displays an event page titled "I Spent \$30,000 Testing Different Blog Designs". The page includes a date of March 9, 2017, a time of 5:30 PM to 8:30 PM, and a location of 6016 Spring Flower Trail, Dallas, TX, U.S. The main image shows people in an airport terminal with a sign for "International Departures". Below the image, there is a "read more" button and an "i am going" button. A callout points to the "i am going" button, stating "Number of persons registered for the event." and shows a count of 2. Another callout points to the "read more" button, stating "Read more about the event." To the right, there is a sidebar with a section titled "company events" and a list of other events, including "Here's what I Found: 13 Habits of Millionaires" and "If You do all those things Effectively, You can't miss". A callout points to this sidebar, stating "Other events."

Event Information

company events  
I Spent \$30,000 Testing Different Blog Designs

March 9, 2017  
5:30 PM to 8:30 PM  
6016 Spring Flower Trail, Dallas, TX, U.S.

Here's what I Found: 13 Habits of Millionaires

December 20, 2016  
1:00 PM  
Telos Club, Parthenon Conference Room, 13701 Dallas Parkway, Dallas, TX, U.S.

If You do all those things Effectively, You can't miss

January 9, 2017  
6:00 PM  
Juarez & Associates, 12139 National Boulevard, Los Angeles, CA

how can we help you

Read more about the event.

Register for the event.


Other events.

Modern View


events modern


Search...

I Spent \$30,000 Testing Different Blog Designs




VP Sales and Marketing  
Ashley Hardy


 March 9, 2017


 6016 Spring Flower Trail, Dallas, TX, U.S.

Here's what I Found: 13 Habits of Millionaires




Founder & CEO  
Brandon Copperfield


 December 20, 2016


 Telos Club, Parthenon Conference Room, 13701 Dallas Parkway, Dallas, TX, U.S.

If You do all those things Effectively, You can't miss



Chief Finance Officer  
Clark Roberts

 January 9, 2017


 Juarez & Associates, 12139 National Boulevard, Los Angeles, CA, U.S.

Click on a title to read more about an event and register for it.


Event Information.


Grid View


events grid




I Spent \$30,000 Testing Different Blog Designs


 March 9, 2017


 5:30 PM to 8:30 PM


 6016 Spring Flower Trail, Dallas, TX, U.S.




Here's what I Found: 13 Habits of Millionaires


 December 20, 2016


 1:00 PM


 Telos Club, Parthenon Conference Room, 13701 Dallas Parkway, Dallas, TX, U.S.



If You do all those things Effectively, You can't miss

 January 9, 2017

 6:00 PM

 Juarez & Associates, 12139 National Boulevard, Los Angeles, CA, U.S.

Click on a title to read more about an event and register for it.

Event Information.

47

## Setting up Event Categories

Before uploading details of events to your website, it is a good idea to first create event categories. This will help you segregate the events based on their category, and display events of just a particular category, if required.

**To set up event categories:**

1. Click on **Events > Categories** in the WordPress menu.
2. Create categories just as you would create normal categories in WordPress.

**Add New Categories**

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.

Bulk Actions ▾ Apply

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Discussion		discussion	0
<input type="checkbox"/>	Conference		conf	0
<input type="checkbox"/>	Meeting		meeting	0

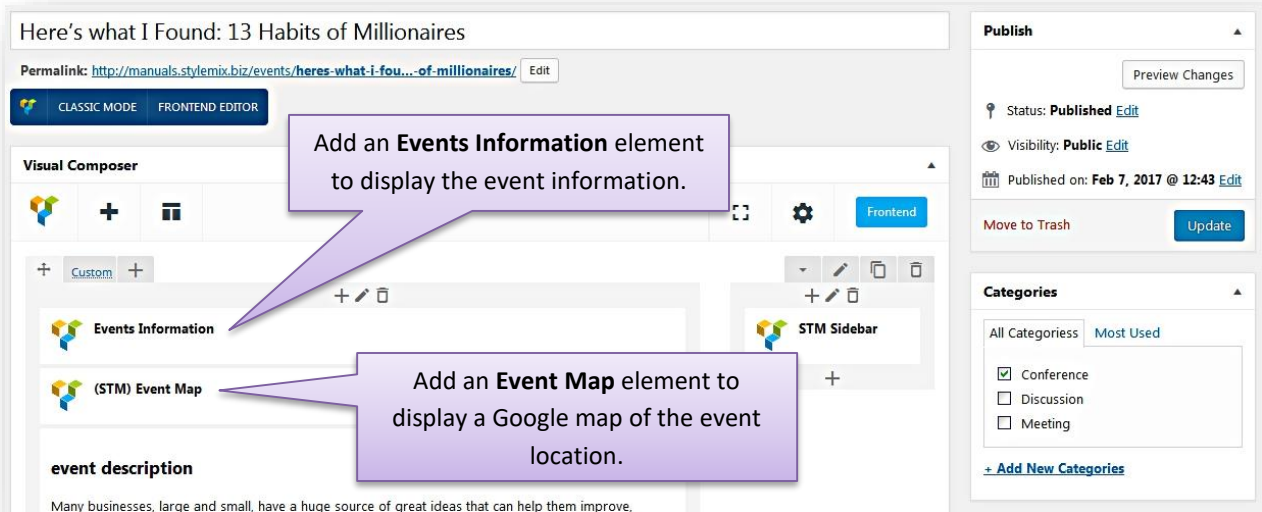
Bulk Actions ▾ Apply

## Creating an Event Post

Once you have defined your event categories, you can create Event posts with details of the events.

**To create an Event post:**

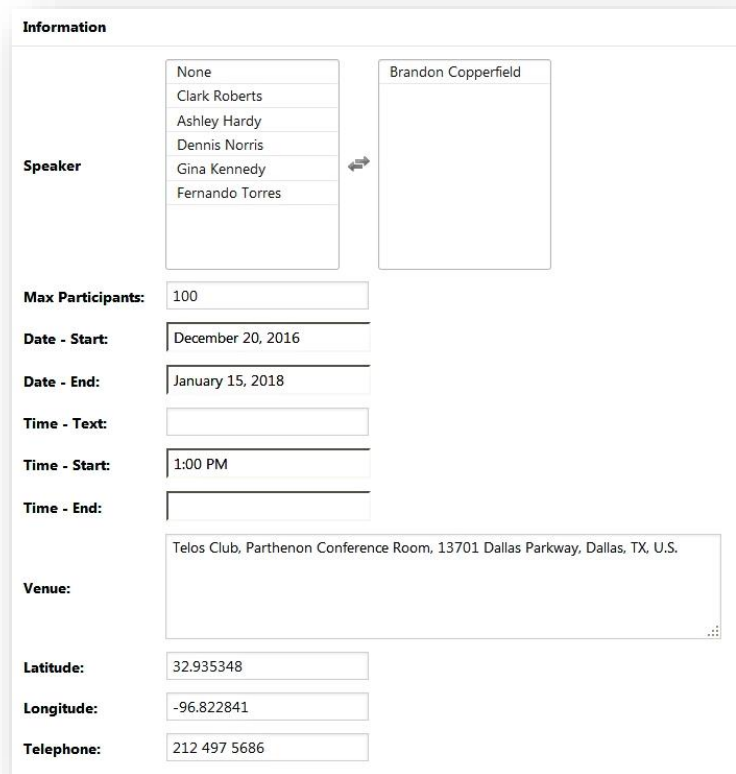
1. Click on **Events > Add New** in the WordPress menu.



2. Create the event post as you would create any other post or page.

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

3. Add an **Events Form Box** element to display a registration form so visitors can register for the event.
4. Specify the details of the event such as the starting and ending date and times, venue, location, max participants, etc. in the **Information** panel at the bottom of the page.



The screenshot shows a form titled "Information" with the following fields and values:

Field	Value
Speaker	None Clark Roberts Ashley Hardy Dennis Norris Gina Kennedy Fernando Torres
Max Participants	100
Date - Start	December 20, 2016
Date - End	January 15, 2018
Time - Text	
Time - Start	1:00 PM
Time - End	
Venue	Telos Club, Parthenon Conference Room, 13701 Dallas Parkway, Dallas, TX, U.S.
Latitude	32.935348
Longitude	-96.822841
Telephone	212 497 5686

## Displaying the Event Pages

Once you have created your events posts, you can display the details on any page or post by adding the **(STM) Events** Visual Composer element to the page or post. You can then specify the settings for the element as can be seen in the following screenshot.

The screenshot shows the 'Events Settings' dialog box with two tabs: 'General' and 'Design options'. The 'General' tab is active. It contains the following settings:

- Category:** A dropdown menu currently set to 'All'. A callout box points to it with the text: 'Choose whether to display all event items or only those of a particular category.'
- Style:** A dropdown menu currently set to 'Modern'. A callout box points to it with the text: 'Select the style for the event display: Classic, Modern or Grid.'
- Number Posts:** A text input field containing the number '8'. A callout box points to it with the text: 'How many event items to display at a time.'
- Show Load More Button:** A checkbox that is checked, with the label 'Yes'.

At the bottom of the dialog are two buttons: 'Close' and 'Save changes'.

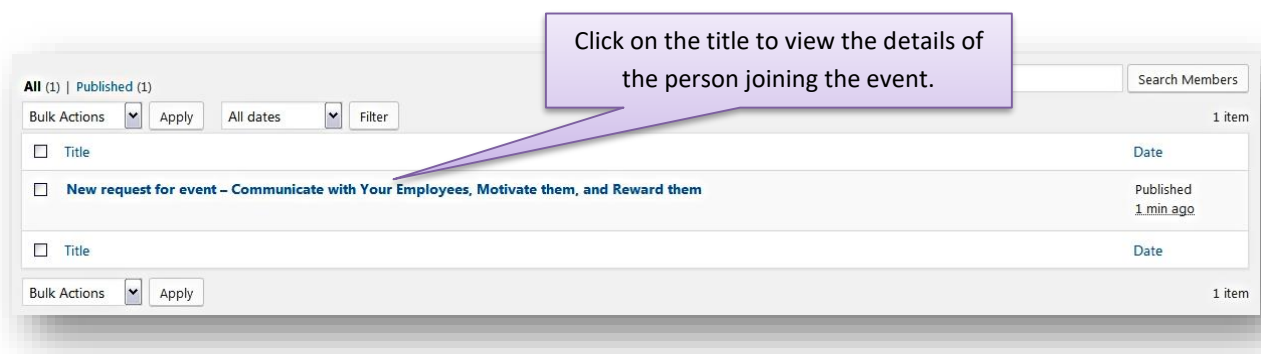
## Viewing Details of all Persons Joining an Event

When viewers submit the **Join event** form, the details are added to the **Members** page in the WordPress admin area.

**To view details of persons joining an event:**

1. Click on **Events > Members** in the WordPress menu to view the list of persons joining the events.

Each person's name will appear in a separate row.



The details will be visible in the **Contact Info** panel at the bottom of the page.

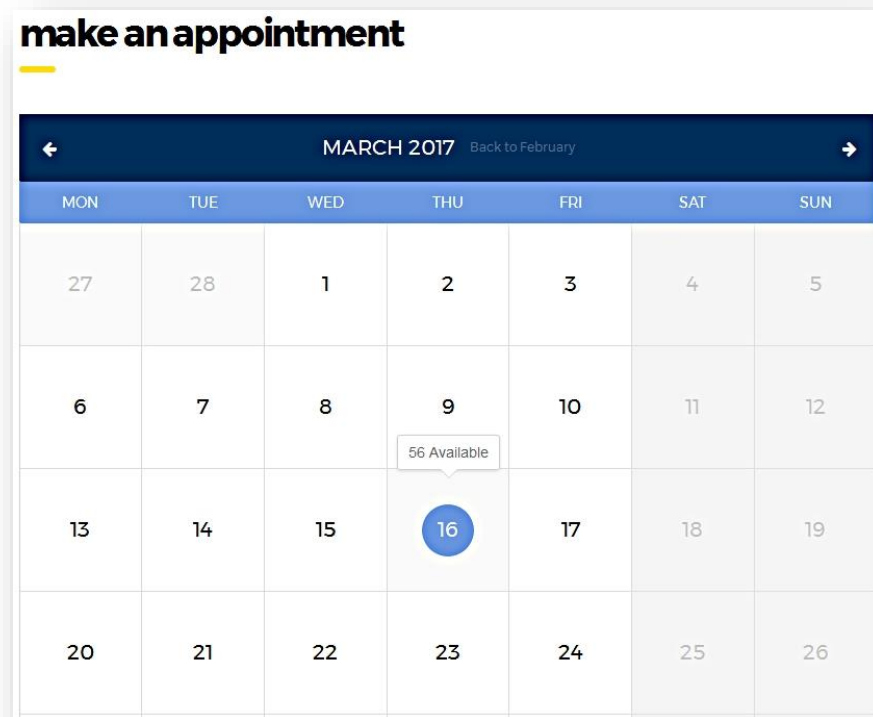
**Contact Info**

<b>Name</b>	Michael Jefferson
<b>Email</b>	mj123@gmail.com
<b>Phone</b>	123456789
<b>Company</b>	MJ Associates
<b>Member ID</b>	1100



## Adding an Appointment Calendar

The Consulting theme allows you to provide an appointment booking facility for visitors to your website. Visitors can view your appointment calendar, select a date, select a time slot, and book an appointment by entering their name and email id.



**Note:** The appointment feature is dependent on your website's date/time settings (given in **Settings > General**), specifically the **Time Zone**, **Date Format**, **Time Format**, and **Week Starts On** settings. So make sure these items have been set properly before you start setting up your appointment calendars.

### Setting Up your Appointment Calendar

Before you can put up an appointment calendar on your website, you need to first set up the calendar.

**To set up an appointment calendar:**

1. Click on **Appointments > Settings** in the WordPress menu to open the Appointment Settings page.
2. The Settings page provides lots of settings that allow you to customize the Appointment feature, including:
  - The color settings of the calendar;
  - Whether to directly approve the bookings or to send the bookings to a pending list for further approval;
  - Appointment cancellation limits;
  - The content of the emails to be sent when an appointment is booked, approved, or cancelled; when a new user registers for an appointment; and a reminder message to be sent when the appointment time is near;
  - Default and Custom Timeslots for appointments; and
  - Custom Fields for the User Registration form.

**Note:** The Consulting Theme's Appointment feature makes use of Boxy Studio's Booked plugin. You can find detailed instructions of setting up the plugin at <https://boxystudio.ticksy.com/article/7827/>

## *Setting Up Additional Calendars*

In addition to the default appointment calendar, you can create additional calendars if you wish (say, for different departments in your organization).

**To set up additional calendars:**

1. Click on **Appointments > Calendars** in the WordPress menu.

Type a name and a slug for the calendar.

**Add New Custom Calendar**

Name  
Human Resources Manager  
The name is how it appears on your site.

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

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

Assign this calendar to:  
Default ☒  
This will use your setting from the Booked Settings panel by default.

**Add New Custom Calendar**

Bulk Actions

<input type="checkbox"/> Name	Description	Slug	Count
<input type="checkbox"/> <b>Production Manager</b>		prod-mgr	0
<input type="checkbox"/> <b>Book an Appointment with the Sales Manager</b>		apt-sm	0

Bulk Actions

Optionally, assign the calendar to an employee. The selected employee will receive all the bookings.

- Click on **Appointments** > **Settings** to open the Settings page and click on the **</> Shortcodes** tab to view the shortcode for your custom calendar.

Note down the shortcode for the calendar as you will need the code for displaying the calendar on your website.

**APPOINTMENT SETTINGS**

General | Emails | Time Slots | Custom Time Slots | Custom Fields | Export | **</> Shortcodes**

**Display the Default Calendar**

You can use this shortcode to display the front-end booking calendar. Use the "calendar" attribute to display a specific calendar, month and/or year. You can also use the "switcher" variable to add a calendar switcher dropdown above the calendar. Your user

[booked-calendar]

**Display a Custom Calendar**

**Book an Appointment with the Sales Manager**

[booked-calendar calendar=76]

**Human Resources Manager**

[booked-calendar calendar=78]

**Production Manager**

[booked-calendar calendar=77]

---

## Displaying the Appointment Calendar on your Website

Once you have set up your appointment calendar (and, optionally, created custom calendars), you can display the calendar(s) on your website so that visitors can book appointments.

### To display an appointment calendar:

1. Create a new page or a post.
2. Add a `[booked-calendar]` tag to the page.

**Note:** The `[booked-calendar]` shortcode displays the default calendar. If, however, you want to display one of your custom calendars, add the shortcode of that calendar (e.g., `[booked-calendar calendar=77]`).

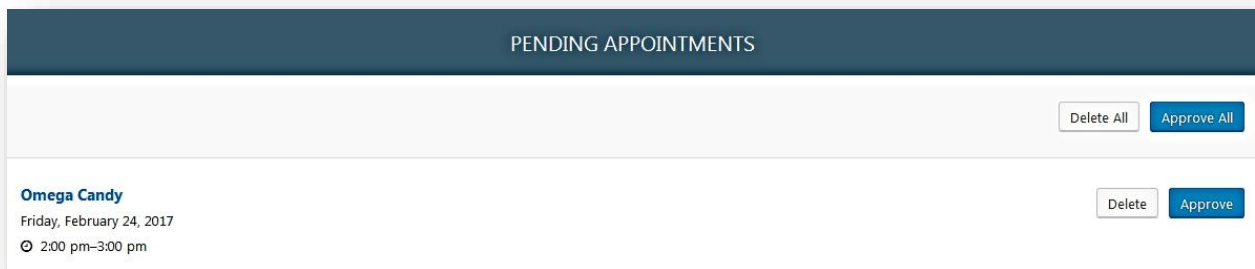
**Tip:** You can even display appointment calendars in your sidebar. To display a small calendar in your sidebar, add a `size="small"` attribute to the shortcode for the calendar. For example, to display the default appointment calendar in a sidebar, add `[booked-calendar size="small"]` to a widget in the sidebar.

## Confirming or Deleting Appointment Bookings

Once your visitors book appointments, you will receive the bookings in the Pending page and an email will be sent to the person to whom the calendar has been assigned.

### To confirm or delete an appointment:

1. Click on **Appointments > Pending** in the WordPress menu to see a list of all pending appointments.



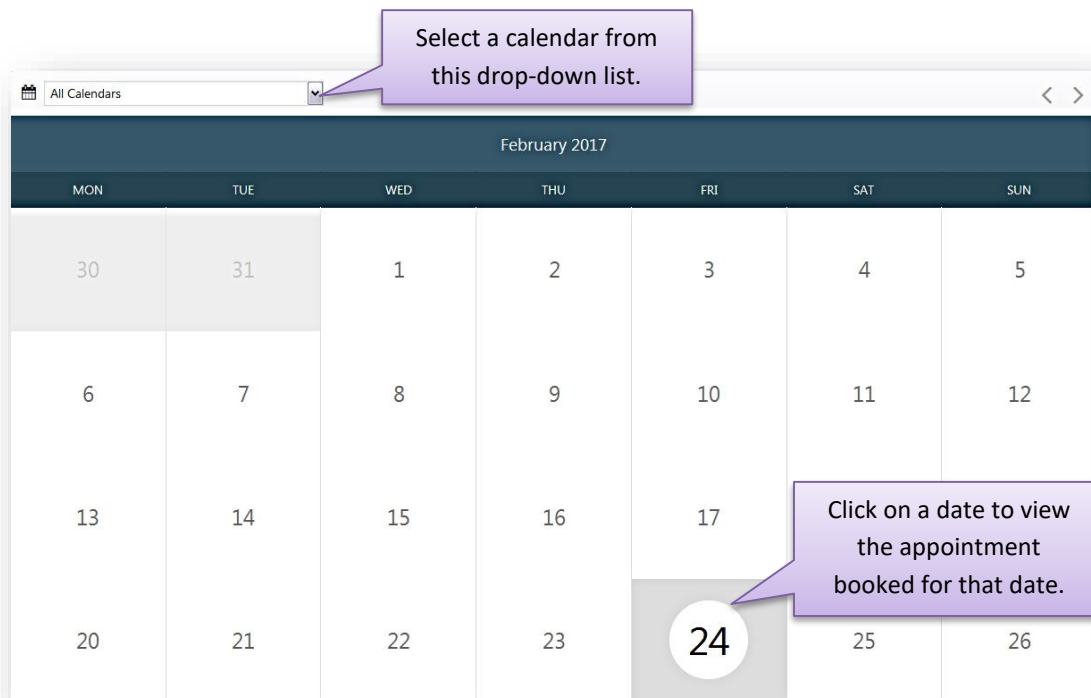
2. Click on the **Delete** or **Approve** button to either delete or confirm the appointment, respectively.

## Viewing a List of Appointments for the Day

On any day, you can view the list of appointments by logging into the WordPress admin area. You can also approve unapproved appointments, delete appointments, and/or fix a new appointment for a customer.

### To view the list of appointments:

1. Click on **Appointments** in the WordPress menu.



🕒 1:00 pm – 2:00 pm	4 TIME SLOTS AVAILABLE		New Appointment ...
🕒 2:00 pm – 3:00 pm	1 TIME SLOT AVAILABLE	<div>Approve the appointment.</div> <div>Approve</div>	New Appointment ...
	1 APPOINTMENT:		
	✖ Omega Candy		
🕒 3:00 pm – 4:00 pm	1 TIME SLOT AVAILABLE		New Appointment ...
	1 APPOINTMENT:	<div>Delete the appointment.</div>	<div>Fix up a new appointment.</div>
	✖ Omega Candy		
🕒 4:00 pm – 5:00 pm	2 TIME SLOTS AVAILABLE		New Appointment ...

**Tip:** After viewing the appointments, click once again on the date to hide 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 setup** panel.

## Miscellaneous Features

The Consulting Theme also supports blogs. You can set up a custom blog page. You can also have custom sidebars on the blog.

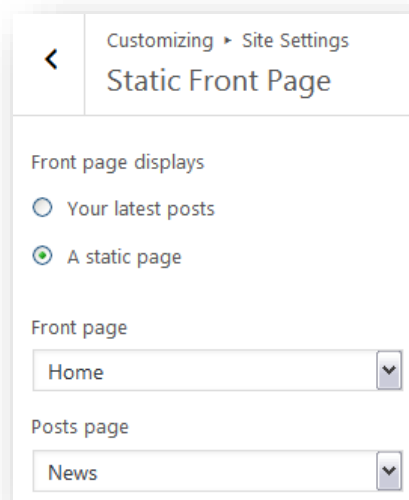
The Consulting Theme is also compatible with the WooCommerce plugin, so you can have an e-commerce shop on your website.

### *Adding a Blog to your Website*

You can also 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.

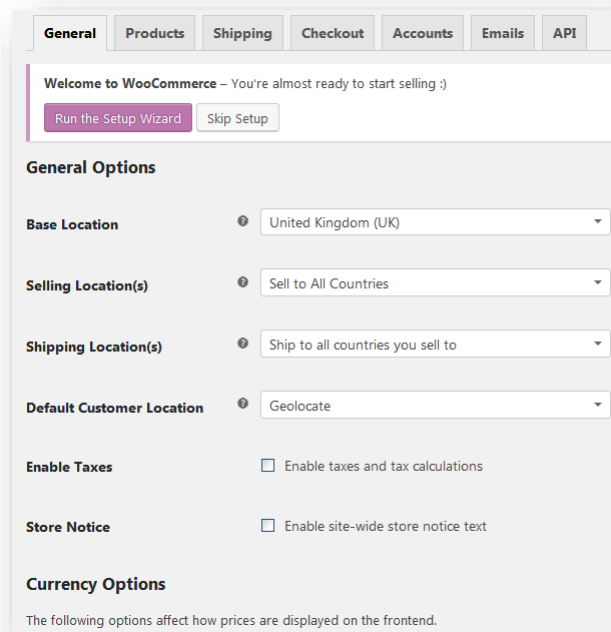




## *Incorporating a WooCommerce Shop in your Website*

WooCommerce is the most popular e-commerce plugin for WordPress. Now you can have a shop with all e-commerce features on your WordPress site.

Before you start adding products, please go through the WooCommerce plugin settings and specify everything you need for your shop.



The screenshot shows the WooCommerce 'General' settings page. At the top, there are tabs for General, Products, Shipping, Checkout, Accounts, Emails, and API. Below the tabs, a welcome message says 'Welcome to WooCommerce – You're almost ready to start selling :)'. There are two buttons: 'Run the Setup Wizard' (highlighted in purple) and 'Skip Setup'. The 'General Options' section includes: 'Base Location' (dropdown menu set to 'United Kingdom (UK)'), 'Selling Location(s)' (dropdown menu set to 'Sell to All Countries'), 'Shipping Location(s)' (dropdown menu set to 'Ship to all countries you sell to'), and 'Default Customer Location' (dropdown menu set to 'Geolocate'). Below these are two checkboxes: 'Enable Taxes' (unchecked) and 'Store Notice' (unchecked). The 'Currency Options' section is partially visible at the bottom, with a note: 'The following options affect how prices are displayed on the frontend.'

Please see <https://docs.woothemes.com/documentation/plugins/woocommerce/getting-started/> for more details on setting up a shop using the WooCommerce plugin.

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

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

## *Updating via FTP*

Another way of updating your theme is via FTP.

Extract the contents of the **consulting.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 consulting\ and to subfolders within the consulting folder.

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

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

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

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

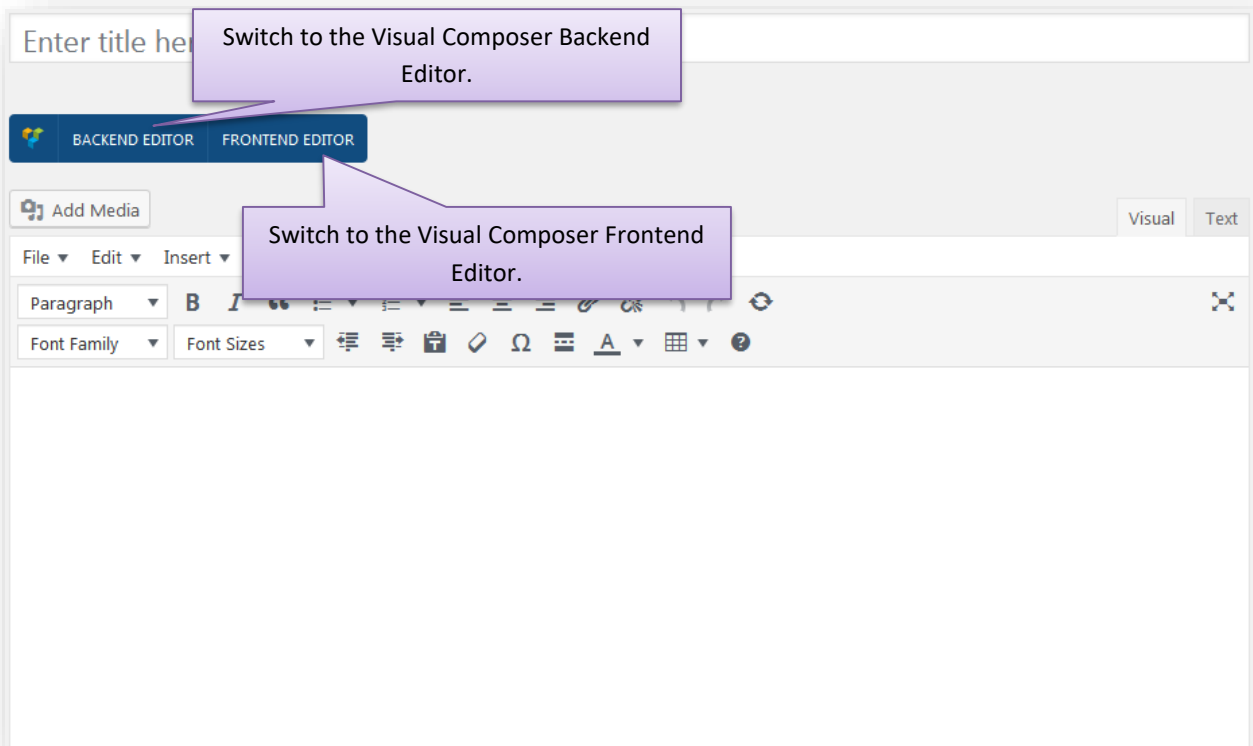
## Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages

Your Consulting 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](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.

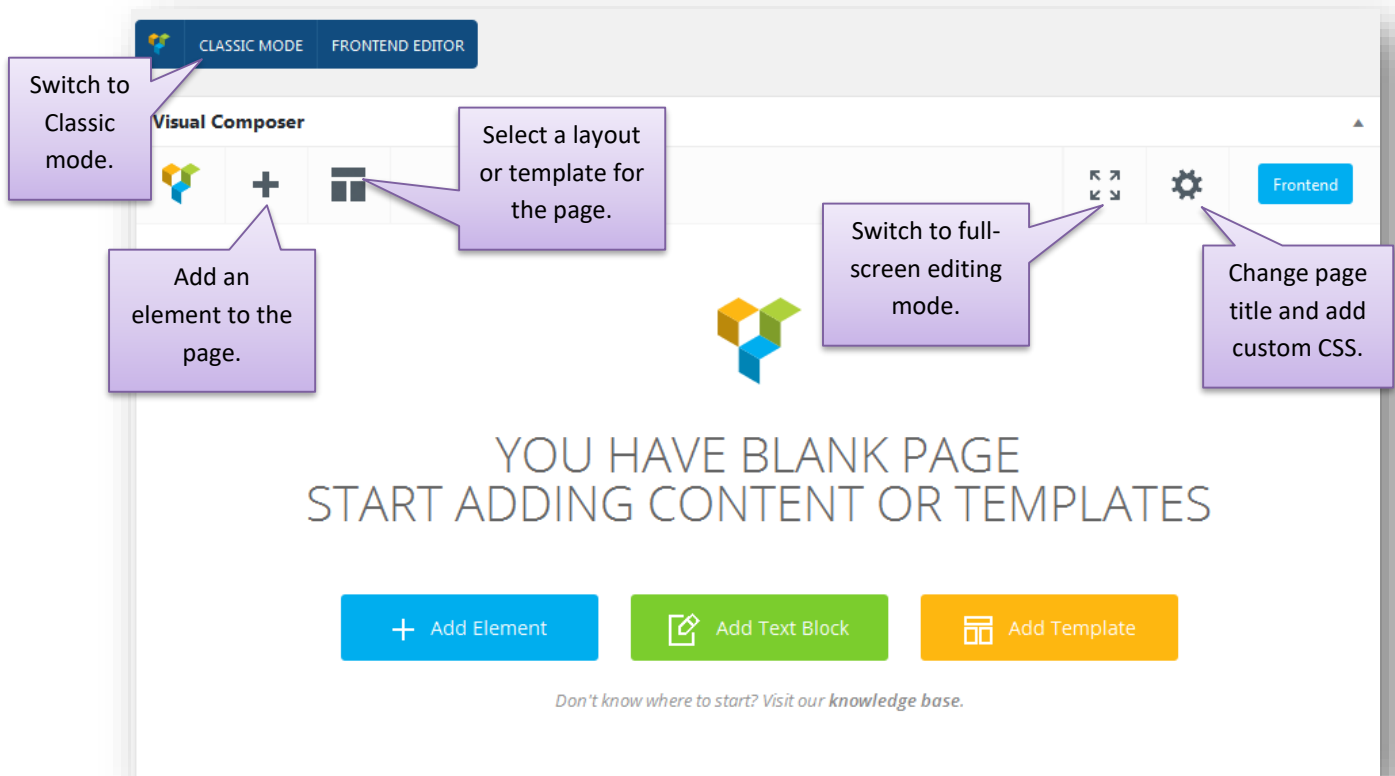
You can control whether the Visual Composer plugin should be enabled or not for different types of pages and posts in the Visual Composer Settings pages. If the Visual Composer is disabled, you will see the WordPress **Classic Editor** with buttons to switch to the Visual Composer (as in the following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



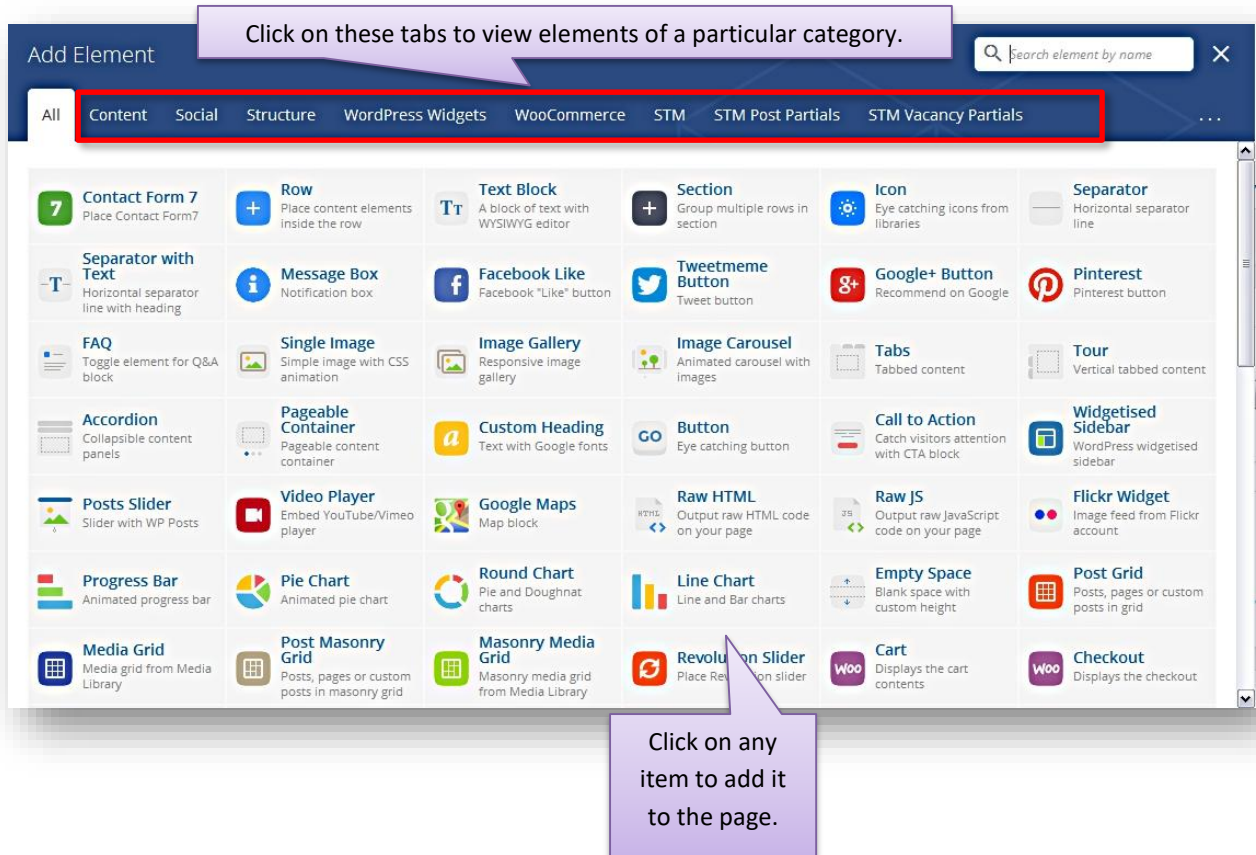
As can be seen in the above image, the Visual Composer can work in two modes: as a Backend editor, or as a Frontend editor.

## 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.



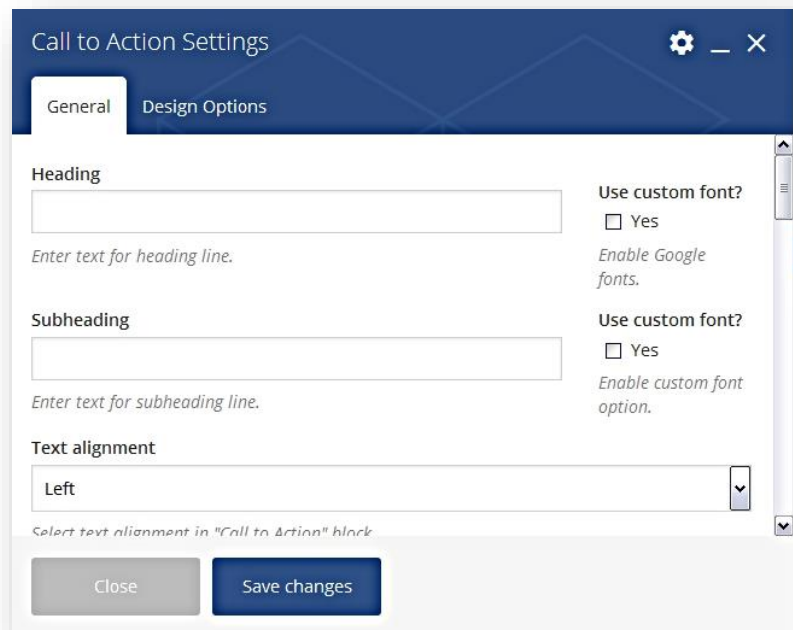
**Note:** You will find all the Consulting Theme related elements or widgets in the **STM**, **STM Post Partials**, **STM Vacancy Partials**, and **STM Staff Partials** tabs.



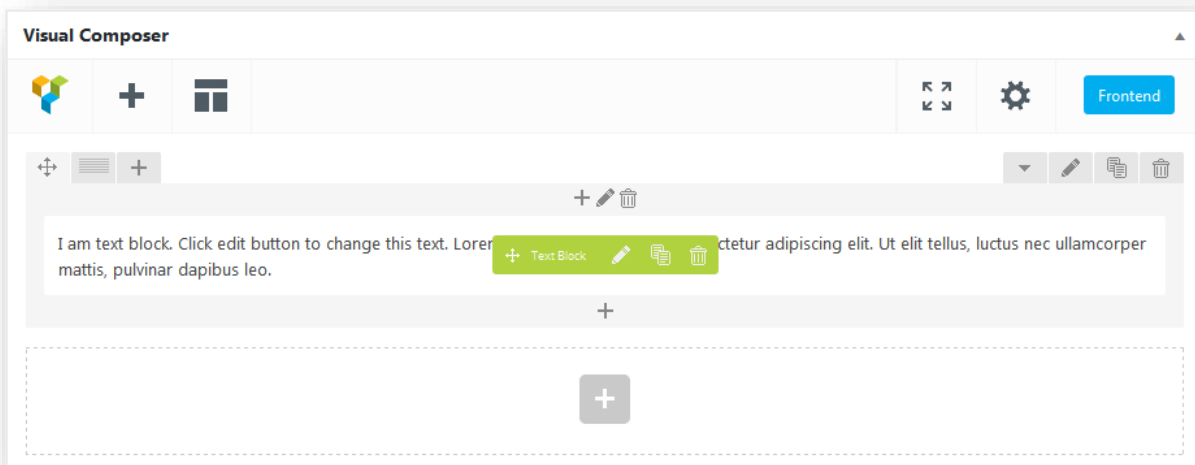
For some of the elements you may have to specify additional details or settings.

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.



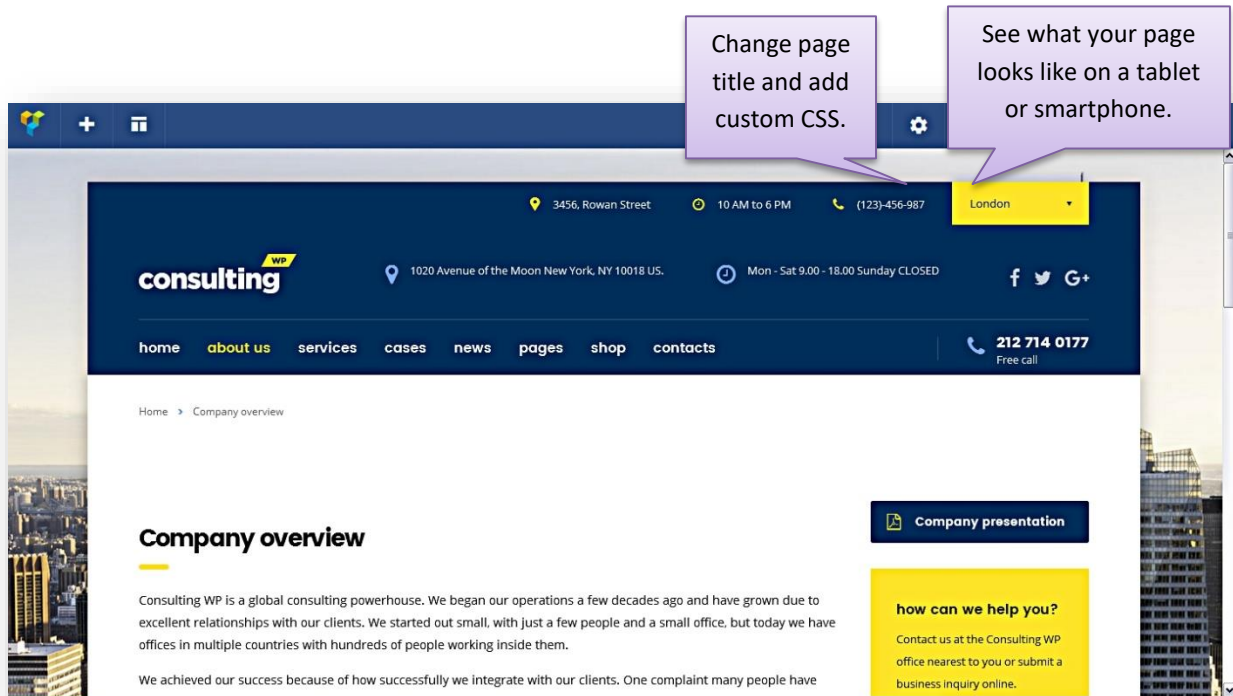
The image shows a 'Call to Action Settings' dialog box with a dark blue header and two tabs: 'General' and 'Design Options'. The 'General' tab is active. It contains three sections: 'Heading' with a text input field and a placeholder 'Enter text for heading line.'; 'Subheading' with a text input field and a placeholder 'Enter text for subheading line.'; and 'Text alignment' with a dropdown menu set to 'Left' and a placeholder 'Select text alignment in "Call to Action" block'. On the right side, there are two checkboxes for 'Use custom font?' both set to 'No', with links to 'Enable Google fonts.' and 'Enable custom font option.' respectively. At the bottom are 'Close' and 'Save changes' buttons.



**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.



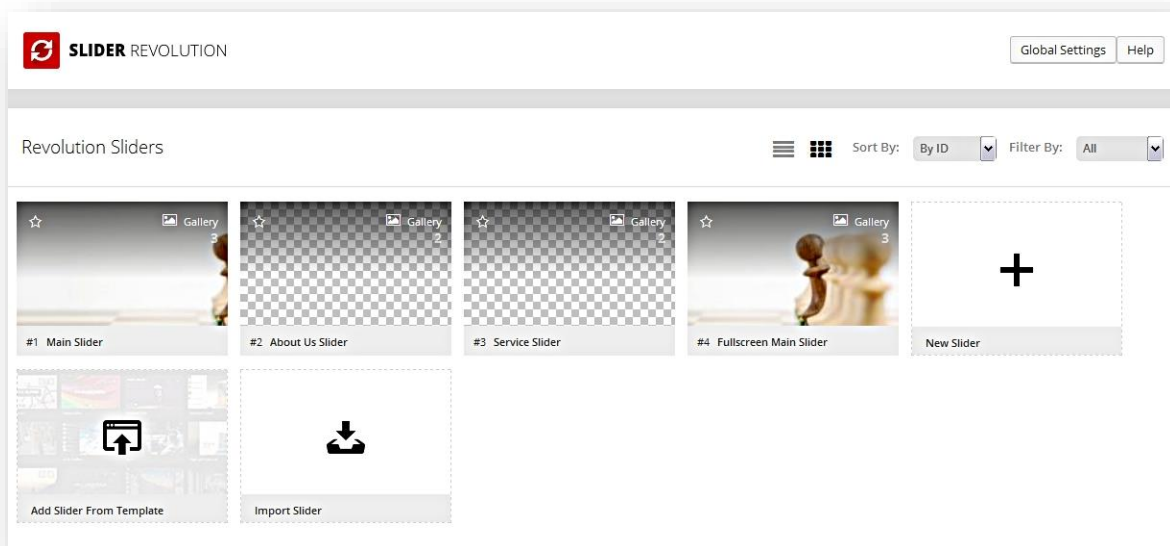
**Note:** This was just a brief overview of using the WPBakery Visual Composer to create your pages. Please see [http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full\\_screen\\_preview/242431](http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full_screen_preview/242431) 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 Consulting 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.